

# General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center  
Pottstown, PA 19464  
Phone: 610-495-8866 . Fax: 610-495-8870  
Email: [info@generalexposition.com](mailto:info@generalexposition.com)

## Payment Authorization Form (This form must be included with your order!)

**Advanced Discount Deadline Date: Friday, October 21, 2016**

**Community Association Institute**  
Garden State Exhibit Center  
October 26, 2016

*Credit card information must be on file before any goods or services will be rendered.*

To receive discount pricing you must place your order by the advance discount deadline dates. A \$50.00 surcharge will be added to your account for all declined credit cards. Any balance due on your account, including past due amount will be charged to the credit card provided. By signing below you are agreeing to all Terms & Conditions and General Exposition Services Limits & Liabilities set forth in this service kit.

**ENTER TOTALS:**

* Booth Package:	_____		
* Furniture and Accessories:	_____		
* Carpet:	_____	SubTotal:	_____
* Hardwall Unit:	_____	* Tax: (7 %)	_____
Freight Handling:	_____	"Estimated" Total:	_____
Labor:	_____		
Custom Cleaning:	_____		
Other:	_____		

\* Note: Electrical, Telephone and Plumbing orders should be sent directly to the venue.

**NOTE: ALL ORDERS MUST BE ACCOMPANIED BY A CREDIT CARD, REGARDLESS OF PREFERRED METHOD OF PAYMENT**

**Credit Card Information**     American Express     Visa     Mastercard     Company Check

Credit Card Number: \_\_\_\_\_    Expiration Date: \_\_\_\_\_

Card Security Code: \_\_\_\_\_

Card Holder's Name (please print): \_\_\_\_\_

Billing Address (if different from address below): \_\_\_\_\_

Signature: \_\_\_\_\_

**Exhibitor Information (PLEASE PRINT CLEARLY, INFORMATION BELOW WILL BE USED FOR FINAL RECEIPT.)**

Exhibiting Company:	_____	Ordered by:	_____
Address:	_____	City, State, Zip:	_____
Phone:	_____	Fax:	_____
Email:	_____	Date:	_____ Booth Number: _____

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## Furniture and Accessories Form

**DISCOUNT DEADLINE DATE: Friday, October 21, 2016**

### Community Association Institute

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**Please see our Furniture & Accessories photos on the Exhibitor Services tab of our home page.**

Furniture	Booth Furnishings				Display Tables				
	Qty.	Advance	Show	Total	Draped 30"	Qty.	Advance	Show	Total
A-1 Bag Stand	___	\$45.00	\$55.00	___	4' x 24W x 30"H	___	\$65.00	\$90.00	___
A-2 Literature Rack	___	\$75.00	\$85.00	___	6' x 24W x 30"H	___	\$75.00	\$100.00	___
A-3 Clothes Tree	___	\$24.50	\$35.00	___	8' x 24W x 30"H	___	\$85.00	\$110.00	___
A-4 Aluminum Easel	___	\$24.50	\$29.50	___	<b>Draped 42"</b>				
A-5 22" x 28" Sign Holder	___	\$30.50	\$38.00	___	4' x 24W x 42 "H	___	\$95.00	\$125.00	___
A-6 Wastebasket	___	\$7.50	\$12.50	___	6' x 24W x 42 "H	___	\$110.00	\$135.00	___
A-8 6ft. ShowCase	___	\$295.00	\$350.00	___	8' x 24W x 42 "H	___	\$120.00	\$145.00	___
A-9 Raffle Drum	___	\$75.00	\$85.00	___	<b>Undraped Tables</b>				
E-1 Contemporary Arm Chair	___	\$59.50	\$69.50	___	4' x 24W x 30"H	___	\$45.00	\$60.00	___
E-2 Contemporary Side Chair	___	\$49.50	\$59.50	___	6' x 24W x 30"H	___	\$55.00	\$65.00	___
E-3 Swivel Desk Chair	___	\$75.00	\$85.00	___	8' x 24W x 30"H	___	\$65.00	\$70.00	___
E-4 Executive Desk Chair	___	\$85.00	\$95.00	___	Raise Table to 42"	___	\$25.00	\$30.00	___
S-1 Modern Arm Chair	___	\$52.50	\$62.50	___	Skirt Table 4th Side	___	\$25.00	\$30.00	___
S-2 Vinyl Side Chair	___	\$44.00	\$54.00	___	<b>Skirt Color:</b> (please circle) Blue Red Black Grey Teal Burgundy Hunter Green Plum Gold White				
S-3 Upholstered Stool	___	\$54.00	\$74.00	___	<b>All tables are covered with white vinyl.</b>				
S-4 24" x 15" Modern Table	___	\$47.00	\$67.00	___	<b>Pegboards and Tackboards</b>				
S-5 30" x 30" Conference Table	___	\$67.50	\$87.50	___	4 x 8 Pegboard - White	___	\$75.00	\$95.00	___
S-6 30" x 42" Pedestal Table	___	\$75.00	\$85.00	___	4 x 8 Tackboard - Oak	___	\$85.00	\$105.00	___
Chrome Stanchions	___	\$39.00	\$45.00	___	Special Colors are available and priced on request FOR PEGBOARDS ONLY!				
White Chain	___	\$1.50 ft.	\$1.75 ft.	___	Price does not include push pins, pegboard hooks, and/or tacks.				
Folding Chair	___	\$25.00	\$30.00	___	<b>** Please note:</b> Show Color Will be Used if No Other Color is indicated **				
<b>Risers / Special Drapery</b>									
<b>Draped Risers</b>	<b>Qty.</b>	<b>Advance</b>	<b>Show</b>						
4' x 10" Wide x 11"H	___	\$35.00	\$45.00	___					
6' x 10" Wide x 11"H	___	\$45.00	\$55.00	___					
(All risers are draped in white vinyl)									
8' Column & Base	___	\$20.00	\$25.00	___					
Telescopes	___	\$9.50	\$12.50	___					
<b>Special Drapery</b>									
3' High Drape / per run ft.	___	\$5.00	\$7.50	___					
8' High Drape / per run ft.	___	\$7.50	\$10.00	___					
* 12' High Drape / per run ft.	___	\$7.50	\$8.50	___					

Color: (please circle) Blue White Red Grey Black Burgundy Teal Hunter Green Plum  
\*Limited Colors - please call.

~ Terms ~

Discount prices only apply to orders with payment in full received at the above address prior to the order deadline date on the enclosed forms. All charges for service and/or equipment must be paid in advance by credit card - American Express, Visa or Mastercard. All prices are subject to applicable taxes.

**Charges for rentals include delivery to your space, installation only as specified, and removal at close of exhibit. Cancellation of equipment delivered will be subject to a 50% cancellation charge for labor involved.**

**Total:** \_\_\_\_\_  
**Please transfer this total to the Payment and Charge Form.**

**Exhibiting Company:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

## STANDARD AND EXECUTIVE FURNITURE

Make your visitors feel comfortable as they tour your exhibit with these standard and executive furnishings. Depending on the specific needs for your event, there is a wide selection of sizes and styles to choose from.

### Standard Chairs

- S-1 Upholstered Arm Chair
- S-2 Vinyl Side Chair
- S-3 Upholstered Stool



### Conference and Cocktail Tables

- S-4 24" Cocktail Table
- S-5 30" x 30" High Conference Table
- S-6 30" x 42" High Conference Table



### Draped Tables

- S-7 30" High Table
- S-8 4' or 6' Draped Riser
- S-9 42" Draped Table

### Executive Chairs

- E-1 Upholstered Arm Chair
- E-2 Upholstered Side Chair
- E-3 Swivel Desk Chair
- E-4 Executive Desk Chair



## DISPLAY ACCESSORIES

To add the final touches to your exhibit, don't forget about the accessories. These items help give your visitors the impression of a well planned and polished presentation.

### Accessories

- A-1 Bag Stand
- A-2 Literature Rack
- A-3 Cloths Tree
- A-4 Aluminum Easel
- A-5 Sign Holder 22" x 28"
- A-6 Wastebasket



### Product Display Care

- A-8 6' Showcase with Shelves and Light
- A-9 Raffle Drum