



# Helgerson

With The Image Resources Group

Conventions Trade Shows Flags & Flag Poles

2900 S. Hydraulic Wichita, KS 67216

316-943-1851 Fax 316-267-4804

Email: info@henryhelgerson.com

**RENTAL  
ORDER  
FORM**

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Ordered by: \_\_\_\_\_ Email: \_\_\_\_\_

Booth # \_\_\_\_\_

Phone \_\_\_\_\_

Zip Code \_\_\_\_\_

P.O. # \_\_\_\_\_

Following rental prices are for the duration of the show, and include delivery and removal.

Description	Standard Price	Discount Price*	Qty.	Total Price	Color
<b>DISPLAY TABLES-Draped 3 Sides</b>					
24"W x 30"H x 4'L	\$30.00	\$27.00			
24"W x 30"H x 6'L	\$34.00	\$30.00			
24"W x 30"H x 8'L	\$45.00	\$40.00			
30"W x 30"H x 8'L	\$45.00	\$40.00			
<b>DISPLAY TABLES (42" Counter Height)-Draped</b>					
24"W x 42"H x 4'L	\$42.00	\$37.00			Color
24"W x 42"H x 6'L	\$48.00	\$42.00			
24"W x 42"H x 8'L	\$53.00	\$48.00			
30"W x 42"H x 8'L	\$53.00	\$48.00			
<b>DISPLAY TABLES-Undraped</b>					
24"W x 30"H x 4'L	\$18.00	\$13.00			
24"W x 30"H x 6'L	\$20.00	\$15.00			
24"W x 30"H x 8'L	\$28.00	\$23.00			
30"W x 30"H x 8'L	\$29.00	\$24.00			
<b>SPECIAL DRAPING (additional draping above contracted amount)</b>					
3' high per foot	\$4.00	\$3.00			Color
8' high per foot	\$6.00	\$5.00			
<b>BOOTH CARPETING</b>					
10' x 10'	\$95.00	\$80.00			
10' x 20'	\$190.00	\$160.00			
10' x 30'	\$285.00	\$240.00			
10' x 40'	\$380.00	\$320.00			
Carpet Padding 1/2 the Price of Carpet Ordered					
<b>Set-up Labor: (available upon request)</b>					
<b>Opening Day Cleaning:</b> \$.26 x _____ sq. ft.					
<b>Daily Cleaning:</b> \$.26 x _____ sq. ft. x _____ # days					
<b>EXPO FURNISHINGS</b>					
42" High Cocktail Table	\$19.00	\$16.00			
42" High Cocktail Table with Tablecloth	\$34.00	\$30.00			
Plastic Side Chair	\$11.00	\$ 8.00			
Padded Chair	\$21.00	\$17.00			
High Stool with Back	\$21.00	\$17.00			
Floor Easel	\$13.00	\$11.00			
Wastebasket	\$ 8.00	\$ 7.00			

**SHOW COLORS: BLACK**

**WOMEN'S FAIR 2024**  
**Century II Convention Center**  
**Wichita, KS**  
**April 26 - 28, 2024**

**Draping Colors: Carpet Colors:**

Black	Plum	Black
Blue	Red	Blue
Burgundy	Silver	Gray
Green	White	Green
Gold		Red

**CLEANING:** Includes vacuuming carpet and emptying wastebaskets prior to show opening (after booth setup). Cleaning prior to opening of each day of the show is also available.

**\*NOTE: ORDERS MUST BE RECEIVED AND PAID FOR AT LEAST THREE (3) WORKING DAYS PRIOR TO THE SHOW OPENING TO RECEIVE THE DISCOUNT PRICE.**

**PAYMENT:\*\***Payment in full of rental charges, including applicable tax, must accompany your advanced order to qualify for the discounted prices.

- Check Enclosed
- Credit Card Payment

Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card Expiration Date: \_\_\_\_\_

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

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

SUB TOTAL \$ \_\_\_\_\_

SALES TAX 7.5% \$ \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

**CREDIT CARD INFORMATION IS DISCARDED AFTER PROCESSING PAYMENT. INVOICES OVER \$500 WILL INCUR A 3% FEE IF PAID WITH A CREDIT CARD.**

**A RECEIPT WILL BE EMAILED AFTER THE PAYMENT IS PROCESSED.**