Exhibitor Order Form

For a full list of exhibitor rules & expectorations, parking maps, and exhibitor shipping information, please visit: http://www.bismarckeventcenter.com/p/exhibitor or **click here**.

ITEM	COST	AMOUNT REQUESTED
Carpet * May not be available day of show – please pre-order	$35.00 per 10x10 piece	_____@ $35.00 = _____
Extra Tables (please circle one) 8' or 6' **Limited number of 6'x30" tables an email will be sent to confirm your order**	$8.00 ea.	_____@ $8.00 = _____
Table skirt & cover (paper/vinyl) Paper Cover only $6.00 ea. Vinyl Skirt only $15.00 ea.	$21.00	_____@ $21.00 = _____ _____@ $6.00 = _____ _____@ $15.00 = _____
Table Skirt & Cover (cloth) Cloth Cover only $14.00 ea. Cloth Skirt only $29.00 ea.	$43.00 ea.	_____@ $43.00 = _____ _____@ $14.00 = _____ _____@ $29.00 = _____
Internet **UNSECURED** Wireless (Limited bandwidth, not guaranteed) **Additional Secured** Wireless (Unlimited bandwidth, guaranteed)	No Charge $15.00 per device	No Charge ____ @ $15.00 = _____
Internet Hard line – secured NOT available day of show. * No outside wireless routers allowed	$100.00	____ @ $100.00 = _____
220 volt power	$30.00	____@ $30.00= = _____
Sales Tax	**6.5%**	
Total		

NAME _____ **EVENT NAME:** _____

COMPANY NAME _____ **BOOTH #**_____

ADDRESS (CITY, STATE, ZIP CODE) _____

PHONE #_____ **CELL#**_____ **FAX #** _____

CHECK ENCLOSED_____ **CREDIT CARD** _____**: VISA MASTERCARD DISCOVER**

CREDIT CARD #_____ **EXPIRATION DATE** _____ **CVV**_____

Please send in this completed form along with payment to: Krista Tolstedt or Lindsey Morey, BISMARCK EVENT CENTER, 315 SOUTH 5TH ST, BISMARCK ND 58504, FAX (701) 222-6599, PHONE (701) 355-1392, EMAIL: ktolstedt@bismarcknd.gov or lmorey@bismarcknd.gov
CHECKS OR CREDIT CARDS ACCEPTED, Make checks payable to the Bismarck Event Center. **We do not accept American Express**.
A receipt can be requested day of show at Exhibitor Services.

Order forms must be received 7 business days before the event. Any order received after that will be returned and you will need to order your items from exhibitor services and will be charged day of show rates.

*POWER will be located within 50' of your booth - Special hook-up or wiring at prevailing electrician rate. We do not furnish extension cords - they are available for purchase at prevailing rate. Please do not use our chairs as ladders. We have a number of ladders available for your use. We also furnish shower curtain hooks for hanging signs from your booth backdrop.