



Conventions Trade Shows Flags & Flag Poles
 2900 S. Hydraulic Wichita, Kansas 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.

SHOW COLORS: Plum/Silver

Description	Standard Price	Discount Price*	Qty.	Total Price	Color
DISPLAY TABLES-Draped 3 Sides					
24"W x 30"H x 4'L	\$28.00	\$25.00			
24"W x 30"H x 6'L	\$32.00	\$28.00			
24"W x 30"H x 8'L	\$42.00	\$38.00			
30"W x 30"H x 8'L	\$42.00	\$38.00			
DISPLAY TABLES (42" Counter Height)-Draped					
24"W x 42"H x 4'L	\$40.00	\$35.00			
24"W x 42"H x 6'L	\$45.00	\$40.00			
24"W x 42"H x 8'L	\$50.00	\$45.00			
30"W x 42"H x 8'L	\$50.00	\$45.00			
DISPLAY TABLES-Undraped					
24"W x 30"H x 4'L	\$17.00	\$12.00			
24"W x 30"H x 6'L	\$19.00	\$14.00			
24"W x 30"H x 8'L	\$26.00	\$21.00			
30"W x 30"H x 8'L	\$27.00	\$22.00			
SPECIAL DRAPING (additional draping above contracted amount)					
3' high per foot	\$3.00	\$2.00			
8' high per foot	\$5.00	\$4.00			
BOOTH CARPETING					
10' x 10'	\$90.00	\$75.00			
10' x 20'	\$180.00	\$150.00			
10' x 30'	\$270.00	\$225.00			
10' x 40'	\$360.00	\$300.00			
Carpet Padding 1/2 the Price of Carpet Ordered					
Set-up Labor: (available upon request)					
Opening Day Cleaning: \$.24 x _____ sq. ft.					
Daily Cleaning: \$.24 x _____ sq. ft. x _____ # days					
EXPO FURNISHINGS					
42" High Cocktail Table	\$18.00	\$15.00			
42" High Cocktail Table with Tablecloth	\$32.00	\$28.00			
Plastic Side Chair	\$10.00	\$7.00			
Padded Chair	\$20.00	\$16.00			
High Stool with Back	\$20.00	\$16.00			
Floor Easel	\$12.00	\$10.00			
Wastebasket	\$7.00	\$6.00			

**Wichita Farm and
Ranch Show**

December 2 - 4, 2022

**Kansas Star Arena
Wichita, Kansas**

Draping Colors: Black Plum, Blue Red, Burgundy Silver, Green White, Gold
Carpet Colors: Black, Blue, Gray, Green, Red

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

***NOTE: TO RECEIVE DISCOUNT PRICE ALL ORDERS MUST BE RECEIVED WITH PAYMENT THREE (3) WORKING DAYS PRIOR TO SHOW OPENING.**

RECEIPT REQUEST _____ YES _____ NO
 If not specified, no receipt will be sent.

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

Check Enclosed Discover Amex
 Credit Card Charge: Visa Mastercard

Card Number _____
 Name on Card _____
 Expiration Date _____ Security Code () _____
 Signature _____

SUB TOTAL \$ _____
 7.5% Sales Tax \$ _____
 TOTAL DUE \$ _____



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**Wichita Farm and
 Ranch Show 2021**
BOOTH
 # _____
Kansas Star Arena

FREIGHT HANDLING ORDER FORM & FORK LIFT RENTAL

THE HENRY HELGERSON COMPANY HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW

1. Mail, fax or email this form and your advance payment to the address or fax number noted above as soon as possible.
2. SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.
3. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
4. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
5. Henry Helgerson Company will receive freight at:

ADVANCED SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)

For: NAME OF SHOW C/O HENRY HELGERSON COMPANY

2900 S. HYDRAULIC, WICHITA KANSAS 67216

ADVANCE TO WAREHOUSE MUST BE RECEIVED NO

LATER THAN November 25, 2021.

INBOUND SHIPPING INFO – PRIOR TO EXHIBIT: (CHECK ONE)	TO WAREHOUSE	TO SHOW SITE.
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SHIPPED VIA: _____ PRO# _____

DATE SHIPPED: _____ ESTIMATED ARRIVAL DATE: _____

FORK LIFT REQUIRED FOR LOADING/UNLOADING? _____ YES _____ NO ADD \$75.00 PER HOUR

OF CRATES: _____ # OF DISPLAY CASES: _____ # OF CARTONS: _____ # OF SKIDS: _____

TOTAL # PIECES: _____ TOTAL WEIGHT: _____ x \$48.00/100 lbs. = _____ TOTAL COST

OUTBOUND SHIPPING INFO – AT CLOSE OF EXHIBIT:

SHIP TO: _____

ATTENTION: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)
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_____ MOTOR FREIGHT (NAME) _____ VAN LINE (NAME) _____

_____ UPS: _____ GROUND _____ BLUE(2ND DAY AIR) _____ RED(NEXT DAY AIR) – UPS ACCT. # _____

_____ FED EX – ACCT# _____

_____ OTHER AIR CARRIER (NAME) _____ OTHER AIR CARRIER ACCT #: _____

If you have not designated a motor freight company Henry Helgerson Company will select a carrier. Henry Helgerson Company will load out your shipments when your carrier arrives. Henry Helgerson Company cannot be held responsible for unattended or non-prearranged freights left on the show floor. ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. HENRY HELGERSON COMPANY WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!

NAME OF EVENT: Wichita Farm and Ranch Show	Booth: _____
COMPANY NAME: _____	
ORDERED BY: _____	PHONE #: _____

PAYMENT IN FULL, INCLUDING APPLICABLE SALES TAX, MUST ACCOMPANY YOUR ORDER

Subtotal \$ _____

7.5% Sales Tax \$ _____

Total Due \$ _____

Payment: Check Visa Master Card Amex Discover

Name On Card _____

Expiration Date _____ Security Code _____

Signature _____