



7 Fast and Easy Steps to Place Your Order!

Pop Up Rental Order Form

Phone: 702.399.9900 • FAX: 888.236.2553
www.VegasDisplay.com

1 Design Select the Pop Up design from the options on VegasDisplays.com

Design _____
 Price \$ _____
Display Color: Middle End Caps
 Black _____
 Silver _____
 Blue N/A _____

2 Signs
 Send us your artwork and we will make a sign and attach it to the display wall with Velcro. You keep the sign after the show or we will store your sign for free.

Send PDF files to: Orders@VegasDisplay.com

QNTY	DESCRIPTION	PRICE
___	Straight Wall Sign 18"hx84"w	\$125.
___	Curve Wall Sign 18"hx96"w	\$150.

Please store my sign I'll keep the sign

3 Carpet (padded carpet tiles)
 Select Color: BLACK GRAY
 ___ Carpet 10' x 10' Booth \$175.
 ___ Carpet 10' x 20' Booth \$325.

4 Display and Booth Accessories

QTY	ITEM	PRICE	TOTAL
___	Spot Light-100W (2 per order)	\$ 80.	\$ _____
___	Small Counter 18"x24"x39"H	\$ 30.	\$ _____
___	Large Counter 22"wx44"x39"h	\$175.	\$ _____
___	Flat Shelf 26"wx11"d	\$ 20.	\$ _____
___	Slanted Shelf 26"wx11"s	\$ 20.	\$ _____
___	Literature Stand for 8.5"x11"	\$ 35.	\$ _____
___	Extension Cord & Power Strip	\$ 17.	\$ _____
___	Standard Table: 6'x30"x29"H	\$ 95.	\$ _____
___	Round Table: Gray 36"X30"H	\$100.	\$ _____
___	Chair: Padded, Gray	\$ 40.	\$ _____
___	Literature Stand: 4 pockets	\$ 35.	\$ _____
___	Easel / Sign Stand	\$ 20.	\$ _____
___	Refrigerator + case of water	\$ 95.	\$ _____
___	Drape & Pole for corner booth	\$ 15.	\$ _____
___	Waste Basket & 4 trash bags	\$ 10.	\$ _____
___	Velcro to 3'x1"w for signs, etc.	\$ 10.	\$ _____
___	Misc. _____	\$ _____	\$ _____
___	Misc. _____	\$ _____	\$ _____
TOTAL		\$	_____

5 Trade Show/Event _____ Booth # _____
 Convention Facility _____ Exhibit Hall _____
 Set Up Date _____ Time _____ Break Down Date _____ Time _____
 Company _____ Contact _____
 Phone _____ E-mail _____
 Street Address _____
 City _____ State _____ Zip _____ Country _____
 On-Site Contact Person _____ Mobile # _____

6 **NOTE: Add a 20% late fee for orders placed within 14 days of the set-up date.**
 Order Date: _____ VISA _____ MC _____ AMEX _____ Check _____ **Total Order \$** _____
 Credit Card # _____ Exp. ____/____ Sec. Code _____
 Name on Card _____ Signature _____
 I have read and agree to the Rental Terms and Conditions page of this order form.

Email To: Orders@VegasDisplay.com • FAX To: 888.236.2553 OR
 Mail Checks to: Vegas Display, Inc. | 3200 Polaris Ave. #22 | Las Vegas, NV 89102

Vegas Display, Inc. - Rental Terms & Conditions

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Payment: Orders must be paid in full to reserve the equipment and labor. Checks will not be accepted within 14 days of the set up date. A valid credit card (with an expiration date that exceeds the end of the event breakdown date) is required as a security deposit for all rental equipment. The rental is for one event, not to exceed a total of seven days. Published equipment sizes and descriptions are approximate.

Set Up and Break Down: Rental includes set up and break down labor. Displays are set up on a first come first serve basis and subject to Vegas Display production schedules.

Delivery: When possible, Vegas Display will deliver the rental equipment directly to the exhibit hall, hotel or event location loading dock. Based on production schedules, size of the event, amount of equipment rented, loading dock size, show rules and other variables, display equipment may need to be sent to the General Service Contractor's (GSC) Advanced Warehouse or show site Marshalling Yard and an extra delivery fee may apply. Fees for these services are billed at \$75 per hour and the responsibility of the exhibitor.

Material Handling: Material Handling/Drayage is the fee charged by the GSC/Teamsters Union to deliver your exhibit material from your booth, storage of empty containers during the show and returning the empties to your booth after the show, and finally to the loading dock for pick up. Rates vary by trade show and are based on weight. The exhibitor is required to have a credit card on file with the event's GSC for material handling fees. Failure to do so may result in the rental display not being delivered to your booth, and thus, not being set up on time.

Exhibitor Responsibilities: The Exhibitor acknowledges that all information on the Rental Order is accurate, including: exhibit hall, booth number, set up and break down dates and times. Any changes must be made in writing at least 24 hours prior to the set up time. Exhibitors are responsible for the advance order of items such as carpet, electrical service or any other show service required prior to Vegas Display setting up the rental equipment. These items must be ordered at least 10 days prior to the set up date. A \$95 per man hour waiting fee will be added to the rental order if Vegas Display labor is delayed. If the event ends early, Vegas Display must be notified immediately. The Exhibitor is responsible for all shipping arrangements for their property.

Display Design Changes: Display designs adhere to strict structural criteria. Display walls cannot be altered from the original agreed design unless approved by Vegas Display. Any on-site design changes are solely at the discretion of Vegas Display. Any on-site display design changes will be charged additional labor fees, regardless of whether the display has or has not yet been set up. The exhibitor must NOT alter or move the display after installation, as the display equipment could collapse and cause damage to property, products or personal injury.

Additional Labor Fees: The rental price includes labor for one set up and one break down service call. Any additional service or labor will be billed at a rate of \$95. ST/\$150. OT per man hour, with a two-hour minimum. If Vegas Display must return to the event facility, a \$75 transportation fee will also apply.

On-Site Orders: Equipment ordered within 12 business hours of the show set up day or on-site will be billed at 2X the published rate plus a \$75. delivery fee if a return trip to the warehouse is required.

Insurance: The Exhibitor is required to carry liability insurance and is responsible for any damage to the display equipment, products or people while it is in the possession of the exhibitor.

Lost or Damaged: The Exhibitor is responsible for Vegas Display equipment from set up until break down and is responsible for any lost, stolen or damaged equipment. The exhibitor is responsible for any damage to equipment caused by attaching signs or products using tape, glue, screws, nails, pins or other hardware or adhesives. Most tape and adhesives cannot be entirely removed and will damage the display walls. Cleaning fees are billed at \$95 per hour with a one-hour minimum. Equipment that cannot be cleaned or repaired will be billed the replacement cost.

On-Site Resolutions: To complete or fulfill an order, Vegas Display reserves the right to substitute for a similar item. The Exhibitor authorizes Vegas Display to resolve all on-site issues regarding the completion and set-up and breakdown of the rental equipment, including carpet, electrical service, material handling, etc. which the Exhibitor failed to order in advance. If the Exhibitor does not have a credit card on file with the General Service Contractor, Vegas Display, at their discretion, may initiate and pay for the required services. The full amount, plus an additional \$250. inconvenience fee, is the responsibility of the Exhibitor and will be billed to the Exhibitor's credit card on file.

Exhibitor Property: Vegas Display is not responsible for Exhibitor property before, during or after the event.

Cancellations: Rental equipment cancelled up to 14 days prior to scheduled set-up date will receive a 50% refund. No refunds or credit for cancellations within 14 days of install date, or thereafter. If an exhibitor requests equipment is to be removed after it has been set up, a \$75. removal fee applies.



7 Sign and return this page with your Rental Order.

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Name _____ Signature _____ Date _____