



7 Fast and Easy Steps to Place Your Order!

Graphic Wall Rental Order Form

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

1 Display Design: Select the ProForm rental display design from the Graphic Wall options on www.VegasDisplays.com
Graphic Wall rental orders and artwork must be received a minimum of five business days prior to the event set-up date.

Item # _____

Wall Size ___10' Wide ___20' Wide

Wall Design:

___ Straight ___ Vertical Curve
___ Horizontal Curve ___ Serpentine (20' Only)

Price \$ _____

2 Artwork After we receive your order, we will email you an artwork template, print specifications and file upload instructions.

Status of display graphic after the event:

___ Client will remove and take graphic.
___ Vegas Display to discard graphic.
___ Ship graphic to client. \$50 + shipping cost.
___ Store graphic for future events. 1 Year - \$75

3 Carpet (gray padded carpet tiles)
___ 10' x 10' \$150. ___ 10' x 20' \$325.

Carpet for 10x10 & 10x20 booths only.

4 Booth Accessories

QTY	ITEM	PRICE	TOTAL
___	Spot Light (2 per order)	\$ 80.	\$ _____
___	Small Counter 18"x24"x39"H	\$ 30.	\$ _____
___	Large Counter 22"x44"x39"H	\$175	\$ _____
___	Literature Stand: 4 pockets	\$ 35.	\$ _____
___	Extension Cord & Power Strip	\$ 17	\$ _____
___	Standard Table: 6'x30"x29"H	\$ 95.	\$ _____
___	Round Table: Gray 36"X30"H	\$100.	\$ _____
___	Chair: Black	\$ 40.	\$ _____
___	Easel / Sign Stand	\$ 20.	\$ _____
___	Rolling Apparel Rack	\$ 75.	\$ _____
___	Refrigerator + case of water	\$150.	\$ _____
___	Drape & Pole for corner booth	\$ 20.	\$ _____
___	Waste Basket & 4 trash bags	\$ 10.	\$ _____
___	Misc. _____	\$ _____	\$ _____
	Display		\$ _____
	Artwork Storage		\$ _____
	Carpet & Accessories		\$ _____
	TOTAL RENTAL ORDER:		\$ _____

Add 20% if order is placed within 14 days of set-up date.

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

E-mail: orders@VegasDisplay.com • Phone: 702.399.9900 • FAX: 888.236.2553

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.

Artwork for Graphics: Artwork with the required specifications must be uploaded a minimum of five business days prior to the set-up date or the order will be completed with a white fabric background. The client can request a proof if artwork is uploaded at least 10 business days prior to the set-up date. Any artwork changes by the client or required for print production will be charged \$75 per change and the cost to reprint the graphic will apply if the job is already in production.

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 to 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, prior to and after the event.

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

On-Site Orders: Equipment ordered within 24 business hours of the show set-up day or on-site will be billed at 2X the published rate plus a \$75. delivery fee.

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.

Loss or Damage: 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: Rentals cancelled by the client within 14 days of the 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 to be removed prior to the break down date, a \$75. removal fee applies.



7 Sign and return this page with your Rental Order.

Sept 2017

Name _____ Signature _____ Date _____