



## Exhibit Equipment Rental Form

Show or Event Name \_\_\_\_\_ Booth # \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Customer Name \_\_\_\_\_

### Equipment Summary

Furniture Total \$ \_\_\_\_\_

Electrical Total \$ \_\_\_\_\_

Inbound Material Handling \$ \_\_\_\_\_

Outbound Material Handling \$ \_\_\_\_\_

Miscellaneous \$ \_\_\_\_\_

SHOW TOTAL \$ \_\_\_\_\_

Method of Payment:  Check  Credit Card  Purchase Order # \_\_\_\_\_

Credit Card Payment: *Alaska Event Services* is authorized to charge the following credit card account for all services requested by the undersigned, or their representative, which remain unpaid at the close of the event.

Type of Card:  Visa  MasterCard  American Express

Account # \_\_\_\_\_ Expiration \_\_\_\_\_

Card Holder Name \_\_\_\_\_ Sec. Code \_\_\_\_\_

Signature of Authorization \_\_\_\_\_

**\*\*DISCOUNT PRICING EXPIRES TEN (10) DAYS BEFORE SHOW MOVE-IN DATE. ALL ORDERS TAKEN TEN (10) DAYS OR LESS BEFORE MOVE-IN WILL BE CHARGED AT THE STANDARD RATE.** All cancellations and removal of rented material after move-in begins are subject to a 1/3 restocking fee. There are no refunds for electrical outlets. All orders are subject to availability. Payment in full is required before processing.

**“Events with Excellence”**

P.O. Box 200291 Anchorage, Alaska 99520 Telephone (907) 345-8789 Fax (907) 345-5018  
info@alaskaeventservices.com

**Alaska Event Services, Inc.**  
**Telephone (907) 345-8789 Fax (907) 345-5018**

**Exhibit Furniture**

**Tables & Counters**

Circle	Red	Black
Color:	Blue	White
	Forest Green	Teal

All tables are 24" wide and 29" high. Counters are 40" high. Tables with skirting are skirted on *three* sides and include a white vinyl top. If color is not circled, show color will be used.

Qty	Discount Rate	Standard Rate	Total
_____ 4' Plain Table	\$19.00	\$28.50	_____
_____ 4' Skirted Table	\$50.50	\$75.75	_____
_____ 4' Plain Counter	\$35.00	\$52.50	_____
_____ 4' Skirted Counter	\$64.50	\$96.75	_____
_____ 6' Plain Table	\$20.00	\$30.00	_____
_____ 6' Skirted Table	\$65.00	\$97.50	_____
_____ 6' Plain Counter	\$34.00	\$51.00	_____
_____ 6' Skirted Counter	\$75.00	\$112.50	_____
_____ 8' Plain Table	\$25.00	\$37.50	_____
_____ 8' Skirted Table	\$84.00	\$126.00	_____
_____ 8' Plain Counter	\$45.00	\$67.50	_____
_____ 8' Skirted Counter	\$92.50	\$138.75	_____
_____ 30" Pedestal Table	\$34.00	\$51.00	_____
_____ 30" Draped Ped. Table	\$59.00	\$88.50	_____
_____ 36" Pedestal Table	\$42.00	\$63.00	_____
_____ 36" Draped Ped. Table	\$67.00	\$100.50	_____
_____ Table Skirting Only	\$25.00	\$37.50	_____
_____ 6/8' Vinyl Top Only	\$8.00	\$12.00	_____

**Chairs**

_____ Folding Chair	\$8.00	\$12.00	_____
_____ Padded Chair	\$36.50	\$54.75	_____
_____ Padded Stool	\$78.00	\$117.00	_____

**Banner Framework**

11' High Banner Framework & Labor: \$100.00 Per 10' Section:  
 # of Sections \_\_\_\_\_ x \$100 Per Section = \$ \_\_\_\_\_

**Booth Carpet**

Circle	Blue	Black	Red	Gray
Color:				

Qty	Discount Rate	Standard Rate	Total
_____ 9' x 10'	\$145.00	\$217.50	_____
_____ 9' x 20'	\$235.00	\$352.50	_____
_____ Longer than 20': Call for quote			_____
_____ Carpet Padding (per 9' x 10')	\$85.00	\$127.50	_____

**Booth Carpet Cleaning  
(Anchorage Shows Only)**

\$15.00 Per 9' x 10' Space Per Day

Number of Spaces \_\_\_\_\_ x Number of Days \_\_\_\_\_ x \$15.00 Rate =  
 \$ \_\_\_\_\_ Total Cost

**Miscellaneous Equipment**

Qty	Discount Rate	Standard Rate	Total
_____ Wastebasket	\$6.00	\$9.00	_____
_____ Easel	\$15.50	\$23.25	_____
_____ Rolling Garment Rack	\$30.00	\$45.00	_____
_____ Fire Extinguisher	\$15.00	\$22.50	_____
_____ Bag Stand	\$40.00	\$60.00	_____
_____ 6' 1-Step Riser	\$29.00	\$43.50	_____
_____ 8' 1-Step Riser	\$37.00	\$55.50	_____
_____ Linen Riser Cover	\$25.00	\$37.50	_____
_____ 5' Literature Rack	\$45.00	\$67.50	_____
_____ 6' Artificial Plant	\$29.50	\$44.25	_____
_____ 4' x 8' Velcro Panel	\$98.50	\$147.75	_____
_____ 2' x 8' Velcro Panel	\$50.00	\$75.00	_____
_____ 4' x 8' Pegboard	\$98.50	\$147.75	_____

(Hardware not included)

Panel Orientation: Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_

**Frame & Curtain**

_____ 8' Curtain (per linear ft)	\$5.00	\$7.50	_____
_____ 3' Curtain (per linear ft)	\$4.50	\$6.75	_____
_____ 8' Tube & Base	\$7.50	\$11.25	_____
_____ 3' Tube & Base	\$5.50	\$8.25	_____
_____ 6'-10' Adjustable Rail	\$11.50	\$17.25	_____

LCL

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

**Alaska Event Services, Inc.**  
**Telephone (907) 345-8789 Fax (907) 345-5018**

**Exhibit Electrical Services**

**Note: Most equipment and appliances list electrical requirements and information on the back of the unit. For your protection we urge you to use surge protectors on all computerized equipment and machinery. Alaska Event Services will not be responsible for any voltage fluctuations or temporary loss of power. All electrical services are located at the back of your booth. No refunds are given for electrical services once they have been installed. Electrical services include the labor for installation.**

<b>120 Volt Electrical Services</b>				
Qty		Discount Rate	Standard Rate	Total
	500 Watt Outlet	\$66.50	\$99.75	
	1000 Watt Outlet	\$98.50	\$147.75	
	1500 Watt Outlet	\$125.50	\$188.25	
	2500 Watt Outlet	\$145.50	\$218.25	
	3000 Watt Outlet	\$169.50	\$254.25	

<b>Overhead Lighting &amp; Miscellaneous Equipment</b>				
	300 Watt Flood Light	\$75.75	\$113.50	
	25' Electrical Cord	\$8.50	\$12.75	
	Power Strip	\$5.75	\$8.50	
	Cube Tab (3 way adapter)	\$5.00	\$7.50	

<b>208 Electrical Services</b>				
	20 Amp	\$135.50	\$203.25	
	30 Amp	\$175.50	\$263.25	

Note: Customers using 208 services are responsible for matching AES receptacles: *Hubbell #2813*

<b>Electrical Labor (i.e. custom wiring)</b>	
	Per hour, 1 hour minimum, call for quote

LCL

**Show or Event Name** \_\_\_\_\_ **Booth #** \_\_\_\_\_

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

## Inbound Material Handling

**Inbound Material Handling includes the following services:**

- \*Receiving and storing of freight for up to 30 days
- \*Delivery of freight to your booth
- \*Removal of any unwanted empty containers

**Material Handling Rates:** Rates are based on straight time for handling and deliveries. Any freight that is "oversized or awkward to handle" will be assessed a 30% additional handling charge. Crating and uncrating of any freight will be charged at *AES* labor rate.

- 1-200 LBS.....\$75.00**
- 201-2000 LBS.....\$35.00 CWT (.35 per pound)**
- 2001+ LBS.....Please call for quote**

**Inbound Freight Labeling:** All shipments must be prepaid. *AES* will not accept any collect/COD shipments.

**Your Company Name**  
**Event/Booth# C/O**  
**Alaska Event Services**  
**737 E. 13<sup>th</sup> Avenue**  
**Anchorage, Alaska 99501**

**Inbound Freight Information:** All shipments must be received at the *AES* warehouse before move-in date. Shipments arriving on move-in date or later must be shipped directly to the facility. **No Saturday** shipments will be accepted.

**Total Number of Pieces** \_\_\_\_\_ **Total Estimated Weight** \_\_\_\_\_

**Total Weight** \_\_\_\_\_ **x** \_\_\_\_\_ **(per pound rate) =** \_\_\_\_\_

**AES will not be responsible for the following:**

- \*Delayed, misdirected, or lost shipments
- \*Damage to uncrated or improperly packed materials
- \*Damage to shipping crates
- \*Loss of exhibit material after delivery to exhibit booth
- \*Material left in containers while in storage

**Show or Event Name** \_\_\_\_\_ **Booth #** \_\_\_\_\_

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

## Outbound Material Handling

The following information will be helpful if you have material to ship *from* the show site – either back to the point of origin or to another exhibition.

### At the Close of the Show:

1. **If your freight is scheduled to be picked up at the Alaska Event Services warehouse (737 E 13<sup>th</sup> Ave. Anchorage, Alaska 99501)** - please find an AES representative at the Exhibitor Service Desk to approve and inspect your freight packaging and labels. **Labels must include a carrier account number** (if you are using Fed Ex or UPS). **Once your labels and piece count(s) are verified by an AES representative we will take possession of your materials and you are free to go.**

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**1-200 LBS.....\$75.00**

**201-2000 LBS.....\$35.00 CWT (.35 per pound)**

**Total Number of Pieces** \_\_\_\_\_ **Total Estimated Weight** \_\_\_\_\_

**Total Weight** \_\_\_\_\_ **x** \_\_\_\_\_ **(per pound rate) =** \_\_\_\_\_

**Outbound freight received by AES will be stored at the AES Warehouse (737 E 13<sup>th</sup> Ave. Anchorage, AK 99501) for a maximum of five (5) days while awaiting carrier pick-up.**

2. **If you have made arrangements for your freight to be picked up directly from the show floor** – please notify an AES representative at the Exhibitor Service Desk.
3. **If no arrangements have been made** – please see an AES representative at the Exhibitor Service Desk. We have shipping labels and can offer outbound material handling services back to our warehouse. We will transport your packaged materials back to our warehouse where they can be picked up by the carrier of your choice (You will need to schedule that pickup.)
4. **If you are unsure about your arrangements ☺** - please see an AES representative at the Exhibitor Service Desk at the close of the show.

**Outbound Forwarding/Liability:** Exhibit representatives will be responsible for completing bills of lading and labeling of their own freight. Exhibitors who elect not to use the preferred show freight company are responsible for making all arrangements for outbound freight. All freight must leave the facility the day the event closes unless other arrangements are made and approved by the facility. AES reserves the right to force freight via the carrier of its choice.

**AES will not be responsible for the following:**

- \*Delayed, misdirected, or lost shipments
- \*Damage to uncrated or improperly packed materials
- \*Damage to shipping crate

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