

EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM

If your company requires additional booth equipment beyond equipment already provided, please complete this form and fax or mail to Convention Makers, Inc. Contact your show promoter if you have any questions concerning exactly what is provided in your booth space.

Form Due:

10.07.25

EVENT NAME/LOC. _____

GFOA - Fall 2025

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH #

ORDERED BY _____ PRINT

ORDERED BY _____

Email

MAILING ADDRESS

CONVENTION MAKERS, INC.

4501 Dick Pond Rd

Myrtle Beach, SC 29588

Conventionmakers@aol.com

PHONE: 843.650.6300 FAX: 843.650.6301

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE () VISA () MC () Amex

CARD# _____

EXPIRATION : _____ / _____

CVV Code
Back of Card

Zip Code
Associated with Card

6% Processing Fee

Declined Credit Card Fee = \$ 40.00

SIGNATURE _____

Tables / Skirting	QTY	\$ ea.
4' Regular 29" tall Plain		45
4' Regular 29" tall Skirted 3 sides		65
4' Regular 29" tall Skirted 4 sides		75
6' Regular 29" tall Plain		45
6' Regular 29" tall Skirted 3 Sides		65
6' Regular 29" tall Skirted 4 Sides		75
8' Regular 29" tall Plain		50
8' Regular 29" tall Skirted 3 Sides		70
8' Regular 29" tall Skirted 4 Sides		75
4' Raised 42" tall Plain		50
4' Raised 42" tall Skirted 3 Sides		70
4' Raised 42" tall Skirted 4 Sides		80
6' Raised 42" tall Plain		55
6' Raised 42" tall Skirted 3 Sides		75
6' Raised 42" tall Skirted 4 Sides		90
8' Raised 42" tall Plain		60
8' Raised 42" tall Skirted 3 Sides		85
8' Raised 42" tall Skirted 4 Sides		90
36" Round 29" tall Plain		45
36" Round 29" tall Skirted		60
36" Round 42" tall Plain		50
36" Round 42" tall - Covered		65
Swap Table for Different Size		30
Extra Skirting		25
Raise table in Booth		45

Seating	QTY	\$ ea.
Folding Chairs		15
Tall Bar Stools		30
Tall Bar Chairs		40
Cushion Chair		30
Cushion Arm Chair		45

Table Top Risers	QTY	\$ ea.
4' Risers		25
6' Risers		30
8' Risers		35

Lighting Accessories	QTY	\$ ea.
Standard Clip On		25
High Wattage Flood		50
Extension Cords		25
Multiplug Powerstrip		25

**ORDERS EMAILED AFTER THE DUE DATE
MAY NOT BE ACCOMMODATED.
PLEASE PLACE ORDERS M-F, 9AM-430PM**

All Rental Sales are final

NEW! ELECTRONICS	QTY	\$ ea.
32" LED Wide Screen		175/day
50" LED Wide Screen		3 Days 450
LED Floor Stand		100/day
HDMI Cables		25/day
Lap Top		175/day
Printer - HP Deskjet 4158e		75/Day

Miscellaneous	QTY	\$ ea.
Pinboards (4'x8')		75
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Candy Dish		15
Booth Carpet per booth space		130
Carpet Padding Per booth space		65
Booth Cleaning Per 10' section / per day		50
Bag Rack /Stand		65
Extra Table Skirt		25
Literature Rack (ZEDUp)		75

Velcro Display Boards	QTY	\$ ea.
Table Top Model		200
10' Floor Standing		300

PAYMENT CALCULATION SECTION

Line Item Totals	= \$
Add 20% for any ON-SITE Orders	= \$
Add 6% Processing fee	= \$
SUB-TOTAL	= \$
+ 9% SC SALES TAX	= \$
GRAND TOTAL DUE	= \$

Please note, that all orders should be received by Convention Makers by the date listed on the form, complete with total payment. ALL EQUIPMENT IS FOR RENTAL ONLY. ANY ITEM REMOVED FROM THE SHOW FLOOR IS SUBJECT TO OUR REPLACEMENT COST, which will be charged to your credit card. Convention Makers will assume no responsibility for injury or damage to persons or property resulting from improper use or mis-use of any supplied equipment. All billing will be done at the completion of the show. Paid receipts will be emailed to the address listed on our form. If items are ordered & delivered, and it is decided they will not be used, you will still be charged for the rental. There will be NO DIRECT INVOICES FOR ANY & ALL SERVICES. A CREDIT CARD IS REQUIRED FOR ALL SERVICES.