

**DECORATING AND INSTALLATION  
ORDER FORM**

MAIL OR FAX ORDER FORM TO:



A Ballantine Management Group Facility

501 Cetronia Road, Allentown, PA 18104  
Tel: 610.336.9100 Fax: 610.336.9955

Event Name: Arts & Crafts Festival of the Lehigh Valley

Event Dates: February 18-19, 2006

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Booth Number(s): \_\_\_\_\_

**DECORATING SERVICES**

<b>ADVANCE PAYMENT DEADLINE DATE:</b>		<b>2/3/2006</b>		
<b>Qty.</b>	<b>Description</b>	<b>Advance Price / Item</b>	<b>Regular Price / Item</b>	<b>Total Amount</b>
	8' Table (topped and skirted)	\$55.00	\$66.00	
	6' Table (topped and skirted)	\$45.00	\$54.00	
	4' Table (topped and skirted)	\$35.00	\$42.00	
	Any Table (toped & skirted) , 42" High	Add \$31.00	Add \$37.00	
	8' Table (no top or skirt)	\$22.00	\$26.00	
	6' Table (no top or skirt)	\$18.00	\$22.00	
	4' Table (no top or skirt)	\$16.00	\$19.00	
	Padded Chairs	\$13.00	\$16.00	
	Folding Chairs	\$6.00	\$7.00	
	Counter Stools	\$15.00	\$18.00	
	Waste Basket	\$6.00	\$7.00	
	Carpet 9' x 10'	\$60.00	\$72.00	
	Carpet 9' x 20'	\$95.00	\$114.00	
	Carpet by the Square Yard (list size)	\$7.00/ sq. yard	\$9.00/ sq. yard	
	4' x 8' Pegboard with Legs (horizontal) <i>must be ordered by advance deadline date</i>	\$25.00	n/a	
			<b>Subtotal:</b>	
			<b>6% Sales Tax:</b>	
			<b>Total Due:</b>	

**If you need an item that is not listed above, please contact the Pennsylvania Expo Center at 610.336.9100 x 17.**

**PAYMENT INFORMATION:**

**CREDIT CARD:**  VISA  MC  AMEX  DISC CREDIT CARD #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_  
(As it appears on card)

EXPIRATION DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**PERSONAL CHECK:** CHECK NUMBER \_\_\_\_\_  
(checks payable to: Lehigh Valley Expo Center, LLC)

*Thank you for choosing the  
Pennsylvania Expo Center at Lehigh Valley!*

**FOR OFFICE USE ONLY**

**DATE REC'D:** \_\_\_\_\_ **REC'D BY:** \_\_\_\_\_

**AMT REC'D:** \_\_\_\_\_

**METHOD OF PAYMENT:** \_\_\_\_\_

