

**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: Lehigh Valley Craft & Gift Show

Event Dates: October 22-23, 2005

Company Name: _____

Billing Address: _____

Contact: _____

Phone: _____ Booth Number(s): _____

DECORATING SERVICES

ADVANCE PAYMENT DEADLINE DATE:		10/7/2005		
Qty.	Description	Advance Price / Item	Regular Price / Item	Total Amount
	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	
			Subtotal:	
			6% Sales Tax:	
			Total Due:	

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: _____

