

# Exhibitor Order Form



For a full list of exhibitor rules and expectations, parking maps, and exhibitor shipping information, please visit <https://www.bismarckeventcenter.com/p/buildings/exhibitor-information>.

ITEM	COST	AMOUNT REQUESTED
<b>Carpet</b> * May not be available day of show – please pre-order	\$35.00 per 10x10 piece	____ @ \$35.00 = ____
<b>Extra Tables (please circle one) 8' or 6'</b> Limited number of 6'x30" tables an email will be sent to confirm your order	\$8.00 ea.	____ @ \$8.00 = ____
<b>Table skirt &amp; cover (paper/vinyl)</b> Paper Cover only \$6.00 ea. Vinyl Skirt only \$15.00 ea.	\$21.00	____ @ \$21.00 = ____ ____ @ \$6.00 = ____ ____ @ \$15.00 = ____
<b>Table Skirt &amp; Cover (cloth)</b> Cloth Cover only \$14.00 ea. Cloth Skirt only \$29.00 ea.	\$43.00 ea.	____ @ \$43.00 = ____ ____ @ \$14.00 = ____ ____ @ \$29.00 = ____
<b>Internet</b> <b>UNSECURED</b> Wireless (Limited bandwidth, not guaranteed)	No Charge	No Charge
<b>Additional Secured</b> Wireless (Unlimited bandwidth, guaranteed)	\$10.00 per device	____ @ \$10.00 = ____
<b>Internet Hard line – secured</b> <b>NOT available day of show.</b> * No outside wireless routers allowed	\$100.00	____ @ \$100.00 = ____
220 volt power	\$30.00	____ @ \$30.00 = ____
<b>Sales Tax</b>	<b>7%</b>	
<b>Administrative fee on credit card transactions</b>	<b>4%</b>	
<b>Total</b>		

NAME \_\_\_\_\_ EVENT NAME: \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS (CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL# \_\_\_\_\_ FAX # \_\_\_\_\_

CHECK ENCLOSED \_\_\_\_\_ CREDIT CARD \_\_\_\_\_ : VISA MASTERCARD DISCOVER

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ CVV \_\_\_\_\_

Please send in this completed form along with payment to: Kelly Miller or Sarah Drebelbis, BISMARCK EVENT CENTER, 315 SOUTH 5<sup>TH</sup> ST, BISMARCK ND 58504, FAX (701) 222-6599, PHONE (701) 355-1380 or (701) 355-1392, EMAIL [kmiller@bismarcknd.gov](mailto:kmiller@bismarcknd.gov) or [sdrebelbis@bismarcknd.gov](mailto:sdrebelbis@bismarcknd.gov).

CHECKS OR CREDIT CARDS ACCEPTED. As of April 1, 2019, the Bismarck Event Center will assess a 4% administrative fee on all Discover, Mastercard and Visa transactions. **We do not accept American Express.** Make checks payable to the Bismarck Event Center. A receipt can be requested day of show at Exhibitor Services.

**Order forms must be received 7 business days before the event.** Any order received after that will be returned and you will need to order your items from exhibitor services and will be charged day of show rates.

\*POWER will be located within 50' of your booth - Special hook-up or wiring at prevailing electrician rate. We do not furnish extension cords - they are available for purchase at prevailing rate. Please do not use our chairs as ladders. We have a number of ladders available for your use. We also furnish shower curtain hooks for hanging signs from your booth backdrop.