



2022 Fall Virginia Bridal & Wedding Expo  
 Richmond Raceway Complex  
 Presented by American Consumer Show  
 October 16, 2022

**DÉCOR PACKAGE OPTION 1**

DRAPE COLOR IS BLUE & WHITE: SKIRT COLOR: (CHOOSE BELOW)

Special applies to 10' x 10' exhibits only  
 Décor Package will be available at show site

*Substitutions not permitted*



<b>Option 1:</b> 6' Draped Table, 10' x 10' carpet, 2 folding chairs, 1 wastebasket	
ADVANCED PRICE: \$141.00 + TAX      AT SHOW SITE: \$172.00 + TAX	
<b>Skirt Color (circle choice):</b>	
Red      Black      White      Blue      Silver      Hunter Green	
<b>Carpet Color (circle choice):</b>	
Red      Black      Blue      Gray      Hunter Green	
<b>ENTER DÉCOR PACKAGE TOTAL HERE</b> \$	
6% SALES TAX	
TOTAL	
COMPANY NAME	BOOTH #



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**DÉCOR PACKAGE OPTION 2**

DRAPE COLOR IS BLUE & WHITE: SKIRT COLOR: (CHOOSE BELOW)

Special applies to 10' x 10' exhibits only  
 Décor Package will be available at show site

*Substitutions not permitted*



<b>Option 2:</b> 6' Draped Table, 2 folding chairs, 1 wastebasket	
ADVANCED PRICE: \$82.00 + TAX	AT SHOW SITE: \$104.00 + TAX
<b>Skirt Color (circle choice):</b>	
Red	Black
White	Blue
Silver	Hunter Green
<b>ENTER DÉCOR PACKAGE TOTAL HERE</b>	\$
6% SALES TAX	
TOTAL	
COMPANY NAME	BOOTH #



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**STANDARD FURNISHINGS & ACCESSORIES**

**CHAIRS AND ACCESSORIES**

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$ 39.00	\$ 49.00	\$
	Folding Chair	\$ 22.00	\$ 28.00	\$
	Literature Stand	\$ 80.00	\$105.00	\$
	Waste Basket	\$ 12.00	\$ 13.50	\$
	Easel, Chrome	\$ 33.00	\$ 41.00	\$
	Café Table 30" round x 42" high	\$ 65.00	\$ 75.00	\$
	Bar Stool Black with Back Support	\$ 59.00	\$ 74.00	\$
	Bag Rack	\$ 45.00	\$100.00	\$

**SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments**

Check Color: Red Blue Black Teal Grey White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$ 9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

**DRAPED DISPLAY TABLES—30" High x 24" Wide**

Check Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$ 60.00	\$ 78.00	\$
	6' Draped	\$ 70.00	\$ 91.00	\$
	8' Draped	\$ 80.00	\$104.00	\$
	4th Side Draped	\$ 22.00	\$ 33.00	\$

**DRAPED DISPLAY COUNTERS—42" High x 24" Wide**

Check Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$ 65.00	\$ 85.00	\$
	6' Draped	\$ 75.00	\$ 98.00	\$
	8' Draped	\$ 85.00	\$111.00	\$
	4th Side Draped	\$ 22.00	\$ 33.00	\$

**TABLE RISERS AND DRAPING**

Check Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT  
 THE EVENT COORDINATOR AT PME Expo Services FOR ORDERING AND PRICING DETAILS.

Subtotal \$

Tax @ 6% \$

EXHIBITING FIRM: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

Total \$



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**STANDARD CARPET ORDER**

**CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match**

Check Color:    Black   Blue   Grey   Burgundy   Red

Quantity	Description	Discount Price	Standard Price	Total
	10' x 10'	\$ 90.00	\$105.00	\$
	10' x 20'	\$180.00	\$210.00	\$
	10" x 30'	\$270.00	\$315.00	\$
	10' x 40'	\$360.00	\$420.00	\$
	Carpet Padding per 10' x 10' space	\$55.00 x _____	\$75.00 x _____	\$

**DELUXE & SPECIAL CUT CARPET ORDER**

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at further shows at a very reasonable cost. Carpeting is 30 oz. stain-resistant Zeftron Nylon. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.

- |                                   |                                      |                                     |                                     |
|-----------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Gunmetal | <input type="checkbox"/> Misty Grey  | <input type="checkbox"/> Bay Water  | <input type="checkbox"/> Cherry Red |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Silver Mist | <input type="checkbox"/> Baby Blue  | <input type="checkbox"/> Ebony      |
| <input type="checkbox"/> Navy     | <input type="checkbox"/> Sky Blue    | <input type="checkbox"/> Dusty Rose | <input type="checkbox"/> Light Teal |

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quotation will be forwarded to you before we proceed.

**RENTAL PRICE** order includes installation, carpet padding, poly covering and removal.

Carpet Color \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$3.25/Sq. Ft.    \$\_\_\_\_\_

**PURCHASE PRICE** order includes installation, carpet padding, poly-covering and removal.  
 Freight handling charges at the close of the show will be additional.

Carpet Color \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$4.25/Sq. Ft.    \$\_\_\_\_\_

**CARPET PADDING** order includes installation and disposing of padding. Padding is only offered at the purchase price.

Carpet Color \_\_\_\_\_ Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$0.95/Sq. Ft.    \$\_\_\_\_\_

<b>EXHIBITING FIRM:</b> <b>BOOTH #</b>	Subtotal \$
	Tax @ 6% \$
	<b>Total \$</b>

**DEADLINE DATE**  
**October 10, 2022**



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**HARDWARE RENTAL ORDER FORM**

Qty	Video Equipment	Discount Price	Standard Price	Total
	1/2" VHS With Auto Repeat	\$125	\$160	\$
	DVD Player (Standard)	\$190	\$240	\$
	20" TV / VCR Combo Unit	\$315	\$395	\$
	20" Video Monitor / Receiver	\$195	\$245	\$
	25" Video Monitor / Receiver	\$225	\$310	\$
	54" Roll cart Stand with Drape	\$50	\$95	\$

Qty	LCD & Plasma Monitors	Discount Price	Standard Price	Total
	17" Flat Screen LCD Monitor (1280 x 1024)	\$125	\$160	\$
	20" Flat Screen LCD Monitor (1280 x 1024) BLACK	\$150	\$195	\$
	20" Flat Screen LCD Monitor (1600x1200/Video Input/Audio Bar)	\$150	\$195	\$
	37" Plasma Display (1024 x 768, 4:3 Ratio)	\$250	\$325	\$
	42" Plasma Display (1024 x 768, 16:9 Ratio)	\$450	\$585	\$
	50" Plasma Display (1280 x 932, 16:9 Ratio)	\$650	\$845	\$
	Plasma Floor Stand (Cobra or Dual Post)	\$75	\$95	

Qty	Projection Equipment	Discount Price	Standard Price	Total
	XGA LCD Projector (1024 x 768, 1800 Lumens)	\$940	\$975	\$
	SXGA LCD Projector (1024 x 768, 3000 Lumens)	\$1,275	\$1,745	\$
	Overhead Projector (4000 Lumens)	\$115	\$145	\$
	6' Tripod Screen	\$75	\$95	\$
	8' Tripod Screen	\$95	\$120	\$

Qty	Audio Equipment	Discount Price	Standard Price	Total
	Powered Speak With Floor Stand (150 Watts)	\$75	\$95	\$

EXHIBITING FIRM:	BOOTH #	Delivery Charge	\$ 100.00
Please call for items not listed! A 40% surcharge applies to orders placed within 72 hours of delivery. No credits will be issued after delivery or attempted delivery. Exhibitor must be present in booth to accept delivery, or additional fees will apply. Appropriate cancellation fees will apply to orders cancelled within 15 days of delivery.			
		Tax @ 6%	\$
		<b>Total</b>	<b>\$</b>



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## FLORAL SERVICE ORDER FORM

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Flower Arrangement	\$76.00	\$
	Seasonal Flowering Plants (ie: Mums, Azalea, etc.)	\$49.50	\$
	Large Fern	\$49.50	\$
	2' Green Plant	\$59.50	\$
	3' Green Plant	\$65.00	\$
	4' Green Plant	\$76.00	\$
	5' Green Plant	\$81.00	\$
	6' Green Plant	\$98.00	\$



Plants may vary from pictures in color and size.

<b>Subtotal</b>	\$
<b>Tax @ 6%</b>	\$
<b>Total</b>	\$

## BOOTH CLEANING ORDER FORM

Cleaning orders placed on show floor will be charged an additional 25%.

### CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before Show Opens)	\$0.50/sq. ft. X _____ sq. ft. = _____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before show opens, and each morning before show opens)	\$0.40/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	\$

### PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$67.00 per day Indicate dates required: _____	\$
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**Booth Cleaning Total** \$

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled.  
 We suggest that you order cleaning service at least once prior to the show opening.

Please include any specific instructions:

**EXHIBITING FIRM:**

**BOOTH#**



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## CREDIT CARD AUTHORIZATION FOR EXHIBIT SERVICES

### Credit Card Charge Authorization

(All Information Must Be Provided)

MasterCard     VISA     American Express     Corporate     Personal

**Account Number**

**EXPIRATION DATE**  /     **CVS #**

<b>Card Holders Name</b> (Please Print)		
<b>Billing Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone Number</b>	<b>Fax Number</b>	
<b>Email Address</b>		
<b>Card Holders Signature</b>		
<b>Company Name</b>	<b>Booth #</b>	

Calculation of Orders	Total
Material & Handling	\$
Installation & Dismantle Labor	\$
Standard Furnishing & Accessories	\$
Carpet	\$
Rental Exhibits	\$
Floral Service	\$
Booth Cleaning	\$
Audio Visual Rental	\$
Custom Furniture	\$
<b>Subtotal</b>	\$
<b>Bank Surcharge 3.0% of Subtotal</b> <small>(Credit Card Charges Only)</small>	\$
<b>Total</b>	\$
To simplify payment, send a check payable to PME Expo Services for your entire order or note the amount to be charged to your credit card.	
<b>FULL PAYMENT</b> in U.S. funds drawn on a U.S. Bank	\$
<b>Check #</b>	
Please list all authorized persons for credit card use at show site below.	

### Payment Policy

**Payment for Services**  
PME Expo Services requires payment in full at the time services are ordered. PME Expo Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services which may include labor & material handling not covered by your first payment.  
For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.

**Method of Payment**  
PME Expo Services accepts MasterCard, VISA, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

### Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. PME Expo Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

### Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. PME Expo Services must receive your certificate with your order; otherwise tax will appear on your invoice.

### Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.

*If you have any questions regarding our payment policy, please call exhibitor services at 407-730-3886 or visit our Service Desk at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with PME Expo Services. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.*



450 Maguire Rd  
Suite B  
Ocoee, Florida 34761

E-mail: customerservice@my-pme.com  
Phone: (407) 730-3886  
Fax (407) 730-3887

<b>DEADLINE DATE</b> <b>October 10, 2022</b>
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# Richmond Raceway Order Form

Virginia Bridal & Wedding Expo

October 16, 2022

Richmond Raceway Complex

600 E. Laburnum Avenue

Richmond, VA 23222

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

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

Phone # \_\_\_\_\_

Representative (print your name) \_\_\_\_\_

Signature: \_\_\_\_\_

<u>Qty</u>	<u>Booth Power Devices</u>	<u>* Advance Order Price</u>	<u>Show Order Price</u>	<u>Total Price</u>
	110 Watts	\$45.00	\$90.00	

## Please charge my:

VISA    MASTERCARD    AMERICAN EXPRESS    DISCOVER

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

I hereby authorize a charge in the amount of \$ \_\_\_\_\_ as payment for electrical services from Shriners Auditorium.

I agree to pay the stated amount in full when billed, or in extended payments in accordance with the standard policy of the issuing credit card company.

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

**Credits WILL NOT be issued after show ends on Sunday if you have a problem with electric please take care of it during show days.**

**ELECTRICAL ORDERS CAN NOT BE CALLED IN BY PHONE – WE WILL ONLY ACCEPT EMAIL, FAXES OR ORDERS BY MAIL.**

**Please complete the credit card information above and email your order form to [Tim.Ryder@acsshows.com](mailto:Tim.Ryder@acsshows.com).**

All items must be paid-in-full before electric service will be installed.

No refunds on unused or undelivered service reported after the show opens.

**\*In order to receive the Advance Order Price, payment and form must be received by September 30, 2022.**

**Any orders received after September 30, 2022. must pay the Show Order Price.**