Exhibitor Order Form

For a full list of exhibitor rules and expectations, parking maps, and exhibitor shipping information, please visit our website.

ITEM	COST	AMOUNT REQUESTED
Carpet *May not be available day of show (please pre-order)	$35.00 per 10'x10' piece	_____@ $35.00 = _____
Extra Tables: 8'x30" or 6'x30" *A limited number of 6'x30" tables are available. An email will be sent to confirm your order.*	$8.00 ea.	_____ 8'x30" @ $8.00 = _____ _____ 6'x30" @ $8.00 = _____
Table Cover (royal blue polyester) – available for 8'x30" tables only; covers top and all four sides of table **White Linen & Royal Blue Table Skirt** – available for 8'x30" and 6'x30" tables	$10.00 ea. $43.00 ea.	_____@ $10.00 = _____ _____@ $43.00 = _____
Internet hardwired – NOT available day of show *No outside wireless routers allowed *Wi-Fi available for no additional charge	$100.00	_____@ $100.00 = _____
220-volt power *Standard 120-volt power is included with booth fee.	$30.00	_____@ $30.00 = _____
Subtotal		
Sales Tax	**8%**	
Administrative fee on credit card transactions	**4%**	
Total		

NAME _____ **EVENT** _____

COMPANY NAME _____ **BOOTH #** _____

ADDRESS (CITY, STATE, ZIP CODE) _____

PHONE # _____ **CELL #** _____

CHECK ENCLOSED _____ **CREDIT CARD** _____ **VISA** **MASTERCARD** **DISCOVER**

CREDIT CARD # _____ **EXPIRATION DATE** _____ **CVV** _____

Send completed form along with payment to: Brett Schweitzer (bschweitzer@bismarckeventcenter.com) or Brian Moritz (bmoritz@bismarckeventcenter.com), BISMARCK EVENT CENTER, 315 SOUTH 5TH ST, BISMARCK, ND 58504.
QUESTIONS? Contact the Bismarck Event Center at 701-355-1370.
CHECKS OR CREDIT CARDS ACCEPTED. 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 at day of show rates.

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*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 ladders available for your use.
*We also furnish shower curtain hooks for hanging signs from your booth backdrop.