

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/plan-your-visit/exhibitor-information/exhibitors-rules>.

ITEM	COST	AMOUNT REQUESTED
Carpet *May not be available day of show (please pre-order)	\$35.00 per 10x10 piece	____ @ \$35.00 = _____
Extra Tables (please circle one) 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.	____ @ \$8.00 = _____
Table Skirt & Cover (paper/vinyl) Paper cover only (white) \$6.00 ea. Vinyl skirt only (cyan) \$15.00 ea.	\$21.00	____ @ \$21.00 = _____ ____ @ \$6.00 = _____ ____ @ \$15.00 = _____
Table Skirt & Linen (cloth) Linen only (white) \$14.00 ea. Table skirt only (royal blue) \$29.00 ea.	\$43.00 ea.	____ @ \$43.00 = _____ ____ @ \$14.00 = _____ ____ @ \$29.00 = _____
Table Cover (royal blue polyester) Covers top and all four sides of table	\$10.00 ea.	____ @ \$10.00 = _____
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 *Sales tax increases to 7.5% effective Oct. 1, 2024	7%	
Administrative fee on credit card transactions	4%	
Total		

NAME _____ EVENT _____

COMPANY NAME _____ BOOTH # _____

ADDRESS (CITY, STATE, ZIP CODE) _____

PHONE # _____ CELL # _____ FAX # _____

CHECK ENCLOSED _____ CREDIT CARD _____ VISA MASTERCARD DISCOVER

CREDIT CARD # _____ EXPIRATION DATE _____ CVV _____

Send completed form along with payment to: Sarah Drebelbis or Kelly Miller, BISMARCK EVENT CENTER, 315 SOUTH 5TH ST, BISMARCK, ND 58504; FAX (701) 222-6599; EMAIL sdrebelbis@bismarcknd.gov or kmiller@bismarcknd.gov.

QUESTIONS? Contact the Bismarck Event Center at 701-355-1370.

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 at 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 ladders available for your use.

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