



Georgia Bridal and Wedding Expo

April 18 - 19, 2020

Georgia World Congress Center



DÉCOR PACKAGE

DRAPE COLOR IS White, SKIRT COLOR (choose below)

Special applies to 10 x 10 exhibits only

Décor Package will be available at show site.

Payment policy applies. Substitutions not permitted



OPTION 1: 6' Draped table, 10X10 carpet, 2 folding chairs; wastebasket
PRICE: ADVANCE: \$115.00 + TAX AT SHOW SITE: \$145.00 + TAX

OPTION 2: 6' draped table, 2 folding chairs, wastebasket
PRICE: ADVANCE: \$80.00 + TAX AT SHOW SITE: \$100.00 + TAX

SKIRT COLOR (circle one): RED BLACK WHITE BLUE SILVER HUNTER GREEN

CARPET COLOR (circle one): RED BLACK BLUE GRAY HUNTER GREEN
SPEARMINT GREEN

ENTER DÉCOR PACKAGE TOTAL HERE

\$

COMPANY NAME

BOOTH #

8% sales tax additional

PME Expo Services

3315 Maggie Blvd
Suite 300
Orlando, Florida 32811

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

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STANDARD FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$29.00	\$39.00	\$
	Folding Chair	\$12.00	\$18.00	\$
	Literature Stand	\$80.00	\$105.00	\$
	Waste Basket	\$9.50	\$11.00	\$
	Easel, Chrome	\$33.00	\$41.00	\$
	Café Table 30" round x 42" high	\$45.00	\$55.00	\$
	Bar Stool Black with Back Support	\$49.00	\$64.00	\$
	Bag Rack	\$25.00	\$45.00	\$

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	\$40.00	\$52.00	\$
	6' Draped	\$50.00	\$65.00	\$
	8' Draped	\$60.00	\$78.00	\$
	4th Side Draped	\$22.00	\$51.00	\$

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	\$45.00	\$59.00	\$
	6' Draped	\$55.00	\$72.00	\$
	8' Draped	\$65.00	\$85.00	\$
	4th Side Draped	\$22.00	\$51.00	\$

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 DE-
TAILS.

Subtotal \$

Tax @ 8% \$

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'	\$50.00	\$65.00	\$
	10' x 20'	\$100.00	\$130.00	\$
	10' x 30'	\$150.00	\$195.00	\$
	10' x 40'	\$200.00	\$280.00	\$
	Carpet Padding per 10' space	\$35.00 x	\$42.50 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 Zefron 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. @ \$0.75/Sq. Ft. \$ _____

EXHIBITING FIRM:

BOOTH #

Subtotal \$

Tax @ 8% \$

Total \$

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PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization			
(All Information Must Be Provided)			
<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> Corporate <input type="checkbox"/> Personal			
Account Number			EXPIRATION DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Holders Name (Please Print)			
Billing Address			
City		State	Zip
Phone Number		Fax Number	
Email Address			
Card Holders Signature			
Company Name			Booth #

Calculation of Orders	Total
Electrical Service - <i>order directly with provider</i>	
Shipping & Handling	\$
Installation & Dismantle Labor	\$
Furnishing & Accessories	\$
Carpet	\$
Rental Exhibits	\$
Floral Service	\$
Booth Cleaning -	\$
Hardware/AV Rental	\$
SALES TAX RATE 8%	\$

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.

FULL PAYMENT in U.S. funds drawn on a U.S. Bank \$

Check #

Please list all authorized persons for credit card use at showsite below.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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.

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THIRD PARTY PAYMENT AND STATEMENT OF TERMS

PME Expo Services will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located on page 11 of this manual.
2. The payment record of the third party must be acceptable to PME Expo Services. Also, the charge card information must be completed and submitted to PME Expo Services as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires PME Expo Services to fax an invoice from the Convention Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting firm for payment.
ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Please fill out the form below completely.

EXHIBITING FIRM:	BOOTH#:
AUTHORIZED NAME & TITLE:	
AUTHORIZED SIGNATURE:	
DISPLAY HOUSE NAME/THIRD PARTY PAYER:	
COMPLETE ADDRESS:	
CITY, STATE:	ZIP CODE:
AUTHORIZED NAME & TITLE:	
AUTHORIZED SIGNATURE:	
PHONE NUMBER:	FAX NUMBER:

ITEMS TO BE BILLED TO THIRD PARTY:	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS	
ACCOUNT NUMBER:	EXPIRATION DATE:
NAME ON CARD:	
SIGNATURE:	
COMPANY NAME:	
COMPANY ADDRESS:	
CITY, STATE:	ZIP CODE:
PHONE NUMBER:	FAX NUMBER:



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BRIDAL & WEDDING EXPO

Georgia World Congress Center (Hall C1)
285 Andrew Young International Blvd.,
Atlanta, GA 30313

IMPORTANT ELECTRIC, INTERNET, & WATER INFORMATION

Electric, Internet & Water Orders are now made exclusively online at the Georgia World Congress Center. Please visit https://services.gwcc.com/coe/coe_p1_all.aspx?oc=10&cc=ONLINEORDERS to place your order for the show. If you have any questions about ordering online, please feel free to call the Georgia World Congress Center at (404)703-3887.

Have a great show!
ACS Show Management