



Conventions Trade Shows Flags & Flag Poles  
 2900 S. Hydraulic Wichita, Kansas 67216  
 316-943-1851 Fax 316-267-4804  
 Email: info@henryhelgerson.com

**RENTAL  
ORDER  
FORM**

Company Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Ordered by: \_\_\_\_\_ Email: \_\_\_\_\_

Booth # \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Zip Code \_\_\_\_\_  
 P.O. # \_\_\_\_\_

Following rental prices are for the duration of the show, and include delivery and removal.

**SHOW COLORS: Blue/White**

Description	Standard Price	Discount Price*	Qty.	Total Price	Color
<b>DISPLAY TABLES-Draped 3 Sides</b>					
24"W x 30"H x 4'L	\$28.00	\$25.00			
24"W x 30"H x 6'L	\$32.00	\$28.00			
24"W x 30"H x 8'L	\$42.00	\$38.00			
30"W x 30"H x 8'L	\$42.00	\$38.00			
<b>DISPLAY TABLES (42" Counter Height)-Draped</b>					
24"W x 42"H x 4'L	\$40.00	\$35.00			Color
24"W x 42"H x 6'L	\$45.00	\$40.00			
24"W x 42"H x 8'L	\$50.00	\$45.00			
30"W x 42"H x 8'L	\$50.00	\$45.00			
<b>DISPLAY TABLES-Undraped</b>					
24"W x 30"H x 4'L	\$17.00	\$12.00			
24"W x 30"H x 6'L	\$19.00	\$14.00			
24"W x 30"H x 8'L	\$26.00	\$21.00			
30"W x 30"H x 8'L	\$27.00	\$22.00			
<b>SPECIAL DRAPING (additional draping above contracted amount)</b>					
3' high per foot	\$3.00	\$2.00			Color
8' high per foot	\$5.00	\$4.00			
<b>BOOTH CARPETING</b>					
10' x 10'	\$90.00	\$75.00			Color
10' x 20'	\$180.00	\$150.00			
10' x 30'	\$270.00	\$225.00			
10' x 40'	\$360.00	\$300.00			
Carpet Padding 1/2 the Price of Carpet Ordered					
<b>Set-up Labor: (available upon request)</b>					
<b>Opening Day Cleaning:</b> \$.24 x _____ sq. ft.					
<b>Daily Cleaning:</b> \$.24 x _____ sq. ft. x _____ # days					
<b>EXPO FURNISHINGS</b>					
42" High Cocktail Table	\$18.00	\$15.00			
42" High Cocktail Table with Tablecloth	\$32.00	\$28.00			
Plastic Side Chair	\$10.00	\$7.00			
Padded Chair	\$20.00	\$16.00			
High Stool with Back	\$20.00	\$16.00			
Floor Easel	\$12.00	\$10.00			
Wastebasket	\$7.00	\$6.00			

**SHRM Expo  
SEPT. 14-16,  
2022**

**Hilton Garden  
Inn  
Manhattan,  
Kansas**

**Draping Colors:** Black Plum  
Blue Red  
Burgundy Silver  
Green White  
Gold

**Carpet Colors:** Black  
Blue  
Gray  
Green  
Red

**CLEANING:** Includes vacuuming carpet and emptying waste baskets prior to show opening (after booth setup). Cleaning prior to opening of each day of show is also available.

**\*NOTE:** TO RECEIVE DISCOUNT PRICE ALL ORDERS MUST BE RECEIVED WITH PAYMENT THREE (3) WORKING DAYS PRIOR TO SHOW OPENING.

RECEIPT REQUEST \_\_ YES \_\_\_\_ NO  
 Receipt will be available when using online payment.

**Payment:\*\*** Payment in full of rental charges, including applicable tax, must accompany your advanced order to qualify for the discount prices. (Email Required for online payment)

- Check Enclosed
- Online Payment

Signature \_\_\_\_\_

SUB TOTAL \$ \_\_\_\_\_

8.95% Sales Tax \_\_\_\_\_

\$ TOTAL DUE \$ \_\_\_\_\_