

SHOW NAME NC Raleigh Home Show

Blue Ribbon Show Services

SHOW DATE November 4-5, 2023

Display Equipment Rental & Set Up Order Form

ADDITIONAL EQUIPMENT ORDER FORM. PLEASE COMPLETE BOTH PAGES OF FORM & EMAIL TO: blueribbonlumb@bellsouth.net

Discounted Rates: Please return order form by: October 26, 2023 to receive the discounted rate.

30" High Table WITH Skirt

Skirted tables include white vinyl cover and skirting on three sides

Qty	Item	Standard Rate	Discounted Rate	Total
___	2' x 4' skirted table	@ \$ 50.00	\$ 40.00	_____
___	2' x 6' skirted table	@ \$ 60.00	\$ 48.00	_____
___	2' x 8' skirted table	@ \$ 70.00	\$ 56.00	_____
___	Skirt 4th side	@ \$ 20.00	\$ 16.00	_____

Please circle 30" high skirt color choice: black or white

40" High Table WITH Skirt

Skirted tables include white vinyl cover and skirting on three sides

Qty	Item	Standard Rate	Discounted Rate	Total
___	2' x 4' skirted table	@ \$ 70.00	\$ 56.00	_____
___	2' x 6' skirted table	@ \$ 80.00	\$ 64.00	_____
___	2' x 8' skirted table	@ \$ 90.00	\$ 72.00	_____
___	Skirt 4th side	@ \$ 25.00	\$ 20.00	_____

Please circle 30" high skirt color choice: black or white

Plain Tables 30" High

Qty	Item	Standard Rate	Discounted Rate	Total
___	2' x 4' plain table	@ \$ 30.00	\$ 24.00	_____
___	2' x 6' plain table	@ \$ 40.00	\$ 32.00	_____
___	2' x 8' plain table	@ \$ 50.00	\$ 40.00	_____
___	30" round plain table	@ \$ 40.00	\$ 32.00	_____

Plain Tables 40" High

Qty	Item	Standard Rate	Discounted Rate	Total
___	2' x 4' plain table	@ \$ 50.00	\$ 40.00	_____
___	2' x 6' plain table	@ \$ 60.00	\$ 48.00	_____
___	2' x 8' plain table	@ \$ 70.00	\$ 56.00	_____
___	30" round plain table	@ \$ 60.00	\$ 48.00	_____

Booth Furniture/Accessories

Qty	Item	Standard Rate	Discounted Rate	Total
___	folding chair	@ \$ 10.00	\$ 8.00	_____
___	hydraulic office chair	@ \$ 25.00	\$ 20.00	_____
___	padded stool	@ \$ 10.00	\$ 8.00	_____
___	white resin chair	@ \$ 20.00	\$ 16.00	_____
___	wastebasket	@ \$ 10.00	\$ 8.00	_____
___	easel	@ \$ 25.00	\$ 20.00	_____

Booth Carpet

Qty	Item	Standard Rate	Discounted Rate	Total
___	10ft booth carpet	@ \$100.00	\$ 80.00	_____
___	20ft booth carpet	@ \$200.00	\$ 160.00	_____

Please circle carpet color choice: blue or grey

Special Drapery/Booth Hardware

Qty	Item	Standard Rate	Discounted Rate	Total
___	3' high pipe & drape / ft.	@ \$ 6.00	\$ 4.80	_____
___	8' high pipe & drape / ft.	@ \$ 8.00	\$ 6.40	_____
___	3' upright pole & base	@ \$ 18.00	\$ 14.40	_____
___	8' upright pole & base	@ \$ 25.00	\$ 20.00	_____
___	6'-10' drape support bar	@ \$ 18.00	\$ 14.40	_____

Please circle drape color choice: black, burgundy, gold, hunter green, white, orange, plum, champagne, red, royal, blue, silver teal, or kelly green

RENTAL TOTALS

Subtotal	_____
Tax(7.25%)	_____
Total	_____

Advance Orders: For your order to be processed at the discounted rates, full payment must accompany your order. **Show Site Orders:** Will be subject to standard rates and processed only with full payment.

TERMS: All items and materials are on a rental basis and remain the property of **BLUE RIBBON SHOW SERVICES**. Any item damaged or lost will be billed to you at replacement cost. Prices quoted include delivery to your booth, set-up, use during the show, and removal.

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PAYMENT POLICY AND CREDIT CARD AUTHORIZATION FORM

We accept Mastercard, Visa, American Express, Money Order or check drawn on a US Funds Account.

ADVANCE ORDERS: For your order to be processed at the discounted rates, full payment must accompany your order.

SHOW SITE ORDERS: Show Site orders will be subject to standard rates and processed only with full payment when placed.

I authorize Blue Ribbon Show Services to charge my card for:
Date of Event: _____
Name of Event _____
Today's Date: _____

Rental Totals (Copied from order form)	
Sub Total	_____
Tax (7.25 %)	_____
Total	_____

PLEASE FILL OUT COMPLETELY

Exhibiting Firm: _____		Booth Number: _____	
On-site Representative: _____		Name on Credit Card: _____	
Billing Address: _____			
City: _____	State: _____	Zip Code: _____	
Authorized By: _____		Signature: _____	
Contact Phone Number AT SHOW: _____		Business Contact Number: _____	
Email Address: _____		PO#: _____	Date: _____
Charge To: American Express - Visa - Master Card	Security Code: _____	Expiration Date: _____	
Account Number: _____		Card Billing Zip Code: _____	
Cardholder Name: _____		Signature of Cardholder: _____	

TERMS : All items and materials are on a rental basis and remain the property of **BLUE RIBBON SHOW SERVICES**.

Any item damaged or lost will be billed to you at replacement cost.

Prices quoted include delivery to your booth, set-up, use during the show, and removal.

1519 Carthage Rd, Section 5 Lumberton, NC 28358

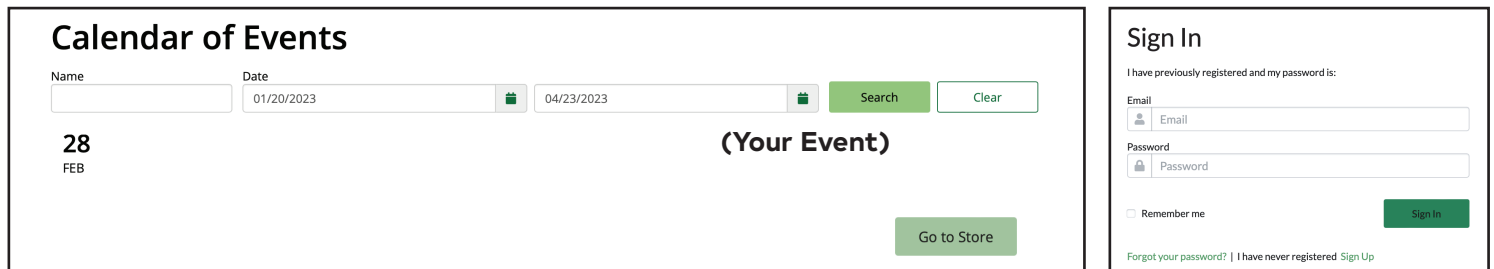
910-738-9120 Email: blueribbonlumb@bellsouth.net

Thank you for exhibiting at Raleigh Convention Center! Please use this guide as a resource to help you place your order for utilities with us. If you need assistance for any reason, including if you need a special order or are not sure what to order, please call 919-996-8515 or email paul.ballance@raleighnc.gov and we'll be happy to assist you.

Please click this link to be brought to our online Calendar of Events.

[RCC Ungerboeck Online Ordering Portal](#) <-----CLICK HERE

Once there, please locate your event by either scrolling the available events or by using the search by name or date functions. Please note that utility ordering is only available 90 days before the exhibitor move-in. When you locate your event, click "Go to Store" at the bottom right of that event.



The screenshot shows two side-by-side panels. The left panel is titled "Calendar of Events" and features search fields for "Name" and "Date" (with a calendar icon), a "Search" button, and a "Clear" button. Below the search fields, it displays "28 FEB" and "(Your Event)". A "Go to Store" button is located at the bottom right of this panel. The right panel is titled "Sign In" and includes the text "I have previously registered and my password is:". It has input fields for "Email" and "Password", a "Remember me" checkbox, and a "Sign In" button. At the bottom of the "Sign In" panel, there are links for "Forgot your password?" and "I have never registered Sign Up".

You'll next be prompted to log in. Please create an account by selecting "**Sign Up**" if you do not already have one.

Next, if you know it, please enter your booth number. Booth numbers are critical to locating your booth and supplying the service you are paying for, so please make every effort to supply it.

You'll then be at the main menu, where you can read about all the services we offer. The Navigation pane on the left will direct you to the category of utilities you wish to purchase. Add items to the cart by changing the quantity. Once you have made your selection(s), proceed to the "cart."

You will complete your sale with our trusted partner's secure payment portal (Ungerboeck). You can save your cart and come back later if you need to, but once your sale is complete you will need to contact us directly to make a change of service (except if you are adding services without changing what you already ordered – this can be done on your own.)

Forms of payment accepted on the portal are VISA, Mastercard, American Express, and ACH bank transfer. If you need to pay via check, please contact us directly and we will gladly assist you with that.

You will be emailed a receipt once your transaction is complete. If you encounter any errors or wish to confirm your order, please call 919-996-8515 or email paul.ballance@raleighnc.gov.