

**BOOTH SELECTION  
AND SERVICES ORDER FORM**

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Booth Selection & Services Order  
Form – Page 1  
**DUE DATE FOR THIS FORM:  
AUGUST 22**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Email: \_\_\_\_\_

Booth choices (use venue layouts enclosed for booth numbers):

City	1st choice	2nd choice	3rd choice
Dallas			
New Jersey			
Chicago			
Atlanta			

If we are not able to assign you one of the above choices indicate how you would like us to proceed:

- Please call me for additional choices at above number
- Assign me the next best booth

**ADDITIONAL INFORMATION PLEASE CHECK ALL THAT APPLY:**

- I will need additional AV services (besides electric), please contact me.
- I will be using the consolidated shipping service between cities.
- I will be using Old Dominion into the first city and out of the last city. (I understand I must contact Old Dominion to make these arrangements. See Shipping Information to contact Old Dominion.)
- I will be shipping road boxes. The dimensions and quantity of them are:

(qty)\_\_\_\_\_ (h)\_\_\_\_\_ x (w)\_\_\_\_\_ x (d)\_\_\_\_\_

(qty)\_\_\_\_\_ (h)\_\_\_\_\_ x (w)\_\_\_\_\_ x (d)\_\_\_\_\_

(qty)\_\_\_\_\_ (h)\_\_\_\_\_ x (w)\_\_\_\_\_ x (d)\_\_\_\_\_

(qty)\_\_\_\_\_ (h)\_\_\_\_\_ x (w)\_\_\_\_\_ x (d)\_\_\_\_\_

PLEASE CONTINUE TO NEXT PAGE

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Booth Selection & Services Order Form – Page 2 <b>DUE DATE FOR THIS FORM:                  AUGUST 22</b>
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Company name: \_\_\_\_\_

**SERVICES ORDER FORM**

*Electric prices valid through September 15th. Surcharges apply thereafter.*

**PLEASE INDICATE IF YOU NEED THE FREE TABLE AND CHAIRS**

	DESCRIPTION	PRICE	AMOUNT NEEDED	TOTAL		DESCRIPTION	PRICE	AMOUNT NEEDED	TOTAL
<b>PLANO</b>	2 chairs	FREE		FREE	<b>CHICAGO</b>	2 chairs	FREE		FREE
	Additional chairs	\$20 each				Additional chairs	\$20 each		
	1 - 6' X 30" table	FREE		FREE		1- 6' X 30" table	FREE		FREE
	1 - 6' x 30" table	\$75				1 - 6" x 30" table	\$75		
	Round table	\$60				Round table	\$60		
	Electric	\$140				Electric	\$225		
<b>NEW JERSEY</b>	2 chairs	FREE		FREE	<b>ATLANTA</b>	2 chairs	FREE		FREE
	Additional chairs	\$20 each				Additional chairs	\$20 each		
	1 - 6' X 30" table	FREE		FREE		1- 6' X 30" table	FREE		FREE
	1 – 6' x 30" table	\$75				1 – 6' x 30" table	\$75		
	Round table	\$60				Round table	\$60		
	Electric	\$140				Electric	\$140		

**SURCHARGES:** Late-order surcharge placed  
AFTER SEPTEMBER 5th:

\_\_\_\_\_ @ \$75 per city \$ \_\_\_\_\_  
 \$150 in Chic -electric  
 TOTAL: \_\_\_\_\_

**SEE FORMS AND INSTRUCTIONS ON PAGES 12 - 18 FOR A/V EQUIPMENT RENTAL AND TO ARRANGE INTERNET ACCESS**

**FOR OTHER EQUIPMENT RENTAL NEEDS CONTACT WEST PARK PRODUCTIONS**

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**DUE DATE FOR THIS FORM:  
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**SHOW EQUIPMENT ORDER PAYMENT FORM**

Company name: \_\_\_\_\_

Charge all my equipment and services to my credit card on file.

Use the following credit card (we accept AmEx, Discover, Master Card, Visa):

# \_\_\_\_\_

Exp. \_\_\_\_/\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing address of card, if diff from company address:

NAME OR COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

I am paying by check. Please send your check, along with this order form to:  
UDMA – attention Gina Costello  
376 Main Road  
Granville, MA 01034

Forms and payment must be received no later than *SEPTEMBER 5th TO AVOID LATE SURCHARGE*

***Credit Card orders only:***

Fax to: 845-231-3360

or

Mail to: West Park Productions \* PO Box 357 \* West Park, NY 12493