

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' or 6' Limited number of 6'x30" tables an email will be sent to confirm your order	\$8.00 ea.	____ @ \$8.00 = ____
Table skirt & cover (paper/vinyl) Paper Cover only \$6.00 ea. Vinyl Skirt only \$15.00 ea.	\$21.00	____ @ \$21.00 = ____ ____ @ \$6.00 = ____ ____ @ \$15.00 = ____
Table Skirt & Cover (cloth) Cloth Cover only \$14.00 ea. Cloth Skirt only \$29.00 ea.	\$43.00 ea.	____ @ \$43.00 = ____ ____ @ \$14.00 = ____ ____ @ \$29.00 = ____
Internet UNSECURED Wireless (Limited bandwidth, not guaranteed)	No Charge	No Charge
Additional Secured Wireless (Unlimited bandwidth, guaranteed)	\$10.00 per device	____ @ \$10.00 = ____
Internet Hard line – secured NOT available day of show. * No outside wireless routers allowed	\$100.00	____ @ \$100.00 = ____
220 volt power	\$30.00	____ @ \$30.00 = ____
Sales Tax	7%	
Administrative fee on credit card transactions	4%	
Total		

NAME _____ EVENT NAME: _____

COMPANY NAME _____ BOOTH # _____

ADDRESS (CITY, STATE, ZIP CODE) _____

PHONE # _____ CELL# _____ FAX # _____

CHECK ENCLOSED _____ CREDIT CARD _____ : VISA MASTERCARD DISCOVER

CREDIT CARD # _____ EXPIRATION DATE _____ CVV _____

Please send in this completed form along with payment to: Sarah Drebelbis, BISMARCK EVENT CENTER, 315 SOUTH 5TH ST, BISMARCK ND 58504, FAX (701) 222-6599, PHONE (701) 355-1392, EMAIL sdrebelbis@bismarcknd.gov.

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 and will be charged 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 a number of ladders available for your use. We also furnish shower curtain hooks for hanging signs from your booth backdrop.