La Crosse Center's Equipment Rental Form

ALL PRICES INCREASE BY 50% ON MOVE-IN AND/OR SHOW DAYS. PLEASE PREORDER.

Quantity	Table Size	Advance Rate Cost Un-Skirted	Floor Rate Move-in Day Cost	Skirt Color	Advance Rate Cost Skirted	Floor Rate Move-in Day Cost	Table Subtotal
_____	21/2' x 4' x 30"	$16.00	$24.00	_____	$30.00	$45.00	$_____
_____	21/2' x 6' x 30"	$16.00	$24.00	_____	$30.00	$45.00	$_____
_____	21/2' x 8' x 30"	$18.00	$27.00	_____	$34.00	$51.00	$_____
_____	21/2' x 4' x 42"	$18.00	$27.00	_____	$34.00	$51.00	$_____
_____	21/2' x 8' x 42"	$18.00	$27.00	_____	$34.00	$51.00	$_____

Table skirting colors: White, Black, Red, Blue, Silver, Burgundy, and Hunter Green

Quantity	Audio/Visual	Days	Price	Move-in Day Cost	A/V Subtotal
_____	DSL Line	_____	$150 (1st Day)/$75 (each day after)	$225 (1st Day)	$_____
_____	Restricted Phone Line	_____	$100 (1st Day)/$50 (each day after)	$150 (1st Day)	$_____
_____	TV (32" Flat Screen)	_____	$75/per day	$112.50 (1st Day)	$_____
_____	TV (46" Flat Screen)	_____	$100/per day	$150 (1st Day)	$_____

Quantity	Furniture	Price for each	Move-in Day Cost	Furniture Subtotal
_____	Tall Cocktail Table	$18.00	$27.00	$_____
_____	High Backed Stools	$18.00	$27.00	$_____
_____	Padded Folding Chairs	$8.00	$12.00	$_____
_____	Waste Basket	$5.00	$7.50	$_____
_____	Easel	$10.00	$15.00	$_____

Quantity	Carpet size	Cost	Color	Move-in Day Cost	Carpet Subtotal
_____	8' x 10'	$50.00 (Includes taping front edge only)	Black	$75.00	$_____

Quantity	Electrical	Cost	Move-in Day Cost	Electrical Subtotal
_____	110 volt AC outlet (20 amps)	$60.00	$90.00	$_____

Larger amps are available, please call (608) 789-7400

Labor Rates — **Labor Subtotal**

$45.00 per person-minimum 1 hour — $60.00 forklift and operator per hour-minimum 1 hour — $50.00 per banner hung from Catwalk

Work Authorization-We will require labor according to the following schedule:

	# of Workers	Date	Time	Approx. hours
Labor to Set up Display				
Labor to Dismantle Display				

	Forklift	Date	Approx. hours
Forklift move-in			
Forklift move-out			

	# of Banners	Date
Banner(s) hung from Catwalk		

Note: Forklift will be set up on a time schedule at the service desk. All work is done **only** under the supervision of the Exhibit Representative.

Set-Up: Number of workers_____X Hrs._____X Rate ($45.00) = $_____
Dismantle: Number of workers_____X Hrs._____X Rate ($45.00) = $_____
Load - in: Forklift hours_____X Rate ($60.00) = $_____
Load - out: Forklift hours _____X Rate ($60.00) = $_____
Shipment Handling Fee: Receiving and transporting to and from booth = $30.00
Banners: Number of Banners_____X Rate ($50.00)=$_____

Labor Subtotal
$_____

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Cancellations NOT Refundable within Five days of Show. Please make checks (U.S. currency only)

Payable to: **La Crosse Center, 300 Harborview Plaza, La Crosse, WI 54601**
Email: office@lacrossecenter.com
Phone: **608-789-7400**

All Subtotal $_____
5.5 % tax* $_____
Total Cost $_____

There is a $35.00 Charge for Returned Checks.

Tax-exempt certificates must be sent with payment

>>>>>>Do not email credit card payment<<<<<<
>>>All Credit Card Payments must be phoned in, mailed in, or paid in person<<<

Name of Show:_____ **Show Date:**_____/_____/_____ **Booth Number:**_____

Company Name:_____ **Phone Number:**_____/_____/_____

Representative Name:_____ **Address:**_____

City/State:_____ **Zip Code:**_____ **Signature on Card:**_____

MasterCard or Visa Accepted - Payment must be phoned in, mailed in, or paid in person

MasterCard or Visa #:_____ **Expires:**_____/_____ **3 Digit Code:**_____

ZIP CODE of the card: _____ **Name on Card:** (please print clearly)_____ **Today's Date:**_____/_____/_____

Please Mail Original With Payment Effective **January 1, 2018**