



# POP UP DISPLAY RENTAL ORDER FORM

Phone: 702.399.9900

Complete this rental order form and email to: [Orders@VegasDisplay.com](mailto:Orders@VegasDisplay.com)

**1 Order Date:** \_\_\_\_\_

**Pop Up Display Design:** \_\_\_ Table Top  
\_\_\_ 10' Straight \_\_\_ 10' Curve \_\_\_ 20' Wing

**Color Options:**

Center Area: \_\_\_ Black \_\_\_ Silver (10' Units Only)

Endcaps: \_\_\_ Black \_\_\_ Silver \_\_\_ Blue

**Set-Up Date** \_\_\_\_\_ **Price \$** \_\_\_\_\_

See website for the display price based on the display set-up date and the order received date.

**Special Set-Up Instructions:**

**2 Signs**

Company name / logo on top center of display wall. PDF artwork must be received at least 10 days prior to set-up date. Email to: [Orders@VegasDisplay.com](mailto:Orders@VegasDisplay.com)

QTY	Description	Price
___	Table Top 12"Hx48"W	\$100.
___	Straight Wall 18"Hx84"W	\$210.
___	Curve Wall 18"Hx96"W	\$240.
___	Custom Size: ___ FT x ___ FT = ___ sq. ft.	
___	Total sq. ft. x \$25 = \$	

\_\_\_ I will bring my own signs and attach with male sided Velcro.

**3 Display & Booth Accessories**

QTY	ITEM	PRICE	TOTAL
___	10x10 Gray Carpet Padded Tiles	\$150.	\$ ___
___	10x20 Gray Carpet Padded Tiles	\$325.	\$ ___
___	Spot Light (2 per order)	\$ 80.	\$ ___
___	Extension Cord & Power Strip	\$ 25.	\$ ___
___	Small Counter 18"x24"x39"H	\$ 30.	\$ ___
___	Greeter Counter 24"x24"x39"H	\$225.	\$ ___
___	Flat Shelf: 26"Wx11"D Black <i>Will not fit on Straight Wall display.</i>	\$ 25.	\$ ___
___	Slanted Shelf 26"Wx11"D Black <i>Will not fit on Straight Wall display.</i>	\$ 25.	\$ ___
___	Literature Stand 8.5x11 4-pockets	\$ 50.	\$ ___
___	Folding Table 6'x30" Black Cover	\$125.	\$ ___
___	Round Table X-Base 36"X30"H Black	\$140.	\$ ___
___	Chair Folding Black	\$ 40.	\$ ___
___	Easel / Sign Stand	\$ 30.	\$ ___
___	Rolling Apparel Rack	\$ 75.	\$ ___
___	Refrigerator + 24 12oz water bottles	\$150.	\$ ___
___	Drape & Pole for corner booth	\$ 25.	\$ ___
___	Waste Basket with 4 trash bags	\$ 20.	\$ ___
___	Velcro to attach signs 3' Long	\$ 15.	\$ ___
___	Misc. _____	\$ ___	\$ ___

**TOTAL ACCESSORIES:** \$ \_\_\_\_\_

**4** Company/Exhibitor \_\_\_\_\_ Contact Person \_\_\_\_\_

Contact Person Email \_\_\_\_\_ Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Company Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Trade Show/Event \_\_\_\_\_ Booth # \_\_\_\_\_ Booth Size \_\_\_\_\_

Convention Facility \_\_\_\_\_ Exhibit Hall \_\_\_\_\_

Set-Up Date \_\_\_\_\_ Time \_\_\_\_\_ Break Down Date \_\_\_\_\_ Time \_\_\_\_\_

On-Site Contact Person \_\_\_\_\_ Mobile Phone# \_\_\_\_\_

**5** **Payment Method** \_\_\_ VISA \_\_\_ MC \_\_\_ AMEX \_\_\_ Check # \_\_\_\_\_ Rental Amount \$ \_\_\_\_\_

Add 20% to the accessories total for orders placed within 14 days of the set-up date. **Late Charge** \$ \_\_\_\_\_

I have read and agree to the Rental Terms and Conditions page of this order form. **ORDER TOTAL \$** \_\_\_\_\_

Card # \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Sec Code \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

This is not an order confirmation. We will confirm order via email based on inventory availability, accurate completion of order form and payment.

**Complete the rental order form and email to: [Orders@VegasDisplay.com](mailto:Orders@VegasDisplay.com)**

Mail Checks to: Vegas Display, Inc. | 3200 Polaris Ave. #22 | Las Vegas, NV 89102

# Vegas Display, Inc. - Rental Terms & Conditions

E-mail: [Orders@VegasDisplay.com](mailto:Orders@VegasDisplay.com) • Phone: 702.399.9900

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**Payment/Cancelations:** Orders must be paid in full to reserve the equipment and labor. Orders are set up on a first paid, first served basis. Checks will not be accepted within 14 days of the display set up date. A valid credit card (with an expiration date that exceeds the end of the event breakdown date) is required for payment and will be used as a security deposit for all rental equipment. Any order or equipment canceled up to 14 days prior to scheduled set-up date will receive a 50% refund. No refunds, exchanges or credit for cancelations within 14 days of the set up date, or thereafter. If equipment is requested to be removed after it has been delivered, there is a \$95. removal fee. Any rental equipment, accessories or labor that has been delivered is deemed acceptable to the customer or their agent unless a written complaint is made within eight hours of delivery and install, otherwise the customer waives their right to dispute any credit card charges for equipment or services.

**Rental Terms:** The rental is for one event, not to exceed a total of seven days. Equipment descriptions, display design, and sizes are approximate. The rental includes one of each: packing equipment, delivery and pick up, set up and breakdown. Any additional service or labor will be billed at a rate of \$95. ST/\$150. OT per man hour, with a two-hour minimum. If Vegas Display must return to the event facility, a \$75 fee plus any parking fee will also apply.

**Delivery:** To be sure the rental equipment arrives to the event in time for set-up, equipment is typically delivered to the General Service Contractor's (GSC) Advance Warehouse. Vegas Display, based solely at their discretion, may deliver the rental equipment directly to the exhibit hall, hotel or event location loading dock based on order date, production schedules, size of the event, amount of equipment rented, loading dock schedule, show rules and other variables. Equipment required to go to the event Marshalling Yard prior to delivery includes one hour of wait / unload time. Extra waiting to unload itime is billed at \$95 per hour and the responsibility of the exhibitor.

**Material Handling:** Material Handling/Drayage is charged by the GSC to deliver and move out your rental exhibit material to and from your booth. Rates vary by event and usually based on weight. The exhibitor is required to have a credit card on file with the event's GSC for material handling fees. Failure to do so may result in the rental display not being delivered to your booth, and thus, not being set up on time and incurring wait fees and other charges.

**Exhibitor Responsibilities:** The Exhibitor acknowledges that all information on the Rental Order is accurate, including: exhibit hall, booth number, set up and break down dates and times. Any changes must be made in writing at least 24 hours prior to the set up. Exhibitors are responsible for the advance order of items such as carpet, electrical service or other service required prior to Vegas Display setting up the rental equipment. These items must be ordered and paid for at least 10 days prior to the set up date. A \$95 per man hour waiting fee will be added to the rental order if Vegas Display labor is delayed. If the event ends early, Vegas Display must be notified immediately.

**Display Design Changes:** Display designs adhere to strict structural integrity and may not be altered by the client. The exhibitor must NOT change, adjust or move the display after installation, as equipment could collapse and cause damage to property, products or personal injury. Any on-site display design change requests by the client may result in additional equipment and labor fees. Vegas Display may need to revise the display design to fit the booth space. Any display design changes after the order is placed is solely at the discretion of Vegas Display.

**On-Site Orders:** Equipment additions ordered within 24 business hours of the show set up day or on-site will be billed at 2X the published rate plus a \$75. delivery fee if a return trip to the warehouse is required.

**Insurance:** The Exhibitor is required to carry liability insurance for their employees and property and must cover property and personal injury to neighboring exhibitors and the venue while the rental equipment is in the possession of the client. Vegas Display is not responsible for Exhibitor property before, during or after the event.

**Damages:** The client is responsible for Vegas Display equipment from delivery until break down, including any lost, stolen or damaged equipment. The client is responsible for any damage to equipment caused by attaching signs or products using tape, glue, screws, nails, pins or other hardware or adhesives. Cleaning fees is \$95 per hour with a one-hour minimum. If equipment cannot be cleaned or repaired, client is responsible for the replacement cost.

**On-Site Resolutions:** To complete or fulfill an order, Vegas Display reserves the right to substitute for similar items. The Exhibitor authorizes Vegas Display to resolve all on-site issues regarding the completion and set-up and breakdown of the rental equipment, including carpet, electrical service, material handling, etc. which the Exhibitor failed to order in advance. If the Exhibitor does not have a credit card on file with the General Service Contractor, Vegas Display, at their discretion, may initiate and pay for the required services. The full amount, plus an additional \$250. inconvenience fee will be added to the order and is the responsibility of the Exhibitor and may be charged to the Exhibitor's credit card on file.

**Shipping:** The Exhibitor is responsible for all shipping arrangements for their property to and from the event. Vegas Display will not remove or store any customer products, equipment, etc.