

Dear Exhibitor,

Pinnacle Event Rentals is pleased to be offering show services for:

**Manitoba Water & Wastewater Trade Show
February 26-27, 2024
Manitoba Room - Keystone Centre**

Show rentals supplied:

**10' x 10' Flame Resistant Draped Booth in Black
8' High Back Wall
3' High Side Arms
Black Polyester Tablecloth
Black Table Skirting
1 x 8' Table
2 x Chairs**

Any additional rentals and services required can be ordered by using the forms in this exhibitor package.

Please Note: Advance orders make for a smoother, more efficient move-in avoiding unnecessary waits, the possibility of selecting a sold out item, and show site delivery delays. Exhibiting in a tradeshow can be quite complex. Please do not hesitate to contact our office if you have any inquiries.

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**Payment & Credit Card Authorization Form
Add Ons Order Form**

Pinnacle Event Rentals

events@pinnacleeventrentals.ca

[1-204-515-5515](tel:1-204-515-5515)

www.pinnacleeventrentals.ca

Payment & Credit Card Authorization Form

Company: _____ Booth No #: _____

Contact Name: _____ Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Payment Policy

Pinnacle Event Rentals requires payment in full at the time services are ordered. Further, Pinnacle Event Rentals requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.

Method of Payment: Pinnacle Event Rentals accepts MasterCard, Visa, and cheque. Purchase orders are not considered payment. Exhibitors will be charged a \$25.00 fee for NSF cheques.

Adjustments & Cancellations: No adjustments will be made to your order after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their nonparticipation may be subject to cancellation fees equal to 50%-100% of the total order based upon the status of move-in, work performed, and/or Pinnacle Event Rentals set up costs or expenses.

If you have any questions regarding our payment policy, please call Pinnacle Event Rentals at 204-515-5515.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card or cheque, however, we require your credit card authorization form to be on file with Pinnacle Event Rentals.

You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

I agree in placing this order that I have accepted Pinnacle Event Rentals payment policy and Pinnacle Event Rentals Terms and Conditions of contract:

Authorized Signature

Authorized Printed Name

Date

Visa

MasterCard

We do not accept AMEX

Credit Card Number

Expiry Date

CVV

Cardholder Name

Date

Please send a cheque payable to **Pinnacle Event Rentals** for your entire order, or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$ _____

Enclosed is a cheque in the amount of: \$ _____

**Payments by cheque must be received at our office 7 days prior to event.*

Email completed forms to events@pinnacleeventrentals.ca or call 204-515-5515 to place your order.

<p>All prices include rental and labour for set-up and take down.</p> <p>All orders must be prepaid in full, including Manitoba Sales Tax and GST.</p>	SUBTOTAL	
	PST 7%	
	GST 5%	
	TOTAL CDN	

Add Ons *All rates are for run-of-show, up to one week's duration.*

QTY	DESCRIPTION	PRICE PER DAY	OPTION (if applicable)	TOTAL
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TABLES + CHAIRS

	Chairs	\$10.00	N/A	
	Bar Stools	\$10.00	N/A	
	8' Rectangle	\$40.00	N/A	
	6' Rectangle	\$40.00	N/A	
	48" Round	\$40.00	N/A	
	60" Round	\$40.00	N/A	
	Cruiser Table	\$20.00	N/A	

TABLECLOTHS

	Tablecloths (view colour options)	\$12.94		
	Table Skirting (view colour options)	\$17.33		
	Cruiser Covers (view colour options)	\$10.35		

ADDITIONAL DRAPE (*Includes Installation*)

	White Satin - 1ft	\$4.48	N/A	
	Ivory Satin - 1ft	\$4.48	N/A	
	Black Polyester - 1ft	\$4.48	N/A	

BOOTH CARPET

	Red - 1 sqft	\$5.00	N/A	
	Grey - 1 sqft	\$5.00	N/A	
	Black - 1 sqft	\$5.00	N/A	
	Blue - 1 sqft	\$5.00	N/A	

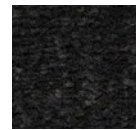
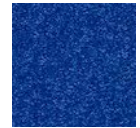
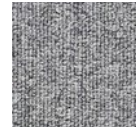
ACCESSORIES

	Easels	\$15.00	N/A	
	Stanchions (2 per set)	\$5.50	N/A	
	Waste Basket	\$15.00	N/A	
	Ballot Drum	\$30.00	N/A	
	Extension Cord (25ft)	\$15.00	N/A	
	Extension Cord (50ft)	\$15.00	N/A	
	Power Bar	\$10.00	N/A	

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	PST 7%	
	GST 5%	
	TOTAL CDN	



Stanchions



48" or 60" Round

Booth Carpet



6' or 8' Rectangle



Tablecloths



Cruiser Covers



Cruiser Tables



Waste Basket



Ballot Drum