



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

ORDER SUMMARY

**WASHINGTON D. C. HOME & GARDEN SHOW
WALTER E. WASHINGTON CONVENTION CENTER
MARCH 9 - 11, 2012**

**PLEASE PRINT LEGIBLY OR
TYPE ALL INFORMATION**

Company Name: _____ Booth No.(s): _____
Phone: _____ Fax: _____ Booth Dimensions: _____ x _____
Show-Site Representative: _____ Email: _____

Credit Card Authorization (will be used for Hale services only):

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept American Express, Visa, MasterCard and Discover Card

Billing Address: _____ City/State: _____ Zip: _____

Print name as it appears on card: _____ Signature: _____
Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract.

Account#: _____ Exp. Date: ____/____/____ V-Code: _____
V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Your credit card statement will read "Hale Northeastern, Inc."

Order Summary:

***** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS *****

TAXABLE ITEMS	
CARPETING, PERFBORAD, SPECIAL BACKGROUND DRAPE	\$
SPECIAL FURNITURE PACKAGE	\$
FURNITURE RENTAL	\$
RENTAL DISPLAY	\$
STANDARD BOOTH SIGN	\$
SPECIAL SIGNS & BANNERS	\$
CLEANING & PORTER SERVICE	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
	ADD 6% SALES TAX: \$
	TAXABLE SUBTOTAL: \$
	D10
NON-TAXABLE ITEMS	
INSTALLATION & DISMANTLING LABOR	
SIGN HANGING	
	NON-TAXABLE SUBTOTAL: \$
	GRAND TOTAL: \$
ELECTRIC , TELEPHONE, PLUMBING , CABLE TV & VIDEO/AUDIO FORM. Payments go directly to the Walter E. Washington Conv. Ctr.	



Discount Price
Deadline Date:
2-13-12

*Exempt customers must provide an exempt certificate for the state the show takes place in.

Resale certificates will not qualify for exempt status.

Discount prices are available for orders placed and paid for by the advance prices deadline date. Items cancelled at show site will be charged 50% of the original price. For more information, please see our Payment Policy.

Return forms to: csr@haleexpo.com or Fax or Mail



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SIGN HANGING

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Phone: _____ Fax: _____ Booth Dimensions: _____ X _____

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HANGING SIGN RATES & RESTRICTIONS

**A FLAT RATE OF \$275.00 WILL BE CHARGED TO INSTALL AND TAKE DOWN YOUR FIRST SIGN
EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST \$125.00**

Hale Northeastern is responsible for the installation of all signs hung from the ceiling beams. No exhibitor or I & D company will be allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale no later than one week prior to the first day of set up.

All signs to be hung from the ceiling must be delivered to show site on the first day of set up, or other arrangements may be made by calling our office.

In addition to all of the above, your hanging sign must comply with show management rules and regulations. If you are in doubt regarding compliance, please contact show management before completing and returning this form to Hale Northeastern.

**TO GUARANTEE SIGN HANGING, SIGNS/BANNERS MUST
BE ON SHOWSITE BY: March 7th**

*Banners not received by this date will be installed at the discretion of the decorator.
Failure to adhere to this deadline date may result in an inability to have your sign/banner installed.*

Installation/Removal

Please complete the following information:

Number of feet from floor to top of sign: _____ ft.

Number of feet in from left side: _____ ft.

Number of feet in from front aisle: _____ ft.

Does your sign require electrical connection?: NO YES

(If YES, please complete the Electrical form included in this packet.)

Restrictions

Installation and removal times will be established by Hale Northeastern per the availability of the halls and access to area under sign.

PAGE SUMMARY	
Initial Sign:	\$ _____
Additional Signs:	\$ _____
	(+\$125.00)
Total Services:	\$ _____
Please enter the total on the Order Summary (Applicable taxes not included)	
D10	

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