

Bahamia Rental
Exhibition Services

Furniture, Plants and other requirements

PRE ORDER FORM

Event/Tradeshow Name: _____

Company Name: _____

On-Site Contact Name: _____

Telephone Contact: _____ E-mail: _____

Quantity	Items	One time Charge	Floor Orders	Total
	Sofa -3 seat*	\$ 450.00	\$600.00	
	Loveseat – 2 seat*	\$ 300.00	\$500.00	
	Side Chair – 1 seat*	\$ 120.00	\$190.00	
	Coffee Table	\$ 125.00	\$180.00	
	End Table	\$ 90.00	\$130.00	
	Swivel Padded Bar Stool	\$ 60.00	\$ 90.00	
	Carpet 10 x 10	\$ 400.00	\$600.00	
	Carpet 10 x 20	\$ 600.00	\$900.00	

Carpet Colors: Black [] Blue [] Gray [] Burgundy [] Plum [] Red [] Green [] Blue []

Please note that the ballroom is carpeted. However, should you wish to complement with other carpeting, you may select from the above table.

Quantity	Items	One time Charge	Floor Orders	Total
	Areca Palms 3' - 5'	\$ 50.00	\$ 70.00	
	Areca Palms 6' - 8'	\$ 60.00	\$ 80.00	
	Areca Palms 9' - 10'	\$ 90.00	\$ 110.00	
	Ficus Tree 2' - 4'	\$ 45.00	\$ 65.00	
	Ficus Tree 6' – 8'	\$ 75.00	\$ 100.00	
	Regular Flower Arrangement	\$ 80.00	\$ 100.00	
	Spring Flower	\$ 80.00	\$ 100.00	
	Exotic Flower	\$130.00	\$ 150.00	
	Tropical Flower	\$130.00	\$ 150.00	
	Exotic Flower/Glass Base	\$130.00	\$ 150.00	
	Tropical Flower/Rustic Base	\$130.00	\$ 150.00	
	Dash Garden/Basket or Clay Base	\$130.00	\$ 150.00	
	Hanging Basket	\$ 90.00	\$ 110.00	
	Ferns/Other	\$ 80.00	\$ 100.00	
	Crotons	\$ 60.00	\$ 80.00	

Bahamia Rental
Exhibition Services

Furniture, Plants and other requirements

PRE ORDER FORM (Cont'd)

Quantity	Items	Price Per Event Day	No. of Days	Floor Orders	Total
	Jr. Executive Desk w/ Chair	\$ 100.00		\$150.00	
	Literature Holder	\$ 35.00		\$ 51.00	
	Stanchions	\$ 30.00		\$ 45.00	
	4' x 30" Dressed Table	\$ 35.00		\$ 51.00	
	6' x 30" Dressed Table	\$ 35.00		\$ 51.00	
	6' x 30" Undressed Table	\$ 10.00		\$ 15.00	
	8' x 30" Dressed Table	\$ 45.00		\$ 66.00	
	8' x 30" Undressed Table	\$ 15.00		\$ 25.00	
	6' x 30" Counter High (40") Dressed Table	\$ 50.00		\$ 75.00	
	6' x 30" Counter High (40") Undressed Table	\$ 30.00		\$ 50.00	
	36" Round 40" Hi-boy Cocktail Dressed Table	\$ 25.00		\$ 35.00	
	36" Round Hi-boy Cocktail Undressed Table (40" Height)	\$ 15.00		\$ 25.00	
	36" Round Low-boy Cocktail Dressed Table (29" Height)	\$ 15.00		\$ 25.00	
	36" Round Low-boy Cocktail Undressed Table (29" Height)	\$ 10.00		\$ 15.00	
	6' x 30" Table w/ Tablecloth	\$ 25.00		\$ 35.00	
	6' x 18" Classroom Table with Tablecloth	\$ 20.00		\$ 30.00	
	4' x 6' Double Sided Poster Board	\$ 60.00		\$ 90.00	
	Easel w/ Three Level Display	\$ 15.00		\$ 25.00	
	Waste Basket	\$ 10.00		\$ 15.00	
	Booth Cleaning (10' x 10' Booth)	\$ 30.00		\$ 45.00	
	Booth Cleaning (10' x 20' Booth)	\$ 45.00		\$ 60.00	

Grand Total: \$ _____

Dressed table include table, tablecloth and tableskirt.

PLEASE NOTE that all orders and full payment must be received no later than January 3, 2012, otherwise floor order rates will apply.

Bahamia Rental
Exhibition Services

Furniture, Plants and other requirements

PRE ORDER FORM (Cont'd)

LABOUR/DRAYAGE REQUEST

Event/Tradeshow Name: _____

Company Name: _____

E-mail: _____

On-Site Contact Name: _____

Telephone Contact: _____

LABOUR

For the set up or break down of an exhibitor's pop up booth or any other type of labor assistance required:

Pre-order labour rate - \$60.00 per man hour

Floor order labour rate - \$80.00 per man hour

Set up: **Number of men** ____ **@ \$** _____ **per man x Number of Hours** _____ **Total \$** _____

Break Down: **Number of men** ____ **@ \$** _____ **per man x Number of Hours** _____ **Total \$** _____

Grand Total \$ _____

Bahamia Rental
Exhibition Services

Furniture, Plants and other requirements

PRE ORDER FORM (Cont'd)

IMPORTANT INFORMATION

OUR CONTACT INFORMATION:

Bahamia Rental

Telephone: (242) 322-1380

Fax: (242) 323-3996

Email: info@bahamiarental.com

P.O. Box N8477

Nassau, Bahamas

PAYMENT INFORMATION:

All orders and full payment must be received no later than January 3, 2012, otherwise floor order rates will apply.

Payment method – All payments must be made in US Dollars or Bahamian Dollars. Wire transfer and credit cards, including American Express, Visa and MasterCard, are accepted. Our wire transfer detail is listed below. If paying via credit card, please complete the credit card payment authorization form and fax or email along with order form to us.

For Wire Transfers Only

ABA021000021

JP MORGAN CHASE BANK

NEW YORK, NY

SWIFT : CHASUS33

F/C SCOTIABANK BAHAMAS LIMITED

NASSAU, BAHAMAS

A/C 001042940

SWIFT : NOSCBSNS

F/C BAHAMIA RENTAL

A/C 61465 995-11

SCOTIABANK PALMDALE BRANCH

CANCELLATION POLICY:

Cancellations on pre-orders must be made no later than January 3, 2012. No refunds will be made for cancellations after this date.

Bahamia Rental
Exhibition Services

Furniture, Plants and other requirements
CREDIT CARD AUTHORIZATION FORM

INSTRUCTIONS

1. Complete form with credit card billing information.
2. Sign where indicated
3. Submit this form back to Bahamia Rental via fax (242-323-3996) or e-mail (info@bahamiarental.com)
4. All orders will be confirmed by e-mail or fax. If you don't receive a confirmation, please contact us at the email address above or by telephone number (242) 322-1380.

Date _____ Invoice/Quote Ref. _____
Function Date _____

Cardholder Name _____

Credit Card Visa MasterCard American Express

Card Number _____

Expiration Date _____

CVV Code _____ (3-4 Digit Security Code)

Billing Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Phone Contact _____

Email Address _____

I authorize Bahamia Rental to charge my credit card in the amount of
\$ _____

Printed Name _____

Signature _____

Date _____

ATLANTIS

PARADISE ISLAND, BAHAMAS™

AUDIO VISUAL / INTERNET / ELECTRICAL

EXHIBIT REQUEST FORM

Conference Name/Dates: _____

Company Name: _____

Contact: _____ On-Site Contact: _____

Phone Number: _____ e-mail: _____

Address: _____

EQUIPMENT REQUIREMENTS

<u>Quantity</u>	<u>Item*</u>	<u>Quantity</u>	<u>Item*</u>
_____	Computer Monitor (15") \$129 per day	_____	Internet Access \$150 per port, per day
_____	Computer Monitor (17") \$135 per day	_____	DID Line \$225 one time charge + daily long distance charges
_____	Computer Monitor (21") \$165 per day	_____	Electrical Outlets \$150 one time charge
_____	27" DVD/VCR Monitor with Cart \$180 per day	_____	Laptop \$240 per day (Pentium 4 with WindowsXP)
_____	42" LCD Monitor 1080P/HDMI \$420.00	_____	Banner Hanging \$60 each
_____	AV Cart \$30 per day		

*Labor Fees may apply. A 20% Service Charge will be added to all Equipment Rentals.

Additional Requirements:

PAYMENT

American Express

Visa

MasterCard

Discover

Card Number: _____

Cardholder Name: _____ Exp. Date: _____

Signature: _____ Date: _____

****Requests on-site are not guaranteed. All arrangements should be made prior to the event****

Please Fax this Completed Form to Conference Planning - FAX: 954-809-2327
(ALL Requests Must be Submitted Fifteen Days in Advance)