



## Dear Exhibitor;

CIM/MEMO SHOW is now just a few months away, in fact the show dates are; **October 24<sup>th</sup>, 2010 to October 26<sup>th</sup>, 2010.**

Our **Exhibitor Kit** is filled with important information and services to assist in your contribution to the show's success. Before planning your organization's participation, we suggest that you review and familiarize yourself with **all** information in this kit, especially the policies, guidelines and rules governing **Pete's Party & Tent Rental** services.

To further assist you in your planning, please contact **Pete's Party & Tent Rental** for any services or rental items **not** provided within this kit. Review the order forms and services carefully to determine your booth requirements. Complete the required information forms (pages 2 & 3), and order forms detailing your booth requests. **Please FAX the completed forms to (705)673-1865.** If your organization contracts a **"Display Company"** please forward this kit to your representative.

Take advantage of **"Early Bird"** pricing by submitting your orders before October 11th, 2010. Late fees will be in effect after the Early Bird deadline. **Pete's Party & Tent Rental requires that all orders be prepaid in full; no orders will be processed until full payment has been received.** A receipt detailing your reservation will be provided to you after the order & payment is processed. Prompt return of your order forms will ensure effective handling of your requirements.

If you require any additional information or assistance our Special Events Rental Consultants will be happy to help, phone: (705)673-7383, fax (705)673-1865, or email [orders@petesrentall.ca](mailto:orders@petesrentall.ca). We look forward to working with you and creating a successful event.

## YOU'LL LOOK OUR BEST!



315 Lorne Street  
Sudbury, ON  
P3C 4R1  
705-673-7383  
[www.petesrentall.ca](http://www.petesrentall.ca)

**Northern Ontario's Largest Event Rental Company**



**315 Lorne Street - 673-7383**

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**IMPORTANT INFORMATION**

**Your booth registration includes the following as per the request of the CIM/MEMO Show Organizers.**

- 8' High back drape with 3' High side drape walls
- 1 - 8' Draped table
- 2 Folding resin chairs

**If you do not see what you need, or have any questions, please do not hesitate to contact us.**

**PETE'S PARTY & TENT RENTAL**

**DEAR EXHIBITOR .....0**

**IMPORTANT INFORMATION .....1**

**EXHIBITOR CONTACT & MAILING INFORMATION .....2**

**CREDIT CARD AUTHORIZATION FORM .....3**

**FURNISHING & CARPET RENTAL FORM .....4**

**CLEANING SERVICES ..... 5**

- Want more than the basics in your booth? Pete's Party & Tent Rental has all your furnishing needs.
- Take a load off your staffs' feet. Carpet your booth.

- Let us keep your booth neat and tidy, disposal of daily garbage and vacuuming your booth.



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**CIM/MEMO Exhibitor Contact & Mailing Information**

**Please enclose this completed form with all order information.  
(REQUIRED)**

Company Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_

On Site Contact: \_\_\_\_\_

On Site Contact Cell: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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Credit Card Authorization Form

Please enclose this completed form with all order information for CIM/MEMO Show.

WE REQUEST THAT ALL ORDERS MUST BE PREPAID IN FULL.

NO ORDERS WILL BE PROCESSED UNTIL FULL PAYMENT HAS BEEN RECEIVED.

Credit Card

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour. Please complete the information requested below.

Input field for Visa

Input field for MasterCard

Credit Card # input field

Security Code input field

Expiration Date input field

Personal Credit Card checkbox

Corporate Credit Card checkbox

Card Holder's Name: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

Street: \_\_\_\_\_

City/Province/State: \_\_\_\_\_

Postal Code/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Representative authorized to add charges (if any): \_\_\_\_\_

Print Name of Card Holder: \_\_\_\_\_

Signature: \_\_\_\_\_

We have read, understand, and agree to all terms as described above and have advised our show site representative accordingly. All rates are for the run of the show for up to a one week duration. No orders will be processed until payment has been received in full.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_



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### Pete's Party & Tent Rental Furnishing & Carpet Rental Form

**IMPORTANT! This form must be accompanied with method of payment before processing will begin.**

All rental equipment to remain the property of Pete's Rental Limited. Rentals are designed for display booth purposes only and are not to be otherwise utilized. The exhibitor is responsible for any lost or damaged equipment.

Qty.	Description	Pre-Show	Late Order	Total
<b>Tables and Table Accessories</b>				
	8' x 30" Skirted Table w/tablecloth	\$62.50	\$80.00	
	6' x 30" Skirted Table w/tablecloth	\$62.50	\$80.00	
	4' x 30" Skirted Table w/tablecloth	\$62.50	\$80.00	
	Skirt Color Black ( ) White ( ) Blue ( )			
	Vinyl Tops also available (rectangular tables)			
	30" Round 29" High with Linen to floor	\$62.50	\$80.00	
	30" Round 42" High with Linen to floor	\$62.50	\$80.00	
	Linen Colour for 30" Round (either height) Black ( ) White ( ) Blue ( ) ask for other colours	\$38.00	\$48.00	
	Lycra Cover for 30" x42" Round (fitted) Black ( ) White ( )	\$44.00	\$54.00	
<b>Furniture and Booth Accessories</b>				
	Drape (per lineal foot)	\$ 3.50	\$ 4.00	
	Folding Plastic Chair Brown ( ) Burgundy ( ) Grey ( )	\$ 3.50	\$ 4.00	
	Padded Chair	\$ 7.00	\$10.50	
	Padded Bar Stool	\$22.00	\$33.00	
	Gas Lift Steno Chair	\$46.00	\$72.00	
	Coat Rack	\$17.40	\$27.30	
	Draw Drum	\$26.00	\$39.00	
	Easel	\$32.00	\$38.00	
	Wastebasket	\$11.60	\$17.40	
	Artificial Plant	\$45.00	\$65.00	
	Artificial Tree	\$69.00	\$89.00	
<b>Electrical and Lighting</b>				
	Par Pin Spot Light	\$27.00	\$37.00	
	Par Light	\$30.00	\$40.00	
	25' Extension Cord	\$20.00	\$30.00	
<b>Carpet</b>				
	10'x10'	\$130.00	\$160.00	
	10'x20'	\$240.00	\$300.00	
	10'x30'	\$350.00	\$385.00	
	20'x20'	\$400.00	\$440.00	
	Bulk per sq. ft. (Over 500 sq. ft.)	\$ 0.85	\$ 0.95	
	Underlay per sq. ft.	\$ 0.45	\$ 0.50	
<b>Tents</b>				
	9'x10' with weighted barrels	\$340.00	\$375.00	
	9'x20' with weighted barrels	\$500.00	\$550.00	
	10'x10' with weighted barrels	\$350.00	\$385.00	
	16'x16' with weighted barrels	\$430.00	\$475.00	

**A 25% Cancellation Fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied.**

**To qualify for Pre Show prices orders must be received 14 days prior to event date. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show date. All prices are in Canadian Dollars.**

**We look forward to being of service.**

Sub Total	
G.S.T. 5%	
P.S.T 8%	
<b>Total</b>	



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**Pete's Party & Tent Rental Cleaning Services**

**IMPORTANT! This form must be accompanied with method of payment before processing will begin.**

Company:	Contact:	Booth No:
Address:	Telephone No:	Fax No:
City, Province, State:	Email	Postal/Zip Code:

**SERVICE INCLUDES -Exhibit Vacuuming & Emptying of Wastebaskets**

**CIM/MEMO PRE-ORDERS**

(Must be received prior to October 9<sup>th</sup>, 2010)

**Please Note: All booths will be clean prior to exhibitor move in. Charges will apply for further service.**

Booth Width \_\_\_\_\_ X Booth Depth \_\_\_\_\_ = Square Feet \_\_\_\_\_ X Number of Days \_\_\_\_\_ X \$0.35= \_\_\_\_\_  
(min. 100 Sq. Ft.)

**LATE ORDERS**

(Received after above Deadline Date)

Booth Width \_\_\_\_\_ X Booth Depth \_\_\_\_\_ = Square Feet \_\_\_\_\_ X Number of Days \_\_\_\_\_ X \$0.40= \_\_\_\_\_  
(min. 100 Sq. Ft.)

<b>A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show date. All prices in Canadian dollars.</b>	<b>SUBTOTAL</b>	
	<b>GST 5%</b>	
	<b>PST 8%</b>	
	<b>TOTAL AMOUNT DUE</b>	

**Thank you, have a great show!**