



# La Crosse Center's Equipment Rental Form



**ALL PRICES INCREASE BY 50% ON MOVE-IN AND/OR SHOW DAYS. PLEASE PREORDER.**

Quantity	Table Size	Advance Rate		Skirt Color	Floor Rate		Table Subtotal
		Cost Un-Skirted	Move-in Day Cost		Cost Skirted	Move-in Day Cost	
_____	21/2' x 4' x 30"	\$16.00	\$24.00	_____	\$30.00	\$45.00	\$ _____
_____	21/2' x 6' x 30"	\$16.00	\$24.00	_____	\$30.00	\$45.00	\$ _____
_____	21/2' x 8' x 30"	\$18.00	\$27.00	_____	\$34.00	\$51.00	\$ _____
_____	21/2' x 4' x 42"	\$18.00	\$27.00	_____	\$34.00	\$51.00	\$ _____
_____	21/2' x 8' x 42"	\$18.00	\$27.00	_____	\$34.00	\$51.00	\$ _____

Table skirting colors: White, Black, Red, Blue, Silver, Burgundy, and Hunter Green

Quantity	Audio/Visual	Days	Price	Move-in Day Cost	A/V Subtotal
_____	DSL Line	_____	\$150 (1st Day)/\$75 (each day after)	\$225 (1st Day)	\$ _____
_____	Restricted Phone Line	_____	\$100 (1st Day)/\$50 (each day after)	\$150 (1st Day)	\$ _____
_____	TV (32" Flat Screen)	_____	\$75/per day	\$112.50 (1st Day)	\$ _____
_____	TV (46" Flat Screen)	_____	\$100/per day	\$150 (1st Day)	\$ _____

Quantity	Furniture	Price for each	Move-in Day Cost	Furniture Subtotal
_____	Tall Cocktail Table	\$18.00	\$27.00	\$ _____
_____	High Backed Stools	\$18.00	\$27.00	\$ _____
_____	Padded Folding Chairs	\$8.00	\$12.00	\$ _____
_____	Waste Basket	\$5.00	\$7.50	\$ _____
_____	Easel	\$10.00	\$15.00	\$ _____

Quantity	Carpet size	Cost	Color	Move-in Day Cost	Carpet Subtotal
_____	8' x 10'	\$50.00	Black	\$75.00	\$ _____
<small>(Includes taping front edge only)</small>					

Quantity	Electrical	Cost	Move-in Day Cost	Electrical Subtotal
_____	110 volt AC outlet (20 amps)	\$60.00	\$90.00	\$ _____

Larger amps are available, please call (608) 789-7400

Labor Rates			Labor Subtotal
\$45.00 per person-minimum 1 hour	\$60.00 forklift and operator per hour-minimum 1 hour	\$50.00 per banner hung from Catwalk	\$ _____

Work Authorization-We will require labor according to the following schedule:

	# of Workers	Date	Time	Approx. hours
Labor to Set up Display				
Labor to Dismantle Display				
	Forklift	Date	Approx. hours	
Forklift move-in				
Forklift move-out				
	# of Banners	Date		
Banner(s) hung from Catwalk				

Note: Forklift will be set up on a time schedule at the service desk. All work is done **only** under the supervision of the Exhibit Representative.

Set-Up: Number of workers \_\_\_\_\_ X Hrs. \_\_\_\_\_ X Rate (\$45.00) = \$ \_\_\_\_\_

Dismantle: Number of workers \_\_\_\_\_ X Hrs. \_\_\_\_\_ X Rate (\$45.00) = \$ \_\_\_\_\_

Load - in: Forklift hours \_\_\_\_\_ X Rate (\$60.00) = \$ \_\_\_\_\_

Load - out: Forklift hours \_\_\_\_\_ X Rate (\$60.00) = \$ \_\_\_\_\_

Shipment Handling Fee: Receiving and transporting to and from booth = \$30.00

Banners: Number of Banners \_\_\_\_\_ X Rate (\$50.00)= \$ \_\_\_\_\_

Labor Subtotal

\$ \_\_\_\_\_

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Cancellations NOT Refundable within Five days of Show. Please make checks (U.S. currency only)

Payable to: La Crosse Center, 300 Harborview Plaza, La Crosse, WI 54601

Email: [office@lacrossecenter.com](mailto:office@lacrossecenter.com)

Phone: 608-789-7400

All Subtotal \$ \_\_\_\_\_

5.5 % tax\* \$ \_\_\_\_\_

**Total Cost** \$ \_\_\_\_\_

There is a \$35.00 Charge for Returned Checks.

\*Tax-exempt certificates must be sent with payment\*

Name of Show: \_\_\_\_\_ Show Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Booth Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

Representative Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Signature on Card: \_\_\_\_\_

**>>>>>>Do not email credit card payment<<<<<<<**

**>>>All Credit Card Payments must be phoned in, mailed in, or paid in person<<<**

**Please mail original form with payment**

**Effective January 1, 2018**