

LANCASTER
COUNTY
CONVENTION
CENTER

Lancaster County Convention Center
25 South Queen St., Lancaster, PA 17602
P: (717) 207-4000 F: (717) 207-4028

FURNITURE ORDER FORM

Name of Event		Event Dates	Booth #
Company Name		Phone Number	
Address	City	State	Zip
Contact Person	Email	Date	

Payment Notice: All electrical charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. ELECTRICAL SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

Item	Standard Rate	Quantity	Total
Chair	\$5		\$
6' x30" Table	\$15		\$
8' x 30" Table	\$20		\$
6'x30" Table, Clothed, Skirted	\$25		\$
8'x30" Table, Clothed, Skirted	\$30		\$
30" Round Table, Clothed	\$20		\$
72" Round Table, Clothed	\$25		\$
6'x18" Table	\$15		\$
8'x18" Table	\$20		\$
6'x18" Table, Clothed, Skirted	\$25		\$
8'x18" Table, Clothed, Skirted	\$30		\$
10x10 Carpet Square*	\$100		\$
Tripod Easel	\$15		\$

*requires 2 weeks advance notice

Subtotal	
PA 6% Sales Tax	
SERVICE TOTAL	

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@interstatehotels.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number _____ Exp. Date _____

Print Name _____

Authorized Signature _____