



“One Source Service Provider”
 “Where You Are Always Treated Like Royalty!”

September 21, 2009

RE: Additional Exhibitor Services, ATMAE 2009 Conference, Louisville Hyatt, 11/12-13/2009

To ATMAE 2009 Conference Exhibitors;

Please find enclosed the 2009 ATMAE Conference Exhibitors Kit for November 12-13, 2009. We are here to help you in making your show a complete success, and we can offer you additional services if needed, such as additional booth amenities and shipping. You can rest assured with Mane Event Decorators, Inc. on the job, you will be provided with the finest quality material and your exhibit will be something that you will be proud of. We strive to provide you with the best value for your dollar, so our rates are reasonable; our contractors are courteous, helpful, friendly, and well informed as to what you need for an eye-catching exhibit.

- Remember that your booth already includes these items: Pipe and back and side drapes; identifying sign (to help you find your booth); draped table and two chairs; wastebasket; and carpeting (the hall is carpeted).
- ATMAE includes an electric outlet at no additional charge if you request it.
- For Audio-Visual services, see the link on the ATMAE Conference Exhibitors page for “Hyatt Louisville – VAE AV Services Menu.” Visual Aids Electronics (VAE) is the dedicated Audio-Visual contractor for the Hyatt Regency Louisville.

For additional rentals and services from Mane Event, see the following pages. If you need to contact us, please call our Indiana location at 812-284-6956 (812-284-6905 fax.)

To confirm your order please fill out the attached form and return it to us either by fax or mail. **The early bird rates expire October 31, 2009.** Please note that orders must be paid in advance, for additional billing questions please contact our Indiana office directly. Should you have any questions about any services offered herein or the availability of any item(s) other than those listed in the kit, please contact our Indiana office. We will be happy to try and locate any requested item.

Thank you and we look forward to seeing you at the ATMAE Convention!!!

ATMAE Convention inquiries please contact our Indiana location.

617 Walnut Street
 Jeffersonville, IN 47130
 812-284-6956 * 812-284-6905 fax

4313 Shenandoah Drive
 Louisville, KY 40241
 502-762-3904



“One Source Service Provider”
 “Where You Are Always Treated Like Royalty!”

PAYMENT FORM

Payment Policy: Payment in advance with the order form.

Vendor Name _____ Booth Space Number _____

Ordered by _____ Purchase order Number _____

Billing Address _____

Street City State Zip

Phone Number _____ Cell Phone _____

Furniture rental total _____

Carpet rental total _____

Stages rental total _____

Audio/visual total _____

Signage total _____

Floral total _____

Booth Cleaning total _____

Display order total _____

Labor service total _____

Hanging sign total _____

Sub Total \$ _____

Tax (6%) \$ _____

Grand Total \$ _____

Authorized by _____ Date _____

Payment by: Check Visa MasterCard Discover

Credit Card Number

Last 3 #'s on back of card Expiration Date - -

Zip Code

- Early rates expire October 31, 2009
- Prices include service and installation
- All equipment is on a rental basis only

THIS FORM MUST BE COMPLETED AND ACCOMPANY YOUR ORDER!

617 Walnut Street
 Jeffersonville, IN 47130
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EXHIBIT FURNITURE RENTAL ORDER FORM

Display Tables 30" high

Qty	Description	Early Rate	Floor Rate	Amount
	4' X 2' long table skirted on 3 sides	25.00	30.00	
	6' X 2' long table skirted on 3 sides	35.00	40.00	
	6' X 2.5' long table skirted on 3 sides	35.00	40.00	
	8' X 2.5' long table skirted on 3 sides	40.00	45.00	
	4' X 2' long table NOT skirted	10.00	14.00	
	6' X 2' long table NOT skirted	12.00	15.00	
	6' X 2.5' long table NOT skirted	12.00	15.00	
	8' X 2.5' long table NOT skirted	15.00	19.00	
	4 th side skirted (additional) all sizes	20.00	25.00	

Check skirt color: (Includes top covered in white vinyl) *additional colors available

Black Blue Red Green Burgundy Teal Gold
 White Gray Royal Purple Plum

Display Tables 40" high

Qty	Description	Early Rate	Floor Rate	Amount
	4' X 2' long table skirted on 3 sides	30.00	40.00	
	6' X 2' long table skirted on 3 sides	40.00	45.00	
	6' X 2.5' long table skirted on 3 sides	40.00	45.00	
	8' X 2.5' long table skirted on 3 sides	45.00	55.00	
	4' X 2' long table NOT skirted	12.00	16.00	
	6' X 2' long table NOT skirted	15.00	20.00	
	6' X 2.5' long table NOT skirted	15.00	20.00	
	8' X 2.5' long table NOT skirted	22.00	29.00	
	4 th side skirted (additional) all sizes	25.00	30.00	

Check skirt color: (Includes top covered in white vinyl) *additional colors available

Black Blue Red Green Burgundy Teal Gold
 White Gray Royal Purple Plum

Specialty Tables

Qty	Description	Early Rate	Floor Rate	Amount
	40' cabaret table with cloth	30.00	40.00	
	30' cocktail table	30.00	40.00	
	60" round table	30.00	40.00	

Furniture

Qty	Description	Early Rate	Floor Rate	Amount
	Love Seats	100.00	125.00	
	Chairs	50.00	70.00	
	End Tables	25.00	30.00	
	Office Task Chairs (swivel chairs)	75.00	100.00	
	Sofas	125.00	175.00	
	Coffee Tables	45.00	55.00	
	Lamps	30.00	40.00	
	Coat Racks	20.00	25.00	
	Book Cases	100.00	150.00	
	Desk	250.00	300.00	
	Folding Chairs	1.25	2.00	
	Padded Stack Chairs (w/arms or w/out arms)	10.00	15.00	
	Bar Stool w/ back 30" high	15.00	20.00	
	Swivel Bar Stools w/back	15.00	20.00	
	Arm Chairs	20.00	25.00	

Accessories

Qty	Description	Early Rate	Floor Rate	Amount
	Wastebasket	5.00	8.00	
	Free Standing Tack Boards	100.00	125.00	
	Easel	15.00	20.00	
	Chrome Stanchion	15.00	20.00	
	Stanchion Rope/Padded	10.00	13.00	
	White Plastic Chain/ft	1.00	2.00	
	Free Standing Sign Holders	25.00	35.00	
	Table Linens	7.00	9.00	
	Sign Hooks	.25	.50	
	Cork Boards	100.00	125.00	

Registration Counters

Qty	Description	Early Rate	Floor Rate	Amount
	Registration Counter	50.00	75.00	
	Registration Counter with lit header	75.00	100.00	

Special Booth Draperies

Qty	Description	Early Rate	Floor Rate	Amount
	Special Color Side rail drapes- 36" High/price per linear foot	3.50	4.50	
	Special Color Background drapes- 8' High/price per linear foot	7.50	9.00	
	10' High/price per linear foot	9.50	11.00	
	12' High/price per linear foot	11.50	13.00	
	14' High/price per linear foot	13.50	15.00	
	16' High/price per linear foot	15.50	17.00	

Check drape color

*additional colors available

Black Blue Red Green Burgundy Teal Gold
 White Gray Royal Purple Plum

SUBTOTAL	\$ _____
TAX	\$ _____
FURNITURE TOTAL	\$ _____

- Early rates expire October 31, 2009
- Prices include service and installation
- All equipment is on a rental basis only

SIGNAGE

Show cards for booth exhibits (1 color on white background)

- Words in excess of ten, colored card, & lettering available at additional cost.
- 1 – 21 Characters are included in the price additional characters available at .25 each.

Qty	Description	Early Rate	Floor Rate	Amount
	7" X 44"	20.00	30.00	
	11" X 44"	25.00	35.00	
	14" X 22"	30.00	45.00	
	14" X 44"	45.00	75.00	
	22" X 28"	45.00	75.00	
	22" X 48"	60.00	80.00	

Please call for additional sign types and sizes.

	SUBTOTAL	\$ _____
	TAX	\$ _____
Booth Number _____	SIGNAGE TOTAL	\$ _____

- Early rates expire October 31, 2009
- Prices include service and installation
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FLORAL SELECTIONS ORDER FORM

Potted Plants

Qty	Description	Early Rate	Floor Rate	Amount
	Azaleas – Live available in season	32.00	42.00	
	Chrysanthemums – Live, white or yellow	32.00	42.00	
	Ferns – floor, or hanging (live or silk)	36.00	46.00	

Tropical Green Plants

Qty	Description	Early Rate	Floor Rate	Amount
	2' Green Plant (live)	43.00	48.00	
	3 – 4' Green Plant (live)	48.00	58.00	
	5 – 6' Green Plant (live)	67.00	75.00	

Floral Arrangements

Qty	Description	Early Rate	Floor Rate	Amount
	8" – 10" Center Pieces (live)	70.00	90.00	

Please indicate color preferences: _____

Corsages (Minimum order of 6)

Qty	Description	Early Rate	Floor Rate	Amount
	Carnations (live or silk)	4.90	6.85	
	Rose (live or silk)	6.30	8.85	
	Orchid (live or silk)	14.00	19.50	
	Sweetheart Roses (live or silk)	5.60	7.85	

Please indicate color preferences: _____

Single day cost \$ _____ X _____ # of days usage =\$ _____

Boutonnieres

Qty	Description	Early Rate	Floor Rate	Amount
	Carnations (live or silk)	4.20	5.85	
	Sweetheart Roses (live or silk)	4.90	6.85	

Single day cost \$ _____ X _____ # of days usage =\$ _____

Balloons

Qty	Description	Early Rate	Floor Rate	Amount
	Individual	1.40	1.95	
	Group	11.25	15.50	
	Archway	140.00	195.00	

SUBTOTAL \$ _____

TAX \$ _____

Booth Number _____

Floral TOTAL \$ _____

*All early rates expire August 5, 2009

*Prices include service and installation

*All equipment is on a rental basis only

RESPONSE FORM

Thank you for reviewing the enclosed forms for the 2009 ATMAE Conference. Every attempt has been made to include all of our services. However, if you need a service that is not listed please do not hesitate to call us.

Please take a moment to fill out this form. It has been designed to help us assist you.

NO ORDER

WILL ORDER AT EVENT SITE

Please describe items that may be needed:

CONTACT SOMEONE ELSE REGARDING OUR EXHIBIT NEEDS

Please contact the following individual:

Name _____ Phone _____

Company Name _____

Mailing Address _____

City, State Zip _____