



Big Top Entertainment
 500 Old York-Hampton Hwy.
 Yorktown, VA 23692
 info@exhibitsrvicesva.com
 www.exhibitsrvicesva.com
 (757) 527-2751

EXHIBIT SERVICES ORDER FORM

Show Name: Virginia Society of Association Executives

Show Date & Location: 9/10, GRCC **Booth No. (if known):** _____

Company Name: _____

Contact Person Name: _____

E-mail: _____ **Phone:** (____) _____

Company Address: _____

Specific Show Information: **** BOOTHS DO NOT COME WITH CHAIRS, THEY MUST BE PURCHASED THROUGH ESV/BTE**

Show is providing the option of a 10x10 draped booth with 1 6' draped table, waste basket and booth sign, or 1 48" round table 42" tall draped with 1 stool.

Enter the desired quantity of each item. Please note all costs are subject to additional taxes and fees where necessary. Upon submission of this form, we will email you a final quote with a secure link for payment.

BASICS				FURNITURE & LOUNGE PIECES			
Qty		Price	Amount	Qty		Price	Amount
_____	Metal High Back Stools	\$24/ea	_____	_____	Faux white marble & gold standup		_____
_____	Chairs	\$2.50/ea	_____	_____	cocktail table	\$125/ea	_____
_____	Carpet, Black Pepper	\$1/sqft	_____	_____	Glass & chrome coffee table	\$100/ea	_____
_____	Waste Basket	\$6/ea	_____	_____	Truss standup coffee table	\$100/ea	_____
_____	4'x8' magnetic dry erase board	\$175/ea	_____	_____	Driftwood coffee table	\$100/ea	_____
DRAYAGE				_____	Live edge cedar coffee table	\$100/ea	_____
Must provide return shipping labels. \$2/lb, \$45 minimum				_____	Faux black marble & gold end table	\$100/ea	_____
- Items must be received by 9/3/26 unless other arrangements have been made. - Once received, items will be weighed and an invoice will be sent. All invoices must be paid prior to set up date. - Items will be delivered directly to exhibit booth. Setup is not provided. - Items must be broken down & packed in original crates/cases. - Items will be picked up at the booth after the event. - BTE/ESV will coordinate return shipment.				_____	Glass & chrome end table	\$75/ea	_____
Please include the following on the drayage packages:				_____	Teak wood end table	\$75/ea	_____
- Exhibiting Company name - Show name - Booth number				_____	Black club chair	\$50/ea	_____
Please ship to: 500 Old York-Hampton Hwy. Yorktown, VA 23692				_____	Black loveseat	\$250/ea	_____
_____	Total pounds upon arrival			_____	White loveseat	\$250/ea	_____
_____	Number of boxes upon arrival			_____	Emerald green velvet loveseat	\$250/ea	_____
				_____	Orange velvet loveseat	\$250/ea	_____
				_____	Emerald green velvet chair	\$150/ea	_____
				_____	Emerald green velvet bench	\$100/ea	_____
				_____	Black ottoman	\$110/ea	_____
				_____	Teal velvet chair	\$50/ea	_____
				_____	6'x9' green area rug	\$75/ea	_____
				_____	6'x9' red area rug	\$75/ea	_____

E-mail completed form to:

Meghan@bigtopentertainment.biz no later

than **Thursday 9/3/26**