

# Great Lakes Fruit, Vegetable & Farm Market Expo

Sharri German – Trade Show Manager

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## 2016 BOOTH ITEMS ORDER FORM

The following is a list for you to order what you need for the booth or booths that you have rented. **As a reminder,** The first booth rented for equipment and the first two booths rented for product booths are *eligible* for the items listed below at no additional charge. If you have **two Product booths**, you may double the number of items listed, **but please indicate the amount needed**. I will make the arrangements to have them set up at your booth. *If you don't return a form, I will order for you and it can't be changed at the show unless you are willing to pay the extra charges.* Carpet is automatically included with your booth unless you are a large equipment booth. ***If there are any additional items needed***, you can bring them from the office or rent them from Art Craft Display. Order from Art Craft, only additional items you want that you are not already getting from me. Their on-line order information will be available later on our website for special items.

**PLEASE REMEMBER:** *When I submit the order to Art Craft Display in the fall, it can't be changed at the show and billed to the Great Lakes Expo. If there are changes of table sizes or other needs when you get to the show, Art Craft will charge you directly. Think your order through carefully, we don't want you to pay for something that could have been paid through the Great Lakes Expo account.*

**FILL OUT AND RETURN THIS FORM WITH YOUR CONTRACT**

COMPANY NAME \_\_\_\_\_

**Please indicate a number, even if 0 , of each item needed in the spaces provided below.**  
( *Quantities shown are an example for (1) Booth* )

A. 2 - Chairs \_\_\_\_\_

B. 1 - Skirted Table Std. Height (**Choose Size**) 4ft. \_\_\_\_\_ 6ft. \_\_\_\_\_ 8ft. \_\_\_\_\_

C. 1 - Wastebasket \_\_\_\_\_

D . 1 – 110 Electrical Outlet \_\_\_\_\_

**Please return this form with your Exhibitor Contract**

Thank you,  
Great Lakes Expo  
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