



5 CANDEUB CT. • SUITE #3 • MANALAPAN, NJ 07726-8438
CELL (908) 770-6543 • FAX (732) 536-7508
 www.mannystone.com

scanned order forms to orders@mannystone.com

SHOW NAME _____

VENUE NAME _____

SHOW DATES _____

MIS Booth Package Raw Space

FOAM BOARD • GRID • FLOORING • CHAIR • TABLE • PVC LEDGE • LAMP RENTAL ORDER FORM

FLAME RESISTANT FOAM BOARD	QTY.	1/2" flame resistant foam board unavailable per the (only) manufacturer of the same. 48" X 96" BOARD		(A) TO (D) TOTALS	ITEM	QTY.	PRICE PER UNIT		(E) TO (J) TOTALS	
3/16" WHITE		ADVANCE \$595 each	STANDARD \$655 each	(A)	WHITE MASONITE FLOORING		ADVANCE \$13.00 SQ. FT.	STANDARD \$14.00 SQ. FT.	(E)	
3/16" COLOR PANTONE® COLOR #		ADVANCE \$715 each	STANDARD \$755 each	(A)	INTERLOCKING FOAM FLOORING		ADVANCE \$14.00 SQ. FT.	STANDARD \$15.00 SQ. FT.	(E)	
GRAPHICS OPTION					(B)	"WOOD LOOK" SHEET VINYL FLOORING		ADVANCE \$14.00 SQ. FT.	STANDARD \$15.00 SQ. FT.	(E)
GRAPHICS ON FOAM BOARD **plus handling fee		ADVANCE \$795 each	STANDARD \$855 each	(B)	14" LONG 55 Watt LED ARM LAMP* EQUAL TO 200W OF POWER * Power & Labor Excluded.		ADVANCE \$150 each	STANDARD \$175 each	(F)	
GRAPHICS AND COLOR ORDERS MUST BE PLACED BEFORE 26 DAYS PRIOR TO SCHEDULED OPENING OF SHOW.										
BLACK PADDED FOLDING CHAIRS		ADVANCE \$95 each	STANDARD \$115 each	(C)					(C)	
Non Skirted 2' X 4' TABLE - WHITE		ADVANCE \$135 each	STANDARD \$155 each	(D)					(D)	

Standard Rates apply on all orders received within 45 days prior to the opening date of the scheduled show.

Terms: PAYMENT IN FULL WITH PLACEMENT OF ORDER. Cancellation: for any reason other than Covid: Fifty (50%) percent of the total order form price, shall be forfeited by client and retained by Manny Stone Decorators (MSD). The remaining fifty (50%) of the order form price may be applied to a future show within twelve (12) months of the date of the show to which this order form applies or otherwise forfeited. Thereafter, the balance becomes non refundable and forfeited to MSD.

A Method of Payment/Authorization Form must accompany each order. Only one authorization form is needed per show for multiple services and materials, regardless of method of payment.

ALL INTERNATIONAL CLIENTS MUST CONTACT OFFICE FOR WIRE TRANSFER INSTRUCTIONS.

PAYMENT: (please circle one)

Company Check Mastercard Visa AMEX Wire Transfer

Company Name _____

Company Street Address _____

City _____

State _____ Zip _____

Phone _____ Fax _____

Contact Name _____

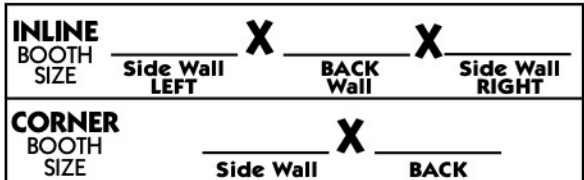
Cell # _____

E-mail Address _____

Twitter Handle _____

Company Instagram _____

MUST INCLUDE YOUR BOOTH #



INSTALLATION & REMOVAL BY UNION LABOR INCLUDED WITH ALL ORDERS

A material handling fee will be added to the total if applicable

Please Print Clearly and include NYC Sales Tax!

TOTAL A	
TOTAL B**	
**\$100 GRAPHICS HANDLING FEE	
TOTAL C	
TOTAL D	
TOTAL E	
TOTAL F	
SUB TOTAL	
DELIVERY FEE*	\$350.00
SUB TOTAL	
8.875% NYC SALES TAX	
TOTAL	

***ONE DELIVERY FEE OF \$350.00 WHEN ORDERING FROM EITHER FORM OR BOTH FORMS**

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NAME OF SHOW _____

BOOTH NUMBER _____

METHOD OF PAYMENT / AUTHORIZATION FORM

COMPANY NAME _____ MOBILE NUMBER _____

CONTACT PERSON _____ E-MAIL _____

CREDIT CARD PAYMENT INFORMATION

A valid credit card MUST be on file with Manny Stone Decorators before any goods or services will be provided regardless of your preferred method of payment. This information may be provided by e-mailing this form to orders@mannystone.com

All accounts for pre-show orders must be settled prior to the start of the show set up. Your credit card will be processed for any additional services or materials requested at the show site and will be processed within 10 days of close of the show.

No Credit Card on International Banks will be accepted. Please contact our office for wire transfer instructions.

This form is to be completed by an authorized representative of the exhibiting company.

CREDIT CARD AUTHORIZATION

Please complete the information below and submit with your order. Incomplete and/or unsigned forms cannot be accepted.

MASTERCARD VISA AMERICAN EXPRESS

ACCOUNT NUMBER _____
EXPIRATION DATE ____ / ____ SECURITY CODE _____
(M/C and Visa 3 digit code back of card • AMEX 4 digit code front of card)

CARDHOLDER NAME (PLEASE PRINT) _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

To simplify payment and eliminate any credit card processing fees, please send a check payable to Manny Stone Decorators for your entire pre-show order to the address below or contact our office for wire transfer information. Please indicate your preferred form of payment for your entire pre-show order. All credit card charges are subject to a 4% credit card processing fee.

- Charge my credit card in the amount of \$ _____ (plus an additional 4% credit card processing fee)
- Enclosed is a check in the amount of \$ _____
- Wire transfer to be submitted in the amount of \$ _____ (please contact our office for wire transfer instructions)

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Method of Payment/Authorization Form.

AUTHORIZED SIGNATURE _____

AUTHORIZED NAME (PLEASE PRINT) _____ Date _____



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ADDENDUM

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Show Name: _____

Show Opening Date: _____

Cancellation for any reason other than Covid:

Fifty (50%) percent of the total contracted price, shall be forfeited by client and retained by Manny Stone Decorators (MSD). The remaining fifty (50%) of the order form price may be applied to a future show within twelve (12) months of the date of the show to which this order form applies or otherwise forfeited. Thereafter, the balance becomes non refundable and forfeited to MSD.

Cancellation due to Covid:

If said show is cancelled or postponed by Show Management or as mandated by governmental authority on or before the 45 day period prior to the opening date of the scheduled show:

- Twenty five (25%) percent of the total contracted price shall be forfeited by client and retained by MSD, and the balance of the contracted price will be refunded to client within ten (10) days of qualified cancellation.

If said show is cancelled or postponed by Show Management or as mandated by governmental authority within the 45 day period prior to the opening date of the scheduled show:

- Fifty (50%) percent of the total contracted price shall be forfeited by client and retained by MSD, and the balance of the contracted price will be refunded to client within ten (10) days of qualified cancellation.

Company Name _____

Company Street Address _____

City _____ State _____ Zip _____

Phone # _____ Cell # _____

Email Address _____

Print Name: _____ Title: _____

Signature: _____ Date: _____