



**SPOKANE
CONVENTION
CENTER**

Vendor Name: _____ Booth No. _____

Event Name: _____

Show Dates: _____

Contact: Kay Sieck (509) 279-7021
ksieck@spokanepfd.org Fax (509) 279-7060

Mail to: Spokane Public Facilities District
720 W. Mallon Avenue
Spokane, Wa 99201

07010

ANCILLARY CHARGES ORDER FORM

Miscellaneous Equipment

Qty.	Description	Cost	Total
	Flags w/stands (1 set comp.)	10.00	
	Balloon Retrieval (Per Hr.)	40.00	
	Visqueen (Per Roll)	75.00	

Presentation Accessories

Qty.	Description	Cost	Total
	Gaffers Tape (1 roll)	18.00	
	Easels	5.00	
	Flipchart w/Pad	35.00	
	Bulletin Board/Chalk Board	20.00	
	White Board	10.00	
	Uhu Tack (Per Package)	5.00	

Other Items

Qty.	Description	Cost	Total

Office Service/Supplies

Qty.	Description	Cost	Total
	Black and White Copies per page	0.10	
	Color Copies per page	0.50	
	Fax (receive, send) per page	1.50	

Staging with skirts, steps, back rail

Qty.	Description	Cost	Total
	4' x 8' (36" to 56" in 2" increm.)	15.00	
	Available only in the exhibit halls		
	6' x 8' (24", 32", 40")	15.00	
	Available only in the Convention Cntr. And Bays		

() Enclosed is my check or money order made payable to: Spokane Public Facilities District 31109

() American Express

() Visa () Master Card No. _____ Exp. Date: _____

Name as it appears on card: _____

Address: _____ City _____ St _____ Zip _____

I authorize the Spokane Public Facilities District to charge my credit card for the services listed:

Authorized Signature: _____

E-mail _____ Phone: (_____) _____