

# USA Rice Outlook Conference

Statehouse Convention Center

December 8 - 10, 2024

Little Rock, Arkansas

**Official Supplier**

**SUNBELT CONVENTION SERVICES INC.**

**409 Collins Street Little Rock, Arkansas 72202**

## **EXHIBITOR SET UP -**

Large equipment ONLY- Saturday, December 7th, 2024 - 12pm - 4pm  
Please contact Sunbelt Convention Services at 501-244-9955 to schedule a move in time.  
You must be on the schedule to move in Saturday.

**No large equipment will be allowed after Saturday.**

Regular booths - Sunday, December 8th, 2024 from 10am - 4pm

## **BOOTH/ DISPLAY INFORMATION**

Each 10'x10' booth includes: 8' high back drape, 3' high side drape and 1(one) exhibitor I.D. sign

## **EXHIBIT HALL - SHOW HOURS**

**SUNDAY, DECEMBER 8th, 2024.....6:00 PM - 7:00 PM**

**MONDAY, DECEMBER 9th, 2024.....11:30 AM - 6:30 PM**

**TUESDAY, DECEMBER 10th, 2024.....7:30 AM - 11:30 AM**

## **EXHIBITOR MOVE OUT -**

**TUESDAY, DECEMBER 10th, 2024.....11:30 AM - 4:00PM**

**CARRIERS FOR ON SITE PICKUP MUST ARRIVE NO LATER THAN  
TUESDAY, DECEMBER 10TH, 2024 ..... 1:00PM - 5:00PM**

**ANY FREIGHT LEFT BEHIND WILL BE FORCED BACK TO THE SUNBELT  
WAREHOUSE AND YOU WILL NEED TO SCHEDULE A PICKUP WITHIN 1 - 2 DAYS.  
ADDITIONAL CHARGES AS STATED ON THE PAYMENT PAGE WILL APPLY.**

## **ELECTRICAL, PHONE, INTERNET**

Statehouse Convention Center at:

<https://statehouseconventioncenter.com/about/> or call(501) 370-3246

## **ADDITIONAL RENTALS**

For Freight handling, additional furnishings, labor or any other services,  
please see our attached Exhibitor Rental Forms. If what is needed is not listed  
please contact our offices.

**TO QUALIFY FOR ADVANCED PRICING,  
ALL FREIGHT MUST BE RECEIVED NO LATER THAN  
WEDNESDAY, NOVEMBER 27TH, 2024**

**ALL ORDERS MUST BE RECEIVED NO LATER THAN  
FRIDAY, NOVEMBER 29, 2024**

Any FREIGHT OR ORDERS received after this date will be charged at floor pricing.

**A CREDIT CARD IS REQUIRED FOR ALL ORDERS.**

*\*IF THE CREDIT CARD PROVIDED FOR PAYMENT IS DECLINED PRICING WILL BE CHARGED AT FLOOR  
ORDER PRICING REGARDLESS OF WHAT IS WRITTEN IN ON THE ORDER FORMS.*

[Sunbelt4u@gmail.com](mailto:Sunbelt4u@gmail.com) \*Ph. 501.244.9955 \*Fax 501.244.9995

Please let us know if you need further assistance. We look forward to serving you!

## EXHIBITOR RENTAL FORMS

*Please include appropriate order forms and payment form with your order.  
Sales Tax must be included with full payment for order to be processed.*

### TABLE WITH SKIRTING

(Includes table with white vinyl top/skirted on three sides)

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	4' Table w/skirting	\$70.00	\$50.00	_____
_____	6' Table w/skirting	\$80.00	\$60.00	_____
_____	8' Table w/ skirting	\$90.00	\$70.00	_____
_____	6' table raised to 40" w/skirt	\$120.00	\$100.00	_____
_____	Skirting only	\$45.00	\$30.00	_____

PLEASE CHECK SKIRT COLOR. IF COLOR IS NOT SPECIFIED THE SHOW COLOR WILL BE USED

White    Black    Green    Red    Navy    Gray    Blue

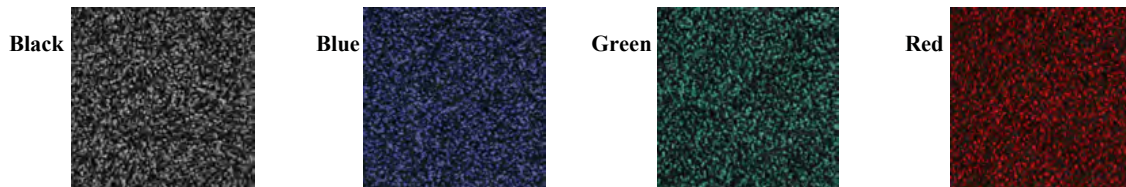
### PLAIN TABLE WITH TOP VINYL (NO SKIRTING)

<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____ 4' Table	\$50.00	\$30.00	_____
_____ 6' Table	\$60.00	\$40.00	_____
_____ 8' Table	\$70.00	\$50.00	_____

## CARPETING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	10 x 10	\$100.00	\$80.00	_____
_____	10 x 20	\$180.00	\$140.00	_____
_____	10 x 30	\$240.00	\$180.00	_____

PLEASE CHECK COLOR : Black Tuxedo, Red Tuxedo, Green Tuxedo, Blue Tuxedo  
(if a color is not specified show colors will be used)



BULK CARPETING PRICES STARTING AT \$.70 PER SQ. FT. FOR 500 SQ. FT. OR ABOVE. ALL CARPET IS 10FT WIDE ONLY  
DISCOUNTED RATE \$.70 SF. / STANDARD (floor price) \$.90 SF.

MINIMUM **BULK** CARPET: \_\_\_\_\_ FT. X \_\_\_\_\_ FT. = \_\_\_\_\_ SQ. FT.                      *TOTAL SF.* \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

*Special order? Call for cut & lay pricing*

### CARPET PADDING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	9x10	\$100.00	\$70.00	_____
_____	9x20	\$160.00	\$120.00	_____
_____	9x30	\$220.00	\$160.00	_____

(BULK PADDING AVAILABLE, CALL FOR PRICING)

**SPECIALTY ITEMS**

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCED ORDER</u>	<u>TOTAL</u>
_____	Easels	\$75.00	\$50.00	_____
_____	Wastebasket with liner	\$15.00	\$10.00	_____
_____	6' table top riser	\$30.00	\$20.00	_____
_____	8' table top riser	\$35.00	\$40.00	_____
_____	3' high masking drape	\$4.00/ft	\$3.00/ft	_____
_____	8' high masking drape	\$6.00/ft	\$4.00/ft	_____
_____	2ft x 8ft grid panel	\$50.00	\$40.00	_____

**DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COST PLUS RENTAL FEES**

ALL CANCELLATIONS FOR ITEMS ORDERED MUST BE MADE 5 BUSINESS DAYS BEFORE THE EXHIBITOR MOVE IN DATE TO RECEIVE A FULL REFUND. ITEMS CANCELLED AFTER THE 3 BUSINESS DAYS BUT BEFORE THE EXHIBITOR MOVE IN DATE WILL BE SUBJECT TO A RESTOCKING FEE OF \$25.00. ANY ITEMS DELIVERED TO THE SHOW SITE OR ITEMS REQUESTED TO BE REMOVED BY THE SHOW REPRESENTATIVE FOR ANY REASON WITHOUT PRIOR CANCELLATION WILL BE CHARGED AT FULL PRICE EVEN IF REFUSED AT BOOTH.



Retractable Mini table top Banner Stand that can be used over and over. Easy set-up. Graphics included in price. 11" x 17" \$65.00



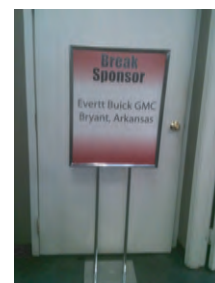
Retractable Banner Stand that can be used over and over. Easy set-up. Graphics included in price. 32" x 82" Includes Carrying Case \$210.00



Double sided or single sided charging stations. RENTAL In black & silver. Single \$250.00 Double \$275.00



Our 2' x 6' booth horizontal banner can hang on the back of your booth. Single-sided with grommets for hanging. Banner material is heavy duty 13oz. Can be reused over and over. \$125.00



Sign Frame with graphics. Can be single-sided or double-sided. (1) single - \$80.00 (2) double - \$100.00 Great for show specials!

We have a wide variety of items we can customize including meter panels, banners, floor stickers, counters, displays, pillow case backwall, flags, hard walls, booth decor and backdrops for themed shows. We can do all of your printing needs in house. Give us a call for any special items you may need. We will print and deliver to your booth so once you approve your order your all set!

**YES!!! WE CAN DO LAST MINUTE ITEMS AND HAVE THEM TO YOU WITHIN HOURS!**

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	Mini Table Top	\$85.00	\$65.00	_____
_____	Banner Stand	\$250.00	\$210.00	_____
_____	Booth Banner	\$150.00	\$125.00	_____
_____	Sign Frame (1) with graphics	\$95.00	\$80.00	_____
_____	Sign Frame (2) with graphics	\$125.00	\$100.00	_____
_____	Double Charging Station w/6 ports & two 22" x 28" graphic signs		\$275.00	_____
_____	Single Charging Station w/6 ports & one 22" x 28" graphic sign (contact us for availability of express floor order for this item)		\$250.00	_____

Specialty items (call for details and cost):

<u>QUANTITY</u>	<u>ITEM description</u>	<u>PRICE TBD</u>	<u>TOTAL</u>
_____	_____	\$0.00	_____
_____	_____	\$0.00	_____
_____	_____	\$0.00	_____

All in house graphics and printing available. We can use your artwork or create something for you at no additional charge. Call or email Lorrie to confirm your order and if you will be providing the graphics or if you want her to create something for you. You will receive proofs for your approval before anything is printed. If what you want is not listed here, we can get it! Give us a call for specialized orders. Call Lorrie at 501-244-9955 or email sunbelt4u@gmail.com



# 2024 FURNITURE RENTAL RATES

All furniture is a faux leather material

## Bari Couch, loveseat, and chair with arms



Can be rented as the set or separately.  
Complete set rental discounted.  
style in black & brown

Arm Chair



Round Coffee table  
3 available



Black Executive Chair  
6 available



Club Chairs  
6 available

Rates listed below are for the full show dates (3-day rental)

**Quantity available is listed before description.**

Please check the box of item needed, type in quantity needed, and total at the bottom.  
Please include this total on your payment page.

	<u>Quantity</u>	<u>Rate</u>	<u>Total</u>
(1) Bari Brown Couch.....	_____	x \$250.00 =	_____
(1) Bari Black Couch.....	_____	x \$250.00 =	_____
(1) Bari Brown Loveseat.....	_____	x \$200.00 =	_____
(1) Bari Black Loveseat.....	_____	x \$200.00 =	_____
(3) Round Coffee Table.....	_____	x \$100.00 =	_____
(5) Brown Club Chair.....	_____	x \$80.00 =	_____
(6) Black Executive Chair.....	_____	x \$100.00 =	_____
(1) Black Arm Chair.....	_____	x \$100.00 =	_____
(1) Brown Arm Chair.....	_____	x \$100.00 =	_____
(1) Complete Bari Black 3 piece furniture set	_____	\$500.00 =	_____
(1) Complete Bari Brown 3 piece furniture set	_____	\$500.00 =	_____

**Please add these totals to your final total**

**Call us at 501-244-9955 if you have any questions. Rental furniture is subject to availability per show.  
Please place your order as soon as possible to reserve.  
PPE items are still available. Contact us for more information.**



## Furniture Rentals cont.

QUANTITY		<u>FLOOR ORDER</u>	<u>ADVANCED ORDER</u>	<u>TOTAL</u>
_____	(1) Arm chair with gray padding.....	\$50.00	\$40.00	\$ _____
_____	(2) Arm chair with black padding.....	\$50.00	\$40.00	\$ _____
_____	(3) Black leather secretary chair with wheels.....	\$60.00	\$50.00	\$ _____
_____	(4) Cocktail table 30" (high or low).....	\$70.00	\$60.00	\$ _____
_____	(5) Gray padded bar stool.....	\$60.00	\$50.00	\$ _____
_____	(6) Plastic folding chair.....	\$15.00	\$10.00	\$ _____
_____	(7) Chrome stanchion set (2 post & 1 -6' red velvet rope)	\$55.00	\$45.00	\$ _____
_____	(8) Retractable Black Stanchion set (2) with 10' belt...	\$60.00	\$50.00	\$ _____

*If you need an item not seen/listed here we may still have it or be able to get it for you. Call us !!!*

**DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COSTS PLUS RENTAL FEES**



### BOOTH CLEANING

**BOOTH CLEANING Includes:** vacuum carpet/empty wastebasket. Carpet cleaned when delivered to booth. Additional booth cleaning at a cost of \$.25 cents per sq ft per day or \$25.00 per 10 x 10 booth.

\$ 25.00 per day x \_\_\_\_\_ days of event = \$ \_\_\_\_\_

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### SET-UP AND DISMANTLE LABOR RATES PER LABORER

# OF LABORERS REQUESTED	LABOR	PREORDERED	OVERTIME	ONSITE	TOTALS
_____	EXHIBITOR SUPERVISED INSTALLATION	\$70.00	\$105.00	\$90.00	_____
_____	EXHIBITOR SUPERVISED DISMANTLE	\$70.00	\$105.00	\$90.00	_____
_____	SUNBELT SUPERVISED INSTALLATION	\$85.00	\$120.00	\$105.00	_____
_____	SUPERVISED DISMANTLE	\$85.00	\$120.00	\$105.00	_____

Please fill out the information below for all exhibitor supervised installation or dismantle labor. Sunbelt will also keep a copy of check laborer check out and check in times daily. Sunbelt supervised times will be kept by the supervisor on duty.

	DATE	START TIME	END TIME	TOTAL HOURS	NUMBER OF LABORERS
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____

\* Start time is approximate and is based on availability of labor.

Exhibitors must come by the Sunbelt desk to sign in and out for exhibitor supervised laborers. Necessary blueprints/instructions to aid in set-up will be forwarded to Sunbelt for Sunbelt supervised labor. All work will be done on straight time when possible. In the event of shortages in shipments or damage Sunbelt will contact the exhibitor for instructions. All instructions for shipping, address, and bill of lading must be left at the Sunbelt service desk prior to the event closing. Minimum charge one (1) hour per man & 1/2 hour increments after the first hour. Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate. Requests received after deadline date will be filled as work force is available.

### \*\*\*FORKLIFT RIGGING EQUIPMENT AND LABOR

- REGULAR TIME - 8:00AM - 4:30PM MONDAY - FRIDAY
- OVERTIME - 6:00AM - 8:00AM AND 4:30PM TO 12:00 MIDNIGHT MONDAY THROUGH FRIDAY  
6:00AM TO 12:00 MIDNIGHT SATURDAY AND SUNDAY
- DOUBLE TIME - 12:00 MIDNIGHT TO 6:00 AM AND RECOGNIZED HOLIDAYS

	PREORDER	ONSITE ORDER	OVERTIME
BOOM LIFT WITH DRIVER -	\$300 PER HR.	\$350.00 ONSITE	\$450.00 OVERTIME
FORKLIFT WITH DRIVER -	\$250 PER. HR	\$300.00 ONSITE	\$375.00 OVERTIME

INSTALLATION TIME	$\frac{\text{_____}}{\text{\# OF FORK/BOOM}} \times \frac{\text{_____}}{\text{\# OF HOURS}} =$	$\frac{\text{_____}}{\text{TOTAL HOURS}}$	\$ $\frac{\text{_____}}{\text{ESTIMATE COST}}$
DISMANTLE TIME	$\frac{\text{_____}}{\text{\# OF FORK/BOOM}} \times \frac{\text{_____}}{\text{\# OF HOURS}} =$	$\frac{\text{_____}}{\text{TOTAL HOURS}}$	\$ $\frac{\text{_____}}{\text{ESTIMATE COST}}$

SHOW SITE PRICES WILL APPLY TO ALL LABOR AND EQUIPMENT RENTAL ORDERS PLACED AT THE SHOW SITE AND WILL BE SCHEDULED AROUND PREORDERS. ONE HOUR MINIMUM - THEREAFTER IS CHARGED IN HALF (1/2) HOUR INCREMENTS.

**LABOR AND FORKLIFT**

# FREIGHT HANDLING RATE & SHIPPING INFORMATION

SHIP PREPAID ONLY - COLLECT SHIPMENTS WILL BE REFUSED. **ALL SHIPMENTS MUST ARRIVE AT LEAST SEVEN (7) BUSINESS DAYS PRIOR TO THE SHOW MOVE IN DATE FOR THIS ADVANCED PRICING.** SHIPMENTS ARRIVING AFTER THIS TIME WILL BE SUBJECT TO AFTER DEADLINE PRICING ADDITION OF 25%. ADDITIONAL SURCHARGE WILL BE ASSESSED FOR SPECIAL TRIPS, HANDLING SHIPMENTS ARRIVING AT THE ADVANCED WAREHOUSE AFTER THE INITIAL INSTALLATION DATE. IF LATE FREIGHT ARRIVES AFTER SUNBELT SETUP (THE DAY BEFORE VENDOR MOVE IN) THERE WILL BE AN ADDITIONAL SPECIAL DELIVERY FEE OF \$100.

Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage.

*Outbound handling is charged separately and consist of removing of material from the booth for reloading onto outbound carriers.*

*This does not include actual shipping rates. Please contact your carrier for shipping rates.*

## HANDLING RATES

**ALL RATES ARE BASED ON INBOUND WEIGHTS ONLY ROUNDED TO THE NEAREST 100 POUNDS.**

**\*\*\*Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day.**

**Each separate delivery is considered a separate shipment. Minimum \$100.00 per shipment over 50 pounds.**

**Material Handling 61 lbs. & OVER (PLEASE ROUND TO THE NEAREST 100 POUNDS)..... \$ .80 per pound/ **MIMUMUM \$100****

**ONSITE Material Handling 61 lbs. & OVER (PLEASE ROUND TO THE NEAREST 100 POUNDS)..... \$1.00 per pound/ **MIMUMUM \$100****

Rates applies to shipments arriving in our warehouse 7 business days or more prior to show date.

If we receive the freight after this date an additional \$100 or 25% (whichever is greater) will be added to the stated handling fee above.

**Material Handling - 50 lbs and under ..... \$65.00 per shipment**

This rate is per shipment - A qualifying shipment totals all peices delivered to the same booth, by the same carrier, on the same day, weighing 50 pounds or less.

**ONSITE\OUTBOUND Material Handling (if we accepted your freight) .....**minimum \$100** or 25% whichever is greater**

**ONSITE/OUTBOUND HANDLING only (must provide a BOL with weight listed).....**Minimum \$150 per 100lbs.****

Freight not shipped to us, only shipping out with us - All shipment weights for outbound shipping will be rounded to the next 100lbs.

*Any freight that is not picked up on site will be forced back to our warehouse and will be charged at **\$1.25 per pound** based on the inbound weights. You will need to arrange for a pickup approx. 1-2 days after the event is over. If you want it to be taken back to our warehouse please make sure the payment total reflects this cost. If your carrier does not show up during the specified move out times, for any reason, your total cost will be adjusted to reflect this price. **NO FREIGHT WILL BE RELEASED WITHOUT A VENDOR ORDER WITH PAYMENT INFO ON FILE. IF YOU DID NOT SUBMIT A ORDER, YOU WILL NEED TO CONTACT OUR OFFICE TO HAVE IT RELEASED.***

- 1) All shipments must be cosigned to Sunbelt Convention Services and be received at Sunbelt Convention Services. **DO NOT SHIP DIRECT TO THE CONVENTION SITE EARLY, they may refuse shipments. On-site deliveries may only be available at specific times. Please preship all items to Sunbelt Convention Services.**
- 2) All shipments must have a bill of lading or delivery slip (i.e. FedEx, UPS). All freight must also have the Company name, Event name, and Contact information. Even drop ships **MUST** have this information listed.
- 3) Sunbelt Convention Services will not be responsible for piece count or condition of shipments after it has been placed in the exhibit area, before or during installation time, at the conclusion of the event or prior to taking physical count and possession in preparation of moving such materials.
- 4) **INSURANCE:** Sunbelt Convention Services will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation times, at the conclusion of the event or prior to taking physical count and possession in preparation of moving such materials. You agree to hold Sunbelt Convention Services from responsibility for concealed and/or apparent damage to uncrated or unskidded materials.
- 5) Make certain all of your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the event.
- 6) All outbound shipments must be tendered with a bill of lading and prepared for outbound shipping. (i.e. boxed, shrink wrapped with labels attached. There will be an additional charge if this is not done.
- 7) Exhibits left on the show floor without return instructions will be returned to our warehouse and held for disposition at an additional charge.
- 8) **Freight is accepted at the ADVANCED warehouse Monday through Friday between the hours of 8:00am - 4:30pm CST.**  
**PLEASE ADD TOTAL COST OF EACH SHIPMENT TOGETHER ALONG WITH OUTBOUND CHARGES IF NEEDED, AND INCLUDE THIS TOTAL ON THE PAYMENT PAGE. ALSO PLEASE ATTACH THE CORRECT OUTBOUND SHIPPING LABEL TO EVERY BOX IN YOUR FREIGHT. CONTACT SUNBELT IF YOU NEED ANY HELP AT 501-244-9955.**

<u>INBOUND SHIPMENT</u>	<u>TOTAL WEIGHT</u>	<u>PRICE PER LB.</u>	<u>TOTAL COST</u>	
<b>MINIMUM \$100 on all shipments over 50 lbs. PER SHIPMENT</b>	<u>1</u> _____	X _____	= _____	
	<u>2</u> _____	X _____	= _____	
	<u>3</u> _____	X _____	= _____	
	<u>4</u> _____	X _____	= _____	
<b>ONSITE OUTBOUND SHIPMENT</b>	_____	X _____	= _____	<b>INBOUND TOTALS: _____</b>
<b>WAREHOUSE/FORCED OUTBOUND SHIPMENT</b>	_____	X _____	= _____	<b>OUTBOUND TOTAL add : _____</b>
				<b>FREIGHT HANDLING TOTAL: _____</b>

please add this amount on the payment page

if additional shipment lines are needed, please use 2 pages.



**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS : FRIDAY 11/01/2024**

**DEADLINE DATE : FRIDAY 11/29/2024**

TO: \_\_\_\_\_

EXHIBITOR NAME

C/O: SUNBELT CONVENTION SERVICES  
409 COLLINS ST.  
LITTLE ROCK, AR. 72202

**ADVANCED  
WAREHOUSE**

EVENT: USA RICE OUTLOOK CONFERENCE

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.

PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.

MAKE SURE TO INCLUDE BOOTH NUMBER & PIECE COUNT. IF MORE LABELS ARE NEEDED, COPIES CAN BE MADE.



**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS : FRIDAY 11/01/2024**

**DEADLINE DATE : FRIDAY 11/29/2024**

TO: \_\_\_\_\_

EXHIBITOR NAME

C/O: SUNBELT CONVENTION SERVICES  
409 COLLINS ST.  
LITTLE ROCK, AR. 72202

**ADVANCED  
WAREHOUSE**

EVENT: USA RICE OUTLOOK CONFERENCE

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.

PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.

MAKE SURE TO INCLUDE BOOTH NUMBER & PIECE COUNT. IF MORE LABELS ARE NEEDED, COPIES CAN BE MADE.



**R U S H**

**DO NOT DELAY**

**RECEIVING DATE: SATURDAY 12/7/2024**

**DEADLINE: SUNDAY 12/8/2024 12:00 PM**

TO: \_\_\_\_\_

EXHIBITOR NAME

C/O: SUNBELT CONVENTION SERVICES

STATEHOUSE CONVENTION CENTER

101 E. MARKHAM STREET

LITTLE ROCK, AR 72201

**SHOWSITE  
DELIVERY**

EVENT: USA RICE OUTLOOK CONFERENCE

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.

PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.

MAKE SURE TO INCLUDE BOOTH NUMBER & PIECE COUNT. IF MORE LABELS ARE NEEDED, COPIES CAN BE MADE.



**R U S H**

**DO NOT DELAY**

**RECEIVING DATE: SATURDAY 12/7/2024**

**DEADLINE: SUNDAY 12/8/2024 12:00 PM**

TO: \_\_\_\_\_

EXHIBITOR NAME

C/O: SUNBELT CONVENTION SERVICES

STATEHOUSE CONVENTION CENTER

101 E. MARKHAM STREET

LITTLE ROCK, AR 72201

**SHOWSITE  
DELIVERY**

EVENT: USA RICE OUTLOOK CONFERENCE

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.

PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.

MAKE SURE TO INCLUDE BOOTH NUMBER & PIECE COUNT. IF MORE LABELS ARE NEEDED, COPIES CAN BE MADE.



**PAYMENT FORM**

Payment in full must accompany each order. All orders are subject to current sales tax. To qualify for advanced order pricing, payment and order forms MUST be made/received in our office SEVEN (7) BUSINESS DAYS prior to exhibitor set-up date. Any orders received after this time will be processed at floor order prices. Please retain a copy of this payment form as your receipt. If a itemized receipt is required there will be a \$25 charge AND pricing will be at floor order cost listed. Please include this amount in the payment information below.

NAME OF SHOW \_\_\_\_\_ DATE OF SHOW \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

BOOTH REPRESENTATIVE \_\_\_\_\_ Cell # \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL(for CC Cash receipt) \_\_\_\_\_

METHOD OF PAYMENT: CHECK \_\_\_\_\_ CREDIT CARD \_\_\_\_\_

PLEASE CHECK ONE:    Visa        MasterCard        Discover        Amex

Account Number: \_\_\_\_\_ exp. date \_\_\_\_\_ CCV \_\_\_\_\_

Name of Cardholder \_\_\_\_\_ zip w/card \_\_\_\_\_

Card Address \_\_\_\_\_ City \_\_\_\_\_ STATE \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

I authorize Sunbelt Convention Services to charge my credit card above for agreed upon purchases.  
 I understand that my information will be saved to file for all additional transaction/item additions on my account.

Rental Totals ..... \_\_\_\_\_

Freight Handling ..... \_\_\_\_\_

Labor Services ..... \_\_\_\_\_

**ADD Itemized receipt required - add \$25.....** \_\_\_\_\_

**Total:** \_\_\_\_\_

Add 9.625% Sales Tax (lr, str. pc, ar) + \_\_\_\_\_

**SUBTOTAL: =** \_\_\_\_\_

Add 3.5% Credit Card Processing fee: + \_\_\_\_\_

**TOTAL PAYMENT: =** \_\_\_\_\_

\*\*\*TO BE TAX EXEMPT  
 YOU WILL NEED A  
 CURRENT EXEMPTION  
 FORM FROM THE  
 STATE OF ARKANSAS  
 AND SUBMIT IT WITH  
 THESE FORMS.

**PLEASE DOUBLE CHECK YOUR BILLING INFORMATION!!!**

**THERE WILL BE A \$40 PROCESSING FEE ADDED ON ALL DECLINED CREDIT CARDS AND PRICING WILL REVERT BACK TO FLOOR ORDER PRICING.**

*Payment by check must arrive 5 business days prior to show move in date to guarantee items are placed in your booth at the advanced order pricing. Any orders received after five business days prior to the show will be billed at floor pricing and you agree that the credit card on files will be used to cover the difference in cost.*

Please send this payment form, along with payment and appropriate order forms to:

**SUNBELT CONVENTION SERVICES, 409 COLLINS ST., LITTLE ROCK, ARKANSAS 72202**  
**ph. 501-244-9955                      sunbelt4u@gmail.com                      fax. 501-244-9995**

(This section office use only)	Date processed-	processed by -	CC authorization code -
<b>ON-SITE USE ONLY</b>			
All services preformed were to our satisfaction and all equipment are found to be in clean/good working condition.			
Booth Rep Signature _____	DATE _____		
Sunbelt Rep Signature _____	DATE _____		

**THANK YOU FOR YOUR BUSINESS!**