



EXHIBITOR BOOTH SERVICES

MAIL OR EMAIL WITH PAYMENT TO:

Las Cruces Convention Center

680 E University Drive

Las Cruces, NM 88001

Phone: (575) 526-0100

Email: services@meetinlascruces.com

Cardholder signature authorizes the Las Cruces Convention Center to charge any unpaid balance to the credit card on file. Orders received are on a first-come first-serve basis. We process credit card payments upon receipt. Any incomplete information may delay processing. Please PRINT CLEARLY in blue or black ink only.

BILLING INFORMATION

FIRST NAME:		LAST NAME:	
COMPANY:	EVENT NAME:		BOOTH NUMBER:
ADDRESS:	CITY:	STATE:	ZIP CODE:
PHONE NUMBER:		FAX NUMBER:	
EMAIL ADDRESS:			

PAYMENT INFORMATION

At this time we are no longer accepting payment(s) via email or fax. To process your payment, please call our Administration office at 575-526-0100 to arrange for payment over the phone. If you are mailing your payment via check, please include the appropriate 8.3125% tax where applicable to prevent any delays in processing. Make checks payable to "Las Cruces Convention Center." Feel free to contact us via phone or email should you have any question regarding your order.

The Advanced Rate will only be applied to all items ordered prior to the scheduled event move-in date. Any items ordered during the event move-in or after will be subject to the Floor Rate. If you do not see your required item in the table below, please speak to a building representative.

EXHIBITOR BOOTH SERVICES

QUANTITY	DESCRIPTION	ADVANCED	FLOOR	SUBTOTAL
	8FT X 10FT BOOTH	\$50.00	\$95.00	
	10FT X 10FT BOOTH	\$55.00	\$100.00	
	10FT X 20FT BOOTH	\$80.00	\$125.00	
	PIPE & DRAPE (PRICE PER FOOT)	\$3.00	\$5.25	
	BANQUET CHAIR	\$1.00	\$2.00	
	COCKTAIL TABLE (SHORT OR TALL)	\$18.00	\$32.00	
	8FT X 30" DRAPED & SKIRTED TABLE	\$20.00	\$35.00	
	8FT X 18" DRAPED & SKIRTED TABLE	\$18.00	\$32.00	
	BOOTH CLEANING PER DAY	\$65.00	\$115.00	
	32" FLAT SCREEN MONITOR	\$100.00	\$150.00	
	EASEL	\$20.00	\$30.00	

TAX (8.3125%):	
TOTAL AMOUNT DUE:	

PLEASE NOTE:

- Material and/or equipment furnished by the Las Cruces Convention Center for this service order is furnished on a rental basis and remains the property of the Las Cruces Convention Center and shall be removed ONLY by Convention Center employees.
- Credit will not be given for service(s)/item(s) installed and not utilized.
- A \$30.00 service charge will be assessed for all returned checks.

The undersigned hereby declares that the billing information listed above is true, accurate and appears in the name as stated and authorization is hereby given to the above named individuals to use these cards for purchases from the Las Cruces Convention Center. Further, I authorize my credit card company to accept and to charge to my account for purchases initiated by the above named individual(s). This authorization will remain in effect until payment has been processed and received in full for services rendered to the Las Cruces Convention Center.

Cardholder's/Authorized Signature: _____

Date: _____