



# EXHIBIT SERVICES ORDER FORM

Show Name: \_VTCA

Show Date & Location : 3/25, Hilton Norfolk The Main Booth No.:

Company Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Big Top Entertainment**  
 500 Old York-Hampton Hwy.  
 Yorktown, VA 23692  
 meghan@bigtopentertainment.biz  
 www.exhibitservicesva.com  
 (757) 527-2751

**Specific Show Information:** A 10x8 draped booth is provided in booth sponsorship which includes one 6' skirted banquet table, two chairs, waste basket, & booth ID sign. \_\_\_\_\_

**Enter the desired quantity of each item.** Please note all costs are subject to additional taxes and fees where necessary. Upon submission of this form, we will email you a final quote with a secure link for payment.

BASICS				FURNITURE & LOUNGE PIECES			
Qty		Price	Amount	Qty		Price	Amount
_____	6' table with cover & skirt	\$20/ea	_____	_____	Faux white marble & gold standup cocktail table	\$100/ea	_____
_____	6' table with cover & skirt, & 2 chairs	\$25/ea	_____	_____	Glass & chrome coffee table	\$100/ea	_____
_____	8' table with cover & skirt	\$25/ea	_____	_____	Truss standup coffee table	\$100/ea	_____
_____	8' table with cover & skirt, & 2 chairs	\$30/ea	_____	_____	Driftwood coffee table	\$100/ea	_____
_____	Metal High Back Stools	\$24/ea	_____	_____	Live edge cedar coffee table	\$100/ea	_____
_____	Chrome display sign 22" x 28"	\$75/ea	_____	_____	Faux black marble & gold end table	\$100/ea	_____
_____	Chairs	\$2.50/ea	_____	_____	Glass & chrome end table	\$75/ea	_____
_____	Carpet	\$1/sqft	_____	_____	Teak wood end table	\$75/ea	_____
_____	30" Cocktail table, stand or sit	\$14/ea	_____	_____	Black club chair	\$50/ea	_____
_____	Trash can	\$3/ea	_____	_____	Black loveseat	\$250/ea	_____
_____	White/cork boards	\$175/ea	_____	_____	White loveseat	\$250/ea	_____
<b>DRAYAGE</b>				<b>ADDITIONAL ITEMS</b>			
Must provide return shipping labels. \$2/lb, \$45 minimum <ul style="list-style-type: none"> <li>• Items must be received by <b>3/19/26</b> unless other arrangements have been made.</li> <li>• Once received, items will be weighed and an invoice will be sent. All invoices must be paid prior to set up date.</li> <li>• Items will be delivered directly to exhibit booth. Setup is not provided.</li> <li>• Items must be broken down &amp; packed in original crates/cases.</li> <li>• Items will be picked up at the booth after the event.</li> </ul> _____ Total pounds upon arrival _____ Number of boxes upon arrival				<ul style="list-style-type: none"> <li>• Linens and additional size tables/chairs on request</li> </ul>			

E-mail completed form to:  
**Meghan@bigtopentertainment.biz** no later than **3/19/26**