



DISPLAY TABLE AND PIPE AND DRAPE ORDER FORM

All vendor booths include: Standard Pipe and Drape, Vendor Booth Sign, (1) 6’ Draped and Skirted Table with (1) Chair and (1) wastebasket. The following are available Display Table and Pipe and Drape options at the Northwest Arkansas Holiday Inn & Convention Center. Orders received outside of **(21)** business days prior to the event move-in date are considered pre-orders. Any orders received **(21)** business days or within **(21)** business days of the event are considered Floor orders. All orders must be accompanied by payment for services requested.

Installations will not take place until payment has been made.

SERVICE	RATE	FLOOR	Quantity	Total
6’ x 30” w/ Tablecloth & Skirting	\$20.00	\$45.00		
6’ x 30” w/o Tablecloth & Skirting	\$10.00	\$20.00		
8’ x 30” w/ Tablecloth & Skirting	\$25.00	\$50.00		
8’ x 30” w/o Skirting	\$15.00	\$30.00		
8’x10’ Pipe and Drape (Black Only)	\$40.00	\$60.00		
10’x10’ Pipe and Drape (Black Only)	\$50.00	\$70.00		
	Subtotal			
	10.75% Sales Tax			
	22% Service Charge			
	9.75% Tax on SC			
	Grand Total			

Special Requirements:

Company		Event Name	
Contact		Move-in Date	
Email Address		Booth Number (if known)	
Phone Number		Room Number (if staying on-site)	

Please email all forms to our Sales and Catering Office at Emily.Evans@AtriumHospitality.com
 All orders are subject to a 10.75% Sales Tax and 22% Service Charge