

# Chair, Table & Skirting Request Form



Feb 25 - 27, 2020

Company \_\_\_\_\_ BOOTH # \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Province \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Ext. \_\_\_\_\_ Email \_\_\_\_\_

**Please indicate the equipment and quantities you require and fax back to 416.252.0591 or email to michelle@higginseventrentals.com Prior to Friday February 14<sup>th</sup>, 2020.** *Please note your order is not confirmed until you receive an email or phone confirmation. If you are faxing your order, please ensure the fax was processed and received.*

QUANTITY	Equipment
	6' x 30" Table
	8' x 30" Table
	Grey Folding Chair, Plastic
	Black Skirting (3 sides) with Black Topper

- *Orders received after the deadline are subject to availability.*
- All items ordered will be delivered and setup at your booth prior to arrival.
- Every effort is made to ensure the security of exhibitors' merchandise; Higgins Event Rentals assumes no liability for lost, stolen or damaged merchandise.
- All rental equipment is the responsibility of the renter from show opening until it is picked up at Exhibitors' booth.
- Once the order is placed, revisions are not permitted.

I/we hereby request the above noted rental equipment be delivered and picked up at my/our booth.

\_\_\_\_\_  
Exhibitor Name

\_\_\_\_\_  
Exhibitor Signature

\_\_\_\_\_  
Date Signed