

DISPLAY FURNISHINGS

INCLUDE THE METHOD OF PAYMENT FORM
WITH YOUR ORDER



EVOLVING
PRODUCTIONS

INFO@EVOLVINGPRO.COM

NAME OF SHOW: **2025 NACAC COLLEGE FAIR - DENVER, CO**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____

CONTACT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

For Assistance, please call (504) 576-1444 to speak with one of our representatives.

TABLES

ADVANCE DISCOUNT 10/10/2025

Qty	Description	Discount Price	Standard Price	Total
Draped Tables				
Draped Tables are 24" wide				
☐ Black	☐ White	☐ Gray	☐ Blue	☐ Red
30"High				
	Draped Table 4'L x 30"H	100.00	120.00	
	Draped Table 6'L x 30"H	125.00	150.00	
	Draped Table 8'L x 30"H	150.00	180.00	
	30"H 4th Side Drape	40.00	55.00	
42"High				
	Draped Table 4'L x 42"H	150.00	180.00	
	Draped Table 6'L x 42"H	175.00	210.00	
	Draped Table 8'L x 42"H	200.00	240.00	
	42"H 4th Side Drape	40.00	55.00	

Undraped Table

Undraped Tables are 24" wide

30"High								
	Undraped Table 4'L x 30"H	62.55	79.60					
	Undraped Table 6'L x 30"H	71.65	91.20					
	Undraped Table 8'L x 30"H	79.65	101.35					
42"High								
	Undraped Table 4'L x 42"H	95.60	121.65					
	Undraped Table 6'L x 42"H	111.55	141.95					
	Undraped Table 8'L x 42"H	127.40	162.10					

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NAME OF SHOW: **2025 NACAC National College Fair - Denver CO**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____

CONTACT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

FURNISHINGS

Qty	Description	Discount Price	Standard Price	Total
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Discount Deadline 10/10/2025

CHAIRS

Black Padded Chair	60.00	72.00
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STOOLS

Black Padded Stool	100.00	120.00
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WASTEBASKETS

Wastebasket	18	21.60
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ACCESSORIES

Easel	40.00	48.00
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Bag Rack	75.00	90.00
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SUB TOTAL (page2)

SUB TOTAL
(from page 1)

SUB TOTAL OF BOTH

TOTAL COST

+

=

Sub-Total

9.75 Tax

Total Cost

CLEANING SERVICES

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INFO@EVOLVINGPRO.COM

NAME OF SHOW: **2025 NACA National College Fair -Denver CO**

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

CONTACT NAME:

PHONE #:

EMAIL ADDRESS:

CLEANING SERVICES

Prices are based on total square footage of booth regardless of area to be cleaned.

100 sq. ft. minimum.

Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service

Show Site Prices will apply to all cleaning orders placed at show site.

Discount Deadline 12/16/2022

VACUUMING

Qty (sq. ft.)	Description	Discount Price	Show Site Price	Total
Per sq. ft.	100 sq. ft. minimum. This included emptying your wastebasket(s) at the time of vacuuming.			

Booth vacuuming- One Time

0.35

0.42

Booth vacuuming- 2 Days

0.70

0.84

PORTER SERVICE

Porter Service is on a per day basis.

Exhibit Area / Under 500 sq. ft.

75.00

90.00

Exhibit Area / 501 - 1,500 sq. ft.

100.00

120.00

Exhibit Area /1, 501 - 2,500 sq. ft.

125.00

150.00

***Discount Deadline 12/6/2022**

TOTAL COST

	+		=	
Sub-Total		9.45% Tax		Total Cost

For Assistance, please call (504) 576-1444 to speak with one of our representatives.

MATERIAL HANDLING

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EVOLVING PRODUCTIONS LLC

PO BOX 24687
NEW ORLEANS LA 70184

P (504) 576-1444 F (504) 576-1564
INFO@EVOLVINGPRO.COM



NAME OF SHOW: **2025 NACAC National College Fair - Denver CO**

COMPANY NAME: BOOTH #: BOOTH SIZE:

CONTACT NAME: PHONE #:

EMAIL ADDRESS:

MATERIAL HANDLING SERVICES

CRATED:

Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING:

Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and /or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **UPS, Fed Ex, DHL, and Airborne Express** are included in this category due to their delivery procedures.

UNCRATED:

Material that is shipped loose or pad- wrapped, and/or unskidded machinery without proper lifting bars or hooks.

CARPET AND/OR PAD ONLY:

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

STRAIGHT TIME: 8:00 A.M to 5:00 P.M. Monday through Friday (Excluding Holidays).

OVERTIME: 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment	\$ 115.00	200.00
Special Handling Shipment	\$ 125.00	125.00
Carpet and/or Pad Only Shipment	\$ 140.00	260.00
Small Package-Maximum weight is 30 lbs per shipment * (see details below)	\$ 30.00	

* A small package is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Description	Weight	CWT	Price per	CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =				
Surcharges	÷ 100 =				
			9.75% Tax		
			Total		

****THE COLLEGE WILL NOT ACCEPT FREIGHT**

*** ALL ADVANCE SHIPMENTS PAYABLE IN ADVANCE**

****FREIGHT/BOXES WILL NOT BE PLACED IN YOUR BOOTH UNTIL PAYMENT IS RECEIVED**

For Assistance, please call (504) 576-1444 to speak with one of our representatives.

METHOD OF PAYMENT FORM

INCLUDE THIS METHOD OF PAYMENT FORM
WITH YOUR ORDER



NAME OF SHOW: 2025 NACAC National College Fair - Denver CO		
COMPANY NAME:		BOOTH#:
ADDRESS:		BOOTH SIZE:
CITY/STATE/ZIP:		
PHONE:	EXT:	FAX #:
SIGNATURE:		PRINT NAME:
CONTACT'S EMAIL:		
EMAIL FOR INVOICE:		

Invoices will be sent by email; please provide email address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM EVOLVING PRODUCTIONS LLC, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS IN YOUR SERVICE MANUAL.

CREDIT/DEBIT CARD

For your convenience we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges which Evolving Productions or any charges which EP may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

☐

VISA

☐

MASTER CARD

☐

AMERICAN EXPRESS

ACCOUNT #:	EXP. DATE:	CVV#:
CARDHOLDER NAME (PRINT):		
CARDHOLDER BILLING ADDRESS:		
CITY/STATE/ZIP:		
SIGNATURE:		

ENTER TOTALS HERE

MATERIAL HANDLING	DISPLAY FURNISHINGS	CLEANING SERVICES	UTILITIES	EXHIBIT TRANSPORTATION
				TOTALS

You may place orders by phone, fax, or mail.

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EVOLVING PRODUCTIONS LLC

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: AISEPT 26, 2025

DEADLINE DATE IS: OCTOBER 17, 2025

TO: _____
EXHIBITOR NAME

**C/O: EVOLVING PRODUCTIONS LLC
3847 DESIRE PARKWAY
NEW ORLEANS, LA 70126**

WAREHOUSE

EVENT NAME: *2025 NACAC - Denver CO.*

BOOTH #: _____

NUMBER OF PIECES: _____ OF _____

EVOLVING PRODUCTIONS LLC

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: SEPT 26, 2025

DEADLINE DATE IS: Friday, October 17, 2025

TO: _____
EXHIBITOR NAME

**C/O: EVOLVNG [PRODUCTIONS LLC
3847 DESIRE PARKWAY
NEW ORLEANS, LA 70126**

WAREHOUSE

EVENT NAME: *2025 NACAC - Denver CO.*

BOOTH #: _____

NUMBER OF PIECES: _____ OF _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVIENIENCE.
PLACE ONE LABEL ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.