



www.carolinatd.com

P.O. Box 220051 P: 704-366-9970
Charlotte, NC 28222 F: 704-635-7099

Questions about this form?
Email us at help@carolinatd.com or
call 704-366-9970.

IMPORTANT SHOW INFORMATION

NCLL c/o
Great Homeschool Conventions
Prime F Osborne III CC
Jacksonville FL
July 22-24, 2021

If we receive your order on or before this date please utilize the discounted rates listed.

Dear FL Homeschool Exhibitor,

Carolina Tradeshow Decorators is proud to selected as the convention decorator and shipping & materials service provider for the FL Homeschool Convention. If you find while going through our forms that you need something you do not see, please feel free to call us. Chances are we can provide the item and/or service(s). We look forward to serving you!

Booth Drape Colors: Blue & White

Booth Package Includes: 8' high backdrape
3' high siderail
(1) 2' x8'x 30" Table skirted
2 Chairs
Exhibitor ID sign

Exhibit Floor Carpeted? No

Exhibitor Install:	Wednesday -	July 21, 2021	5:00 p.m. - 9:00 p.m. (3 or more booths only)
	Thursday -	July 22, 2021	9:00 a.m. - 4:30 p.m.
Exhibit Hours:	Thursday -	July 22, 2021	5:00 p.m. - 9:00 p.m.
	Friday -	July 23, 2021	9:30 a.m. - 8:30 p.m.
	Saturday -	July 24, 2021	9:30 a.m. - 5:30 p.m.
Exhibitor Dismantle:	Saturday -	July 24, 2021	5:30 p.m. - 12:00 a.m.
Discounted Furniture Deadline:	Monday -	July 5, 2021	
Advance Shipping Deadline:	Monday -	July 19, 2021	
First Day for On-site Shipping:	Wednesday -	July 21, 2021	
Carrier Check-in Deadline:	Saturday -	July 24, 2021	9:00 p.m.

Please remember items not ordered by deadline date cannot be guaranteed.

CTD Online ordering please click below;





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PAYMENT FORM

NCLL c/o
 Great Homeschool Conventions
 Prime F Osborne III CC
 Jacksonville FL
 July 22-24, 2021

If we receive your order on or
 before this date please utilize
 the discounted rates listed.

Company Name:	Email:	Booth Number(s)
Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

Payment Terms & Conditions:

Carolina Tradeshow Decorators requires payment in full with your order. If you wish to charge your orders to your credit card, please complete the information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number. If you claim tax exempt status you must send us a copy of your tax exempt certificate issued by the federal government or state in which the event is taking place.

Third Party Authorization:

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to CTD prior to the close of the show. (Signature required below.)

Third Party:	Email:
Billing Address:	Phone:
City / State / Zip:	Fax:
Contact Name:	Signature:

Please indicate which items/services are to be invoiced to the third party:

All CTD Services
 Booth Labor
 Furniture/Carpet
 Floral
 Booth Cleaning
 Freight Handling
 Rigging & Forklift

Please fill out credit card info below:

We accept Cash, Check, American Express, MasterCard and Visa.

Account # _____ Exp Date _____ Security Code _____

Cardholder Name _____ Cardholder Signature _____

Cardholder Billing Address _____

City / State / Zip _____

Telephone# _____ Fax # _____



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CARPET

NCLL c/o
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Prime F Osborne III CC
Jacksonville FL
July 22-24, 2021

DEADLINE DATE:
July 5, 2021

If we receive your order on or before this date please utilize the discounted rates listed.

Company Name:	Email:	Booth Number(s)
Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

Standard Carpet Selections

Carpet size	Qty.	Discount Price	Standard Price	Extended Price
10' x 10'		\$ 108	\$ 132	
10' x 20'		\$ 216	\$ 303	
10' x 30'		\$ 324	\$ 396	
10' x 40'		\$ 433	\$ 528	

Padding & Visqueen

Description	Qty.	Discount Price	Standard Price	Extended Price
Padding - sqft		\$.74	\$ 1.15	
Visqueen		\$.47	\$.69	

Custom Carpet Size

Please fill-in size requested below	Total sqft	Discount Price	Standard Price	Extended Price
		\$ 2.90	\$ 4.10	

Plush Carpet - 30 oz

Please fill-in size requested below	Total sqft	Discount Price	Standard Price	Extended Price
		\$ 4.90	\$ 6.75	

_____ Black _____ Blue _____ Burgundy _____ Gray _____ Green _____ Red _____ Purple _____ Teal _____ Gold

- Equipment is provided on a rental basis and remains property of CTD.
- No Credit will be issued after close of show.
- Items ordered and delivered, but subsequently cancelled, will still be charged at 50% of the price.

Sub-Total:	
7.5% Sales Tax:	
Total:	



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TABLES, DRAPERY & ACCESSORIES

NCLL c/o
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Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

Draped Tables

Table Size depth x length x height	Qty.	Discount Price	Standard Price	Extended Price
2' x 4' x 30"		\$ 45	\$ 63	
2' x 6' x 30"		\$ 57	\$ 79	
2' x 8' x 30"		\$ 68	\$ 95	
2' x 4' x 40"		\$ 68	\$ 95	
2' x 6' x 40"		\$ 80	\$ 112	
2' x 8' x 40"		\$ 91	\$ 127	

Undraped Tables

Table Size depth x length x height	Qty.	Discount Price	Standard Price	Extended Price
2' x 4' x 30"		\$ 24	\$ 42.50	
2' x 6' x 30"		\$ 24	\$ 42.50	
2' x 8' x 30"		\$ 24	\$ 42.50	
2' x 4' x 40"		\$ 33	\$ 41	
2' x 6' x 40"		\$ 42	\$ 52	
2' x 8' x 40"		\$ 46	\$ 56	

Chairs

Chair Type	Qty.	Discount Price	Standard Price	Extended Price
Padded Side - Gray		\$ 28.25	\$ 40	
Padded Stool - Gray		\$ 34	\$ 48	
Secretarial Chair		\$ 101	\$ 142	
Folding Chair - Black		\$ 6.50	\$ 17	

Accessories

Description	Qty.	Discount Price	Standard Price	Extended Price
Literature Rack		\$ 131	\$ 183	
Easel		\$ 19	\$ 23	
22"x28" Sign Holder		\$ 85	\$ 119	
Bag Stand		\$ 74	\$ 103	
Garment Rack		\$ 102	\$ 143	
Coat Tree		\$ 74	\$ 102	
Wastebasket		\$ 5	\$ 23	
30" x 30" Pedestal Table		\$ 51	\$ 71	
30" x 40" Pedestal Table		\$ 57	\$ 80	

Draping

Description	Qty.	Discount Price	Standard Price	Extended Price
Table Draping 30" (4th side of table)		\$ 23	\$ 31	
Table Draping 40" (4th side of table)		\$ 23	\$ 31	
3' drape - Per foot		\$ 6.50	\$ 8	
8' drape - Per foot		\$ 9.25	\$ 11.50	

Risers

Description	Qty.	Discount Price	Standard Price	Extended Price
4' Draped Riser		\$ 15	\$ 19	
6' Draped Riser		\$ 23	\$ 28	
8' Draped Riser		\$ 30	\$ 38	

_____ Black _____ Blue _____ Burgundy _____ White _____ Gray _____ Green _____ Red _____ Purple _____ Teal _____ Gold

- Equipment is provided on a rental basis and remains property of CTD.
- No Credit will be issued after close of show.
- Items ordered and delivered, but subsequently cancelled, will still be charged at 50% of the price.

Sub-Total:	
7.5% Sales Tax:	
Total:	

LABOR



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July 5, 2021

If we receive your order on or before this date please utilize the discounted rates listed.

Company Name:	Email:	Booth Number(s)
Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

Please choose Labor option below;

In Booth Labor

RATES:

Straight Time - \$ 72
Overtime - \$ 103

In Booth Forklift Labor

RATES:

Straight Time - \$ 121.50
Overtime - \$ 170

- Straight Time: (8:00 a.m. - 4:30 p.m. Monday through Friday)
- Overtime: (4:30 p.m. - 8:00 a.m. Monday through Friday all day Saturday and Sunday)
- Orders placed on show site will be charged an additional 30% per man hour
- Man hours are charged a 1 hour minimum for the first hour then half hour increments.

INSTALLATION

	Number of men		Estimated hours		Rate per man		If CTD Supervision Multiply x 1.40		Total Estimated Cost		Date	Time
Day 1	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	=	<input style="width: 40px;" type="text"/>		<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Day 2	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	=	<input style="width: 40px;" type="text"/>		<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Day 3	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	=	<input style="width: 40px;" type="text"/>		<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>

DISMANTLE

	Number of men		Estimated hours		Rate per man		If CTD Supervision Multiply x 1.40		Total Estimated Cost		Date	Time
Day 1	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	=	<input style="width: 40px;" type="text"/>		<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Day 2	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	=	<input style="width: 40px;" type="text"/>		<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
Day 3	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	X	<input style="width: 40px;" type="text"/>	=	<input style="width: 40px;" type="text"/>		<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>

EXHIBITOR SUPERVISION
Exhibitor must come to the CTD service desk to sign in and out labor.
If you do not cancel your labor within 24 hours of installation or dismantle you will be charged a one hour minimum per man.

CTD SUPERVISION
All labor will be charged an additional 40% on total labor bill for supervision. Exhibitor must forward all appropriate paperwork prior to installation and/or dismantle.

Contact _____

- Cancellation fee equals 1 hour per man if cancelled less than 24 hours in advance or on site.
- No Credit will be issued after close of show.
- By utilizing this form exhibitors acknowledge that they have read and agree to comply with the Limits of Liability statements contained herein.

Estimated Labor:	
CTD Supervision Fee:	
Total Estimated Labor:	



Caravan Service Order Form

2021
NCLL c/o
Great Homeschool Conventions

Round Rock, TX
Jacksonville, FL
Rochester, NY
Cincinnati, OH
Ontario, CA

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Company Name:	Email:
Contact Name:	Phone:
Address:	City/State/Zip:

In order to guarantee space on the caravan, this form must be filled out and turned back in to CTD. If you don't have space reserved in advance, we cannot guarantee the service. All orders must have a credit card on file. Based off the information below CTD will generate a Bill of Lading and shipping labels. These items will be delivered directly to your booth. You will need to fill-in the actual pieces and apply the stickers, then turn the Bill of Lading into the service desk. Items will go to the next event and be delivered to your booth. **Please note Handling Fees will still be charged for any/all freight received at each event.**

Please fill-in all that apply:

	TX to FL \$1.00 per pound (\$40 Minimum Charge Includes up to 30 days storage)	FL to NY \$.1.25 per pound (\$45 Minimum Charge Includes 30 days storage)	NY to OH \$1.00 per pound (\$45 Minimum Charge includes 30 days storage)	OH to CA \$ 1.75 per pound (\$75 Minimum Charge includes 30 days storage)
Booth Number	FL Booth #	NY Booth #	OH Booth #	CA Booth #
Total Estimated Weight				
# of Plastic Case(s) (Please give color as well)				
# of Skid(s)				
# of Carpet(s)				
# of Padding(s)				
# of Wooden Crates				
# of Other (please give description)				
Estimated Total # of Pieces				

We accept American Express, Discover, MasterCard and Visa.

Account # _____ Exp Date _____ Security Code _____

Cardholder Name _____ Cardholder Signature _____

Cardholder Billing Address _____

City / State / Zip _____

Telephone# _____ Fax # _____



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FREIGHT HANDLING INFORMATION SHEET

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Jacksonville FL
July 22-24, 2021

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the discounted rates listed.

Company Name:	Email:	Booth Number(s)
Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

CATEGORY	DESCRIPTION	RATE PER CWT
A	Any freight coming to the ADVANCE WAREHOUSE on or before July 19, 2021 via common carrier and be unloaded at the warehouse dock with no additional handling requirements.	\$ 55.20
D	Any freight coming to the SHOW SITE on or after July 21, 2021 via common carrier and be unloaded at the Show Site dock with no additional handling requirements.	\$ 55.20

200 lb minimum charge per shipment

Category	Estimated Weight	X	Per 100 lbs 200 lbs minimum (Round up to next 100 pounds)	Extended Price
		X		
		X		
		X		
		X		

Advance Warehouse Address	Show Site Address
CTD C/O T-FORCE/DNL LOGISTICS FL HOMESCHOOL 14476 DUVAL PLACE W #501 JACKSONVILLE, FL 32218	PRIME F. OSBORNE III CC C/O CTD 1000 WATER ST. JACKSONVILLE, FL 32204



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INBOUND/OUTBOUND SHIPPING QUOTE

NCLL c/o
Great Homeschool Conventions
Prime F Osborne III CC
Jacksonville FL
July 22-24, 2021

Company Name:	Email:
Contact Name:	Phone:

Booth Number(s)

**CTD NOW OFFERS SHIPPING SERVICES TO AND FROM YOUR EVENT. PLEASE
FILL IN THE INFORMATION BELOW TO GET A QUOTE. IF ACCEPABLE, CTD
WILL ARRANGE PICK-UP/DELIVERY TO THE SHOW AND RETURN IF YOU LIKE.**

TO EVENT - PICK-UP LOCATION:

Company Name _____
 Address _____
 City _____ State _____ Zip _____
 Pick-up Contact _____ Telephone _____
 # of cardboard boxes _____ plastic cases _____ wooden crates _____ carpet/padding roll _____
 Estimated weight of all pieces _____

FROM EVENT - SHIP TO LOCATION:

Company Name _____
 Address _____
 City _____ State _____ Zip _____
 Pick-up Contact _____ Telephone _____
 # of cardboard boxes _____ plastic cases _____ wooden crates _____ carpet/padding roll _____
 Estimated weight of all pieces _____

If there any special circumstances for your pick-up /delivery please indicate below;
(i.e. Residential pick-up, liftgate needed, call before pick-up/delivery. If nothing is indicated we will assume that a loading dock is available for pick-up.)



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OUTBOUND BILL OF LADING & LABELS REQUEST

**Only fill this form out if
you did not
previously fill out the
Inbound/Outbound
Shipping Quote Form**

NCLL c/o
Great Homeschool Conventions
Prime F Osborne III CC
Jacksonville FL
July 22-24, 2021

Company Name:	Email:	Booth Number(s)
Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

Every outbound shipment will require a CTD bill of lading. We offer pre-printed bills of lading and shipping labels for your convenience. If you are arranging for CTD to tear down your exhibit, you are required to fill out this form. If you are shipping via any carrier other than the designated show carrier, you must in addition to our bill of lading have the proper paperwork for your carrier. Once your shipment is packed and ready to ship, please return this bill of lading to our service desk with the confirmed piece counts and estimated weights.

of labels needed _____ **SHIP TO:** Carrier Requested _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Attention _____ Telephone _____

SHIPPING CHARGES BILLED TO:

Company Name _____

Address _____

City _____ State _____ Zip _____

Attention _____ Telephone _____

In case your designated carrier does not check-in by 9:00 p.m. on July 24, 2021 you must designate an alternative option below.

Re-route show
carrier _____

Return to warehouse at exhibitors
expense. MINIMUM CHARGE \$125 _____

Utility Service Order Terms & Conditions

- 1) PREPAID ORDERS: To receive prepaid rate, orders must be received a minimum of 5 business days prior to first scheduled Move-In day.
- 2) CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
 - a) Payment, in full, in U.S. funds must accompany service order form.
 - b) Payment may be made by credit card or check in advance.
 - c) Date payment is received by Prime Osborn Convention Center will determine applicable rate.
 - d) All order form information must be completed in full in order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
 - e) No service will be installed until full payment is received. Receipts are available for pre-ordered connections at the Service Desk during Move-In.
 - f) Cancellations:
Refunds will be computed as follows:
 - (1) After installation – NO REFUND.
 - (2) Before installation, but 6 business days or less prior to first scheduled Move-In day – 85% REFUND.
 - (3) Before installation and more than 6 business days prior to first scheduled Move-In day – FULL REFUND.
- 3) Prices are based upon current rates and subject to change without notice.
- 4) All orders placed or paid for at Move-In will be charged at Floor Order Rates. NO EXCEPTIONS.
- 5) Applicable refunds will be processed approximately two weeks after show close.
- 6) All connections provided are subject to verification by Prime Osborn Convention Center technicians. Exhibitors utilizing service greater than connections paid for will be subject to charge. All such charges are due prior to close of show.
- 7) All payments must be complete prior to close of first day of show. Any exhibitor not paid is subject to termination of utility connections.
- 8) Credit will not be given for service installed and not used.
- 9) Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 10) Prepaid orders will receive priority service.
- 11) Prime Osborn Convention Center technicians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
- 12) Electrical labor must be ordered in advance in order to have technicians available when needed (2-hour minimum charge is required).
- 13) All equipment, regardless of power source, must comply with all Federal, State, and Local Safety Codes.
- 14) Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- 15) All equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
- 16) All materials and equipment furnished by the Prime Osborn Convention Center for this service order shall remain the property of the Prime Osborn Convention Center and shall be removed only by the Prime Osborn Convention Center at the close of the show. Exhibitors removing such equipment will be charged at prevailing replacement rates.
- 17) All exhibitor 120-volt cords must be of the 3-wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized must be grounded.
- 18) The Prime Osborn Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Prime Osborn Convention Center's Technical Supervisors.
- 19) Exhibitors are not permitted to share electrical connections. All orders must be placed separately.
- 20) Prices for utilities are inclusive of all applicable taxes.



Electrical Services Request

Event Services
 1000 Water Street,
 Jacksonville, FL 32204
 Office: (904) 630-4000
 Fax: (904) 630-4029
 Email: sglover@asmjax.com

Effective from 9-30-20 to 10-1-21

Customer Information:

Event Name: _____ Event Dates: _____
 Exhibitor/Company: _____ Booth #: _____ Fax: _____
 Contact Person: _____ Telephone: _____ E-mail: _____
 Address: _____ City, State, Zip: _____

Payment Information:

Credit Card: Amex Visa/MC Discovery CC#: _____ Exp. Date: ____/____/____

Prices include all applicable tax. Please make checks payable to: ASM Global - Jacksonville

Standard Electrical Connections (Approximately 120V, 60 Hz)

Quantity	Description	Advance Order	Floor Order	24-hr. Svc, add 50%	Amount
_____	0-500W (5 amp)	\$ 60.00	\$ 77.00	_____	\$ -
_____	501-1000W (10 amp)	\$ 79.00	\$ 106.00	_____	\$ -
_____	1001-1500W (15 amp)	\$ 97.00	\$ 140.00	_____	\$ -
_____	1501-2000W (20 amp)	\$ 109.00	\$ 160.00	_____	\$ -
_____	2001-3000W (30 amp)	\$ 120.00	\$ 170.00	_____	\$ -

Service Connections (Approximately 208V, 60 Hz)

_____	20 Amps, 208V	\$ 145.00	\$ 220.00	_____	\$ -
_____	30 Amps, 208V	\$ 195.00	\$ 260.00	_____	\$ -

Additional Equipment Rentals

_____	150W Floodlight, & connection	\$ 130.00	\$ 185.00	_____	\$ -
_____	25' extension cord	\$ 25.00	\$ 30.00	_____	\$ -
_____	Quad Box	\$ 20.00	\$ 28.00	_____	\$ -
_____	Power Strip	\$ 20.00	\$ 28.00	_____	\$ -

Electrician Labor, Per Hour (2-Hour Minimum)

Quantity	Description	Advance Order	Floor Order	24-hr. Svc, add 50%	Amount
_____	For Required Stand-by, special Disconnects, etc.	\$ 60.00	\$ 77.00	_____	\$ -

Acceptance of this Service Request is subject to the Terms and Conditions listed above. For Advance Order Rate qualification, please see Item #1. Connectivity in excess of order is subject to an additional expense to match service level, due and payable at the Service Desk prior to close of first event day.

Total	\$ -
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