

**ADDITIONAL EQUIPMENT  
ORDER FORM**

**JOHN S. KNIGHT CENTER**

**77 EAST MILL STREET, AKRON, OH 44308  
330.374.8900 800.245.4254 Fax 330.374.8825**

EVENT NAME: \_\_\_\_\_  
 BOOTH NUMBER: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

FOR OFFICE  
 USE ONLY      EVENT ID: \_\_\_\_\_  
 \_\_\_\_\_  
 DATE RECEIVED: \_\_\_\_\_

**ALL ORDERS MUST BE PAID IN FULL PRIOR TO MOVE-IN DATE**  
 (Equipment and Quantity of Equipment is subject to availability)

		STANDARD RATE	TOTAL
<b>EQUIPMENT:</b>			
_____	Additional Seating (per chair).....	TAXABLE ITEM \$1.50	_____
_____	8' Pipe and Drape* (per foot).....	TAXABLE ITEM \$2.25	_____
_____	3' Pipe and Drape* (per foot).....	TAXABLE ITEM \$1.75	_____
_____	12' Black Drape (per foot) .....	TAXABLE ITEM \$6.50	_____
_____	Grand Piano (tuning included).....	TAXABLE ITEM \$245.00	_____
_____	Upright Piano (tuning included) .....	TAXABLE ITEM \$185.00	_____
_____	8' Table.....	TAXABLE ITEM \$10.00	_____
_____	6' Table.....	TAXABLE ITEM \$8.00	_____
_____	Table Skirting.....	TAXABLE ITEM \$5.00	_____
_____	Tablecloth .....	TAXABLE ITEM \$5.00	_____
_____	Table Cover, Vinyl.....	TAXABLE ITEM \$5.00	_____

**\*Prices quoted for Drapery in blue or white. Additional colors available and priced at prevailing market rates.**

**For any equipment not listed, please contact the John S. Knight Center Operations Department for pricing and availability.**

**SPECIAL SERVICES**

_____	Copy Machine...*must be ordered a minimum of 10 days before move-in date... For multi-day rental, contact the John S. Knight Center Operations Department for pricing	TAXABLE ITEM \$150.00/day	_____
		6.5% Sales Tax	_____
		<b>GRAND TOTAL DUE:</b>	_____

**CREDIT CARD INFORMATION**

**Please complete the attached Credit Card Authorization & Payment Form and submit with your order forms.**

PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE