Exhibitor Ordering Guide

To simplify ordering and provide a faster checkout experience, exhibitors may place orders directly through our website: **https://captivateeventrentals.com/product-category/tradeshow/**

Important Notes Before Ordering

- This page includes curated items approved for the show
- You may browse other categories, but items are subject to availability
- All items must comply with venue and show regulations

Required Checkout Setup (IMPORTANT)

1. Select Rental Dates

Use the provided dates listed in your exhibitor instructions during checkout.

Note:
These dates are used for pricing purposes only to prevent additional rental charges.
Your rental will cover the **full duration of the event**, including setup and teardown as required.

2. Enter Customer Information

Please use the following format:

- **Name:** Company Name – Booth #
  (Example: ABC Florals – Booth 214)
- **Email:** Company email
- **Address:** Billing address
- **Phone:** Best contact number during the event

Delivery vs. Pickup Instructions

Delivery to Event Location

To request delivery, enter the event venue name and city/state/zip in the delivery and pickup address fields.

Important:

- Do NOT select a delivery option from the dropdown menu
- Delivery fees will be manually added after checkout

Warehouse Pickup (Will Call)

To pick up items yourself, enter:

Captivate Event Rentals
Tempe, AZ 85282

Note:
Some items may not be eligible for pickup, including large, heavy, or fragile items.
If you are unsure, please contact us before placing your order.

Pricing & Timing Notes

- Delivery will be priced at $50 for order placed more than 5 days in advance of the show. Orders with delivery after this will be charged $150.
- Promotional codes may be available for early reservations
- Inventory is limited and orders are fulfilled on a first-come, first-served basis
- Event Flooring and Carpet must be purchased at least 10 business days in advance. Orders placed after this for flooring will not be fulfilled.

Avoid Additional Charges

- Do NOT change the rental dates provided in your instructions
- Do NOT select delivery from the website dropdown menu
- Do NOT enter an incorrect delivery address

After You Place Your Order

- Your order will be reviewed by our team
- Delivery (if requested) will be manually added
- You will receive confirmation with final details

Need Help?

If you have any questions about items, availability, or setup:

Call or Text: 480-645-9267