

ACCOUNT #: _____



BALLOON CONCESSION ORDER FORM

Please return completed form to sorc@pitt.edu. All orders must be placed **10 business days in advance** or an expedite fee may be charged.

DEPARTMENT/ORGANIZATION: _____ NAME OF EVENT: _____

EVENT DATE: _____ TIME START: _____ END: _____ LOCATION: _____

ORDER PICKUP DATE: _____ TIME: _____ PHONE #: _____

CONTACT PERSON AT THE EVENT: _____ EMAIL: _____

Cost of helium NOT included in the cost of individual balloons. Please enter the total # of balloons you are requesting in the Helium field, unless you are requesting a Helium Tank Rental. All orders except those for balloon arrangements must be picked up from SORC.

BALLOONS All balloons come on like-color ribbon. Colors: Blue Gold Silver White Black Red Pink Green Purple Brown Orange Yellow *Latex balloons only hold up for 14-18 hours	_____ Latex* (\$0.50 ea)	_____ Helium (.55 ea)	Helium Tank Rental (\$50) <input type="checkbox"/>
	_____ Mylar (\$1.95 ea)	_____ Weights (.50 ea)	
RED CARPET Dimensions: 27 x 4 ft Limited for events in the William Pitt Union or the O'Hara Student Center	\$25 <input type="checkbox"/>		
BALLOON ARRANGEMENT Archs must be requested at least 10 business days in advance.	Mylar Balloon Arch (\$160)		

Cost of helium included in the cost of balloon arrangement. Please allow 2 hours for setup on-site for arch.

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Special Instructions:

I acknowledge that I have reviewed the above order and accept all financial charges to the account number listed for services rendered. I understand that entering my first and last name on the line below constitutes an electronic signature.

ELECTRONIC SIGNATURE: _____ DATE: _____

FOR SORC USE ONLY: RECEIVED BY: _____ AMOUNT: _____ ORDER PREPPED BY: _____ DATE PREPPED: _____	DATE STAMP
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