

**Trade Show
Supply House, Inc.**

P.O. Box 1536 Brush Prairie, WA 98606
PHONE (360) 624-4498 FAX (360) 576-9224
Email: tradeshowsupplyhouse@comcast.net

**CLARK PUBLIC UTILITIES HOME AND GARDEN IDEA FAIR
APRIL 27 – 29, 2018
CLARK COUNTY EVENTS CENTER**

Dear Exhibitor,

Trade Show Supply House, Inc. is pleased to have been selected as your official contractor for the 2018 Clark Public Utilities Home & Garden Idea Fair at the Clark County Events Center in Ridgefield, Washington. We at Trade Show Supply House are available to assist you with any decorating, freight, labor, porter service, or graphics needs you may have and to help make your participation in this event a success.

Show Management is providing the following for each booth space:

Booth Size:	10' X 10'
Package to include:	8' High Backwall, Two 3' High Siderails, One 7"x44" Booth Identification Sign
Backwall Colors:	Black and Green
Siderail Colors:	Black
Aisle Carpet Color:	Green

Please order early to take advantage of the pre-order discount. Ordering early not only saves you money, but it ensures that you will receive the color and items of your choice. Also, by ordering in advance you avoid the possibility of waiting in line at show-site to place your order. **Please note; the Facility floor is not carpeted. We have booth carpeting available for rent.**

To qualify for the 20% "Pre-Order" discount, full payment must be received on or before:

APRIL 17, 2018

**Please note: All orders must be pre-paid, as Trade Show Supply House does not invoice.
Payment is required for all services PRIOR to delivery.**

If you have any questions after reviewing this exhibitor kit, please do not hesitate to contact us at (360) 624-4498.

Again, we are pleased to be able to offer our assistance and look forward to working with you to make your participation in this event a success.

Sincerely,

Trade Show Supply House, Inc

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RENTAL ORDER FORM EXCLUSIVELY FOR: CLARK PUBLIC UTILITIES HOME & GARDEN IDEA FAIR

April 27 – 29, 2018

TERMS:

ALL ORDERS RECEIVED BY: **April 17, 2018** WILL BE GIVEN A 20% DISCOUNT TO BE CALCULATED AT THE BOTTOM OF THIS ORDER FORM. **ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT IN FULL.** *ALL EQUIPMENT IS ON A RENTAL BASIS ONLY, WHICH INCLUDES DELIVERY TO AND PICK UP FROM BOOTH.

Qty	Description	Amount	Qty	Description	Amount
	DISPLAY TABLES –30" HIGH x 30" WIDE			CHAIRS	
	4' UNSKIRTED TABLE 30" HIGH	\$25.00		PLASTIC SIDE CHAIR	\$ 7.00
	6' UNSKIRTED TABLE 30" HIGH	\$35.00		FABRIC SIDE CHAIR	\$15.00
	8' UNSKIRTED TABLE 30" HIGH	\$45.00		BARSTOOL	\$30.00
	4' SKIRTED TABLE	\$50.00		ACCESSORIES	
	6' SKIRTED TABLE	\$60.00		WASTEBASKET	\$ 7.00
	8' SKIRTED TABLE	\$70.00		EASEL	\$20.00
	TABLE SKIRT ONLY 30"H	\$25.00		CHROME SIGN HOLDER	\$35.00
	DISPLAY COUNTERS – 42" HIGH x 30" WIDE			STANCHION	\$20.00
	4' UNSKIRTED COUNTER 42" HIGH	\$35.00		6' RED VELOUR ROPE	\$15.00
	6' UNSKIRTED COUNTER 42" HIGH	\$45.00		COCKTAIL ROUND 30"H x 30"D	\$40.00
	8' UNSKIRTED COUNTER 42" HIGH	\$55.00		COCKTAIL ROUND 42"H x 30"D	\$45.00
	4' SKIRTED COUNTER 42"H	\$60.00		CUSTOM DRAPE	
	6' SKIRTED COUNTER 42"H	\$70.00		3' HIGH DRAPE / PER LF	\$ 4.00
	8' SKIRTED COUNTER 42"H	\$80.00		8' HIGH DRAPE / PER LF	\$ 5.00
	COUNTER SKIRT ONLY 42"H	\$25.00		COLORS AVAILABLE (CIRCLE CHOICE)	
				BLUE, WHITE, RED, BLACK, GREEN, SILVER, BURGUNDY	
	SKIRT COLORS AVAILABLE (CIRCLE CHOICE)				
	BLUE, WHITE, BLACK, RED, GREEN, TEAL, BURGUNDY, SILVER			MISCELLANEOUS EQUIPMENT	
				8' UPRIGHT	\$5.00
	BOOTH CARPET			FULL BASE	\$5.00
Qty	Description	Amount		9'-16' TELEPOLE UPRIGHT	\$12.50
	9' X 10' BOOTH CARPET	\$ 90.00		HEAVY BASES	\$12.50
	9' X 20' BOOTH CARPET	\$180.00		6-10' EXTENSIONS	\$ 6.00
	9' X 30' BOOTH CARPET	\$270.00		SUBTOTAL	\$
	9' X 40' BOOTH CARPET	\$350.00			
	FOAM PADDING / SQ. FT	\$.60		-20% PRE-ORDER (BY 4/17)	\$
	VISQUEEN / SQ. FT	\$.25			
	CARPET COLORS AVAILABLE (circle choice)			TOTAL PAGE 2	\$
	BLUE, RED, BLACK, GREEN, CHARCOAL				
	* IF YOU REQUIRE LABOR AND/OR FORKLIFT SERVICE PLEASE CONTACT OUR CUSTOMER SERVICE DEPARTMENT FOR ASSISTANCE. (360) 624.4498			Payment Information CHECK: TRADE SHOW SUPPLY HOUSE, INC CASH OR VISA MASTERCARD AMEX *Please refer to Credit Charge Authorization form included in this packet when paying by Visa, MasterCard or AMEX.	

EXHIBITOR INFORMATION

COMPANY: _____

CONTACT: _____

BOOTH #: _____

PHONE: _____

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**MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:
CLARK PUBLIC UTILITIES HOME & GARDEN IDEA FAIR
APRIL 27 – 29, 2018**

MATERIAL HANDLING TERMS:

**We will accept your shipment, deliver it to your booth space on the day set-up begins.

**After the show is completed we will remove re-crated freight from your booth and place it with a common carrier for outbound shipping.

**All freight handled by Trade Show Supply House representatives is subject to material handling service charge.

**All freight and shipping charges incurred are the sole responsibility of the exhibitor
and are not included in the Material Handling Service Charge.

**All Material Handling Service Charges must be received prior to Acceptance of any shipments by Trade Show Supply House, Inc.

Material Handling Service Charges For All Direct Shipments

Are Billed at \$35.00 per cwt of 100 pounds

\$0.35 per pound with a 200 pound minimum.

***Please note: Pre-Order Discount does not apply to Material Handling Charges**

**NO SHIPMENTS WILL BE ACCEPTED BY TRADE SHOW SUPPLY HOUSE, INC. PRIOR TO:
APRIL 20, 2018**

ADDRESS ALL SHIPMENTS AS FOLLOWS:

**CLARK PUBLIC UTILITIES' HOME AND GARDEN IDEA FAIR
(YOUR COMPANY NAME AND BOOTH NUMBER)
C/O TRADE SHOW SUPPLY HOUSE, INC.
CLARK COUNTY EVENTS CENTER
17402 NE DELFEL ROAD
RIDGEFIELD, WA 98642**

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

NUMBER OF BOXES SHIPPED	TOTAL WEIGHT	CARRIER'S NAME	PO#/TRACKING#
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SHIPPED FROM:

RETURN SHIPMENT TO: (IF SAME, INDICATE SAME)

NOTE: OUR COMPANY DOES NOT RETURN SHIPMENTS VIA UPS, ONLY COMMON CARRIERS. IF YOU WOULD LIKE TO USE UPS TO RETURN YOUR SHIPMENT IT WILL BE YOUR RESPONSIBILITY TO CALL YOUR UPS REPRESENTATIVE TO MAKE ARRANGEMENTS. THANK YOU.

COMPANY: _____

BOOTH #: _____

TOTAL WEIGHT X \$0.35 PER POUND = TOTAL FOR PAGE 3: \$

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LABOR AND FORKLIFT ORDER FORM EXCLUSIVELY FOR: CLARK PUBLIC UTILITIES HOME AND GARDEN IDEA FAIR APRIL 27 – 29, 2018

LABOR AND SET-UP TERMS/PLEASE INDICATE SERVICES DESIRED:

TRADE SHOW SUPPLY HOUSE SUPERVISED LABOR: (One hour minimum per worker)
Trade Show Supply House, Inc. will supervise labor to unpack and install display before exhibitor arrives. This labor also includes the dismantling, packing and arranging for shipping at the close of the show.

EXHIBITOR SUPERVISED LABOR: (One hour minimum per worker)
Trade Show Supply House, Inc. will not proceed without exhibit/display house supervision. Exhibitor will supervise: (Please check all boxes that apply and fill in appropriate areas)

Installation

Exhibitor will need ___ worker on (date)_____ at (time)_____ AM PM for (hours)_____

Dismantle

Exhibitor will need ___ worker on (date)_____ at (time)_____ AM PM for (hours)_____

FORKLIFT EXHIBITOR SUPERVISED: (One half (1/2) hour minimum)
Due to liability, forklift rental is not available without an authorized Trade Show Supply House operator. ***5,000 pound maximum capacity.**

Installation

Exhibitor will need ___ forklift on (date)_____ at (time)_____ AM PM for (hours)_____

Dismantle

Exhibitor will need ___ forklift on (date)_____ at (time)_____ AM PM for (hours)_____

Describe work to be done: _____

LABOR AND FORKLIFT RATES

Labor Straight Time	Between 8:00am to 5:00pm Monday – Friday	\$60.00 per hour
Labor Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$90.00 per hour
Forklift Straight Time	Between 8:00am to 5:00pm Monday – Friday	\$60.00 per hour
Forklift Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$90.00 per hour

Please **estimate** the number of workers and hours per worker needed below.

No. of workers x Hours per worker = Total worker hours x Rate = Total

Installation					
Dismantle					

***PLEASE NOTE: PRE-ORDER DISCOUNT DOES NOT APPLY TO ANY LABOR CHARGES**

COMPANY: _____ BOOTH #: _____

TOTAL PAGE 4: \$ _____

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**SIGN AND BANNER HANGING ORDER FORM EXCLUSIVELY FOR:
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 APRIL 27 – 29, 2018**

SIGN AND BANNER HANGING SERVICES:

Trade Show Supply House, Inc. must have an authorized signature and the following information completed in order to hang your sign or banner.

Company Name		Booth Number	
Address	City	State	Zip Code
Telephone	Fax		
Authorized Contact Signature	Authorized Contact – Print		Date

BANNER HANGING SUPERVISED LABOR:

RESERVE BANNER HANGING BELOW. STARTING TIME WILL ONLY BE GUARANTEED FOR ADVANCED ORDERS. PLEASE CHECK IN AT OUR SERVICE DESK AT YOUR SCHEDULED TIME TO CONFIRM BANNER HANGING.

Name of Supervisor _____

BANNER HANGING RATE \$180/HR - ONE HOUR MINIMUM (INCLUDES OPERATOR)
BANNER REMOVAL RATE \$180/HR – ½ HOUR MINIMUM \$90 (INCLUDES OPERATOR)
ADDITIONAL CREW LABOR RATES: STANDARD LABOR \$60/HR 8:00AM - 5:00PM M-F (ONE HOUR MINIMUM) OVERTIME LABOR \$90/HR AFTER 5:00PM M-F AND ALL DAY SAT. & SUN. (ONE HR MIN)
HANGING POLES (IF NOT PROVIDED) \$1.00 PER LINEAR FOOT

Please fill in the start time requested and **estimate** the number of hours needed below.

Hours Needed	Date Needed	Requested Time	Total

*PLEASE NOTE: PRE-ORDER DISCOUNT DOES NOT APPLY TO ANY LABOR CHARGES

COMPANY: _____ BOOTH #: _____

TOTAL PAGE 5: \$ _____

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CREDIT CARD CHARGE AUTHORIZATION
EVENT: CLARK PUBLIC UTILITIES HOME & GARDEN IDEA FAIR

Company Name	Booth Number
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Charge Authorization

Visa MasterCard AMEX

Expiration Date: _____

Account Number: _____

Security Code (Last 3 Digits on back of card): _____

TOTAL PAGE 2: _____

TOTAL PAGE 3: _____

TOTAL PAGE 4: _____

TOTAL PAGE 5: _____

SUB TOTAL: _____

SALES TAX (8.4%): _____

TOTAL AMOUNT TO BE CHARGED: _____

Cardholder's Signature

Cardholder's Name – *Please Print*

Cardholder's Billing Address

City

State

Zip

Cardholder's Telephone Number

In order to serve you more efficiently, please complete all required information above legibly and double check for accuracy.

Please also include ALL PAGES THAT HAVE AN ORDER ON THEM along with this authorization form to insure proper billing.
TOTAL OF ALL PAGES MUST BE INCLUDED IF CHARGING TO YOUR CREDIT CARD.