

**WASHINGTON WINE GROWERS TRADE SHOW  
February 5-7, 2019 (Three Rivers Convention Center)  
Kennewick, Washington**

Dear Exhibitor,

Trade Show Supply House, Inc. is pleased to have been selected as the official contractor for the 2019 Washington Wine Growers Trade Show in Kennewick, Washington. We 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.

Washington Wine Growers are providing the following for each booth space in the Exhibit Hall:

Booth Size:	8' (deep) x 10' (wide)
Package to include:	One 8' High Backwall, Two 3' High Siderails, One 7"x44" ID sign, One 6' skirted table, Two plastic side chairs and one standard electrical outlet (5 amps).
Drape Colors:	Black Backwall with Black Siderails
Skirted Table Color:	Black
Aisle Carpet:	<b>Facility is carpeted</b>

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.

Receive a 20% "Pre-Order" discount when full payment is received on or before:

**January 11, 2019**

**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.**

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

# 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](mailto:tradeshowsupplyhouse@comcast.net)

## RENTAL ORDER FORM EXCLUSIVELY FOR: WASHINGTON WINE GROWERS TRADE SHOW

February 5-7, 2019

### TERMS:

ALL ORDERS RECEIVED BY: **January 11, 2019** 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
	<b>DISPLAY TABLES – 30" HIGH x 24" WIDE</b>			<b>CHAIRS</b>	
	4' UNSKIRTED TABLE 30" HIGH	\$30.00		PLASTIC SIDE CHAIR	\$10.00
	6' UNSKIRTED TABLE 30" HIGH	\$40.00		FABRIC SIDE CHAIR	\$20.00
	8' UNSKIRTED TABLE 30" HIGH	\$50.00		BARSTOOL	\$40.00
	4' SKIRTED TABLE	\$50.00			
	6' SKIRTED TABLE	\$60.00			
	8' SKIRTED TABLE	\$70.00		<b>ACCESSORIES</b>	
	TABLE SKIRT ONLY 30"H	\$25.00		WASTEBASKET	\$10.00
	<b>DISPLAY COUNTERS – 42" HIGH x 24" WIDE</b>			EASEL	\$20.00
	4' UNSKIRTED COUNTER 42" HIGH	\$40.00		CHROME SIGN HOLDER	\$35.00
	6' UNSKIRTED COUNTER 42" HIGH	\$50.00		STANCHION	\$20.00
	8' UNSKIRTED COUNTER 42" HIGH	\$60.00		6' RED VELOUR ROPE	\$15.00
	4' SKIRTED COUNTER 42"H	\$60.00		COCKTAIL ROUND 30"H x 30"D	\$40.00
	6' SKIRTED COUNTER 42"H	\$70.00		COCKTAIL ROUND 42"H x 30"D	\$45.00
	8' SKIRTED COUNTER 42"H	\$80.00		90" WHITE OR BLACK LINEN	\$25.00
	COUNTER SKIRT ONLY 42"H	\$30.00		<b>CUSTOM DRAPE</b>	
				3' HIGH DRAPE / PER LF	\$ 4.00
	SKIRT COLORS AVAILABLE (CIRCLE CHOICE)			8' HIGH DRAPE / PER LF	\$ 6.00
	<b>BLUE, WHITE, BLACK, RED, GREEN, TEAL, BURGUNDY, SILVER</b>			COLORS AVAILABLE (CIRCLE CHOICE)	
				<b>BLUE, WHITE, RED, BLACK, GREEN, SILVER, BURGUNDY</b>	
	<b>BOOTH CARPET</b>				
<b>Qty</b>	<b>Description</b>	<b>Amount</b>			
	8' X 10' BOOTH CARPET	\$ 90.00		<b>SUBTOTAL</b>	<b>\$</b>
	8' X 20' BOOTH CARPET	\$180.00			
	8' X 30' BOOTH CARPET	\$270.00		<b>-20% Pre-Order (By 1/11)</b>	<b>\$</b>
	8' X 40' BOOTH CARPET	\$360.00			
	FOAM PADDING / SQ. FT	\$ .60		<b>TOTAL PAGE 2</b>	<b>\$</b>
	VISQUEEN / SQ. FT	\$ .25			
	CARPET COLORS AVAILABLE (circle choice)				
	<b>BLUE, RED, BLACK, GREEN, CHARCOAL</b>				
				<b>Payment Information</b>	
				CHECK: TRADE SHOW SUPPLY HOUSE, INC	
				CASH OR VISA MASTERCARD AMEX	
				<b>*Please refer to Credit Charge Authorization form included in this packet when paying by Visa, MasterCard or AMEX.</b>	

### EXHIBITOR INFORMATION

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

PHONE: \_\_\_\_\_

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**MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:  
WASHINGTON WINE GROWERS TRADE SHOW  
February 5-7, 2019**

**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.

**ADVANCE SHIPMENTS**

**Advanced freight should be sent to Trade Show Supply House Inc. warehouse and must arrive by 12:00 pm on January 31, 2019.**

Advance shipment: **YOUR COMPANY AND BOOTH #**  
**WASHINGTON WINE GROWERS TRADE SHOW**  
c/o Trade Show Supply House, Inc.  
17402 NE Delfel Road  
Ridgefield, WA 98642

Material Handling Service Charges For Advanced Shipments

SHIPMENT WEIGHT \_\_\_\_\_ lbs  
x RATE (per 100 lbs.) \_\_\_\_\_ \$45.00 \_\_\_\_\_  
MINIMUM CHARGE 200 lbs \_\_\_\_\_ \$90.00 \_\_\_\_\_  
= ESTIMATED CHARGE \_\_\_\_\_

**DIRECT SHIPMENTS**

**Freight sent directly to the show will not be accepted before 8am February 4th.**

Direct shipment to: **YOUR COMPANY AND BOOTH #**  
**WASHINGTON WINE GROWERS TRADE SHOW**  
c/o Trade Show Supply House, Inc.  
Three Rivers Convention Center  
7016 W Grandridge Blvd  
Kennewick, WA 99336

Material Handling Service Charges For Direct Shipments

SHIPMENT WEIGHT \_\_\_\_\_ lbs  
x RATE (per 100 lbs.) \_\_\_\_\_ \$30.00 \_\_\_\_\_  
MINIMUM CHARGE 200 lbs \_\_\_\_\_ \$60.00 \_\_\_\_\_  
= ESTIMATED CHARGE \_\_\_\_\_

COMPANY: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

TOTAL WEIGHT \_\_\_\_\_ X (\$0.30 or \$0.45) = TOTAL PAGE 3 \$ \_\_\_\_\_

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## LABOR AND FORKLIFT ORDER FORM EXCLUSIVELY FOR: WASHINGTON WINE GROWERS TRADE SHOW FEBRUARY 5-7, 2019

### 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 \$35 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	\$80.00 per hour
Labor Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$120.00 per hour
<b>Forklift Straight Time</b>	Between 8:00am to 5:00pm Monday – Friday	<b>\$90.00 per hour</b>
<b>Forklift Overtime</b>	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	<b>\$135.00 per hour</b>

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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## PAYMENT FORM EVENT: WASHINGTON WINE GROWERS TRADE SHOW

<u>Company Name</u>	<u>Booth Number</u>
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TOTAL PG 2:           \$ \_\_\_\_\_  
 TOTAL PG 3:           \$ \_\_\_\_\_  
 TOTAL PG 4:           \$ \_\_\_\_\_

SUBTOTAL:            \$ \_\_\_\_\_  
 ST SALES TAX 8.6%: \$ \_\_\_\_\_

TOTAL AMOUNT DUE \$ \_\_\_\_\_  
 (PLEASE TOTAL ALL PAGES THAT HAVE AN ORDER AND INCLUDE THEM WITH THIS PAYMENT FORM.)

### METHOD OF PAYMENT – Please Indicate method of payment

\*Check        Visa        Mastercard    American Express  
*\*When paying by check, Credit Card information is not required.*

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

\*Security code: \_\_\_\_\_  
 \*(last 3 digits on back of Visa and Mastercard or four digit code on front of AMEX)

### Cardholder's Signature

I authorize Trade Show Supply House, Inc. to debit my credit card for the charges listed above and for any additional charges incurred.

### Cardholder's Name – *Please Print*

Cardholder's Billing Address	City	State	Zip
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### 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 PAYMENT form to insure proper billing. TOTAL OF ALL PAGES MUST BE INCLUDED IF CHARGING TO YOUR CREDIT CARD OR IF PAYING BY CHECK.