

**WASHINGTON WINE GROWERS TRADE SHOW
March 2-5, 2020 (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 2020 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:	Facility is carpeted

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:

February 20, 2020

**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

RENTAL ORDER FORM EXCLUSIVELY FOR: WASHINGTON WINE GROWERS TRADE SHOW

March 2-5, 2020

TERMS:

ALL ORDERS RECEIVED BY: **February 20, 2020** 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 24" WIDE			CHAIRS	
	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		ACCESSORIES	
	TABLE SKIRT ONLY 30"H	\$25.00		WASTEBASKET	\$10.00
	DISPLAY COUNTERS – 42" HIGH x 24" WIDE			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		CUSTOM DRAPE	
				3' HIGH DRAPE / PER LF	\$ 4.00
	SKIRT COLORS AVAILABLE (CIRCLE CHOICE)			8' HIGH DRAPE / PER LF	\$ 6.00
	BLUE, WHITE, BLACK, RED, GREEN, TEAL, BURGUNDY, SILVER			COLORS AVAILABLE (CIRCLE CHOICE)	
				BLUE, WHITE, RED, BLACK, GREEN, SILVER, BURGUNDY	
	BOOTH CARPET				
Qty	Description	Amount			
	8' X 10' BOOTH CARPET	\$ 90.00		SUBTOTAL	\$
	8' X 20' BOOTH CARPET	\$180.00			
	8' X 30' BOOTH CARPET	\$270.00		-20% Pre-Order (By 2/20)	\$
	8' X 40' BOOTH CARPET	\$360.00			
	FOAM PADDING / SQ. FT	\$.60		TOTAL PAGE 2	\$
	VISQUEEN / SQ. FT	\$.25			
	CARPET COLORS AVAILABLE (circle choice)				
	BLUE, RED, BLACK, GREEN, CHARCOAL				
				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: _____

**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

**MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:
WASHINGTON WINE GROWERS TRADE SHOW
March 2-5, 2020**

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 February 27th, 2020.

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 March 2nd.

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 \$ _____

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

LABOR AND FORKLIFT ORDER FORM EXCLUSIVELY FOR: WASHINGTON WINE GROWERS TRADE SHOW MARCH 2-5, 2020

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 \$45 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
Forklift Straight Time	Between 8:00am to 5:00pm Monday – Friday	\$90.00 per hour
Forklift Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$135.00 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: \$ _____

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

PAYMENT FORM EVENT: WASHINGTON WINE GROWERS TRADE SHOW

Company Name

Booth Number

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

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.