



Dear Exhibitor,

Enclosed please find an **Exhibitor Order Form** for the upcoming **Northwest Pharmacy Convention** to be held **June 1-4, 2023** at **The Coeur D' Alene Resort** **bays 1-6**.

The show sponsor, Washington State Pharmacy Association, has selected **Black and White Drape** as the show colors, and will provide the following for your exhibit space:

- (1) 8'x10' Booth**
- (1) 6' black Skirted Table**
- (2) Padded Side Chairs (Provided by facility)**
- (1) 500W Electrical service**
- (1) Booth ID Sign**

If you should need additional equipment or freight services, please complete the attached order form and return it to us. For questions about equipment needs not found on our order form, please contact our customer service desk at **(208) 765-2595**.

As the decorator for the show, we are here to assist and answer any questions that you may have. Please assess your equipment and freight handling needs, then fax (208-664-3921) or e-mail ([maryr@designevents.com](mailto:maryr@designevents.com)) your order form back to us by ***Friday: May 19, 2023 in order to secure the advanced pricing.***

Sincerely,

Design Events Staff and Crew  
Mary Ransdell  
[MaryR@designevents.com](mailto:MaryR@designevents.com)  
208-765-2595 ext. 202

Please visit our Web Site at: [www.designevents.com](http://www.designevents.com)

5039 Duncan Drive ♦ Coeur d'Alene, Idaho 83815  
Office: (208) 765-2595 ♦ Fax: (208) 664-3921 ♦ Toll Free: (800) 840-2280

**Mailing Address:**

5039 Duncan Drive  
Coeur d'Alene ID 83815  
Phone: (208)765-2595  
Fax: (208)664-3921

**Shipping Address:**

5039 Duncan Drive  
Coeur d'Alene, ID 83815

(See pg. 6 for shipping instructions)

**EXHIBITOR ORDER FORM**

Please read all Terms and Conditions on Page 8

<b>Event Dates:</b>	<b>June 1-4, 2023</b>	<b>Show Name:</b>	<b>NW Pharmacy Convention</b>	<b>Booth #:</b>
<b>Your info</b>	Company Name:		Phone:	
	Address:		Fax:	
	City, St, Zip:		Email Address:	
	Ordered by:			
			(printed)	(signed)

**SHOW FACTS****EQUIPMENT & FACILITY INFORMATION**

**Your Show Sponsor Provides:**

(1) 8'x10' Booth Space - Drape colors: Black and white  
(1) 6' Black skirted table  
(2) Padded side chairs (Provided by facility)  
(1) 500W Electrical Service  
(1) Booth ID sign

**Show Facility:**

**Couer D' Alene Resort  
Bays 2-6**

**Carpet Situation:**

**Facility is Carpeted**

**SHOW SCHEDULE**

**Show Hours:** Friday: June 2, 2023 3:30pm-7:30pm

**Exhibitor Move-In:** Friday: June 2, 2023 9am-3pm

**Exhibitor Move-out:** Friday: June 2, 2023 7:30pm

**Design Events Hours for Customer Service:** Friday: June 2, 2023 11am-1pm & Freight CS: Friday: June 2, 2023 6:30pm-7:30pm

(Pre-ordering any additional items will ensure availability - Items available at Customer Service may be limited)

**\*\*\* YOUR ORDER DEADLINES \*\*\***

(In order to receive advanced rates)

**All Advanced Equipment and Freight ORDERS MUST Be Received By:**

**Friday: May 19, 2023**

**All Freight Must Be Received at Shipping Address By:**

**Friday: May 26, 2023**

**Please Note:** It is highly recommended that freight is shipped to the Design Events warehouse. Most facilities WILL NOT receive and hold freight. Design Events cannot receive freight unless prior arrangements have been made (see page 6).

**PAYMENT INFORMATION**

(Payment MUST accompany order)

**PAYMENT TOTALS**

From pg.	Type	Page Total
2	Furniture & Equip	
3	Carpet & Drapery	
3	Booth Decore & Signage	
4	Electrical & Lighting	
5	Labor	
6, 7	Freight	
	Subtotal	
	Tax (6.0%)	
	Grand Total	

**PAYMENT METHOD**

<input type="checkbox"/> VISA	<b>Expiration Date</b> _____
<input type="checkbox"/> MC	<b>ZIP Code</b> _____
<input type="checkbox"/> AMEX	<b>SIC Code</b> _____
<input type="checkbox"/> DISCOVER	
Credit Card # _____	
Cardholder _____	
Signature _____	

(Please return this page with ALL orders to MaryR@designevents.com)



## FURNITURE, TABLES, CHAIRS & OTHER EQUIPMENT

PAGE 2

\*\* All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
All tables are 24" wide x 30" high					
8' Skirted Table	\$48.00	\$65.00	_____	_____	(1) 6' black skirted table provided
6' Skirted Table	\$44.00	\$59.00	_____	_____	
4' Skirted Table	\$40.00	\$54.00	_____	_____	
8' Unskirted Table	\$24.00	\$30.00	_____	_____	
6' Unskirted Table	\$22.00	\$28.00	_____	_____	
4' Unskirted Table	\$20.00	\$26.00	_____	_____	
All counters are 24" wide x 42" high					
8' Skirted Counter	\$54.00	\$74.00	_____	_____	Pre- Ordered LINENS: 90"x132" - \$45.00 90"x156" -\$55.00 120" Rounds-\$35.00
6' Skirted Counter	\$49.00	\$68.00	_____	_____	
4' Skirted Counter	\$44.00	\$59.00	_____	_____	
4th Side Table Skirt	\$14.00	\$19.00	_____	_____	
4th Side Counter Skirt	\$16.00	\$22.00	_____	_____	
30" Round Table - 30" high	\$37.00	\$42.00	_____	_____	Limited quantities. Supplied with black fabric 72" tablecloth
30" Round Table - 42" high	\$37.00	\$42.00	_____	_____	
Table Top Riser - 4' single	\$15.00	\$18.00	_____	_____	Covered with white vinyl, shelves are 10" wide
Table Top Riser - 4' double	\$23.00	\$29.00	_____	_____	
Table Top Riser - 6' single	\$21.00	\$27.00	_____	_____	
Table Top Riser - 6' double	\$33.00	\$43.00	_____	_____	
Table Top Riser - 8' single	\$28.00	\$36.00	_____	_____	
Table Top Riser - 8' double	\$44.00	\$57.00	_____	_____	
Padded Side Chair	\$11.00	\$14.00	_____	_____	(2) Padded side chairs provided
Padded Bar Stool - no back	\$24.00	\$31.00	_____	_____	
Padded Bar Stool with back	\$36.00	\$42.00	_____	_____	
Wastebasket	\$6.00	\$8.00	_____	_____	Rental only. For cleaning service, please see Labor Order Sheet
Easel	\$12.00	\$15.00	_____	_____	
Coat Tree	\$17.00	\$22.00	_____	_____	
Fire Extinguisher, ABC	\$30.00	Pre-Order Only	_____	_____	
Fire Extinguisher, Class K	\$40.00	Pre-Order Only	_____	_____	
Couches, Loveseats, coffee tables, specialty chairs, etc.	**Pre-Order only. Call for pricing. **				Custom orders will be priced individually. Please call for information.

\*\*Pre-Order only. Call for pricing. \*\*

Total from Pg 2:

\$

(carry amount forward to pg 1)

Company: Name:	Booth #:
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## CARPET, DRAPERY, AUDIO VISUAL EQUIPMENT AND SIGNAGE

PAGE 3

\*\* All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
10' x 10' Booth Carpet	\$53.00	\$73.00	_____	_____	<b>Facility is: Fully carpeted</b>
10' x 20' Booth Carpet	\$106.00	\$140.00	_____	_____	
10' x 30' Booth Carpet	\$160.00	\$214.00	_____	_____	
10' x 40' Booth Carpet	\$212.00	\$282.00	_____	_____	
Area Carpet per sq ft (over 360sf)					
		Pre-Order only. Call for pricing.			
10' x 10' Carpet Padding	\$32.00	\$48.00	_____	_____	
10' x 20' Carpet Padding	\$65.00	\$95.00	_____	_____	
10' x 30' Carpet Padding	\$97.00	\$143.00	_____	_____	
10' x 40' Carpet Padding	\$129.00	\$190.00	_____	_____	
Padding per sq ft (over 360sf)					Pre-Order only. Call for pricing.
12' High Back Drapery (per ft)	\$5.50	\$7.50	_____	_____	
8' High Back Drapery (per ft)	\$3.50	\$5.00	_____	_____	
3' High Side Drapery (per ft)	\$3.00	\$3.50	_____	_____	

### A/V EQUIPMENT:

40" HDTV Video Display/Monitor	\$175.00	\$220.00	_____	_____	Will you be running any media? Flash drive, lab top or both?
32" HDTV Video Display/Monitor	\$150.00	\$175.00	_____	_____	
19" HDTV Video Display/Monitor	\$75.00	\$95.00	_____	_____	
17" HDTV Video Display/Monitor	\$50.00	\$95.00	_____	_____	

### TV Stands:

Truss Type TV Stand	\$125.00	\$160.00	_____	_____
Rolling Type TV Stand	\$105.00	\$145.00	_____	_____
Counter Type TV Stand	\$95.00	\$125.00	_____	_____

**Total Carpet and A/V Equipment:** \$

(carry amount forward to pg 1)

### BOOTH DECORE & SIGNAGE

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
Live Plants					** Pre-Order Only. Please call for pricing ** availability depends on time of year
Show Banner (per sq ft) - White vinyl material, 2', 3', and 4' widths and cut to your desired length.					<b>(1) Booth ID sign provided</b>
Custom Display Signs & Graphics (per sq ft) - High quality PlastiCore signs can be produced on a variety of colors, any size and may include colored vinyl graphics or your custom logo.	\$15.00 per square foot	Pre-Order Only	_____	_____	
BANNER OR SIGN TO READ: Please print legibly or attach additional sheet if necessary.					
					SIZE: _____

**Total Décor & Signage:** \$

(carry amount forward to pg 1)

Company: Name:	Booth #:
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## ELECTRICAL AND LIGHTING

PAGE 4

\*\* All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
<b>110V</b>					
500 Watt / 5 Amp	\$37.00	\$49.00	_____	_____	Electrical Service - 110V
1000 Watt / 10 Amp	\$51.00	\$66.00	_____	_____	<b>(1) 500W Electrical service provided</b>
1500 Watt / 15 Amp	\$65.00	\$85.00	_____	_____	
2000 Watt / 20 Amp	\$78.00	\$101.00	_____	_____	
2500 Watt / 25 Amp	\$93.00	\$119.00	_____	_____	
3000 Watt / 30 Amp	\$109.00	\$136.00	_____	_____	
Other (as per quote)	** call **		_____	_____	
<b>220V</b>					
20 Amp	\$89.00	\$116.00	_____	_____	Electrical Service - 220V **
30 Amp	\$115.00	\$148.00	_____	_____	
50 Amp	\$151.00	\$195.00	_____	_____	
Other (as per quote)	** call **		_____	_____	
<b>** It is very likely that your 220 order will have special wiring/adaptor needs. Please see 220 wiring info in the box to the right.</b>					
<b>The dedicated cable to your booth comes with a single 2813 twist lock receptacle.</b>					
<b>Custom wiring and/or adaptors will be an additional charge.</b>					
<b>PLEASE fill in the following 220V Wiring information request:</b>					
<b>A) Draw in the 220V receptacle(s) configuration required for your hook up</b>					
below as well as the receptacle type number and amps required.					
NEMA Receptacle number _____ ( _____ AMPS)					
<b>B) Check One : _____ Single Phase _____ Three Phase</b>					
25' Extension Cord	\$8.00	\$14.00	_____	_____	
50' Extension Cord	\$10.00	\$17.00	_____	_____	
Multi-Outlet Power Strip	\$7.00	\$9.00	_____	_____	
Clip-on Booth Floodlight	\$23.00	\$29.00	_____	_____	
Pin Spots (2) on Pole	\$46.00	\$63.00	_____	_____	
Pin Spots on High-Tech Metal Truss System	\$125.00	\$250.00	_____	_____	

**Total from Pg 4:**

\$ \_\_\_\_\_

(carry amount forward to pg 1)

**NOTE: DESIGN EVENTS DOES NOT PROVIDE PHONE LINES OR INTERNET SERVICE. PLEASE CONTACT FACILITY OR YOUR SHOW SPONSOR FOR PHONE LINES AND INTERNET SERVICE.**

### ELECTRICAL SERVICE TERMS AND CONDITIONS

1. Equipment furnished pursuant to this service order shall be and will remain the property of Design Events, Inc. (DE), and shall be installed and removed ONLY by DE personnel or designates.
2. Exhibitors are not allowed to share power. Exhibitors shall not be permitted to add wattage except upon ordering the same from DE.
3. All electrical outlets will be installed at the center rear of the booth, unless otherwise designated.
4. All wiring, motors, electrical installation, multiple outlet plugs, and connections must be approved by DE prior to use, to prevent the overloading of circuits.
5. DE is not responsible for voltage fluctuations or power failure because of temporary conditions. DE recommends the use of a surge protector on all sensitive equipment.
6. Exhibitors agree to pay for any damage to or loss of the DE equipment rented to them under this agreement. Exhibitor also agrees to pay for any DE equipment not available for pickup and return to DE at the conclusion of the show.

Company:  
Name:

Booth #:



## LABOR

PAGE 5

\*\* All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	No. of people	x Approx hrs	Total Mhrs	x Hourly Rate	Total est. cost	COMMENTS
Basic Labor *	_____	_____	_____	\$50.00	_____	1 hour minimum per person
Hanging Labor	_____	_____	_____	\$50.00	_____	Overhead items, etc
Electrical Labor **	_____	_____	_____	\$75.00	_____	1 hour minimum per person
Forklift & Driver Labor	_____	_____	_____	\$350.00	_____	2 hour minimum
		<b>No. of booths</b>	<b>Days</b>	<b>Rate</b>	<b>Date/Time:</b>	
Booth Cleaning Charges:						
Up to 10 x 10 booth space, per day	_____	_____	_____	\$75.00	_____	Includes vacuuming & emptying wastebaskets
Describe labor requirements: _____						
Approx time during vendor move-in to meet you at show site for labor: _____						
Approx time during vendor move-out to meet you at show site for labor: _____						
<p>* <b>Note:</b> Basic labor comes unsupervised. It is assumed there will be someone from your company to supervise the project.</p> <p>** <b>Note:</b> Electrical labor comes into play when an electrical project requires attention above and beyond the standard labor requirements included in our electrical prices. For example, extensive 208 (220V) attention, special equipment demands, etc.</p>						
<b>EMPTY CONTAINER STORAGE FEES</b> <b>These fees are applicable if you have NOT ordered our Freight Handling Services (see page 6)</b>						
	<b># pieces</b>	<b>Price per piece</b>	<b>Total</b>			
Small container - less than 1' in any direction	_____	\$15.00	_____	<b>** Note</b> - if any empty container is large or heavy enough to require a forklift to move it, a minimum of 1/2 hr forklift labor will be charged in addition to these storage fees.		
Med container - 1' to 3' in any direction	_____	\$20.00	_____			
Large container - 3' to 4' in any direction	_____	\$30.00	_____			
Oversized container - more than 4' in any direction	_____	\$45.00	_____			

**Total from Pg 5:**

\$ \_\_\_\_\_

(carry amount forward to pg 1)

Any Labor ordered by the Advanced Deadline (see pg. 1) will be priced as above.

Any Labor requested at the show will be charged an additional 25% and will be dependent on availability of staff.

All Labor orders for Display Installs must include detailed set-up instructions.

Company: Name:	Booth #:
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**Mailing Address:**

5039 Duncan Drive  
Coeur d'Alene ID 83815  
Phone: (208) 765-2595  
Fax: (208) 664-3921

**Shipping Address**

5039 Duncan Drive  
Coeur d'Alene, ID 83815

**FREIGHT HANDLING SERVICES**

See instructions, information & liability disclaimers under Terms and Conditions, page 8

<b>Event Dates:</b>	<b>June 1-4, 2023</b>	<b>Show Name:</b>	<b>NW Pharmacy Convention</b>	<b>Booth:</b>
<b>Your info</b>	Company Name:		Phone:	
	Address:		Fax:	
	City, St, Zip			
	Ordered by:			
		(printed)	(signed)	

Please label EACH piece of Freight  
in this manner :

**NW Pharmacy Convention**  
**Booth #, booth name, Box X of X**  
**c/o Design Events, Inc**  
**5039 Duncan Drive**  
**Coeur d'Alene, ID 83815**

**INCOMING FREIGHT INFORMATION**

Please provide us with as much information about your shipment(s) as possible. This will ensure that all your freight will be placed in your booth prior to the show, as well as provide us with the necessary information to trace any missing packages.

Shipper Name _____	From City/State _____	
Shipping Date _____	Expected Arrival Date _____	Total lbs. _____
Total # of pieces _____	Total # of Pallets _____	Total # of Crates _____
Carrier _____	Tracking #(s) _____	
INSURED? YES _____ NO _____ INSURED AMOUNT: \$ _____		

Shipper Name _____	From City/State _____	
Shipping Date _____	Expected Arrival Date _____	Total lbs. _____
Total # of pieces _____	Total # of Pallets _____	Total # of Crates _____
Carrier _____	Tracking #(s) _____	
INSURED? YES _____ NO _____ INSURED AMOUNT: \$ _____		

**FREIGHT HANDLING RATES (INCLUDES CONTAINER STORAGE AND OUTBOUND HANDLING)**

DESCRIPTION	TOTAL # OF POUNDS	RATE PER LB	TOTAL COST	COMMENTS
Advanced Handling Rate - for advanced orders under 1000 lbs	_____	\$0.40	_____	Minimum Order of 150#
Advanced Handling Rate - for advanced orders over 1000 lbs	_____	\$0.50	_____	Minimum Order of 1000#
Late Ordered/Received Rate - for freight ordered or rec'd after deadline dates	_____	\$0.60	_____	Minimum Order of 150#

**Total from Pg 6:** \$ \_\_\_\_\_  
(carry amount forward to pg 1)

**PLEASE NOTE:** Freight handling charges are NOT shipping charges. All charges incurred for shipping are separate and must be arranged through the carrier. There is a non-refundable minimum of 150 lbs drayage fee (minimum 1000 lbs for orders over 1000lbs.) for any orders handled.

**See page 7 for RETURN SHIPPING INSTRUCTIONS**

\*\* For freight not handled by Design Events, please see page 5 for empty container storage fees.\*\*



## RETURN SHIPPING INSTRUCTIONS

PAGE 7

To insure that your freight will be sent out in a timely manner, outbound freight information is very important. Please fill out this form and return to us if Design Events will be handling your outbound shipments.

Your outbound shipment cannot be shipped out without a completed freight label or Bill of Lading. If you fail to send one to us prior to the show, we will have them available for you to fill out at the show within a freight packet that will be delivered to your booth at the beginning of the show. Design Event will not be responsible to fill out shipping labels.

<b>Event Dates:</b>	<b>June 1-4, 2023</b>	<b>Show Name:</b>	<b>NW Pharmacy Convention</b>	<b>Booth:</b>
<b>Your info</b>	Phone: _____			
	Address: _____			
	City, St, Zip _____			
	Ordered by: _____			
		(printed)	(signed)	

### OUTBOUND FREIGHT SHIP TO INFORMATION:

Company/Contact	_____
Address	_____
City, State, Zip	_____

Preferred Carrier Name: _____	Preferred Carrier Account # _____
Note: If you do not have a preferred carrier, we recommend Fed Ex Freight	Pre-Printed Outbound Labels? Yes _____ No _____
_____ Overnight/Priority _____ 2nd Day Air _____ Ground Service (if applicable)	
Tracking #(s) _____	
Declared Value: \$ _____	
Total # of pieces: _____	Total # of Pallets _____ Total # of Crates _____
Have you pre-arranged a pickup time with the freight carrier from Design Events Warehouse? Yes _____ No _____	
If yes, please give date and time: _____	

Preferred Carrier Name: _____	Preferred Carrier Account # _____
Note: If you do not have a preferred carrier, we recommend Fed Ex Freight	Pre-Printed Outbound Labels? Yes _____ No _____
_____ Overnight/Priority _____ 2nd Day Air _____ Ground Service (if applicable)	
Tracking #(s) _____	
Declared Value: \$ _____	
Total # of pieces: _____	Total # of Pallets _____ Total # of Crates _____
Have you pre-arranged a pickup time with the freight carrier from Design Events Warehouse? Yes _____ No _____	
If yes, please give date and time: _____	

DESCRIPTION	TOTAL # OF PIECES	RATE PER PIECE	TOTAL COST	COMMENTS
Freight Handling Service		\$10.00		

Total Add'l charge:  
(carry amount forward to pg 1)

\$ \_\_\_\_\_

**IMPORTANT:** If you make arrangements for your shipment to be picked up by your carrier and you have not notified Design Events with the information noted above, your shipment may not be ready for pickup which can result in additional charges to you by your carrier resulting in failure of notification. Design Events does not accept responsibility of additional charges you may incur as a result of this.



## **FREIGHT TERMS & CONDITIONS**

Page 8



Drayage is the term for handling freight. If you are sending freight for the show, it is important to work through Design Events. *Do not send your freight directly to the show facility. Area facilities typically do not receive and hold freight.* Design Events' fees for drayage include handling of your freight only. All charges incurred for shipping are separate, and must be arranged through a carrier.

### **Our services include:**

Accepting freight at warehouse  
Assisting vendor in tracking down missing freight  
Transferring freight to show site  
Placing labeled freight in your booth before vendor move-in time  
Storing empty containers and returning them to your booth at the close of the show  
Picking up labeled and packaged freight from your booth after the show  
Scheduling with carrier a pick-up for the next business day

1. Please fill out the Freight forms completely, and send or fax them in so we know how much freight to expect and when to expect it. **NO FREIGHT WILL BE ACCEPTED ON A COLLECT BASIS**, and payment for drayage services must be made before your freight arrives at our warehouse.
2. Vendors are responsible for adequately packaging goods and properly filling out all paperwork.
3. Label each piece as follows: Name of show, name(s) affiliated with booth, name of company, and booth number. This will ensure proper placement of freight. Note on the label or package the total number of pieces, such as "1 of 6", "2 of 6", etc.
4. Direct shipments to the exhibit facility will only be accepted during customer service hours, and are subject to handling charges unless your representative is available to sign for delivery.
5. Vendors will be responsible for all shipping charges. Storage fees will apply if containers are received at our warehouse prior to (21) days before the show (.01/lb per day). Please time your shipping so your freight arrives at our warehouse on a weekday between 9am and 5pm. We will no longer accept freight at our warehouse after the show officially begins. If freight arrives at our warehouse during or after the set-up of the show, an additional charge of up to \$65 may apply if a special trip to the warehouse is necessary.
6. Design Events will not be liable for any damage to uncrated or improperly packaged materials or concealed damage.
7. Design Events must be notified if the number or type of items in your booth is not correct. You must contact the Design Events customer service representative at the show. No refunds will be made for items missing from your booth, if Design Events has not been notified during the Design Events customer service hours listed on page #1 of the exhibit packet.
8. Design Events will not be responsible for loss, theft or disappearance of exhibitor's materials after these items have been delivered to the exhibitor's booth, or before they are picked up from the booth for reloading after the show.
9. Design Events will not be liable for loss, damage, or delay caused by events we cannot control, including but not limited to acts of God, weather conditions, and labor strikes.
10. Design Events may, at our option, open and inspect your packages before or after you give them to us to handle for shipment.
11. Design Events' liability will be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, Design Events' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$700.00 per shipment, whichever is less.
12. Design Events will not be liable to any extent for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, or damage to an exhibitor's materials which may make it impossible or impractical to exhibit the same.
13. Design Events will not issue refunds for vendors who send freight or equipment orders, but subsequently fail to attend the show.
14. Design Events will issue a 10% billing fee if your charges are not paid by the end of the show.
15. International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
16. Exhibits and materials for which arrangements have not been made with Design Events, will be transported to our warehouse, at exhibitor expense, to await disposition.
17. Design Events reserves the right to route exhibit materials via an alternate carrier in the event the designated carrier fails to pick up the shipment within a reasonable time after close of the show.