



WA-ACTE
August 4-5, 2019

Davenport Grand Hotel, Spokane, WA

1301 S. Fair Avenue
Yakima, WA 98901
P 509.834.7868
F 509.593.5424

Bear Event Services is pleased to be your official contractor for the WA-ACTE Conference at the Davenport Grand Hotel, in Spokane, Washington. We are available to assist you with any decorating, freight, and labor needs you may have and to help make your participation in this event a success.

Booth Package:

All items on this list are provided by show management at no additional charge to the exhibitor.

- Booth size: 8 x 10
- Show color(s): Blue and White
- 8' high back drape, 3' high side drape on two sides, one 8' skirted table, two chairs, and one booth ID sign.
- Electrical service (500 watt/110 volts)
- The Davenport Grand Hotel is a carpeted facility

Vendor Schedule:

Vendor load in: Sunday, August 4th, 11 AM – 1 PM

Show open: Sunday, August 4th, 1-5 PM & Monday, August 5th, 9 AM – 5 PM

Vendor load out: Monday, August 5th, 5 – 7 PM

Policies:

- All orders must be pre-paid in advance. Payment in full is required for all services PRIOR to delivery.
- No credits or substitutions of items provided in the booth package are available. If you require a different table size or skirt color other than the one provided by show management, you must rent the item.
- No refunds will be issued for cancellation of rental items after installation.

Contacts:

WA-ACTE Show Management: *Direct questions regarding, vendor participation, show policies, etc. to*
Franciene Chrisman
360-786-9286
fdc@wa-acte.org

Exhibitor Services: *Direct questions regarding furniture rentals, freight handling, etc. to*

Bear Event Services
509-834-7868
info@beareventservices.com



RENTAL ORDER FORM EXCLUSIVELY FOR:

WA-ACTE

August 4-5, 2019

1301 S. Fair Avenue
 Yakima, WA 98901
 Phone 509.834.7868
 FAX 509.593.5424

TERMS:

ALL ORDERS MUST BE ACCOMPANIED BY PAYMENT IN FULL. All equipment is on a rental basis only, which includes delivery to and pickup from the booth.

Qty	Description	Amount	Qty	Description	Amount
	4' Bare Table	\$25.00		4' Skirted Table	\$45.00
	6' Bare Table	\$35.00		6' Skirted Table	\$55.00
	8' Bare Table	\$45.00		8' Skirted Table	\$65.00
	4' Bare Counter Hgt (42") Table	\$45.00		4' Skirted Counter Hgt (42") Table	\$65.00
	6' Bare Counter Hgt (42") Table	\$55.00		6' Skirted Counter Hgt (42") Table	\$75.00
	8' Bare Counter Hgt (42") Table	\$65.00		8' Skirted Counter Hgt (42") Table	\$85.00
	Δ Bare tables are topped w/ vinyl			Skirting Only	\$20.00

Qty	Description	Amount	Qty	Description	Amount
	3' Masking Drape – PER LN FT	\$3.00		Cocktail Table	\$45.00
	8' Masking Drape – PER LN FT	\$6.00		Bar Stool	\$30.00
				Easel	\$40.00
				Waste basket	\$10.00

Please indicate color choices below: Table skirt color _____ (blue, white, black, red, burgundy, green)	Sub-total _____ \$
	Carry sub-total over to Charge Summary form for sales tax calculation.
Company: _____ Phone #: _____	FOR OFFICE USE ONLY: Paid _____ SS Entered: _____ Notes: _____

Please send completed orders with Payment Authorization form via e-mail to info@beareventservices.com or via secure fax to 509.593.5424.



1301 S. Fair Avenue
Yakima, WA 98901
Phone 509.834.7868
FAX 509.593.5424

MATERIAL HANDLING ORDER FORM

WA-ACTE

August 4-5, 2019

MATERIAL HANDLING TERMS

- Shipment will be accepted and delivered to your booth space on the day set-up begins.
- Upon show close, re-created freight will be removed from your booth and placed with a common carrier* for outbound shipping. Outbound shipping arrangements should be scheduled for August 8th from the same address as the delivery address if freight is being handled by Bear Event Services.
- All freight handled by Bear Event Services representatives is subject to a 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 charge fees must be received prior to acceptance of any shipments by Bear Event Services.**
- **Material handling service charge for all advance shipments are billed at \$.45 per pound with a 100 pound minimum charge (\$45.00).**

NO SHIPMENTS WILL BE ACCEPTED PRIOR TO July 22, 2019**

NO SHIPMENTS WILL BE ACCEPTED AFTER August 1, 2019**

Address all shipments to:
Bear Event Services WA-ACTE
[Your Company Name]
1301 S Fair Avenue
Yakima, WA 98901

Please complete the following information:

Number of boxes shipped: _____

Total weight: _____

Carrier's Name (UPS, FED-EX): _____

Tracking #: _____

*All freight handled by Bear Event Services must be re-created in the booth and outbound shipping arrangements must be made by the exhibitor, to include BOL if applicable, and scheduling a package pick up (no earlier than 8/8/18) with the shipper. **For orders with Bear Event Services freight handling, please send completed orders with Payment Authorization form via e-mail to info@beareventservices.com or via secure fax to 509.593.5424.**

** Bear Event Services is not responsible for any freight that arrives outside of these dates, or for freight handled directly by the Davenport Grand Hotel. If your shipment is to arrive outside of these dates, please contact the Davenport Grand Hotel Shipping Manager directly at 509-598-4328 to coordinate your freight handling. Davenport Grand Hotel freight rates will apply and are paid directly by the shipper to the hotel.



Charge Summary & Credit Card Charge Authorization

WA-ACTE Conference

August 4-5, 2019

1301 S. Fair Avenue
Yakima, WA 98901
Phone 509.834.7868
FAX 509.593.5424

Charge Summary

Rental order form total:	\$	_____
Material handling total:	\$	_____
Sub total	\$	_____
Sales Tax (8.4%)	\$	_____
Grand total	\$	_____

Payment Authorization

Company Name: _____

Booth Number: _____

Card Type: Visa MasterCard Discover American Express

Name on Card: _____

Account Number: _____

Expiration Date: _____

Security Code: _____

Card Billing Zip Code: _____

Contact Phone Number: _____

Contact E-mail Address: _____

Authorized Signature*: _____

* I authorize Bear Event Services to debit my payment card for the charges listed above (grand total) and for any additional charges incurred.

Please send completed order form(s) with Payment Authorization form via e-mail to info@beareventservices.com or via secure fax to 509.593.5424.