



APWA Spring Conference – Exhibitor Information
Tacoma Convention Center, Tacoma, Washington
April 23 – 26, 2019

Bear Event Services is pleased to be your official contractor for the APWA Spring Conference at the Tacoma Convention Center, in Tacoma, 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): Black and white
- 8' high back drape, 3' high side drape on two sides, one skirted table, and two chairs
- Electrical service (500 watt/110 volts)
- Booths will all be carpeted in black

Vendor Schedule:

Vendor load-in: Tuesday, 4/23/19, 5 pm – 8 pm
Wednesday, 4/24/19, 7:30 am – 11 am
Show hours: Wednesday, 4/24/19, 11 am – 5 pm
Thursday, 4/25/19, 7:30 am – 3:30 pm
Vendor load out: Thursday, 4/25/19, 3:30 pm – 6 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:

APWA Show Management: *Direct questions regarding, vendor participation, show policies, etc. to*
Kelly Robinson
kelly.robinson@abam.com

Exhibitor Services: *Direct questions regarding furniture rentals, freight handling, etc. to*
Bear Event Services
509-834-7868
info@beareventservices.com



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

RENTAL ORDER FORM EXCLUSIVELY FOR:
APWA Spring Conference
 April 23 – 26, 2019

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	\$25.00
	8' Masking Drape – PER LN FT	\$6.00		Bar Stool	\$20.00
	Extension/upright Pole (no drape)	\$3.00		Easel	\$40.00
				Padded Side Chair	\$15.00
				Waste basket	\$10.00
				Cleaning Service Per 10' Booth (vacuum & empty trash)	\$10.00 /day

Please indicate color choices below: Table skirt color _____ (blue, white, black, red, burgundy, green)	Sub-total _____ \$
	Carry sub-total to charge summary sheet to calculate taxes and grand total.
FOR OFFICE USE ONLY: Paid : _____ SS Entered _____ Notes: _____	Company: _____ Booth #: _____ Phone #: _____

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



Charge Summary & Credit Card Charge Authorization

APWA Spring Conference

April 23-26, 2019

Charge Summary

Rental order form total:	\$	_____
Material handling total:	\$	_____
Sub total	\$	_____
Sales Tax (10.1%)	\$	_____
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.