



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

**Central Washington State Fair**  
September 21 – 30, 2018  
Yakima Valley Sundome

Dear Exhibitor,

Bear Event Services is pleased to be your official contractor for the Central Washington State Fair at the Yakima Valley Sundome, Yakima, Washington. We are available to assist you with any decorating, freight, labor, or porter service needs you may have and to help make your participation in this event a success.

Show management is providing the following for each booth space in the Sundome:

Booth size: 10' x 10'  
Package to include: One 8' high back wall, two 3' high side rails and electrical service of 110 volt, 500 watt  
Drape colors: Blue and white

**Freight Handling: All freight sent to the Central Washington State Fair must be pre-paid using the material handling form. If freight arrives and we have not received payment for freight handling, it will be declined and returned to the sender at your expense.**

Ordering early 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. **(Please note: the Sundome floor is not carpeted. We have booth carpeting available for rent.)**

**Please note: All orders must be pre-paid as Bear Event Services does not invoice. Payment in full is required for all services PRIOR to delivery.**

Please note that for additional electrical needs, you must contact Backstage Electric directly at (509) 930-0380. For questions related to tent/canopy services, please contact Interstate Special Events directly at (503) 285-6685. If you have any questions after reviewing this exhibitor kit, please do not hesitate to contact us at (509) 949-3929.

Again, we are pleased to offer our assistance and look forward to working with you to make your participation in this event a success.

Sincerely,

Bear Event Services



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RENTAL ORDER FORM EXCLUSIVELY FOR:  
**Central Washington State Fair**  
 September 21 – September 30, 2018

**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
	9' x 10' Booth Carpet	\$95.00		Padded Side Chair	\$10.00
	9' x 20' Booth Carpet	\$185.00		Bar Stool	\$25.00
	9' x 30' Booth Carpet	\$275.00		Waste Basket	\$10.00
	9' x 40' Booth Carpet	\$365.00		Cocktail Table	\$25.00
	3' Masking Drape – PER LN FT	\$3.00		Easel	\$20.00
	8' Masking Drape – PER LN FT	\$6.00		Porter Service Per 10' Booth Space	\$10.00/day
	Carpet Pad – Per Square Foot	\$ .85			

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

**Send completed forms via e-mail to [info@beareventservices.com](mailto:info@beareventservices.com).**



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MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:

## Central Washington State Fair

September 21 – September 30, 2018

### MATERIAL HANDLING TERMS

- **All freight sent to the Central Washington State Fair must be pre-paid using the material handling form. If freight arrives and we have not received payment for freight handling, it will be declined and returned to the sender at your expense.**
- 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.
- 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.
- ***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:  
SEPTEMBER 10, 2018**

Address all shipments to:

**Bear Event Services  
c/o Central Washington State Fair  
[Your Company Name & Booth Number]  
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 #: \_\_\_\_\_

Please note: Forklift service is available. Please call 509-949-3929 for a quote.

\*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 with the shipper.

***Please send completed orders with Payment Authorization form via  
e-mail to [info@beareventservices.com](mailto:info@beareventservices.com).***



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Charge Summary  
**Central Washington State Fair**  
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Charges from Rental Order Form	\$ _____
Charges from Material Handling Form	\$ _____
Subtotal	\$ _____
Sales Tax (8.2%)	\$ _____
Total Amount Due:	\$ _____

*Total amount due will be charged to the credit card provided on the Credit Card Charge Authorization form.*



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Credit Card Charge Authorization  
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**Company name:** \_\_\_\_\_

**Booth number:** \_\_\_\_\_

**Card type:**       Visa       MC       Discover       AmEx

**Name on card:** \_\_\_\_\_

**Account number:** \_\_\_\_\_

**Expiration date:** \_\_\_\_\_

**Security code:** \_\_\_\_\_

**Cardholder telephone number:** \_\_\_\_\_

**Cardholder billing street address:** \_\_\_\_\_

**Cardholder billing city/state/zip address:** \_\_\_\_\_

**Contact e-mail address:** \_\_\_\_\_

**Cardholder Signature** \_\_\_\_\_

I authorize Bear Event Services to debit my credit card for the charges listed above and for any additional charges incurred.

*Please also include the order form along with this authorization form to ensure proper billing.  
**Send completed forms via e-mail to [info@beareventservices.com](mailto:info@beareventservices.com).***