



NW Hort Expo
December 6-8, 2021
Yakima, Washington

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

Dear Exhibitor,

Bear Event Services is pleased to be your official contractor for the NW Hort Expo in Yakima, 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.

Show management is providing the following for each booth space:

Sundome booths:

Booth size: 10' x 10'
Package to include: 8' high back drape, 3' high side drape on two sides, and booth carpet
Drape colors: Green & Black
Electrical Service: 110 volt/500 watts

Convention Center booths:

Booth size: 10' x 8'
Package to include: 8' high back drape, 3' high side drape on two sides (the facility is carpeted)
Drape colors: Black & White
Electrical Service: 110 volt/500 watts

Please note: Payment in full is required for all services PRIOR to delivery.

If you have any questions after reviewing this exhibitor kit, please do not hesitate to contact us at 509.834.7868.

If you have questions regarding **electrical services**, please contact Backstage Electric directly at 509.930.0380.

For questions regarding **audio/video equipment rental and services**, please contact Roy's Audio/Video at 509.945.4579.

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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 Yakima, WA 98901
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RENTAL ORDER FORM EXCLUSIVELY FOR:

NW Hort Expo

December 6-8, 2021

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. Pre-order pricing only is displayed.

Qty ↓	Description	Pre-Order	On-site	Qty ↓	Description	Pre-Order	On-Site
	4' Bare Table	\$35	\$46		4' Skirted Table	\$65	\$85
	6' Bare Table	\$45	\$59		6' Skirted Table	\$75	\$95
	8' Bare Table	\$55	\$72		8' Skirted Table	\$85	\$105
	4' Bare Counter Hgt (42") Table	\$40	\$52		4' Skirted Counter Hgt (42") Table	\$70	\$90
	6' Bare Counter Hgt (42") Table	\$50	\$65		6' Skirted Counter Hgt (42") Table	\$80	\$100
	8' Bare Counter Hgt (42") Table	\$60	\$78		8' Skirted Counter Hgt (42") Table	\$90	\$110
	Δ Bare tables are topped w/ vinyl				Skirting Only	\$30	\$39

Qty ↓	Description	Pre-Order	On-Site	Qty ↓	Description	Pre-Order	On-Site
	Labor Regular (M-F 8-5 excludes holidays) per hour	\$50.00 (1 hour min.)	\$100 (1 hr min)		Cocktail Table	\$45	\$55
	Labor OT (holidays, weekends & outside 8-5 Monday – Friday) per hr	\$75.00 (1 hour min.)	\$125 (1 hr min)		Bar Stool	\$35	\$45
	Pop-up Canopy	\$60	\$78		Easel	\$40	\$50
	Cleaning Service Per 10' Booth/day	\$25	\$33		Side Chair	\$35	\$45
	Outdoor patio heater w/ one tank of fuel	\$250	\$300		Waste basket	\$15	\$20
					Table linen	\$25	\$35
	Audio/Video Equipment: Call Roy's Audio/Video at 509-945-4579				Additional electrical service: See separate electrical order form in this packet.		

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.	
Company: _____ Booth #: _____ 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.



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MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:

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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.
- 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 200 pound minimum charge (\$90.00).**

NO SHIPMENTS WILL BE ACCEPTED PRIOR TO:

November 29, 2021

FOR SUNDOME:
 Bear Event Services
 c/o NW Hort Expo
 [Your Company Name & Booth Number]
 1301 S Fair Avenue
 Yakima, WA 98901

FOR CONVENTION CENTER:
 Bear Event Services
 c/o NW Hort Expo
 [Your Company Name & Booth Number]
 10 N 8th Street
 Yakima, WA 98901

Delivery Contact:
 Sheldon Butler
 509-949-3929

Please complete the following information:

Company name: _____

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 with the shipper. **FREIGHT PICKUPS AT SHOW CLOSE (12/8/21) SHOULD ONLY BE SCHEDULED BETWEEN 4-5 PM, OR THURSDAY, 12/9/21 BETWEEN 10-3.**

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

Hort Expo 2021

Charge Summary

Rental order form total:	\$	_____
Material handling total:	\$	_____
Sub total	\$	_____
Sales Tax (8.3%)	\$	_____
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.***

Backstage Electric Inc.

POWER BEHIND THE SCENES

P. O Box 306 Ronald, WA 98940
(509)930-0380 • bseinc@hotmail.com

Electrical Service Order Form

Company Information

Name: _____ Phone: _____
 Address: _____ City: _____ State: _____
 Company Representative: _____ Name of Show & Booth # _____
 Credit card type _____ number _____ security # on back _____ zip code _____
 Expiration date ____/____/____ Email address _____
 Name of the city where the show is _____

ALL ORDER FORMS MUST REACH OUR OFFICE 14 DAYS PRIOR TO SHOW DATE

All electrical outlets will be located in the center back of the booth. Please check the UL rating plate on your equipment and order outlets accordingly.

- **Duplex Electrical Outlet – 120 Volt**

<u>Quantity:</u>		<u>Total</u>
_____	500 Watt, or 5 amp	\$41.00
_____	1000 Watt, or 10 amp	\$49.00
_____	1500 Watt, or 15 amp	\$54.00
_____	2000 Watt, or 20 amp	\$60.00

- **Single Electrical Outlets – 240 Volt/Single Phase**

_____	10 amps, ½ HP or less	\$55.00	_____
_____	15 amps, 1 HP	\$65.00	_____
_____	20 amps, 1 ½ HP	\$73.00	_____
_____	30 amps, 2 HP	\$93.00	_____
_____	40 amps, 3 HP	\$105.00	_____
_____	50 amps, 4 HP	\$117.00	_____
_____	60 amps, 5 HP	\$129.00	_____

- **Single Electrical – 240 Volt/Three Phase**

_____	10 amps, ½ HP or less	\$128.00	_____
_____	15 amps, 1 HP	\$138.00	_____
_____	20 amps, 1 ½ HP	\$148.00	_____
_____	30 amps, 2 HP	\$158.00	_____
_____	40 amps, 3HP	\$185.00	_____
_____	50 amps, 4HP	\$215.00	_____
_____	60 amps, 5HP	\$260.00	_____

- **Area Lights**

_____	300 Watt Arm Light	\$30.00	_____
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Tax 8.2 % _____

Total for Service Order: _____

*** ALL ORDER FORMS MUST REACH BACKSTAGE ELECTRIC'S OFFICE 14 DAYS PRIOR TO SHOW DATE ***