



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

Road & Street Maintenance Supervisors Conference

October 8-10, 2018

Yakima Convention Center

Dear Exhibitor,

Bear Event Services is pleased to be your official contractor for the Road and Street Conference at the Yakima Convention Center, 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 at the event:

Booth size: 10 x 10
Package to include: 8' high back drape, 3' high side drape on two sides, one 8' skirted table, two chairs, electrical service of 500 watt/110 volts.
Drape colors: Black
Vendor move in: 10/7/18, Sunday, 3-5 PM
10/8/18, Monday, 7-11 AM
Vendor move out: 10/9/18, Tuesday, 7-9 PM

NOTE: The Convention Center is a carpeted facility.

Please order early for additional items to ensure you 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: All orders must be pre-paid as Bear Event Services does not invoice.
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.

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:
Road and Street Maintenance Supervisors Conference

October 8-10, 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
	3' Masking Drape – PER LN FT	\$3.00		Cocktail Table	\$45.00
	8' Masking Drape – PER LN FT	\$6.00		Bar Stool	\$15.00
	Extension/upright Pole (no drape)	\$3.00		Easel	\$25.00
				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.
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 100 pound minimum charge (\$45.00).**

**NO SHIPMENTS WILL BE ACCEPTED PRIOR TO:
October 3, 2018**

Address all shipments to:
**Yakima Convention Center
c/o Bear Event Services – Road & Street
[Your Company Name & Booth Number]
10 N. 8th Street
Yakima, WA 98901**

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.

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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Charge Summary
Road and Street Maintenance Supervisors Conference
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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.

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



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Credit Card Charge Authorization
Road and Street Maintenance Supervisors Conference
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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 send completed order form(s) with Payment Authorization form via e-mail to info@beareventservices.com or via secure fax to 509.593.5424.