



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

RENTAL ORDER FORM EXCLUSIVELY FOR:
Road and Street Maintenance Supervisors Conference

September 23-25, 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 | \$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:
Road and Street Maintenance Supervisors Conference
September 23-25, 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.
- 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:
September 16, 2019**

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.



Charge Summary & Credit Card Charge Authorization

WSU Road & Street Conference

September 23-25, 2019

Charge Summary

| | | |
|--------------------------|-----------|-------|
| Rental order form total: | \$ | _____ |
| Material handling total: | \$ | _____ |
| Sub total | \$ | _____ |
| Sales Tax (8.2%) | \$ | _____ |
| 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.