



1301 S. Fair Avenue  
Yakima, WA 98901  
P 509.834-7868  
F 509.593.5424

**Central Washington Sportsmen Show**  
February 16-18, 2018  
Yakima Sundome

Dear Exhibitor,

Bear Event Services is pleased to be your official contractor for the Central Washington Sportsmen Show at the Sundome in Yakima, Washington. We are available to assist you with any decorating, freight, labor or porter service 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 Sundome:

Booth size: 10' x 10'  
Package to include: 8' back drape and two 3' side walls  
Drape colors: Forest green  
Electrical: 110 volt, 500 watt outlet

Please order early 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: the Sundome floor is not carpeted. We have booth carpeting available for rent.]**

**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



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

RENTAL ORDER FORM EXCLUSIVELY FOR:  
**Central Washington Sportsmen Show**  
 February 16-18, 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		Cocktail Table	\$45.00
	9' x 20' Booth Carpet	\$185.00		Bar Stool	\$30.00
	9' x 30' Booth Carpet	\$275.00		Easel	\$40.00
	9' x 40' Booth Carpet	\$365.00		Padded side chair	\$20.00
	3' Masking Drape – PER LN FT	\$3.00		Wastebasket	\$10.00
	8' Masking Drape – PER LN FT	\$6.00		Porter Service Per 10' Booth Space	\$10.00
				/day	

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

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



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

MATERIAL HANDLING FORM EXCLUSIVELY FOR:  
**Central Washington Sportsmen Show**  
February 16-18, 2018

**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 Trade Show 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 Trade Show 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:  
February 12, 2018**

Address all shipments to:  
**Yakima Sundome**  
c/o Bear Event Services – Sportsmen Show  
[Your Company Name & Booth Number]  
1301 S. Fair Avenue  
Yakima, WA 98901

Please complete the following information:

Company name: \_\_\_\_\_

Number of boxes shipped: \_\_\_\_\_

Total weight: \_\_\_\_\_

Carrier's Name (UPS, FED-EX): \_\_\_\_\_

Tracking #: \_\_\_\_\_

Please note: Forklift rental 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) or via secure fax to 509.593.5424.***



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

CHARGE SUMMARY FORM EXCLUSIVELY FOR:  
**Central Washington Sportsmen Show**  
February 16-18, 2018

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 orders with Payment Authorization form  
via e-mail to [info@beareventservices.com](mailto:info@beareventservices.com) or via secure fax to 509.593.5424.***



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

CREDIT CARD AUTHORIZATION FOR:  
**Central Washington Sportsmen Show**  
February 16-18, 2018

**Company name:** \_\_\_\_\_

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

**Card type:**                       Visa     MC     Discover     AmEx

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

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

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

**Three digit security code:** \_\_\_\_\_

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

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

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

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

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

I authorize Bear Trade Show 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 order forms via e-mail to [info@beareventservices.com](mailto:info@beareventservices.com) or via secure fax to 509.593.5424.*