



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

Central Washington Sportsmen Show
February 15-17, 2019
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



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RENTAL ORDER FORM EXCLUSIVELY FOR:
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 February 15-17, 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
	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		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: Table skirt color _____ (blue, white, black, red, burgundy, green) Carpet color _____ (red, black, 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 FORM EXCLUSIVELY FOR:
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February 15-17, 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 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 11, 2019**

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 or via secure fax to 509.593.5424.



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CHARGE SUMMARY FORM EXCLUSIVELY FOR:
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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 orders with Payment Authorization form
via e-mail to info@beareventservices.com or via secure fax to 509.593.5424.***



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CREDIT CARD AUTHORIZATION FOR:
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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 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 order forms via e-mail to info@beareventservices.com or via secure fax to 509.593.5424.*