



WA-ACTE - STEAM

April 25-26, 2018

Yakima Convention Center, Yakima, WA

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 Washington Association for Career and Technical Education – STEAM at the Convention Center, in Yakima, Washington. We are available to assist you with any decorating, freight, labor and porter service needs you may have and to help make your participation in this event a success.

Show management has provided the following information for each booth space at the Yakima Convention Center:

- Exhibitor move-in: Wednesday, April 25th, 6 a.m. - 8 a.m.
- Exhibitor hours: Wednesday, April 25th, 8 a.m. – 5 p.m.
Thursday, April 26th, 8 a.m. – 12 p.m.
- Exhibitor move-out: Thursday, April 26th, 12-2 p.m.
- Booth size: 8' x 10'
- Package includes: 8' high drapery along the back of the booth, 3' high drapery on two sides, one 8' skirted table, two chairs, booth sign with company name and one 500 watt electrical outlet
- Drape colors: Blue and white

NOTE: The Convention Center floor is carpeted.

**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 509.949-3929.

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



RENTAL ORDER FORM EXCLUSIVELY FOR:

WA-ACTE - STEAM

April 25-26, 2018

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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	\$30.00
				Easel	\$40.00
				Waste basket	\$10.00

Please indicate color choices below: Table skirt color _____ (blue, white, black, red, burgundy, green)	Sub-total _____ \$
	Carry sub-total over to Charge Summary form for sales tax calculation.
Company: _____ 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

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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. Outbound shipping arrangements should be scheduled for April 27th from the same address as the delivery address if freight is being handled by Bear Event Services.
- 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 \$.42 per pound with a 100 pound minimum charge (\$42.00).***

NO SHIPMENTS WILL BE ACCEPTED PRIOR TO April 20, 2018.

Address all shipments to:
Bear Event Services WA-ACTE
[Your Company Name]
10 N 8th Street
Yakima, WA 98901

Please complete the following information:

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 (no earlier than 4/27/18) with the shipper. ***For orders with Bear Event Services freight handling, 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
WA-ACTE - STEAM
April 25-26, 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 order forms, 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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WA-ACTE - STEAM
Credit Card Charge Authorization
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Company name:

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 forms, charge summary and payment authorization form
via e-mail to info@beareventservices.com or via secure fax to 509.593.5424.**