



WITEA Conference – Exhibitor Information
Wenatchee Convention Center, Wenatchee, Washington
March 7-8, 2019

Bear Event Services is pleased to be your official contractor for the WITEA Conference. 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.

Booth Information:

All items on this list are provided by show management at no additional charge to the exhibitor.

- 8' high back drape, 3' high side drape on two sides, one 6' skirted table, two chairs, and one booth ID sign.
- Electrical service (500 watt/110 volts)
- Booth size: 8 x 10
- Show color(s): Blue
- *The Wenatchee Convention Center is a carpeted facility.*

Vendor Schedule:

Vendor load in: Thursday, March 7th, Noon to 3 PM

Show Hours: Thursday, March 7th, 3 – 7 PM
Friday, March 8th, 9 AM – 4 PM

Vendor load out: Friday, March 8th, 4 – 6 PM

Policies:

- All orders must be pre-paid in advance. Payment in full is required for all services PRIOR to delivery.
- No credits or substitutions of items provided in the booth package are available. If you require a different table size or skirt color other than the one provided by show management, you must rent the item.
- No refunds will be issued for cancellation of rental items after installation.

Contacts:

WITEA Show Management: *Direct questions regarding, vendor participation, show policies, etc. to*
Franciene Chrisman
360-786-9286
fdc@wa-acte.org

Exhibitor Services: *Direct questions regarding furniture rentals, freight handling, etc. to*
Bear Event Services
509-834-7868
info@beareventservices.com



RENTAL ORDER FORM

WITEA

March 7-8, 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	\$25.00
	8' Masking Drape – PER LN FT	\$6.00		Bar Stool	\$20.00
	Extension/upright Pole (no drape)	\$3.00		Easel	\$40.00
	Labor (Monday-Friday, 8-5)	\$50/hour		Padded Side Chair	\$15.00
	Labor OT (M-F outside of 8-5 and Saturdays and Sundays)	\$75/hour		Waste basket	\$10.00

Please indicate color choices below: Table skirt color _____ (blue, white, black, red, burgundy, green)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Sub-total</td> <td style="width: 30%; text-align: right;">\$</td> </tr> <tr> <td colspan="2" style="text-align: center;">Carry sub-total to charge summary sheet to calculate taxes and grand total.</td> </tr> <tr> <td colspan="2" style="height: 40px;"> </td> </tr> </table>	Sub-total	\$	Carry sub-total to charge summary sheet to calculate taxes and grand total.			
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.



MATERIAL HANDLING ORDER FORM

WITEA

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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:

March 4, 2019

Address all shipments to:

Wenatchee Convention Center

c/o Bear Event Services – WITEA

[Your Company Name & Booth Number]

121 N Wenatchee Avenue

Wenatchee, WA 98801

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
WITEA Conference
March 7-8, 2019

Charge Summary

Rental order form total:	\$	_____
Material handling total:	\$	_____
Sub total	\$	_____
Sales Tax (8.4%)	\$	_____
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.