



Washington Library Association

October 17-20, 2018

Yakima Convention Center

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 Library Association at the Yakima Convention Center, in Yakima, Washington. 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.

Show management is providing the following for each booth space at the event:

Booth size: 8 x 10

Package to include: 8' high back drape, 3' high side drape on two sides, one 8' skirted table, two chairs, and one booth ID sign.

Drape colors: Black

Please Note: **Electrical service is NOT included in your booth package and must be ordered using the rental order form. Additionally, the Convention Center is a carpeted facility.**

Vendor Move in: Wednesday, October 17, 1:00 pm – 5:00 pm
Thursday, October 18, 7:00 am – 11:00 am

Show Hours: Thursday, October 18, 11:30 am – 6:30 pm
Friday, October 19, 9:00 am – 6:30 pm
Saturday, October 20, 9:00 am – 4:00 pm

Vendor Move out: Saturday, October 20, after 4:00 pm

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: 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.

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:
Washington Library Association
 October 17-20, 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
	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
	Electrical Service 110v/500 watts)	\$65.00		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:

Washington Library Association

October 17-20, 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 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:

October 12, 2018

Address all shipments to:
Yakima Convention Center
c/o Bear Event Services - WLA
[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.

WSB Enterprises, LLC dba Bear Event Services



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Charge Summary
Washington Library Association
October 17-20, 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 form(s), 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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Credit Card Charge Authorization
Washington Library Association
October 17-20, 2018

Company name: _____

Booth number: _____

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 form(s) with Payment Authorization form via e-mail to info@beareventservices.com or via secure fax to 509.593.5424.