

**Trade Show
Supply House, Inc.**

P.O. Box 1536 Brush Prairie, WA 98606
PHONE (360) 624-4498 FAX (360) 576-9224
tradeshowsupplyhouse@comcast.net

**WASHINGTON STATE EVERETT FALL HOME SHOW
OCTOBER 27-29, 2017
XFINITY ARENA AT EVERETT**

Dear Exhibitor,

Trade Show Supply House, Inc. is pleased to have been selected as your official contractor for the 2017 Washington State Everett Fall Home Show in the Xfinity Arena at Everett. We at Trade Show Supply House are available to assist you with any decorating, freight, labor, porter service, or graphics 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:

Booth Size:	10' X 10'
Package to include:	One 8' High Backwall, Two 3' High Siderails, One 7"x44" Booth Identification Sign
Backwall Colors:	Blue and White
Siderail Colors:	Blue

Please order early to take advantage of the pre-order discount. Ordering early not only saves you money, but it ensures that you will 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 Facility floor is not carpeted. We have booth carpeting available for rent.**

To qualify for the 20% "Pre-Order" discount, full payment must be received on or before:

October 13, 2017

**Please note: All orders must be pre-paid, as Trade Show Supply House does not invoice.
Payment 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 (360) 624-4498.

Again, we are pleased to be able to offer our assistance and look forward to working with you to make your participation in this event a success.

Sincerely,

Trade Show Supply House, Inc

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RENTAL ORDER FORM EXCLUSIVELY FOR: EVERETT FALL HOME SHOW

October 27-29, 2017

TERMS:

ALL ORDERS RECEIVED BY: **October 13, 2017** WILL BE GIVEN A 20% DISCOUNT TO BE CALCULATED AT THE BOTTOM OF THIS ORDER FORM. **ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT IN FULL.** *ALL EQUIPMENT IS ON A RENTAL BASIS ONLY, WHICH INCLUDES DELIVERY TO AND PICK UP FROM BOOTH.

Qty	Description	Amount	Qty	Description	Amount
	DISPLAY TABLES -30" HIGH x 30" WIDE			CHAIRS	
	4' UNSKIRTED TABLE 30" HIGH	\$25.00		PLASTIC FOLDING CHAIR	\$10.00
	6' UNSKIRTED TABLE 30" HIGH	\$30.00		PLASTIC SIDE CHAIR	\$15.00
	8' UNSKIRTED TABLE 30" HIGH	\$35.00		FABRIC SIDE CHAIR	\$20.00
	4' SKIRTED TABLE	\$50.00		BARSTOOL	\$35.00
	6' SKIRTED TABLE	\$55.00		STENO CHAIR W/O ARMS	\$40.00
	8' SKIRTED TABLE	\$60.00		ACCESSORIES	
	TABLE SKIRT ONLY 30"H	\$25.00		WASTEBASKET	\$ 7.00
	DISPLAY COUNTERS - 42" HIGH x 30" WIDE			EASEL	\$20.00
	4' UNSKIRTED COUNTER 42" HIGH	\$30.00		CHROME SIGN HOLDER	\$35.00
	6' UNSKIRTED COUNTER 42" HIGH	\$40.00		STANCHION	\$20.00
	8' UNSKIRTED COUNTER 42" HIGH	\$50.00		6' RED VELOUR ROPE	\$15.00
	4' SKIRTED COUNTER 42"H	\$55.00		COCKTAIL ROUND 30"H x 30"D	\$40.00
	6' SKIRTED COUNTER 42"H	\$60.00		COCKTAIL ROUND 42"H x 30"D	\$45.00
	8' SKIRTED COUNTER 42"H	\$65.00		WHITE LINEN (ALL ROUND TBLS)	\$25.00
	COUNTER SKIRT ONLY 42"H	\$30.00		CUSTOM DRAPE	
				3' HIGH DRAPE / PER LF	\$ 4.00
	SKIRT COLORS AVAILABLE (CIRCLE CHOICE)			8' HIGH DRAPE / PER LF	\$ 5.00
	BLUE, WHITE, BLACK, RED, GREEN, TEAL, BURGUNDY, SILVER			COLORS AVAILABLE (CIRCLE CHOICE)	
				BLUE, WHITE, RED, BLACK, GREEN, SILVER, BURGUNDY	
	BOOTH CARPET				
Qty	Description	Amount			
	9' X 10' BOOTH CARPET	\$ 80.00		SUBTOTAL	\$
	9' X 20' BOOTH CARPET	\$160.00			
	9' X 30' BOOTH CARPET	\$240.00		-20% Pre-Order (By 10/13)	\$
	9' X 40' BOOTH CARPET	\$320.00			
	FOAM PADDING / SQ. FT	\$.50		TOTAL PAGE 2	\$
	VISQUEEN / SQ. FT	\$.25			
	CARPET COLORS AVAILABLE (circle choice)				
	BLUE, RED, BLACK, GREEN, CHARCOAL				
	* IF YOU REQUIRE LABOR AND/OR FORKLIFT SERVICE PLEASE CONTACT OUR CUSTOMER SERVICE DEPARTMENT FOR ASSISTANCE. (360) 624.4498			Payment Information CHECK: TRADE SHOW SUPPLY HOUSE, INC CASH OR VISA MASTERCARD AMEX *Please refer to Credit Charge Authorization form included in this packet when paying by Visa, MasterCard or AMEX.	

EXHIBITOR INFORMATION

COMPANY: _____

CONTACT: _____

BOOTH #: _____

PHONE: _____

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**MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:
WASHINGTON STATE EVERETT FALL HOME SHOW
October 27-29, 2017**

MATERIAL HANDLING TERMS:

**We will accept your shipment, deliver it to your booth space on the day set-up begins.

**After the show is completed we will remove re-crated freight from your booth and place it with a common carrier for outbound shipping.

**All freight handled by Trade Show Supply House representatives is subject to 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 Charges must be received prior to Acceptance of any shipments by Trade Show Supply House, Inc.

ADVANCE SHIPMENTS

Advanced freight should be sent to Trade Show Supply House Inc. warehouse and must arrive by 4:00 pm on October 23, 2017.

Advance shipment: **YOUR COMPANY AND BOOTH #**
WASHINGTON STATE EVERETT FALL HOME SHOW
c/o Trade Show Supply House, Inc.
17402 NE Delfel Road
Ridgefield, WA 98642

Material Handling Service Charges For Advanced Shipments

SHIPMENT WEIGHT _____ lbs
x RATE (per 100 lbs.) _____ \$40.00 _____
MINIMUM CHARGE 200 lbs _____ \$80.00 _____
= ESTIMATED CHARGE _____

DIRECT SHIPMENTS

Freight sent directly to the show will not be accepted before 8am October 25th.

Direct shipment to: **YOUR COMPANY AND BOOTH #**
WASHINGTON STATE EVERETT FALL HOME SHOW
c/o Trade Show Supply House, Inc.
Xfinity Arena at Everett
2000 Hewitt Ave
Everett, WA 98201

Material Handling Service Charges For Direct Shipments

SHIPMENT WEIGHT _____ lbs
x RATE (per 100 lbs.) _____ \$30.00 _____
MINIMUM CHARGE 200 lbs _____ \$60.00 _____
= ESTIMATED CHARGE _____

COMPANY: _____

BOOTH #: _____

TOTAL WEIGHT _____ X (\$0.30 or \$0.40) = TOTAL PAGE 3 \$ _____

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CREDIT CARD CHARGE AUTHORIZATION
EVENT: 2017 WASHINGTON STATE EVERETT FALL HOME SHOW

Company Name	Booth Number
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Charge Authorization

Visa MasterCard AMEX

Account Number: _____

Expiration Date: _____

Security Code (Last 3 Digits on back of card): _____

TOTAL PAGE 2: _____

TOTAL PAGE 3: _____

SALES TAX (9.7%): _____

TOTAL AMOUNT TO BE CHARGED: _____

Cardholder's Signature

Cardholder's Name – *Please Print*

Cardholder's Billing Address City State Zip

Cardholder's Telephone Number

In order to serve you more efficiently, please complete all required information above legibly and double check for accuracy.

Please also include ALL PAGES THAT HAVE AN ORDER ON THEM along with this authorization form to insure proper billing.
TOTAL OF ALL PAGES MUST BE INCLUDED IF CHARGING TO YOUR CREDIT CARD.