



NW Hort Expo
December 4-6, 2023
Kennewick, Washington

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

Dear Exhibitor,

Bear Event Services is pleased to be your official contractor for the NW Hort Expo in Kennewick, 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:

Toyota Center booths:

Booth sizes: Floor Level 10' x 8'; Dreamers 10' x 8'; Concourse 10' x 6'
Package to include: **Floor Level:** 8' high back drape, 3' high side drape on two sides, and booth carpet
Dreamers & Concourse: 8' high back drape, 3' high side drape on two sides
Drape colors: Green & Black
Electrical Service: 110 volt/500 watts

Convention Center booths:

Booth size: 10' x 6'
Package to include: 8' high back drape, 3' high side drape on two sides (the facility is carpeted)
Drape colors: Black
Electrical Service: 110 volt/500 watts

If you have questions regarding **electrical services**, please contact Backstage Electric directly at 509.480.3839.

For questions regarding **audio/video equipment rental and services**, please contact Roy's Audio/Video at 509.945.4579.

Policies:

- All orders must be pre-paid in advance. Payment in full is required for all services PRIOR to delivery.
- Your booth is DRAPE ONLY. You must order furniture from the rental order form or bring your own.
- No refunds will be issued for cancellation of rental items after installation.

Contacts:

Hort Expo Show Management: *Direct questions regarding, vendor participation, show policies, etc. to*
Dawn Milne - nwhortexpo@nwi.net
509-784-0357 Office; 509-421-3488 Cell or
Angie Sali – nwhort@gmail.com
509-728-0010

Exhibitor Services: *Direct questions regarding furniture rentals, freight handling, etc. to*

Bear Event Services
509-834-7868
info@beareventservices.com



RENTAL ORDER FORM EXCLUSIVELY FOR:
NW Hort Expo
 December 4-6, 2023

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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	Pre-Order	On-site	Qty ↓	Description	Pre-Order	On-Site
	4' Bare Table	\$35	\$46		4' Skirted Table	\$65	\$85
	6' Bare Table	\$45	\$59		6' Skirted Table	\$75	\$95
	8' Bare Table	\$55	\$72		8' Skirted Table	\$85	\$105
	4' Bare Counter Hgt (42") Table	\$40	\$52		4' Skirted Counter Hgt (42") Table	\$70	\$90
	6' Bare Counter Hgt (42") Table	\$50	\$65		6' Skirted Counter Hgt (42") Table	\$80	\$100
	8' Bare Counter Hgt (42") Table	\$60	\$78		8' Skirted Counter Hgt (42") Table	\$90	\$110
	▲ Bare tables are topped w/ vinyl				Skirting Only	\$30	\$39

Qty ↓	Description	Pre-Order	On-Site	Qty ↓	Description	Pre-Order	On-Site
	Labor Regular (M-F 8-5 excludes holidays) per hour	\$75	\$100 (1 hr min)		Cocktail Table	\$45	\$55
	Labor OT (holidays, weekends & outside 8-5 Monday – Friday) per hr	\$100	\$125 (1 hr min)		Bar Stool	\$35	\$45
	Pop-up Canopy	\$60	\$78		Easel	\$40	\$50
	Cleaning Service Per 10' Booth/day	\$25	\$33		Side Chair	\$35	\$45
	Outdoor patio heater w/ one tank of fuel	\$250	\$300		Waste basket	\$15	\$20
					Table linen	\$20	\$35

Audio/Video Equipment: Call Roy's Audio/Video at 509-945-4579		Additional electrical service: Please call 509-480-3839	
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Please indicate color choices below:	Sub-total	\$
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Table skirt color _____ (blue, white, black, red, burgundy, green)	Carry sub-total to charge summary sheet to calculate taxes and grand total.
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Company: _____ Booth : _____ Phone #: _____	FOR OFFICE USE ONLY: Paid : _____ SS Entered _____ Notes: _____
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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:
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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 200 pound minimum charge (\$90.00).**

**NO SHIPMENTS WILL BE ACCEPTED PRIOR TO:
November 27, 2023**

FOR TOYOTA CENTER & THREE RIVERS CONVENTION CENTER:

**Bear Event Services
c/o NW Hort Expo
[Your Company Name & Booth Number]
7016 W Grandridge Blvd.
Kennewick, WA 99336**

Delivery Contact:
Sheldon Butler
509-949-3929

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. **FREIGHT PICKUPS AT SHOW CLOSE (12/6/23) SHOULD ONLY BE SCHEDULED BETWEEN 4-5 PM, OR THURSDAY, 12/7/23 BETWEEN 10-3.**

Please send completed orders with Payment Authorization form via e-mail to info@beareventservices.com or via secure fax to 509.834.7868.



Charge Summary & Credit Card Charge Authorization

Hort Expo 2023

Charge Summary

Rental order form total:	\$	_____
Material handling total:	\$	_____
Sub total	\$	_____
Sales Tax (8.9%)	\$	_____
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 509.834.7868***