

**34th ANNUAL A VICTORIAN CHRISTMAS FESTIVAL
DECEMBER 1-4, 2022
WASHINGTON STATE FAIR EVENTS CENTER**

Dear Exhibitor,

Trade Show Supply House is pleased to have been selected as your official contractor for the 34th Annual A Victorian Christmas Festival at the Washington State Fair Events Center in Puyallup, Washington. We 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 Booth Identification Sign, and Electrical Service of 500 Watt
Backwall Colors:	8' Green and White and 3' Green
Aisle carpet:	Red

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:

NOVEMBER 24, 2022

**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

Trade Show Supply House, Inc.

P.O. Box 1536 Brush Prairie, WA 98606
PHONE (360) 624-4498 FAX (360) 576-9224
Email: bryan@thedecorator.net

RENTAL ORDER FORM EXCLUSIVELY FOR: 34th ANNUAL A VICTORIAN CHRISTMAS FESTIVAL DECEMBER 1-4, 2022

TERMS:

ALL ORDERS RECEIVED BY: **November 24, 2022** 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	\$30.00		PLASTIC FOLDING CHAIR	\$10.00
	6' UNSKIRTED TABLE 30" HIGH	\$40.00		PLASTIC SIDE CHAIR	\$20.00
	8' UNSKIRTED TABLE 30" HIGH	\$50.00		FABRIC SIDE CHAIR	\$35.00
	4' SKIRTED TABLE	\$50.00		BARSTOOL	\$45.00
	6' SKIRTED TABLE	\$60.00		STENO CHAIR W/O ARMS	\$40.00
	8' SKIRTED TABLE	\$70.00		ACCESSORIES	
	TABLE SKIRT ONLY 30"H	\$25.00		WASTEBASKET	\$10.00
	DISPLAY COUNTERS – 42" HIGH x 30" WIDE			EASEL	\$20.00
	4' UNSKIRTED COUNTER 42" HIGH	\$40.00		CHROME SIGN HOLDER	\$35.00
	6' UNSKIRTED COUNTER 42" HIGH	\$50.00		STANCHION	\$20.00
	8' UNSKIRTED COUNTER 42" HIGH	\$60.00		6' RED VELOUR ROPE	\$15.00
	4' SKIRTED COUNTER 42"H	\$60.00		COCKTAIL ROUND 30"H x 30"D	\$40.00
	6' SKIRTED COUNTER 42"H	\$70.00		COCKTAIL ROUND 42"H x 30"D	\$45.00
	8' SKIRTED COUNTER 42"H	\$80.00		WHITE LINEN (ALL ROUND TBLS)	\$25.00
	COUNTER SKIRT ONLY 42"H	\$30.00		CUSTOM DRAPE	
				3' HIGH DRAPE / PER LF	\$ 3.50
	SKIRT COLORS AVAILABLE (CIRCLE CHOICE)			8' HIGH DRAPE / PER LF	\$ 6.00
	BLUE, WHITE, BLACK, RED, GREEN, TEAL, BURGUNDY, SILVER			COLORS AVAILABLE (CIRCLE CHOICE)	
				BLUE, WHITE, RED, BLACK, GREEN, SILVER, BURGUNDY	
	BOOTH CARPET				
Qty	Description	Amount			
	10' X 10' BOOTH CARPET	\$100.00		SUBTOTAL	\$
	10' X 20' BOOTH CARPET	\$200.00			
	10' X 30' BOOTH CARPET	\$300.00		-20% Pre-Order (By 11/24)	\$
	10' X 40' BOOTH CARPET	\$400.00			
	FOAM PADDING / SQ. FT	\$.60		TOTAL Page 2:	\$
	VISQUEEN / SQ. FT	\$.25			
	CARPET COLORS AVAILABLE (circle choice)				
	BLUE, RED, BLACK, GREEN, CHARCOAL				
	* IF YOU REQUIRE ANY ADDITIONAL EQUIPMENT NOT LISTED 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: _____

**Trade Show
Supply House, Inc.**

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**MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:
34th ANNUAL A VICTORIAN CHRISTMAS FESTIVAL
DECEMBER 1-4, 2022**

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.

Material Handling Service Charges For All Direct Shipments

Are Billed at \$35.00 per cwt of 100 pounds

\$0.35 per pound with a 200 pound minimum.

***Please note: Pre-Order Discount does not apply to Material Handling Charges**

**NO SHIPMENTS WILL BE ACCEPTED BY TRADE SHOW SUPPLY HOUSE, INC. PRIOR TO:
NOVEMBER 21, 2022**

ADDRESS ALL SHIPMENTS AS FOLLOWS:

**34th ANNUAL A VICTORIAN CHRISTMAS FESTIVAL
(YOUR COMPANY NAME AND BOOTH NUMBER)
C/O TRADE SHOW SUPPLY HOUSE, INC.
WASHINGTON STATE FAIR EVENTS CENTER
110 9TH AVE SW
PUYALLUP, WA 98371**

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

NUMBER OF BOXES SHIPPED	TOTAL WEIGHT	CARRIER'S NAME	PO#/TRACKING#
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SHIPPED FROM:

RETURN SHIPMENT TO: (IF SAME, INDICATE SAME)

NOTE: OUR COMPANY DOES NOT RETURN SHIPMENTS VIA UPS, ONLY COMMON CARRIERS. IF YOU WOULD LIKE TO USE UPS TO RETURN YOUR SHIPMENT IT WILL BE YOUR RESPONSIBILITY TO CALL YOUR UPS REPRESENTATIVE TO MAKE ARRANGEMENTS. THANK YOU.

COMPANY: _____

BOOTH #: _____

TOTAL WEIGHT X \$0.35 PER POUND = TOTAL Page 3: \$

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LABOR AND FORKLIFT ORDER FORM EXCLUSIVELY FOR: 34TH ANNUAL A VICTORIAN CHRISTMAS FESTIVAL DECEMBER 1-4, 2022

LABOR AND SET-UP TERMS/PLEASE INDICATE SERVICES DESIRED:

TRADE SHOW SUPPLY HOUSE SUPERVISED LABOR: (One hour minimum per worker)
Trade Show Supply House, Inc. will supervise labor to unpack and install display before exhibitor arrives. This labor also includes the dismantling, packing and arranging for shipping at the close of the show.

EXHIBITOR SUPERVISED LABOR: (One hour minimum per worker)
Trade Show Supply House, Inc. will not proceed without exhibit/display house supervision. Exhibitor will supervise: (Please check all boxes that apply and fill in appropriate areas)

Installation

Exhibitor will need ___ worker on (date)_____ at (time)_____ AM PM for (hours)_____

Dismantle

Exhibitor will need ___ worker on (date)_____ at (time)_____ AM PM for (hours)_____

FORKLIFT EXHIBITOR SUPERVISED: (One half (1/2) hour minimum)
Due to liability, forklift rental is not available without an authorized Trade Show Supply House operator. ***5,000 pound maximum capacity.**

Installation

Exhibitor will need ___ forklift on (date)_____ at (time)_____ AM PM for (hours)_____

Dismantle

Exhibitor will need ___ forklift on (date)_____ at (time)_____ AM PM for (hours)_____

Describe work to be done: _____

LABOR AND FORKLIFT RATES

Labor Straight Time	Between 8:00am to 5:00pm Monday – Friday	\$80.00 per hour
Labor Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$120.00 per hour
Forklift Straight Time	Between 8:00am to 5:00pm Monday – Friday	\$100.00 per hour
Forklift Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$150.00 per hour

Please **estimate** the number of workers and hours per worker needed below.

No. of workers x Hours per worker = Total worker hours x Rate = Total

Installation					
Dismantle					

*PLEASE NOTE: PRE-ORDER DISCOUNT DOES NOT APPLY TO ANY LABOR CHARGES

COMPANY: _____ BOOTH #: _____

TOTAL Page 4: \$ _____

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PAYMENT FORM

EVENT: 34TH ANNUAL A VICTORIAN CHRISTMAS FESTIVAL

<u>Company Name</u>	<u>Booth Number</u>
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TOTAL PG 2: \$ _____
TOTAL PG 3: \$ _____
TOTAL PG 4: \$ _____

SUBTOTAL: \$ _____
ST SALES TAX 10%: \$ _____

TOTAL AMOUNT DUE \$ _____

(PLEASE TOTAL ALL PAGES THAT HAVE AN ORDER AND INCLUDE THEM WITH THIS PAYMENT FORM.)

METHOD OF PAYMENT – Please indicate method of payment

() *Check () Visa () MasterCard () American Express
**When paying by check, Credit Card information is not required.*

Account Number: _____

Expiration Date: _____

Security code (last 3 digits on back of Visa and M/C or 4 digits on front of AMEX): _____

Cardholder's Signature

I authorize Trade Show Supply House, Inc. to debit my credit card for the charges listed above and for any additional charges incurred.

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 PAYMENT form to insure proper billing. TOTAL OF ALL PAGES MUST BE INCLUDED IF CHARGING TO YOUR CREDIT CARD OR IF PAYING BY CHECK.