



Dear Exhibitor,

Enclosed please find an **Exhibitor Order Form** for the upcoming **Vietnam Veterans of America Conference** to be held **July 16-20, 2019** at The **Spokane Convention Center** in Spokane, Washington.

The show sponsor has selected **Black Drape** as the show color, and will provide the following for your exhibit space:

- (1) 6' Black Skirted Table**
- (2) Padded Side Chairs**
- (1) Booth ID Sign**
- (1) Wastebasket with Liner**

If you should want any additional or freight services; simply complete the attached order form. For questions about equipment needs not found on our order form, please contact our customer service desk at **(208) 765-2595**.

For electrical or internet services, please contact Sue Stoll, the Spokane Convention Center Facility Services Coordinator, at (509) 279-7005 or [sstoll@spokanepfd.org](mailto:ssoll@spokanepfd.org).

As the decorator for the show, we are here to assist with any questions you may have. Please assess your equipment and freight handling needs, then fax or mail your order form back to us by **Tuesday July 2, 2019**.

Sincerely,
Design Events Staff and Crew
DE Expo and Event Services
Leah@designevents.com

Please visit our Web Site at: www.designevents.com

5039 Duncan Drive ♦ Coeur d'Alene, Idaho 83815
Office: (208) 765-2595 ♦ Fax: (208) 664-3921 ♦ Toll Free: (800) 840-2280

Mailing Address:
 5039 Duncan Drive
 Coeur d'Alene ID 83815
 Phone: (208)765-2595
 Fax: (208)664-3921



Shipping Address:
 5039 N. Duncan Drive
 Coeur d'Alene, ID 83815

(See pg. 6 for shipping instructions)

EXHIBITOR ORDER FORM

Please read all Terms and Conditions on Page 7

Event Dates: July 16-20, 2019	Show Name: Vietnam Veterans of America	Booth #:
Your info	Company Name: _____	Phone: _____
	Address: _____	Fax: _____
	City, St, Zip: _____	Email Address: _____
	Ordered by: _____	

(printed)

(signed)

SHOW FACTS

EQUIPMENT & FACILITY INFORMATION

Your Show Sponsor Provides:	8' x 10' Booth Space - Draped Black (1) 6' Black Skirted Table (2) Padded Side Chairs (1) Wastebasket with liner (1) Booth ID Sign	Show Facility: Spokane Convention Center 111 AB
		Carpet Situation: Facility is Carpeted

SHOW SCHEDULE

Show Hours: Tues. July 16, 2019 9am - Sat. July 20, 2019 Noon
Exhibitor Move-In: Mon. July 15, 2019 Noon - 5pm **Move-out:** Sat. July 20, 2019 Noon - 2pm
Design Events Hours for Customer Service: Mon: July 15, 2019 Noon - 3pm
 (Pre-ordering any additional items will ensure availability - Items available at Customer Service may be limited)

*** YOUR ORDER DEADLINES ***

(In order to receive advanced rates)

All Advanced Equipment and Freight ORDERS MUST Be Received By:

Tues. July 2, 2019

All Freight Must Be Received at Shipping Address By:

Tues. July 9, 2019

Please Note: It is highly recommended that freight is shipped to the Design Events warehouse. Most facilities WILL NOT receive and hold freight. Design Events cannot receive freight unless prior arrangements have been made (see page 5).

PAYMENT INFORMATION

(Payment MUST accompany order)

PAYMENT TOTALS

From pg.	Type	Page Total
2	Furniture & Equip	
3	Carpet & Drapery	
3	Booth Decore & Signage	
4	Labor	
5, 6	Freight	
	Subtotal	
	Tax (8.9%)	
	Grand Total	

PAYMENT METHOD

VISA **Expiration Date** _____
 MC **ZIP Code** _____
 AMEX Company Check _____
 DISCOVER *Please enclose check with order form

Credit Card # _____

Cardholder _____

Signature _____

(Please return this page with ALL orders)



FURNITURE, TABLES, CHAIRS & OTHER EQUIPMENT

All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
All tables are 24" wide x 30" high					
8' Skirted Table	\$48.00	\$65.00	_____	_____	
6' Skirted Table	\$44.00	\$59.00	_____	_____	(1) 6' Black Skirted Table Provided
4' Skirted Table	\$40.00	\$54.00	_____	_____	
8' Unskirted Table	\$24.00	\$30.00	_____	_____	
6' Unskirted Table	\$22.00	\$28.00	_____	_____	
4' Unskirted Table	\$20.00	\$26.00	_____	_____	
All counters are 24" wide x 42" high					
8' Skirted Counter	\$54.00	\$74.00	_____	_____	
6' Skirted Counter	\$49.00	\$68.00	_____	_____	
4' Skirted Counter	\$44.00	\$59.00	_____	_____	
4th Side Table Skirt	\$14.00	\$19.00	_____	_____	
4th Side Counter Skirt	\$16.00	\$22.00	_____	_____	
30" Round Table - 30" high	\$37.00	\$42.00	_____	_____	Limited quantities. Supplied with black fabric tablecloth
30" Round Table - 42" high	\$37.00	\$42.00	_____	_____	Limited quantities. Supplied with black fabric tablecloth
Table Top Riser - 4' single	\$15.00	\$18.00	_____	_____	Covered with white vinyl, shelves are 10" wide
Table Top Riser - 4' double	\$23.00	\$29.00	_____	_____	
Table Top Riser - 6' single	\$21.00	\$27.00	_____	_____	
Table Top Riser - 6' double	\$33.00	\$43.00	_____	_____	
Table Top Riser - 8' single	\$28.00	\$36.00	_____	_____	
Table Top Riser - 8' double	\$44.00	\$57.00	_____	_____	
Padded Side Chair	\$11.00	\$14.00	_____	_____	(2) Padded Chairs Provided
Padded Bar Stool - no back	\$24.00	\$31.00	_____	_____	
Padded Bar Stool with back	\$36.00	\$42.00	_____	_____	
	\$6.00	\$8.00	_____	_____	Rental only. For cleaning service, please see Labor Order Sheet
Wastebasket	\$6.00	\$8.00	_____	_____	
Easel	\$12.00	\$15.00	_____	_____	(1) Wastebasket with Liner Provided
Coat Tree	\$17.00	\$22.00	_____	_____	
Fire Extinguisher, ABC	\$30.00	Pre-Order Only	_____	_____	
Fire Extinguisher, Class K	\$40.00	Pre-Order Only	_____	_____	
Display Unit 8x10, 5 panel	\$450.00		_____	_____	Includes labor to set and dismantle with lights. Pre-Order only.
Display Unit, Table Top Display Case, 2 shelves with lights and lock	\$225.00		_____	_____	Includes labor to set and dismantle with lights. Pre-Order only.
Couches, loveseats, coffee tables, specialty chairs, etc.	\$275.00		_____	_____	Pre-Order only. Custom orders will be priced individually. Please call for info.
	** call **		_____	_____	

Total from Pg 2: \$
(carry amount forward to pg 1)

Company Name:	Booth #:
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CARPET, DRAPERY, AUDIO VISUAL EQUIPMENT AND SIGNAGE

All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
10' x 10' Booth Carpet	\$53.00	\$73.00	_____	_____	
10' x 20' Booth Carpet	\$106.00	\$140.00	_____	_____	
10' x 30' Booth Carpet	\$160.00	\$214.00	_____	_____	FACILITY IS CARPETED
10' x 40' Booth Carpet	\$212.00	\$282.00	_____	_____	
Area Carpet per sq ft (over 360sf)	Pre-order only		_____	_____	
10' x 10' Carpet Padding	\$32.00	\$48.00	_____	_____	
10' x 20' Carpet Padding	\$65.00	\$95.00	_____	_____	
10' x 30' Carpet Padding	\$97.00	\$143.00	_____	_____	
10' x 40' Carpet Padding	\$129.00	\$190.00	_____	_____	
Padding per sq ft (over 360sf)	Pre-order only		_____	_____	
12' High Back Drapery (per ft)	\$5.50	\$7.50	_____	_____	
8' High Back Drapery (per ft)	\$3.50	\$5.00	_____	_____	
3' High Side Drapery (per ft)	\$3.00	\$3.50	_____	_____	
A/V EQUIPMENT					
42" HDTV Screen	\$175.00	\$220.00	_____	_____	
32" HDTV Screen	\$150.00	\$175.00	_____	_____	
19" HDTV Screen	\$75.00	\$95.00	_____	_____	
TV Stands:					
Truss Type TV Stand	\$125.00	\$160.00	_____	_____	
Rolling Type TV Stand	\$105.00	\$145.00	_____	_____	
Counter Type TV Stand	\$95.00	\$125.00	_____	_____	

Total Carpet and A/V: \$
(carry amount forward to pg 1)

BOOTH DÉCOR & SIGNAGE

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
Live Plants	** Pre-Order Only. Please call for pricing **				
Show Banner (per sq ft) - White vinyl material, 2', 3', and 4' widths and cut to your desired length.	** Pre-Order only - Please call for pricing **				
Custom Display Signs & Graphics (per sq ft) - High quality PlastiCore signs can be produced on a variety of colors, any size and may include colored vinyl graphics or your custom logo.	\$15.00 per square foot	Pre-Order Only	_____	_____	(1) BOOTH ID SIGN PROVIDED
BANNER OR SIGN TO READ: Please print legibly or attach additional sheet if necessary.				SIZE:	

Total Décor & Signage \$
(carry amount forward to pg 1)

Company: Name:	Booth #:
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LABOR

All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	<u>No. of people</u>	<u>x Approx hrs</u>	<u>Total Mhrs</u>	<u>x Hourly Rate</u>	<u>Total est. cost</u>	<u>COMMENTS</u>
Basic Labor	_____	_____	_____	\$41.00	_____	1 hour minimum per person
Hanging Labor	_____	_____	_____	\$41.00	_____	Overhead items, etc
Forklift & Driver Labor	_____	_____	_____	\$195.00	_____	2 hour minimum
Booth Cleaning Charges:		<u>No. of booths</u>	<u>Days</u>	<u>Rate</u>		
Up to 10 x 10 booth space, per day	_____	_____	_____	\$40.00	_____	Includes vacuuming & emptying wastebaskets

Describe labor requirements: _____

Approx time during vendor move-in to meet you at show site for labor: _____

Approx time during vendor move-out to meet you at show site for labor: _____

* Note: Basic labor comes unsupervised. It is assumed there will be someone from your company to supervise the project.

EMPTY CONTAINER STORAGE FEES

These fees are applicable if you have NOT ordered our Freight Handling Services (see page 6)

	<u># pieces</u>	<u>Price per piece</u>	<u>Total</u>	
Small container - less than 1' in any direction	_____	\$13.00	_____	Note - if any empty container is large or heavy enough to require a forklift to move it, a minimum of 1/2 hr forklift labor will be charged in addition to these storage fees.
Med container - 1' to 3' in any direction	_____	\$18.00	_____	
Large container - 3' to 4' in any direction	_____	\$24.00	_____	
Oversized container - more than 4' in any direction	_____	\$29.00	_____	

Total from Pg 4:
(carry amount forward to pg 1)

\$

PLEASE NOTE:

Any Labor ordered by the Advanced Deadline (see pg. 1) will be priced as above.

Any Labor requested at the show will be charged an additional 25% and will be dependent on availability of staff.

All Labor orders for Display Installs must include detailed set-up instructions.

Company: Name:	Booth #:
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Mailing & Shipping Address:

5039 N. Duncan Drive
 Coeur d'Alene ID 83815
 Phone: (208) 765-2595
 Fax: (208) 664-3921



Shipping Address:

5039 N. Duncan Drive
 Coeur d'Alene, ID 83

FREIGHT HANDLING SERVICES

See instructions, information & liability disclaimers under Terms and Conditions, page 7.

Event Dates: July 16-20, 2019	Show Name: Vietnam Veterans of America	Booth:
Your info	Company Name:	Phone:
	Address:	Fax:
	City, St., Zip	
	Ordered by:	
	(printed)	(signed)

Please label EACH piece of Freight in this manner :

**Vietnam Veterans of America
 Booth #, booth name, Box X of X
 c/o DE Expo and Event Services
 5039 N. Duncan Drive
 Coeur d'Alene, ID 83815**

INCOMING FREIGHT INFORMATION

Please provide us with as much information about your shipment(s) as possible. This will ensure that all your freight will be placed in your booth prior to the show, as well as provide us with the necessary information to trace any missing packages.

Shipper Name _____ From City/State _____

Shipping Date _____ Expected Arrival Date _____ Total lbs. _____

Total # of pieces _____ Total # of Pallets _____ Total # of Crates _____

Carrier _____ Tracking #(s) _____

INSURED? YES _____ NO _____ INSURED AMOUNT: \$ _____

Shipper Name _____ From City/State _____

Shipping Date _____ Expected Arrival Date _____ Total lbs. _____

Total # of pieces _____ Total # of Pallets _____ Total # of Crates _____

Carrier _____ Tracking #(s) _____

INSURED? YES _____ NO _____ INSURED AMOUNT: \$ _____

DESCRIPTION	TOTAL # OF POUNDS	RATE PER LB	TOTAL COST	COMMENTS
Advanced Handling Rate - for advanced orders under 1000 lbs	_____	\$0.45	_____	Minimum Order of 150#
Advanced Handling Rate - for advanced orders over 1000 lbs	_____	\$0.50	_____	Minimum Order of 1000#
Late Ordered/Received Rate - for freight ordered or rec'd after deadline dates	_____	\$0.60	_____	Minimum Order of 150#

Total from Pg 5: \$
 (carry amount forward to pg 1)

PLEASE NOTE: These freight handling charges are NOT shipping charges. All charges incurred for shipping are separate and must be arranged through the carrier. There is a non-refundable minimum of 150 lbs drayage fee (minimum of 1000 lbs drayage over 1000 lbs.) for any orders handled.

See page 6 for RETURN SHIPPING INSTRUCTIONS

** For freight not handled by Design Events, please see page 5 for empty container storage fees.**



RETURN SHIPPING INSTRUCTIONS

To insure that your freight will be sent out in a timely manner, outbound freight information is very important. Please fill out this form and return to us if Design Events will be handling your outbound shipments.

Your outbound shipment cannot be shipped out without a completed freight label or Bill of Lading. If you fail to send one to us prior to the show, we will have them available for you to fill out at the show within a freight packet that will be delivered to your booth at the beginning of the show. Design Event will not be responsible to fill out shipping labels.

Event Dates:	July 16-20, 2019	Show Name:	Vietnam Veterans of America	Booth:	
Your info	Address:			Phone:	
	City, St, Zip			Fax:	
	Ordered by:				
	(printed)			(signed)	

OUTBOUND FREIGHT SHIP TO INFORMATION:

Company/Contact _____
 Address _____
 City, State, Zip _____

Preferred Carrier Name: _____ Preferred Carrier Account # _____
 Note: If you do not have a preferred carrier, we recommend Fed Ex Freight Pre-Printed Outbound Labels? Yes _____ No _____
 _____ Overnight/Priority _____ 2nd Day Air _____ Ground Service (if applicable)
 Tracking #(s) _____
 Declared Value: \$ _____
 Total # of pieces: _____ Total # of Pallets _____ Total # of Crates _____
 Have you pre-arranged a pickup time with the freight carrier from Design Events Warehouse? Yes _____ No _____
 If yes, please give date and time: _____

Preferred Carrier Name: _____ Preferred Carrier Account # _____
 Note: If you do not have a preferred carrier, we recommend Fed Ex Freight Pre-Printed Outbound Labels? Yes _____ No _____
 _____ Overnight/Priority _____ 2nd Day Air _____ Ground Service (if applicable)
 Tracking #(s) _____
 Declared Value: \$ _____
 Total # of pieces: _____ Total # of Pallets _____ Total # of Crates _____
 Have you pre-arranged a pickup time with the freight carrier from Design Events Warehouse? Yes _____ No _____
 If yes, please give date and time: _____

DESCRIPTION	TOTAL # OF PIECES	RATE PER PIECE	TOTAL COST	COMMENTS
Freight Handling Service		\$10.00		

Total Add'l charge: \$
 (carry amount forward to pg 1)

IMPORTANT: If you make arrangements for your shipment to be picked up by your carrier and you have not notified Design Events with the information noted above, your shipment may not be ready for pickup which can result in additional charges to you by your carrier resulting in failure of notification. Design Events does not accept responsibility of additional charges you may incur as a result of this.



Drayage is the term for handling freight. If you are sending freight for the show, it is important to work through Design Events. *Do not send your freight directly to the show facility. Area facilities typically do not receive and hold freight.* Design Events' fees for drayage include handling of your freight only. All charges incurred for shipping are separate, and must be arranged through a carrier.

Our services include:

- Accepting freight at warehouse
- Assisting vendor in tracking down missing freight
- Transferring freight to show site
- Placing labeled freight in your booth before vendor move-in time
- Storing empty containers and returning them to your booth at the close of the show
- Picking up labeled and packaged freight from your booth after the show
- Scheduling with carrier a pick-up for the next business day

1. Please fill out the Freight forms completely, and send or fax them in so we know how much freight to expect and when to expect it. **NO FREIGHT WILL BE ACCEPTED ON A COLLECT BASIS**, and payment for drayage services must be made before your freight arrives at our warehouse.
2. Vendors are responsible for adequately packaging goods and properly filling out all paperwork.
3. Label each piece as follows: Name of show, name(s) affiliated with booth, name of company, and booth number. This will ensure proper placement of freight. Note on the label or package the total number of pieces, such as "1 of 6", "2 of 6", etc.
4. Direct shipments to the exhibit facility will only be accepted during customer service hours, and are subject to handling charges unless your representative is available to sign for delivery.
5. Vendors will be responsible for all shipping charges. Storage fees will apply if containers are received at our warehouse prior to (21) days before the show (.01/lb per day). Please time your shipping so your freight arrives at our warehouse on a weekday between 9am and 5pm. We will no longer accept freight at our warehouse after the show officially begins. If freight arrives at our warehouse during or after the set-up of the show, an additional charge of up to \$65 may apply if a special trip to the warehouse is necessary.
6. Design Events will not be liable for any damage to uncrated or improperly packaged materials or concealed damage.
7. Design Events must be notified if the number or type of items in your booth is not correct. You must contact the Design Events customer service representative at the show. No refunds will be made for items missing from your booth, if Design Events has not been notified during the Design Events customer service hours listed on page #1 of the exhibit packet.
8. Design Events will not be responsible for loss, theft or disappearance of exhibitor's materials after these items have been delivered to the exhibitor's booth, or before they are picked up from the booth for reloading after the show.
9. Design Events will not be liable for loss, damage, or delay caused by events we cannot control, including but not limited to acts of God, weather conditions, and labor strikes.
10. Design Events may, at our option, open and inspect your packages before or after you give them to us to handle for shipment.
11. Design Events' liability will be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, Design Events' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per items, or \$700.00 per shipment, whichever is less.
12. Design Events will not be liable to any extent for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, or damage to an exhibitor's materials which may make it impossible or impractical to exhibit the same.
13. Design Events will not issue refunds for vendors who send freight or equipment orders, but subsequently fail to attend the show.
14. Design Events will issue a 10% billing fee if your charges are not paid by the end of the show.
15. International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
16. Exhibits and materials for which arrangements have not been made with Design Events, will be transported to our warehouse, at exhibitor expense, to await disposition.
17. Design Events reserves the right to route exhibit materials via an alternate carrier in the event the designated carrier fails to pick up the shipment within a reasonable time after close of the show.