



APWA Spring Conference – Exhibitor Information
Hilton Vancouver, Vancouver, Washington
April 10-11, 2024

1301 S. Fair Avenue
Yakima, WA 98901
Phone 509.834.7868
FAX 509.834.7868

Bear Event Services is pleased to be your official contractor for the APWA Spring Conference at the Hilton Vancouver, in Vancouver, Washington. We are available to assist you with any decorating, and labor needs you may have and to help make your participation in this event a success.

Booth Package:

All items on this list are provided by show management at no additional charge to the exhibitor.

- Booth size: 8 x 10
- Show color(s): Black and white
- 8' high back drape, 3' high side drape on two sides, one skirted table, and two chairs
- Electrical service (500 watt/110 volts)
- The Vancouver Hilton is a carpeted facility.

Vendor Schedule:

Vendor load in: Wednesday, 4/10/24, 7:30 am – 10 am
Show hours: Wednesday, 4/10/24, 10 am – 5 pm
Thursday, 4/11/24, 7:30 am – 3:30 pm
Vendor load out: Thursday, 4/11/24, 3:30 pm – 5:30 pm

Policies:

- All orders must be pre-paid in advance. Payment in full is required for all services PRIOR to delivery.
- No credits or substitutions of items provided in the booth package are available. If you require a different table size or skirt color other than the one provided by show management, you must rent the item.
- No refunds will be issued for cancellation of rental items after installation.

Contacts:

APWA Show Management: *Direct questions regarding, vendor participation, show policies, etc. to*
Grace Richardson
grace.richardson@deainc.com

Exhibitor Services: *Direct questions regarding furniture rentals, etc. to*
Bear Event Services
509-834-7868
info@beareventservices.com



RENTAL ORDER FORM EXCLUSIVELY FOR:

APWA Spring Conference

April 10-11, 2024

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 w/ linen	\$39.00
	8' Masking Drape – PER LN FT	\$6.00		Bar Stool	\$20.00
	Extension/upright Pole (no drape)	\$3.00		Easel	\$40.00
	Labor Regular (M-F 8-5 excludes holidays) per hour	\$50.00 (1 hour min.)		Padded Side Chair	\$15.00
	Labor OT (holidays, weekends & outside 8-5 Monday – Friday) per hr	\$75.00 (1 hour min.)		Waste basket	\$10.00
	TV Monitor 32" (ask about other sizes)	\$125.00 /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.



Charge Summary & Credit Card Charge Authorization

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Charge Summary

Rental order form total:	\$	_____
Sub total	\$	_____
Sales Tax (8.7%)	\$	_____
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.



SHIPPING & RECEIVING

Labeling Guidelines

Guest packages should be labeled as follows to ensure proper delivery & storage:

Event Shipment(s) – Label Standard

Hilton Vancouver Washington
(Event Name) (Arrival Date)
Hold For Guest : **(Guest Name) (Guest Cell Number)**
(Guest Company Name) (Meeting Room) (Booth Number)
301 W 6th Street
Vancouver, WA 98660

Individual Shipment(s) – Label Standard

Hilton Vancouver Washington
Hold For Guest: **(Guest Name) (Guest Cell Number)**
(Arrival Date)
301 W 6th Street
Vancouver, WA 98660

- Multiple packages in a shipment should be numbered in sequence (e.g. 1 of 3, 2 of 3, 3 of 3)
- Heavy boxes should be identified as such

Inbound Packages

Due to limited storage space, we request that packages NOT arrive earlier than three (3) days prior to the registered date of arrival.

Handling Fees

Fees are based upon weight & size of package shipped. There are fees for both incoming & outgoing shipments. The fees are as follows:

0 - 49lbs \$2.50

50 - 100lbs \$5.00

Pallet \$20.00

Pick-Up & Delivery

Registered guests who have received a package will be notified via the guestroom phone messaging system. With valid identification, the package(s) can be picked up at Bell Desk or delivered within the hotel's premises (e.g. guestroom or meeting room). All packages must be signed for & paid for at time of delivery. Payments accepted are cash, credit card or room charge.

Outbound Packages

Guests are responsible for the packing and labeling of outgoing packages. FedEx Express & UPS airbills and boxes are available. Guests may use their own shipping account if applicable. Labels may also be generated online via the preferred courier's website and printed in the Business Center (guest's account number or credit card is required). **All outgoing shipments require a hotel shipping fee per item (see above) as well as a secondary "Outgoing Shipping Form" for the hotel's records.**

Shipping companies we ship with almost daily are: FedEx, UPS & USPS. International shipping is accepted but requires a "Commercial Invoice" as well as an "Outgoing Shipping Form."

Guest using an outside freight service such as "Amco Freight" must supply the hotel with a copy of the "Bill of Lading."

All outgoing shipments will more than likely go out the next business day, unless otherwise scheduled by the guest.

The hotel is not responsible for any box that is left at the hotel without shipping information attached to it or shipping fees unpaid.



OUTGOING SHIPPING AUTHORIZATION FORM

All packages that are shipped out of the hotel directly **MUST** be accompanied with the following **COMPLETE** information. Boxes will not be shipped without this information. Hotel is not responsible for any box that is left at hotel without shipping information attached to it. **ONE FORM REQUIRED PER ADDRESS**

DATE: _____	NUMBER OF ITEMS TO BE SHIPPED: _____	BELLMEN: _____
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COURIER:

FedEx Express Priority Overnight Standard Overnight Economy 2 Day Express Saver 3 Day Saturday Delivery International

FedEx Ground

UPS COD Standard Ground 1st Day Air/2nd Day Air Saturday Delivery 3 Day Economy International

Other _____

COURIER PAYMENT:

Credit Card NAME ON CARD: _____
 MC/VISA/AMEX #: _____ EXP: _____

Account Number _____

Pre-Paid Label

BEING SENT FROM:

BEING SENT TO:

(NAME) _____

Hilton Vancouver Washington
301 W 6th Street
Vancouver, WA 98660

(PHONE #) _____

(NAME) _____

(ADDRESS) _____

(PHONE #) _____

HOTEL PAYMENT:

\$2.50 (0-49lbs) x _____ \$5.00 (50+lbs) x _____ \$20.00 (Pallet) x _____

TOTAL = \$ _____

CHARGE TO: Room # _____ House Account _____ Credit Card Cash

GUEST SIGNATURE: _____ **DATE:** _____

TRACKING NUMBERS:

The hotel is not responsible for any box that is left at the hotel without shipping information attached to it.
Any questions please call the Bell Desk directly at 360-828-4329