

APWA Fall Conference – Exhibitor Information Three Rivers Convention Center October 9-10, 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 Fall Conference at Three Rivers Convention Center, in Kennewick, 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' deep x 10' wide in the main exhibit hall; 6' deep x 10' wide in the hallway
- 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)
- Three Rivers Convention Center is a carpeted facility.

Vendor Schedule:

Vendor load in: Tuesday, 10/8/24, 5 pm - 8 pm

Wednesday, 10/9/24, 7:30 am – 10 am

Show hours: Wednesday, 10/9/24, 10 am – 5 pm

Thursday, 10/10/24, 7:30 am – 3:30 pm

Vendor load out: Thursday, 10/10/24, 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 Fall Conference

October 9-10, 2024

TERMS:

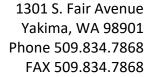
ALL ORDERS MUST BE ACCOMPANIED BY PAYMENT IN FULL. All equipment is on a rental basis only, which includes delivery to and pickup from the booth.

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:	Sub-total	\$		
Table skirt color(blue, white, black, red, burgundy, green)	·	Carry sub-total to charge summary sheet to calculate taxes and grand total.		
	FOR OFFICE USE ONL	Υ:		
Company:	_			
Booth #:	_	SS Entered		
Phone #:	Notes:	 _		
		Y: SS Entered		

Please send completed orders with Payment Authorization form via e-mail to info@beareventservices.com or via secure fax to 509.593.5424.





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: October 2, 2024

Address all shipments to:

Three Rivers Convention Center c/o Bear Event Services – APWA [Your Company Name & Booth Number] 7016 W Grandridge Blvd Kennewick, WA 99336

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.

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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:	X Visa X MasterCard X Discover X 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

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.

(grand total) and for any additional charges incurred.