



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: 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.



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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:

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.

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

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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.