

Return Copy -+

Truckee Home Show
Truckee High School
May 26-27, 2018



1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 · FAX (510) 430-0511

Booth #

ORDER RECAP & PAYMENT

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION) MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

PAYMENT IN FULL of all rental, service and labor charges must accompany your orders to qualify for ADVANCE ORDER rates. All orders must be received at least one week prior to move-in, including payment, to qualify for Advance Order rates. All orders received without payment will be collected at the show and will be charged at LATE ORDER rates. All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by cash, check or credit card.

PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511

PLEASE TOTAL YOUR ORDER HERE:

FURNITURE	\$ _____	ELECTRIC	\$ _____	LABOR	\$ _____
CARPET	\$ _____	CLEANNG	\$ _____	PLANTS	\$ _____
FREIGHT	\$ _____	AV EQUIPMENT	\$ _____		\$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW! TOTAL DUE \$ _____

The last date we will honor ADVANCE ORDER rates for this show is: Friday, May 10th, 2018.

Check Enclosed for Total Amount Due. Check #: _____ Amount: \$ _____

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE TO: Am Express Discover Card Master Card Visa

Account Number												Expiration Date		-+	/	

Security Numbers printed on rear of card (front of Amex) -+ _____

Please Print: Cardholder's Name: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Cardholder's Signature: _____ Date: _____

UNLESS ADVISED OTHERWISE, WE WILL USE THIS AUTHORIZATION TO BILL YOUR ACCOUNT FOR ADDITIONAL GOODS OR SERVICES INCURRED DURING THIS SHOW. EXHIBITOR MUST ADVISE SERVICE DESK OF ANY DISCREPANCIES PRIOR TO THE CLOSE OF SHOW. PLEASE NOTE THAT A \$25.00 FEE WILL BE CHARGED FOR DECLINED CREDIT CARDS AND RETURNED CHECKS.

Please Check all of the Following Boxes that Apply:

- Use this account for additional services at this show. No additional people are allowed to sign on this account.
- The Cardholder hereby authorizes the following people to sign on the above account for any additional charges incurred at show site: _____.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____

By (Signature): _____ Print Name: _____

Return Copy 

Truckee Home Show
Truckee High School
May 26-27, 2018

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 · FAX (510) 430-0511

Booth #

Furniture, Labor & Accessory Order Form

Booth colors for the show will be Blue & Gold .				
For any Additional Services you may need, please call us at 510-430-0510				
Quantity	Chairs	Advance Price	Standard Price	Total
	Plastic Side Chair	15.00	22.50	
	Padded Arm Chair	25.00	37.50	
	Padded Stool With Back	35.00	52.50	
Quantity	Accessories	Advance Price	Standard Price	Total
	Wastebasket	12.00	18.00	
	Poster Board / Peg Board	75.00	112.00	
	Aluminum Easel	15.00	22.50	
	20" Flat Screen Monitor	125.00	200.00	
	Wire Display Grid - 2' x 8' (Minimum 2)	25.00	37.50	
	3' Masking Drape: Color _____	3.00 per linear foot	4.50 per linear foot	
	8' Masking Drape: Color _____	5.00 per linear foot	7.50 per linear foot	
Quantity	Tables & Counters	Advance Price	Standard Price	Total
	4' x 24" Draped Table	50.00	65.00	
	6' x 24" Draped Table	60.00	78.00	
	8' x 24" Draped Table	70.00	91.00	
	4' x 24" Draped Counter High Table	60.00	78.00	
	6' x 24" Draped Counter High Table	70.00	91.00	
	8' x 24" Draped Counter High Table	80.00	104.00	
	Skirt Color: Black Blue Burgundy Gold Hunter Green Red Silver Teal White			
Quantity	Carpet	Advance Price	Standard Price	Total
	9' x 10' Carpet	100.00	130.00	
	9' x 20' Carpet	160.00	208.00	
	9' x 30' Carpet	235.00	305.00	
	Carpet Color: Black Blue Burgundy Hunter Green Red Silver Teal			
Quantity	Labor	Straight Time	Over Time	Total
	Display Labor - Install	66.00/hr with a 1 hr minimum	94.00/hr with a 1 hr minimum	
	Display Labor - Dismantle	66.00/hr with a 1 hr minimum	94.00/hr with a 1 hr minimum	
	Forklift Service - Install (Must be ordered in Advance)	96.00/hr with a 1 hr minimum	124.00/hr with a 1 hr minimum	
	Forklift Service - Dismantle (Must be ordered in Advance)	96.00/hr with a 1 hr minimum	124.00/hr with a 1 hr minimum	
TOTAL ORDER				\$
Not All Items May Be Available For Ordering at the Show Site – Order AHEAD to Guarantee Availability!!				
<i>Orders Must Be Received & Paid IN FULL at least 1 Week Prior to Show Move-In to Qualify for Advanced Rates</i>				
CANCELLATION POLICY: Orders Cancelled AFTER Delivery to Booth are NOT Refundable.				

Exhibitor Company _____ Phone _____ Date _____

Address _____ City/ST _____ Zip _____

By (Signature) _____ Print Name _____

Return Copy  

Truckee Home Show
Truckee High School
May 26-27, 2018

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 · FAX (510) 430-0511

Booth # _____

ELECTRICAL

ELECTRICAL OUTLETS – Includes Labor for Install & Dismantle of Outlet at Rear of Booth

QUANTITY		Pre-Order	Standard	
_____	Single Outlet @ 500 Watts or less	\$ 84.00	\$118.00	\$ _____
_____	Single Outlet @ 501 – 1000 Watts	\$122.00	\$170.00	\$ _____
_____	Single Outlet @ 1001 – 1500 Watts	\$160.00	\$240.00	\$ _____
_____	Single Outlet @ 1501 – 2000 Watts	\$202.00	\$282.00	\$ _____
_____	30 amp / 240 volt Single Phase	\$270.00	\$350.00	\$ _____
_____	40 amp / 240 volt Single Phase	\$370.00	\$480.00	\$ _____
_____	50 amp / 240 volt Single Phase	\$470.00	\$610.00	\$ _____
_____	150 Watt Floodlight on 8' Stanchion	\$ 45.00	\$ 58.00	\$ _____
_____	Double 150 Watt Floodlight	\$ 60.00	\$ 80.00	\$ _____
_____	3-Wire x 25' Extension Cord	\$ 16.00	\$ 20.00	\$ _____
_____	Multi-outlet Power Strip	\$ 16.00	\$ 20.00	\$ _____

ELECTRICAL LABOR Where electrical labor is required for custom installations, the rate will be \$74.00 per straight time and \$132.00 per hour overtime (overtime rate applies to all labor performed other than 8:00 AM to 4:00 PM Monday through Friday). All orders that require service to be installed under carpet or to specific locations within the booth (other than rear center of booth) will require electrical labor. All work will start as soon as possible unless otherwise specified below. There is a one hour minimum for each worker for installation and a one-half hour minimum for dismantle.

INSTALLATION LABOR _____ workers for _____ hours @ \$74/hr Straight time = \$ _____
_____ workers for _____ hours @ \$132/hr Overtime = \$ _____

DISMANTLE LABOR _____ workers for _____ hours @ \$74/hr Straight time = \$ _____
_____ workers for _____ hours @ \$132/hr Overtime = \$ _____

OK TO PROCEED - Plans included with order. Plans with exhibit material in case # _____.
 DO NOT PROCEED - Exhibitor will call for labor on date: _____/_____/2014 @ _____ PM – AM.

All outlets will be installed on the floor at the rear of the booth. Outlets requiring 24-hour service will be billed at double the above rates. All wiring and electrical equipment must meet applicable local codes. Local codes allow no more than two connections per outlet for lighting service and one connection for utility outlets. There will be NO credits issued for services ordered and delivered, but not used by the Exhibitor.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. STANDARD RATES WILL APPLY FOR ALL ORDERS NOT PAID IN FULL 1 WEEK PRIOR TO SHOW.

Total Electrical	\$ _____
Total Labor	\$ _____
24 Hour Service	\$ _____
Total	\$ _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Return Copy --+

Truckee Home Show
Truckee High School
May 26-27, 2018

**WESTERN
EVENT SERVICE**

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 · FAX (510) 430-0511

Booth #

Order For Freight Handling Service

Please complete and return this form even if you will not be sending freight for the show!

Exhibitor:		<input type="checkbox"/> No freight will be sent for show.	
Carrier:		Ship Date:	
Number of Pieces:		Largest Piece:	
Total Weight of Shipment:		Tracking (Pro) Number:	
Shipped From:			
To arrive at: <input type="checkbox"/> Advance Freight Whs.		<input type="checkbox"/> Show Site	
		Expected arrival date: / /	
Advance Freight Total Weight:		lbs. @ \$ 68.00 per CWT = \$ due (\$136 minimum).	
Show Site Freight Total Weight:		lbs. @ \$ 72.00 per CWT = \$ due (\$144 minimum).	
Additional services:		= \$ due.	
		Total Freight Charges = \$	

NOTE: Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.

Advance Freight Western Event Service
Shipping Address: 1970 Williams Street
 San Leandro, CA 9457

Mark for: Truckee Home Show
 Exhibiting Company Name
 Booth Number _____

Forwarding Instructions at Close of Show

Exhibitor must complete outbound bill of lading prior to the close of show. Exhibit material or freight left without proper paperwork on file will be returned to the Official Freight Service warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by the end of dismantle will be sent via the freight service specified as the Official Freight Service for this show.

At the close of show, Exhibitor is responsible for making all freight ready for outbound shipment. Outbound shipment Bill of Lading must specify type and specific carrier selected, or one will be assigned. Unless using the Official Freight Service designated for this show, it is the Exhibitor's responsibility to contact the carrier they have selected for their outbound shipment(s).

Please be aware that any material left on the show floor remains your responsibility until picked up by your designated carrier. Neither Show Management, Western Event Service or the Facility accepts any responsibility for any material left unattended on the show floor.

Regardless of selected carrier, all outbound shipments must be written up on a Western Event Service *Outbound Shipping Instruction* form and returned to the Service Desk, prior to outbound handling.

Truckee Home Show
Truckee High School
May 26 - 27, 2018

Trade Show Freight Service Options & Rates	Per 100 Lbs. (cwt)
1. Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 200 POUND MINIMUM (\$136.00)	\$68.00
2. Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 200 POUND MINIMUM (\$144.00)	\$72.00
3. Shipments consigned to our warehouse which arrive after our published late freight receiving date of May 18, 2018 , or which arrive without proper identification or paperwork on file, will be assessed a additional surcharge per CWT.	\$12.00
4. For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00
5. For delivery of shipments, at close of show, back to Yellow Freight warehouse for loading to outbound carriers, THERE IS A 500 POUND MINIMUM FOR THIS SERVICE (\$80.00).	\$16.00

Special Services	Straight Time	Overtime
6. Material Handler.	\$74.00	\$112.00
7. Vehicle spotting charge.	\$74.00	\$112.00
8. 3,000 lb. Forklift with driver.	\$96.00	\$138.00
9. Crate or pallet banding & shrink wrapping (per hr plus material).	\$74.00	\$112.00
10. Valet service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth and return to dock at close of show.	\$75.00 per round trip	

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

Insurance: Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o 1970 Williams Street
San Leandro, CA 94577

For: **Truckee Home Show**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 5/23/2018

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o 1970 Williams Street
San Leandro, CA 94577

For: **Truckee Home Show**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 5/23/2018

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o 1970 Williams Street
San Leandro, CA 94577

For: **Truckee Home Show**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 5/23/2018

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o 1970 Williams Street
San Leandro, CA 94577

For: **Truckee Home Show**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 5/23/2018