

**Trade Show  
Supply House, Inc.**

P.O. Box 1536 Brush Prairie, WA 98606  
PHONE (360) 624-4498 FAX (360) 576-9224  
tradeshowsupplyhouse@comcast.net

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**59<sup>TH</sup> ANNUAL PORTLAND ROADSTER SHOW  
MARCH 20-22, 2015  
PORTLAND EXPOSITION CENTER**

Dear Exhibitor,

Trade Show Supply House is pleased to have been selected as your official contractor for the 59<sup>th</sup> Annual Portland Roadster Show at the Portland Exposition Center in Portland, Oregon. We are available to assist you with any decorating, freight, labor, porter service, or graphics needs you may have and to help make your participation in this event a success.

Show Management is providing the following for each vendor booth space:

Booth Size:	10' X 10'
Package to include:	One 8' high backwall, two 3' high siderails, one 7"x44" booth identification sign
Backwall Colors:	Green and Silver
	Bulk spaces do not receive any drape
Siderail Color:	Green

Please order early to take advantage of the pre-order discount. Ordering early not only saves you money, but it ensures that you will receive the color and items of your choice. Also, by ordering in advance you avoid the possibility of waiting in line at show-site to place your order. **Please note; the Facility floor is not carpeted. We have booth carpeting available for rent.**

To qualify for the 20% "Pre-Order" discount, full payment must be received on or before:

**MARCH 9, 2015**

**Please note: All orders must be pre-paid, as Trade Show Supply House does not invoice.  
Payment is required for all services PRIOR to delivery.**

If you have any questions after reviewing this exhibitor kit, please do not hesitate to contact us at (360) 624-4498.

Again, we are pleased to be able to offer our assistance and look forward to working with you to make your participation in this event a success.

Sincerely,

Trade Show Supply House, Inc

# Trade Show Supply House, Inc.

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## RENTAL ORDER FORM EXCLUSIVELY FOR: 59<sup>TH</sup> ANNUAL PORTLAND ROADSTER SHOW

March 20-22, 2015

### TERMS:

ALL ORDERS RECEIVED BY: **March 9, 2015** WILL BE GIVEN A 20% DISCOUNT TO BE CALCULATED AT THE BOTTOM OF THIS ORDER FORM. **ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT IN FULL.** \*ALL EQUIPMENT IS ON A RENTAL BASIS ONLY, WHICH INCLUDES DELIVERY TO AND PICK UP FROM BOOTH.

Qty	Description	Amount	Qty	Description	Amount
	<b>DISPLAY TABLES –30" HIGH x 30" WIDE</b>			<b>CHAIRS</b>	
	4' UNSKIRTED TABLE 30" HIGH	\$30.00			
	6' UNSKIRTED TABLE 30" HIGH	\$40.00		PLASTIC SIDE CHAIR	\$10.00
	8' UNSKIRTED TABLE 30" HIGH	\$50.00		FABRIC SIDE CHAIR	\$25.00
	4' SKIRTED TABLE	\$50.00		BARSTOOL	\$35.00
	6' SKIRTED TABLE	\$60.00		<b>ACCESSORIES</b>	
	8' SKIRTED TABLE	\$70.00		WASTEBASKET	\$10.00
	TABLE SKIRT ONLY 30"H	\$25.00		EASEL	\$20.00
	<b>DISPLAY COUNTERS – 42" HIGH x 30" WIDE</b>			CHROME SIGN HOLDER	\$35.00
	4' UNSKIRTED COUNTER 42" HIGH	\$40.00		STANCHION	\$20.00
	6' UNSKIRTED COUNTER 42" HIGH	\$50.00		6' RED VELOUR ROPE	\$15.00
	8' UNSKIRTED COUNTER 42" HIGH	\$60.00		COCKTAIL ROUND 30"H x 30"D	\$40.00
	4' SKIRTED COUNTER 42"H	\$60.00		COCKTAIL ROUND 42"H x 30"D	\$45.00
	6' SKIRTED COUNTER 42"H	\$70.00		BLACK LINEN (ALL ROUND TBLS)	\$25.00
	8' SKIRTED COUNTER 42"H	\$80.00		<b>CUSTOM DRAPE</b>	
	COUNTER SKIRT ONLY 42"H	\$30.00		3' HIGH DRAPE / PER LF	\$ 3.50
	SKIRT COLORS AVAILABLE (CIRCLE CHOICE)			8' HIGH DRAPE / PER LF	\$ 6.00
	<b>BLUE, WHITE, BLACK, RED, GREEN, TEAL, BURGUNDY, SILVER</b>			COLORS AVAILABLE (CIRCLE CHOICE)	
				<b>BLUE, WHITE, RED, BLACK, GREEN, SILVER, BURGUNDY</b>	
				<b>HARDWARE</b>	
	<b>BOOTH CARPET</b>			3' UPRIGHT WITH BASE	\$8.00
<b>Qty</b>	<b>Description</b>	<b>Amount</b>		8' UPRIGHT WITH BASE	\$10.00
	9' X 10' BOOTH CARPET	\$ 80.00		9'-16' UPRIGHT WITH BASE	\$20.00
	9' X 20' BOOTH CARPET	\$160.00		6'-10' HORIZONTAL EXTENSION	\$6.00
	9' X 30' BOOTH CARPET	\$240.00			
	9' X 40' BOOTH CARPET	\$320.00		<b>SUBTOTAL</b>	<b>\$</b>
	FOAM PADDING / SQ. FT	\$ .60			
	VISQUEEN / SQ. FT	\$ .40		<b>-20% Pre-Order (By 3/9)</b>	<b>\$</b>
	CARPET COLORS AVAILABLE (circle choice)				
	<b>BLUE, RED, BLACK, GREEN, CHARCOAL</b>			<b>TOTAL Page 2:</b>	<b>\$</b>
	* IF YOU REQUIRE ANY ADDITIONAL EQUIPMENT NOT LISTED PLEASE CONTACT OUR CUSTOMER SERVICE DEPARTMENT FOR ASSISTANCE. (360) 624.4498			<b>Payment Information</b> CHECK: TRADE SHOW SUPPLY HOUSE, INC CASH OR VISA MASTERCARD AMEX	
				*Please refer to Credit Charge Authorization form included in this packet when paying by Visa, MasterCard or AMEX.	

### EXHIBITOR INFORMATION

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

PHONE: \_\_\_\_\_

**MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:  
59<sup>th</sup> ANNUAL PORTLAND ROADSTER SHOW  
MARCH 20-22, 2015**

**MATERIAL HANDLING TERMS:**

- \*\*We will accept your shipment, deliver it to your booth space on the day set-up begins.
  - \*\*After the show is completed we will remove re-crated freight from your booth and place it with a common carrier for outbound shipping.
  - \*\*All freight handled by Trade Show Supply House representatives is subject to 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 Charges must be received prior to Acceptance of any shipments by Trade Show Supply House, Inc.

**ADVANCE SHIPMENTS**

Advanced freight should be sent to Trade Show Supply House warehouse and must arrive by **4:00 pm on March 17th.**

Direct shipment to: **YOUR COMPANY AND BOOTH #**  
**59<sup>th</sup> Annual Portland Roadster Show**  
c/o Trade Show Supply House, Inc.  
17402 NE Delfel Road  
Ridgefield, WA 98642

Material Handling Service Charges For Advanced Shipments

**SHIPMENT WEIGHT** \_\_\_\_\_ lbs  
**x RATE (per 100 lbs.)** \_\_\_\_\_ **\$40.00** \_\_\_\_\_  
**MINIMUM CHARGE 200 lbs** \_\_\_\_\_ **\$80.00** \_\_\_\_\_  
**= ESTIMATED CHARGE** \_\_\_\_\_

\*Please note: Pre-Order Discount does not apply to Material Handling Charges

**DIRECT SHIPMENTS**

Freight sent directly to the show must arrive by **5:00 pm on March 18<sup>th</sup> or 19<sup>th</sup> only.**

Direct shipment to: **YOUR COMPANY AND BOOTH #**  
**59<sup>th</sup> Annual Portland Roadster Show**  
c/o Trade Show Supply House, Inc.  
Portland Exposition Center  
2060 North Marine Drive  
Portland, OR 97217

Material Handling Service Charges For Direct Shipments

**SHIPMENT WEIGHT** \_\_\_\_\_ lbs  
**x RATE (per 100 lbs.)** \_\_\_\_\_ **\$35.00** \_\_\_\_\_  
**MINIMUM CHARGE 200 lbs** \_\_\_\_\_ **\$70.00** \_\_\_\_\_  
**= ESTIMATED CHARGE** \_\_\_\_\_

\*Please note: Pre-Order Discount does not apply to Material Handling Charges

**COMPANY:** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

**TOTAL WEIGHT X \$0.35 or \$0.40 PER POUND = TOTAL Page 3: \$**

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## LABOR AND FORKLIFT ORDER FORM EXCLUSIVELY FOR: 59<sup>TH</sup> ANNUAL PORTLAND ROADSTER SHOW MARCH 20-22, 2015

### LABOR AND SET-UP TERMS/PLEASE INDICATE SERVICES DESIRED:

**TRADE SHOW SUPPLY HOUSE SUPERVISED LABOR: (One hour minimum per worker)**  
Trade Show Supply House, Inc. will supervise labor to unpack and install display before exhibitor arrives. This labor also includes the dismantling, packing and arranging for shipping at the close of the show.

**EXHIBITOR SUPERVISED LABOR: (One hour minimum per worker)**  
Trade Show Supply House, Inc. will not proceed without exhibit/display house supervision. Exhibitor will supervise: (Please check all boxes that apply and fill in appropriate areas)

**Installation**

Exhibitor will need \_\_\_ worker on (date)\_\_\_\_\_ at (time)\_\_\_\_\_ AM PM for (hours)\_\_\_\_\_

**Dismantle**

Exhibitor will need \_\_\_ worker on (date)\_\_\_\_\_ at (time)\_\_\_\_\_ AM PM for (hours)\_\_\_\_\_

**FORKLIFT EXHIBITOR SUPERVISED: ( One half (1/2) hour minimum)**  
Due to liability, forklift rental is not available without an authorized Trade Show Supply House operator. **\*5,000 pound maximum capacity.**

**Installation**

Exhibitor will need \_\_\_ forklift on (date)\_\_\_\_\_ at (time)\_\_\_\_\_ AM PM for (hours)\_\_\_\_\_

**Dismantle**

Exhibitor will need \_\_\_ forklift on (date)\_\_\_\_\_ at (time)\_\_\_\_\_ AM PM for (hours)\_\_\_\_\_

**Describe work to be done:** \_\_\_\_\_

### LABOR AND FORKLIFT RATES

Labor Straight Time	Between 8:00am to 5:00pm Monday – Friday	\$60.00 per hour
Labor Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$90.00 per hour
Forklift Straight Time	Between 8:00am to 5:00pm Monday – Friday	\$80.00 per hour
Forklift Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$120.00 per hour

Please **estimate** the number of workers and hours per worker needed below.

No. of workers    x    Hours per worker    = Total worker hours    x    Rate    =    Total

Installation					
Dismantle					

\*PLEASE NOTE: PRE-ORDER DISCOUNT DOES NOT APPLY TO ANY LABOR CHARGES

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

**TOTAL Page 4:**    \$ \_\_\_\_\_

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**PAYMENT FORM**  
**EVENT: 59<sup>TH</sup> ANNUAL PORTLAND ROADSTER SHOW**

<u>Company Name</u>	<u>Booth Number</u>
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TOTAL PG 2: \$ \_\_\_\_\_

TOTAL PG 3: \$ \_\_\_\_\_

TOTAL PG 4: \$ \_\_\_\_\_

TOTAL AMOUNT DUE \$ \_\_\_\_\_

(PLEASE TOTAL ALL PAGES THAT HAVE AN ORDER AND INCLUDE THEM WITH THIS PAYMENT FORM.)

**METHOD OF PAYMENT – Please indicate method of payment**

( ) \*Check      ( ) Visa      ( ) MasterCard      ( ) American Express  
*\*When paying by check, Credit Card information is not required.*

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security code (last 3 digits on back of card): \_\_\_\_\_

**Cardholder's Signature**

I authorize Trade Show Supply House, Inc. to debit my credit card for the charges listed above and for any additional charges incurred.

**Cardholder's Name – Please Print**

Cardholder's Billing Address

City

State

Zip

**Cardholder's Telephone Number**

In order to serve you more efficiently, please complete all required information above legibly and double check for accuracy. Please also include ALL PAGES THAT HAVE AN ORDER ON THEM along with this PAYMENT form to insure proper billing. TOTAL OF ALL PAGES MUST BE INCLUDED IF CHARGING TO YOUR CREDIT CARD OR IF PAYING BY CHECK.