

**NW FIRE AND RESCUE EXPOSITION
May 18-19, 2012
Portland Exposition Center**

Dear Exhibitor,

Trade Show Supply House is pleased to have been selected as the official contractor for the 2011 NW Fire and Rescue Exposition 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 booth space in the Exhibit Hall:

Booth Size:	10' X 10' and Bulk
Package to include:	One 8' High Backwall, Two 8' High Siderails, One 8'x30" skirted table, two plastic side chairs and one 7"x44" ID sign
Drape Colors:	Black
Table skirt Color:	Black

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.

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

May 7, 2012

**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 regarding **Telephone Service**, please contact The Expo Center directly at (503) 736-5200

In addition, if you have any questions regarding **Electrical Service**, please contact Hollywood Lights directly.

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.

P.O. Box 999 Vancouver, WA 98666
PHONE (360) 624-4498 FAX (360) 576-9224
tradeshowsupplyhouse@comcast.net

RENTAL ORDER FORM EXCLUSIVELY FOR: NW FIRE AND RESCUE EXPOSITION

May 18-19, 2012

TERMS:

ALL ORDERS RECEIVED BY: **May 7, 2012** 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
	4' BARE TABLE 30" HIGH	\$25.00		4' SKIRTED TABLE	\$50.00
	6' BARE TABLE 30" HIGH	\$35.00		6' SKIRTED TABLE	\$60.00
	8' BARE TABLE 30" HIGH	\$45.00		8' SKIRTED TABLE	\$70.00
	4' BARE COUNTER TABLE 42" HIGH	\$35.00		4' SKIRTED COUNTER TABLE 42"H	\$60.00
	6' BARE COUNTER TABLE 42" HIGH	\$45.00		6' SKIRTED COUNTER TABLE 42"H	\$70.00
	8' BARE COUNTER TABLE 42" HIGH	\$55.00		8' SKIRTED COUNTER TABLE 42"H	\$80.00
	◆ *BARE TABLES ARE TOPPED W/ VINYL			◆ ALL TABLES ARE 30" WIDE	
	48" ROUND TABLE 30" HIGH	\$25.00		TABLE SKIRT ONLY 30"H	\$25.00
	60" ROUND TABLE 30" HIGH	\$35.00		TABLE SKIRT ONLY 42"H	\$30.00
	72" ROUND TABLE 30" HIGH	\$45.00			
	COCKTAIL ROUND 30"H x 30"D	\$35.00		LINEN (ALL ROUND TBLS)	\$25.00
	COCKTAIL ROUND 42"H x 30"D	\$40.00			
Qty	Description	Amount	Qty	Description	Amount
	9' X 10' Booth Carpet	\$ 90.00		PLASTIC SIDE CHAIR	\$10.00
	9' X 20' Booth Carpet	\$180.00		WASTEBASKET	\$ 8.00
	9' X 30' Booth Carpet	\$270.00		BARSTOOL	\$35.00
	9' X 40' Booth Carpet	\$350.00		PADDED SIDE CHAIR	\$20.00
	CARPET PADDING PER SQ/FT	\$.60			
	SKIRT COLORS AVAILABLE (circle choice)			SUBTOTAL	\$
	BLUE, WHITE, BLACK, RED, BURGUNDY,				
	GREEN, TEAL			-20% Pre-Order (By 5/7)	\$
	CARPET COLORS AVAILABLE (circle choice)			TOTAL PAGE 2	\$
	BLUE, RED, BLACK, GREEN, CHARCOAL				
PLEASE CONTACT US AT 360.624.4498 FOR SPECIAL REQUESTED RENTAL ITEMS NOT LISTED ON THIS FORM OR IF LABOR SERVICE IS NEEDED.			Payment Information CHECK 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: _____

**Trade Show
Supply House, Inc.**

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**MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:
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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 Material Handling Service Charge.

**All Material Handling Service Charges must be received prior to Acceptance of any shipments by Trade Show Supply House, Inc.

**Material Handling For All Direct Shipments To Expo Center
Will be handled by Show Management!!**

**Material Handling Service Charges For All Advanced Shipments To TSH Warehouse
Are Billed at \$45.00 per cwt of 100 pounds, ie;
\$0.45 per pound with a 200 pound minimum.**

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

Please note: Last day for shipments to arrive at the warehouse is May 15, 2012

ADDRESS ALL SHIPMENTS AS FOLLOWS:

Direct Shipments to Expo Should be as follows:

Advanced Shipments to TSH Warehouse Should be as follows:

NW FIRE AND RESCUE
(YOUR COMPANY NAME & BOOTH NUMBER)
PORTLAND EXPOSITION CENTER
2060 NORTH MARINE DRIVE
PORTLAND, OR 97217

NW FIRE AND RESCUE
(YOUR COMPANY NAME AND BOOTH #)
C/O TRADE SHOW SUPPLY HOUSE, INC.
17402 NE DELFEL ROAD
RIDGEFIELD, WA 98642

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

NUMBER OF BOXES SHIPPED	TOTAL WEIGHT	CARRIER'S NAME IE: UPS, FED-EX	PO#/TRACKING#/SHIPPEE#
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SHIPPED FROM:

RETURN SHIPMENT TO: (If same, indicate SAME)

NOTE: OUR COMPANY DOES NOT RETURN SHIPMENTS VIA UPS, ONLY COMMON CARRIERS. IF YOU WOULD LIKE TO USE UPS TO RETURN YOUR SHIPMENT IT WILL BE YOUR RESPONSIBILITY TO CALL YOUR UPS REPRESENTATIVE TO MAKE ARRANGEMENTS. THANK YOU.

COMPANY: _____ **BOOTH #:** _____

TOTAL PAGE 3 \$ _____

Trade Show Supply House, Inc.

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**SIGN AND BANNER HANGING ORDER FORM EXCLUSIVELY FOR:
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SIGN AND BANNER HANGING SERVICES:

Trade Show Supply House, Inc. must have an authorized signature and the following information completed in order to hang your sign or banner.

Company Name		Booth Number	
Address	City	State	Zip Code
Telephone	Fax		
Authorized Contact Signature	Authorized Contact – Print	Date	

BANNER HANGING SUPERVISED LABOR:

RESERVE BANNER HANGING BELOW. STARTING TIME WILL ONLY BE GUARANTEED FOR ADVANCED ORDERS. PLEASE CHECK IN AT OUR SERVICE DESK AT YOUR SCHEDULED TIME TO CONFIRM BANNER HANGING.

Name of Supervisor _____

BANNER HANGING RATE \$150/HR - ONE HOUR MINIMUM (INCLUDES OPERATOR)
BANNER REMOVAL RATE \$150/HR – ½ HOUR MINIMUM \$75 (INCLUDES OPERATOR)
ADDITIONAL CREW LABOR RATES:
STANDARD LABOR \$60/HR 8:00AM - 5:00PM M-F (ONE HOUR MINIMUM)
OVERTIME LABOR \$90/HR AFTER 5:00PM M-F AND ALL DAY SAT. & SUN. (ONE HR MIN)
HANGING POLES (IF NOT PROVIDED) \$1.00 PER LINEAR FOOT

Please fill in the start time requested and **estimate** the number of hours needed below.

Hours Needed	Date Needed	Requested Time	Total

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

COMPANY: _____ BOOTH #: _____

TOTAL Page 4: \$ _____

