

Dear Exhibitor,

Thanks for participating in the **IETA Show on February 6-8th, 2017**. Tates Tents and Events is honored to be the exclusive rental company for this event.

Enclosed you will find the necessary order forms for the different equipment and services we provide. By completing and submitting these forms in advance, we will be able to provide you with more efficient service, and discounted items.

Orders may be faxed or e-mailed to Tates Tents & Events. You can refer to the Payment sheet of this packet for payment information. Tates Tents & Events requires a credit card to be on file for each exhibitor. Please complete and submit all forms by **January 30th**. You may email forms to info@tatestentsandevents.com or fax forms to (208) 336-8184.

TO RECEIVE DISCOUNT PRICES, ORDERS MUST BE PLACED AND FULL PAYMENT RECEIVED BY:

January 30, 2017

If you have any questions please contact an inside sales associate at (208) 336-5486.

All questions regarding policies of the event/convention center, space assignments, and scheduling should be directed to:

Idaho Education and Technology Association

We look forward to seeing you at the show!

Sincerely,

The Team at Tates Tents & Events

208.336.5486

3900 W Chinden Blvd. Garden City, ID 83714

www.TatesTentsandEvents.com



EQUIPMENT RULES AND GUIDELINES



3900 W. Chinden Boulevard
Garden City, Idaho 83714
Ph: (208) 336-5486 Fx: (208) 336-8184

IETA Show
Boise Centre, Boise, Idaho
February 6-8th, 2017
Discount Deadline: January 30th, 2017

CHAIRS

1. Please do not remove chairs or stools from any booth spaces without filling out a permission form provided by Tates Tents & Events.
2. For the safety of the exhibitor, standing on chairs or stools provided by Tates Tents & Events is strictly prohibited.

TABLES

1. Please do not remove tables from any booth spaces without permission provided by Tates Tents & Events.
2. For the safety of the exhibitor, standing or sitting on any table provided by Tates Tents & Events is strictly prohibited.

DRAPE

1. Please do **not** puncture, pin, staple, tape or alter in any way, drape that has been furnished by Tates Tents & Events. You will be charged for replacement of each drape punctured.
2. Do not move or remove any drape furnished by Tates Tents & Events without first receiving permission and assistance from Tates Tents & Events.
3. Do not use drape for any other purpose than that designated by Tates Tents & Events. If drape is to be used for any other purpose, exhibitor must first inform Tates Tents & Events and get permission to do so.

CARPET

1. Do not cut, puncture, pin, staple or tape any carpet provided by Tates Tents & Events without first getting permission to do so. If a cut is necessary, for electrical cords or other needs, assistance from Tates Tents & Events will be required.

IF ANY OF THE ABOVE RULES ARE VIOLATED, EXHIBITOR WILL BE CHARGED FOR THE REPLACEMENT OF THE ITEM IN QUESTION. TATES TENTS & EVENTS RESERVES THE RIGHT TO HAVE FULL DISGRESSION OVER THE DAMAGE OF ANY RENTAL ITEMS.

GENERAL SHOW INFORMATION



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COMPANY NAME	DATE	BOOTH #
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SHOW INFORMATION

FACILITY LOCATION: **Boise Centre**

EXHIBITOR MOVE-IN: **Monday, February 6th from noon to 7pm**

SHOW SCHEDULE: **Tuesday, February 7th and Wednesday, February 8th**

EXHIBITOR MOVE-OUT: **Wednesday, February 8th time TBD**

EXHIBITOR FREIGHT FORCED OUT: **Wednesday, February 8th by 10pm**

ALL EXHIBITOR MATERIAL MUST BE REMOVED FROM FACILITY BY: **Wednesday, February 8th by 10pm**

BOOTH DESCRIPTION

DEPTH:	10'
WIDTH:	10'
DRAPE COLOR:	Green and White
AISLE CARPET COLOR:	Multi
ITEMS INCLUDED WITH THIS BOOTH: 8' Table w/ black linen 2 chairs Trash can Power access and Power strip	

BOOTH IDENTIFICATION SIGN

IF PROVIDED BY SHOW PRODUCER, BOOTH IDENTIFICATION SIGN SHOULD READ:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NOTE: Booth signs are printed in capitalized black block letters.
SIZE 7"X 44"

IMPORTANT: THIS FORM MUST BE COMPLETED AND SUBMITTED 2 WEEKS PRIOR TO SHOW. IF NOT RETURNED 2 WEEKS PRIOR, BOOTH SIGN WILL BE PRINTED AS IT APPEARS ON THE LIST FURNISHED BY THE ASSOCIATION. WE WILL SEND CONFIRMATION OF YOUR ORDER WITHIN 24 BUSINESS HOURS. IF YOU DO NOT RECEIVE CONFIRMATION, PLEASE CALL 208.336.5486

BOOTH FURNISHINGS



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DISPLAY TABLES ONLY				COCKTAIL TABLES ONLY			
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	QTY	DISCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	4FT X 30" WIDE	25.00	40.00		30" RD X 30" H	20.00	26.00
	6FT X 30" WIDE	25.00	40.00		30" RD X 42" H	20.00	26.00
	8FT X 30" WIDE	25.00	40.00		36" RD X 30" H	20.00	26.00
DISPLAY TABLES WITH SKIRTING				36" RD X 42" H			
	4FT X 30" WIDE	45.00	60.00		36" RD X 42" H	20.00	26.00
DISPLAY TABLES WITH SKIRTING				COCKTAIL TABLES WITH LINEN			
	6FT X 30" WIDE	45.00	60.00		30" RD X 30" H	32.00	42.00
	8FT X 30" WIDE	45.00	60.00		30" RD X 42" H	32.00	42.00
Linen colors (First orders get first choice) Please circle Black White Green					36" RD X 30" H	32.00	42.00
					36" RD X 42" H	32.00	42.00
				PLEASE CHECK LINEN COLOR: BLACK WHITE GREEN			
EXTRAS				COUNTER HIGH TABLES ONLY			
	EASEL	10.00	15.00		8FT X 24" WIDE	30.00	40.00
	WASTE BASKET	5.00	8.00		COUNTER HIGH TABLES WITH SKIRTING		
	FLOOR LENGTH LINEN	20.00	25.00		8FT X 24" WIDE	55.00	65.00
	2 AISLE STANCHIONS	40.00	50.00		PLEASE CHECK SKIRTING COLOR:		
CHAIRS					WHITE BLACK		
	FOLDING CHAIR BLACK	2.50	3.50				
	PADDED CHAIR WOOD	4.50	6.50				
	HIGH BACK BAR STOOL	15.00	20.00				

****PLEASE CALL FOR SPECIAL REQUESTS****

ALL ORDERS MUST BE ACCOMPANIED BY THE PAYMENT CALCULATION FORM AND MUST BE SIGNED BY THE EXHIBITOR, AUTHORIZING TATES TENTS & EVENTS TO PLACE ORDERS AND ACCEPT PAYMENT FOR ORDERS

TOTAL: \$ _____

ELECTRICAL SERVICE



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INSTRUCTIONS FOR ORDERING * ADDITIONAL* ELECTRICAL POWER

1. Check UL rating plate on each electrical item to be used in booth.
2. Most equipment will list required watts or amps. If rated in watts, order in watts. If rated in amps, order in amps.
3. Add and total requirements for all electrical items to be used in booth.
4. Order that amount of power or slightly more, i.e., if total requirement is 450 watts, order a 500 watt outlet.
5. Each Tates Tents & Events outlet has 1/plug in receptacle. A Power Strip or any combination of items may be used. (This does not apply to 220 volt outlets.)
6. Power used CANNOT exceed maximum power ordered.

LIGHTING & UTILITY OUTLETS				
WATTAGE 110 VOLT				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Outlet up to 500 watts	70.00	75.00	

MISCELLANEOUS				
(Electricity must be ordered for extension cord or power strip usage)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Extension Cord	15.00		
	Power Strip	10.00		

**OUTLETS REQUIRING 24 HOUR SERVICE WILL BE CHARGED AT DOUBLE THE RATE OF THE OUTLET ORDERED.
 DEDICATED CIRCUITS WILL BE CHARGED AT DOUBLE THE RATE OF THE OUTLET ORDERED.**

NO CREDITS WILL BE ISSUED FOR OUTLETS INSTALLED AS ORDERED AND NOT USED.

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TOTAL: \$ _____

SHIPPING / FREIGHT HANDLING INFORMATION



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ALL FREIGHT CHARGES MUST BE PRE-PAID. ALL SHIPMENTS SENT FREIGHT COLLECT WILL BE REFUSED.

ADVANCE WAREHOUSE SHIPPING
TO: (Name of Exhibitor & Booth #)
IETA Show C/O Tates Tents & Events 3900 W. Chinden Blvd. Garden City, Idaho 83714
Warehouse- No Later Than: (ENTER SHIPPING DEADLINE)

DIRECT SHOW SHIPPING
<u>DIRECT SHOW SHIPPING IS NOT AVAILABLE</u>

Shipments will only be received Monday thru Friday 8:00am to 5:00pm

Shipments will be refused if delivery is attempted more than 10 business days prior to show set up date

Direct shipments sent to show site prior to Direct Shipping dates will be re-routed to the Advance Shipping Warehouse and will be subject to handling charges.

SHIPMENT INSTRUCTIONS AT CLOSE OF SHOW

Our designated ground and air carrier for this show is UPS Freight

All exhibitor freight not picked up by their designated carrier will be forced out on UPS Freight (no later than 10pm on February 8th, 2017)

For outbound shipping all freight must be packed and ready with your pre-paid label attached to each piece. Tates Tents & Events will pick up and bring freight back to our warehouse for return shipping on Thursday, February 9th. Please schedule your courier to pick up from Tates Tents & Events warehouse the business day following the close of show. Freight sent back to Tates Tents & Events warehouse will be charged for additional handling.

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Use this page to determine your material handling cost. Add the estimated cost to the 'Payment Calculation' page.
 To assist you with this form, please see 'Shipping and Handling Instructions.'

MATERIAL HANDLING – Crated, boxed, or skidded materials will be received at warehouse up to 14 days prior to show. The materials will be delivered to respective booths. Empty containers will be removed and stored until the end of the show. At that time they will be returned to the original booth. When materials are prepared for shipment, they will be taken to the dock and loaded on our designated carrier.

Description of services and material handling prices are listed below.

WE WILL SHIP OUR FREIGHT TO AND FROM TATES TENTS & EVENTS WAREHOUSE

	PER 100 LBS	MIN. CHARGE	EST. TOTAL
CRATED AND/ OR SKIDDED FLOOR LOAD SHIPMENTS - Shipments that can be unloaded at the dock with no additional handling required. Each shipment received is charged separately. Cumulative weights are not allowed on minimums. Prices apply to shipments that meet the deadline only. See 'Delivery Deadline' below.	35.00	35.00	
TAKE MY FREIGHT TO TATES TENTS & EVENTS FROM SHOW ONLY			
Freight handled only at the close of the show. Material Handling fees include taking materials to the dock and loading on designated carrier at the close of show. Vendor must have Pre-Paid label attached to each piece of freight. Tates Tents & Events will take freight from your booth to the loading dock only and leave for outbound freight carrier to pick up from event/convention center.	35.00	35.00	

DELIVERY DEADLINE

	PER PIECE	MIN. CHARGE	EST. TOTAL
Freight not received at the warehouse five (5) business days prior to the first day of <u>exhibitor move-in</u> , and any shipments received after the show has opened, will be subject to the following additional charges.	100.00	100.00	

TOTAL: \$ _____

****THESE ARE TATES TENTS & EVENTS HANDLING CHARGES ONLY. ALL CHARGES ACCRUED BY INDIVIDUAL FREIGHT CARRIER ARE THE SOLE RESPONSIBILITY OF THE EXHIBITING COMPANY**

PAYMENT POLICY



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PAYMENT POLICY:

Tates Tents & Events requires full payment at time of service. Tates Tents & Events also requires that all exhibitors using our services provide a credit card to be placed on file with their initial order. The credit card on file will be used to cover any unpaid balances at the closing of the show. If not otherwise paid, Tates Tents & Events will charge the card on file the day of delivery or set-up of the show.

METHOD OF PAYMENT:

Tates Tents & Events accepts Check, Visa, Master Card, American Express and Discover Card.

ADVANCE PAYMENT/ DISCOUNT PRICE:

When show orders are placed in advance, Tates Tents & Events can provide you with a faster and more efficient service. Payment must be submitted with the original order if exhibitors wish to receive discounted rates. All orders placed after the discount deadline will be charged at regular price.

ADJUSTMENTS AND CANCELLATIONS:

Some services provided by Tates Tents & Events incur extra costs if re-stocking must occur. Because of this, some items and services may be subject to a re-stocking fee if cancelled within 2 days of the show set-up date. To avoid these costs, please be sure and finalize any submitted orders prior to the show.

**Items cancelled on-site will be subject to a 50% re-stocking fee.
Items cancelled after delivery will not be refunded to exhibitor.**

*A service fee of \$25.00 will be assessed for any returned checks.

PAYMENT CALCULATION



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PLEASE PRINT ALL INFORMATION

Form with fields: COMPANY NAME, DATE, BOOTH #, STREET ADDRESS, CITY, STATE, ZIP, PHONE, FAX, ORDERED BY, E-MAIL, SIGNATURE

PLEASE INCLUDE THIS PAGE WHEN SUBMITTING YOUR ORDER TO TATES TENTS AND EVENTS

Credit Card Information

Please fill out the credit card information below. By filling out this form, and submitting it to Tates Tents & Events, you are authorizing to have your Credit Card charged for any orders that you have placed.

Table with columns for Visa, Discover Card, Master Card, American Express

Account #

Grid for Account #

CCV #

Grid for CCV #

Form with fields: Cardholder's Name - Please Print, Cardholder's Signature, Expiration Date, Credit Card Billing Address, Address, City/ State/ Zip

Calculation of Orders

Table with columns for item names (Furnishings, Electrical, Freight Show Handling, etc.) and dollar amounts

Discount pricing only available for orders placed and paid for before the order deadline. See "Payment Policy" sheet for more information. Tates will contact you within 24 business hours to confirm we have received your order, please contact us at 208-336-5486 if we have not contacted you.