

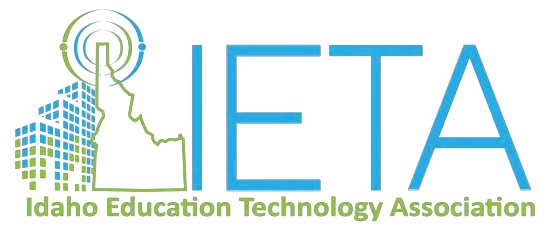


Vendor Packet

February 7th, 2024—February 9th, 2024

Boise Centre—West

Boise, ID



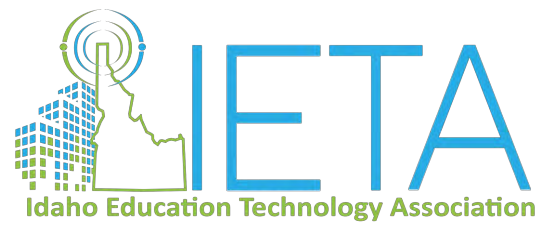
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Vendor Packet

February 7th, 2024—February 9th, 2024

Boise Centre—West

Introduction:

- EventRent, Idaho's premier event professionals, has been selected to be the decorator for the **Idaho Education Technology Association Conference**. Our services include, but are not limited to: tables, chairs, pipe and drape, trash services, and shipping and receiving handling. We have all of your Tradeshow needs!

Booth Equipment:

- Each indoor 10x10 booth will be set up with 8' tall back black drape & 3' tall side black drape, (1) Black Lined Table, and (1) Wastebasket. Additional services/products are available upon request.

Exhibit Hall:

- The indoor exhibit area is carpeted.

Discount Price Deadline Date:

- In order to receive advance order discounted rates provided on these forms, we must receive your order and payment by **Wednesday, January 24th, 2024**. If we do not receive this information from you by **Wednesday, January 24th, 2024** you will be charged "Floor Pricing".

Exhibitor Move in:

- Tuesday, February 6th, 2024: (12:00PM—5:00PM)
- Wednesday, February 7th, 2024: (6:30AM—8:30am)

Show Schedule/ Exhibit Hours:

- Wednesday, February 7th, 2024: (9:00AM—5:00PM)
- Thursday, February 8th, 2024: (9:00AM—4:00PM)

Exhibitor Move-Out:

- Thursday, February 8th, 2024: (3:30pm—7:00pm)
- All exhibitors must be moved out by 7:00PM

EventRent's Terms and Conditions

Lessor, hereby agrees to lease to **Lessee** the equipment described on the face of this agreement or in attached schedules in accordance with the following agreement:

1. TITLE AND OWNERSHIP. The leased equipment shall at all times be and remain the sole and exclusive property of Lessor. Lessee shall have only the rights to use the equipment in accordance with the terms of this agreement. Lessor shall have the right to display notice of its ownership of the equipment by display of an identifying stencil, plate or other marking, and Lessee agrees that it will not remove or cover such markings without the written permission of Lessor. It is expressly intended and agreed that the equipment shall be personal property even though it may be affixed or attached to real estate. The equipment shall not be removed from the place of delivery or installation without the expressed written permission of Lessor.

2. INSPECTION. Lessee acknowledges that he has had an opportunity to personally inspect the equipment and finds it suitable for his needs and in good condition. Lessee understands its proper use. Lessee further acknowledges Lessee responsibility to inspect the equipment prior to its use and to notify Lessor of any defects.

3. REPLACEMENT OF MALFUNCTIONING EQUIPMENT. If the equipment becomes unsafe or in disrepair for any reason, Lessee agrees to discontinue its use and to notify Lessor. Lessor will repair or replace the equipment with similar equipment in good working order if available, and if the defect is the result of normal use. Lessor is not responsible for any incidental or consequential damages caused by delays or otherwise, and Lessee hereby waives any right or entitlement thereto.

4. WARRANTIES. Lessor is not the manufacturer of the rented property nor the agent of the manufacturer, and no warranty against patent or latent defects in material workmanship or capacity is given, and Lessee expressly waives all such warranties of fitness which may be accorded by law or otherwise. There are no warranties of merchantability or fitness, either express or implied. There is no warranty that the equipment is suited for customers intended use, or that it is free from defects, and any and all such warranties of fitness, or otherwise, are expressly and specifically waived by customer.

5. HOLD HARMLESS AGREEMENT. Lessee shall defend, indemnify and hold harmless Lessor its employees, agents and subsidiaries, from and against all claims, liabilities, losses, damages to property or otherwise, and expenses, of every character whatsoever, resulting from the actions, negligent or otherwise, of Lessee, Lessee's employees and agent of Lessee or Lessee subcontractor. The indemnities included in this exhibit shall include reasonable attorney's fees paid by Lessor in defending suit and actions involving liability covered by the indemnification provision in this paragraph.

6. TIME OF RETURN. Lessee right of possession terminates on the expiration of the rental period and retention of possession after this time constitutes a material breach of Lessee's obligations under this contract. Time is of the essence in this agreement. Any extension must, at Lessor's election be mutually agreed upon in writing.

7. ASSIGNMENTS, SUBLEASES AND LOANS OF EQUIPMENT. The Lessor may assign its right under this contract without the Lessee's consent, but will remain bound by all obligations herein. The Lessee may not sublease or loan the equipment without the Lessor's written permission. Any purported assignment by the Lessee is void.

8. RETURN OF EQUIPMENT. At the termination of this agreement, Lessee shall return all the equipment to Lessor's premises during Lessor's regular business hours, in the condition and repair as when delivered to Lessee, subject only to reasonable wear and tear. Lessee shall be liable for all damages to or loss of the Equipment occurring because it was not returned within Lessor's regular business hours. If Lessor has agreed to deliver the Equipment to Lessee or to pick up the Equipment from Lessee. Lessee shall be responsible for all losses or damage to the Equipment from time of delivery to Lessee and until picked up by Lessor.

9. INSPECTION BY LESSOR. Lessor shall at all times have the right to enter any premises where the Equipment may be located for purposes of inspecting it, observing its use, or removing it from Lessee's premise.

10. PERMITS AND LICENSES. Lessee shall at its own expense, and prior to the installation of the equipment provide all necessary permits, licenses, and other consents.

11. DELIVERY/PICK UP. Delivery is made to closest point truck can park. Extra charges will result in deliveries to upstairs, elevator use or any point where extra time is involved. Our service does not include set up and / teardown of specialty items. If this service is required, arrangements should be made several days prior to delivery with a special charge quoted. If no arrangements are made and this service is desired on delivery, our driver must call for authorization. If time permits, we will try to accommodate you after quoting the price.

12. CLEANING. China, Glassware, and Flatware must be returned rinsed and repacked properly in boxes provided or additional charges will be assessed. Special cleaning deposits will be charged on BBQ Grills and Cooking Equipment.

13. LINENS. Table linens are inspected prior to pick up and upon return. **DO NOT ROLL UP OR PLACE WET LINENS IN ANY BAG** - mildew will result. If there is obvious damage such as mildew, excessive stains, burns or tears, you will be charged the cost of the linen and keep same as though it were a sale. Return all linens dry and free of waste.

14. DIRTY, OR DAMAGED EQUIPMENT. Lessee agrees to pay for any damage to rented equipment regardless of cause, except reasonable wear and tear, while equipment is out of possession of Lessor. Lessee also agrees to pay a reasonable cleaning charge for all equipment returned dirty. Accrued rental charges cannot be applied against the purchase or cost of repair or damaged goods. Rental Equipment damaged beyond repair will be paid for by Lessee at its Replacement Cost when rented. The cost of repairs will be borne by the Lessee, whether performed by Lessor, or at the Lessor's option by others.

EventRent's Terms and Conditions Continued:

15. THEFT OF EQUIPMENT. The Lessee agrees to pay for equipment [at its replacement cost when rented] for all types of theft or mysterious disappearance. Damage Waiver does not cover theft.

16. COLLECTION COSTS. The Lessee agrees to pay all reasonable collection attorney's and court fees and other expenses involved in the collection of charges or enforcement of the Lessor's rights under this contract.

17. WEATHER RELATED RISKS. Lessee assumes all weather related risks involved in holding an outdoor tented event. Lessor will endeavor to minimize said risk, however, should the tenting become unusable due to high wind, snow, rain, flooding, extreme cold or heat, or any other factor beyond Lessor's control, Lessee shall still be liable for payment in full of all charges.

18. PREPARATION OF SITE. Lessee agrees to have the site upon which the equipment is to be erected, free and clear of all obstacles, natural and man made, prior to the arrival of the Lessor's work crew. Lessee further agrees to have all tents cleared for removal prior to our arrival. All non-leased equipment and decorations shall be cleared and taken from site. If Lessee fails to do so, then Lessee shall pay all costs involved for any delay, additional rental, and all costs including collection and legal expense.

19. MATERIAL. All tents are subject to stretching and retracting of up to 5% of listed sizes and although all tents have been impregnated with waterproofing compound, no tents are guaranteed to be absolutely waterproof, and are to be considered temporary shade structures.

20. COOKING UNDER TENTS. Lessee agrees not to do any type of cooking under or within a reasonable distance of the tent. Lessee assumes full responsibility and costs incurred for damage and or cleaning expense to tent tops due to cooking processes under or near tents.

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LEASE AGREEMENT

TERMS AND CONDITIONS

Expo/Tradeshow Services

We offer a variety of services for your Expo needs. Below are the vendor forms which include: Booth Furnishings, Show Information, Freight and Drayage, Audio Visual Services, etc. Please ask one of our Sales Staff professionals about any questions you may have about these services.

Drayage Services

Delivery straight to your booth.



Registration Counters:

Custom logo and labeling is available.



Signage Hooks



Waste Baskets & Disposal Services

Additional waste baskets, trash bags, and disposal services are available.

(Additional labor fees may apply.)

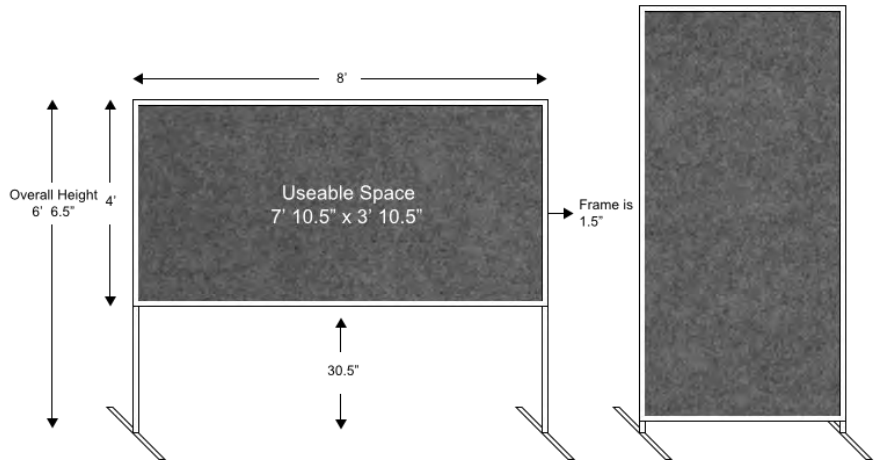


Dressed Tables

Comes in a variety of different sizes. Skirted with V-Lon, and linens dressed tables available.

Event Items

4'x8' Poster Boards



Stanchions

Available in white and Chrome



Easels

Available in wood table top easels and chrome floor standing easels



Coat Racks

Hangers are also available



Tables



Round Tables:

- 30" round bistro 30" or 42" height
- 48", 60" and 72" also available
- Rounds tables can be plain or dressed with table linen.



Banquet/ Rectangular Tables:

- 4'x30", 6'x30", 8'x30", 6'x18" and 8'x18" tables available.
- Tables have the option to be 30" seated height or 40" counter height.
- Banquet tables can be plain, skirted with V-Lon, or dressed with table linen.
- 6' and 8' wood farm tables are available upon request.



Serpentine tables:

- 30" tall, 30" deep, 94" outer curve, 46" inner curve, 83" from outer corner to outer corner.
- Bar topper available w/ additional cost
- Tables can be plain, skirted, or dressed with table linen.

Chairs

Folding Chairs

White or Black



Chiavari Chairs

Black or Gold

(Available with or without Pad)



White Resin Folding Chairs w/ Pad



Wood Folding Chairs w/ Pad

Natural and Cherry wood



Black / Chrome Bar Stool



White / Chrome Bar Stool



Chiavari Bar Stool

Lounge Furniture, Tables, & Decor



**Framed White Sofa, Love
Seat & Chair**



Off White Lounge Sofa



**Off White
Leather Chair**

**Coffee & End Tables
Lamps**



Patio Furniture

Sofa, Loveseat & Chair

Coffee Table & End Table



Black Leather Chair

Black Leather Ottoman



Audio / Visual

Lecture/ Podiums



Powered Speakers

Completely Universal



Projectors Projection Screens



55" Flat Screen TV's



TV Stand



Extension cords also available at an additional cost.

Flooring

Black Area Rug

5' x 7'



Red Carpet Runner

3' wide x 10', 30' or 50'



White Carpet Runner

3' wide x 30'





600 N Eagle Rd
Meridian, Idaho 83642
Fax: (208)695-2233

Company Name: _____

This agreement, made between EventRent, LLC and _____, authorizes EventRent LLC to charge the below listed credit card for any/all charges incurred on the rental contracts entered into between EventRent and authorized representative of _____.

(Company Name)

Card Type: _____

Card Number: _____

Card Security Code Number: _____

Card Expiration: _____

Card Holder: _____

_____ Date: _____

(Auth. Signature)

(Printed Name)

(Title)

Company Name: _____
Address: _____
City, State: _____
Zip: _____

Tradeshow: _____
Booth Number(s): _____
Onsite Contact: _____
Onsite Phone: _____

Contact Name: _____
Contact Email: _____
Company Phone: _____
Cell Phone: _____
Fax: _____
Order Date: _____

<p>Orders due before: Wednesday, January 24th, 2024</p>	<p><i>* Orders placed after the date listed will be charged the floor rate.*</i></p>
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Please email orders to: tradeshows@eventrentidaho.com

Booth Furnishings

Qty	Item Description	Disc. Price	Floor Price	Total
*** Chairs ***				
	White Folding Chair	\$ 4.00	\$ 6.00	
	Black Folding Chair	\$ 4.00	\$ 6.00	
	Natural Wood Folding Chair	\$ 8.90	\$ 13.50	
	Cherry Wood Folding Chair	\$ 8.90	\$ 13.50	
	White Resin Folding Chair	\$ 8.90	\$ 13.50	
	Black Chiavari Chair	\$ 18.75	\$ 28.25	
	Gold Chiavari Chair	\$ 18.75	\$ 28.25	
	Black / Chrome Bar Stool	\$ 37.00	\$ 55.50	
	Black Chiavari Bar Stool	\$ 45.50	\$ 68.25	
	White / Chrome Bar Stool	\$ 45.50	\$ 68.25	

Qty	Item Description	Disc. Price	Floor Price	Total
*** Plain Tables ***				
	4'x30" Banquet Table	\$ 20.00	\$ 30.00	
	6'x30" Banquet Table	\$ 20.00	\$ 30.00	
	8'x30" Banquet Table	\$ 20.00	\$ 30.00	
	6'x18" Classroom Table	\$ 20.00	\$ 30.00	
	8'x18" Classroom Table	\$ 20.00	\$ 30.00	
	30" Bistro Table	\$ 20.00	\$ 30.00	
	4' Round Table	\$ 20.00	\$ 30.00	
	5' Round Table	\$ 20.00	\$ 30.00	
	6' Round Table	\$ 20.00	\$ 30.00	
	Serpentine Table	\$ 27.00	\$ 55.50	
	Serpentine Bar Top	\$ 27.00	\$ 55.50	

*** Lounge Furniture ***				
	Black End Table	\$ 50.00	\$ 75.00	
	White End Table	\$ 50.00	\$ 75.00	
	Black Coffee Table	\$ 116.00	\$ 174.00	
	White Coffee Table	\$ 116.00	\$ 174.00	
	Patio Lounge Chair	\$ 170.00	\$ 255.00	
	Patio Lounge Loveseat	\$ 270.00	\$ 405.00	
	Patio Lounge Sofa	\$ 390.00	\$ 585.00	
	Patio End Table	\$ 48.00	\$ 72.00	
	Patio Coffee Table	\$ 72.00	\$ 108.00	
	Framed Lounge Chair	\$ 200.00	\$ 300.00	
	Framed Lounge Loveseat	\$ 380.00	\$ 570.00	
	Framed Lounge Sofa	\$ 450.00	\$ 675.00	
	Off-White Lounge Chair	\$ 200.00	\$ 300.00	
	Off-White Lounge Sofa	\$ 470.00	\$ 705.00	
	Black Lounge Chair	\$ 200.00	\$ 300.00	
	Black Lounge Ottoman	\$ 150.00	\$ 225.00	

*** Linen Dressed Tables ***				
	Dressed 30" Bistro Table	\$ 60.00	\$ 90.00	
	Dressed 4' Round Table	\$ 60.00	\$ 90.00	
	Dressed 5' Round Table	\$ 60.00	\$ 90.00	
	Dressed 6' Round Table	\$ 60.00	\$ 90.00	
	Dressed 4'x30" Banquet Table	\$ 46.75	\$ 70.25	
	Dressed 6'x30" Banquet Table	\$ 46.75	\$ 70.25	
	Dressed 8'x30" Banquet Table	\$ 46.75	\$ 70.25	
	Dressed 6'x18" Classroom Table	\$ 46.75	\$ 70.25	
	Dressed 8'x18" Classroom Table	\$ 46.75	\$ 70.25	

*****All dressed tables will come with a black linen unless otherwise specified.*****

Payment Method:	Check: Cash:
Please circle: Visa, MasterCard, American Express or Discover Card	
Card Number: _____	Exp. Date: _____
Printed Name: _____	Billing Zip: _____
Authorized Signature: _____	CVC: _____

Company Name: _____
 Address: _____
 City, State: _____
 Zip: _____

Tradeshow: _____
 Booth Number(s): _____
 Onsite Contact: _____
 Onsite Phone: _____

Onsite Contact Name: _____
 Onsite Contact Email: _____
 Company Phone: _____
 Onsite Cell Phone: _____
 Company Fax: _____
 Order Date: _____

Orders due before: Wednesday, January 24th, 2024	<i>* Orders placed after the date listed will be charged the floor rate.*</i>
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Please email orders to: tradeshows@eventrentidaho.com

Booth Furnishings

Qty	Item Description	Disc. Price	Floor Price	Total
*** Accessories ***				
	Trash Can (small)	\$ 10.50	\$ 15.75	
	Table Leg Extensions(12" tall)	\$ 12.00	\$ 18.00	
	Wood Table Top Easel	\$ 14.00	\$ 21.00	
	White Plastic Stanchion	\$ 18.00	\$ 27.00	
	32 Gallon Trash Can	\$ 21.00	\$ 31.50	
	Chrome Easel	\$ 30.50	\$ 45.75	
	Chrome Stanchion	\$ 41.75	\$ 62.75	
	Blue Stanchion Rope	\$ 7.50	\$ 11.25	
	Black Stanchion Rope	\$ 7.50	\$ 11.25	
	Red Velvet Rope Cover	\$ 3.75	\$ 5.75	
	Clothing Rack	\$ 41.75	\$ 62.75	
	4'x8' Poster Board	\$ 150.00	\$ 225.00	

*** Audio / Visual ***				
	Powered Speaker	\$ 195.00	\$ 292.50	
	Lectern	\$ 195.00	\$ 292.50	
	Projector	\$ 286.00	\$ 429.00	
	Projector Screen	\$ 130.00	\$ 195.00	
	Flat Screen TV	Call		
	TV Stand	\$ 110.50	\$ 168.75	

*** Specialty Items Request ***		

*** Total Cost ***		
Sub-Total	6% Tax	Total Cost

Payment Method:	Check: Cash:
Please circle: Visa, MasterCard, American Express or Discover Card	
Card Number: _____	Exp Date: _____
Printed Name: _____	Billing _____
Authorized Signature: _____	CVC: _____



Payment Terms:

- **Payment in full including additional tax is due at time order is placed. This includes shipping and receiving to and from the show.**
- EventRent accepts the following forms of payment:
 - Cash
 - Check
 - Credit/ Debit Cards including but not limited to: Visa, MasterCard, American Express, and Discovery.
- Orders received after Advanced Pricing Deadline without any advanced payment will subject to additional charges.
- All materials and equipment provided by EventRent is on a rental basis for the entire duration of the show or event will remain the property of EventRent except items that are specifically identified as “sales” items.
- Exhibitor agrees to use all rental equipment with responsible care to prevent damage to EventRent’s property. If any equipment does get damaged when in use of exhibitor, it is the exhibitors responsibility to fund any damaged/replacement of property. *****This includes puncturing and/or pinning drape and skirting. *****

Helpful Hints:

Save Money:

Order early to avoid any additional fees and take full advantage of the Advanced Pricing. Make sure your order is in before **Wednesday, January 24th, 2024.**

Avoid Delay:

- Ship early to avoid any delays and insure all your items are on time to make this a successful show for you. Weather, Holidays, and national events can impact transit times. Shipments that arrive late will not only cost you money, but also time and business.

What are Freight Handling Services?

How do I ship to the warehouse?

- All shipments must be paid in **full** before shipment is sent, this includes return shipments.
- We accept freight up to 2 weeks before the show date.
- The warehouse will receive shipments Monday thru Saturday, except holidays.
- All shipments **must** have a bill of lading (BOL) or delivery slip indicating the number of packages, type of items and the weight of the items, unless shipping with UPS Ground or FedEx Ground.
- Our team will assure that all freight handling arranged with us will be delivered to exhibitor's booth prior to exhibitor set-up.

How should I label my shipping containers?

- The shipping label must contain the exhibiting company's name, booth number, and name of the event.
- Warehouse address and an example of how to label packages are located on page 18.

How do I estimate my freight handling charges?

- Charges are based on weight of each item in shipment, with a **minimum** of 100 lbs. per item. Shipment weight per item will be rounded up to the next 100 lbs. per item. All shipments are subject to re-weight. Example: Each item of 0-100 lbs. is \$125, each item of 101-200 lbs. is \$250, etc.
- Items packaged together will be charged as one item (Example: Four 20 lb. boxes sent **individually** will be charged as **four** items at \$125 per item, however, four 20 lb. boxes **taped or shrink wrapped together on a pallet or skid will be counted as one item** for a total of \$125.)
- Additional charges may apply for any shipments that are delivered before or after the time frame in which freight shipments are accepted.

What happens to my empty containers during the show?

- All empty containers will be taken back to the warehouse and stored for the duration of the show.
- At the close of the show, the empty containers will be returned to the correct booths in a random order. This depends on the size of containers the exhibitor has.

***How do I ship my materials after the show is over? ***

- *****EventRent is not responsible for scheduling with a carrier or labeling items for return. *****
- Prior to show, **vendor must** work with their chosen carrier to have a BOL or pick up label ready to place on each item for return after show.
- *****VENDOR MUST EMAIL A BOL TO THE TRADESHOW EMAIL ON THE DRAYAGE FORM IF NOT SHIPPING WITH FEDEX GROUND OR UPS GROUND*****
- It is **vendor's responsibility** to make sure all packages are packed, sealed, labeled correctly and ready for pick up.
- Each item must be labeled **individually** and tagged by vendor prior to EventRent picking up from booth.
- **Vendor must** schedule/arrange return shipping, with the carrier of their choosing from EventRent warehouse during the timeframe listed for pickup.

Where can I get a forklift?

- Forklifts will be onsite for official use only.
- If a forklift is needed for booth set up, dismantle, or to bring shipments in, please let one of our many on-site associates know. DO NOT USE THE FORKLIFT YOURSELF.
Forklift usage may accrue additional fees

Do I need insurance?

- We recommend that all packages are insured from the time they leave your company until the time they return.
- EventRent is not responsible for any lost or damaged materials.

Post Show Paperwork and Labels:

- Vendors who need assistance with return shipping/handling will need to schedule this service with EventRent prior to the event ending.
- **EventRent requires that each package is wrapped, palletized, and has proper return labels attached to each item. If vendor schedules any shipper besides FEDEX GROUND or UPS GROUND to pick up from our warehouse, they MUST send a BOL to tradeshows@eventrentidaho.com.**
- Packages need to be scheduled for pick up after the show at EventRent's Warehouse (600 N. Eagle Road, Meridian, Idaho 83642) on **Monday, February 12th, 2024** or **Tuesday, February 13th, 2024** between the hours of 9:00am and 5:00pm.
- All payments, including post show drayage and freight handling, are due prior to the show starting. ***This is required to ensure packages get returned in a timely manner.**
- **EventRent will not pick up any items/packages that have not previously been paid for and scheduled.**
- *****The venue does not support/accept direct shipping.***** Any items shipped directly to the center will be the sole responsibility of the vendor to locate and handle.

Shipping and Receiving Information

Warehouse Shipping Address:

(Exhibiting Company Name)

IETA Conference 2024

C/O EventRent

600 N Eagle Rd

Meridian, ID 83642

EventRent will accept crated, boxed, or skidded materials beginning **Monday, January 22nd, 2024**, and ending **Wednesday, January 31st, 2024**, at the address above. Items will be received at the warehouse between the hours of 9:00am and 5:00pm Monday through Friday, and between 9:30am and 3:30pm on Saturday.

****Any Materials arriving after Wednesday, January 31st, 2024 will be subject to Onsite Costs.****

Any shipments you wish to send to our warehouse must be filled out on page 19 BEFORE being sent. *WE WILL NOT ACCEPT ANY SHIPMENTS NOT PAID FOR IN ADVANCE***. If you would like us to pick up any items from your booth to ship back, please fill out page 21 and email your Bill Of Lading to tradeshows@eventrentidaho.com. You will find the instructions on the bottom of the page for more about post-show shipments.**

****Please note: All items and drayage that require additional Labor, not detailed and pre-arranged with EventRent Sales Team, may be subject to Material Handling Charges. ANY Extra Labor/ Handling Fees are the responsibility of the Exhibitor and not the Promoter. This also applies to items not ordered through the Official Show.

****** No shipments will be received at show site******

Decorator Contact/ Information:

EventRent

Office: (208) 695-2121 Fax: (208) 695-2233

tradeshows@eventrentidaho.com

Assistance:

We want you to have a successful show. If you have any questions, comments, or concerns please do not hesitate to contact us!

Labor Information:

Most products listed as BOOTH FURNISHINGS include labor in the rental cost. However, services like booth set up, constant trash disposal, extra shipping labor, etc., will have an additional labor cost.



Pre Show Freight and Display Handling Form

Company Name: _____	Onsite Contact: _____
Address: _____	Company Phone: (____) _____
City: _____ State: _____ Zip: _____	Onsite Cell: (____) _____
Trade Show Name: _____	Company Fax: (____) _____
Booth Number(s): _____	Onsite Email: _____
Order Date: _____ / _____ / _____	

Shipping:

Advanced Receiving includes storage, delivery to event site, and handling.

Pricing only for pre-show (does not include post-show) is \$125/100 lbs./PER UNIT (box, crate, pallet, etc.), with a minimum of 100 lbs.

Example: Each item of 0-100 lbs. is \$125, each item of 101-200 lbs. is \$250, etc..

QTY	Description	Weight	Unit Price	Total
			TOTAL	

[Email all orders to tradeshows@eventrentidaho.com](mailto:tradeshows@eventrentidaho.com) or fax to 208-695-2233, Attention: Tradeshows

Payment Method: Check: _____ Cash: _____

Visa, MasterCard, American Express, or Discover

Card Number: _____ Expiration Date: _____

Authorized Signature: _____ CVC: _____

Printed Name: _____ Billing Zip: _____



Post Show Freight and Display Handling Form

Company Name: _____

Onsite Contact: _____

Address: _____

Company Phone: (____) _____

City: _____ State: _____ Zip: _____

Onsite Cell: (____) _____

Trade Show Name: _____

Company Fax: (____) _____

Booth Number(s): _____

Onsite Email: _____

Order Date: _____ / _____ / _____

Any drayage items left on-site by vendor for EventRent Services **must be paid in full and pre arranged by the vendor and letting an EventRent Salesperson know by filling out this form.**

Client / Vendor Expectations include: ALL Items packaged correctly, including wrapping of palletized items, taping of boxes, etc.

*****VENDOR MUST EMAIL A BOL TO THE EMAIL ON THIS PAGE IF NOT SHIPPING WITH FEDEX GROUND OR UPS GROUND*****

We require all return labels to be placed on packages and return shipments **scheduled by the vendor**, for pick up from EventRent's warehouse at 600 N. Eagle Rd, Meridian, ID 83642, on **Monday, February 12th, 2024** or **Tuesday, February 13th, 2024** between the hours of 9:00am and 5:00pm.

****Any returns not picked up during the designated times will be subject to an additional \$250 fee per day. ****

****Any items left on-site for return shipping that are not properly packaged will be subject to a labor fee.****

Shipping:

Return Freight Handling includes return to EventRent warehouse, storage, and handling until Vendor's scheduled freight company picks up.

Pricing only for post-show (does not include pre-show) is \$125/100 lbs./PER UNIT (box, crate, pallet, etc.), with a minimum of 100 lbs.

Example: Each item of 0-100 lbs. is \$125, each item of 101-200 lbs. is \$250, etc..

QTY	Description	Weight	Unit Price	Total
			TOTAL	

[Email all orders to tradeshow@eventrentidaho.com](mailto:tradeshows@eventrentidaho.com) or fax to 208-695-2233, Attention: Tradeshow

Payment Method:

Check: _____

Cash: _____

Visa, MasterCard, American Express, or Discover

Card Number: _____

Expiration Date: _____

Authorized Signature: _____

CVC: _____

Printed Name: _____

Billing Zip: _____