

Dear Exhibitor,

Thanks for participating in the **IETA Show** on February **6<sup>th</sup> – 8<sup>th</sup>, 2018**. **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 30<sup>th</sup>, 2018** you may fax forms to (208) 336-8184 or email them to [info@tatestentsandevents.com](mailto:info@tatestentsandevents.com).

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

**January 30<sup>th</sup>, 2018**

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](http://www.TatesTentsandEvents.com)

Expo Services | Indoor and Outdoor Event Services | Exhibits



## 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<sup>th</sup> – 7<sup>th</sup>, 2018  
Discount Deadline: January 30<sup>th</sup>, 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 filling out a permission form 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.**



**BOOTH FURNISHINGS**



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COMPANY NAME	DATE	BOOTH #
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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	20.00	26.00
	4FT X 30" WIDE	45.00	60.00	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	CHAIRS			
	FOLDING CHAIR BLACK	2.50	3.50	PLEASE CHECK SKIRTING COLOR:  WHITE                      BLACK			
	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

<b>TOTAL: \$ _____</b>
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**ELECTRICAL SERVICE**



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**INSTRUCTIONS FOR ORDERING 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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<b>TOTAL: \$ _____</b>
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SHIPPING / FREIGHT HANDLING INFORMATION



3900 W. Chinden Boulevard  
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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 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 14 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 FedEx Freight

All exhibitor freight not picked up by their exhibitor designated carrier will be forced out on  
FedEx Freight: No later than 8pm on February 7<sup>th</sup>, 2018

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. 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
<b>CRATED AND/ OR SKIDDED FLOOR LOAD SHIPMENTS -</b> 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.	<b>35.00</b>	<b>35.00</b>	
<b>TAKE MY FREIGHT TO TATES TENTS &amp; EVENTS FROM SHOW ONLY</b>			
Freight handled <b>only</b> 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.	<b>35.00</b>	<b>35.00</b>	

**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.	<b>100.00</b>	<b>100.00</b>	

**TOTAL: \$ \_\_\_\_\_**

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



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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.



