



Vendor Packet

February 4th—6th

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 freight storage / handling. We have all of your Tradeshow needs!

Booth Equipment:

- Each indoor 10' x 10' booth will be set up with 8' tall back black drape & 3' tall side black drape, (1) 8' Black Lined Table, and (1) Wastebasket.
(2) Padded Conference Chairs will be provided by the Venue. Additional services / products *may* be 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 **Tuesday, January 21st, 2025**. If we do not receive this information from you by **Tuesday, January 21st, 2025** you will be charged "Floor Pricing".

Exhibitor Move in:

- Tuesday, February 4th, 2025: (12:00PM - 5:00PM)
- Wednesday, February 5th, 2025: (6:30AM - 8:30AM)

Show Schedule/ Exhibit Hours:

- Wednesday, February 5th, 2025: (8:00AM - 4:00PM)
- Thursday, February 6th, 2025: (8:00AM - 4:00PM)

Exhibitor Move-Out:

- Thursday, February 6th, 2025: (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.

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

Expo/Tradeshaw Services

We offer a variety of services for your Expo needs! Below are vendor services which include: Booth Furnishings, Freight Handling, Audio Visual Services, etc. Please ask one our Tradeshaw professionals any questions you may have about these services.

Freight Storage & Handling Services

Delivery straight to your booth.
Pickup right from your booth.



Booth Labor:

Labor services for Pre-Show and Post-Show are available on a case to case basis. Please reach out with your request and we'll see what we can do for you!



Signage Hooks



Waste Baskets & Disposal Services

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

(Additional labor fees may apply.)

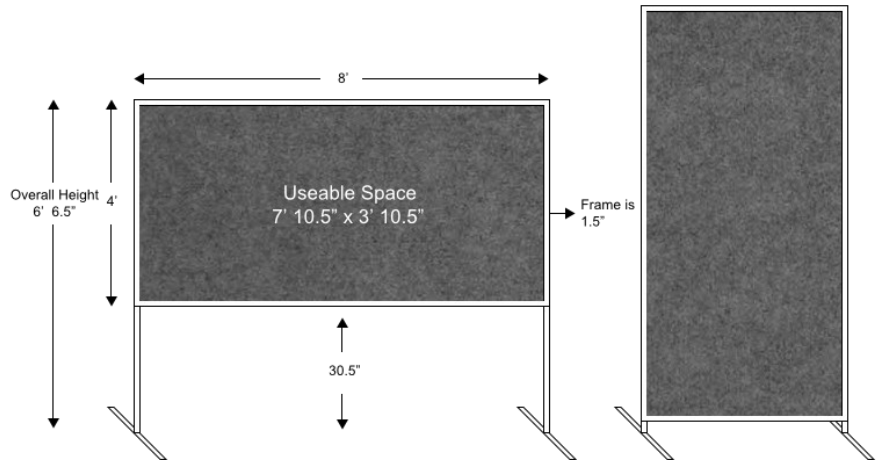


Dressed Tables

Linens available in a variety of different colors and sizes.

Event Items

4' x 8' Poster Boards



Stanchions

Available in white or Chrome.



Easels

Available in wood table top easels or chrome floor standing easels.



Coat Racks

Plastic hangers are available upon request.

Tables



Round Tables:

- 30" Round bistro. Tables can be 30" seated height or 42" counter height.
- 4' Round.
- Tables can be plain or dressed with a table linen.
 - * Bistro Tables have the option to have either a spandex linen, or a regular linen.



Banquet / Rectangular Tables:

- 4'x30", 6'x30", 8'x30", 6'x18" and 8'x18" available.
 - * Option to add on Table Leg Extenders to take tables from 30" seated height to 42" counter height.
- Tables can be plain or dressed with a table linen.
- 6' and 8' Wood Farm Tables are available upon request. (Please call to discuss options.)



Serpentine Tables:

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

Chairs



**Plastic Folding
Chairs**

White or Black



Chiavari Chairs

Gold or Black

Comes w/ Pad



**Resin Folding
Chairs w/ Pad**

White or Black



**Wood Folding
Chairs w/ Pad**

Natural or Cherry wood



**Chrome Bar
Stool**

White w/ Back

Black w/ No Back



**Resin Bar
Stool w/ Back**

Blue or Red



Lounge Furniture, Tables, & Decor

**Framed White Sofa,
Loveseat & Chair**



Off White Lounge Sofa



**Off White
Leather Chair**

**Coffee Tables
End Tables
& Lamps**



**Patio Furniture
Sofa, Loveseat & Chair
Coffee Table & End Table**



**Black Leather Chair
Black Leather Ottoman**



Audio / Visual

Lectern / Podiums



Powered Speakers
Universal



**Projectors &
Projection
Screens**

(Different Size Screens
Available, Please Call.)



TV Floor Stand

55" Flat Screen TV's



Flooring

Black Area Rug

5' x 7'



Red Carpet Runner

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



White Carpet Runner

3' wide x 30' long





(208) 695-2121 • idahoeventrent.com

Tradeshow: _____

Booth Number(s): _____

Onsite Contact: _____

Onsite Phone: _____

<p>Orders due before: Tuesday, January 21st, 2025</p>	<p><i>* Orders placed after the date listed will be charged the Floor Rate.*</i></p>
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Company Name: _____

Address: _____

City, State: _____

Zip: _____

Contact Name: _____

Contact Email: _____

Company Phone: _____

Contact's Cell Phone: _____

Fax: _____

Order Date: _____

Please email orders to: tradeshows@eventrentidaho.com

Booth Furnishings

Qty	Item Description	Disc.	Floor	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 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	
	White / Chrome Bar Stool	\$ 45.50	\$ 68.25	
	Blue or Red Resin Bar Stool	\$ 40.00	\$ 60.25	

Qty	Item Description	Disc.	Floor	Total
*** Plain Tables ***				
	4' x 30" Banquet Table	\$ 20.00	\$ 30.00	
	6' x 30" Banquet Table	\$ 20.00	\$ 30.00	
	8' x 30" Banquet Table	\$ 20.00	\$ 30.00	
	6' x 18" Classroom Table	\$ 20.00	\$ 30.00	
	8' x 18" Classroom Table	\$ 20.00	\$ 30.00	
	30" Round Bistro Table, 30" or 42" Tall	\$ 20.00	\$ 30.00	
	4' Round Table	\$ 20.00	\$ 30.00	
	Serpentine Table	\$ 27.00	\$ 55.50	
	Serpentine Bar Top	\$ 27.00	\$ 55.50	

Qty	Item Description	Disc.	Floor	Total
*** 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	

Qty	Item Description	Disc.	Floor	Total
*** Linen Dressed Tables ***				
	30" Bistro Table w/ Regular Linen	\$ 60.00	\$ 90.00	
	30" Bistro Table w/ Spandex Linen	\$ 65.00	\$ 95.00	
	Dressed 4' Round Table	\$ 60.00	\$ 90.00	
	Dressed 4' x 30" Banquet Table	\$ 46.75	\$ 70.25	
	Dressed 6' x 30" Banquet Table	\$ 46.75	\$ 70.25	
	Dressed 8' x 30" Banquet Table	\$ 46.75	\$ 70.25	
	Dressed 6' x 18" Classroom Table	\$ 46.75	\$ 70.25	
	Dressed 8' x 18" 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: _____	



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Tradeshow: _____

Booth Number(s): _____

Onsite Contact: _____

Onsite Phone: _____

Orders due before: Tuesday, January 21st, 2025	<i>* Orders placed after the date listed will be charged the Floor Rate.*</i>
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Company Name: _____

Address: _____

City, State: _____

Zip: _____

Contact Name: _____

Contact Email: _____

Company Phone: _____

Contact's Cell Phone: _____

Fax: _____

Order Date: _____

Please email orders to: tradeshows@eventrentidaho.com

Booth Furnishings

Qty	Item Description	Disc. Price	Floor Price	Total
*** Accessories ***				
	Trash Can (medium)	\$ 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 w/ Hangers	\$ 41.75	\$ 62.75	
	4' x 8' Poster Board	\$ 100.00	\$ 150.00	

*** Audio / Visual ***				
	Powered Speaker	\$ 195.00	\$ 292.50	
	Lectern / Podium	\$ 195.00	\$ 292.50	
	Projector	\$ 286.00	\$ 429.00	
	Projection Screen	\$ 130.00	\$ 195.00	
	55" Flat Screen TV	Call	Call	
	TV Floor Stand	Call	Call	

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

*** Specialty Items Request ***		

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



Requested Labor Services

** If this service is something you are interested in adding on, please email all blueprints of what's being built, any pictures of the completed project, and a list of any tools or items our team might need to complete the project. Our team will need to get together and see if your project is something we are able to add on and we will get back to you! **

Pre-Show Labor Services

- Display Setup: \$100/per hr./per person

# Of people requested for SET UP: _____	# Of hours expected for completion (please round to the nearest 1/4 hour): _____	Actual amount of time spent: _____
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Set Up (EST. LABOR) (**Labor will be tracked and charged accordingly**)

Post-Show Labor Services

# Of people requested for TEAR DOWN: _____	# Of hours expected for completion (please round to the nearest 1/4 hour): _____	Actual amount of time spent: _____
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- Display Teardown: \$100/per hr./per person

Tear Down (EST. LABOR) (**Labor will be tracked and charged accordingly**)

- Labor for return shipping packaging to help get packages ready: \$100/per hr./per person

(**Labor will be tracked and charged accordingly**)

Of hours: _____ Total Cost: _____

*****ALL labor costs are subject to change depending on actual time spent for set up and tear down of the booth, and to get items ready for return shipment.*****



600 N. Eagle Rd.

Meridian, Idaho, 83642

Fax: (208) 695-2233, Attention: Tradeshow

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 Date: _____

Card Holder's Name: _____

Billing Zip: _____

_____ Date: _____

(Auth. Signature)

(Printed Name)



Payment Terms:

- **Payment in full including additional tax is due at time order is placed. This includes Pre & Post Show Freight Storage / Handling forms.**
- EventRent accepts the following forms of payment:
 - Cash
 - Check
 - Credit/ Debit Cards: Visa, MasterCard, American Express, and Discover.
- Orders received **after** Advanced Pricing Deadline without any advanced payment will be 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 and 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 **Tuesday, January 21st, 2025.**

Avoid Delay:

- Ship early to avoid any delays and ensure 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.