



Enclosed please find an **Exhibitor Order Form** for the upcoming **WSSDA 2022 Conference** to be held **November 17-19, 2022** at The **Spokane Convention Center** in Spokane, Washington. All time frames and deadlines are on this form.

The show sponsor has selected **BLACK** as the show color, and will provide the following for your exhibit space:

- (1) 6' x 8' Draped Booth**
- (1) 6' Skirted Table**
- (1) Booth ID Sign**
- (2) Padded Chairs**
- (1) Wastebasket with Liner**

If you should require any additional booth equipment or freight services; simply complete the attached order form. For questions about equipment needs not found on our order form, please contact our customer service desk at **(208) 765-2595**.

For electrical or internet services, please contact Sue Stoll, the Spokane Convention Center Facility Services Coordinator, at (509) 279-7005 or [sstoll@spokanepfd.org](mailto:ssoll@spokanepfd.org). Enclosed is also a page with her information and link to ordering these services.

As the decorator for the show, we are here to assist with any questions you may have. Please assess your equipment and freight handling needs, then fax (208-664-3921) or email (maryr@designevents.com) your order form back to us by **Tuesday, November 1, 2022**.

Sincerely,

Mary Ransdell

Mary Ransdell
DE Expo and Event Services
Design Events, Inc.
208-765-2595 ext. 211
MaryR@designevents.com

Please visit our Web Site at: www.designevents.com

5039 Duncan Drive ♦ Coeur d'Alene, Idaho 83815
Office: (208) 765-2595 ♦ Fax: (208) 664-3921 ♦ Toll Free: (800) 840-2280



SPOKANE
PUBLIC FACILITIES
DISTRICT

Dear Exhibitor:

The advanced ordering is in place up to one week prior to your event. After that time frame, the rates will increase to a late ordering fee. The late ordering fee also pertains to ordering on site during move in. To order electrical or AV for the show, please follow the link below:

www.spokanecenter.com/orders

This link will take you to a calendar of events (you may need to scroll down the page about half way to find the calendar). Find your event and click on the words of the show **NOT** the calendar icon. This will redirect you to an account set up page. Please set up your account and place your order, be sure to print your order confirmation.

No booth number, no worries. I will coordinate it with the final floor plan so your equipment is waiting for you.

IMPORTANT INTERNET INFORMATION:

We do have free wi-fi in the building limited to 5Mbps. If you are streaming video or using a vpn we highly suggest that you upgrade to the higher speed which is unlimited or a hardline.

You may contact me directly with any questions at stoll@spokanepfd.org or by phone at 509-279-7005.

We look forward to seeing you very soon.

Sue Stoll

Spokane Convention Center
Spokane Public Facilities District

stoll@spokanepfd.org

509-279-7005

509-279-7060 (fax)

Mailing Address:

5039 Duncan Drive
 Coeur d'Alene ID 83815
 Phone: (208)765-2595
 Fax: (208)664-3921



Shipping Address:

5039 N. Duncan Drive
 Coeur d'Alene, ID 83815

(See pg. 6 for shipping instructions)

EXHIBITOR ORDER FORM

Please read all Terms and Conditions on Page 7

Event Dates: November 17-19, 2022	Show Name: WSSDA 2022 Conference	Booth #:
Your info	Company Name: _____	Phone: _____
	Address: _____	Fax: _____
	City, St, Zip: _____	Email Address: _____
	Ordered by: _____	

(printed)

(signed)

SHOW FACTS

EQUIPMENT & FACILITY INFORMATION

Your Show Sponsor Provides:	(1) 6' x 8' Black Draped Booth	Show Facility:	Spokane Convention Center
	(1) 6' Black Skirted Table		SCC Meeting Room Lobby
	(1) Booth ID Sign		Ballroom 111A
	(2) Padded Chairs		
	(1) Wastebasket with Liner	Carpet Situation:	Facility is Carpeted

SHOW SCHEDULE

Show Hours: Friday: 11-18-22 7:30am - 4pm and Saturday: 11-19-22 7:30am - 3pm

Exhibitor Move-In: Thursday: 11-17-22 2:30pm - 5pm **Move-out:** Saturday: 11-19-22 3pm - 6pm

Design Events Hours for Customer Service: Thursday: 11-17-22 2:30pm - 4:30pm

(Pre-ordering any additional items will ensure availability - Items available at Customer Service may be limited)

*** YOUR ORDER DEADLINES ***

(In order to receive advanced rates)

All Advanced Equipment and Freight ORDERS MUST Be Received By:

Tuesday, November 1, 2022

All Freight Must Be Received at Shipping Address By:

Wednesday, November 9, 2022

Please Note: It is highly recommended that freight is shipped to the Design Events warehouse. Most facilities WILL NOT receive and hold freight. Design Events cannot receive freight unless prior arrangements have been made (see page 5).

PAYMENT INFORMATION

(Payment MUST accompany order)

PAYMENT TOTALS

From pg.	Type	Page Total
2	Furniture & Equip	
3	Carpet & Drapery	
3	Booth Decore & Signage	
4	Labor	
5, 6	Freight	
Subtotal		
Tax 9%)		
Grand Total		

PAYMENT METHOD

___ VISA	Expiration Date _____
___ MC	ZIP Code _____
___ AMEX	CSC: _____
___ DISCOVER	
Credit Card # _____	
Cardholder _____	
Signature _____	

(Please return this page with ALL orders)



FURNITURE, TABLES, CHAIRS & OTHER EQUIPMENT

All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
All tables are 24" wide x 30" high					
8' Skirted Table	\$65.00	\$95.00	_____	_____	
6' Skirted Table	\$95.00	\$125.00	_____	_____	(1) 6' Black Skirted Table Provided
4' Skirted Table	\$125.00	\$155.00	_____	_____	
8' Unskirted Table	\$100.00	\$120.00	_____	_____	
6' Unskirted Table	\$70.00	\$90.00	_____	_____	
4' Unskirted Table	\$40.00	\$60.00	_____	_____	
All counters are 24" wide x 42" high					
8' Skirted Counter	\$155.00	\$185.00	_____	_____	
6' Skirted Counter	\$125.00	\$155.00	_____	_____	
4' Skirted Counter	\$95.00	\$125.00	_____	_____	
4th Side Table Skirt	\$35.00	\$55.00	_____	_____	
4th Side Counter Skirt	\$45.00	\$65.00	_____	_____	
30" Round Table - 30" high	\$37.00	\$42.00	_____	_____	
30" Round Table - 42" high	\$37.00	\$42.00	_____	_____	
Spandex cover 30" tall	\$45.00	\$65.00	_____	_____	Circle One: White, Navy or Black
Spandex cover 42" tall	\$60.00	\$80.00	_____	_____	Circle One: White, Navy or Black
Table Top Riser - 4' single	\$40.00	\$60.00	_____	_____	Covered with white vinyl, shelves are 10"
Table Top Riser - 4' double	\$80.00	\$100.00	_____	_____	
Table Top Riser - 6' single	\$60.00	\$80.00	_____	_____	
Table Top Riser - 6' double	\$100.00	\$120.00	_____	_____	
Table Top Riser - 8' single	\$80.00	\$100.00	_____	_____	
Table Top Riser - 8' double	\$120.00	\$140.00	_____	_____	
Padded Side Chair	\$15.00	\$25.00	_____	_____	(2) Padded Chairs Provided
Padded Bar Stool - no back	\$30.00	\$50.00	_____	_____	
Padded Bar Stool with back	\$45.00	\$65.00	_____	_____	
Wastebasket	\$10.00	\$20.00	_____	_____	Rental only. For cleaning service, please see Labor Order Sheet
Easel	\$35.00	\$45.00	_____	_____	(1) Wastebasket with Liner Provided
Coat Tree	\$40.00	\$65.00	_____	_____	
Fire Extinguisher, ABC	\$45.00	Pre-Order Only	_____	_____	
Fire Extinguisher, Class K	\$75.00	Pre-Order Only	_____	_____	
Display Unit 8x10, 5 panel	\$450.00		_____	_____	Includes labor to set and dismantle with lights. Pre-Order only.
Display Unit, Table Top	\$225.00		_____	_____	Includes labor to set and dismantle with lights. Pre-Order only.
Display Case, 2 shelves with lights and lock	\$275.00		_____	_____	Pre-Order only.
Couches, loveseats, coffee tables, specialty chairs, etc.	** call **		_____	_____	Custom orders will be priced individually. Please call for info.

Total from Pg 2: \$
(carry amount forward to pg 1)

Company: Name:	Booth #:
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CARPET, DRAPERY, AUDIO VISUAL EQUIPMENT AND SIGNAGE

All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
8' x 8' Booth Carpet	\$105.00	\$145.00	_____	_____	FACILITY IS CARPETED
8' x 10' Booth Carpet	\$135.00	\$175.00	_____	_____	
10' x 10' Booth Carpet	\$165.00	\$205.00	_____	_____	
10' x 20' Booth Carpet	\$330.00	\$370.00	_____	_____	
10' x 30' Booth Carpet	\$495.00	\$535.00	_____	_____	
Padding (per sq. ft)	\$0.50	0.95	_____	_____	
Poly Vinyl Sheeting (per sq. ft)	\$0.45	0.9	_____	_____	
12' High Back Drapery (per ft)	\$6.00	\$7.50	_____	_____	
8' High Back Drapery (per ft)	\$4.00	\$5.50	_____	_____	
3' High Side Drapery (per ft)	\$3.00	\$4.50	_____	_____	
A/V EQUIPMENT					
55" HDTV Screen	\$350.00	\$400.00	_____	_____	
37" HDTV Screen	\$300.00	\$350.00	_____	_____	
19" HDTV Screen	\$250.00	\$300.00	_____	_____	
TV Stands:					
Rolling Type TV Stand	\$105.00	\$145.00	_____	_____	
Counter Type TV Stand	\$225.00	\$275.00	_____	_____	

Total Carpet and A/V: \$
(carry amount forward to pg 1)

BOOTH DÉCOR & SIGNAGE

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
Live Plants	** Pre-Order Only. Please call for pricing **				
Show Banner (per sq ft) - White vinyl material, 2', 3', and 4' widths and cut to your desired length.	** Pre-Order only - Please call for pricing **				
Custom Display Signs & Graphics (per sq ft) - High quality PlastiCore signs can be produced on a variety of colors, any size and may include colored vinyl graphics or your custom logo.	\$15.00 per square foot	Pre-Order Only	_____	_____	(1) BOOTH ID SIGN PROVIDED
BANNER OR SIGN TO READ: Please print legibly or attach additional sheet if necessary.				SIZE: _____	

Total Décor & Signage \$
(carry amount forward to pg 1)

Company Name:	Booth #:
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LABOR

All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	<u>No. of people</u>	<u>x Approx hrs</u>	<u>Total Mhrs</u>	<u>x Hourly Rate</u>	<u>Total est. cost</u>	<u>COMMENTS</u>
Basic Labor	_____	_____	_____	\$65.00	_____	1 hour minimum per person
Hanging Labor	_____	_____	_____	\$65.00	_____	Overhead items, etc
Forklift & Driver Labor	_____	_____	_____	\$350.00	_____	2 hour minimum
		<u>No. of booths</u>	<u>Days</u>	<u>Rate</u>		
Booth Cleaning Charges:						
Up to 10 x 10 booth space, per day	_____	_____	_____	\$125.00	_____	Includes vacuuming & emptying wastebaskets
Describe labor requirements: _____						
Approx time during vendor move-in to meet you at show site for labor: _____						
Approx time during vendor move-out to meet you at show site for labor: _____						
* Note: Basic labor comes unsupervised. It is assumed there will be someone from your company to supervise the project.						
EMPTY CONTAINER STORAGE FEES						
These fees are applicable if you have NOT ordered our Freight Handling Services (see page 6)						
	<u># pieces</u>	<u>Price per piece</u>	<u>Total</u>			
Small container - less than 1' in any direction	_____	\$15.00	_____	Note - if any empty container is large or heavy enough to require a forklift to move it, a minimum of 1/2 hr forklift labor will be charged in addition to these storage fees.		
Med container - 1' to 3' in any direction	_____	\$20.00	_____			
Large container - 3' to 4' in any direction	_____	\$25.00	_____			
Oversized container - more than 4' in any direction	_____	\$30.00	_____			

Total from Pg 4:
(carry amount forward to pg 1)

\$

PLEASE NOTE:

Any Labor ordered by the Advanced Deadline (see pg. 1) will be priced as above.

Any Labor requested at the show will be charged an additional 25% and will be dependent on availability of staff.

All Labor orders for Display Installs must include detailed set-up instructions.

Company: Name:	Booth #:
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Mailing & Shipping Address:

5039 N. Duncan Drive
 Coeur d'Alene ID 83815
 Phone: (208) 765-2595
 Fax: (208) 664-3921



Shipping Address:

5039 N. Duncan Drive
 Coeur d'Alene, ID 83815

FREIGHT HANDLING SERVICES

See instructions, information & liability disclaimers under Terms and Conditions, page 7.

Event Dates: November 17-19, 2022		Show Name: WSSDA 2022 Conference		Booth:
Your info	Company Name: _____		Phone: _____	
	Address: _____		Fax: _____	
	City, St, Zip _____			
	Ordered by: _____			
		(printed)		
				(signed)

Please label EACH piece of Freight in this manner :

**WSSDA 2022 Conference
 Booth #, booth name, Box X of X
 c/o DE Expo and Event Services
 5039 N. Duncan Drive
 Coeur d'Alene, ID 83815**

INCOMING FREIGHT INFORMATION

Please provide us with as much information about your shipment(s) as possible. This will ensure that all your freight will be placed in your booth prior to the show, as well as provide us with the necessary information to trace any missing packages.

Shipper Name _____ From City/State _____

Shipping Date _____ Expected Arrival Date _____ Total lbs. _____

Total # of pieces _____ Total # of Pallets _____ Total # of Crates _____

Carrier _____ Tracking #(s) _____

INSURED? YES ___ NO ___ INSURED AMOUNT: \$ _____

Shipper Name _____ From City/State _____

Shipping Date _____ Expected Arrival Date _____ Total lbs. _____

Total # of pieces _____ Total # of Pallets _____ Total # of Crates _____

Carrier _____ Tracking #(s) _____

INSURED? YES ___ NO ___ INSURED AMOUNT: \$ _____

<u>DESCRIPTION</u>	<u>TOTAL # OF POUNDS</u>	<u>RATE PER LB</u>	<u>TOTAL COST</u>	<u>COMMENTS</u>
Advanced Handling Rate - for advanced orders under 1000 lbs	_____	\$0.45	_____	Minimum Order of 150#
Advanced Handling Rate - for advanced orders over 1000 lbs	_____	\$0.50	_____	Minimum Order of 1000#
Late Ordered/Received Rate - for freight ordered or rec'd after deadline dates	_____	\$0.60	_____	Minimum Order of 150#

Total from Pg 5: \$
 (carry amount forward to pg 1)

PLEASE NOTE: These freight handling charges are NOT shipping charges. All charges incurred for shipping are separate and must be arranged through the carrier. There is a non-refundable minimum of 150 lbs drayage fee (minimum of 1000 lbs drayage over 1000 lbs.) for any orders handled.

See page 6 for RETURN SHIPPING INSTRUCTIONS

** For freight not handled by Design Events, please see page 5 for empty container storage fees.**



RETURN SHIPPING INSTRUCTIONS

To insure that your freight will be sent out in a timely manner, outbound freight information is very important. Please fill out this form and return to us if Design Events will be handling your outbound shipments.

Your outbound shipment cannot be shipped out without a completed freight label or Bill of Lading. If you fail to send one to us prior to the show, we will have them available for you to fill out at the show within a freight packet that will be delivered to your booth at the beginning of the show. Design Event will not be responsible to fill out shipping labels.

Event Dates: November 17-19, 2022		Show Name: WSSDA 2022 Conference		Booth:
Your info	Address:			Phone:
	City, St, Zip			Fax:
	Ordered by:			
	(printed)		(signed)	

OUTBOUND FREIGHT SHIP TO INFORMATION:

Company/Contact _____
 Address _____
 City, State, Zip _____

Preferred Carrier Name: _____ Preferred Carrier Account # _____
 Note: If you do not have a preferred carrier, we recommend Fed Ex Freight Pre-Printed Outbound Labels? Yes _____ No _____
 _____ Overnight/Priority _____ 2nd Day Air _____ Ground Service (if applicable)
 Tracking #(s) _____
 Declared Value: \$ _____
 Total # of pieces: _____ Total # of Pallets _____ Total # of Crates _____
 Have you pre-arranged a pickup time with the freight carrier from Design Events Warehouse? Yes _____ No _____
 If yes, please give date and time: _____

Preferred Carrier Name: _____ Preferred Carrier Account # _____
 Note: If you do not have a preferred carrier, we recommend Fed Ex Freight Pre-Printed Outbound Labels? Yes _____ No _____
 _____ Overnight/Priority _____ 2nd Day Air _____ Ground Service (if applicable)
 Tracking #(s) _____
 Declared Value: \$ _____
 Total # of pieces: _____ Total # of Pallets _____ Total # of Crates _____
 Have you pre-arranged a pickup time with the freight carrier from Design Events Warehouse? Yes _____ No _____
 If yes, please give date and time: _____

DESCRIPTION	TOTAL # OF PIECES	RATE PER PIECE	TOTAL COST	COMMENTS
Freight Handling Service		\$10.00		

Total Add'l charge: \$
 (carry amount forward to pg 1)

IMPORTANT: If you make arrangements for your shipment to be picked up by your carrier and you have not notified Design Events with the information noted above, your shipment may not be ready for pickup which can result in additional charges to you by your carrier resulting in failure of notification. Design Events does not accept responsibility of additional charges you may incur as a result of this.



Drayage is the term for handling freight. If you are sending freight for the show, it is important to work through DE Expo. *Do not send your freight directly to the show facility. Area facilities typically do not receive and hold freight.* DE Expos' fees for drayage include handling of your freight only. All charges incurred for shipping are separate, and must be arranged through a carrier.

Our services include:

- Accepting freight at warehouse
- Assisting vendor in tracking down missing freight
- Transferring freight to show site
- Placing labeled freight in your booth before vendor move-in time
- Storing empty containers and returning them to your booth at the close of the show
- Picking up labeled and packaged freight from your booth after the show
- Scheduling with carrier a pick-up for the next business day

1. Please fill out the Freight forms completely, and send or fax them in so we know how much freight to expect and when to expect it. NO FREIGHT WILL BE ACCEPTED ON A COLLECT BASIS, and payment for drayage services must be made before your freight arrives at our warehouse.
2. Vendors are responsible for adequately packaging goods and properly filling out all paperwork.
3. Label each piece as follows: Name of show, name(s) affiliated with booth, name of company, and booth number. This will ensure proper placement of freight. Note on the label or package the total number of pieces, such as "1 of 6", "2 of 6", etc.
4. Direct shipments to the exhibit facility will only be accepted during customer service hours, and are subject to handling charges unless your representative is available to sign for delivery.
5. Vendors will be responsible for all shipping charges. Storage fees will apply if containers are received at our warehouse prior to (21) days before the show (.01/lb per day). Please time your shipping so your freight arrives at our warehouse on a weekday between 9am and 5pm. We will no longer accept freight at our warehouse after the show officially begins. If freight arrives at our warehouse during or after the set-up of the show, an additional charge of up to \$65 may apply if a special trip to the warehouse is necessary.
6. DE Expo will not be liable for any damage to uncrated or improperly packaged materials or concealed damage.
7. DE Expo must be notified if the number or type of items in your booth is not correct. You must contact the Design Events customer service representative at the show. No refunds will be made for items missing from your booth, if Design Events has not been notified during the Design Events customer service hours listed on page #1 of the exhibit packet.
8. DE Expo will not be responsible for loss, theft or disappearance of exhibitor's materials after these items have been delivered to the exhibitor's booth, or before they are picked up from the booth for reloading after the show.
9. DE Expo will not be liable for loss, damage, or delay caused by events we cannot control, including but not limited to acts of God, weather conditions, and labor strikes.
10. DE Expo may, at our option, open and inspect your packages before or after you give them to us to handle for shipment.
11. DE Expos' liability will be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, Design Events' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per items, or \$700.00 per shipment, whichever is less.
12. DE Expo will not be liable to any extent for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, or damage to an exhibitor's materials which may make it impossible or impractical to exhibit the same.
13. DE Expo will not issue refunds for vendors who send freight or equipment orders, but subsequently fail to attend the show.
14. DE Expo will issue a 10% billing fee if your charges are not paid by the end of the show.
15. International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
16. Exhibits and materials for which arrangements have not been made with Design Events, will be transported to our warehouse, at exhibitor expense, to await disposition.
17. DE Expo reserves the right to route exhibit materials via an alternate carrier in the event the designated carrier fails to pick up the shipment within a reasonable time after close of the show.