

Dear Exhibitor,

Thanks for participating in the **IDAHO APARTMENT ASSOC. Idaho 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 **Idaho Tents & Events**. You can refer to the Payment sheet of this packet for payment information.

**Idaho Tents & Events** requires a credit card to be on file for each exhibitor. Please complete and submit all forms by April 8<sup>th</sup>, 2019

You may fax forms to **(208) 342-2880** or email them to [sales@idahotents.com](mailto:sales@idahotents.com). If you do not get a paid receipt within 48 hours of sending in your order, please call us at 208-336-5486.

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

**APRIL 8<sup>TH</sup>, 2019**

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:

**(208) 336-5486**

We look forward to seeing you at the show!

Sincerely,

***The Team at Idaho Tents & Events***



**208.336.5486**

**3900 W Chinden Blvd. Garden City, ID 83714**

**[www.IdahoTentsandEvents.com](http://www.IdahoTentsandEvents.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 Fax: (208) 342-2880

ID. APARTMENT ASSOC.  
BOISE CENTRE, BOISE IDAHO  
APRIL 18, 2019  
DISCOUNT DEADLINE APRIL 8<sup>TH</sup>, 2019

### CHAIRS

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

### TABLES

1. Please do not remove tables from any booth spaces without filling out a permission form provided by **Idaho Tents & Events**.
2. For the safety of the exhibitor, standing or sitting on any table provided by **Idaho 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 **Idaho Tents & Events**. You will be charged for replacement of each drape punctured.
2. Do not move or remove any drape furnished by **Idaho Tents & Events** without first receiving permission and assistance from **Idaho Tents & Events**.
3. Do not use drape for any other purpose than that designated by **Idaho Tents & Events**. If drape is to be used for any other purpose, exhibitor must first inform **Idaho Tents & Events** and get permission to do so.

### CARPET

1. Do not cut, puncture, pin, staple or tape any carpet provided by **Idaho Tents & Events** without first getting permission to do so. If a cut is necessary, for electrical cords or other needs, assistance from **Idaho 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. IDAHO TENTS & EVENTS RESERVES THE RIGHT TO HAVE FULL DISGRESSION OVER THE DAMAGE OF ANY RENTAL ITEMS.**



**BOOTH FURNISHINGS**



3900 W. Chinden Boulevard  
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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				
DISPLAY TABLES WITH SKIRTING				COCKTAIL TABLES WITH LINEN			
	4FT X 30" WIDE	45.00	60.00		30" RD X 30" H	32.00	42.00
	6FT X 30" WIDE	45.00	60.00		30" RD X 42" H	32.00	42.00
	8FT X 30" WIDE	45.00	60.00				
Linen colors (First orders get first choice) Please circle <b>White Black PEWTER</b>				<b>WHITE, BLACK OR PEWTER</b>			
EXTRAS				<p><b>BOOTH FURNISHINGS                  PROVIDED BY</b></p>			
	EASEL	10.00	15.00				
	WASTE BASKET	5.00	8.00				
	FLOOR LENGTH LINEN	20.00	25.00				
CHAIRS							
	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  
**IDAHO TENTS & EVENTS** TO PLACE ORDERS AND ACCEPT PAYMENT FOR ORDERS

<b>TOTAL: \$ _____</b>
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ELECTRICAL POWER



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COMPANY NAME	DATE	BOOTH #
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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 Idaho 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	ON SITE PRICE	TOTAL
	Outlet up to 500 watts	70.00	90.00	
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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**FREIGHT SHIPPING AND HANDLING AT THE CLOSE OF THE SHOW**



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**SHIPPING TO IDAHO TENTS AND EVENTS**

FOR SHIPMENT TO:  
IDAHO TENTS AND EVENTS  
PLEASE SEE 2<sup>ND</sup> FREIGHT PAGE

**DIRECT SHOW SHIPPING**

PLEASE CONTACT THE FACILITY FOR  
DIRECT SHIPPING REQUIRMENTS  
*IF AVAILABLE*

**SHIPMENT INSTRUCTIONS AT CLOSE OF SHOW**



**Our designated ground for this show is (UPS, Fed Ex & SEKO LOGISTICS)**

All exhibitor freight not picked up by their exhibitor designated carrier will be forced out by Seko Logistics, at the end of the show.  
(7:00 PM ON APRIL 18<sup>TH</sup> 2019)

**For outbound shipping after the show:**

All freight must be packed with your pre-paid Fed Ex or UPS Label attached to each piece.  
Please use page 2 for this service and the fees that will apply.

All other freight not using UPS or Fed Ex will use: SEKO Logistics. John Wilson will be on site couple hours prior to the close of the show with Bill of Ladings. If you need freight sent back to you and not using Fed Ex or UPS use this service.

**Seko Logistics  
4501 A South Federal way  
Boise, Idaho 83716  
[John.wilson@sekologistics.com](mailto:John.wilson@sekologistics.com)  
208-344-2784**

**SHIPPING FREIGHT TO IDAHO TENTS & EVENTS WAREHOUSE**



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 AUTHORIZING IDAHO TENTS & EVENTS TO PLACE ORDERS AND ACCEPT PAYMENT FOR ORDERS**

<b>COMPANY NAME</b>	<b>DATE</b>	<b>BOOTH #</b>
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Use this page to determine your material handling cost. Add the estimated cost to the 'Payment Calculation' page.

**MATERIAL HANDLING** – Crated, boxed, or skidded materials will be received at Idaho Tents & Events warehouse up to 14 days prior to the show, but no later than 5 days prior to the show. The materials will be delivered to respective booths prior to vendor move in.  
*Description of services and material handling prices are listed below.*

<b>WE WILL SHIP OUR FREIGHT TO IDAHO TENTS &amp; EVENTS WAREHOUSE</b>			
<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. Prices apply to shipments that meet the deadline. See Delivery Deadline information below. Freight sent to Idaho Tents warehouse will be brought to your booth before the show opens.	PER 100 LBS	MIN. CHARGE	EST. TOTAL
	<b>35.00</b>	<b>35.00</b>	
<b>TAKE MY FREIGHT TO IDAHO TENTS &amp; EVENTS FROM SHOW</b>			
Freight handled at the close of the show. Material Handling fee includes taking UPS or Fed Ex. Freight only, with a Pre-Paid label attached to each piece from your booth to Idaho Tents warehouse. Please schedule a pick up from our warehouse the day after the close of the show. <b><u>We are closed Sundays</u></b>	<b>35.00</b>	<b>35.00</b>	

<b>DELIVERY DEADLINE:</b>			
Freight not received at the warehouse seven <b>(7) business days prior to the first day of exhibitor move-in</b> , and any shipments received after the show has opened, will be subject to the following additional charges.	PER PIECE	MIN. CHARGE	EST. TOTAL
	<b>100.00</b>	<b>100.00</b>	

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

**\*\*THESE ARE IDAHO 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:**

**Idaho Tents & Events** requires full payment at time of service. **Idaho 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, **Idaho Tents & Events** will charge the card on file the day of delivery or set-up of the show.

## **METHOD OF PAYMENT:**

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

## **ADVANCE PAYMENT/ DISCOUNT PRICE:**

When show orders are placed in advance, **Idaho 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 **Idaho 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

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 IDAHO TENTS AND EVENTS**

### Credit Card Information

Please fill out the credit card information below. By filling out this form, and submitting it to **Idaho Tents & Events**, you are authorizing to have your Credit Card charged for any orders that you have placed. Any additional charges incurred as the result of a show site change, or the addition of services on site will be charged to your authorized Credit Card. **Idaho Tents & Events requires a Credit Card to be on file before the delivery or rendering of any services. IF YOU DO NOT RECEIVE A PAID RECEIPT WITHIN 48 HOURS PLEASE CALL US!!**

<input type="checkbox"/> Visa	<input type="checkbox"/> Discover Card
<input type="checkbox"/> Master Card	<input type="checkbox"/> American Express

Account #

CCV #

Cardholder's Name – Please Print	Cardholder's Signature	Expiration Date
<b>Credit Card Billing Address:</b> Address: _____  City/ State/ <b>ZIP CODE NEEDED:</b> _____		

### Calculation of Orders

Furnishings.....	\$	
Electrical (NOT taxable) .....	\$	
Freight Handling (NOT taxable) .....	\$	
Miscellaneous Services (Specify).....	\$	
 Subtotal.....	 \$	
Idaho Sales Tax (6%) .....	\$	
Total.....	\$	