

**PORTLAND HOLIDAY MARKET
NOVEMBER 15-17, 2024
PORTLAND EXPOSITION CENTER**

Dear Exhibitor,

We are pleased to announce that the Portland Holiday Market has selected Trade Show Supply House as the official service contractor for their show scheduled to be held November 15-17, 2024 at the Portland Exposition Center. To ensure the success of this event, we are available to assist you with any decorating, freight, labor, porter service, or graphics needs you may have.

Show Management is providing the following for each booth space in the Exhibit Halls:

Booth Size:	10' X 10'
Package to include:	One 8' High Backwall, Two 8' High Siderails, One ID sign and 5 amps of power
Drape Colors:	Black
Aisle Carpet:	Red

Please order early to take advantage of the pre-order discount. Ordering early not only saves you money, but it ensures that you will receive the color and items of your choice. Also, by ordering in advance you avoid the possibility of waiting in line at show-site to place your order.

To qualify for the 20% "Pre-Order" discount, full payment must be received on or before:

NOVEMBER 1, 2024

**Please note: All orders must be pre-paid as Trade Show Supply House does not invoice.
Payment is required for all services PRIOR to delivery.**

Again, we are pleased to be able to offer our assistance and look forward to working with you to make your participation in this event a success.

Sincerely,

Trade Show Supply House, Inc

Trade Show Supply House, Inc.

P.O. Box 1536 Brush Prairie, WA 98606

PHONE (360) 624-4498

Email: bryan@thedecorator.net

RENTAL ORDER FORM EXCLUSIVELY FOR: **PORTLAND HOLIDAY MARKET**

November 15-17, 2024

TERMS:

ALL ORDERS RECEIVED BY: **November 1, 2024** WILL BE GIVEN A 20% DISCOUNT TO BE CALCULATED AT THE BOTTOM OF THIS ORDER FORM. **ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT IN FULL.** *ALL EQUIPMENT IS ON A RENTAL BASIS ONLY, WHICH INCLUDES DELIVERY TO AND PICK UP FROM BOOTH.

Qty	Description	Amount	Qty	Description	Amount
	DISPLAY TABLES – 30" HIGH x 30" WIDE			CHAIRS	
	4' UNSKIRTED TABLE 30" HIGH	\$15.00			
	6' UNSKIRTED TABLE 30" HIGH	\$20.00		PLASTIC SIDE CHAIR	\$10.00
	8' UNSKIRTED TABLE 30" HIGH	\$25.00		FABRIC SIDE CHAIR	\$25.00
	4' SKIRTED TABLE	\$40.00		BARSTOOL	\$40.00
	6' SKIRTED TABLE	\$45.00			
	8' SKIRTED TABLE	\$50.00		ACCESSORIES	
	TABLE SKIRT ONLY 30"H	\$25.00		WASTEBASKET	\$10.00
	DISPLAY COUNTERS – 42" HIGH x 30" WIDE			EASEL	\$20.00
	4' UNSKIRTED COUNTER 42" HIGH	\$20.00		CHROME SIGN HOLDER	\$35.00
	6' UNSKIRTED COUNTER 42" HIGH	\$25.00		STANCHION	\$20.00
	8' UNSKIRTED COUNTER 42" HIGH	\$30.00		6' RED VELOUR ROPE	\$15.00
	4' SKIRTED COUNTER 42"H	\$50.00		COCKTAIL ROUND 30"H x 30"D	\$30.00
	6' SKIRTED COUNTER 42"H	\$55.00		COCKTAIL ROUND 42"H x 30"D	\$35.00
	8' SKIRTED COUNTER 42"H	\$60.00		WHITE OR BLACK LINEN 90" ROUND	\$25.00
	COUNTER SKIRT ONLY 42"H	\$30.00		CUSTOM DRAPE	
				3' HIGH DRAPE / PER LF	\$ 3.50
	SKIRT COLORS AVAILABLE (CIRCLE CHOICE)			8' HIGH DRAPE / PER LF	\$ 6.00
	BLUE, WHITE, BLACK, RED, GREEN, TEAL, BURGUNDY, SILVER			COLORS AVAILABLE (CIRCLE CHOICE)	
				BLUE, WHITE, RED, BLACK, GREEN, SILVER, BURGUNDY	
	BOOTH CARPET				
Qty	Description	Amount			
	10' X 10' BOOTH CARPET	\$100.00		SUBTOTAL	\$
	10' X 20' BOOTH CARPET	\$200.00			
	10' X 30' BOOTH CARPET	\$300.00		-20% Pre-Order (By 11/1)	\$
	10' X 40' BOOTH CARPET	\$400.00			
	FOAM PADDING / SQ. FT	\$.60		TOTAL Page 2:	\$
	VISQUEEN / SQ. FT	\$.25			
	CARPET COLORS AVAILABLE (circle choice)				
	BLUE, RED, BLACK, GREEN, TUXEDO				
	* IF YOU REQUIRE ADDITIONAL EQUIPMENT OR SERVICES NOT LISTED IN THIS PACKET, PLEASE CONTACT OUR CUSTOMER SERVICE DEPARTMENT FOR ASSISTANCE. (360) 624.4498			Payment Information CHECK: TRADE SHOW SUPPLY HOUSE, INC CASH OR VISA MASTERCARD AMEX	
				*Please refer to Credit Charge Authorization form included in this packet when paying by Visa, MasterCard or AMEX.	

EXHIBITOR INFORMATION

COMPANY: _____

CONTACT: _____

BOOTH #: _____

PHONE: _____

Trade Show Supply House, Inc.

P.O. Box 1536 Brush Prairie, WA 98606

PHONE (360) 624-4498

Email: bryan@thedecorator.net

FREIGHT / MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR: PORTLAND HOLIDAY MARKET NOVEMBER 15-17, 2024

MATERIAL HANDLING TERMS:

**We will accept your shipment, deliver it to your booth space on the day set-up begins.

**After the show is completed we will remove re-crated freight from your booth and place it with a common carrier for outbound shipping.

**All freight handled by Trade Show Supply House representatives is subject to material handling service charge.

**All freight and shipping charges incurred are the sole responsibility of the exhibitor
and are not included in the Material Handling Service Charge.

**All Material Handling Service Charges must be received prior to Acceptance of any shipments by Trade Show Supply House, Inc.

All Advanced Shipments

TO TRADE SHOW SUPPLY HOUSE WAREHOUSE

Are Billed at \$40.00 per cwt of 100 pounds
\$0.40 per pound with a 200 pound minimum.

Advanced Freight should be sent to Trade Show
Supply House warehouse and must arrive by:
5:00 pm on Friday November 8th

Address Advanced Shipments to:

YOUR CO. NAME AND BOOTH #

Portland Holiday Market

c/o Trade Show Supply House, Inc.

17402 NE Delfel Road

Ridgefield, WA 98642

All Direct Shipments

TO EXHIBIT SHOW SITE

Are Billed at \$32.00 per cwt of 100 pounds
\$0.32 per pound with a 200 pound minimum.

Freight shipped directly to the show should arrive:
Monday, November 11th – Thursday, Nov. 15th

Address Direct Shipments to:

YOUR CO. NAME AND BOOTH #

Portland Holiday Market

c/o Trade Show Supply House, Inc.

2060 N Marine Drive

Portland, OR 97217

***Please note: Pre-Order Discount does not apply to Material Handling Charges**

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

NUMBER OF BOXES SHIPPED	TOTAL WEIGHT	CARRIER'S NAME	PO#/TRACKING#
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SHIPPED FROM:

RETURN SHIPMENT TO: (IF SAME, INDICATE SAME)

NOTE: OUR COMPANY DOES NOT RETURN SHIPMENTS VIA UPS, ONLY COMMON CARRIERS. IF YOU WOULD LIKE TO USE UPS TO RETURN YOUR SHIPMENT IT WILL BE YOUR RESPONSIBILITY TO CALL YOUR UPS REPRESENTATIVE TO MAKE ARRANGEMENTS. THANK YOU.

COMPANY: _____

BOOTH #: _____

TOTAL WEIGHT	X	\$0.40 PER POUND	=	TOTAL Page 3:	\$
TOTAL WEIGHT	X	\$0.32 PER POUND	=	TOTAL Page 3:	\$

**LABOR AND FORKLIFT ORDER FORM EXCLUSIVELY FOR:
PORTLAND HOLIDAY MARKET
NOVEMBER 15-17, 2024**

LABOR AND SET-UP TERMS/PLEASE INDICATE SERVICES DESIRED:

TRADE SHOW SUPPLY HOUSE SUPERVISED LABOR: (One hour minimum per worker)
Trade Show Supply House, Inc. will supervise labor to unpack and install display before exhibitor arrives. This labor also includes the dismantling, packing and arranging for shipping at the close of the show.

EXHIBITOR SUPERVISED LABOR: (One hour minimum per worker)
Trade Show Supply House, Inc. will not proceed without exhibit/display house supervision. Exhibitor will supervise: (Please check all boxes that apply and fill in appropriate areas)

Installation

Exhibitor will need ___ worker on (date)_____ at (time)_____ AM PM for (hours)_____

Dismantle

Exhibitor will need ___ worker on (date)_____ at (time)_____ AM PM for (hours)_____

FORKLIFT EXHIBITOR SUPERVISED: (One half (1/2) hour minimum)
Due to liability, forklift rental is not available without an authorized Trade Show Supply House operator. ***5,000 pound maximum capacity.**

Installation

Exhibitor will need ___ forklift on (date)_____ at (time)_____ AM PM for (hours)_____

Dismantle

Exhibitor will need ___ forklift on (date)_____ at (time)_____ AM PM for (hours)_____

Describe work to be done: _____

LABOR AND FORKLIFT RATES

Labor Straight Time	Between 8:00am to 5:00pm Monday – Friday	\$80.00 per hour
Labor Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$120.00 per hour
Forklift Straight Time	Between 8:00am to 5:00pm Monday – Friday	\$100.00 per hour
Forklift Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$150.00 per hour

Please **estimate** the number of workers and hours per worker needed below.

No. of workers x Hours per worker = Total worker hours x Rate = Total

Installation					
Dismantle					

***PLEASE NOTE: PRE-ORDER DISCOUNT DOES NOT APPLY TO ANY LABOR CHARGES**

COMPANY: _____ BOOTH #: _____

TOTAL Page 4: \$ _____

