

**TACOMA HOLIDAY FESTIVAL  
October 24-27, 2024  
Tacoma Dome**

Dear Exhibitor,

Trade Show Supply House, Inc. is pleased to have been selected as the official contractor for the 2024 Tacoma Holiday Festival in Tacoma, Washington. We are available to assist you with any decorating, freight, labor, porter service, or graphics needs you may have and to help make your participation in this event a success.

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

Package to include:	8' high back drape with 8' high side drape
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:

**October 10, 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](mailto:bryan@thedecorator.net)

## RENTAL ORDER FORM EXCLUSIVELY FOR: TACOMA HOLIDAY FESTIVAL

October 24-27, 2024

### TERMS:

ALL ORDERS RECEIVED BY: **October 10, 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
	<b>DISPLAY TABLES –30" HIGH x 30" WIDE</b>			<b>CHAIRS</b>	
	4' UNSKIRTED TABLE 30" HIGH	\$30.00		PLASTIC SIDE CHAIR	\$15.00
	6' UNSKIRTED TABLE 30" HIGH	\$40.00		FABRIC SIDE CHAIR	\$30.00
	8' UNSKIRTED TABLE 30" HIGH	\$50.00		BARSTOOL	\$45.00
	4' SKIRTED TABLE	\$50.00		STENO CHAIR W/O ARMS	\$35.00
	6' SKIRTED TABLE	\$60.00			
	8' SKIRTED TABLE	\$70.00		<b>ACCESSORIES</b>	
	TABLE SKIRT ONLY 30"H	\$25.00		WASTEBASKET	\$10.00
	<b>DISPLAY COUNTERS – 42" HIGH x 30" WIDE</b>			EASEL	\$20.00
	4' UNSKIRTED COUNTER 42" HIGH	\$40.00		CHROME SIGN HOLDER	\$35.00
	6' UNSKIRTED COUNTER 42" HIGH	\$50.00		STANCHION	\$20.00
	8' UNSKIRTED COUNTER 42" HIGH	\$60.00		6' RED VELOUR ROPE	\$15.00
	4' SKIRTED COUNTER 42"H	\$60.00		COCKTAIL ROUND 30"H x 30"D	\$40.00
	6' SKIRTED COUNTER 42"H	\$70.00		COCKTAIL ROUND 42"H x 30"D	\$45.00
	8' SKIRTED COUNTER 42"H	\$80.00		90" WHITE OR BLACK LINEN	\$25.00
	COUNTER SKIRT ONLY 42"H	\$30.00		<b>CUSTOM DRAPE</b>	
				3' HIGH DRAPE / PER LF	\$ 4.00
	SKIRT COLORS AVAILABLE (CIRCLE CHOICE)			8' HIGH DRAPE / PER LF	\$ 6.00
	<b>BLUE, WHITE, BLACK, RED, GREEN, TEAL, BURGUNDY, SILVER</b>			COLORS AVAILABLE (CIRCLE CHOICE)	
				<b>BLUE, WHITE, RED, BLACK, GREEN, SILVER, BURGUNDY</b>	
	<b>BOOTH CARPET</b>				
Qty	Description	Amount			
	10' X 10' BOOTH CARPET	\$100.00		<b>SUBTOTAL</b>	\$
	10' X 20' BOOTH CARPET	\$200.00			
	10' X 30' BOOTH CARPET	\$300.00		<b>-20% Pre-Order (By 10/10)</b>	\$
	10' X 40' BOOTH CARPET	\$400.00			
	FOAM PADDING / SQ. FT	\$ .60		<b>BOOTH CLEANING \$15 PER DAY</b>	
	VISQUEEN / SQ. FT	\$ .25			
	CARPET COLORS AVAILABLE (circle choice)			<b>TOTAL PAGE 2</b>	\$
	<b>BLUE, RED, BLACK, GREEN, TUXEDO</b>				
	* IF YOU REQUIRE LABOR AND/OR FORKLIFT SERVICE PLEASE CONTACT OUR CUSTOMER SERVICE DEPARTMENT FOR ASSISTANCE. (360) 624.4498			<b>Payment Information</b> 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](mailto:bryan@thedecorator.net)

**MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:**

**TACOMA HOLIDAY FESTIVAL  
OCTOBER 24-27, 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 Material Handling Service Charge.

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

**Material Handling Service Charges For All Direct Shipments  
Are Billed at \$35.00 per cwt of 100 pounds, ie;  
\$0.35 per pound with a 200 pound minimum.**

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

**NO SHIPMENTS WILL BE ACCEPTED BY TRADE SHOW SUPPLY HOUSE, INC. PRIOR TO:  
OCTOBER 21, 2024**

PLEASE CALL FOR ADVANCED SHIPMENT QUOTES IF NEEDED

**ADDRESS ALL SHIPMENTS AS FOLLOWS:**

**TACOMA HOLIDAY FESTIVAL  
(YOUR COMPANY NAME & BOOTH NUMBER)  
C/O TRADE SHOW SUPPLY HOUSE, INC.  
TACOMA DOME  
2727 EAST D STREET  
TACOMA, WA 98421**

**PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:**

NUMBER OF BOXES SHIPPED	TOTAL WEIGHT	CARRIER'S NAME IE: UPS, FED-EX	PO#/TRACKING#/SHIPPEE#
-------------------------	--------------	-----------------------------------	------------------------

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 PAGE 3 \$ \_\_\_\_\_

# Trade Show Supply House, Inc.

P.O. Box 1536 Brush Prairie, WA 98606

PHONE (360) 624-4498

Email: bryan@thedecorator.net

## LABOR AND FORKLIFT ORDER FORM EXCLUSIVELY FOR: TACOMA HOLIDAY FESTIVAL OCTOBER 24-27, 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:**    \$ \_\_\_\_\_

# Trade Show Supply House, Inc.

P.O. Box 1536 Brush Prairie, WA 98606

PHONE (360) 624-4498

Email: [bryan@thedecorator.net](mailto:bryan@thedecorator.net)

## PAYMENT FORM EVENT: 2024 TACOMA HOLIDAY FESTIVAL

Company Name

Booth Number

TOTAL PG 2: \$ \_\_\_\_\_

TOTAL PG 3: \$ \_\_\_\_\_

TOTAL PG 4: \$ \_\_\_\_\_

SUBTOTAL: \$ \_\_\_\_\_

ST SALES TAX 10.3%: \$ \_\_\_\_\_

TOTAL AMOUNT DUE \$ \_\_\_\_\_

(PLEASE TOTAL ALL PAGES THAT HAVE AN ORDER AND INCLUDE THEM WITH THIS PAYMENT FORM.)

### METHOD OF PAYMENT – Please indicate method of payment

\*Check       Visa       Mastercard       American Express

*\*When paying by check, Credit Card information is not required.*

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security code (last 3 digits on back of card): \_\_\_\_\_

### Cardholder's Signature

I authorize Trade Show Supply House, Inc. to debit my credit card for the charges listed above and for any additional charges incurred.

### Cardholder's Name – *Please Print*

Cardholder's Billing Address

City

State

Zip

### Cardholder's Telephone Number

In order to serve you more efficiently, please complete all required information above legibly and double check for accuracy. Please also include ALL PAGES THAT HAVE AN ORDER ON THEM along with this PAYMENT form to insure proper billing. TOTAL OF ALL PAGES MUST BE INCLUDED IF CHARGING TO YOUR CREDIT CARD OR IF PAYING BY CHECK.