

The logo features a green ribbon at the top with the word "TACOMA" in white, serif, all-caps font. Below the ribbon, the words "HOLIDAY", "FOOD & GIFT", and "FESTIVAL" are stacked in a large, bold, red, serif font. The ampersand in "FOOD & GIFT" is stylized.

October 26th – 29th, 2023
Tacoma Dome

Dear Exhibitor,

We are pleased to inform you that CORT Party Rental has been selected by Marketplace Events as the official Service Contractor for the 2023 Tacoma Holiday Food & Gift Festival.

To assist you in selecting your additional decorating and electrical needs, we are enclosing our equipment and service order forms. Advance ordering helps us plan your show and service your firm more efficiently, at a lower cost to you.

Orders may be emailed, faxed, or mailed to CORT Party Rental. Please refer to the Payment Policy sheet of this kit for payment information. All orders must be paid for in advance of delivery or the performance of services. CORT Party Rental requires a credit card authorization on file for each EXHIBITOR using CORT Party Rental's services.

Please notify your company representative, who will be at the show, of our payment policy. It is also helpful for your representative to have a copy of the completed order forms, as turned into CORT Party Rental, for referenced purposes.

TO RECEIVE DISCOUNT PRICES, ORDERS WITH FULL PAYMENT MUST BE RECEIVED BY:

Friday, October 13th, 2023

If you have questions regarding CORT Party Rental, or need additional information, please call:

CORT Party Rental
877-939-7368
Fax 425-493-1227
CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival
Tacoma Dome
October 26th-29th, 2023
Advance Price Deadline: Friday October 13th, 2023

Table of Contents

Section 1: Electrical Order Form 3
Section 2: Payment Policies & Credit Card Authorization 4
Section 3: Limits of Liability and Responsibility 5
Section 4: Show Information..... 6
Section 5: Freight Handling 6
Section 6: Furniture & Accessories Order Form..... 7
Section 7: Carpet, Padding & Visqueen Order Form..... 8
Section 8: Special Booth Package Order Form..... 9
Section 9: Grid Panel & Mini Grid Order Form 10
Section 10: Specialty Furniture Order Form 11
Section 11: Plants, Greenery and Hedge Order Form..... 12
Section 12: Standard Sign & Banner Order Form 13
Section 13: Graphic File Submission Guidelines 14
Section 14: Cleaning Order Form 15
Section 15: In-Booth Forklift Order Form 16
Section 16: Shipping Instructions & Material Handling Information..... 17
Section 17: Material Handling Order Form..... 18

Return Forms To: CORT Party Rental
6101 Associated Blvd #102 Everett, WA 98203
T: 425.493.6969 F: 425.493.1227
Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival
 Tacoma Dome
 October 26th-29th, 2023
 Advance Price Deadline: Friday October 13th, 2023

Section 1: Electrical Order Form

Outlets will be located at the back center of your booth. If you require outlets in other locations Labor charges will apply.	QTY	Advance Order (Discount)	Late Order	24-Hour	Total	Advance Order Deadline: 10/13/2023	
120 Volt Outlets Duplex Receptacle							
600 Watt 120 volt (5amp) outlet		\$95.00	\$119.00	\$142.00		24 Hour Service Unless 24 hour power has been requested, power will be turned on 30 minutes prior to show opening and turned off 30 minutes after show closing.	
1200 Watt 120 volt (10amp) outlet		\$118.00	\$147.00	\$177.00			
1800 Watt 120 volt (15amp) outlet		\$138.00	\$172.00	\$207.00			
2400 Watt 120 volt (20amp) outlet		\$161.00	\$201.00	\$241.00			
120/208 Volt Outlets Single Phase							
3600 Watt 120/208 volt (15amp) outlet		\$179.00	\$223.00	\$268.00		**208 Volt Connections** 1-Hour labor charge applies for all 208 volt connections and disconnections. Material charges may apply.	
7200 Watt 120/208 volt (30amp) outlet		\$179.00	\$223.00	\$268.00			
12,000 Watt 120/208 volt (50amp) outlet		\$352.00	\$468.00	\$528.00			
120/208 Volt Outlets Three Phase							
3600 Watt 120/208 volt (15amp) outlet		\$330.00	\$412.00	\$495.00		**End Cap/Island Booths** Outlets ordered or supplied by show management, will be installed in the most convenient location. Outlets required to be installed in more than one location. There is a 1-hour minimum labor charge plus material.	
7200 Watt 120/208 volt (30amp) outlet		\$330.00	\$412.00	\$495.00			
12,000 Watt 120/208 volt (50amp) outlet		\$458.00	\$572.00	\$687.00			
100 Amp 120/208 volt outlet		\$600.00	\$750.00	\$900.00			
200 Amp 120/208 volt outlet		\$1,480.00	\$1,850.00	\$2,220.00			
Booth Lighting							
500 Watt Light Arm		N/A	N/A	N/A		Equipment Compliance All equipment must comply with Federal, State and City electrical codes. Equipment out of compliance will not be connected. Two (2) wire extension cords are not allowed, and will be removed from your booth.	
Rental Extension Cords/Power strips							
25' Extension Cord		\$25.00	\$25.00				
15 Amp Plug Strip		\$25.00	\$25.00				
Labor Rates							
Electrician :	Monday-Friday 8AM-5PM	\$135		Labor:		Important Information By signing this order you agree to all Terms & Conditions of this contract including our payment policy.	
Lead:	Monday-Friday 8AM-5PM	\$95		Rental:			
Electrician Overtime:	After Hours Weekends	\$202.50		Total:			
Lead Overtime:	After Hours Weekends	\$142.50		Tax:			
Double Time: Thanksgiving, Christmas, New Year, July 4th, Memorial Day, Labor Day				Total Due:			

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name (print) _____ Authorization Signature: _____ Date: _____

Phone: _____ Cell: _____ Email: _____

Transactions require a valid and authorized credit card on file to complete the order and for billable additions or modifications. We do not accept cash or check payments onsite.

Please email your completed form to customer-care@kort.com. You will receive a follow-up email including your product order and a link to submit your credit card payment through our secure payment system.

Email completed form with payment to customer-care@kort.com or fax to 425.493.1227

Return Forms To: CORT Party Rental
 6101 Associated Blvd #102 Everett, WA 98203
 T: 425.493.6969 F: 425.493.1227
 Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival

Tacoma Dome

October 26th-29th, 2023

Advance Price Deadline: Friday October 13th, 2023

Section 2: Payment Policies & Credit Card Authorization

Return with Order Forms and Payment to: CORT Party Rental

Company Name:			Booth #:		
Billing Address:		City:	State:	Zip:	
Contact Name:			Phone:		
Email:					
Authorized Signature:					

Credit Card Charge Authorization

Account #																
<input type="radio"/> Visa <input type="radio"/> Mastercard <input type="radio"/> American Express <input type="radio"/> Discover											Expiration mm/yy: /					
*** Credit Card Security Code (3 digits on back of MC/Visa/Disc or 4 digits on front of Amex)																
Cardholder's billing address if different from above						City:			State:		Zip:					
Cardholder's Signature X:									Date Signed:							
Cardholder's Name (please print)										Contact Phone:						

Advance Pricing

To qualify for advance pricing, orders must be received on or before the advance price deadline with payment in full. Late orders and orders without payment will be charged at standard prices.

Payment for Services

CORT Party Rental requires payment in full at the time services are ordered. If paying by credit card, for your convenience, we will use this authorization to charge your account for services which may include labor and freight handling not covered by your initial order and orders placed at exhibit site by your company representative.

Method of Payment

CORT Party Rental accepts Visa, Mastercard, American Express, Discover, Checks and Money Orders. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank. Your cancelled check/bank statement and copies of the order form(s) are your receipts. Exhibitors will be charged a \$30.00 fee for returned NSF checks.

Tax Exempt

If you are tax exempt in the State of Washington, you must provide a Sales Tax Exemption Certificate. Please send the above information to CORT Party Rental for this show. CORT Party Rental must receive your resale certificate by the deadline date on the order forms, otherwise tax will appear on your invoice.

Adjustments, Cancellations and Returns

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check, or money order; however, we require your credit card authorization to be on file with CORT Party Rental.

SUMMARY OF ORDERS: PLEASE RETURN ONLY FORMS WITH ORDERS AND PAYMENT AUTHORIZATION PAGE.

Furniture & Accessories	\$
Carpet, Padding & Visqueen	\$
Standard Signage	\$
Cleaning	\$
Forklift	\$
Material Handling	\$
Other Services	\$
Other Services	\$
Total Order	\$
Charge my Credit Card in the amount of	\$
I have enclosed Check Number: Dated: In the amount of	\$

Return Forms To: CORT Party Rental
 6101 Associated Blvd #102 Everett, WA 98203
 T: 425.493.6969 F: 425.493.1227
 Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival
Tacoma Dome
October 26th-29th, 2023
Advance Price Deadline: Friday October 13th, 2023

Section 3: Limits of Liability and Responsibility

All orders are governed by the below policy. Please Read Carefully

1. CORT Party Rental "CORT" and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, damage to uncrated materials, materials packed improperly, glass breakage or concealed damage. Claims for loss or damage must be submitted to CORT by the close of the show. No suit or action shall be brought against CORT or its subcontractors more than six months after the cause of action occurs.
2. CORT and its subcontractors are not responsible for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are CORT and its subcontractors responsible for Exhibitor's freight before it is picked up from Exhibitor's booth for loading after the show. Exhibitors must submit a CORT bill of lading for all outbound shipments. All bills of lading covering outgoing shipments submitted to CORT or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. It is agreed that CORT and its subcontractors are not insurers. Insurance, if any, shall be obtained by Exhibitor. Amounts payable by CORT hereunder are based on the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further agreed that CORT and its subcontractors do not provide for full liability should loss or damage occur. In the event that CORT should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound/per article with a maximum liability of \$50.00 per item or \$1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause of origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by CORT, its subcontractors, or their employees.
4. At the close of show, if carriers fail to pick up or refuse to accept shipment, CORT reserves the right to reroute such shipment or move shipment to CORT's warehouse pending advice from Exhibitor who will be charged accordingly for this service. No liability will be assumed because of such rerouting or handling. Thus, in order to expedite removal or materials from the show site, CORT shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by Exhibitor, materials will be taken to CORT's warehouse to await Exhibitor's shipping instructions, and Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CORT assumes no liability because of such rerouting or handling.
5. CORT and its subcontractors shall not be liable for shipments received without receipts, freight bills or bill of lading, such as UPS or van lines. These shipments will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Shipments received on separate days will be treated as separate minimum shipments.
6. CORT and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or Exhibitor personnel which may make it impossible or impractical to exhibit same.
7. The Exhibitor agrees, in the event of a dispute with CORT or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to CORT for freight handling services or any other services provided by CORT or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CORT prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CORT, or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
8. CORT and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence. Including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CORT and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CORT or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CORT or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Empty Storage labels will be available at the CORT Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for empty storage only, and CORT and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
11. Rates are subject to contract changes and rates effective at time of show. Rates include Social Security, Worker's Compensation Insurance and Public Liability Insurance. CORT and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages or any kind.
12. Please ship early and ship prepaid. CORT will not accept collect shipments.

Tacoma Holiday Food & Gift Festival
Tacoma Dome
October 26th-29th, 2023
Advance Price Deadline: Friday October 13th, 2023

Section 4: Show Information

HOW TO CONTACT US:	CORT Party Rental 6101 Associated Blvd #102 Everett, WA 98203	Phone: 425.493.6969 Fax: 425.493.1227 E-mail: CustomerCare@CORT.com
BOOTH INFORMATION:	10' x 10' Booth: Backwall Drapes: Red & White / Sidewall Drapes: Red Booth Package Includes: One Booth Identification Sign and One 500 Watt 120-Volt Duplex Receptacle <i>PLEASE NOTE: THE BOOTHS ARE NOT CARPETED</i>	
EXHIBITOR MOVE IN:	Tuesday, October 24 th Wednesday, October 25 th	8am – 8pm 8am – 8pm
SHOW SCHEDULE:	Thursday, October 26 th Friday, October 27 th Saturday, October 28 th Sunday, October 29 th	10am – 7pm 10am – 7pm 10am – 7pm 10am – 6pm
EXHIBITOR MOVE OUT:	Sunday, October 29 th	6pm – 10pm

ALL OUTBOUND SHIPPING MATERIALS MUST BE REMOVED FROM TACOMA DOME BY: **Monday, October 30TH**

Section 5: Freight Handling

CORT Party Rental can receive your show freight and deliver it to your booth space. Please read the Freight Handling forms for further information and for Freight Handling rates. Be sure to complete and return the Freight Handling order form to CORT Party Rental before shipping.

Advance Shipping Address: Holiday Food & Gift
COMPANY NAME – BOOTH #
c/o CORT Party Rental
6101 Associated Blvd Suite 102
Everett, WA 98203

*To avoid additional after
deadline charges,
shipments must arrive by:
October 20th, 2023*

Direct Shipping Address: Holiday Food & Gift
COMPANY NAME – BOOTH #
c/o 24 Hour Security
Tacoma Dome
2727 East D Street
Tacoma, WA 98421

*All direct shipments must be consigned to
CORT Party Rental and scheduled to arrive
during official exhibitor move-in hours only.
First day to receive freight at the exhibit site:
October 24th, 2023*

Tacoma Holiday Food & Gift Festival

Tacoma Dome

October 26th-29th, 2023

Advance Price Deadline: Friday October 13th, 2023

Section 6: Furniture & Accessories Order Form

CHAIRS				
Quantity	Description	Advance	Standard	Total
	Padded Folding Chair, Black	\$3.85	\$5.00	
	Fabric Side Chair, Black	\$36.00	\$47.00	
	Padded Conference Chair	\$9.50	\$12.50	
	Natural Wood Barstool	\$16.00	\$21.00	

TABLES				
Quantity	Description	Advance	Standard	Total
	Cocktail - 30" Round, 30" High	\$24.75	\$32.50	
	Cocktail - 30" Round, 42" High	\$26.75	\$34.00	
	60" Round, 30" High - Undraped	\$25.50	\$35.75	
	60" Round, 30" High - w/Linen to Floor	\$45.50	\$60.50	
	60" x 60" Square Linen	\$9.75	\$12.75	
	90" Round Linen	\$14.25	\$19.00	

Choose Linen Color Red White Green Black Burgundy Blue Other

DISPLAY TABLES - 30" High (check color below/6' & 8' skirted tables 3 sides only)				
Quantity	Description	Advance	Standard	Total
	4' x 30" Skirted Table	\$41.50	\$55.25	
	6' x 30" Skirted Table	\$45.75	\$61.00	
	8' x 30" Skirted Table	\$52.00	\$69.50	
	4' x 30" Unskirted Table	\$26.75	\$35.75	
	6' x 30" Unskirted Table	\$29.00	\$37.75	
	8' x 30" Unskirted Table	\$31.00	\$41.00	

Choose Skirt Color Red White Green Black Burgundy Blue

DISPLAY TABLES - 42" High (check color below/6' & 8' skirted tables 3 sides only)				
Quantity	Description	Advance	Standard	Total
	4' x 30" Skirted Counter	\$80.75	\$89.25	
	6' x 30" Skirted Counter	\$93.50	\$108.25	
	8' x 30" Skirted Counter	\$102.00	\$129.25	
	4' x 30" Unskirted Counter	\$30.50	\$37.75	
	6' x 30" Unskirted Counter	\$41.00	\$50.00	
	8' x 30" Unskirted Counter	\$51.50	\$64.00	

Choose Skirt Color Red White Green Black Burgundy Blue

ACCESSORIES				
Quantity	Description	Advance	Standard	Total
	Waste Basket, 7 Gallon	\$5.50	\$7.50	
	Aluminum Easel, 3 Level	\$14.25	\$19.00	
	Chrome Stanchion	\$14.25	\$19.00	
	Retractable Stanchion Belt, 7'	\$12.25	\$16.50	
	Velvet Stanchion Rope, 8' Red	\$6.50	\$9.00	
	Chrome Stanchion Sign Holder, 8.5" x 11"	\$28.50	\$37.75	
	Chrome Sign Holder, 22" x 28"	\$36.75	\$48.75	
	8' Upright with Base	\$12.75	\$16.75	
	6'-10' Extension Crossbar	\$5.25	\$7.50	

Company Name:		Booth Number:		All orders are governed by CORT's Payment Policy & Limits of Liability & Responsibility
Billing Address:		City:		
State:	Zip:	Phone:	Email:	
Ordered by Contact Name:		Signature:		
Site Contact Name:		Total Rentals Ordered: \$		
Site Contact Phone #		Add 10.1% Sales Tax: \$		
Date of Order:		Payment Enclosed: \$		

Return Forms To: CORT Party Rental
 6101 Associated Blvd #102 Everett, WA 98203
 T: 425.493.6969 F: 425.493.1227
 Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival
 Tacoma Dome
 October 26th-29th, 2023
 Advance Price Deadline: Friday October 13th, 2023

Section 7: Carpet, Padding & Visqueen Order Form

STANDARD BOOTH CARPET				
Rental Includes Installation, Front-Edge Taping and Pick up at the Close of the Show				
Quantity	Size	Advance	Standard	Total
	9' x 10' Booth Carpet	\$113.50	\$134.50	
	9' x 20' Booth Carpet	\$226.75	\$268.75	
	9' x 30' Booth Carpet	\$324.25	\$403.25	
	9' x 40' Booth Carpet	\$453.50	\$537.50	

Select Carpet Color
 Black Red
 Green Blue Gray

STANDARD CUSTOM CUT BOOTH CARPET				
Includes visqueen covering. All custom orders must be received 14 days prior to move-in to guarantee color selection				
Quantity	Size	Advance	Standard	Total
	Custom Carpet/sq. ft.	\$1.85'	\$2.05'	

Price for carpet includes delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms or other installations post exhibit installation.

Select Carpet Color
 Black Red
 Green Blue Gray

CARPET PADDING				
Quantity	Size	Advance	Standard	Total
	Foam Padding/sq. ft.	\$0.70'	\$0.90'	

VISQUEEN PLASTIC COVERING FOR PROTECTION				
Rental includes one-time installation and removal				
Quantity	Size	Advance	Standard	Total
	Plastic Covering/sq. ft.	\$0.45'	\$0.65'	

Cancellation Policy:
 Custom size booth carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charge 50% of original price after move-in begins and 100% of original price after installation.

Please include a layout diagram in the box below for installation of your carpet if your carpet size is different from your booth size to avoid any unnecessary delays or costs.

Include Sales and/or Use Taxes as indicated. Make payment in U.S. funds drawn on a U.S. bank.

Company Name:		Booth Number:		All orders are governed by CORT's Payment Policy & Limits of Liability & Responsibility
Billing Address:		City:		
State:	Zip:	Phone:	Email:	
Ordered by Contact Name:		Signature:		
Site Contact Name:		Total Rentals Ordered: \$		
Site Contact Phone #		Add 10.1% Sales Tax: \$		
Date of Order:		Payment Enclosed: \$		

Return Forms To: CORT Party Rental
 6101 Associated Blvd #102 Everett, WA 98203
 T: 425.493.6969 F: 425.493.1227
 Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival
 Tacoma Dome
 October 26th-29th, 2023
 Advance Price Deadline: Friday October 13th, 2023

Section 8: Special Booth Package Order Form

SPECIAL BOOTH PACKAGE – SAVE UP TO 20% NO SUBSTITUTIONS PLEASE! (AVAILABLE BY ADVANCE ORDER ONLY)			
Quantity	Description	Pre-Order Price	Total
	Special Booth Package Includes: One Draped Table One 9' x 10' Carpet One Folding Chair, Black One Wastebasket	\$173.25	
Please Choose Size/Color Preferences in Category Below			
Table Size: (Tables are 30" Tall) <input type="radio"/> 4' x 30" Table <input type="radio"/> 6' x 30" Table <input type="radio"/> 8' x 30" Table			
Table Skirt Color: <input type="radio"/> Red <input type="radio"/> White <input type="radio"/> Green <input type="radio"/> Black <input type="radio"/> Burgundy <input type="radio"/> Blue			
Select Carpet Color: <input type="radio"/> Red Carpet <input type="radio"/> Black Carpet <input type="radio"/> Blue Carpet <input type="radio"/> Gray Carpet <input type="radio"/> Green Carpet			

Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S. funds drawn on a U.S. bank.

Company Name:			Booth Number:		All orders are governed by CORT's Payment Policy & Limits of Liability & Responsibility
Billing Address:			City:		
State:	Zip:	Phone:	Email:		
Ordered by Contact Name:			Signature:		
Site Contact Name:			Total Rentals Ordered: \$		
Site Contact Phone #			Add 10.1% Sales Tax: \$		
Date of Order:			Payment Enclosed: \$		

Return Forms To: CORT Party Rental
 6101 Associated Blvd #102 Everett, WA 98203
 T: 425.493.6969 F: 425.493.1227
 Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival

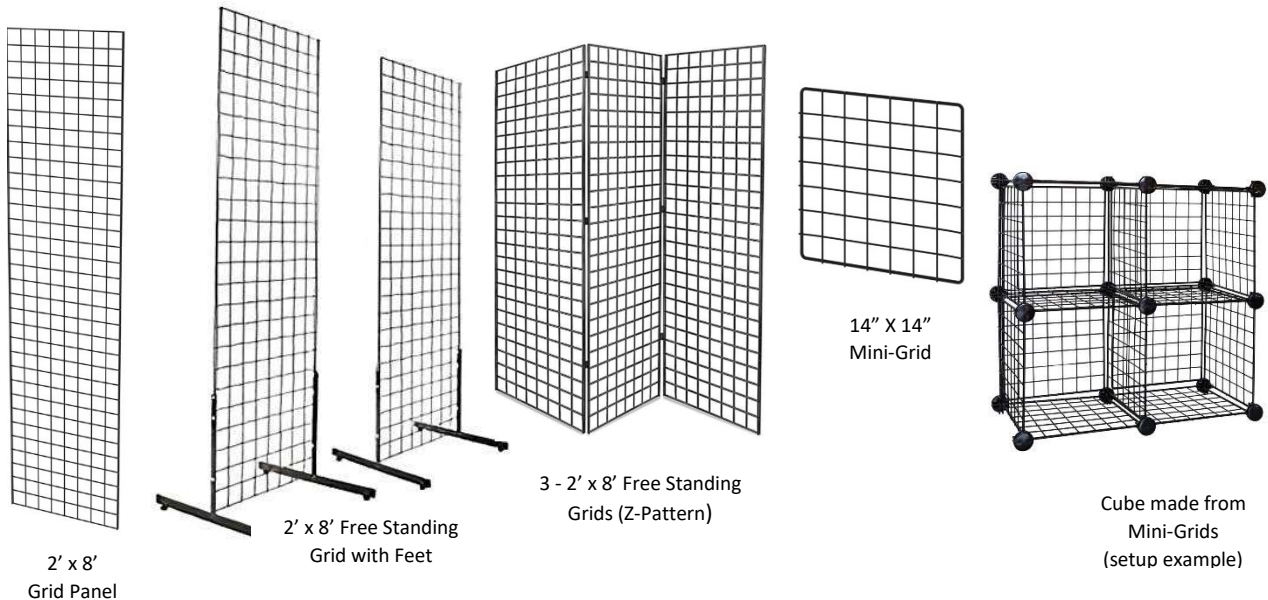
Tacoma Dome

October 26th-29th, 2023

Advance Price Deadline: Friday October 13th, 2023

Section 9: Grid Panel & Mini Grid Order Form

(AVAILABILITY GUARANTEED ONLY IF ORDERED IN ADVANCE)				
Quantity	Description	Advance	Standard	Total
	Grid Panel, 2' x 8' Black / Per Panel Each panel is 2' x 8' with a 3" x 3" grid. At least two panels are needed to be free standing. Fee must be rented to have a 2' x 8' free standing unit.	\$47.25	\$63.00	
	Grid Panel Fee / Per Set of Two Feet are needed if you want to make one panel free standing.	\$28.50	\$36.75	
	Mini Grids / 14" x 14" / Per Grid Mini-Grid cube panels snap together with connectors into economical display cubes.	\$5.25	\$9.50	
	Mini-Grid Connectors / Bag of 12	\$3.25	\$5.25	



Grid Panels will be delivered to your booth. You are responsible for setup. Zip Ties will be available at the CORT Customer Service Desk. Hardware for Grid Panels is not included.

GRID PANELS MAY NOT BE HUNG FROM BOOTH BACKWALL FRAMES OR DRAPES

Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S. funds drawn on a U.S. bank.

Company Name:			Booth Number:		All orders are governed by CORT's Payment Policy & Limits of Liability & Responsibility
Billing Address:			City:		
State:	Zip:	Phone:	Email:		
Ordered by Contact Name:			Signature:		
Site Contact Name:			Total Rentals Ordered: \$		
Site Contact Phone #			Add 10.1% Sales Tax: \$		
Date of Order:			Payment Enclosed: \$		

Return Forms To: CORT Party Rental
6101 Associated Blvd #102 Everett, WA 98203
T: 425.493.6969 F: 425.493.1227
Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival
 Tacoma Dome
 October 26th-29th, 2023
 Advance Price Deadline: Friday October 13th, 2023

Section 10: Specialty Furniture Order Form

Lounge / Reception Furnishings				
Quantity	Description	Advance	Standard	Total
	Monaco Loveseat, 48" Wide	\$197.00	\$262.50	
	Monaco Side Chair, 24" Wide	\$55.25	\$73.50	
	Monaco Bar Stool, 24" Wide	\$86.75	\$115.50	
	Heritage Coffee Table, 27" x 55"	\$97.25	\$131.25	
	Heritage End Table, 20" x 20"	\$55.25	\$73.50	
	Heritage Shelf Unit, 32" x 12" x 79"	\$204.75	\$273.00	
	Winston Shelf Unit, 65" x 15" x 79"	\$236.25	\$315.00	



Monaco Loveseat



Monaco Side Chair



Monaco Bar Stool



Heritage Coffee & End Table



Heritage Shelf



Winston Shelf

Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S. funds drawn on a U.S. bank.

Company Name:		Booth Number:		All orders are governed by CORT's Payment Policy & Limits of Liability & Responsibility
Billing Address:			City:	
State:	Zip:	Phone:	Email:	
Ordered by Contact Name:		Signature:		
Site Contact Name:			Total Rentals Ordered: \$	
Site Contact Phone #			Add 10.1% Sales Tax: \$	
Date of Order:			Payment Enclosed: \$	

Return Forms To: CORT Party Rental
 6101 Associated Blvd #102 Everett, WA 98203
 T: 425.493.6969 F: 425.493.1227
 Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival
 Tacoma Dome
 October 26th-29th, 2023
 Advance Price Deadline: Friday October 13th, 2023

Section 11: Plants, Greenery and Hedge Order Form

Lounge / Reception Furnishings				
Quantity	Description	Advance	Standard	Total
	Traveler Palm Tree, 6'	\$141.75	\$141.75	
	Traveler Palm Tree, 8'	\$141.75	\$141.75	
	Bamboo Tree, 8'	\$141.75	\$141.75	
	Bamboo Hedge, 5'5" x 37"	\$241.50	\$241.50	
	Boxwood Hedge, 48" x 48"	\$303.50	\$303.50	
	Boxwood Hedge, 48" x 84"	\$513.50	\$513.50	



Traveler Palm Trees



Bamboo Tree



Bamboo Hedge



Boxwood Hedges

Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S. funds drawn on a U.S. bank.

Company Name:			Booth Number:		All orders are governed by CORT's Payment Policy & Limits of Liability & Responsibility
Billing Address:			City:		
State:	Zip:	Phone:	Email:		
Ordered by Contact Name:			Signature:		
Site Contact Name:			Total Rentals Ordered: \$		
Site Contact Phone #			Add 10.1% Sales Tax: \$		
Date of Order:			Payment Enclosed: \$		

Return Forms To: CORT Party Rental
 6101 Associated Blvd #102 Everett, WA 98203
 T: 425.493.6969 F: 425.493.1227
 Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival
 Tacoma Dome
 October 26th-29th, 2023
 Advance Price Deadline: Friday October 13th, 2023

Section 12: Standard Sign & Banner Order Form

STANDARD SIGNS				
Signs are full-color digital graphics laminated and mounted to foamcore				
Quantity	Size	Advance	Standard	Total
	7" x 11"	\$40.00	\$79.75	
	7" x 44"	\$44.25	\$88.25	
	11" x 14"	\$46.25	\$92.25	
	14" x 22"	\$57.75	\$115.50	
	22" x 28"	\$83.00	\$166.00	
	24" x 36"	\$95.50	\$191.25	
	28" x 44"	\$107.25	\$214.25	
	40" x 60"	\$187.00	\$373.75	
	3' x 8'	\$223.75	\$447.50	
	4' x 8'	\$134.50	\$268.75	
	Grommet, Per Piece	\$1.05	\$2.10	
	Easel Back, Per Piece	\$6.25	\$12.50	
	Banner	Call	Call	
	Designer Labor, Per Hr.	\$94.50	Call	

SIGN ORDER POLICY

Signs cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after Advance Price Deadline will be charged at standard prices.

Choose Sign Orientation
 (Check appropriate box)

Horizontal

Vertical

Use Your Judgement

Specify sign copy and indicate colors here. Please print clearly. If more space is needed attach a separate piece of paper.

To ensure that your graphic images come out at the highest quality, send EPS vector art whenever possible. Photo-based or bitmap art should be in TIF format and should be at least 600dpi at 1/8th size. All colors in files and links should be setup and specified as CMYK (no RGB or spot colors). Include all screen and printer fonts used in your artwork (true type fonts) or convert all text to curves. Always include a hard copy or PDF file of your artwork.

Company Name:		Booth Number:		All orders are governed by CORT's Payment Policy & Limits of Liability & Responsibility
Billing Address:		City:		
State:	Zip:	Phone:	Email:	
Ordered by Contact Name:		Signature:		
Site Contact Name:			Total Rentals Ordered: \$	
Site Contact Phone #			Add 10.1% Sales Tax: \$	
Date of Order:			Payment Enclosed: \$	

Return Forms To: CORT Party Rental
 6101 Associated Blvd #102 Everett, WA 98203
 T: 425.493.6969 F: 425.493.1227
 Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival
Tacoma Dome
October 26th-29th, 2023
Advance Price Deadline: Friday October 13th, 2023

Section 13: Graphic File Submission Guidelines

Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Print-ready PDF is the only acceptable file type without incurring graphic design charges. Any in-house work that is needed to modify files provided by client to a print ready state will be billed at \$95.00 per hour with a half-hour minimum. Any files that must be opened in their native application and exported to the required file types below do not conform to this specification.

FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS or TIF Formats with a minimum resolution of 300 dpi at 50% OF THE FINAL PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEGs are less desirable but can be accepted if the resolution is 300 dpi or higher. Company logos should always be sent in a vector based format to ensure a crisp, clean logo print. Placed images are to be embedded rather than linked. If files are linked, be sure to send the linked sites.

PLEASE DO NOT submit GIF files, Word (.doc) files, Power Point (ppt.) files, Publisher files, In Design files or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

PAGE LAYOUT/ IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolutions will produce superior results. Image should be flattened, no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with our Graphics Department, Native files can be sent if any changes or additions are anticipated but these should not be considered as the primary print files.

FONTS

All fonts should be converted to outlines or paths. Text should be converted to outlines to ensure kerning, leading and font size stay exactly as designed. Send font files if there is an anticipation of any changes or additions. Any in-house changes will be billed as described above.

PROOFING

A clean, hard copy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is without correction applied. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

BLEED

Graphics must include one-eighth inch of bleed for products mounted on the following substrates: Di bond, aluminum, plywood, sintra and acrylics.

COLOR MODE

Files may be submitted in CMYK or RGB. You may also include PMS colors in your graphics (Coated palettes only). Although PMS colors will be run as 4-color process, keep them as spot colors in your documents to ensure a more accurate match.

CRITICAL COLORS

All Pantone and critical call out values must be specified in writing to CORT Party Rental at the time of submission. Please note that approximate matching of any one color requires additional time and resources, and an additional charge may apply. CORT Party Rental cannot guarantee that the colors on your final print will match the colors produced by your monitor - monitors produce a greater range of color, brightness, and saturation than any printer.

SENDING FILES

Files can be sent on Thumb Driver or DVD (recommended for extremely large, high-resolution files) or posted to your FTP site or any online file transmission site i.e., Dropbox. For information on our web-based file transfer services, contact us at CustomerCare@CORT.com or at 425-493.6969. Smaller files (-10MB) can be emailed directly to CustomerCare@CORT.com.

Tacoma Holiday Food & Gift Festival
 Tacoma Dome
 October 26th-29th, 2023
 Advance Price Deadline: Friday October 13th, 2023

Section 14: Cleaning Order Form

BOOTH CLEANING SERVICES (Please make your selections)

To ensure your booth is show-ready, please specify your requirements below. CORT Party Rental is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. Please call us if you have special needs.

VACUUMING (Includes emptying wastebasket one time each day when vacuum service is performed)				
Minimum of 90 square foot charge				
Booth Size	Square Feet	Rate \$.020	# of Days	Total
9' x 10'	90	\$19.00 Per Day		
9' x 20'	180	\$38.00 Per Day		
9' x 30'	270	\$57.00 Per Day		
9' x 40'	360	\$76.00 Per Day		
9' x 50'	450	\$95.00 Per Day		
VACUUMING ONE-TIME ONLY: SEE BELOW				
Vacuum ONCE prior to show opening:		<input type="radio"/> Check for One-Time Vacuum Before Show Opens		
Specify DATE of the One-Time vacuum service:		<input type="radio"/> Check for One-Time Specific Date: _____		
PORTER SERVICE: CORT Party Rental will remove trash from wastebaskets at regular intervals during show hours.				
1 Day Only – Which Day?		\$36.00		
Show Duration		\$91.00		
Porter Service Needed? Check Box:		<input type="radio"/> One Day Service <input type="radio"/> Show Duration Service		
Calculation of Porter Service:			Total \$	
Booth Size: _____	_____ Square Feet	Rate \$.025	Total \$	
Cancellation Policy:				
Services not cancelled at least 24 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. CORT Party Rental will not be able to adjust invoices after the close of the show.				

Company Name:			Booth Number:		All orders are governed by CORT's Payment Policy & Limits of Liability & Responsibility
Billing Address:			City:		
State:	Zip:	Phone:	Email:		
Ordered by Contact Name:		Signature:			
Site Contact Name:			Total Services Ordered: \$		
Site Contact Phone #			Add 10.1% Sales Tax: \$		
Date of Order:			Payment Enclosed: \$		

Return Forms To: CORT Party Rental
 6101 Associated Blvd #102 Everett, WA 98203
 T: 425.493.6969 F: 425.493.1227
 Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival
 Tacoma Dome
 October 26th-29th, 2023
 Advance Price Deadline: Friday October 13th, 2023

Section 15: In-Booth Forklift Order Form

LABOR & FORKLIFT RATES

Exhibitors requiring forklift to assemble displays or when uncrating, unskidding and reskidding equipment and machinery will need to estimate their needs below. If you require a forklift, a crew, consisting of a forklift with an operator will be assigned. In-booth forklift & labor is not for loading and/or unloading vehicles. **For loading and/or unloading services, please refer to the material handling order form.**

Hourly Rates	Times	Forklift w/Operator	Labor
Straight Time	Between 8:00am and 4:30pm weekdays	\$100.00	\$68.00
Overtime	Before 8:00 am and after 4:30pm weekdays and all-day Saturdays and Sundays	\$150.00	\$102.00

****5,000 lbs. maximum capacity. Larger forklift and crane service is available by advance request.***

The minimum charge for equipment and driver is one (1) hour per driver and forklift. Work exceeding the one (1) hour minimum will be charged in half (1/2) hour increments. Forklift service cancelled without 24 hours notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the laborers and equipment at the time confirmed, a one (1) hour late charge per laborer and forklift will apply.

FORKLIFT SERVICES

Reserve forklift and/or labor below. Starting times can be guaranteed for advance orders only. Check in at the CORT Party Rental Service Desk at your scheduled time to confirm forklift service. Due to liability, forklift rental is not available without an authorized CORT Party Rental operator.

We will need the following services:

Exhibitor will supervise (Please check all that apply):

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): _____

**Please allow time for return of empty containers.*

Describe work to be done, i.e., Uncrate/unskid, position equipment, etc. _____

CALCULATION OF ORDER

To guarantee forklifts and laborers, we must receive your order by the advance deadline date. Please use the formula below to calculate your advance payment. Final invoicing will be done from the actual hours worked.

	No. of Forklifts	X Hours Per Forklift	= Total Forklift Hours	At Rate	Total
Installation				\$ _____/hr.	\$ _____
Dismantle				\$ _____/hr.	\$ _____

Company Name:			Booth Number:		All orders are governed by CORT's Payment Policy & Limits of Liability & Responsibility
Billing Address:			City:		
State:	Zip:	Phone:	Email:		
Ordered by Contact Name:		Signature:			
Site Contact Name:			Total Rentals Ordered: \$		
Site Contact Phone #			Add 10.1% Sales Tax: \$		
Date of Order:			Payment Enclosed: \$		

Return Forms To: CORT Party Rental
 6101 Associated Blvd #102 Everett, WA 98203
 T: 425.493.6969 F: 425.493.1227
 Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival

Tacoma Dome

October 26th-29th, 2023

Advance Price Deadline: Friday October 13th, 2023

Section 16: Shipping Instructions & Material Handling Information

CORT Party Rental is prepared to receive your shipment either in advance at our local warehouse or at the exhibit site. See below for services covered by CORT. You may ship the carrier of your choice.

- For charges associated with these services, please refer to the Material Handling Order Form. Rates are based on the Incoming weight of the shipments. CORT Party Rental must have payment before forwarding freight.
- For uncrating, unskidding, positioning, and reskidding equipment, please refer to the In-Booth Forklift Order Form.
- If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your equipment.

ADVANCE SHIPMENTS TO CORT PARTY RENTAL WAREHOUSE Crates, Cartons, Fiber Cases Only

- Rates Include:
- ✓ Unloading crated freight. The warehouse cannot receive uncrated shipments.
 - ✓ Storing at the warehouse for up to 30 days.
 - ✓ Reloading onto trucks and delivery to the exhibit site.
 - ✓ Unloading freight and delivery to your booth.
 - ✓ Picking up, storing, and returning empty shipping containers.
 - ✓ Reloading freight for return to your specified destination.

Make the bill of lading and consign as follows:

NAME OF EVENT
YOUR COMPANY NAME
YOUR BOOTH NUMBER
CORT Party Rental
6101 Associated Blvd #102
Everett, WA 98203

IMPORTANT!

Last day for shipments to arrive at the advance warehouse without surcharge is:

October 20, 2023

The warehouse will receive shipments Monday through Friday during the hours of 8:00am to 4:00pm. If shipment arrives late and causes a special trip to show site, the charge will be a minimum of \$500

DIRECT SHIPMENTS TO THE EXHIBIT SITE

- Rates Include:
- ✓ Unloading freight and delivery to your booth.
 - ✓ Picking up, storing, and returning empty shipping containers.
 - ✓ Reloading freight for return to your specified destination.

Make the bill of lading and consign as follows:

NAME OF EVENT
YOUR COMPANY NAME
YOUR BOOTH NUMBER
C/O 24 Hour Security
Tacoma Dome
2727 East D Street
Tacoma, WA 98421

IMPORTANT!

First day for shipments to arrive at the exhibit site is

October 24, 2023

OUTGOING SHIPMENTS

Shipping information, bills of lading and labels will be available at the CORT Party Rental Service Desk. Exhibitors will need to make their own arrangements for pickup.

RETURN TO WAREHOUSE (Optional)

After the show, CORT Party Rental can:

- ✓ Storing at the warehouse for up to 30 days.
- ✓ Reloading onto trucks and delivery to the exhibit site.

Call CORT Party Rental at 425.493.6969 or stop in during the show at the CORT Service Desk for assistance.

Please read the CORT Party Rental "Limits of Liability and Responsibility" for important information on freight handling.

Return Forms To: CORT Party Rental
6101 Associated Blvd #102 Everett, WA 98203
T: 425.493.6969 F: 425.493.1227
Email: CustomerCare@CORT.com



Tacoma Holiday Food & Gift Festival

Tacoma Dome

October 26th-29th, 2023

Advance Price Deadline: Friday October 13th, 2023

Section 17: Material Handling Order Form

ARRIVAL DATES FOR SHIPMENTS – Please schedule shipping carefully to minimize surcharges.

Advance Deadline: October 20th, 2023 Last day for crated shipments to arrive at advance warehouse without surcharge. A 25% (\$25.00 Minimum) late arrival surcharge based on the below rates will apply to each shipment received at the warehouse after this date. If shipment arrives late and causes a special trip to show site. The charge will be a minimum \$500

Show Site: October 24th, 2023 First day for shipments to arrive at exhibit site.

MATERIAL HANDLING RATES				
Rates are round-trip, per shipment. Use incoming weight only and round up to the next 100 lbs. Rates below are guaranteed if inbound shipments are received at the CORT Party Rental warehouse or exhibit site before 4:00 PM weekdays. Late shipments to warehouse are subject to surcharges.				
ADVANCE SHIPMENTS TO WAREHOUSE				
Advance shipments are shipments that can be received at the warehouse up to 30 days prior to the event, delivered to the exhibit site and can be unloaded at the dock and delivered to the booth with no additional handling required. Empty containers will be returned at the close of the show. When packed, the crated materials will be picked up at the booth and loaded onto outbound carriers. Late arrival charges additional, see above for details.				
	Shipment Weight	X Rate/100 lbs.	Min. Charge	Estimated Charges
Crated and/or Skidded only (Loose, uncrated, and blanket wrapped shipments must be sent directly to exhibit site)	Lbs.	\$56.00	\$111.00	\$
DIRECT SHIPMENTS TO EXHIBIT SITE				
Direct shipments are consigned to CORT Party Rental, shipped directly to the event facility, and can be unloaded at the dock and delivered to the booth with no additional handling required. Empty containers will be returned at the close of the show. When packed, the crated materials will be picked up at the booth and loaded onto outbound carriers.				
	Shipment Weight	X Rate/100 lbs.	Min. Charge	Estimated Charges
Crated and/or Skidded	Lbs.	\$52.00	\$103.00	\$
UNCRATED SHIPMENTS TO EXHIBIT SITE				
Includes shipments that are not in crates, cases, or boxes and/or are unskidded without proper lifting bars or hooks. Empty containers will be returned at the end of the show.				
	Shipment Weight	X Rate/100 lbs.	Min. Charge	Estimated Charges
Uncrated and/or Unskidded	Lbs.	\$86.00	\$172.00	\$
CRATED SHIPMENTS REQUIRING SPECIAL HANDLING				
Includes shipments that are loaded and/or packed in such a manner as to require additional handling such as ground loading, side door loading, constricted space loading, designated piece loading, or stacked shipments. Late arrival charges additional, see above for details.				
	Shipment Weight	X Rate/100 lbs.	Min. Charge	Estimated Charges
To Warehouse or Exhibit Site	Lbs.	\$79.00	\$158.00	\$
SMALL PACKAGE SHIPMENTS				
Round trip rates, per shipment. Limited to 50 lbs. per shipment per delivery. Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Includes FedEx and UPS shipments. Late arrival charges additional, see above for details.				
	No. of Cartons	First Carton	Ea. Add 'l	Estimated Charges
Small Packages/Max. 50lbs/shipment		\$36.00	\$10.00	\$

IF your freight remains at the Exhibit Site at the end of the show, there will be a minimum fee of \$175.00 for CORT Party Rental to return your freight to its warehouse. In addition, there may be a fee for storage. It is the exhibitor's responsibility to arrange for freight pickup from CORT Party Rental's warehouse.

Company Name:		Booth Number:		All orders are governed by CORT's Payment Policy & Limits of Liability & Responsibility
Billing Address:		City:		
State:	Zip:	Phone:	Email:	
Ordered by Contact Name:		Signature:		
Site Contact Name:		Total Estimated Charge: \$		
Date of Order:		Payment Enclosed: \$		

Return Forms To: CORT Party Rental
 6101 Associated Blvd #102 Everett, WA 98203
 T: 425.493.6969 F: 425.493.1227
 Email: CustomerCare@CORT.com

