

**VICTORIAN CHRISTMAS FESTIVAL
DECEMBER 4-7, 2025
WASHINGTON STATE FAIR EVENTS CENTER**

Dear Exhibitor,

Trade Show Supply House is pleased to have been selected as your official contractor for the Victorian Christmas Festival at the Washington State Fair Events Center in Puyallup, 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:

| | |
|---------------------|--|
| Booth Size: | 10' X 10' |
| Package to include: | One 8' High Backwall, Two 8' High Siderails, One Booth Identification Sign, and Electrical Service of 500 Watt |
| Backwall Colors: | 8' 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. **Please note; the Facility floor is not carpeted. We have booth carpeting available for rent.**

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

NOVEMBER 20, 2025

**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.**

If you have any questions after reviewing this exhibitor kit, please do not hesitate to contact us at (360) 624-4498.

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: VICTORIAN CHRISTMAS FESTIVAL

DECEMBER 4-7, 2025

TERMS:

ALL ORDERS RECEIVED BY: **November 20, 2025** 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 | \$30.00 | | PLASTIC FOLDING CHAIR | \$10.00 |
| | 6' UNSKIRTED TABLE 30" HIGH | \$40.00 | | PLASTIC SIDE CHAIR | \$20.00 |
| | 8' UNSKIRTED TABLE 30" HIGH | \$50.00 | | FABRIC SIDE CHAIR | \$35.00 |
| | 4' SKIRTED TABLE | \$50.00 | | BARSTOOL | \$45.00 |
| | 6' SKIRTED TABLE | \$60.00 | | | |
| | 8' SKIRTED TABLE | \$70.00 | | 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 | \$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 | | WHITE LINEN (ALL ROUND TBLS) | \$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 11/20) | \$ |
| | 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, CHARCOAL, TUXEDO | | | | |
| | * IF YOU REQUIRE ANY ADDITIONAL EQUIPMENT NOT LISTED 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

**MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:
VICTORIAN CHRISTMAS FESTIVAL
DECEMBER 4-7, 2025**

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.

Material Handling Service Charges For All Direct Shipments

Are Billed at \$35.00 per cwt of 100 pounds

\$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:
NOVEMBER 24, 2025**

ADDRESS ALL SHIPMENTS AS FOLLOWS:

VICTORIAN CHRISTMAS FESTIVAL

(YOUR COMPANY NAME AND BOOTH NUMBER)

C/O TRADE SHOW SUPPLY HOUSE, INC.

WASHINGTON STATE FAIR EVENTS CENTER

1404 5TH STREET SW

PUYALLUP, WA 98371

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

| NUMBER OF BOXES SHIPPED | TOTAL WEIGHT | CARRIER'S NAME | PO#/TRACKING# |
|-------------------------|--------------|----------------|---------------|
|-------------------------|--------------|----------------|---------------|

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 \$0.35 PER POUND = TOTAL Page 3: \$

**LABOR AND FORKLIFT ORDER FORM EXCLUSIVELY FOR:
VICTORIAN CHRISTMAS FESTIVAL
DECEMBER 4-7, 2025**

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: \$ _____

