

**QUILT, CRAFT & SEWING
FESTIVAL April 11 - 13, 2024
Portland Expo Center**

Dear Exhibitor,

Trade Show Supply House is pleased to have been selected as the official contractor for the Quilt, Craft and Sewing Festival in Portland, Oregon. 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 Hall:

Booth Size: 10' X 10'
Package to include: One 8' High Backwall, Two 8' High Siderails, One 17"x11" ID sign
Drape Colors: Black

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:

April 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 FAX (360) 576-9224
bryan@thedecorator.net

RENTAL ORDER FORM EXCLUSIVELY FOR: QUILT, CRAFT AND SEWING FESTIVAL

April 11 - 13, 2024

TERMS:

ALL ORDERS RECEIVED BY: **April 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	Unskirted Display Tables & Counters	Amount	Qty	Skirted Display Tables & Counters	Amount
	4' BARE TABLE 30" HIGH	\$40.00		4' SKIRTED TABLE	\$60.00
	6' BARE TABLE 30" HIGH	\$45.00		6' SKIRTED TABLE	\$65.00
	8' BARE TABLE 30" HIGH	\$50.00		8' SKIRTED TABLE	\$70.00
	4' BARE CTR TABLE 42" HIGH	\$45.00		4' SKIRTED CTR TABLE 42"H	\$65.00
	6' BARE CTR TABLE 42" HIGH	\$50.00		6' SKIRTED CTR TABLE 42"H	\$70.00
	8' BARE CTR TABLE 42" HIGH	\$55.00		8' SKIRTED CTR TABLE 42"H	\$75.00
	◆ *BARE TABLES ARE TOPPED W/ VINYL			◆ ALL TABLES ARE 30" WIDE	
	COCKTAIL ROUND 30"H x 30"D	\$40.00			
	COCKTAIL ROUND 42"H x 30"D	\$45.00			
				Miscellaneous Equipment	
				6'-10' Extension Pole	\$ 6.00
	TABLE SKIRT ONLY 30"H	\$30.00		8' Upright	\$ 6.00
	TABLE SKIRT ONLY 42"H	\$35.00		3' Upright	\$ 4.00
	BLACK LINEN (ALL ROUND TBLS)	\$30.00		Base	\$ 6.00
Qty	Description	Amount	Qty	Description	Amount
	9' X 10' Booth Carpet	\$100.00			
	9' X 20' Booth Carpet	\$200.00		FOLDING CHAIR	\$ 8.00
	9' X 30' Booth Carpet	\$300.00		WASTEBASKET	\$ 8.00
	9' X 40' Booth Carpet	\$400.00		BARSTOOL	\$35.00
	CARPET PADDING PER SQ/FT	\$.50		PADDED SIDE CHAIR	\$20.00
	SKIRT COLORS AVAILABLE (circle choice)				
	BLUE, WHITE, BLACK, RED, BURGUNDY,			SUBTOTAL	\$
	GREEN, TEAL				
				-20% Pre-Order (By 4/10)	\$
	CARPET COLORS AVAILABLE (circle choice)			TOTAL PAGE 2	\$
	BLUE, RED, BLACK, GREEN, TUXEDO				
	PLEASE CONTACT US AT 360.624.4498 FOR SPECIAL REQUESTED RENTAL ITEMS NOT LISTED ON THIS FORM OR IF LABOR SERVICE IS NEEDED.			Payment Information	
				CHECK: TRADE SHOW SUPPLY HOUSE, INC	
				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: _____

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Supply House, Inc.**

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MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:

**QUILT, CRAFT AND SEWING FESTIVAL
April 11 - 13, 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: April 10, 2024**

ADDRESS ALL SHIPMENTS AS FOLLOWS:

**QUILT, CRAFT AND SEWING FESTIVAL
(YOUR COMPANY NAME & BOOTH NUMBER)
C/O TRADE SHOW SUPPLY HOUSE, INC.
PORTLAND EXPO CENTER
2060 N MARINE DRIVE
PORTLAND, OR 97217**

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

NUMBER OF BOXES SHIPPED	TOTAL WEIGHT	CARRIER'S NAME IE: UPS, FED-EX	PO#/TRACKING#/SHIPPEE#
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Empty table row for data entry.

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 \$ _____

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**CREDIT CARD CHARGE AUTHORIZATION FORM
QUILT, CRAFT AND SEWING FESTIVAL
April 11 - 13, 2024**

<u>Company Name</u>	<u>Booth Number</u>
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Charge Authorization

() Visa () Mastercard () American Express

Expiration Date: _____

Account Number: _____

Security Code (last three digits on back of card): _____

TOTAL PAGE 2: \$ _____

TOTAL PAGE 3: \$ _____

TOTAL AMOUNT TO BE CHARGED: \$ _____

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.