



Dear Exhibitor,

Enclosed please find an **Exhibitor Order Form** for the upcoming **Leading Age of Washington Event** to be held **June 13, 2023**, at the **Semiahmoo Resort in Blaine, WA**.

The show sponsor, has selected **Black and Teal Drape** as the show colors, and will provide the following for your **8' x 8'** exhibit space:

- (1) 6' Black Skirted Counter**
- (2) Padded Bar Stool with Back**
- (1) Booth ID Sign**
- (1) 500W Electrical Connection**

If you should need any additional equipment, please complete the attached order form. For questions about equipment needs not found on our order form, please contact our customer service desk at **(208) 765-2595**.

If you need to ship freight, please ship directly to Semiahmoo Resort and address as follows:

Semiahmoo Resort / c/o LeadingAge WA, 9565 Semiahmoo Pkwy, Blaine, WA 98230

Exhibitor Name

Pieces: example 1/3, 2/3, 3/3

As the decorator for the show, we are here to assist with any questions you may have. Please assess your equipment and freight handling needs, then fax (208-664-3921) or e-mail (Lisa@designevents.com) your order form back to us no later than **Monday May 29th, 2023**.

Sincerely,

Lisa Possman

Sales Coordinator

DE Expo and Event Services

Office: 208-765-2595

Fax: 208-664-3921

Lisa@designevents.com

Please visit our Web Site at: www.de-expoandevent.com

5039 Duncan Drive ♦ Coeur d'Alene, Idaho 83815
Office: (208) 765-2595 ♦ Fax: (208) 664-3921 ♦ Toll Free: (800) 840-2280

Mailing Address:
 5039 Duncan Drive
 Coeur d'Alene ID 83815
 Phone: (208)765-2595
 Fax: (208)664-3921



Shipping Address:
 5039 Duncan Drive
 Coeur d'Alene, ID 83815

(See pg. 6 for shipping instructions)

EXHIBITOR ORDER FORM

Please read all Terms and Conditions on Page 8

Event Dates: June 13th, 2023	Show Name: Leading Age of Washington	Booth #:
Your info	Company Name: _____	Phone: _____
	Address: _____	Fax: _____
	City, St, Zip: _____	Email Address: _____
	Ordered by: _____	
(printed)		(signed)

BOOTH AND FACILITY INFORMATION

EQUIPMENT & FACILITY INFORMATION

Your Show Sponsor Provides these items with your booth	<div style="border: 1px solid black; padding: 5px;"> (1) 6' Black Skirted Counter Table (2) Padded Bar Stool with back (1) Booth ID Sign (1) 500W Electrical Connection </div>	Show Facility: Semiahmoo Resort Blaine, Washington Situation: Facility is Carpeted
---	---	--

SHOW SCHEDULE

Show Hours: **Tuesday 6-13-23 from 1:30pm-4:30pm**
Exhibitor Move-In: Mon 6-12-23 5pm-9pm/ Tues 6-13-23 9am-11am
Exhibitor Move-out: **Tues 6-13-23 4:30**
Design Events Hours for Customer Service: **Mon 6-12-23 5pm-8pm**
 (Pre-ordering any additional items will ensure availability - Items available at Customer Service may be limited)

*** YOUR ORDER DEADLINES ***

(In order to receive advanced rates)

All Advanced Equipment and Freight ORDERS MUST Be Received By:	May 29th, 2023
All Freight Must Be Received at Shipping Address By:	June 1st, 2023

Please Note: It is highly recommended that freight is shipped to the Design Events warehouse. Most facilities WILL NOT receive and hold freight. Design Events cannot receive freight unless prior arrangements have been made (see page 6).

PAYMENT INFORMATION

(Payment MUST accompany order)

From pg.	Type	Page Total
3	Furniture & Equip	
4	Carpet & Drapery	
4	Booth Decore & Signage	
5	Electrical & Lighting	
6	Labor	
7,8	Freight	
Subtotal		
Tax (8.8%)		
Grand Total		

PAYMENT METHOD

___ VISA ___ MC ___ AMEX ___ DISCOVER	Expiration Date _____ ZIP Code _____ CVC: _____
Credit Card # _____	
Cardholder _____	
Signature _____	

(Please return this page with ALL orders)



FURNITURE, TABLES, CHAIRS & OTHER EQUIPMENT

** All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
All tables are 24" wide x 30" high					
8' Skirted Table	\$48.00	\$65.00	_____	_____	
6' Skirted Table	\$44.00	\$59.00	_____	_____	
4' Skirted Table	\$40.00	\$54.00	_____	_____	
8' Unskirted Table	\$24.00	\$30.00	_____	_____	
6' Unskirted Table	\$22.00	\$28.00	_____	_____	
4' Unskirted Table	\$20.00	\$26.00	_____	_____	
All counters are 24" wide x 42" high					
8' Skirted Counter	\$54.00	\$74.00	_____	_____	(1) Provided
6' Skirted Counter	\$49.00	\$68.00	_____	_____	
4' Skirted Counter	\$44.00	\$59.00	_____	_____	
4th Side Table Skirt	\$14.00	\$19.00	_____	_____	
4th Side Counter Skirt	\$16.00	\$22.00	_____	_____	
30" Round Table - 30" high	\$37.00	\$42.00	_____	_____	Limited quantities. Supplied with black fabric tablecloth
30" Round Table - 42" high	\$37.00	\$42.00	_____	_____	Limited quantities. Supplied with black fabric tablecloth
Covered with white vinyl, shelves are 10" wide					
Table Top Riser - 4' single	\$15.00	\$18.00	_____	_____	
Table Top Riser - 4' double	\$23.00	\$29.00	_____	_____	
Table Top Riser - 6' single	\$21.00	\$27.00	_____	_____	
Table Top Riser - 6' double	\$33.00	\$43.00	_____	_____	
Table Top Riser - 8' single	\$28.00	\$36.00	_____	_____	
Table Top Riser - 8' double	\$44.00	\$57.00	_____	_____	
Padded Side Chair	\$11.00	\$14.00	_____	_____	
Padded Bar Stool - no back	\$24.00	\$31.00	_____	_____	
Padded Bar Stool with back	\$36.00	\$42.00	_____	_____	(2) Provided
Wastebasket	\$6.00	\$8.00	_____	_____	
Easel	\$12.00	\$15.00	_____	_____	
Coat Tree	\$17.00	\$22.00	_____	_____	
Fire Extinguisher, ABC	\$30.00	Pre-Order Only	_____	_____	
Fire Extinguisher, Class K	\$40.00	Pre-Order Only	_____	_____	
Display Unit 8x10, 5 panel	\$450.00		_____	_____	Pre-Order Only. Includes labor to set and dismantle with lights.
Display Unit, Table Top Display Case, 2 shelves with lights and lock	\$225.00		_____	_____	Pre-Order Only. Includes labor to set and dismantle with lights.
Couches, Loveseats, coffee tables, specialty chairs, etc.	\$275.00		_____	_____	Pre-Order Only. Includes labor to set and dismantle.
**Pre-Order only. Call for pricing. **					
Custom orders will be priced individually. Please call for information.					

Total Page 3

\$

** All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
10' x 10' Booth Carpet	\$75.00	\$105.00	_____	_____	
10' x 20' Booth Carpet	\$145.00	\$190.00	_____	_____	
10' x 30' Booth Carpet	\$215.00	\$270.00	_____	_____	
10' x 40' Booth Carpet	\$295.00	\$375.00	_____	_____	
Larger Area: per square foot	\$0.85	\$1.10	_____	_____	Provide sq. ft. area size: _____
Custom Cut Carpet per sqare ft	\$2.00	\$2.75	_____	_____	Provide sq. ft. area size: _____
<i>FACILITY IS CARPETED</i>					
Carpet Tape: Facility Approved	\$15.00	\$20.00	30 yards x 1"	_____	
10' x 10' Carpet Padding	\$55.00	\$85.00	_____	_____	
10' x 20' Carpet Padding	\$110.00	\$150.00	_____	_____	
10' x 30' Carpet Padding	\$165.00	\$200.00	_____	_____	
10' x 40' Carpet Padding	\$220.00	\$275.00	_____	_____	
Carpet Padding: per sq foot	\$0.50	\$0.75	_____	_____	Provide sq. ft. area size: _____
Vinyl Sheeting per sq ft	\$0.50	\$0.75	_____	_____	Provide sq. ft. area size: _____
12' High Back Drapery (per ft)	\$8.00	\$12.00	_____	_____	
8' High Back Drapery (per ft)	\$5.00	\$8.00	_____	_____	
3' High Side Drapery (per ft)	\$3.50	\$6.50	_____	_____	
Framework (no drape) per ft.	\$2.50	\$3.50	_____	_____	Specify Height: 3', 8' or 12': _____

A/V EQUIPMENT:

55" HDTV Video Display/Monitor	\$250.00	\$350.00	_____	_____
43" HDTV Video Display/Monitor	\$175.00	\$200.00	_____	_____

TV Stands:

Truss Type TV Stand	\$175.00	\$200.00	_____	_____
Rolling Type TV Stand	\$125.00	\$145.00	_____	_____
Counter Type TV Stand	\$95.00	\$125.00	_____	_____

Total Carpet and A/V Equipment: \$

(carry amount forward to pg 1)

BOOTH DECORE & SIGNAGE

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
Live Plants	** Pre-Order Only. Please call for pricing **				
Show Banner (per sq ft) - White vinyl material, 2', 3', and 4' widths and cut to your desired length.	** Pre-Order only - Please call for pricing **				(1) Booth ID Sign Provided
Custom Display Signs & Graphics (per sq ft) - High quality PlastiCore signs can be produced on a variety of colors, any size and may include colored vinyl graphics or your custom logo.	\$15.00 per square foot	Pre-Order Only	_____	_____	
BANNER OR SIGN TO READ: Please print legibly or attach additional sheet if necessary.				SIZE:	

Total Page 4

\$

** All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
110V					Electrical Service - 110V
500 Watt / 5 Amp	\$45.00	\$60.00	_____	_____	(1) Provided
1000 Watt / 10 Amp	\$65.00	\$80.00	_____	_____	
1500 Watt / 15 Amp	\$85.00	\$100.00	_____	_____	
2000 Watt / 20 Amp	\$78.00	\$101.00	_____	_____	
					Electrical Service Single Phase 208V
20 Amps Single Phase 208V	\$125.00	\$140.00	_____	_____	
30 Amps Single Phase 208V	\$150.00	\$175.00	_____	_____	
40 Amps Single Phase 208V	\$175.00	\$200.00	_____	_____	
50 Amps Single Phase 208V	\$215.00	\$235.00	_____	_____	
60 Amps Single Phase 208V	\$245.00	\$350.00	_____	_____	
220V					Electrical Service Three Phase - 220V **
20 Amp Three Phase	\$175.00	\$225.00	_____	_____	
30 Amp Three Phase	\$200.00	\$250.00	_____	_____	
50 Amp Three Phase	\$375.00	\$450.00	_____	_____	
100 Amp Service	\$550.00	\$650.00	_____	_____	
200 Amp Service	\$1,100.00	\$1,325.00	_____	_____	
Elec. Labor (Per Hr. / 1 Hr Min.)	\$75.00	\$95.00	_____	_____	
PLEASE fill in the following 220V Wiring information request:					
<p>** It is very likely that your 220 order will have special wiring/adaptor needs.</p> <p>Please see 220 wiring info in the box to the right.</p> <p>The dedicated cable to your booth comes with a single 2813 twist lock receptacle.</p> <p>Custom wiring and/or adaptors will be an additional charge.</p>					
<p>A) Draw in the 220V receptacle(s) configuration required for your hook up below as well as the receptacle type number and amps required.</p> <p style="margin-left: 40px;">NEMA Receptacle number _____ (_____ AMPS)</p> <p>B) Check One : ___ Single Phase ___ Three Phase</p>					
25' Extension Cord	\$15.00	\$20.00	_____	_____	
50' Extension Cord	\$25.00	\$35.00	_____	_____	
Multi-Outlet Power Strip	\$15.00	\$20.00	_____	_____	
Clip-on Booth Floodlight	\$25.00	\$35.00	_____	_____	
LED Lights (2) on Pole	\$80.00	\$95.00	_____	_____	
(2) LED Lights on 10' Tall Truss	\$180.00	\$195.00	_____	_____	

Total Page 5 \$ _____
(carry amount forward to pg 1)

NOTE: DESIGN EVENTS DOES NOT PROVIDE PHONE LINES OR INTERNET SERVICE. PLEASE CONTACT FACILITY OR YOUR SHOW SPONSOR FOR PHONE LINES AND INTERNET SERVICE.

ELECTRICAL SERVICE TERMS AND CONDITIONS

1. Equipment furnished pursuant to this service order shall be and will remain the property of Design Events, Inc. (DE), and shall be installed and removed ONLY by DE personnel or designates.
2. Exhibitors are not allowed to share power. Exhibitors shall not be permitted to add wattage except upon ordering the same from DE.
3. All electrical outlets will be installed at the center rear of the booth, unless otherwise designated.
4. All wiring, motors, electrical installation, multiple outlet plugs, and connections must be approved by DE prior to use, to prevent the overloading of circuits.
5. DE is not responsible for voltage fluctuations or power failure because of temporary conditions. DE recommends the use of a surge protector on all sensitive equipment.
6. Exhibitors agree to pay for any damage to or loss of the DE equipment rented to them under this agreement. Exhibitor also agrees to pay for any DE equipment not available for pickup and return to DE at the conclusion of the show.



LABOR

** All items are subject to availability. Design Events reserves the right to make reasonable substitutions when necessary.

DESCRIPTION	<u>No. of people</u>	<u>x Approx hrs</u>	<u>Total Mhrs</u>	<u>x Hourly Rate</u>	<u>Total est. cost</u>	COMMENTS
Basic Labor *	_____	_____	_____	\$65.00	_____	1 hour minimum per person
Hanging Labor	_____	_____	_____	\$65.00	_____	Overhead items, etc
Electrical Labor **	_____	_____	_____	\$95.00	_____	1 hour minimum per person
Forklift & Driver Labor	_____	_____	_____	\$350.00	_____	2 hour minimum
		<u>No. of booths</u>	<u>Days</u>	<u>Rate</u>		
Booth Cleaning Charges:						
Up to 10 x 10 booth space, per day		_____	_____	\$75.00	_____	Includes vacuuming & emptying wastebaskets
Describe labor requirements: _____						
Approx time during vendor move-in to meet you at show site for labor: _____						
Approx time during vendor move-out to meet you at show site for labor: _____						
<p>* Note: Basic labor comes unsupervised. It is assumed there will be someone from your company to supervise the project.</p> <p>** Note: Electrical labor comes into play when an electrical project requires attention above and beyond the standard labor requirements included in our electrical prices. For example, extensive 208 (220V) attention, special equipment demands, etc.</p>						
EMPTY CONTAINER STORAGE FEES						
	<u># pieces</u>	<u>Price per piece</u>	<u>Total</u>			
Small container - less than 1' in any direction	_____	\$13.00	_____	** Note - if any empty container is large or heavy enough to require a forklift to move it, a minimum of 1/2 hr forklift labor will be charged in addition to these storage fees.		
Med container - 1' to 3' in any direction	_____	\$18.00	_____			
Large container - 3' to 4' in any direction	_____	\$24.00	_____			
Oversized container - more than 4' in any direction	_____	\$29.00	_____			

Total from Pg 6: \$
(carry amount forward to pg 1)

Any Labor ordered by the Advanced Deadline (see pg. 1) will be priced as above.

Any Labor requested at the show will be charged an additional 25% and will be dependent on availability of staff.

All Labor orders for Display Installs must include detailed set-up instructions.

Company: Name:	Booth #:
-------------------	----------