



Dear Exhibitor,

Enclosed please find an **Exhibitor Order Form** for the upcoming **Resource Coalition 2024 Convention** to be held **June 12, 2024** at the **Coeur d'Alene Resort in Coeur d'Alene, Idaho.**

The show sponsor, has selected Black Drape as the show colors, and will provide the following for your **10' x 10'** exhibit space:

- (1) 6' Skirted Table**
- (2) Padded Side Chairs**
- (1) Wastebasket w/Liner**
- (1) Booths will be Numbered**

If you require *additional equipment or you are shipping booth displays or supplies*, 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.**

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 (MaryR@designevents.com) your order form back to us no later than **Monday, June 3, 2024.**

Sincerely,

Mary Ransdell

Mary Ransdell
DE Expo and Event Services
208-765-2595 ext. 211
MaryR@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. 3 for shipping instructions)

EXHIBITOR ORDER FORM

Please read all Terms and Conditions on Page 5

Event Dates:	June 12, 2024	Show Name:	Resource Coalition 2024 Convention	Booth #:	
Your info	Company Name:		Phone:		
	Address:		Fax:		
	City, St, Zip:		Email Address:		
	Ordered by:				

(printed)

(signed)

SHOW FACTS

EQUIPMENT & FACILITY INFORMATION

Your Show Sponsor Provides:	(1) 10x10 Draped Booth Space (Black)	Show Facility:	Coeur d'Alene Resort
	(1) 6' Black Skirted Table		Bays 4-6
	(2) Padded Chairs	Carpet Situation:	Facility IS Carpeted
	(1) Booth will be Numbered		
	(1) Wastebasket with Liner		

SHOW SCHEDULE

Show Hours: **Wednesday, June 12, 2024 / 5pm - 7pm**
Exhibitor Move-In: **Wednesday, June 12, 2024 / 1pm - 4:30pm** **Move-out:** **Wednesday, June 12, 2024 / 7pm - 10pm**
Design Events Hours for Customer Service: **Wednesday, June 12, 2024 / 2pm - 4pm**
 (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 ORDER FORMS MUST Be Received By: **Monday, June 3, 2024**
All Freight Must Be Received at Shipping Address By: **Friday, June 7, 2024**

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 3).

PAYMENT INFORMATION

(Payment MUST accompany order)

PAYMENT TOTALS

From pg.	Type	Page Total
2	Furniture & Equip	
3,4	Freight	
	Subtotal	
	Tax (6%)	
	Grand Total	

PAYMENT METHOD

<input type="checkbox"/> VISA	Expiration Date _____
<input type="checkbox"/> MC	ZIP Code _____
<input type="checkbox"/> AMEX	CVC: _____
<input type="checkbox"/> DISCOVER	
Credit Card # _____	
Cardholder _____	
Signature _____	

(Please return this page with ALL orders)



FURNITURE, CARPET, ELECTRICAL, 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	_____	_____	(1) Provided with Exhibit Space
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	\$60.00	\$80.00	_____	_____	
6' Skirted Counter	\$55.00	\$70.00	_____	_____	
4' Skirted Counter	\$50.00	\$65.00	_____	_____	
4th Side Table Skirt	\$14.00	\$19.00	_____	_____	
4th Side Counter Skirt	\$16.00	\$22.00	_____	_____	
30" Round Table - 30" high	\$37.00	\$50.00	_____	_____	Limited quantities. Supplied with black fabric tablecloth 70"
30" Round Table - 42" high	\$37.00	\$50.00	_____	_____	Limited quantities. Supplied with black fabric tablecloth 70"
Padded Side Chair	\$11.00	\$14.00	_____	_____	(2) Provided with Exhibit Space
Padded Bar Stool - no back	\$24.00	\$31.00	_____	_____	
Padded Bar Stool with back	\$36.00	\$42.00	_____	_____	
Wastebasket	\$6.00	\$8.00	_____	_____	(1) Provided with Exhibit Space
Easel	\$12.00	\$15.00	_____	_____	
Coat Tree	\$17.00	\$22.00	_____	_____	
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 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	_____	_____	
					Electrical Service - 110V
500 Watt / 5 Amp	\$45.00	\$60.00	_____	_____	
1000 Watt / 10 Amp	\$65.00	\$80.00	_____	_____	
1500 Watt / 15 Amp	\$85.00	\$100.00	_____	_____	
55" HDTV Video Display/Monitor	\$175.00	\$220.00	_____	_____	
43" HDTV Video Display/Monitor	\$150.00	\$175.00	_____	_____	
Rolling Type TV Stand	\$105.00	\$145.00	_____	_____	
Counter Type TV Stand	\$95.00	\$125.00	_____	_____	
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	_____	_____	
Pin Spots (2) on Pole	\$80.00	\$95.00	_____	_____	
NOTE: DESIGN EVENTS DOES NOT PROVIDE PHONE LINES OR INTERNET SERVICE. PLEASE CONTACT FACILITY OR YOUR SHOW SPONSOR FOR PHONE LINES AND INTERNET SERVICE.					

Total from Pg 2: (carry amount forward to pg 1)

Company Name:	Booth #:
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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

FREIGHT HANDLING SERVICES

See instructions, information & liability disclaimers under Terms and Conditions, page 5

Event Dates: June 12, 2024	Show Name: Resource Coalition 2024 Convention	Booth:
Your info	Company Name: _____	Phone: _____
	Address: _____	Fax: _____
	City, St, Zip _____	
	Ordered by: _____	

(printed)

(signed)

Please label EACH piece of Freight in this manner :

Resource Coalition 2024 Convention
Booth #, booth name, Box X of X
c/o Design Events, Inc
5039 Duncan Drive
Coeur d'Alene, ID 83815

INCOMING FREIGHT INFORMATION

Please provide us with as much information about your shipment(s) as possible. This will ensure that all your freight will be placed in your booth prior to the show, as well as provide us with the necessary information to trace any missing packages.

Shipper Name _____ From City/State _____

Shipping Date _____ Expected Arrival Date _____ Total lbs. _____

Total # of pieces _____ Total # of Pallets _____ Total # of Crates _____

Carrier _____ Tracking #(s) _____

INSURED? YES ___ NO ___ INSURED AMOUNT: \$ _____

Shipper Name _____ From City/State _____

Shipping Date _____ Expected Arrival Date _____ Total lbs. _____

Total # of pieces _____ Total # of Pallets _____ Total # of Crates _____

Carrier _____ Tracking #(s) _____

INSURED? YES ___ NO ___ INSURED AMOUNT: \$ _____

<u>DESCRIPTION</u>	<u>TOTAL # OF POUNDS</u>	<u>RATE PER LB</u>	<u>TOTAL COST</u>	<u>COMMENTS</u>
Advanced Handling Rate - for advanced orders under 1000 lbs	_____	\$0.45	_____	Minimum Order of 150#
Advanced Handling Rate - for advanced orders over 1000 lbs	_____	\$0.50	_____	Minimum Order of 1000#
Late Ordered/Received Rate - for freight ordered or rec'd after deadline dates	_____	\$0.60	_____	Minimum Order of 150#

Total from Pg 3: \$
 (carry amount forward to pg 1)

PLEASE NOTE: These freight handling charges are NOT shipping charges. All charges incurred for shipping are separate and must be arranged through the carrier. There is a non-refundable minimum of 150 lbs drayage fee (minimum 1000 lbs drayage fee for order over 1000 lbs) for any orders handled.

See page 3 for RETURN SHIPPING INSTRUCTIONS



RETURN SHIPPING INSTRUCTIONS

To insure that your freight will be sent out in a timely manner, outbound freight information is very important. Please fill out this form and return to us if Design Events will be handling your outbound shipments.

Your outbound shipment cannot be shipped out without a completed freight label or Bill of Lading. If you fail to send one to us prior to the show, we will have them available for you to fill out at the show within a freight packet that will be delivered to your booth at the beginning of the show. Design Event will not be responsible to fill out shipping labels.

Event Dates:	June 12, 2024	Show Name:	Resource Coalition 2024 Convention	Booth:
Your info	Company Name:		Phone:	
	Address:		Fax:	
	City, St, Zip			
	Ordered by:			

(printed) (signed)

OUTBOUND FREIGHT SHIP TO INFORMATION:

Company/Contact _____
 Address _____
 City, State, Zip _____

Preferred Carrier Name: _____ Preferred Carrier Account # _____
 Note: If you do not have a preferred carrier, we recommend Fed Ex Freight Pre-Printed Outbound Labels? Yes ___ No ___
 ___ Overnight/Priority ___ 2nd Day Air ___ Ground Service (if applicable)
 Tracking #(s) _____
 Declared Value: \$ _____
 Total # of pieces: _____ Total # of Pallets _____ Total # of Crates _____
 Have you pre-arranged a pickup time with the freight carrier from Design Events Warehouse? Yes ___ No ___
 If yes, please give date and time: _____

Preferred Carrier Name: _____ Preferred Carrier Account # _____
 Note: If you do not have a preferred carrier, we recommend Fed Ex Freight Pre-Printed Outbound Labels? Yes ___ No ___
 ___ Overnight/Priority ___ 2nd Day Air ___ Ground Service (if applicable)
 Tracking #(s) _____
 Declared Value: \$ _____
 Total # of pieces: _____ Total # of Pallets _____ Total # of Crates _____
 Have you pre-arranged a pickup time with the freight carrier from Design Events Warehouse? Yes ___ No ___
 If yes, please give date and time: _____

<u>DESCRIPTION</u>	<u>TOTAL # OF PIECES</u>	<u>RATE PER PIECE</u>	<u>TOTAL COST</u>	<u>COMMENTS</u>
Freight Handling Service	_____	\$10.00	_____	

Total Add'l charge: (carry amount forward to pg 1)

IMPORTANT: If you make arrangements for your shipment to be picked up by your carrier and you have not notified Design Events with the information noted above, your shipment may not be ready for pickup which can result in additional charges to you by your carrier resulting in failure of notification. Design Events does not accept responsibility of additional charges you may incur as a result of this.



Drayage is the term for handling freight. If you are sending freight for the show, it is important to work through DE Expo. *Do not send your freight directly to the show facility. Area facilities typically do not receive and hold freight.* Design Events' fees for drayage include handling of your freight only. All charges incurred for shipping are separate, and must be arranged through a carrier.

Our services include:

- Accepting freight at warehouse
- Assisting vendor in tracking down missing freight
- Transferring freight to show site
- Placing labeled freight in your booth before vendor move-in time
- Storing empty containers and returning them to your booth at the close of the show
- Picking up labeled and packaged freight from your booth after the show
- Scheduling with carrier a pick-up for the next business day

1. Please fill out the Freight forms completely, and send or fax them in so we know how much freight to expect and when to expect it. NO FREIGHT WILL BE ACCEPTED ON A COLLECT BASIS, and payment for drayage services must be made before your freight arrives at our warehouse.
2. Vendors are responsible for adequately packaging goods and properly filling out all paperwork.
3. Label each piece as follows: Name of show, name(s) affiliated with booth, name of company, and booth number. This will ensure proper placement of freight. Note on the label or package the total number of pieces, such as "1 of 6", "2 of 6", etc.
4. Direct shipments to the exhibit facility will only be accepted during customer service hours, and are subject to handling charges unless your representative is available to sign for delivery.
5. Vendors will be responsible for all shipping charges. Storage fees will apply if containers are received at our warehouse prior to (21) days before the show (.01/lb per day). Please time your shipping so your freight arrives at our warehouse on a weekday between 9am and 5pm. We will no longer accept freight at our warehouse after the show officially begins. If freight arrives at our warehouse during or after the set-up of the show, an additional charge of up to \$65 may apply if a special trip to the warehouse is necessary.
6. DE Expo will not be liable for any damage to uncrated or improperly packaged materials or concealed damage.
7. DE Expo must be notified if the number or type of items in your booth is not correct. You must contact the Design Events customer service representative at the show. No refunds will be made for items missing from your booth, if Design Events has not been notified during the Design Events customer service hours listed on page #1 of the exhibit packet.
8. DE Expo will not be responsible for loss, theft or disappearance of exhibitor's materials after these items have been delivered to the exhibitor's booth, or before they are picked up from the booth for reloading after the show.
9. DE Expo will not be liable for loss, damage, or delay caused by events we cannot control, including but not limited to acts of God, weather conditions, and labor strikes.
10. DE Expo may, at our option, open and inspect your packages before or after you give them to us to handle for shipment.
11. DE Expos' liability will be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, Design Events' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per items, or \$700.00 per shipment, whichever is less.
12. DE Expo will not be liable to any extent for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, or damage to an exhibitor's materials which may make it impossible or impractical to exhibit the same.
13. DE Expo will not issue refunds for vendors who send freight or equipment orders, but subsequently fail to attend the show.
14. DE Expo will issue a 10% billing fee if your charges are not paid by the end of the show.
15. International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
16. Exhibits and materials for which arrangements have not been made with Design Events, will be transported to our warehouse, at exhibitor expense, to await disposition.
17. DE Expo reserves the right to route exhibit materials via an alternate carrier in the event the designated carrier fails to pick up the shipment within a reasonable time after close of the show.