



## 2022 Exhibitor Details

### **GETTING STARTED**

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**HOME IDEA SHOW**  
**PO Box 1029, Mead, WA 99021**  
**PHONE (509) 534-5380      FAX (509) 534-3403**

LIKE us on **facebook** and help spread the word  
about the Show!

**PHONE SERVICE/Qwest**

Call 888 661-0005

to schedule at least 3-5 days prior to show.

**ADVERTISING OPPORTUNITIES**

The Exchange is producing our Show Guide with  
special rate for exhibitors.

Check it out... they will be contacting you also!

**INTERNET SERVICE**

FREE Wi-Fi provided by the Fair & Expo Center. Anyone that has a wireless internet device will pick up their signal in the buildings. Follow directions on show walls at the Fair & Expo Center. Our staff will assist you if you have any problems.

**EXHIBITOR DETAILS**

October 7-9 is just around the corner! The information in this packet will aid you in **PLANNING AHEAD**.

Early decisions will greatly reduce problems at setup time.

We repeat “Plan Ahead” many times, but it is important and will prevent stress and save you energy at move-in.

- ◆ **BOOTH INCLUDES (per booth)** 500 watts 110 volt electricity & 3’ high side drape, 8’ high back drape (**black drapery**). You may change colors, but be aware that color changes will be an **additional charge** from the decorators.
- ◆ **SHOW HOURS** Show hours are as follows:  
Friday, October 7 - Noon - 8pm  
Saturday, October 8 - 10am - 7pm  
Sunday, October 9 - 10am - 5pm
- ◆ **MOVE-IN** Setup is Thursday, October 6th from 7:00 am to 8:00 pm, and final touches on Friday 8:00 am to 12:00 noon (must be set-up prior to show opening at 12:00 noon). **Please** check in at the front entrance before setting up. **PLAN AHEAD** and start early. If you are planning on moving in on Friday only... you must notify us prior to move-in.

Vehicles will be permitted to drive in to unload until it becomes too congested. At that point, everything will have to be hand-carted in. **PLAN AHEAD** for the convenience of all. Be considerate. If you require additional setup time, please contact Rhonda with the Home Idea Show (509) 534-5380.

- ◆ **PARKING:** Exhibitor parking will be at the North lot for Bay 1 and Plaza and South lot for Bay 2. More information will be provided at move-in.
- ◆ **MOVE-OUT** Begins at 5:15 pm on Sunday, **NOT BEFORE**. All displays **MUST** be completely removed by **NOON MONDAY**. Displays and materials left after Noon on Monday will be removed and placed outside without security or protection.
- ◆ **EXHIBIT RESTRICTIONS**
  1. All activities, displays and signage must be confined to the exhibitor's assigned space. Booth personnel should not enter other spaces without invitation.
  2. Unfinished or unsightly side or back of a display in a booth must be draped.
  3. No exhibitor shall assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials from firms other than his own in the exhibit space without written consent of the Show Manager.
  4. Exhibitors cannot block view of adjacent displays (materials higher than 3' must be displayed in the back 5' of booth space -unless approved by show management).
  5. **Signage higher than the 8' drapery must not contain text/logos on the side facing your neighbor... it is misleading and confusing for the attendees.**
- ◆ **BALLOONS** If you plan to distribute helium-filled balloons, note that you will be charged (per our contract with the fairgrounds) up to **\$50 per balloon** to remove them from the ceiling. Please let the Home Idea Show know if you plan to give away balloons during the show.
- ◆ **HEALTH CARD & DEMONSTRATION PERMIT**

Exhibitors are required by the Spokane Regional Health District (509-324-1500), to obtain a health certificate if you are cooking or serving food. It must be obtained two weeks before show or permit fees double.
- ◆ **SEMINARS/COOKING DEMO'S**

Sign up to give a seminar or cooking demo. Give an approximate day and time, we will schedule on a first come basis. Examples of what we are looking for: "Energy Efficient Windows - Save Dollars," "Discover your Decorating Style", "Siding Homes in the NW", "Building your Dream Home", etc. Sign up on Order Form Insert or call today to reserve your spot.
- ◆ **INSURANCE**

We require exhibitors to carry insurance, check with your provider to make sure you are insured off-site for this show. We are not liable for any damage or loss of your booths contents.
- ◆ **ADDITIONAL BUILDING RESTRICTIONS**

The use of nails or staples in walls, posts and floors is not allowed. You will be billed for repair of damages incurred by your company.
- ◆ **FURNITURE ORDERS** LCD Exposition Services forms for furniture and extras is enclosed (in this packet - if not call 509-325-9656). Note that there is a surcharge added if you order at the show. Save yourself some money by planning ahead and ordering early.
- ◆ **LIGHTING** Extra lighting in your booth draws attention. **The fairgrounds is not lit very well and you may want to consider adding this feature to your booth.** Contract LCD Exposition Services. We strongly encourage extra lighting. It highlights your area and draws attention to your booth. (in this packet - if not call 509-325-9656).
- ◆ **ELECTRICAL NEEDS** LCD Exposition Services will be handling your extra electrical needs. 500 watts of 110 volt comes with booth (provided by the fairgrounds) and if you need additional electricity use the order form enclosed. (in this packet - if not call 509-325-9656).

- ◆ **PRIZES/DRAWINGS** If you would like a drawing prize listed on our show signs, please include on Order Form Insert. We will indicate where they can sign up to win (booth#) on the sign.
- ◆ **FLYER INSERT** Exhibitors can include a small insert or flyer into the Show Bag. Cost is \$200 and exhibitor must provide 3000 copies, one week prior to show. (8 1/2 x 11 max size)
- ◆ **EXHIBITOR PASSES** Exhibitors receive 3 **exhibitor** badges **per booth**. Additional passes are \$3 each. Please order additional badges in advance.
- ◆ **HOTELS**  
Below is a list of hotels close to the fairgrounds. We have secured a special rate for vendors at the Mirabeau Park Hotel. Please use the code provided to secure the rate.  
    **Mirabeau Park Hotel - 509-924-9000**  
    **Rodeway Inn & Suites (Broadway Exit) (509) 535-7185 (aprox. \$57)**  
    **Holiday Inn Express - (Argonne Exit) (509) 927-7100 (aprox. \$101)**  
    **Quality Inn Valley Suites - (Argonne Exit) (509) 928-5218 or (800) 424-6423 (aprox. \$94)**  
    **Super 8 Motel - (Argonne Exit) (509) 928-4888 or (800) 800-8000 (aprox. \$82)**
- ◆ **RV PARKING**  
    **Park Lane Motel & RV Park - (Sprague Ave) (509) 535-1626**  
    **Spokane Fair & Expo Center - (Fairgrounds) (509) 477-1766**
- ◆ **FAIRGROUNDS ADDRESS AND EXITS FROM FREEWAY** Follow I-90 to Exit 283B and follow the signs to the Fairgrounds. The address for the Fairgrounds is 404 N Havana, Spokane WA 99202. Phone number is (509) 535-1766. During the show hours call (509) 534-5380.
- ◆ **DELIVERIES OR EXPRESS MAIL:**

<b><u>DURING SHOW:</u></b> John Doe ABC Company, Booth #1234 FOR: The Home Idea Show c/o LCD Exposition Services 404 N. Havana Spokane, WA 99202 (509) 534-3033	<b><u>PRE-SHOW &amp; POST-SHOW:</u></b> John Doe ABC Company, Booth #1234 FOR: The Home Idea Show c/o LCD Exposition Services 220 E. Augusta Spokane, WA 99207 (509) 325-9658 Fax: (509) 325-9670
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- ◆ **MESSAGES** Home Idea Show (509) 939-8017.
- ◆ **COPYRIGHTED MATERIAL** Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display.
- ◆ **WASHINGTON "TEMPORARY BUSINESS REGISTRATION"** If you do not have a Washington State Tax ID#, a temporary license will be issued to you. Call the Spokane office to obtain a registration form or with any questions (800) 647-7706.

## CONFIRMATION & ORDER FORM



♦ **EXHIBITOR BADGES:** (Badges will be distributed at check-in at the show)

You are entitled to 3 free passes PER BOOTH. Additional passes will be \$3.00 each.

\_\_\_\_\_ ADDITIONAL EXHIBITOR PASSES (\$3.00 EACH) \_\_\_\_\_

♦ **SHOW BAG INSERT:** (3000 flyers provided by YOUR company)

[ ] Yes, I would like to include an insert in the show bags. (Cost \$200) \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED** \_\_\_\_\_

♦ **DOOR PRIZES:**

[ ] Yes, I would like to list our door prize on show signs. The prize is: \_\_\_\_\_  
Value \_\_\_\_\_

♦ **SEMINAR**

[ ] Yes, I would like to present a seminar.

*Seminar:* \_\_\_\_\_

*Preferred day:* \_\_\_\_\_ *Preferred time:* \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**SEND OR FAX TO: HOME IDEA SHOW  
PO Box 1029, Mead, WA 99021**

**FAX (509) 534-3403**

# THE RED SHEET

## SPOKANE COUNTY FAIR AND EXPO CENTER FIRE & BUILDING CODE REQUIRMENTS

(All Shows)

1. Open Flames are not permitted anywhere, inside or outside; on the grounds- this includes cooking apparatus, and candles. Glass blowing with Fire Marshal approval only.
2. Fire Alarm pull stations, fire extinguishers, exit signs, emergency lighting, and electrical boxes are not to be obstructed from view or access of the public or staff.
3. Obstructing exit/egress doorways of all types is prohibited. If the SCF&EC has concerns with your layout; SCF&EC will consult both the Spokane County Risk Management and the Spokane Valley Fire Department.
4. Straw and bark are allowed in the buildings provided that straw/bark has been treated with a fire retardant. Please have proof of the chemical used.
5. All cooking done inside of booths will be reviewed by the Fire Department. Tents will be of fire resistant materials with proof of such material. Clear areas around hot surfaces will be maintained at 36 inches from combustibles and the public. All cooking will be done outdoors or on approved areas.
6. Tents or elevated objects over 400 square feet are not allowed in the fire sprinklered buildings. Tents will be of fire resistant materials. Provide Certificate of Flame Resistance or proof of chemical used.
7. Dutch oven cooking has to be authorized by the SCF&EC staff or Fire Department.
8. Maintain 6ft. clear aisles between displays
9. Utilization of propane tanks must be approved by the SCF&EC Staff. Tanks shall be secured so that they will not be a falling hazard. A spray bottle with soapy water will be made available for checking for leaks when changing.
10. Boats, RV's, and vehicles (in fire sprinkled buildings) are not to exceed 200 square feet (except in Bay 3 and Ag A). However, vehicles from 200 to 300 square feet may be permitted with a continuous firewatch. Vehicles over 300 square feet are not allowed inside of buildings (except in Bay 3 and Ag A). Semi-trucks are not allowed in building. (example 8ft wide x 37.5 ft. long =300sqft)
11. Vehicles that utilize stairs that extend into the pathways must maintain 6+ feet of clear with between units. Stairs must not present tripping hazards (refer to diagram on back).
12. Fuel tanks cannot be more that ¼ full. All fuel tanks need to be locked and/or sealed in an approved manner to prevent the escape of fuel vapors. Fueling and de-fueling is prohibited inside all buildings.
13. All vehicles that are driven or pushed into the building for display will have the batteries disconnected with pans under them for acid and/or gas leaks.

Please keep in mind that the Spokane County Risk Management and the Spokane Valley Fire Department will be through to inspect your show prior to opening and they have the final say on layout and safety issues and concerns.

Spokane County Fair and Expo Center (509) 477-1766  
Spokane Valley Fire Department (509) 928-1700  
City of Spokane Valley Building Department (509) 720-5240

July 22, 2014



# Wi Fi

## Wi Fi Networks:

1. **Fair Public Wi Fi** (no login or password required for use)
2. **Fair Vendor Wi Fi** – this network requires a login and password.

The login and password will be changed periodically. We will be sure to keep you updated with the login and password for your show as we get closer to your event.

We will be posting this information in the promoter offices for reference.

If you have any questions regarding Wi Fi, please contact Erin Gurtel at 509-477-2785 or [egurtel@spokanecounty.org](mailto:egurtel@spokanecounty.org)



# ADVERTISE IN THE SHOW GUIDE...

*and Invite 85,000+ Potential Customers to  
Come See You at the Show!*



*Our magazine style Show Guide ensures a longer shelf life so buyers can remember you and your product long after the Show!*

*Delivered throughout Eastern Washington and Northern Idaho the week before the event and is promoted on social media and linked online. PLUS handed out to attendees at the Show.*

**FREE Ad Design!** **Ad Rates for "The Home Idea Show" Guide & Supplement**  
Deadline: Tuesday, September 20 at Noon, On Stands Thursday, September 29

**Full Page** 6.5" wide x 8.83" tall ..... **\$395**  
**2 Facing Pages (2)** 6.5" wide x 8.83" tall ..... **\$707**  
**1/2 Page (Horizontal)** 6.5" wide x 4.33" tall..... **\$280**

**1/2 Page (Vertical)** 3.16" wide x 8.83" tall..... **\$280**  
**1/4 Page** 3.16" wide x 4.33" tall ..... **\$200**  
**1/8 Page (Bus Card)** 3.16" wide x 2.08" tall..... **\$120**

the *Exchange*

509-922-3456 • Text: 509-998-3231

Ads@spokane.Exchange

  [www.spokane.Exchange](http://www.spokane.Exchange)  

**STAND OUT FROM  
OTHER EXHIBITORS!**

**FREE Ad Design!**

**Call  
Early for  
Special  
Placement!**





## **IMPORTANT NOTICE TO THE EXHIBITORS OF:**

LCD Exposition Services is pleased to have been selected as the Official Service Contractor. Our goal is to help make your showing a complete success. Please see the attached forms for equipment and services available to you.

**Booth Package** These items are provided at no additional cost to you:

### **Show Facts**

### **Important Dates**

Advance order discount deadline - **prepayment required**

Last day for shipments to arrive at Advance Warehouse without surcharges

Direct shipments may begin arriving at show site

Exhibitor Move-in

Event opens

Exhibitor Move-out

### **Policies**

***Recap and Payment Policy Form*** must accompany all orders!

Please fax or mail your order. Phone orders are not accepted.

***Advance Order Pricing*** applies to orders received ***prepaid*** by

No credit will be applied to substitutions or changes to the booth package.

Cancellations after installation are invoiced at 50% of original price

### **Contacts**

**Show Management:** (For questions regarding space assignments, show policies, or event schedules)

**Exhibitor Services:** (For questions regarding booth furnishings, additional equipment or Freight Services)

**LCD Exposition Services**

**Phone: (509) 325-9656**

**Fax: (509) 325-9670**



## RECAP OF SERVICES ORDERED

ORDERS RECEIVED WITHOUT THIS FORM WILL NOT BE PROCESSED

SPECIAL BOOTH PACKAGE ..... \$ \_\_\_\_\_  
CARPET ..... \$ \_\_\_\_\_  
BOOTH FURNISHINGS - PAGE 1 ..... \$ \_\_\_\_\_  
BOOTH FURNISHINGS - PAGE 2 ..... \$ \_\_\_\_\_  
LABOR & BOOTH CLEANING ..... \$ \_\_\_\_\_  
SIGNS, BANNERS & GRAPHICS ..... \$ \_\_\_\_\_  
ELECTRICAL SERVICE ..... \$ \_\_\_\_\_  
OTHER ..... (total of any additional pages)..... \$ \_\_\_\_\_  
**SUB-TOTAL** ..... **\$ \_\_\_\_\_**  
SALES TAX ..... \_\_\_\_\_  
FREIGHT HANDLING SERVICES (non taxable item) ..... \_\_\_\_\_  
**TOTAL** ..... **\$ \_\_\_\_\_**

**Please submit by fax to (509)325-9670 or by email to "orders@lcdexpo.com"**

### PAYMENT POLICY

**Advance order prices apply only to pre-orders received with full payment by**  
**All orders received after the deadline, or without payment, will be charged at floor order prices**

- ❖ Orders placed at the show site must be guaranteed with a credit card.
- ❖ Cancellations & changes will be charged at 50% of the original price.
- ❖ Substitution of sponsor provided items is not permitted.
- ❖ Freight handling services only are exempt from sales tax.

### ALL CHARGES MUST BE PAID PRIOR TO THE END OF THE EVENT

Please indicate your method of payment. All payments must be made in U.S funds.

☐ **CREDIT CARD**

☐ **COMPANY CHECK**

If you wish to authorize LCD Exposition Services to charge your credit card account for the amount of your advance order plus any additional amounts ordered by you or your representative at the show site, please complete the following section.

ACCT #	<input type="checkbox"/> <b>VISA</b>	<input type="checkbox"/> <b>MC</b>	<input type="checkbox"/> <b>AMERICAN EXPRESS</b>	EXPIRATION DATE	CVV CODE <small>VISA/MC three digits AMEX four digits</small>
<input type="text"/>				<input type="text"/>	<input type="text"/>

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Cardholder's Name (Please Print)

\*\*\*\*\*  
**Company** \_\_\_\_\_ **Booth** \_\_\_\_\_

**Payment Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Ordered by** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** (optional) \_\_\_\_\_



## SPECIAL DISCOUNT BOOTH PACKAGE

LCD Exposition Services, your Official Trade Show Decorator, is pleased to offer special booth packages consisting of the most popularly ordered items. Please note substitutions can not be made to items in these packages.

☐ **PACKAGE A**

*This special booth package includes the following for the discounted price of \$175.00*

***One 9' GREY Carpet***

***One 6' draped table in your choice of colors (choose below)***

***Two side chairs***

☐ **PACKAGE B**

*This special booth package includes the following for the discounted price of \$94.00*

***One 6' draped table in your choice of colors (choose below)***

***Two side chairs***

***Please indicate your color choice for table skirting here:***

- ☐ Black    ☐ Blue    ☐ Burgundy    ☐ Gold    ☐ Red  
☐ White    ☐ Rust    ☐ Light green    ☐ Forest green

***This pricing is only available if your order is received by***

**Total This Page: \$ \_\_\_\_\_**

**PLEASE SEE COVER LETTER  
AND PAYMENT POLICY FORMS  
FOR ORDER INSTRUCTIONS**

**EXHIBITOR \_\_\_\_\_**

**PAYMENT POLICY / RECAP FORM  
MUST ACCOMPANY THIS ORDER**

**ORDERED BY \_\_\_\_\_  
( Please Print )**



## CARPET ORDER FORM

- ❖ Rental includes installation, taping of aisle facing edges and removal at close of show.
- ❖ All carpeting is available in 9' widths only.
- ❖ Special carpet cutting and installation will be quoted on an individual basis.
- ❖ Plastic covering to protect your carpet during move in is available as an advance order only.
- ❖ Carpet padding is available in booth sizes only.

Quantity	Prepaid Advance Order	Floor Order
_____ 9' x 10' Nylon Carpet .....	\$90.00	\$117.00
_____ 9' x 20' Nylon Carpet .....	\$180.00	\$234.00
_____ 9' x 30' Nylon Carpet .....	\$270.00	\$351.00
_____ 9' x 40' Nylon Carpet .....	\$360.00	\$468.00
_____ Larger sizes (per sq. ft.) .....	\$1.00	\$1.30
_____ Custom Cut Carpet (per sq. ft.) .....	\$2.75	\$3.25

**COLOR:** ☐ Blue ☐ Burgundy ☐ Forest green ☐ Grey ☐ Red

**Carpet is available in 10' increments only at standard pricing.  
For special size carpet please call for a quote!**

_____ 9' x 10' Carpet padding .....	\$45.00	\$59.00
_____ 9' x 20' Carpet padding .....	\$88.00	\$118.00
_____ 9' x 30' Carpet padding .....	\$135.00	\$177.00
_____ 9' x 40' Carpet padding .....	\$180.00	\$236.00
_____ Plastic Covering (per sq.ft., incl. installation & removal) ...	\$0.80	N/A
_____ 30 yd x 1" W carpet tape (meets facility requirements) .....	\$15.00	\$15.00

**Total This Page: \$ \_\_\_\_\_**

*PLEASE SEE COVER LETTER  
AND PAYMENT POLICY FORMS  
FOR ORDER INSTRUCTIONS*

EXHIBITOR \_\_\_\_\_

**PAYMENT POLICY / RECAP FORM  
MUST ACCOMPANY THIS ORDER**

ORDERED BY \_\_\_\_\_  
( Please Print )



## ADDITIONAL BOOTH FURNISHINGS 1

### SKIRTED WOOD TABLES & COUNTERS

Includes white vinyl top and choice of skirting

Quantity		Prepaid Advance Order	Floor Order
_____ 4' Wood table, 24" wide, 30" tall .....		\$63.00	\$82.00
_____ 6' Wood table, 24" wide, 30" tall .....		\$68.00	\$89.00
_____ 8' Wood table, 24" wide, 30" tall .....		\$74.00	\$96.00
_____ 4' Wood counter, 24" wide, 40" tall..		\$71.00	\$93.00
_____ 6' Wood counter, 24" wide, 40" tall..		\$77.00	\$100.00
_____ 8' Wood counter, 24" wide, 40" tall..		\$82.00	\$106.00

**SKIRTING COLORS - please indicate choice:**

☐ Black   ☐ Blue   ☐ Burgundy   ☐ Gold   ☐ Red  
☐ White   ☐ Rust   ☐ Light green   ☐ Forest green

_____ Skirting for 4th side, 30" tall * .....	\$30.00	\$39.00
_____ Skirting for 4th side, 40" tall * .....	\$34.00	\$44.00
_____ 30" White vinyl, per lineal foot .....	\$1.75	\$2.25

*\*available as addition to 6' or 8' skirted tables only  
 4' tables are already skirted on the 4th side*

### UNSKIRTED WOOD TABLES & COUNTERS

_____ 4' Wood table, 24" wide, 30" tall ..	\$35.00	\$45.00
_____ 6' Wood table, 24" wide, 30" tall ..	\$38.00	\$49.00
_____ 8' Wood table, 24" wide, 30" tall ..	\$41.00	\$53.00
_____ 4' Wood counter, 24" wide, 40" tall..	\$40.00	\$52.00
_____ 6' Wood counter, 24" wide, 40" tall..	\$44.00	\$57.00
_____ 8' Wood counter, 24" wide, 40" tall..	\$47.00	\$61.00

### SKIRTING FOR TABLES & COUNTERS

Quantity		Prepaid Advance Order	Floor Order
_____ 4' Skirting - 4 sides - 30" high .....		\$35.00	\$45.00
_____ 6' Skirting - 3 sides - 30" high .....		\$38.00	\$49.00
_____ 8' Skirting - 3 sides - 30" high .....		\$41.00	\$53.00
_____ 4' Skirting - 4 sides - 40" high .....		\$38.00	\$49.00
_____ 6' Skirting - 3 sides - 40" high .....		\$41.00	\$53.00
_____ 8' Skirting - 3 sides - 40" high .....		\$44.00	\$57.00

**SKIRTING COLORS - please indicate choice:**

☐ Black   ☐ Blue   ☐ Burgundy   ☐ Gold   ☐ Red  
☐ White   ☐ Rust   ☐ Light green   ☐ Forest green

### DRAPED TABLE TOP RISERS

Covered with white vinyl

_____ 4' Table Riser, one step 10" wide ....	\$27.00	\$35.00
_____ 6' Table Riser, one step 10" wide ....	\$32.00	\$41.00
_____ 8' Table Riser, one step 10" wide ....	\$38.00	\$49.00
_____ 4' Table Riser, two step 10" wide ea	\$40.00	\$52.00
_____ 6' Table Riser, two step 10" wide ea	\$49.00	\$63.00
_____ 8' Table Riser, two step 10" wide ea	\$62.00	\$80.00

**WE ARE CONTINUALLY UPDATING OUR EQUIPMENT.  
 IF YOU HAVE ANY QUESTIONS, OR CAN'T FIND AN  
 ITEM YOU WANT, PLEASE CALL OUR OFFICE AT  
 (509) 325-9656 OR EMAIL "ORDERS@LCDEXPO.COM"**

**Total This Page: \$ \_\_\_\_\_**

PLEASE SEE COVER LETTER  
 AND PAYMENT POLICY FORMS  
 FOR ORDER INSTRUCTIONS

EXHIBITOR \_\_\_\_\_

PAYMENT POLICY / RECAP FORM  
**MUST ACCOMPANY THIS ORDER**

ORDERED BY \_\_\_\_\_  
 ( Please Print )



## ADDITIONAL FURNISHINGS 2

### MISCELLANEOUS BOOTH FURNITURE

Quantity		Prepaid Advance Order	Floor Order
_____	Side chair .....	\$21.00	\$27.00
_____	Arm chair .....	\$25.00	\$32.00
_____	Bar stool with backrest .....	\$54.00	\$70.00
<b>Pedestal tables below include black linen</b>			
_____	30" round pedestal table, 15" tall ...	\$59.00	\$77.00
_____	30" round pedestal table, 30" tall ...	\$59.00	\$77.00
_____	30" round pedestal table, 40" tall ...	\$59.00	\$77.00
_____	Wastebasket .....	\$14.00	\$18.00
_____	Metal easel .....	\$24.00	\$31.00
_____	Literature rack .....	\$38.00	\$49.00
_____	Coat Tree .....	\$38.00	\$49.00
_____	Deluxe chrome rope stand .....	\$24.00	\$31.00
_____	Deluxe rope for above, per lineal foot	\$1.80	\$2.35
_____	Aluminum rope stand .....	\$10.00	\$13.00
_____	LED overhead floodlight .....	\$59.00	\$77.00
_____	120 watt clamp-on floodlight .....	\$28.00	\$36.00

**Other lighting needs? Please call or email:  
509-325-9656 or orders@lcdexpo.com**

### SPECIAL BOOTH DRAPERY

_____	8' high drapery, per lineal foot .....	\$6.00	\$7.75
_____	3' high drapery, per lineal foot .....	\$4.00	\$5.25
_____	12' high drapery, per lineal foot .....	\$11.00	\$14.00
_____	Framework only - no drape, per ft.	\$3.50	\$3.50

**Select height:** ☐ 3'h ☐ 8'h ☐ 12'h

☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Red  
☐ White ☐ Rust ☐ Light green ☐ Forest green

### FRAMED PERFORATED BOARD - 1/4" HOLES

Quantity		Prepaid Advance Order	Floor Order
_____	4'x8' Vertical single sided .....	\$90.00	\$117.00
_____	4'x8' Vertical double sided .....	\$106.00	\$138.00
_____	2'x8' Vertical single sided .....	\$70.00	\$91.00
_____	4'x8' Horizontal single sided .....	\$90.00	\$117.00
_____	4'x8' Horizontal double sided .....	\$106.00	\$138.00
<b>Color:</b> <input type="checkbox"/> White <input type="checkbox"/> Brown			
_____	4'x8' Poster Board - two sided ...	\$90.00	\$117.00

**Poster Board only accepts pins**

### PLANTS AND FLORAL SERVICES

**Balloon Arrangements available - please call for quote**

Flowering plants and balloon bouquets are **purchases**.  
 You may take them with you after the show.

**All plants and balloons subject to a delivery charge.**

_____	6" Potted flowering <b>live</b> plants .....	\$55.00	\$72.00
_____	Small floral arrangement .....	\$55.00	\$72.00
_____	Medium floral arrangement .....	\$80.00	\$104.00
_____	Large floral arrangement .....	\$107.00	\$150.00
_____	DELIVERY CHARGE .....	\$30.00	\$40.00

**WE ARE CONTINUALLY UPDATING OUR EQUIPMENT.  
 IF YOU HAVE ANY QUESTIONS, OR CAN'T FIND AN  
 ITEM YOU WANT, PLEASE CALL OUR OFFICE AT  
 (509) 325-9656 OR EMAIL "ORDERS@LCDEXPO.COM"**

**Total This Page: \$ \_\_\_\_\_**

**PLEASE SEE COVER LETTER  
 AND PAYMENT POLICY FORMS  
 FOR ORDER INSTRUCTIONS**

**EXHIBITOR \_\_\_\_\_**

**PAYMENT POLICY / RECAP FORM  
 MUST ACCOMPANY THIS ORDER**

**ORDERED BY \_\_\_\_\_**  
 ( Please Print )





## LABOR & BOOTH CLEANING

### EXHIBIT INSTALLATION SERVICE

We will require \_\_\_\_\_ men and approximately \_\_\_\_\_ hours to install our exhibit.

- ☐ Please supervise exhibit installation. \*
- ☐ Our representative will be present to supervise.

Schedule labor for: Date \_\_\_\_\_ Time \_\_\_\_\_

Supervisor \_\_\_\_\_

### EXHIBIT DISMANTLING SERVICE

We will require \_\_\_\_\_ men and approximately \_\_\_\_\_ hours to dismantle our exhibit.

- ☐ Please supervise exhibit dismantling. \*
- ☐ Our representative will be present to supervise.

**\* If your representative will not be present to supervise a surcharge of 25% of total labor cost will apply.**

### BOOTH CLEANING SERVICE

Includes daily vacuuming of carpet and emptying of wastebaskets.

- ☐ Per sq. ft., ONCE before opening only  
( 100 sq. ft. minimum ) ..... @ 00.40/s.f. \_\_\_\_\_
- ☐ Per sq. ft., per day of show run  
( 100 sq. ft. minimum ) ..... @ 00.35/s.f. \_\_\_\_\_
- ☐ Large Booths  
500 s.f. & over, per day ..... @ 00.25/s.f. \_\_\_\_\_

**If you have special instructions please note them here. If you will not be supervising the labor please attach or send setup instructions.**

### LABOR RATES

Quantity		Per Hour Straight Time	Per Hour Over- time
_____	Man hours, one hour minimum .....	\$65.00	\$97.50
_____	Forklift & driver, 1/2 hour minimum	\$110.00	\$165.00

**Please note:** Straight time is from 8 AM to 5 PM weekdays.  
Overtime applies before 8 AM and after 5 PM weekdays and all day Saturday, Sunday and Holidays.

**PAYMENT IN FULL MUST ACCOMPANY THIS ORDER!**

**Total This Page: \$ \_\_\_\_\_**

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EXHIBITOR \_\_\_\_\_

**PAYMENT POLICY / RECAP FORM  
MUST ACCOMPANY THIS ORDER**

ORDERED BY \_\_\_\_\_  
( Please Print )



## ELECTRICAL ORDER FORM

All electrical outlets will be located in the center back of the booth.  
Please check UL rating plate on equipment, and order outlets accordingly.

### DUPLEX ELECTRICAL OUTLET - 110 VOLT

Quantity		Prepaid Advance Order	Floor Order
_____	500 Watt, or 5 amp .....	\$55.00	\$72.00
_____	1000 Watt, or 10 amp .....	\$70.00	\$91.00
_____	1500 Watt, or 15 amp .....	\$85.00	\$111.00
_____	2000 Watt, or 20 amp .....	\$100.00	\$130.00

*Outlets requiring 24 hour service and / or a dedicated circuit will be charged an additional 50% of the listed price.*

*All 208v services 30 amps and under include a NEMA L21-30 receptacle.*

*If you require a specific receptacle for your equipment, a labor and materials charge for installation will apply.*

*Charges listed are for providing access to your location at the event. Access may not be available in all facilities. If direct wiring is required please call. Electrician costs and permit fees are not included.*

### SINGLE ELECTRICAL OUTLETS 208 Volt / single phase

_____	20 amps .....	\$100.00	\$130.00
_____	30 amps .....	\$130.00	\$163.00
_____	40 amps .....	\$160.00	\$193.00
_____	50 amps .....	\$185.00	\$240.00
_____	60 amps .....	\$220.00	\$286.00

### SINGLE ELECTRICAL OUTLETS 208 Volt / three phase

Not available in all facilities ... please call to confirm.

_____	20 amps .....	\$125.00	\$163.00
_____	30 amps .....	\$152.00	\$198.00
_____	40 amps .....	\$178.00	\$232.00
_____	50 amps .....	\$204.00	\$265.00
_____	60 amps .....	\$230.00	\$299.00

For 208v services requiring a special receptacle please provide a sketch or NEMA code here



EXAMPLE



### EXTENSION CORDS / POWER STRIPS

_____	25' Heavy duty extension cord .....	\$16.00	\$20.00
_____	6 outlet power strip .....	\$16.00	\$20.00

**PAYMENT IN FULL MUST ACCOMPANY THIS ORDER!**

50% Additional charge for dedicated circuit(s) and / or uninterrupted service \$ \_\_\_\_\_

Total This Page: \$ \_\_\_\_\_

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EXHIBITOR \_\_\_\_\_

PAYMENT POLICY / RECAP FORM  
**MUST** ACCOMPANY THIS ORDER

ORDERED BY \_\_\_\_\_  
( Please Print )



## SIGNS, BANNERS, & DIGITAL GRAPHICS

### STANDARD BOOTH SIGNS & SHOWCARDS

Digitally printed signs on white 1.2 mil cardstock.  
Suitable for booth signs, smaller table top or easel signs.  
Not recommended for photo quality output.

Qty	Standard Sizes	Prepaid Advance Order	Floor Order
_____	7" x 11" .....	\$25.00	\$33.00
_____	7" x 40" .....	\$30.00	\$39.00
_____	11" x 40" .....	\$33.00	\$43.00
_____	11" x 14" .....	\$30.00	\$39.00
_____	14" x 22" .....	\$35.00	\$46.00
_____	18" x 22" .....	\$38.00	\$50.00
_____	Add easel back for tabletop signs .....	\$10.00	

*custom sizes available, please call for quote*


Orientation: ☐  Horizontal ☐  Vertical ☐ Use our best judgement

### FOAMCORE BACKED SIGNS

Digitally printed signs mounted on white foamcore.  
Great for larger signs requiring a rigid backing.  
High quality output up to 44"x96".

Qty	Standard Sizes	Advance Order	Floor Order
_____	7" x 11" .....	\$30.00	\$39.00
_____	7" x 44" .....	\$35.00	\$46.00
_____	11" x 44" .....	\$38.00	\$50.00
_____	11" x 14" .....	\$35.00	\$46.00
_____	14" x 22" .....	\$41.00	\$53.00
_____	18" x 22" .....	\$45.00	\$59.00
_____	22" x 28" .....	\$55.00	\$72.00
_____	28" x 44" .....	\$80.00	\$104.00
_____	44" x 60" .....	\$150.00	\$195.00
_____	44" x 96" .....	\$190.00	\$247.00
_____	Add easel back - for up to 22" x 28" .....	\$10.00	

*custom sizes available, please call for quote*

Orientation: ☐  Horizontal ☐  Vertical ☐ Use our best judgement

### VINYL BANNERS

Digitally printed on white 15ml vinyl banner stock.  
Only available as Advance Order.  
Please note graphic guidelines below.

***Includes hanging tabs on corners and every two feet.***

Requested size	Advance Order
24" material - 3' minimum length .....	\$60.00
_____ each additional foot ..... x \$8.00	_____
<b>Total</b> .....	_____
36" material - 2' minimum length .....	\$62.50
_____ each additional foot ..... x \$9.50	_____
<b>Total</b> .....	_____
42" material - 3' minimum length .....	\$75.00
_____ each additional foot ..... x \$12.00	_____
<b>Total</b> .....	_____

Orientation: ☐  Horizontal ☐  Vertical ☐ Use our best judgement

### GRAPHICS GUIDELINES

Please attach instructions and sign copy including color of text.  
Prices include up to 25 words - more intensive copy will be quoted separately.

For best results send vector graphics in .eps or Illustrator .ai format. Include all fonts or convert them to outlines.  
Include any linked files or images.

For raster images .jpg, .tif, or photoshop .psd are acceptable at actual size at 100 dpi.

Please include a hard copy or .pdf file of your artwork.

***Graphic Design services are available at the rate of \$65.00 per hour.***

**TOTAL THIS PAGE \$ \_\_\_\_\_**

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***PAYMENT POLICY / RECAP FORM  
MUST ACCOMPANY THIS ORDER***

EXHIBITOR \_\_\_\_\_

ORDERED BY \_\_\_\_\_  
( Please Print )

PHONE OR  
EMAIL \_\_\_\_\_

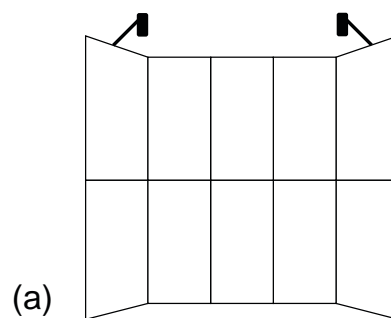
## DISPLAY SYSTEM RENTAL FORM

### 10' FULL FLOOR DISPLAY UNIT

#### CONVERTS TO TABLE TOP

by INTEX - Gatefold design - top and bottom units stack  
Reversible - either black or silver grey fabric - Velcro attachable  
5 panels top and bottom 22.5" x 45.5" - 112.5"w x 91"h overall

Available configurations:	Advance Order	Floor Order
___ (a) Full unit (includes 2 lights) .....	\$430.00	\$560.00
___ (c) 5 panel table top (no header) .....	\$260.00	\$338.00
___ Lights for table top .....	\$30.00	\$39.00
___ Labor to install (optional) .....	\$65.00	\$65.00
___ Labor to dismantle/repack (optional) .....	\$65.00	\$65.00

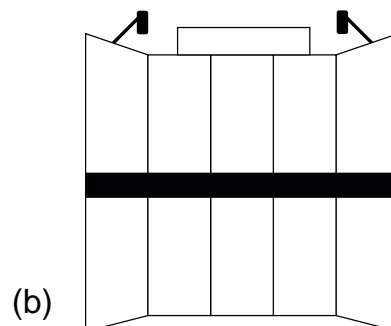


### 10' FULL FLOOR DISPLAY UNIT

#### CONVERTS TO TABLE TOP

by Featherlite - Gatefold design - top and bottom units stack  
Reversible - either coal or silver fabric - Velcro attachable  
5 panels middle 8'h x 22"w  
5 panels top and bottom 22" x 44" - 110"w x 96"h overall w/mid section  
Header is 8"h x 44"w

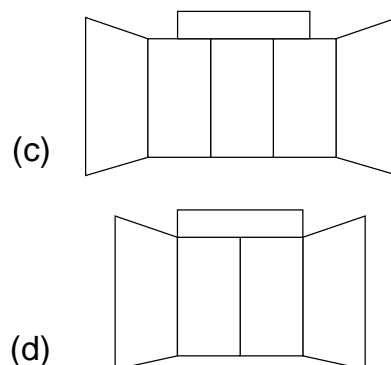
Available configurations:	Advance Order	Floor Order
___ (b) Full unit (includes 2 lights) .....	\$430.00	\$560.00
___ (c) 5 panel table top with header .....	\$260.00	\$338.00
___ Lights for table top .....	\$30.00	\$39.00
___ Labor to install (optional) .....	\$65.00	\$65.00
___ Labor to dismantle/repack (optional) .....	\$65.00	\$65.00



### 6' TABLE TOP DISPLAY UNIT

by Featherlite - Gatefold design  
Reversible - either blue or silver fabric - Velcro attachable  
4 panels 22" x 44" - 88"w x 44"h overall  
Header is 11"h x 44"w

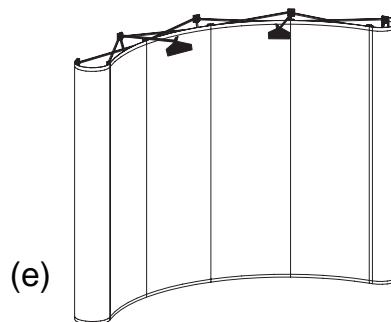
___ (d) 4 panel table top (lights N/A) .....	\$220.00	\$285.00
___ Labor to install (optional) .....	\$65.00	\$65.00
___ Labor to dismantle/repack (optional) .....	\$65.00	\$65.00



### 10' CURVED POP-UP DISPLAY

by Classic Displays  
Black or Navy Blue fabric - Velcro attachable  
Overall dimensions 90" high x 108" wide

___ (e) Pop-up display <input type="checkbox"/> Black <input type="checkbox"/> Navy .....	\$430.00	\$560.00
___ Labor to install (optional) .....	\$65.00	\$65.00
___ Labor to dismantle/repack (optional) .....	\$65.00	\$65.00



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Total This Page: \$ \_\_\_\_\_

PAYMENT POLICY / RECAP FORM  
**MUST** ACCOMPANY THIS ORDER

EXHIBITOR \_\_\_\_\_

ORDERED BY \_\_\_\_\_

**Quantities limited - please order early**

( Please Print )



## CANOPY ORDER FORM

**Quantities are limited. Please order early!**

**Please indicate whether you require staking or cement block anchors.**

**Rental includes delivery, installation and removal.**

**Sidewall are available in 10' & 20' sections.**

Quantity		Prepaid Advance Order	Floor Order
_____	10' x 10' canopy .....	\$145.00	\$190.00
_____	10' x 20' canopy .....	\$195.00	\$250.00
_____	20' x 20' canopy .....	\$280.00	\$335.00
_____	20' x 30' canopy .....	\$385.00	\$450.00
_____	20' x 40' canopy .....	\$485.00	\$550.00

**Please indicate choice of anchoring:**

☐ **Stakes**

☐ **Cement Blocks**

### **SIDEWALLS**

_____	10' sidewalls .....	\$20.00	\$26.00
_____	20' sidewalls .....	\$30.00	\$39.00

### **FLOORING**

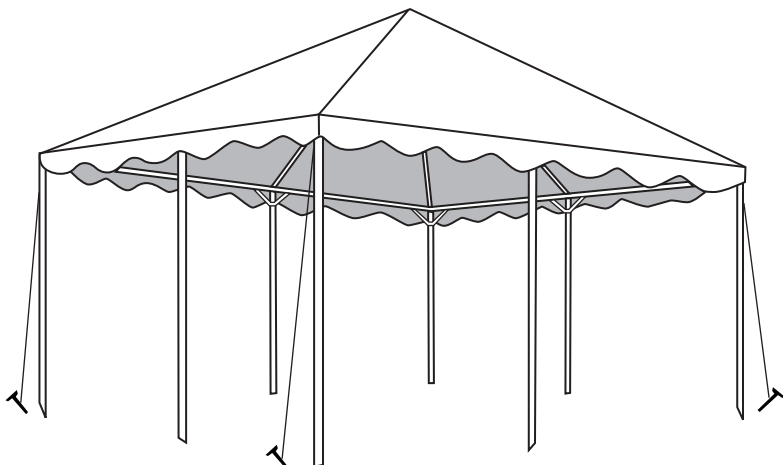
_____	"sports" type plastic flooring .....	\$00.70 s.f.	\$00.90 s.f.
-------	--------------------------------------	--------------	--------------

**Total This Page: \_\_\_\_\_**

*PLEASE SEE COVER LETTER  
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FOR ORDER INSTRUCTIONS*

**PAYMENT POLICY / RECAP FORM  
MUST ACCOMPANY THIS ORDER**

**PAYMENT IN FULL MUST  
ACCOMPANY THIS ORDER!**



EXHIBITOR \_\_\_\_\_

ORDERED BY \_\_\_\_\_

( Please Print )



## SHIPPING AND DRAYAGE INFORMATION

THE EXHIBIT FACILITY ***WILL NOT*** ACCEPT ADVANCE SHIPMENTS

### GENERAL INFORMATION

- ❖ Direct shipments to the exhibit facility will only be accepted during move in hours, and are subject to handling charges unless your representative is available to sign for delivery
- ❖ If you wish LCD Exposition Services to assist you with your freight handling needs, your shipments should be addressed as follows:

**TO: (Your company name)**

**FOR:**

**Booth #**

**C/O: LCD Exposition Services  
220 E Augusta Ave  
Spokane, WA 99207**

- ❖ Please mark your shipment with your booth number if known.
- ❖ **All shipments must be prepaid. Collect shipments will be refused!**
- ❖ Warehouse shipments received after \_\_\_\_\_ will be subject to 25% surcharge.
- ❖ International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
- ❖ Copies of all bills of lading should be sent to LCD Exposition Services at time of shipment.
- ❖ *Freight handling charges are exempt from sales tax.*
- ❖ Outbound UPS shipments will be charged an additional handling fee of \$5.00 per piece, with a minimum charge of \$15.00 per shipment.
- ❖ Freight handling will be charged in 100# increments based on actual weight.
- ❖ All freight handling services must be guaranteed with a credit card
- ❖ ***Attention Fedex Ground Customers: Fedex Ground does not allow collect or third party billing. We cannot process outbound Fedex Ground Shipments unless you provide your own prepaid return shipment labels. This restriction does not apply to Fedex Express (air) shipments.***

### LIABILITY LIMITATIONS:

LILAC CITY DECORATORS, INC. as LCD Exposition Services (LCD) shall not be responsible for damage to uncrated materials, to materials improperly packed, for concealed damage, or for loss or theft of materials after delivery to booth or before materials have been picked up for loading from the exhibit site. LCD will not be responsible for shipments left in booth by exhibitor, and all shipments will be counted and shipped as found by LCD. LCD WILL ROUTE ALL FREIGHT UNLESS ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with LCD, or which have not been removed from the exhibit area on move out day will be routed to our warehouse, at exhibitor expense, to await disposition. LCD 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 the close of the show.

The liability of LILAC CITY DECORATORS, INC. is limited to \$00.50 per pound per article, with a maximum of \$50.00 per item. Values exceeding this limitation should be insured by the exhibitor.





# FREIGHT SERVICE ORDER FORM

**MATERIAL HANDLING RATE SCHEDULE** *All Charges Based on Actual Weight in 100# Increments*  
**COLLECT SHIPMENTS WILL BE REFUSED!**

**All Receiving Services include the following:** Receipt of shipment from carriers, delivery to booth; storage & return of empty containers, return of shipment to your carrier at the close of the event.

*Warehouse Shipments received after* *subject to 25% additional handling fee.*

**RECEIVING AT ADVANCE WAREHOUSE:** Includes advance storage up to 30 days.

**\$60.00 per 100# with a 200# minimum** .....

**RECEIVING AT EXHIBIT HALL:**

**\$60.00 per 100# with a 200# minimum** .....

**SMALL PARCEL RATE:** Cartons weighing under 30# each. Maximum of three cartons at this rate.

**\$33.00 per carton with a two carton minimum** .....

**OUTBOUND SHIPPING ONLY:** Delivery from booth to carrier at close of show.

**\$45.00 per 100# with a 200# minimum** .....

**UPS OUTBOUND SHIPPING SURCHARGE:** Applies to return shipping of materials received at our warehouse or direct to showsite as well as outbound only shipments. ***This is in addition to material handling charges as detailed above.***

\$6.00 per piece ( **\$18.00 minimum charge** ) ..... (no. pcs. x \$6.00) .....

**PLEASE PROVIDE YOUR UPS ACCOUNT # HERE:**

**SPECIAL HANDLING / STORAGE:** Applies to loose / uncrated shipments or any shipments requiring return to our warehouse for shipping or customer pickup. Includes up to one week storage. These charges are in addition to any other services ordered.

**\$30.00 per 100# with a 200# minimum** .....

## SHIPMENTS TO THE SHOW

**Total This Page:** \_\_\_\_\_

Shipped from (city) \_\_\_\_\_ Carrier \_\_\_\_\_ Pro no. \_\_\_\_\_

Shipping Date \_\_\_\_\_ Total number of pieces \_\_\_\_\_ Total weight of shipments \_\_\_\_\_

Show representative \_\_\_\_\_ Telephone \_\_\_\_\_

**IMPORTANT:** in order to trace shipments we must have the name of carrier and assigned bill of lading number - "PRO NO."

## REFORWARDING INSTRUCTIONS

Ship to \_\_\_\_\_ (name) \_\_\_\_\_ (street address) \_\_\_\_\_

City, State, Zip \_\_\_\_\_ ☐ Prepaid ☐ Collect

Description \_\_\_\_\_ Number of pieces \_\_\_\_\_

Forward Via ☐ Motor Freight ☐ Air Freight ☐ UPS ☐ Fed Ex\* ☐ Other \_\_\_\_\_

\* **Fedex Ground Customers:** You must provide your own prepaid return labels for Fedex Ground due to their billing restrictions.

## SPECIAL INSTRUCTIONS ( Expedited shipping, Insurance, etc. ):

**PAYMENT POLICY / RECAP FORM**  
**MUST ACCOMPANY THIS ORDER**

**EXHIBITOR** \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

**ALL FREIGHT HANDLING CHARGES**  
**MUST BE GUARANTEED WITH A**  
**CREDIT CARD**

**ORDERED BY** \_\_\_\_\_  
(Please Print)