

Exhibitor Services Packet



Venue Event Services is proud to have been chosen to assist you with this event. Please look through the information enclosed and return all orders by the deadline provided below. Venue Event Services is here to help you have a better event. Please let us know how we can help.

This Planner contains:

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Exhibitor Information Page

WELCOME to the 2020 IASA SUMMER LEADERSHIP CONFERENCE!!

Venue Event Services is pleased to announce that we have been selected as the official trade show company for the 2020 IASA Summer Leadership Conference. We are here to make your event go as smooth as possible. As you read through this packet you will find information and order forms for services we can provide to you to help during the set-up and tear down process, as well as the duration of the event.

If there is something you anticipate needing that you do not find listed in these sheets please feel free to contact us and we will do our best to accommodate you.



Courtney Parker: (208) 830-4803
courtney@venueidaho.com

Venue Fax: (208) 939-6437

Exhibitor Move-in Time:

August 4th, 2020 3:00pm-5:00pm



Booth Furnishings

2020 IASA SUMMER LEADERSHIP CONFERENCE
August 5-7, 2020

All booth furnishings ordered by the event deadline will be delivered to your booth location and waiting your arrival.

Company Name: _____ **Booth #** _____

	8' X 30" Decortated Table	\$ 25.00	
	6' X 30" Plain Counter Height Table	\$ 20.00	
	8' X 30" Plain Counter Height Table	\$ 20.00	
	6' X 30" Decortated Counter Height Table	\$ 35.00	
	8' X 30" Decortated Counter Height Table	\$ 35.00	
	30" Round X 42" Tall Bistro Table w/ Linen	\$ 25.00	
	Linen only- No Table	\$ 25.00	
Carpeting Options			
FACILITY IS CARPETED			
<u>Chairs</u>			
	Plastic Folding Chair	\$ 3.00	
	Padded Chair	\$ 10.00	
	Tall Stool Black and Chrome	\$ 20.00	
	Stool- No Back	\$ 7.00	
<u>Additional Items</u>			
	Small Waste Basket	\$ 5.00	
	Easel	\$ 12.00	
<u>Total</u>			



Freight Services

2020 IASA SUMMER LEADERSHIP CONFERENCE
August 5-7, 2020

If you wish to ship your display and/or other materials, we can handle of your inbound freight needs. This would include cases, pallets, skids, crates, and loose boxed shipments. Prices include acceptance of shipment, drayage, and delivery to booth. After the close of the show we can also pick up your shipment from your booth for outbound shipping.

All shipping charges must be pre-paid, and we cannot accept COD shipments. Shipments must have a bill of lading with the following information; number of pieces, weight (certified weight receipts required), and type of materials being shipped. Shipments must be cosigned to Venue Event Services for us to accept them. Do not ship to the event facility, they will not be accepted.

Prices below are based on the weight of your shipment and include acceptance of shipment, drayage, and delivery to booth. This does not include: un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, or re-skidding. If your shipment is over 400lbs, or needs equipment above the service of a pallet jack please call in advance. Any unshipped materials left after tear down will be taken to the Venue warehouse at an additional cost.

We recommend you insure all shipments. Venue Event Services shall not be liable for damage or loss due to lack of notice to obtain proper equipment to handle shipments, or normal wear and tear upon handling shipments. Venue Event Services shall not be liable for damage or loss due to improperly packaged shipments. Venue Event Services shall not be liable for any claim of loss of profits or revenue, real or perceived, due to damage or loss of shipments that may be unavailable for display or deemed unsuitable for display. Material damages caused by Venue Event Services shall be limited to the specific item damaged at 100.00 per item or a maximum of 1000.00 per shipment. Venue Event Services cannot be responsible for piece counts or condition of shipment without proper receipts. Labeling of shipment is not the responsibility of Venue Event Services

Company Name:

Booth #

Advanced Inbound Freight;

Post show Outbound Freight:

<u>No. Of</u>	<u>Weight</u>	<u>Rate</u>	<u>Total Freight</u>
<u>Pieces</u>			<u>Charges</u>

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_____ \$50.00 per/100lbs=_____

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Please contact us for shipments over 400 pounds.

Carrier: _____ Shipping Date: _____ Arrival Date: _____ Tracking# _____

Ship to address: **Venue Event Services, Eagle Industrial Center, 1762½ E. State Street, Eagle ID, 83616**



Order Form / Billing Information

2020 IASA SUMMER LEADERSHIP CONFERENCE
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Company Name: _____ **Booth #** _____
Contact Person: _____ **Title:** _____
Office Telephone#: _____ **Cellular #:** _____
Billing Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Credit Card #: _____ **Expiration Date:** _____ **SID Code:** _____
email address: _____ **web address:** _____

Billing Summary:

Booth Furnishings Total: _____ **x 6%ID Sales Tax** _____ **=** _____

Freight Total: _____

Grand Total: _____

*** The grand total listed above will be charged to the credit card you have provided. If you wish to use a different form of payment please call for approval prior to deadline.**



Shipping Labels

Shipping labels for your convenience.
Please place one on each piece being shipped.

 **Exhibition Materials**
Do Not Delay

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Company: _____
Booth# _____

Please Ship To:
Venue Event Services
Eagle Industrial Center
1762½ E. State Street
Eagle ID, 83616

No. _____ Of _____ pieces.

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