



1301 S. Fair Avenue
Yakima, WA 98901
P 509.834.7868
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WA-ACTE

August 4-7, 2024

Davenport Grand Hotel, Spokane, WA

Bear Event Services is pleased to be your official contractor for the WA-ACTE Conference at the Davenport Grand Hotel, in Spokane, Washington. We are available to assist you with any decorating, freight, and labor needs you may have and to help make your participation in this event a success.

Booth Package:

All items on this list are provided by show management at no additional charge to the exhibitor.

- Booth size: 8 x 10
- Show color(s): Blue and white
- 8' high back drape, 3' high side drape on two sides, one 8' skirted table, two chairs, and one booth ID sign.
- Electrical service (500 watt/110 volts)
- The Davenport Grand Hotel is a carpeted facility.

Vendor Schedule:

Vendor load in: Sunday, August 4th, 11 AM – 1 PM

Show open: Sunday, August 4th, 1-6 PM & Monday, August 5th, 9 AM – 5

PM Vendor load out: Monday, August 5th, 5 – 7 PM

Policies:

- All orders must be pre-paid in advance. Payment in full is required for all services PRIOR to delivery.
- No credits or substitutions of items provided in the booth package are available. If you require a different table size or skirt color other than the one provided by show management, you must rent the item.
- No refunds will be issued for cancellation of rental items after installation.

Contacts:

WA-ACTE Show Management: *Direct questions regarding, vendor participation, show policies, etc. to*
Franciene Chrisman
360-786-9286
fdc@wa-acte.org

Exhibitor Services: *Direct questions regarding furniture rentals, freight handling, etc. to*

Bear Event Services
509-834-7868
info@beareventservices.com



RENTAL ORDER FORM EXCLUSIVELY FOR:

WA-ACTE

August 4-7, 2024

1301 S. Fair Avenue
 Yakima, WA 98901
 Phone 509.834.7868
 FAX 509.834.7868

TERMS:

ALL ORDERS MUST BE ACCOMPANIED BY PAYMENT IN FULL. All equipment is on a rental basis only, which includes delivery to and pickup from the booth.

Qty	Description	Amount	Qty	Description	Amount
	4' Bare Table	\$25.00		4' Skirted Table	\$45.00
	6' Bare Table	\$35.00		6' Skirted Table	\$55.00
	8' Bare Table	\$45.00		8' Skirted Table	\$65.00
	4' Bare Counter Hgt (42") Table	\$45.00		4' Skirted Counter Hgt (42") Table	\$65.00
	6' Bare Counter Hgt (42") Table	\$55.00		6' Skirted Counter Hgt (42") Table	\$75.00
	8' Bare Counter Hgt (42") Table	\$65.00		8' Skirted Counter Hgt (42") Table	\$85.00
	Δ Bare tables are topped w/ vinyl			Skirting Only	\$20.00

Qty	Description	Amount	Qty	Description	Amount
	3' Masking Drape – PER LN FT	\$3.00		Cocktail Table w/ linen	\$45.00
	8' Masking Drape – PER LN FT	\$6.00		Bar Stool	\$30.00
	Table linen 85x85	20.00		Easel	\$40.00
	Extension cord	25.00		Waste basket	\$10.00
	32" TV Monitor	150.00			

Please indicate color choices below: Table skirt color _____ (blue, white, black, red, green)	Sub-total	\$
	Carry sub-total over to Charge Summary form for sales tax calculation.	
Company: _____	FOR OFFICE USE ONLY:	
Phone #: _____	Paid _____ SS Entered: _____	
	Notes: _____	

Please send completed orders with Payment Authorization form via e-mail to info@beareventservices.com or via secure fax to 509.834.7868.



Charge Summary & Credit Card Charge Authorization

WA-ACTE Conference

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FAX 509.834.7868

Charge Summary

Rental order form total:	\$
Sales Tax (9.0%)	\$
Grand total	\$

Payment Authorization

Company Name: _____

Booth Number: _____

Card Type: Visa MasterCard Discover American Express

Name on Card: _____

Account Number: _____

Expiration Date: _____

Security Code: _____

Card Billing Zip Code: _____

Contact Phone Number: _____

Contact E-mail Address: _____

Authorized Signature*: _____

* I authorize Bear Event Services to debit my payment card for the charges listed above (grand total) and for any additional charges incurred.

Please send completed order form(s) with Payment Authorization form via e-mail to info@beareventservices.com or via secure fax to 509.593.5424.



AUTOGRAPH COLLECTION®
HOTELS

We are delighted to have you as an exhibitor at The Davenport Grand Hotel!
The following is information for shipping to the hotel & ordering power/audio visual.

For your shipping needs, the Davenport Grand Hotel offers a full-service Shipping and Receiving Department. The office hours are Monday-Friday, 8 am-5 pm. The Shipping Manager can be reached by calling 509-789-6805. **The hotel charges \$10 per box and \$300 per crate and/or pallet delivered to the hotel. The hotel charges \$10 per box picked up at the conclusion of the conference and taken to the loading dock.** Packages for function may be delivered to the hotel up to one week prior to the event/conference/convention and must be shipped out within five (5) days of the last day of conference. Any items left after five days (5) without shipping arrangements are subject to an additional fee. Arrangements must be made through your Catering/Event Manager for storage. Please note that the hotel storage facilities are extremely limited. Please do not ship valuables. We cannot be responsible for contents.

CONFERENCE NAME:

EVENT DATES:

CLIENT/GUEST NAME:

HOLD FOR ARRIVAL: (Arrival Date)

HOTEL NAME: The Davenport Grand Hotel

ADDRESS: 333 West Spokane Falls Blvd

CITY, STATE ZIP: SPOKANE, WA 99201

TELEPHONE NUMBER: 509.598-4303

FAX NUMBER: 509.789.6887

NUMBER OF PACKAGES IN THAT SHIPMENT:

We also recommend that you have a packing slip both inside and outside each package. Guests will be responsible for the packing and return of all packages.

No COD packages will be accepted. The Davenport Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

SHIPPING FROM THE DAVENPORT GRAND HOTEL

The Davenport Grand Hotel utilizes Federal Express and UPS for our shipping needs. Should USPS be requested, postage must be pre-paid and on the box or item being shipped. For those packages that needed to be boxed or prepared by our Shipping Department, additional fees may apply depending upon what supplies are needed (tape, new boxes, envelope, packing material, etc.). FedEx and UPS shipping supplies are available free of charge. In all instances shipping labels must be completely filled out by the guest or they will not be shipped. UPS and FedEx deliver to the hotel around 9 am (Monday-Friday) and pick up outgoing packages every afternoon at 3 pm. (Times are subject to change.)

The Davenport Grand Hotel is not responsible for any items left item inadvertently left behind will be held for 30 days following the event. All arrangements for shipping and receiving must be arranged through your Catering Manager or Management contact.