



February 2, 2009

Dear Exhibitor,

Enclosed please find an **Exhibitor Order Form** for the upcoming **Wild Wild West Regional Conference** to be held March 16-17, 2009 at the Coeur d' Alene Resort in Coeur d' Alene, Idaho.

The show sponsor, **INNUA** has selected Royal Blue and Red Drape as the show colors, and will provide the following for your exhibit space:

- (1) 8' Skirted Table**
- (2) Padded Side Chairs (provided by facility)**
- (1) 500 watt Electrical Service**
- (1) Booth ID Sign**
- (1) Wastebasket**

If you should want any additional equipment, simply 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 want to help in any way we can to make your show a great success. Please assess your equipment needs, and fax or mail your order form back to us by **Monday, March 9, 2009**.

Best of luck to you at the show!

Sincerely,

Design Events Staff and Crew

Please visit our Web Site at: www.designevents.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: March 16-17, 2009	Show Name: Wild Wild West Regional Conference	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:	8'x10' Royal Blue & Red Draped Trade Show Booth (8') Skirted Table (1) 500watt Electrical Service (1) Wastebasket (1) Booth ID Sign (2) Padded Side Chairs (provided by facility)	Show Facility:	Coeur d' Alene Resort Bays 4-6
		Carpet Situation:	FACILITY IS FULLY CARPETED

SHOW SCHEDULE

Show Hours: Mon. 3/16/09 2pm through Tues. 3/17/09 4pm

Exhibitor Move-In: Mon. 3/16/09 Noon-2pm **Move-out:** Tues. 3/17/09 4pm

Design Events Hours for Customer Service: Mon. 3/16/09 Noon-2pm

(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:	Monday, March 9, 2009
All Freight Must Be Received at Shipping Address By:	Wednesday March 11, 2009

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)

PAYMENT TOTALS

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

PAYMENT METHOD

<input type="checkbox"/> VISA	Expiration Date _____
<input type="checkbox"/> MC	Company Check _____
<input type="checkbox"/> AM EX	<small>*Please enclose check with order form</small>
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
8' Skirted Table	\$48.00	\$65.00	_____	_____	(1) PROVIDED BY SPONSOR All tables are 24" wide x 30" high
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	_____	_____	
8' Skirted Counter	\$54.00	\$74.00	_____	_____	All counters are 24" wide x 42" high
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
5' x 30" Laminated Table	\$37.00	\$42.00	_____	_____	Limited quantities. Supplied with black fabric tablecloth
Table Top Riser - 4' single	\$15.00	\$18.00	_____	_____	Covered with white vinyl, shelves are 10" wide
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	_____	_____	(2) PROVIDED BY FACILITY
Padded Bar Stool - no back	\$24.00	\$31.00	_____	_____	
Padded Bar Stool with back	\$36.00	\$42.00	_____	_____	
					Rental only. For cleaning service, please see Labor Order Sheet
Wastebasket	\$6.00	\$8.00	_____	_____	(1) PROVIDED BY SPONSOR
Easel	\$12.00	\$15.00	_____	_____	
Coat Tree	\$17.00	\$22.00	_____	_____	
Display Unit 8x10, 5 panel	\$315.00	\$365.00	_____	_____	Includes labor to set and dismantle and lights
Couches, loveseats, coffee tables, specialty chairs, etc.	** call **		_____	_____	Custom orders will be priced individually. Please call for info.

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

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



CARPET AND DRAPERY

** 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
9' x 10' Booth Carpet	\$53.00	\$73.00	_____	_____	FACILITY IS FULLY CARPETED
9' x 20' Booth Carpet	\$106.00	\$140.00	_____	_____	
9' x 30' Booth Carpet	\$160.00	\$214.00	_____	_____	
9' x 40' Booth Carpet	\$212.00	\$282.00	_____	_____	
Area Carpet per sq ft (over 360sf)	\$0.66	\$0.75	_____	_____	
9' x 10' Carpet Padding	\$32.00	\$48.00	_____	_____	FACILITY IS FULLY CARPETED
9' x 20' Carpet Padding	\$65.00	\$95.00	_____	_____	
9' x 30' Carpet Padding	\$97.00	\$143.00	_____	_____	
9' x 40' Carpet Padding	\$129.00	\$190.00	_____	_____	
Padding per sq ft (over 360sf)	\$0.38	\$0.55	_____	_____	
12' High Back Drapery (per ft)	\$5.50	\$7.50	_____	_____	
8' High Back Drapery (per ft)	\$3.50	\$5.00	_____	_____	
3' High Side Drapery (per ft)	\$3.00	\$3.50	_____	_____	

Total Carpet: (carry amount forward to pg 1)

BOOTH DECORATIONS

DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	QUANTITY	TOTAL PRICE	COMMENTS
Silk Ficus tree (7')	\$31.00	\$37.00	_____	_____	Includes Ferns
Lattice Flower Box (4'x1'x3')	\$31.00	\$37.00	_____	_____	
Plants, silk/live (varied, call for prices)	** call **		_____	_____	
Show Banner (per sq ft) - High quality banners made of 8oz. "Tuff-Weave" white vinyl material, come in 2', 3', and 4' widths and are cut to your desired length.	\$10.00 per square foot	\$17.00 per square foot	_____	_____	Conditions for Banners and Display Signs: 25 word maximum. Phone numbers count as one word. \$3.00 each additional word. 3 color maximum. Additional use of color \$25.00 each. Logos, graphics and artwork is extra depending on the size and complexity of the design. Logo must be sent to us as Camera Ready Vector Art. Colors : Black, red, blue, green, teal, pink, burgundy, gray, brown.
Custom Display Signs (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.	\$10.00 per square foot	\$17.00 per square foot	_____	_____	
BANNER OR SIGN TO READ: Please print legibly or attach additional sheet if necessary.					

Total Decorations: (carry amount forward to pg 1)

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



ELECTRICAL AND LIGHTING

** 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
500 Watt / 5 Amp	\$37.00	\$49.00	_____	_____	(1) 500watt PROVIDED BY SPONSOR Electrical Service - 110V
1000 Watt / 10 Amp	\$51.00	\$66.00	_____	_____	
1500 Watt / 15 Amp	\$65.00	\$85.00	_____	_____	
2000 Watt / 20 Amp	\$78.00	\$101.00	_____	_____	
2500 Watt / 25 Amp	\$93.00	\$119.00	_____	_____	
3000 Watt / 30 Amp	\$109.00	\$136.00	_____	_____	
Other (as per quote)	** call **		_____	_____	
20 Amp	\$89.00	\$116.00	_____	_____	Electrical Service - 220V **
30 Amp	\$115.00	\$148.00	_____	_____	
50 Amp	\$151.00	\$195.00	_____	_____	
Other (as per quote)	** call **		_____	_____	
<p>** It is very likely that your 220 order will have special wiring/adaptor needs. Please see 220 wiring info in the box to the right. The dedicated cable to your booth comes with a single 2813 twist lock receptacle. Custom wiring and/or adaptors will be an additional charge.</p> <div style="border: 1px solid black; padding: 5px;"> <p align="center">PLEASE fill in the following 220V Wiring information request:</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. type _____ (_____ AMPS)</p> <p>B) Check One : ___ Single Phase ___ Three Phase</p> </div>					
25' Extension Cord	\$8.00	\$14.00	_____	_____	
50' Extension Cord	\$10.00	\$17.00	_____	_____	
Multi-Outlet Power Strip	\$7.00	\$9.00	_____	_____	
Clip-on Booth Floodlight	\$23.00	\$29.00	_____	_____	
Pin Spots (2) on Pole	\$46.00	\$63.00	_____	_____	
Pin Spots on High-Tech Metal Truss System	\$75.00	\$98.00	_____	_____	

Total from Pg 4: \$

(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

- 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.
- Exhibitors are not allowed to share power. Exhibitors shall not be permitted to add wattage except upon ordering the same from DE.
- All electrical outlets will be installed at the center rear of the booth, unless otherwise designated.
- All wiring, motors, electrical installation, multiple outlet plugs, and connections must be approved by DE prior to use, to prevent the overloading of circuits.
- 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.
- 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.

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



LABOR

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

<u>DESCRIPTION</u>	<u>No. of people</u>	<u>x Approx hrs</u>	<u>Total Mhrs</u>	<u>x Hourly Rate</u>	<u>Total est. cost</u>	<u>COMMENTS</u>
Basic Labor *	_____	_____	_____	\$41.00	_____	1 hr min per person
Supervisor for Basic Labor	_____	_____	_____	\$14.00	_____	
Hanging Labor	_____	_____	_____	\$64.00	_____	Overhead items, etc
Electrical Labor **	_____	_____	_____	\$69.00	_____	1 hr min per person
				x 1/2 Hr Rate		
Forklift & Driver Labor	_____	_____	_____	\$52.00	_____	1/2 hr min
		<u>No. of booths</u>	<u>Days</u>	<u>Rate</u>		
Booth Cleaning Charges:						
Up to 10 x 10 booth space, per day		_____	_____	\$15.00	_____	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: _____						
* Note: Basic labor comes unsupervised. It is assumed there will be someone from your company to supervise the project. If you need it supervised, please order the supervisor at an additional \$10.00 per hour						
** 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.						
EMPTY CONTAINER STORAGE FEES						
These fees are applicable if you have NOT ordered our Freight Handling Services (see page 6)						
		<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
Med container - 1' to 3' in any direction		_____		\$18.00	_____	heavy enough to require a forklift to move it,
Large container - 3' to 4' in any direction		_____		\$24.00	_____	a minimum of 1/2 hr forklift labor will be
Oversized container - more than 4' in any direction		_____		\$29.00	_____	charged in addition to these storage fees.

Total from Pg 5:

(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 #:
-------------------	----------

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 8

Event Dates:	March 16-17, 2009	Show Name:	Wild Wild West Regional Conference	Booth:	
Your info	Company Name:		Phone:		
	Address:		Fax:		
	City, St, Zip				
	Ordered by:				

(printed)

(signed)

Please label EACH piece of Freight in this manner :

Wild Wild West Regional Conference
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 _____	Arrival Date _____
Carrier _____	Pro number _____
Total # of pieces _____ Total lbs. _____	

FREIGHT HANDLING RATES (INCLUDES CONTAINER STORAGE AND OUTBOUND HANDLING)

DESCRIPTION	TOTAL # OF POUNDS	RATE PER LB	TOTAL COST	COMMENTS
Advanced Handling Rate - for advanced orders under 1000 lbs	_____	\$0.40	_____	Minimum Order of 150#
Advanced Handling Rate - for advanced orders over 1000 lbs	_____	\$0.35	_____	Minimum Order of 150#
Late Ordered/Received Rate - for freight ordered or rec'd after deadline dates	_____	\$0.50	_____	Minimum Order of 150#

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

PLEASE NOTE: These 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 for any orders handled.

See page 7 for RETURN SHIPPING INSTRUCTIONS

** For freight not handled by Design Events, please see page 5 for empty container storage fees.**



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. A freight packet with a bill of lading and address labels will be given to vendors at the beginning of the show.

Event Dates	March 16-17, 2009	Show Name:	Wild Wild West Regional Conference	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: _____ **Preferred Carrier Account #** _____

Note: If you do not have a preferred carrier, we recommend *Fed Ex Freight* (formally Viking Freight)

Fed Ex and UPS - please choose from the following:

____ Overnight/Priority ____ 2nd Day Air ____ Ground Service (see add'l charges below)

Additional Handling Charges apply if shipping FEDEX or UPS *Ground (Includes 3-Day Select)* Service:

DESCRIPTION	TOTAL # OF PIECES	RATE PER PIECE	TOTAL COST	COMMENTS
Fed Ex Ground shipments	_____	\$5.00	_____	
UPS Ground shipments	_____	\$10.00	_____	

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

OUTBOUND ONLY OR INBOUND ONLY (ONE-WAY) HANDLING RATES

(NOTE: Regular drayage rates on page 6 **include** outbound handling)

DESCRIPTION	TOTAL # OF POUNDS	RATE PER LB	TOTAL COST	COMMENTS
One Way Handling Rate	_____	\$0.30	_____	Minimum Order of 150#

Total One Way: \$
 (carry amount forward to pg 1)



FREIGHT TERMS & CONDITIONS

Drayage is the term for handling freight. If you are sending freight for the show, it is important to work through Design Events. *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. Design Events will not be liable for any damage to uncrated or improperly packaged materials or concealed damage.
7. Design Events 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. Design Events 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. Design Events 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. Design Events may, at our option, open and inspect your packages before or after you give them to us to handle for shipment.
11. Design Events' 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. Design Events 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. Design Events will not issue refunds for vendors who send freight or equipment orders, but subsequently fail to attend the show.
14. Design Events 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. Design Events 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.