Mailing Address:
5039 N. Duncan Drive
Coeur d'Alene, ID 83815
Phone: (208) 765-2595
Email: SalesSupport1@designevents.com

Shipping Address:
5039 N. Duncan Drive
Coeur d'Alene, ID 83815

EXHIBITOR ORDER & FREIGHT FORM

Please read the Terms & Conditions.

Event Name:	WSSDA Annual Conference 2026	Event Date(s):	November 19th-20, 2026	Booth #:

Exhibitor Info	Company Name:	Phone:
	Address:	Fax:
	City, St, Zip:	Ordered By:
	Email:	

EVENT INFORMATION

Equipment and Facility Information

Show Sponsor Will Provide:

*Check if not needed:	
(1) Draped Booth Space	☐
(1) 6' Skirted Table	☐
(2) Padded Chairs (provided by facility)	☐
(1) Booth ID Sign	☐
(1) Wastebasket with Liner	☐

* Note: There is no change in the cost for removed items.

Event Facility: **Spokane Convention Center & Davenport Grand**

Carpet Situation: **Event Floor is Carpeted**

Event Schedule

Exhibitor Move In:	Wed. November 18th, 2026 from 2:00pm - 5:00pm
DE Customer Service Hours:	Wed. November 18th, 2026 2:00pm - 5:00pm
Event Hours:	Thurs. November 19th, 2026 from 7:30am - 6:00pm / Fri. November 20th, 2026 from 7:30am -- 4:30pm
Exhibitor Move Out:	Fri. November 20th, 2026 from 4:30pm - 6:00pm

YOUR ORDER DEADLINES

All Exhibitor Order Forms Must be Received by:	**Wednesday, 11/4/26**
Deadline to Receive Advanced Freight Handling Rate:	**Wednesday, 11/11/26**

Please Note: It is highly recommended that freight is shipped to the DE warehouse. Most facilities WILL NOT receive and hold freight. DE Expo and Event Services will not receive freight without a completed Exhibitor Order Form.

PAYMENT INFORMATION

PAYMENT TOTALS

Page #	Type	Total
3	Furniture & Equip.	
3	Labor	
4	Electrical	
5	Inbound Freight	
6	Outbound Freight	
	Subtotal	
	Tax (%)	
	Total	

☐ **NO ADDITIONAL SERVICES NEEDED**

PRE-AUTHORIZATION PAYMENT INFORMATION:

Visa ☐ Expiration Date: _____
Mastercard ☐ ZIP Code: _____
Amex ☐ CVV: _____
Discover ☐

Credit Card #: _____
Cardholder Name: _____
Signature: _____

All Orders Must be Received with this Page to Process Your Order

FURNITURE & EQUIPMENT

All items are subject to availability. DE reserves the right to make reasonable substitutions when necessary.

Description	Advance Price	Floor Price	Quantity	Total Price	Notes
Tables & Counters					All tables 24" wide x 30" tall
6' Skirted Table	$32.00	$40.00			(1) Provided with your Booth
6' Unskirted Table	$22.00	$28.00			
8' Skirted Table	$40.00	$50.00			
8' Unskirted Table	$24.00	$30.00			
6' Skirted Counter	$32.00	$40.00			
8' Skirted Counter	$40.00	$50.00			
24" Round Table - 30" Tall	$34.00	$43.00			
24" Round Table - 42" Tall	$34.00	$43.00			
30" Round Table - 30" Tall	$34.00	$43.00			Spandex covers are included in the cost
30" Round Table - 42" Tall	$34.00	$43.00			
Spandex Color: Circle One	**Black**		**White**	**Bare**	
TV Screens and Stands					
43" HDTV Screen	$75.00	$94.00			
55" HDTV Screen	$100.00	$125.00			
Rolling Type TV Stand	$65.00	NA			
Non Rolling Stand / Counter	$45.00	NA			
Chairs & Misc.					
Additional Chair	$6.00	$8.00			(2) Provided with your Booth
Padded Bar Stool - No Back	$10.00	$13.00			
Padded Bar Stool - With Back	$12.00	$15.00			
Specialty Furniture	Call to Order	NA			**Specialty Items cannot be ordered at Event.**
Wastebasket with Liner	$6.00	$8.00			
Table Top Easel	$4.00	$5.00			
Easel	$12.00	$15.00			
Fire Extinguisher - ABC	$50.00	NA			**Fire Extinguishers can only be pre-ordered**
Fire Extinguisher - Class K	$75.00	NA			
Carpet: We cannot gaurantee Carpet and/or Padding if not ordered in advance					Black Carpet Option Only
10' x 10' Carpet Section	$75.00	$94.00			
10' x 10' Carpet Padding Section	$65.00	$82.00			
			Furniture & Equip. Total:		

LABOR

Basic labor comes unsupervised. It is assumed that there will be someone from your company to supervise the project.

Description	Hourly/Daily Rate	Est. Hours/Days	Total Price	Comments
Basic Labor - Per Hour	$90.00			1 Hour Minimum
Forklift Labor - Per Hour	$250.00			2 Hour Minimum
Booth Cleaning - Per Day	$150.00			Vacuuming & Emptying Wastebaskets
		Labor Total:		

INBOUND FREIGHT HANDLING

See instructions, information, and liability disclaimers in Terms & Conditions.

Your Event Information:	
Event Name:	WSSDA Annual Conference 2026
Event Date(s):	November 19th-20th
Recommended Delivery Days/Times:	Mon - Fri 9am - 3pm
Deadline to Receive Advanced Handling Rate:	**11/11/2026**

Label Each Shipment in this Manner:

DE Expo and Event Services
Event Name, Your Company Name, Your Booth #
5039 N. Duncan Drive
Coeur d'Alene, ID 83815

STEP 1

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 and help us trace missing packages.

Shipper Name: _____ Total # of Pieces: _____ Insured? Yes ☐ No ☐
Carrier Name: _____ Total # of Pallets: _____ Amount Insured: _____
From City/State: _____ Total # of Crates: _____ Tracking Numbers: _____
Shipping Date: _____ _____
Expected Arrival Date: _____ Total # of Pounds: _____ _____

STEP 2

Freight Handling Fee: Calculate total # of pounds. If shipping pallets/crates, indicate if a forklift is needed. All charges incurred for shipping are separate and must be arranged through a carrier.

Description	Total # of Pounds	Rate per Pound	Total Cost	Notes
Advanced Handling - Under 1000lbs		$0.50		Minimum Order of 150lbs
Advanced Handling - Over 1000lbs		$0.75		Minimum Order of 1000lbs
Late Ordered/Received Rate - Freight ordered/received after deadline		$0.90		Minimum Order of 150lbs
Forklift Fee Yes ☐ No ☐		$250.00		

**Required for any shipment over 1000lbs*

Inbound Freight Total:

STEP 3

Additional Inbound Freight Shipping Information

All Shipments

a. DE is contracted to handle freight only. We do not process shipping labels for outbound freight.
b. Any freight shipped to DE Expo and Event Services without a filled in Exhibitor Order Form will not be accepted.
c. If you are unable to meet any deadlines, please contact your show representative at (208) 765-2595.
d. It is the responsibility of the freight carrier to unload all materials from the delivery vehicle, including pallets/crates.

Pallets and Crates

a. A BOL is required for all drivers to have in their possession at delivery and must match the BOL that we have on file. DE must have a copy of all inbound and outbound BOLs, freight, or weight bills.
b. From September to May, we have heavy traffic in front of our warehouse. We advise delivery before 1pm.
c. All delivery trucks must have a lift gate for pallets/crates.
d. Special and prior arrangements need to be made for any item with weight requiring a forklift or crates that exceed 6' x 6' dimension.

OUTBOUND FREIGHT HANDLING

See instructions, information, and liability disclaimers in Terms & Conditions.

Your Return Shipping Information:	
Event Name:	WSSDA Annual Conference 2026
Event Date(s):	November 19th-20th
Recommended Pickup Start Date:	11/23/26 - 11/25/26
Recommended Pickup Days/Tir	Mon - Fri 9am - 3pm

Pickup Address:

DE Expo and Event Services
Event Name, Your Company Name, Your Booth #
5039 N. Duncan Drive
Coeur d'Alene, ID 83815

Please Note:

Your outbound shipment cannot be shipped out without a completed prepaid label or BOL. DE Expo and Event Services only handles freight and does not fill out shipping labels. Please send all shipping labels or BOLs to your show representative prior to the event.

Will you be supplying labels/BOLs on the show floor?

Yes ☐ No ☐

STEP 1

Provide us with as much information about your return shipment(s) as possible. This will ensure that all of your freight is picked up in a timely manner.

Preferred Carrier: _____
Pickup Date: _____
Pickup Time: _____
Declared Value: _____
Tracking Numbers: _____

Total # of Pieces: _____
Total # of Pallets: _____
Total # of Crates: _____

Overnight Priority ☐
2nd Day Air ☐
Ground Service ☐

STEP 2

Freight Handling Fee: Calculate the number of pieces that will be picked up at the DE Warehouse.

Description	Total # of Pieces	Rate per Piece	Total Cost	Notes
Freight Return Handling Service		$15.00		

Outbound Freight Total:

Our Services Include:

Accepting freight at the DE warehouse.
Transferring freight to the event site.
Placing labeled freight in your booth before Exhibitor Move-In.
Storing empty containers and returning them to your booth at the close of the event.
Picking up labeled and packaged freight from your booth after the event.
Scheduling with a carrier a pickup time for the next business day (UPS or FedEx only)

EXHIBITOR GENERAL TERMS & CONDITIONS

a. All applications for participation must be completed on the provided Exhibitor Order Form and submitted to Design Events, Inc., dba DE Expo & Event Services (referred to as "DE" hereafter). Submission of this form confirms your acceptance of all applicable Terms and Conditions for the Event.

b. All equipment and materials provided by DE are supplied on a rental basis and must be returned in good condition. If any rental items are damaged, the Exhibitor will be responsible for the cost of repair and/or replacement with a comparable item. This requirement also applies to any items missing at the conclusion of the event.

c. You agree not to use any adhesives, staples, tacks or other sticky or puncturing devices on the Equipment without prior written permission.

d. Taxes are subject to change, depending on State and City Regulations. Taxes will be assessed upon final billing.

e. DE will verify all services rendered through freight manifest, inventory check list and completed Exhibitor Forms.

Payments:

f. DE requires a credit card to be kept on file for the duration of the Event. No credit card information will be retained for future Events. DE adheres to all applicable PCI compliance standards.

g. DE will charge the Pre-Authorized credit card provided on page 2, three (3) days after the show has ended. A Sales Reciept will be emailed to the address on file.

h. If no credit card is provided, a final invoice will be emailed to the address on file. This arrangement is permitted only with prior approval from DE's Accounting Department.

i. Payments made by credit card in excess of $10,000.00 will incur a 3% Credit Card Surcharge, subject to State Taxes.

j. DE reserves the right to charge the credit card on file prior to the Event, if DE has reason to believe that suspicious activity may be occurring.

Cancellations:

k. Cancellations can be made up to 2 weeks prior to the event, if no materials have been shippped to DE.

l. Exhibitors are subject to remain responsible for any freight shipments and/or equipment orders, even if they subsequently fail to attend the show.

Liability

m. DE will not be liable to any extent for any actual, potential, or assumed loss of profits or revenues, for any collateral costs or injuries, which may result from the show. You cannot place or allow to exist any liens on the Equipment in favor of your creditors. The Equipment is rented to you "as is, where is" and without any warranty by us as to its condition or appropriateness for your purpose. We expressly disclaim any warranty of merchantability or fitness for a particular purpose. DE will not be liable to any extent for any actual, potential, or assumed loss of profits or revenues, for any collateral costs or injuries, which may result from your purpose. As the Client, you will take all necessary precautions regarding the Equipment rented and protect all persons and property from injury and/or damage.

FREIGHT TERMS & CONDTIONS

For complete detailed shipping instructions and information, refer to the FREIGHT SHIPPING INSTRUCTIONS provided seperately.

Design Events, Inc., dba DE Expo & Event Services (referred to as 'DE' hereafter) uses a Drayage shipping method when handling and transportation of freight. If you are sending freight for the event, it is important that you coordinate all arrangements through DE. Please do not send freight directly to the event facility, as most facilities do not accept or store incoming shipments.

a. DE's drayage fees cover the handling of your freight **only**. All shipping charges are the responsibility of the Exhibitor and must be arranged directly with the carrier of your choice.

b. Storage fees will apply if containers are received at our warehouse more than three (3) weeks prior to the event, billed at $0.01 per pound per day. If freight arrives at our warehouse during or after show set-up, an additional charge of up to $200 may be assessed if a special trip to the warehouse is required.

Shipping Responsibilities

c. All Freight Forms are to be fully completed and returned to DE by email prior to arrival of shipment. If a completed Exhibitor Order Form is not received prior to the arrival of your freight, DE reserves the right to refuse the shipment and/or assess a Processing Fee. Any refused freight will be returned to the original sender at the exhibitor's expense.

d. Exhibitors are responsible for adequately packaging goods and properly filling out paperwork. DE will not be liable for any damage to uncrated or improperly packaged materials or concealed damage.

e. Label each piece as follows: *Event Name, Company Name, 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.

f. DE must be notified if the number and/or type of items in your booth, is not correct. You must contact the DE Customer Service Representative at the event. No refunds will be made for items missing from your booth if DE has not been notified during the Customer Service hours listed on Page 2.

g. International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.

h. DE reserves the right to route exhibit materials via an alternate carrier in the event of a failed pickup.

Receipt of Shipment

i. DE may, at its discretion, open and inspect packages before or after taking possession in order to properly handle them for transportation.

j. Exhibits and materials for which arrangements have not been made with DE, **will not** be transported to our warehouse for return shipping.

k. DE 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 event.

l. DE's liability will be limited to the physical loss of, or damage to, the specific article which is lost or damaged. In any event, DE's maximum liability shall be limited to $0.30 per pound per article with a maximum liability of $50.00 per item, or $700.00 per shipment, whichever is less.

m. DE 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.

ELECTRICAL TERMS & CONDITIONS

a. Equipment furnished pursuant to this service shall be and will remain the property of Design Events, Inc., dba DE Expo & Event Services (referred to as 'DE' hereafter), and shall be installed and removed ONLY by DE personnel or designates.

b. Exhibitors are not permitted to share power.

c. If additional electrical service is requested or utilized during the event beyond the amount originally ordered, and such service is provided onsite, the additional electrical usage will be billed at prevailing "Floor Price" rates and added to the final invoice.

d. All electrical outlets will be installed at the center rear of the booth, unless otherwise designated.

e. All wiring, motors, electrical installation, multiple outlet plugs, and connections must be approved by DE prior to use, to prevent the overloading of circuits.

f. DE is not responsible for voltage fluctuations of power failure due to temporary conditions. DE recommends the use of a surge protector on all sensitive equipment.

AGREEEMENT TO TERMS & CONDITIONS

I have reas and accept these Terms & Conditions pertaining to my rental order through Design Events, Inc. (dba DE Expo & Event Services):

Exhibitor Signature:	**Dated:**