EXHIBITOR SERVICE ORDER PACKET

The Bridal Festival 2027
January 9th – 10th, 2027
Spokane Convention Center

Dear Exhibitor,

Enclosed is the Exhibitor Order Form for the event above. Additional equipment and services may be ordered using either of the following methods below:

The Show Sponsor has selected **BLACK & WHITE Drape** as the show color(s) and will provide the following for your exhibit space:

(1) Draped Booth Space **(1) 6ft Black Skirted Table** **(1) Booth Number**

Additional equipment and services may be ordered using either of the following methods:

ORDER ONLINE

- Create a Wishlist through our online inventory catalog: **designevents.com/inventory**
- Before submitting your Wishlist, please enter the **event name and your booth number** in the Notes section.
- Please note that payments are not collected through the quote link. After you review and sign the quote, you will receive a secure payment link by email from our office. Check payments may also be mailed to our office.

COMPLETE THE EMAIL PACKET

Complete Page 2 and any additional pages of the attached Order Form that apply to your equipment and service needs.
Please remember to:

- Complete all applicable sections & sign pages 2 and 7.
- Include your event name and booth number.
- Return the completed packet by email to SalesSupport1@designevents.com.

If you do not wish to email sensitive information through email, make a note on the form, and a member of our team will contact you directly. For equipment or service needs not listed on the Order Form, please contact our Customer Service Desk at **(208) 765-2595 ext. 203**.

As the official show decorator, Design Events is available to assist with your booth equipment, event services, and freight-handling needs. Please return your completed Order Form no later than: **December 18th, 2026.**

Sincerely,

Design Events, Inc.
dba DE Expo & Event Services
Office: (208) 765-2595
Email: salessupport1@designevents.com

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:	The Bridal Festival 2027	Event Date(s):	1/9/27 - 1/10/27	Booth #:

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

EVENT INFORMATION

Equipment and Facility Information

*Check if not needed:

Show Sponsor Will Provide:

- (1) Draped Booth Space ☐
- (1) 6' Skirted Table ☐
- (1) Booth Number ☐
- ☐
- ☐

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

Event Facility: **Spokane Convention Center**

Carpet Situation: **Event Floor is Not Carpeted**

Event Schedule

Exhibitor Move In:	Fri. January 8, 2027 2:00pm - 8:00pm / Sat. January 9, 2027 7:00am - 9:45am
DE Customer Service Hours:	Fri. January 8, 2027 3:00pm - 5:00pm / Sat. January 9, 2027 7:30am - 9:30am
Event Hours:	Sat. January 9, 2027 10:00am - 4:00pm / Sun. January 10, 2027 10:00am - 3:00pm
Exhibitor Move Out:	Sun. January 10, 2027 3:00pm

YOUR ORDER DEADLINES

All Exhibitor Order Forms Must be Received by:	**Friday 12/18/2026**
Deadline to Receive Advanced Freight Handling Rate:	**Not Offered**

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
Graphics					All tables 24" wide x 30" tall
Custom ID Sign 7" x 32"	$14.00	N/A			
Banner w/ Grommets (Priced Starts At)	$12.00	N/A			
Standing Graphics	Call	N/A			
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			Spandex covers are included in the cost
24" Round Table - 42" Tall	$34.00	$43.00			Spandex covers are included in the cost
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 covers are included in the cost
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
10' x 10' Carpet Section	$75.00	$94.00			Event Floor is Carpeted
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:		

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:**