

**PORTLAND HOLIDAY MARKET  
NOVEMBER 16-19, 2023  
PORTLAND EXPOSITION CENTER**

Dear Exhibitor,

We are pleased to announce that the Portland Holiday Market has selected Trade Show Supply House as the official service contractor for their show scheduled to be held November 16-19, 2023 at the Portland Exposition Center. To ensure the success of this event, we are available to assist you with any decorating, freight, labor, porter service, or graphics needs you may have.

Show Management is providing the following for each booth space in the Exhibit Halls:

Booth Size:	10' X 10'
Package to include:	One 8' High Backwall, Two 3' High Siderails, One ID sign and 5 amps of power
Drape Colors:	Green and Silver Backwall with green siderails
Aisle Carpet:	Red

Please order early to take advantage of the pre-order discount. Ordering early not only saves you money, but it ensures that you will receive the color and items of your choice. Also, by ordering in advance you avoid the possibility of waiting in line at show-site to place your order.

To qualify for the 20% "Pre-Order" discount, full payment must be received on or before:

**NOVEMBER 2, 2023**

**Please note: All orders must be pre-paid as Trade Show Supply House does not invoice.  
Payment is required for all services PRIOR to delivery.**

Again, we are pleased to be able to offer our assistance and look forward to working with you to make your participation in this event a success.

Sincerely,

Trade Show Supply House, Inc

# Trade Show Supply House, Inc.

P.O. Box 1536 Brush Prairie, WA 98606

PHONE (360) 624-4498

Email: bryan@thedecorator.net

## RENTAL ORDER FORM EXCLUSIVELY FOR: **PORTLAND HOLIDAY MARKET**

November 16-19, 2023

### TERMS:

ALL ORDERS RECEIVED BY: **November 2, 2023** WILL BE GIVEN A 20% DISCOUNT TO BE CALCULATED AT THE BOTTOM OF THIS ORDER FORM. **ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT IN FULL.** \*ALL EQUIPMENT IS ON A RENTAL BASIS ONLY, WHICH INCLUDES DELIVERY TO AND PICK UP FROM BOOTH.

Qty	Description	Amount	Qty	Description	Amount
	<b>DISPLAY TABLES – 30" HIGH x 30" WIDE</b>			<b>CHAIRS</b>	
	4' UNSKIRTED TABLE 30" HIGH	\$15.00			
	6' UNSKIRTED TABLE 30" HIGH	\$20.00		PLASTIC SIDE CHAIR	\$10.00
	8' UNSKIRTED TABLE 30" HIGH	\$25.00		FABRIC SIDE CHAIR	\$25.00
	4' SKIRTED TABLE	\$40.00		BARSTOOL	\$40.00
	6' SKIRTED TABLE	\$45.00			
	8' SKIRTED TABLE	\$50.00		<b>ACCESSORIES</b>	
	TABLE SKIRT ONLY 30"H	\$25.00		WASTEBASKET	\$10.00
	<b>DISPLAY COUNTERS – 42" HIGH x 30" WIDE</b>			EASEL	\$20.00
	4' UNSKIRTED COUNTER 42" HIGH	\$20.00		CHROME SIGN HOLDER	\$35.00
	6' UNSKIRTED COUNTER 42" HIGH	\$25.00		STANCHION	\$20.00
	8' UNSKIRTED COUNTER 42" HIGH	\$30.00		6' RED VELOUR ROPE	\$15.00
	4' SKIRTED COUNTER 42"H	\$50.00		COCKTAIL ROUND 30"H x 30"D	\$30.00
	6' SKIRTED COUNTER 42"H	\$55.00		COCKTAIL ROUND 42"H x 30"D	\$35.00
	8' SKIRTED COUNTER 42"H	\$60.00		WHITE OR BLACK LINEN 90" ROUND	\$25.00
	COUNTER SKIRT ONLY 42"H	\$30.00		<b>CUSTOM DRAPE</b>	
				3' HIGH DRAPE / PER LF	\$ 3.50
	SKIRT COLORS AVAILABLE (CIRCLE CHOICE)			8' HIGH DRAPE / PER LF	\$ 6.00
	<b>BLUE, WHITE, BLACK, RED, GREEN, TEAL, BURGUNDY, SILVER</b>			COLORS AVAILABLE (CIRCLE CHOICE)	
				<b>BLUE, WHITE, RED, BLACK, GREEN, SILVER, BURGUNDY</b>	
	<b>BOOTH CARPET</b>				
Qty	Description	Amount			
	10' X 10' BOOTH CARPET	\$100.00		<b>SUBTOTAL</b>	\$
	10' X 20' BOOTH CARPET	\$200.00			
	10' X 30' BOOTH CARPET	\$300.00		<b>-20% Pre-Order (By 11/2)</b>	\$
	10' X 40' BOOTH CARPET	\$400.00			
	FOAM PADDING / SQ. FT	\$ .60		<b>TOTAL Page 2:</b>	\$
	VISQUEEN / SQ. FT	\$ .25			
	CARPET COLORS AVAILABLE (circle choice)				
	<b>BLUE, RED, BLACK, GREEN, TUXEDO</b>				
	* IF YOU REQUIRE ADDITIONAL EQUIPMENT OR SERVICES NOT LISTED IN THIS PACKET, PLEASE CONTACT OUR CUSTOMER SERVICE DEPARTMENT FOR ASSISTANCE. (360) 624.4498			<b>Payment Information</b> CHECK: TRADE SHOW SUPPLY HOUSE, INC CASH OR VISA MASTERCARD AMEX	
				*Please refer to Credit Charge Authorization form included in this packet when paying by Visa, MasterCard or AMEX.	

### EXHIBITOR INFORMATION

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

PHONE: \_\_\_\_\_

# Trade Show Supply House, Inc.

P.O. Box 1536 Brush Prairie, WA 98606

PHONE (360) 624-4498

Email: [bryan@thedecorator.net](mailto:bryan@thedecorator.net)

## FREIGHT / MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR: PORTLAND HOLIDAY MARKET NOVEMBER 16-19, 2023

### MATERIAL HANDLING TERMS:

\*\*We will accept your shipment, deliver it to your booth space on the day set-up begins.

\*\*After the show is completed we will remove re-crated freight from your booth and place it with a common carrier for outbound shipping.

\*\*All freight handled by Trade Show Supply House representatives is subject to material handling service charge.

\*\*All freight and shipping charges incurred are the sole responsibility of the exhibitor  
and are not included in the Material Handling Service Charge.

\*\*All Material Handling Service Charges must be received prior to Acceptance of any shipments by Trade Show Supply House, Inc.

### All Advanced Shipments

TO TRADE SHOW SUPPLY HOUSE WAREHOUSE

Are Billed at \$40.00 per cwt of 100 pounds  
\$0.40 per pound with a 200 pound minimum.

Advanced Freight should be sent to Trade Show  
Supply House warehouse and must arrive by:  
5:00 pm on Friday November 10<sup>th</sup>

Address Advanced Shipments to:

**YOUR CO. NAME AND BOOTH #**

**Portland Holiday Market**

c/o Trade Show Supply House, Inc.

17402 NE Delfel Road

Ridgefield, WA 98642

### All Direct Shipments

TO EXHIBIT SHOW SITE

Are Billed at \$32.00 per cwt of 100 pounds  
\$0.32 per pound with a 200 pound minimum.

Freight shipped directly to the show should arrive:  
Monday, November 13<sup>th</sup> – Thursday, Nov. 16<sup>th</sup>

Address Direct Shipments to:

**YOUR CO. NAME AND BOOTH #**

**Portland Holiday Market**

c/o Trade Show Supply House, Inc.

2060 N Marine Drive

Portland, OR 97217

**\*Please note: Pre-Order Discount does not apply to Material Handling Charges**

### PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

NUMBER OF BOXES SHIPPED	TOTAL WEIGHT	CARRIER'S NAME	PO#/TRACKING#
-------------------------	--------------	----------------	---------------

SHIPPED FROM:

RETURN SHIPMENT TO: (IF SAME, INDICATE SAME)

**NOTE:** OUR COMPANY DOES NOT RETURN SHIPMENTS VIA UPS, ONLY COMMON CARRIERS. IF YOU WOULD LIKE TO USE UPS TO RETURN YOUR SHIPMENT IT WILL BE YOUR RESPONSIBILITY TO CALL YOUR UPS REPRESENTATIVE TO MAKE ARRANGEMENTS. THANK YOU.

COMPANY: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

TOTAL WEIGHT	X	\$0.40 PER POUND	=	TOTAL Page 3:	\$
TOTAL WEIGHT	X	\$0.32 PER POUND	=	TOTAL Page 3:	\$

# Trade Show Supply House, Inc.

P.O. Box 1536 Brush Prairie, WA 98606

PHONE (360) 624-4498

Email: [bryan@thedecorator.net](mailto:bryan@thedecorator.net)

**SIGN AND BANNER HANGING ORDER FORM EXCLUSIVELY FOR:  
PORTLAND HOLIDAY MARKET  
NOVEMBER 16-19, 2023**

**SIGN AND BANNER HANGING SERVICES:**

Trade Show Supply House, Inc. must have an authorized signature and the following information completed in order to hang your sign or banner.

Company Name	Booth Number		
Address	City	State	Zip Code
Telephone	Fax		
Authorized Contact Signature	Authorized Contact – Print	Date	

**BANNER HANGING SUPERVISED LABOR:**

RESERVE BANNER HANGING BELOW. STARTING TIME WILL ONLY BE GUARANTEED FOR ADVANCED ORDERS. PLEASE CHECK IN AT OUR SERVICE DESK AT YOUR SCHEDULED TIME TO CONFIRM BANNER HANGING.

Name of Supervisor \_\_\_\_\_

**BANNER HANGING RATE \$300/HR - ONE HOUR MINIMUM (INCLUDES OPERATOR)**

**BANNER REMOVAL RATE \$300/HR – ½ HOUR MINIMUM \$150 (INCLUDES OPERATOR)**

ADDITIONAL CREW LABOR RATES:  
**STANDARD LABOR \$80/HR 8:00AM - 5:00PM M-F (ONE HOUR MINIMUM)**  
**OVERTIME LABOR \$120/HR AFTER 5:00PM M-F AND ALL DAY SAT. & SUN. (ONE HR MIN)**

**HANGING POLES (IF NOT PROVIDED) \$2.00 PER LINEAR FOOT**

Please fill in the start time requested and **estimate** the number of hours needed below.

Hours Needed	Date Needed	Requested Time	Total

\*PLEASE NOTE: PRE-ORDER DISCOUNT DOES NOT APPLY TO ANY LABOR CHARGES

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

**TOTAL Page 4:**      \$ \_\_\_\_\_

**Trade Show  
Supply House, Inc.**

P.O. Box 1536 Brush Prairie, WA 98606

PHONE (360) 624-4498

Email: [bryan@thedecorator.net](mailto:bryan@thedecorator.net)

---

**PAYMENT FORM  
EVENT: 2023 PORTLAND HOLIDAY MARKET**

<u>Company Name</u>	<u>Booth Number</u>
---------------------	---------------------

TOTAL PG 2:                   \$ \_\_\_\_\_  
TOTAL PG 3:                   \$ \_\_\_\_\_  
TOTAL PG 4:                   \$ \_\_\_\_\_

TOTAL AMOUNT DUE \$ \_\_\_\_\_  
(PLEASE TOTAL ALL PAGES THAT HAVE AN ORDER AND INCLUDE THEM WITH THIS PAYMENT FORM.)

**METHOD OF PAYMENT – Please Indicate method of payment**

( ) \*Check      ( ) Visa      ( ) Mastercard   ( ) American Express  
*\*When paying by check, Credit Card information is not required.*

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security code (last 3 digits on back of card): \_\_\_\_\_

---

**Cardholder's Signature**

I authorize Trade Show Supply House, Inc. to debit my credit card for the charges listed above and for any additional charges incurred.

---

**Cardholder's Name – *Please Print***

---

<b>Cardholder's Billing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
-------------------------------------	-------------	--------------	------------

---

**Cardholder's Telephone Number**

In order to serve you more efficiently, please complete all required information above legibly and double check for accuracy. Please also include ALL PAGES THAT HAVE AN ORDER ON THEM along with this PAYMENT form to insure proper billing. TOTAL OF ALL PAGES MUST BE INCLUDED IF CHARGING TO YOUR CREDIT CARD OR IF PAYING BY CHECK.