

Dear Exhibitor,

Thanks for participating in the INLA show on Jan 15<sup>th</sup> – Jan 17<sup>th</sup>, 2020. Idaho Tents and Events are honored to be the exclusive rental company for this event.

Enclosed you will find the necessary order forms for the different equipment and services we provide. By completing and submitting these forms in advance, we will be able to provide you with more efficient service and discounted items.

Orders may be e-mailed to Idaho Tents & Events. You can refer to the Payment sheet of this packet for payment information. Idaho Tents & Events requires a credit card to be on file for each exhibitor. Please complete and email all forms by January 6<sup>th</sup>, 2019 to [sales@idahotents.com](mailto:sales@idahotents.com). If you do not get a paid receipt within 24 hours, please call us right away.

**TO RECEIVE DISCOUNT PRICES, ORDERS MUST BE PLACED  
AND FULL PAYMENT RECEIVED BY:**

**January 6<sup>th</sup>, 2020**

If you have any questions, please contact Lindsay McGrath or Esta Bourgoin at (208-336-5486)

All questions regarding policies of the event/convention center, space assignments, and scheduling should be directed to:

Idaho Nursery and Landscape Association  
Ann Bates (208) 681-4769  
[abates@inlagrow.org](mailto:abates@inlagrow.org)  
[www.inlagrow.org](http://www.inlagrow.org)

We look forward to seeing you at the show!

Sincerely,

The Team at Idaho Tents & Events



208.336.5486

3900 W Chinden Blvd. Garden City, ID 83714

[www.IdahoTentsandEvents.com](http://www.IdahoTentsandEvents.com)

Expo Services | Indoor and Outdoor Event Services | Exhibits



3900 W. Chinden Blvd. Garden City, Id 83714  
Ph: (208) 336-5486 Fx: (208) 342-2880

INLA  
BOISE CENTRE  
JANUARY 16<sup>th</sup> & 17<sup>th</sup> 2020  
DISCOUNT DEADLINE: JANUARY 6<sup>th</sup> 2020

## CHAIRS

1. Please do not remove any furnishings from booth spaces.
2. For the safety of the exhibitor, standing on chairs or stools provided by Idaho Tents & Events is strictly prohibited.

## TABLES

1. Please do not remove tables from any booth spaces without filling out a permission form provided by Idaho Tents & Events.
2. For the safety of the exhibitor, standing or sitting on any table provided by Idaho Tents & Events is strictly prohibited.

## DRAPE

1. Please do **not** puncture pin, staple, tape or alter in any way, drape that has been furnished by Idaho Tents & Events. You will be charged for replacement of each drape punctured.
2. Do not move or remove any drape furnished by Idaho Tents & Events without first receiving permission and assistance from Idaho Tents & Events.
3. Do not use drape for any other purpose than that designated by Idaho Tents & Events. If drape is to be used for any other purpose, exhibitor must first inform Idaho Tents & Events and get permission to do so.

## CARPET

1. Do not cut, puncture, pin, staple or tape any carpet provided by Idaho Tents & Events without first getting permission to do so. If a cut is necessary, for electrical cords or other needs, assistance from Idaho Tents & Events will be required.

**IF ANY OF THE ABOVE RULES ARE VIOLATED, EXHIBITOR WILL BE CHARGED FOR THE REPLACEMENT OF THE ITEM IN QUESTION. IDAHO TENTS & EVENTS RESERVES THE RIGHT TO HAVE FULL DISGRESSION OVER THE DAMAGE OF ANY RENTAL ITEMS.**

**SHOW GENERAL INFORMATION**



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**JANUARY 16<sup>th</sup> & 17<sup>th</sup> 2020**  
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COMPANY NAME I	DATE	BOOTH #
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**SHOW INFORMATION**

FACILITY LOCATION: BOISE CENTRE
EXHIBITOR MOVE-IN: WEDNESDAY JAN. 15 <sup>th</sup> 8 AM TO 6 PM
SHOW SCHEDULE: THURSDAY JAN 16 <sup>th</sup> 1 PM TO 5 PM AND FRIDAY JAN 17 <sup>th</sup> 11 AM TO 2 PM
EXHIBITOR MOVE-OUT: FRIDAY JAN 17 <sup>th</sup> 2 PM
ALL EXHIBITOR MATERIAL MUST BE REMOVED FROM FACILITY BY: FRIDAY 17 <sup>th</sup> BY 6 PM

**BOOTH DESCRIPTION**

DEPTH:	10
WIDTH:	10
DRAPE COLOR:	GREEN AND WHITE
AISLE CARPET COLOR:	Multi
ITEMS INCLUDED WITH THIS BOOTH: EACH 10X10 BOOTH COMES WITH A BOOTH NUMBER SIGN	

**BOOTH IDENTIFICATION SIGN**

**(IF) PROVIDED BY SHOW PRODUCER, BOOTH IDENTIFICATION SIGN SHOULD READ:**

										N/A												
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NOTE: Booth signs are printed in capitalized black block letters.  
SIZE 7"X 44"

**IMPORTANT: THIS FORM MUST BE COMPLETED AND SUBMITTED 2 WEEKS PRIOR TO SHOW. IF NOT RETURNED 2 WEEKS PRIOR, BOOTH SIGN WILL BE PRINTED AS IT APPEARS ON THE LIST FURNISHED BY THE ASSOCIATION. WE WILL SEND CONFIRMATION OF YOUR ORDER WITHIN 24 BUSINESS HOURS. IF YOU DO NOT RECEIVE CONFIRMATION, PLEASE CALL 208.336.5486**

**BOOTH FURNISHINGS**



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DISPLAY TABLES ONLY				COCKTAIL TABLES ONLY			
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	QTY	DISCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	4FT X 30" WIDE	25.00	40.00		30" RD X 30" H	20.00	26.00
	6FT X 30" WIDE	25.00	40.00		30" RD X 42" H	20.00	26.00
	8FT X 30" WIDE	25.00	40.00				
DISPLAY TABLES WITH SKIRTING				COCKTAIL TABLES WITH LINEN			
	4FT X 30" WIDE	45.00	60.00		30" RD X 30" H	32.00	42.00
	6FT X 30" WIDE	45.00	60.00		30" RD X 42" H	32.00	42.00
	8FT X 30" WIDE	45.00	60.00				
Linen colors (First orders get first choice) Please circle				PLEASE CIRCLE LINEN COLOR:  BLACK, GREEN, PEWTER, BLUE			
BLACK, GREEN, PEWTER, BLUE							
EXTRAS				PLEASE CIRCLE LINEN COLOR:  BLACK, GREEN, PEWTER, BLUE			
	EASEL	10.00	15.00				
	WASTE BASKET	5.00	8.00				
	FLOOR LENGTH LINEN	20.00	25.00				
CHAIRS				Linen colors (First orders get first choice)			
	FOLDING CHAIR BLACK	2.50	3.50				
	PADDED CHAIR WOOD	4.50	6.50				
	HIGH BACK BAR STOOL	15.00	20.00				

**\*\*PLEASE CALL FOR SPECIAL REQUESTS\*\***

ALL ORDERS MUST BE ACCOMPANIED BY THE PAYMENT CALCULATION FORM AND MUST BE SIGNED BY THE EXHIBITOR, AUTHORIZING IDAHO TENTS & EVENTS TO PLACE ORDERS AND ACCEPT PAYMENT FOR ORDERS

<b>TOTAL: \$ _____</b>
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ELECTRICAL POWER



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**INSTRUCTIONS FOR ORDERING ELECTRICAL POWER**

1. Check UL rating plate on each electrical item to be used in booth.
2. Most equipment will list required watts or amps. If rated in watts, order in watts. If rated in amps, order in amps.
3. Add and total requirements for all electrical items to be used in booth.
4. Order that amount of power or slightly more, i.e., if total requirement is 450 watts, order a 500 watt outlet.
5. Each Idaho Tents & Events outlet has 1/plug in receptacle. A Power Strip or any combination of items may be used. (This does not apply to 220 volt outlets.)
6. Power used CANNOT exceed maximum power ordered.

LIGHTING & UTILITY OUTLETS				
WATTAGE 110 VOLT				
QTY	DESCRIPTION	DISCOUNT PRICE	ON SITE PRICE	TOTAL
	Outlet up to 500 watts	70.00	90.00	
MISCELLANEOUS				

( Electricity must be ordered for extension cord or power strip usage)				
QTY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	TOTAL
	Extension Cord	15.00		
	Power Strip	10.00		

**OUTLETS REQUIRING 24 HOUR SERVICE WILL BE CHARGED AT DOUBLE THE RATE OF THE OUTLET ORDERED.  
 DEDICATED CIRCUITS WILL BE CHARGED AT DOUBLE THE RATE OF THE OUTLET ORDERED.**

**NO CREDITS WILL BE ISSUED FOR OUTLETS INSTALLED AS ORDERED AND NOT USED.**

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**TOTAL: \$ \_\_\_\_\_**

SHIPPING / FREIGHT HANDLING INFORMATION



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FOR SHIPMENT TO IDAHO TENTS AND  
EVENTS PLEASE SEE 2<sup>ND</sup> FREIGHT PAGE

DIRECT SHOW SHIPPING  
PLEASE CONTACT THE BOISE CENTRE FOR  
DIRECT SHIPPING

Shipments will only be received Monday thru Friday 8:00am to 5:00pm at Idaho Tents warehouse.  
Shipments will be refused if delivery is attempted  
more than 7 business days prior to  
show set up date.  
For all direct shipments sent to show site please contact the site directly.

SHIPMENT INSTRUCTIONS AT CLOSE OF SHOW

Our designated ground and air carrier for this show is  
(Seko Worldwide Boise –John Wilson 208-573-9353)

All exhibitor freight not picked up by their exhibitor carrier will be sent out with Seko Freight.

Seko freight will be your return carrier for all freight. They will hand out bill of ladings  
a couple hours prior to the show closing.  
For ALL outbound shipping all freight must be packed and ready  
with Seko Bill of Lading attached to each piece.

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Use this page to determine your material handling cost. Add the estimated cost to the 'Payment Calculation' page. To assist you with this form, please see 'Shipping and Handling Instructions.'

**MATERIAL HANDLING** – Crated, boxed, or skidded materials will be received at warehouse up to 14 days prior to show. The materials will be delivered to respective booths. Empty containers will be removed and stored until the end of the show. At that time they will be returned to the original booth. When materials are prepared for shipment, they will be taken to the dock and loaded on our designated carrier.

*Description of services and material handling prices are listed below.*

WE WILL SHIP OUR FREIGHT TO & OR FROM IDAHO TENTS & EVENTS WAREHOUSE			
	PER 100 LBS	MIN. CHARGE	EST. TOTAL
<b>CRATED AND/ OR SKIDDED FLOOR LOAD SHIPMENTS -</b> Shipments that can be unloaded at the dock with no additional handling required. Each shipment received is charged separately. Cumulative weights are not allowed on minimums. Prices apply to shipments that meet the deadline only. See 'Delivery Deadline' below.	<b>35.00</b>	<b>35.00</b>	
ALL OUTBOUND FREIGHT WILL BE PICKED UP BY SEKO			
Freight handled <b>only</b> at the close of the show. ALL FREIGHT SHIPPED AT CLOSE OF SHOW WILL BE SENT BY SEKO FREIGHT. PLEASE CONTACT THEM TO MAKE ARRANGEMENTS	<b>NA</b>	<b>NA</b>	

DELIVERY DEADLINE :			
Freight not received at the warehouse seven (7) business days prior to the first day of exhibitor move-in, and any shipments received after the show has opened, will be subject to the following additional charges.	PER PIECE	MIN. CHARGE	EST. TOTAL
	100.00	100.00	

TOTAL: \$ \_\_\_\_\_

**\*\*THESE ARE IDAHO TENTS & EVENTS HANDLING CHARGES ONLY. ALL CHARGES ACCRUED BY INDIVIDUAL FREIGHT CARRIER ARE THE SOLE RESPONSIBILITY OF THE EXHIBITING COMPANY**



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## **PAYMENT POLICY:**

Idaho Tents & Events requires full payment at time of service. Idaho Tents & Events also requires that all exhibitors using our services provide a credit card to be placed on file with their initial order. The credit card on file will be used to cover any unpaid balances at the closing of the show. If not otherwise paid, Idaho Tents & Events will charge the card on file the day of delivery or set-up of the show.

## **METHOD OF PAYMENT:**

Idaho Tents & Events accepts Check, Visa, Master Card, American Express and Discover Card.

## **ADVANCE PAYMENT/ DISCOUNT PRICE:**

When show orders are placed in advance, Idaho Tents & Events can provide you with a faster and more efficient service. Payment must be submitted with the original order if exhibitors wish to receive discounted rates. All orders placed after the discount deadline will be charged at regular price.

## **ADJUSTMENTS AND CANCELLATIONS:**

Some services provided by Idaho Tents & Events incur extra costs if re-stocking must occur. Because of this, some items and services may be subject to a re-stocking fee if cancelled within 2 days of the show set-up date. To avoid these costs, please be sure and finalize any submitted orders prior to the show.

**Items cancelled on-site will be subject to a 50% re-stocking fee.  
Items cancelled after delivery will not be refunded to exhibitor.**

\*A service fee of \$35.00 will be assessed for any returned checks.





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**PAYMENT CALCULATION**

PLEASE PRINT ALL INFORMATION

COMPANY NAME			DATE		BOOTH #	
STREET ADDRESS				CITY		STATE
PHONE		FAX		ORDERED BY		
E-MAIL				SIGNATURE		

**PLEASE INCLUDE THIS PAGE WHEN SUBMITTING YOUR ORDER TO IDAHO TENTS AND EVENTS**

**Credit Card Information**

Please fill out the credit card information below. By filling out this form, and submitting it to Idaho Tents & Events, you are authorizing to have your Credit Card charged for any orders that you have placed. Any additional charges incurred as the result of a show site change, or the addition of services on site will be charged to your authorized Credit Card. **Idaho Tents & Events requires a Credit Card to be on file before the delivery or rendering of any services.**

<input type="checkbox"/> Visa	<input type="checkbox"/> Discover Card
<input type="checkbox"/> Master Card	<input type="checkbox"/> American Express

Account #

CCV #

Cardholder's Name – Please Print	Cardholder's Signature	Expiration Date
<b>Credit Card Billing Address:</b> Address: _____  City/ State/ <b>ZIP CODE NEEDED:</b> _____		

**Calculation of Orders**

Furnishings.....	\$	_____
Electrical (NOT taxable).....	\$	_____
Freight Handling (NOT taxable).....	\$	_____
Miscellaneous Services (Specify).....	\$	_____
 Subtotal.....	 \$	 _____
Idaho Sales Tax (6%).....	\$	_____
Total.....	\$	_____