



Dear Exhibitor,

Enclosed please find an **Exhibitor Order Form** for the upcoming **Western Orthopaedic Conference 2023** to be held **August 2-5, 2023**, at the **Coeur d'Alene Resort in Coeur d'Alene, Idaho**.

The show sponsor has selected **Black and Burgundy** as the show colors, and will provide the following for your **8' x 10'** draped exhibit space:

- (1) 6' Skirted Table**
- (2) Padded Side Chairs**
- (1) Booth ID Sign**

If you should need any additional equipment or have freight handling needs, 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 are here to assist with any questions you may have. Please assess your equipment and freight handling needs, then fax (208-664-3921) or e-mail ([MaryR@designevents.com](mailto:MaryR@designevents.com)) your *order form details* back to us no later than **Wednesday July 12, 2023**. Please see page one of the order form for additional information.

Sincerely,

***Mary Ransdell***

Mary Ransdell  
DE Expo and Event Services  
Design Events, Inc.  
208-765-2595 ext. 202  
[MaryR@designevents.com](mailto:MaryR@designevents.com)

Please visit our Web Site at: [www.de-expoandevent.com](http://www.de-expoandevent.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 N. Duncan Drive  
 Coeur d'Alene, ID 83815

(See pg. 3 for shipping instructions)

# EXHIBITOR ORDER FORM

Please read all Terms and Conditions on Page 5

<b>Event Dates:</b>	<b>August 2-5, 2023</b>	<b>Show Name:</b>	<b>Western Orthopaedic 2023</b>	<b>Booth #:</b>	
<b>Your info</b>	Company Name:		Phone:		
	Address:		Fax:		
	City, St, Zip:		Email Address:		
	Ordered by:				

(printed)

(signed)

## SHOW FACTS

### EQUIPMENT & FACILITY INFORMATION

<b>Your Show Sponsor Provides:</b>	(1) 8'x 10' draped exhibit space	<b>Show Facility:</b>	<b>Coeur d'Alene Resort</b>
	(1) 6' Skirted Table		<b>Bays 2-4</b>
	(2) Padded Chairs	<b>Carpet Situation:</b>	<b>Facility IS Carpeted</b>
	(1) Booth ID Sign		
	<b>Show colors: Black and Burgundy</b>		

## SHOW SCHEDULE

**Show Hours:** **Thursday: 8-3-23 6am through Saturday 8-5-23 2pm**  
**Exhibitor Move-In:** Wednesday 8-2-23 Noon - 5pm      **Move-out:** Saturday 8-5-23 2pm  
**Design Events Hours for Customer Service:** Wednesday 8-2-23 1pm - 3pm  
 (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 Submitted By:** **Wednesday: July 19, 2023**  
**All Freight Must Be Received at Shipping Address By:** **Monday: July 24, 2023**

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 3).

## PAYMENT INFORMATION

(Payment MUST accompany order)

### PAYMENT TOTALS

From pg.	Type	Page Total
2	Furniture & Equip	
3,4	Freight	
	Subtotal	
	Tax (6%)	
	Grand Total	

### PAYMENT METHOD

<input type="checkbox"/> VISA	<b>Expiration Date</b> _____
<input type="checkbox"/> MC	<b>ZIP Code</b> _____
<input type="checkbox"/> AMEX	<b>CVC:</b> _____
<input type="checkbox"/> DISCOVER	
<b>Credit Card #</b> _____	
<b>Cardholder</b> _____	
<b>Signature</b> _____	

(Please return this page with ALL orders)



## FURNITURE, CARPET, ELECTRICAL, 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	_____	_____	All tables are 24" wide x 30" high <b>(1) Provided with Booth Space</b>
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	\$60.00	\$80.00	_____	_____	All counters are 24" wide x 42" high
6' Skirted Counter	\$55.00	\$70.00	_____	_____	
4' Skirted Counter	\$50.00	\$65.00	_____	_____	
4th Side Table Skirt	\$14.00	\$19.00	_____	_____	
4th Side Counter Skirt	\$16.00	\$22.00	_____	_____	
30" Round Table - 30" high	\$37.00	\$50.00	_____	_____	Limited quantities. Supplied with black fabric tablecloth 70"
30" Round Table - 42" high	\$37.00	\$50.00	_____	_____	Limited quantities. Supplied with black fabric tablecloth 70"
Spandex Scrim Cover	\$20.00	\$30.00	_____	_____	Please choose: Black, Grey, White
Padded Side Chair	\$11.00	\$14.00	_____	_____	<b>(2) Provided with Booth Space</b>
Padded Bar Stool - no back	\$24.00	\$31.00	_____	_____	
Padded Bar Stool with back	\$36.00	\$42.00	_____	_____	
Wastebasket	\$6.00	\$8.00	_____	_____	Rental only. For cleaning service, please see Labor Order Sheet
Easel	\$12.00	\$15.00	_____	_____	
Coat Tree	\$17.00	\$22.00	_____	_____	
10' x 10' Booth Carpet	\$75.00	\$105.00	_____	_____	<b>Facility is Carpeted</b>
10' x 20' Booth Carpet	\$145.00	\$190.00	_____	_____	
10' x 30' Booth Carpet	\$215.00	\$270.00	_____	_____	
10' x 10' Carpet Padding	\$55.00	\$85.00	_____	_____	
10' x 20' Carpet Padding	\$110.00	\$150.00	_____	_____	
10' x 30' Carpet Padding	\$165.00	\$200.00	_____	_____	
500 Watt / 5 Amp	\$45.00	\$60.00	_____	_____	Electrical Service - 110V
1000 Watt / 10 Amp	\$65.00	\$80.00	_____	_____	
1500 Watt / 15 Amp	\$85.00	\$100.00	_____	_____	
55" HDTV Video Display/Monitor	\$175.00	\$220.00	_____	_____	
43" HDTV Video Display/Monitor	\$150.00	\$175.00	_____	_____	
19" HDTV Video Display/Monitor	\$75.00	\$95.00	_____	_____	
Rolling Type TV Stand	\$105.00	\$145.00	_____	_____	
Counter Type TV Stand	\$95.00	\$125.00	_____	_____	
25' Extension Cord	\$15.00	\$20.00	_____	_____	
50' Extension Cord	\$25.00	\$35.00	_____	_____	
Multi-Outlet Power Strip	\$15.00	\$20.00	_____	_____	
Clip-on Booth Floodlight	\$25.00	\$35.00	_____	_____	
Pin Spots (2) on Pole	\$80.00	\$95.00	_____	_____	
Booth ID Sign	\$15.00	\$25.00	_____	_____	
<b>NOTE: DESIGN EVENTS DOES NOT PROVIDE PHONE LINES OR INTERNET SERVICE. PLEASE CONTACT FACILITY OR YOUR SHOW SPONSOR FOR PHONE LINES AND INTERNET SERVICE.</b>					

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

Company: Name:	Booth #:
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**Mailing Address:**  
 5039 Duncan Drive  
 Coeur d'Alene ID 83815  
 Phone: (208) 765-2595  
 Fax: (208) 664-3921



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

**FREIGHT HANDLING SERVICES**

See instructions, information & liability disclaimers under Terms and Conditions, page 5

<b>Event Dates:</b> August 2-5, 2023	<b>Show Name:</b> Western Orthopaedic 2023	<b>Booth:</b>
<b>Your info</b>	Company Name: _____	Phone: _____
	Address: _____	Fax: _____
	City, St, Zip _____	
	Ordered by: _____	
	(printed)	(signed)

Please label EACH piece of Freight in this manner :

**Western Orthopaedic 2023**  
**Booth #, booth name, Box X of X**  
**c/o Design Events, Inc**  
**5039 N. 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 \_\_\_\_\_ Expected Arrival Date \_\_\_\_\_ Total lbs. \_\_\_\_\_

Total # of pieces \_\_\_\_\_ Total # of Pallets \_\_\_\_\_ Total # of Crates \_\_\_\_\_

Carrier \_\_\_\_\_ Tracking #(s) \_\_\_\_\_

INSURED? YES \_\_\_ NO \_\_\_ INSURED AMOUNT: \$ \_\_\_\_\_

Shipper Name \_\_\_\_\_ From City/State \_\_\_\_\_

Shipping Date \_\_\_\_\_ Expected Arrival Date \_\_\_\_\_ Total lbs. \_\_\_\_\_

Total # of pieces \_\_\_\_\_ Total # of Pallets \_\_\_\_\_ Total # of Crates \_\_\_\_\_

Carrier \_\_\_\_\_ Tracking #(s) \_\_\_\_\_

INSURED? YES \_\_\_ NO \_\_\_ INSURED AMOUNT: \$ \_\_\_\_\_

DESCRIPTION	TOTAL # OF POUNDS	RATE PER LB	TOTAL COST	COMMENTS
Advanced Handling Rate - for advanced orders under 1000 lbs	_____	\$0.45	_____	Minimum Order of 150#
Advanced Handling Rate - for advanced orders over 1000 lbs	_____	\$0.50	_____	Minimum Order of 1000#
Late Ordered/Received Rate - for freight ordered or rec'd after deadline dates	_____	\$0.60	_____	Minimum Order of 150#

**Total from Pg 3:** \$   
 (carry amount forward to pg 1)

**PLEASE NOTE:** These freight handling 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 (minimum 1000 lbs drayage fee for order over 1000 lbs) for any orders handled.

**See page 3 for RETURN SHIPPING INSTRUCTIONS**



**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.

Your outbound shipment cannot be shipped out without a completed freight label or Bill of Lading. If you fail to send one to us prior to the show, we will have them available for you to fill out at the show within a freight packet that will be delivered to your booth at the beginning of the show. Design Event will not be responsible to fill out shipping labels.

<b>Event Dates:</b> <b>August 2-5, 2023</b>	<b>Show Name:</b> <b>Western Orthopaedic 2023</b>	<b>Booth:</b>
<b>Your info</b>	Company Name: _____ Phone: _____	
	Address: _____ Fax: _____	
	City, St, Zip _____	
	Ordered by: _____	_____
	<small>(printed)</small>	<small>(signed)</small>

**OUTBOUND FREIGHT SHIP TO INFORMATION:**

Company/Contact \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

Preferred Carrier Name: \_\_\_\_\_ Preferred Carrier Account # \_\_\_\_\_  
 Note: If you do not have a preferred carrier, we recommend Fed Ex/UPS Pre-Printed Outbound Labels? Yes \_\_\_\_\_  
 \_\_\_\_\_ Overnight/Priority \_\_\_\_\_ 2nd Day Air \_\_\_\_\_ Ground Service (if applicable)  
 Tracking #(s) \_\_\_\_\_  
 Declared Value: \$ \_\_\_\_\_  
 Total # of pieces: \_\_\_\_\_ Total # of Pallets \_\_\_\_\_ Total # of Crates \_\_\_\_\_  
 Have you pre-arranged a pickup time with the freight carrier from Design Events Warehouse? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please give date and time: \_\_\_\_\_

Preferred Carrier Name: \_\_\_\_\_ Preferred Carrier Account # \_\_\_\_\_  
 Note: If you do not have a preferred carrier, we recommend Fed Ex/ UPS Pre-Printed Outbound Labels? Yes \_\_\_\_\_  
 \_\_\_\_\_ Overnight/Priority \_\_\_\_\_ 2nd Day Air \_\_\_\_\_ Ground Service (if applicable)  
 Tracking #(s) \_\_\_\_\_  
 Declared Value: \$ \_\_\_\_\_  
 Total # of pieces: \_\_\_\_\_ Total # of Pallets \_\_\_\_\_ Total # of Crates \_\_\_\_\_  
 Have you pre-arranged a pickup time with the freight carrier from Design Events Warehouse? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please give date and time: \_\_\_\_\_

DESCRIPTION	TOTAL # OF PIECES	RATE PER PIECE	TOTAL COST	COMMENTS
Freight Handling Service	_____	\$10.00	_____	

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

**IMPORTANT:** If you make arrangements for your shipment to be picked up by your carrier and you have not notified Design Events with the information noted above, your shipment may not be ready for pickup which can result in additional charges to you by your carrier resulting in failure of notification. Design Events does not accept responsibility of additional charges you may incur as a result of this.



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