



## FREIGHT SHIPPING INSTRUCTIONS

DE Expo & Event Services (DE) is the contracted decorator for Northwest GCSA Turfgrass Expo. The Coeur d'Alene Resort does not receive exhibitor freight. All boxes, crates, pallets, or any other item related to your booth display, must be shipped directly to DE.

### **Northwest GCSA Turfgrass Expo Show Information:**

Location and Show Date(s): Coeur d' Alene Resort / October 13, 2025

**Shipment Receive Dates: (M-F)** September 22, 2025 through October 6, 2025

**Shipment Pick-Up Date:** October 15, 2025

If you are unable to meet these deadlines, please contact your DE representative.

### **Freight must be addressed:**

DE Expo & Event Services

Show Name / Your Company Name / Booth Number

5039 N. Duncan Drive

Coeur d'Alene, ID 83815

Please note that any freight shipped to DE without prior arrangements will not be accepted.

- Shipments should not arrive earlier than September 22, 2025, or (3) weeks before the event.
- Exhibitors will need to provide information on their shipment and date of arrival prior to delivery.
- It is the responsibility of the carrier to unload all materials from the delivery vehicle.
- A BOL is required for all drivers to have in their possession, at delivery, and must match the BOL we have on file.
- Please use the side load-in area off Building Center Drive (large roll up door).
- From September to May, we have heavy parking and traffic from 1pm – 3pm (school traffic). WE ADVISE DELIVERY BEFORE 1PM.
- DE Warehouse hours are Monday to Friday from 9am to 3pm.
- All delivery trucks are required to have a lift gate.
- Special and prior arrangements need to be made for any crates that exceed 6' x 6' dimensions or any item with a weight requiring a forklift.

### **DE Expo & Event Services Contact Information:**

Office: (208) 765-2595

Email: [salesupport1@designevents.com](mailto:salesupport1@designevents.com)

Please visit our website at [www.de-expoandevent.com](http://www.de-expoandevent.com)

5039 N. Duncan Dr. Coeur d'Alene, ID 83815  
Office: (208) 765-2595 • Fax: (208) 664-3921 • Toll Free: (800) 840-2280



Dear Exhibitor,

Enclosed you'll find an Exhibitor Order Form for the upcoming **Northwest GCSA Turfgrass Expo** to be held **October 13, 2025**, at the **Coeur d' Alene Resort**.

The Show Sponsor has selected **Royal Blue and Black Drape** as the show color(s), and will provide the following for your exhibit space:

- (1) 8'x8' Draped Booth Space**
- (1) 6' Skirted Table**
- (2) Padded Side Chair**
- (1) Booth ID Sign**

If you require any additional equipment, complete Page 2 and any subsequent pages for your needs on 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 email ([salesupport1@designevents.com](mailto:salesupport1@designevents.com)) or fax (208-664-3921) your Order Form back to us no later than **September 29, 2025**.

Sincerely,

**DE Expo and Event Services**  
(208) 765-2595  
[salesupport1@designevents.com](mailto:salesupport1@designevents.com)

Please visit our website at [www.de-expoandevent.com](http://www.de-expoandevent.com)

5039 N. Duncan Dr. Coeur d'Alene, ID 83815  
Office: (208) 765-2595 • Fax: (208) 664-3921 • Toll Free: (800) 840-2280

**Mailing Address:**  
 5039 N. 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 Page 5 for Freight Details

# EXHIBITOR ORDER FORM

Please read and sign Terms & Conditions, Page 7.

<b>Event Name:</b> Northwest GCSA Turfgrass Expo		<b>Event Date(s):</b> October 13, 2025		<b>Booth #:</b>
Your Info	<b>Company Name:</b>		<b>Phone:</b>	
	<b>Address:</b>		<b>Fax:</b>	
	<b>City, St, Zip:</b>		<b>Ordered By:</b>	
	<b>Email:</b>			

## EVENT INFORMATION

### Equipment and Facility Information

Your Show Sponsor Will Provide:	(1) 8'x8' Draped Booth Space	Event Facility:	Coeur d' Alene Resort - Bays 3-6
	(1) 6' Skirted Table		
	(2) Padded Side Chairs	Carpet Situation:	Facility is Carpeted
	(1) Booth ID Sign		

### Event Schedule

Exhibitor Move In: Mon. 10-13-25 9:30am (Equipment) / 10:30am - 2:30pm  
 DE Hours for Customer Service: NA  
 Event Hours: Mon. 10-13-25 3pm - 6:30pm  
 Move Out: Tues. 10-14-25 7am - 9am

## YOUR ORDER DEADLINES

All Exhibitor Order Forms must be received by: **Monday, September 29, 2025**  
 All freight must be received to our warehouse by: **Monday, October 6, 2025**

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 (%)	
	<b>Total</b>	

### PAYMENT METHOD

Visa      Expiration Date: \_\_\_\_\_  
 Mastercard      ZIP Code: \_\_\_\_\_  
 Amex      CW: \_\_\_\_\_  
 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
<b>Tables &amp; Counters</b>					All tables 24" wide x 30" tall
8' Skirted Table	\$48.00	\$65.00	_____	_____	
8' Unskirted Table	\$24.00	\$30.00	_____	_____	
6' Skirted Table	\$44.00	\$59.00	_____	_____	(1) Provided with your Booth
6' Unskirted Table	\$22.00	\$28.00	_____	_____	
8' Skirted Counter	\$58.00	\$74.00	_____	_____	
6' Skirted Counter	\$54.00	\$68.00	_____	_____	
30" Round Table - 30" Tall	\$37.00	\$42.00	_____	_____	
30" Scrim Cover - 30" Tall	\$25.00	\$35.00	_____	_____	White Scrim
30" Round Table - 42" Tall	\$40.00	\$45.00	_____	_____	
30" Scrim Cover - 42" Tall	\$35.00	\$45.00	_____	_____	Black or White Scrim
<b>TV Screens and Stands</b>					
55" HDTV Screen	\$200.00	\$250.00	_____	_____	
43" HDTV Screen	\$150.00	\$200.00	_____	_____	
Rolling Type TV Stand	\$100.00	NA	_____	_____	
Non Rolling Stand / Counter	\$60.00	NA	_____	_____	
<b>Chairs &amp; Misc.</b>					
Padded Side Chair	\$11.00	\$14.00	_____	_____	(2) Provided with your Booth
Padded Bar Stool - No Back	\$24.00	\$31.00	_____	_____	
Padded Bar Stool - With Back	\$36.00	\$42.00	_____	_____	
Couches, Coffee Tables, Specialty Chairs, etc.	Call	NA	_____	_____	Please call for info
Wastebasket	\$6.00	\$8.00	_____	_____	
Easel	\$12.00	\$15.00	_____	_____	
Fire Extinguisher - ABC	\$50.00	NA	_____	_____	
Fire Extinguisher - Class K	\$75.00	NA	_____	_____	
<b>Carpet</b>					Black Carpet
10' x 10' Carpet Section	\$75.00	NA	_____	_____	Facility is Carpeted
10' x 10' Carpet Padding Section	\$65.00	NA	_____	_____	
<b>Furniture &amp; Equip. Total:</b>					

## 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	\$75.00	_____	_____	1 Hour Minimum
Forklift Labor - Per Hour	\$395.00	_____	_____	2 Hour Minimum
Booth Cleaning - Per Day	\$150.00	_____	_____	Vacuuming & Emptying Wastebaskets
<b>Labor Total:</b>				

All items are subject to availability. DE reserves the right to make reasonable substitutions when necessary.  
Please read Terms & Conditions, Page 7.

Description	Advance Price	Floor Price	Quantity	Total Price	Notes
<b>Extension Cords</b>					
25' Extension Cord	\$15.00	\$20.00	_____	_____	
50' Extension Cord	\$25.00	\$30.00	_____	_____	
Multi-Outlet Power Strip	\$20.00	\$25.00	_____	_____	
<b>110V</b>					
500 Watt / 5 Amp	\$55.00	\$75.00	_____	_____	
1000 Watt / 10 Amp	\$85.00	\$105.00	_____	_____	
1500 Watt / 15 Amp	\$150.00	\$170.00	_____	_____	
2000 Watt / 20 Amp	\$220.00	\$240.00	_____	_____	
20 Amp Single Phase 208V	\$250.00	\$300.00	_____	_____	
30 Amp Single Phase 208V	\$300.00	\$350.00	_____	_____	
40 Amp Single Phase 208V	\$400.00	\$450.00	_____	_____	
50 Amp Single Phase 208V	\$475.00	\$525.00	_____	_____	
<b>220V*</b> <span style="float: right;">Write in applicable NEMA # below</span>					
20 Amp Three Phase	\$350.00	\$400.00	_____	_____	
30 Amp Three Phase	\$375.00	\$525.00	_____	_____	
50 Amp Three Phase	\$450.00	\$500.00	_____	_____	
100 Amp Service	\$650.00	\$750.00	_____	_____	
200 Amp Service	\$1,200.00	\$1,350.00	_____	_____	
Electrician Labor - Per Hour	\$165.00	NA	_____	_____	
<b>Electrical Total:</b>					
<b>*All 220V orders must have the below filled out to process your order:</b>					
Draw in the 220V receptacle(s) configuration required for your hook up below as well as the receptacle type and amps:					
<b>NEMA #:</b>	<b>Amps:</b>	<input type="checkbox"/> Single Phase	<input type="checkbox"/> Three Phase		

## FIGURING OUT POWER NEEDS

The loads listed below are provided as guidelines only. Each vendor is responsible for listing the actual electrical requirements for any and all equipment or devices drawing power in their booth.

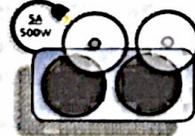
On the back of your appliance, you'll find your equipment's amperage/wattage.



Cellphone - 2 Amp



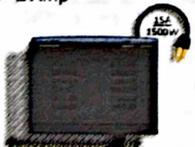
Laptop - 2 Amp



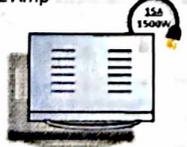
Crock-Pot - 5 Amp



Heat Lamp - 15 Amp



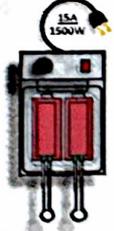
Microwave - 15 Amp



Oven - 15 Amp



Griddle - 15 Amp



Fryer - 15 Amp



# INBOUND FREIGHT HANDLING

See instructions, information, and liability disclaimers in Terms & Conditions, Page 7.

Your Event Information:
Event Name: Northwest GCSA Turfgrass Expo
Event Date(s): October 13, 2025
Recommended Delivery Dates: 9-22-25 through 10-6-25
Recommended Delivery Time: 9am - 4pm
Deadline to Receive Freight: October 6, 2025

Please Label Each Piece of Freight 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 <input type="checkbox"/>	No <input type="checkbox"/>
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	_____	\$0.45	_____	Minimum Order of 150lbs
Advanced Handling - Over 1000lbs	_____	\$0.50	_____	Minimum Order of 1000lbs
Late Ordered/Received Rate -	_____			
Freight ordered/received after deadline	_____	\$0.60	_____	Minimum Order of 150lbs
Forklift Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$200.00	_____	
<b>Inbound Freight Total:</b>				

## STEP 3

Additional Inbound Freight Shipping Information

All Shipments
<ul style="list-style-type: none"> <li>a. DE Expo and Event Services is contracted to handle freight only. We do not process shipping labels for outbound freight.</li> <li>b. Any freight shipped to DE Expo and Event Services without a filled in Exhibitor Order Form will not be accepted.</li> <li>c. If you are unable to meet any deadlines, please contact your show representative at (208) 765-2595.</li> <li>d. It is the responsibility of the freight carrier to unload all materials from the delivery vehicle, including pallets/crates.</li> </ul>
Pallets and Crates
<ul style="list-style-type: none"> <li>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.</li> <li>b. From September to May, we have heavy traffic on the streets in front of our warehouse. We advise delivery before 1pm.</li> <li>c. All delivery trucks must have a lift gate for pallets/crates.</li> <li>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.</li> </ul>



# OUTBOUND FREIGHT HANDLING

See instructions, information, and liability disclaimers in Terms & Conditions, Page 7.

**Your Return Shipping Information:**

Event Name: Northwest GCSA Turfgrass Expo  
 Event Date(s): October 13, 2025  
 Recommended Pickup Date: October 15, 2025  
 Recommended Pickup Time: 9am - 4pm  
 Deadline to Pickup Freight: October 22, 2025

**Outbound Freight Ship to Information:**

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

**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 prepaid labels 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: \_\_\_\_\_ Total # of Pieces: \_\_\_\_\_ Overnight Priority   
 Pickup Date: \_\_\_\_\_ Total # of Pallets: \_\_\_\_\_ 2nd Day Air   
 Pickup Time: \_\_\_\_\_ Total # of Crates: \_\_\_\_\_ Ground Service   
 Declared Value: \_\_\_\_\_  
 Tracking Numbers: \_\_\_\_\_

## 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	_____	\$10.00	_____	
<b>Outbound Freight Total:</b>				

**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)



# FREIGHT TERMS & CONDITIONS

Drayage is the term for handling freight. If you are sending freight for the event, it is important to work through DE Expo and Event Services. Do not send your freight directly to the event facility. Area facilities typically do not receive and hold freight. DE's fees for drayage include handling of your freight only. All charges incurred for shipping are separate, and must be arranged through a carrier.

- a. Please fill out the Freight Forms completely, and email/fax them to us so we know how much freight to expect and when to expect it. NO FREIGHT WILL BE ACCEPTED ON A COLLET BASIS and payment for freight services must be made before your freight arrives at our warehouse.
- b. Exhibitors are responsible for adequately packaging goods and properly filling out paperwork.
- c. 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.
- d. Exhibitors will be responsible for all shipping charges. Storage fees will apply if containers are received at our warehouse prior to (3) weeks before the event (\$0.01/lb. per day). If freight arrives at our warehouse during or after the set-up of the show, an additional charge of up to \$150 may apply if a special trip to the warehouse is necessary.
- e. Design Events, Inc. (DE) will not be liable for any damage to uncrated or improperly packaged materials or concealed damage.
- f. DE must be notified if the number/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. 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.
- h. DE may, at our option, open and inspect your packages before or after you give them to us to handle for shipment.
- i. 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.
- j. 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.
- k. DE will not issue refunds for exhibitors who send freight or equipment orders, but subsequently fail to attend the show.
- l. DE will issue a 10% billing fee if your charges are not paid by the end of the show.
- m. International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
- n. Exhibits and materials for which arrangements have not been made with DE, will not be transported to our warehouse for return shipping.
- o. DE reserves the right to route exhibit materials via an alternate carrier in the event of a failed pickup.

# ELECTRICAL TERMS & CONDITIONS

- a. Equipment furnished pursuant to this service shall be and will remain the property of Design Events, Inc. (DE), and shall be installed and removed ONLY by DE personnel or designates.
- b. Exhibitors are not allowed to share power. Exhibitors shall not be permitted to add wattage except upon ordering the same from DE.
- c. All electrical outlets will be installed at the center rear of the booth, unless otherwise designated.
- d. All wiring, motors, electrical installation, multiple outlet plugs, and connections must be approved by DE prior to use, to prevent the overloading of circuits.
- e. DE is not responsible for voltage fluctuations of power failure because of temporary conditions. DE recommends the use of a surge protector on all sensitive equipment.
- f. Exhibitors agree to pay for any damage to or loss of the DE equipment rented to them under this agreement. Exhibitor also agrees to pay for any DE equipment not available for pickup and return to DE at the conclusion of the event.

**I have read and accept these Terms & Conditions pertaining to my rental order through Design Events, Inc. (d/b/a DE Expo and Event Services):**

<b>Signature</b>	<b>Date</b>