

**PORTLAND ROADSTER SHOW**

**March 14-16, 2025**

**PORTLAND, OR**

Dear Exhibitor,

Trade Show Supply House, Inc. is pleased to have been selected as the official contractor for the 2025 Portland Roadster Show in Portland, Oregon. We are available to assist you with any decorating, freight, labor, porter service, or graphics needs you may have and to help make your participation in this event a success.

The Portland Roadster Show is providing the following for each booth space in the Exhibit Hall:

Booth Size: 10' X 10'  
Package to include: 8' high backwall drape, 3' high siderail drape and one 11"x17" id sign

Backwall colors: Green and White

Siderail color: Green

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.

Receive a 20% "Pre-Order" discount when full payment is received on or before:

**March 6, 2025**

**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 ROADSTER SHOW

March 14-16, 2025

### TERMS:

ALL ORDERS RECEIVED BY: **March 6, 2025** 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 24" WIDE</b>			<b>CHAIRS</b>	
	4' UNSKIRTED TABLE 30" HIGH	\$30.00		PLASTIC SIDE CHAIR	\$10.00
	6' UNSKIRTED TABLE 30" HIGH	\$40.00		FABRIC SIDE CHAIR	\$20.00
	8' UNSKIRTED TABLE 30" HIGH	\$50.00		BARSTOOL	\$50.00
	4' SKIRTED TABLE	\$50.00			
	6' SKIRTED TABLE	\$60.00			
	8' SKIRTED TABLE	\$70.00		<b>ACCESSORIES</b>	
	TABLE SKIRT ONLY 30"H	\$25.00		WASTEBASKET	\$10.00
	<b>DISPLAY COUNTERS – 42" HIGH x 24" WIDE</b>			EASEL	\$20.00
	4' UNSKIRTED COUNTER 42" HIGH	\$40.00		CHROME SIGN HOLDER	\$35.00
	6' UNSKIRTED COUNTER 42" HIGH	\$50.00		STANCHION	\$20.00
	8' UNSKIRTED COUNTER 42" HIGH	\$60.00		6' RED VELOUR ROPE	\$15.00
	4' SKIRTED COUNTER 42"H	\$60.00		COCKTAIL ROUND 30"H x 30"D	\$40.00
	6' SKIRTED COUNTER 42"H	\$70.00		COCKTAIL ROUND 42"H x 30"D	\$60.00
	8' SKIRTED COUNTER 42"H	\$80.00		90" WHITE OR BLACK LINEN	\$25.00
	COUNTER SKIRT ONLY 42"H	\$30.00		<b>CUSTOM DRAPE</b>	
				3' HIGH DRAPE / PER LF	\$ 4.00
	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>				
<b>Qty</b>	<b>Description</b>	<b>Amount</b>			
	10' X 10' BOOTH CARPET	\$100.00		<b>SUBTOTAL</b>	<b>\$</b>
	10' X 20' BOOTH CARPET	\$200.00			
	10' X 30' BOOTH CARPET	\$300.00		<b>-20% Pre-Order (By 3/6)</b>	<b>\$</b>
	10' X 40' BOOTH CARPET	\$400.00			
	FOAM PADDING / SQ. FT	\$ .60		<b>TOTAL PAGE 2</b>	<b>\$</b>
	VISQUEEN / SQ. FT	\$ .25			
	CARPET COLORS AVAILABLE (circle choice)				
	<b>BLACK</b>				
				<b>Payment Information</b>	
				CHECK: TRADE SHOW SUPPLY HOUSE, INC	
				CASH OR VISA MASTERCARD AMEX	
				<b>*Please refer to Credit Charge Authorization form included in this packet when paying by Visa, MasterCard or AMEX.</b>	

### EXHIBITOR INFORMATION

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

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

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

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

**MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:  
PORTLAND ROADSTER SHOW  
March 14-16, 2025**

**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.

**ADVANCE SHIPMENTS**

**Advanced freight should be sent to Trade Show Supply House Inc. warehouse and must arrive by 4:00 pm on March 10th, 2025.**

Advance shipment: **YOUR COMPANY AND BOOTH #**  
**PORTLAND ROADSTER SHOW**  
c/o Trade Show Supply House, Inc.  
17402 NE Delfel Road  
Ridgefield, WA 98642

Material Handling Service Charges For Advanced Shipments

SHIPMENT WEIGHT \_\_\_\_\_ lbs  
x RATE (per 100 lbs.) \_\_\_\_\_ \$50.00  
MINIMUM CHARGE 200 lbs \_\_\_\_\_ \$100.00  
= ESTIMATED CHARGE \_\_\_\_\_

**DIRECT SHIPMENTS**

**Freight sent directly to the show will not be accepted before 8am March 11th.**

Direct shipment to: **YOUR COMPANY AND BOOTH**  
**PORTLAND ROADSTER SHOW**  
c/o Trade Show Supply House, Inc.  
Portland Expo Center  
2060 N Marine Drive  
Portland, OR 97217

Material Handling Service Charges For Direct Shipments

SHIPMENT WEIGHT \_\_\_\_\_ lbs  
x RATE (per 100 lbs.) \_\_\_\_\_ \$35.00  
MINIMUM CHARGE 200 lbs \_\_\_\_\_ \$70.00  
= ESTIMATED CHARGE \_\_\_\_\_

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

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

TOTAL WEIGHT \_\_\_\_\_ X (\$0.50 or \$0.35) = TOTAL PAGE 3 \$ \_\_\_\_\_

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**LABOR AND FORKLIFT ORDER FORM EXCLUSIVELY FOR:  
PORTLAND ROADSTER SHOW  
March 14-16, 2025**

**LABOR AND SET-UP TERMS/PLEASE INDICATE SERVICES DESIRED:**

**TRADE SHOW SUPPLY HOUSE SUPERVISED LABOR: (One hour minimum per worker)**  
Trade Show Supply House, Inc. will supervise labor to unpack and install display before exhibitor arrives. This labor also includes the dismantling, packing and arranging for shipping at the close of the show.

**EXHIBITOR SUPERVISED LABOR: (One hour minimum per worker)**  
Trade Show Supply House, Inc. will not proceed without exhibit/display house supervision. Exhibitor will supervise: (Please check all boxes that apply and fill in appropriate areas)

**Installation**

Exhibitor will need \_\_\_ worker on (date)\_\_\_\_\_ at (time)\_\_\_\_\_AM PM for (hours)\_\_\_\_\_

**Dismantle**

Exhibitor will need \_\_\_ worker on (date)\_\_\_\_\_ at (time)\_\_\_\_\_AM PM for (hours)\_\_\_\_\_

**FORKLIFT EXHIBITOR SUPERVISED: ( Provided at no charge)**  
Due to liability, forklift rental is not available without an authorized Trade Show Supply House operator. **\*5,000 pound maximum capacity.**

**Installation**

Exhibitor will need \_\_\_ forklift on (date)\_\_\_\_\_ at (time)\_\_\_\_\_AM PM for (hours)\_\_\_\_\_

**Dismantle**

Exhibitor will need \_\_\_ forklift on (date)\_\_\_\_\_ at (time)\_\_\_\_\_AM PM for (hours)\_\_\_\_\_

**Describe work to be done:** \_\_\_\_\_

**LABOR**

Labor Straight Time	Between 8:00am to 5:00pm Monday – Friday	\$120.00 per hour
Labor Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$180.00 per hour
Forklift Straight Time	Between 8:00am to 5:00pm Monday – Friday	\$120.00 per hour
Forklift Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$180.00 per hour

Please **estimate** the number of workers and hours per worker needed below.

No. of workers    x    Hours per worker    = Total worker hours    x    Rate    =    Total

Installation					
Dismantle					

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

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

**TOTAL Page 4:**        \$ \_\_\_\_\_

