

**NW HUNT EXPO  
MARCH 5-7, 2026  
WINGSPAN EVENT CENTER HILLSBORO, OR**

Dear Exhibitor,

We are pleased to announce that NW Hunt Expo has selected Trade Show Supply House as the official service contractor for their show scheduled to be held March 5-7, 2026, at the Wingspan Event Center in Hillsboro, OR. 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'x10' and bulk areas
Package to include:	8' high drape and 3' high drape to divide booths as needed, One 17"x11" ID sign, black booth carpet and one 500w (5amps) power outlet at the back of the booth.
Drape Colors:	Black with black siderails

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:

**February 20, 2026**

**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@thede\_decorator.net

RENTAL ORDER FORM EXCLUSIVELY FOR:

## NW HUNT EXPO

March 5-7, 2026

**TERMS:**

ALL ORDERS RECEIVED BY: February 20, 2026 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	\$30.00			
	6' UNSKIRTED TABLE 30" HIGH	\$40.00		PLASTIC SIDE CHAIR	\$10.00
	8' UNSKIRTED TABLE 30" HIGH	\$50.00		FABRIC SIDE CHAIR	\$35.00
	4' SKIRTED TABLE	\$50.00		BARSTOOL	\$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 30" 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	\$50.00
	8' SKIRTED COUNTER 42"H	\$80.00		WHITE OR BLACK LINEN 90" ROUND	\$25.00
	COUNTER SKIRT ONLY 42"H	\$30.00		<b>CUSTOM DRAPE</b>	
				3' HIGH DRAPE / PER LF	\$ 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>		<b>SUBTOTAL</b>	<b>\$</b>
	10' X 10' BOOTH CARPET				
	10' X 20' BOOTH CARPET				
	10' X 30' BOOTH CARPET			<b>-20% Pre-Order (By 2/20)</b>	<b>\$</b>
	10' X 40' BOOTH CARPET				
	FOAM PADDING / SQ. FT	\$ .60		BOOTH VACUUM \$15 DAY PER 100 SQ/FT	\$
	VISQUEEN / SQ. FT	\$ .25			
	CARPET COLORS AVAILABLE (circle choice)			<b>TOTAL Page 2:</b>	<b>\$</b>
	<b>BLACK</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	
				*Please refer to Credit Charge Authorization form included in this packet when paying by Visa or MasterCard.	

**EXHIBITOR INFORMATION**

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

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

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

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

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**FREIGHT / MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:  
NW HUNT EXPO  
March 5-7, 2026**

**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 \$50.00 per cwt of 100 pounds  
\$0.50 per pound with a 200 pound minimum.

Advanced Freight should be sent to Trade Show Supply House warehouse and must arrive by:  
4:00 pm on Friday February 27th.

Address Advanced Shipments to:  
**YOUR CO. NAME AND BOOTH #**  
**NW Hunt Expo**  
c/o Trade Show Supply House, Inc.  
17402 NE Delfel Road  
Ridgefield, WA 98642

**All Direct Shipments**

TO EXHIBIT SHOW SITE  
Are Billed at \$30.00 per cwt of 100 pounds  
\$0.30 per pound with a 200 pound minimum.

Freight shipped directly to the show should arrive:  
Monday March 2nd –Wednesday March 4th.

Address Direct Shipments to:  
**YOUR CO. NAME AND BOOTH #**  
**NW Hunt Expo**  
Wingspan Event Center  
c/o Trade Show Supply House, Inc.  
801 NE 34th Ave  
Hillsboro, OR 97214

**\*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 #:** \_\_\_\_\_

<b>TOTAL WEIGHT</b>	<b>X</b>	<b>\$0.50 PER POUND</b>	<b>=</b>	<b>TOTAL Page 3:</b>	<b>\$</b>
<b>TOTAL WEIGHT</b>	<b>X</b>	<b>\$0.30 PER POUND</b>	<b>=</b>	<b>TOTAL Page 3:</b>	<b>\$</b>

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## LABOR AND FORKLIFT ORDER FORM EXCLUSIVELY FOR:

NW HUNT EXPO

March 5-7, 2026

### 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.

**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) \_\_\_\_\_

**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) \_\_\_\_\_

### LABOR RATES

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	\$200.00 per hour
Forklift Labor Overtime	Before 8:00am and after 5:00pm and all day Saturday, Sunday and Holidays	\$300.00 per hour

	<b>Forklift Labor is calculated at 1/2 hour minimum \$100.00 minimum charge</b>	
Pallet Jack Rental	<b>Pallet Jack rental is calculated at 1/2 hour minimum \$30.00 minimum charge</b>	\$60.00 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: \$ \_\_\_\_\_

