

Exhibitor Badge Order Form: Order Deadline is October 9

Boise Fall Home Show

(208) 939-6426 • www.spectraproductions.com



Company Name: _____ Booth Number: _____

Exhibitor Badge

Please remember that all persons working your booth will need their own Exhibitor Badge to gain entry each day of the show without having to pay. Four badges are included in your booth fee for a single booth, and two badges are included for each additional booth. For example: If you have contracted for three booths you would receive 8 badges; four for the first booth and two additional for each of the next two booths. So, three booths = 4+2+2=8. If you have pass requirements beyond what is included please indicate the number of extra badges you will need below. Names are no longer required for exhibitor badges.

Exhibitor Badge Distribution: Will Call or pre-mail

All Exhibitor Badges will be in your check-in envelope at the show unless you indicate below that you would like them mailed to your early for distribution to booth personnel. Will Call is available to you if you want persons working your booth to get their Exhibitor Badge as they arrive at the show.

<u>Pass Type</u>	<u>Quantity</u>	<u>X</u>	<u>Price</u>	<u>=</u>	<u>Total</u>
Extra Exhibitor Badges:	_____	X	4.00	=	_____

☐ Please mail my Exhibitor Badges to me (add 1.00)

Total Pass Purchase: _____

Exhibitor Signature

Date

Courtesy Pass Order Form: Order Deadline is October 9

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Company Name: _____ Booth Number: _____

Courtesy Pass

Courtesy passes are **single use** passes that will get your friends, family, or customers, and others into the show for a considerable discount. The cost of Courtesy passes are 50% of regular admission. And here is the best part: we will only charge you for passes that are redeemed at the door. For example: if you ask for 100 courtesy passes and only 20 are redeemed at the door we will only charge you for those 20 passes!

Courtesy Pass Distribution: Will Call or pre-mail

All courtesy passes will be in your check-in envelope at the show unless you indicate below that you would like them mailed to your early for distribution those you want to invite to the show. Will Call is available to you if you want a courtesy pass waiting for someone as they arrive at the show.

Mailers and Coupons

Pre-approved mailers and coupons inviting your customers to the show are welcomed. Each mailer or coupon redeemed will be charged at the same rate as a Courtesy Pass.

Pass Type

Quantity

@ Price

Single Use Courtesy Pass: _____

@ 2.50 per redeemed pass

☐ Please mail my Courtesy Passes to me (add 1.00)

Total Pass Purchase: TBD

Exhibitor Signature

Date

Exhibitor Booth Furnishings Order Form

Boise Fall Home Show

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Company Name: _____ **Booth Number:** _____

Use this form to order items for your display. Prices include sales tax, delivery, and pick up. In order to fulfill your request this form must be submitted by October 9, 2009.

<u>Item Description</u>	<u>Price Ea.</u>	<u>Quantity</u>	<u>Total</u>	<u>Item Description</u>	<u>Price Ea.</u>	<u>Quantity</u>	<u>Total</u>
Long Table, Decorated*:	\$45.00	X _____	= _____	Carpet, 9x10:	\$40.00	X _____	= _____
Long Table, Plain*:	\$25.00	X _____	= _____	Carpet, 9x20:	\$70.00	X _____	= _____
Counter Height L. Tbl, Dcrted*:	\$55.00	X _____	= _____	High Stool:	\$20.00	X _____	= _____
Counter Height L Tbl, Plain*:	\$35.00	X _____	= _____	Wastebasket:	\$5.00	X _____	= _____
Round Table, Decorated♦:	\$35.00	X _____	= _____	Folding Chair:	\$5.00	X _____	= _____
Round Table, Plain♦:	\$20.00	X _____	= _____	Easel:	\$10.00	X _____	= _____
Total: _____				Total: _____			

*Decorated includes top covering and skirt. Please indicate length; 4': ☐, 6': ☐, 8': ☐ All long tables are 30" deep.

♦Decorated includes top covering and skirt. Please indicate height; 30": ☐, 42": ☐ All round tables are 30" diameter.

*♦All colors will match the show drape color.

Total Furnishings Purchase: _____

Exhibitor Signature

Date

Exhibitor Electrical Order Form

Boise Fall Home Show


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Company Name: _____ Booth Number: _____

Each electrical order is for ONE OUTLET unless indicated. There will be additional charges if more than one outlet is used. If you need more than one outlet please indicate. Electrical outlet may not be directly adjacent to your booth location. **Bring a 50' extension cord, to insure access to electrical outlet.** All electrical cords used must be of the three prong (grounded) variety. Failure to use three prong cords may be cause for the State Electrical Inspector to shut down any equipment that is in violation. Your electrical order form must be submitted with payment by October 9, 2009.

This form is for a110 volt orders. If you need 208 volt service please call your Spectra representative directly.

Yes, I will need one electrical outlet (please check) ☐

No, I will not need an electrical outlet (please check) ☐

I will need more than one electrical outlet (please check) ☐

The fee for each 10 amps ordered is \$25.00

IMPORTANT: If you do not pre-order, each order at the show will be \$35.00.

Amps: _____ Equipment: _____

Exhibitor Signature

Date

Additional Services Order Form

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Company Name: _____ Booth Number: _____

Please use this form to request other forms to arrange for the various topics listed:

Yes, I plan on having food products, sales or samples. Please send me the Food Sales Form: ☐

Yes, I plan on using a form of sound amplification. Please send me the Amplification Form: ☐

Yes, I plan on having a register to win prize giveaway. Please send me the Drawing Form: ☐

Yes, I need information to find lodging/RV parking. Please send me the Lodging/RV Parking Form: ☐

Yes, I need to park a trailer: ☐

Exhibitor Signature

Date

Amplification Approval Form

Boise Fall Home Show



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Company Name: _____ Booth Number: _____

AMPLIFICATION RULES

The following rules apply to gain the privilege of using an amplification system in your booth for the purposes of communicating with the attendees of any Spectra event. Failure to follow these rules will be cause for prohibiting the use of a amplification system. This form is due October 9, 2009.

1. The purpose of an amplification system is too allow booth personnel to talk for long periods of time using a low and reserved tone of voice.
2. It is not to be used to make booth personnel louder in order to gain attention or used as a means of drawing attendees to your display.
3. The sound emitted by using amplification shall not be of a volume that it is deemed a distraction to booths across the aisles, or booths adjacent to the vendor using amplification.
4. Failure to comply to these rule will result in a written warning. Upon a second violation, privilege of using the amplification system shall be revoked for the remainder of the event.

I have read, understand, and agree with the rules set forth above for the privilege of using a amplification system as part of my display.

Exhibitor Signature

Date

Food Sampling/Sales Form

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Company Name: _____ Booth Number: _____

Please be specific in describing what you will be sampling including sizes, packaging, serving methods, and any other distinguishing characteristics. Additionally any vendor wanting to sell or sample food at any Spectra event must also gain a permit from the Central District Health Department at 327-8535.

If you plan to sample or sell food at your display you must submit this form by October 9, 2009.

Food: _____

Samples? Yes ☐

No ☐

I understand that in order to sample or sell food at any Spectra Event I must also gain a permit from the Central District Health Department. I understand that if this requirement is not met it will be cause to prohibit any sampling or sales of food to the general public until the permit has secured.

Exhibitor Signature

Date

Drawing Prize Form

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Company Name: _____ Booth Number: _____

If you plan to offer a drawing at your display during the Fair you must submit this from by October 13, 2008. Please be specific in describing your prize, including models, colors, serial numbers, and any other distinguishing characteristics. The "Fair Drawing, Winners Form" is also a part of holding a drawing at the Western Idaho Fair and must be completed and submitted by November 15, 2009.

Prize: _____

Date Of Drawing: _____ Value: _____

Exhibitor Signature

Date

Drawing Winners Form

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Company Name: _____ Booth Number: _____

Prize: _____

Date Of Drawing: _____ Value: _____

Winners Name: _____

Address: _____

City/ST/Zip: _____

Telephone: _____

Exhibitor Signature

Date