

Three Rivers Convention Center 2009 Wine Festival Booth and Equipment Order Form

Please fill out this required form for booth rental as well as any additional equipment you may need.
Please send this form and your payment along with the Winery Application.

REQUIRED ENTRY	
Standard Booth Includes:	
Pipe & Drape	
Skirted Table	
(2) Padded Chairs	
Dump Bucket	
Ice Bucket for Whites (Ice Provided)	
Carafe of Water	
Bread/Palate Cleanser	
Booth Sign	
Vendor Booth Rental	
___ Booth(s)	\$100.00 per booth
	(minimum 1 booth required)
Total	\$ _____

OPTIONAL CHOICES		
ADDITIONAL BOOTH EQUIPMENT		
	Pre-order	Floor Order
___ Table-skirted	\$17	\$20
___ Table-unskirted	\$13	\$26
___ Table Skirt	\$7	\$14
___ Padded Chair	\$3	\$6
___ Wastebasket	\$3	\$6
___ Cocktail Table	\$10	\$20
___ Extension Cord	\$10	\$15
___ Powerstrip	\$10	\$15
___ Bar Stools*	\$10	\$15
___ Table Linen	\$7	N/A
Total Booth Equipment	\$ _____	**
*Limited Stock on Hand		
**Cost if you add night of event		

2009 Wine Festival - Required Information	
Exhibiting Firm Name _____	
Ordered By _____	
Address _____	
City/State/Zip _____	
Phone _____ Fax _____	
METHOD OF PAYMENT: Credit Card ___ Check ___	
MC/VISA/AMEX/DISC _____	
CARD HOLDER _____	
CREDIT CARD # _____	
Exp. Date: _____	
I authorize Three Rivers Convention Center to debit my credit card for the charges listed.	
AUTHORIZED	
SIGNATURE _____	
DATE: _____	

OPTIONAL CHOICES		
ADDITIONAL EVENT EQUIPMENT		
	Pre-order	Floor Order
___ Flip Chart Stand/easel	\$10	\$15
___ Flip Chart Pad	\$30	\$35
___ Markers	\$10	\$15
___ Copies (b/w)	\$0.15	\$0.15
___ Copies (color)	\$0.75	\$0.75
___ TV/VCR/DVD	\$75	\$125
___ Overhead Projector	\$25	\$40
___ 3000 Lumen Projector	\$200	\$250
___ 8x8 Screen	\$35	\$45
___ A/V Cart	\$15	\$20
___ A/V Engineer	\$26 per hour	
___ Wired Internet	\$135	N/A
___ Wireless Internet Access	\$10	\$15
___ LED Color Lights	\$50	\$100
___ Wireless Powerpoint Remote	\$45	\$55
___ Laser Pointer	\$8	\$10
Total Event Equipment	\$ _____	**
**Cost if you add night of event		

TOTAL COST	
Subtotal Rental Costs	\$ _____
Sales Tax (8.3%)	\$ _____
Total Rental Costs	\$ _____

MAILING INSTRUCTIONS	
**Include this Form with Winery Application	
**ALL CHECKS PAYABLE TO: THREE RIVERS CONVENTION CENTER	
Mail to: Tri-Cities Wine Festival PO BOX 3514 Tri-Cities, WA 99302	

