



MARKETPLACE
TRADESHOW

PORTLAND, OR

August 10 –11, 2015

*Portland Marriott
Downtown Waterfront*

EXHIBITOR KIT

***For electricity and/or audio visual orders please see the
Encore Event Technologies forms, pages 21-24 of the
exhibitor kit. Please note these forms must be sent directly
to Encore Event Technologies and not DWA.***





SHOW INFORMATION

Portland Marriott Downtown Waterfront
August 10-11, 2015
S08105
Advance Price Deadline: July 29, 2015

Welcome to the **2015 Marketplace Trade Show**. DWA is pleased to have been selected as your official convention services contractor. In addition to furniture, carpet, and custom displays, we offer full-service graphics, labor, and freight handling services. Our goal is to help make your show participation a success.

Please contact the DWA Customer Service Department with any questions. We will do our best to assist you with all your show needs and appreciate the opportunity to work with you.

TO VIEW OUR RENTAL ITEMS, PLEASE VISIT OUR WEBSITE AT WWW.DWATRADESHOW.COM

HOW TO CONTACT US:	DWA Trade Show & Exposition Services 3721 NW Front Avenue Portland, Oregon 97210	Phone: 503/228-6800 Fax: 503/595-1470 e-mail: csr@dwatradeshow.com
---------------------------	--	--

BOOTH INFORMATION:	Backwall Drape: Blue & Burgundy Siderail Drape: Burgundy Booth Size: 8' x 10' Booth Carpet: Blue Aisle Carpet: Blue
---------------------------	---

BOOTH PACKAGE:	Show Management is providing each exhibitor with the following: One 7" x 44" Booth Identification Sign, One 6' Table Skirted Burgundy, Two Plastic Side Chairs, Blue Booth Carpet, and One Wastebasket
-----------------------	---

ADVANCE PRICE DEADLINE: The last day to receive DWA advance pricing is: **July 29, 2015**

FOR YOUR CONVENIENCE, TRY OUR NEW & IMPROVED ONLINE ORDERING SYSTEM!

Please follow the steps below to order your services online:

1. Go to DWA Trade Show & Exposition Service's website at <http://www.dwatradeshow.com>
2. Select "Online Ordering" from the Home Page
3. Set up an account (if you have an account already select that option)
4. Enter the show code **GOODWILL15**
5. You will be taken to the Show Information page where you will need to enter your booth number and company name
6. Begin entering your order

Important: We have included links and information for other contractors' products and/or services. We claim no responsibility for their products or services. Please contact them directly for questions.

DAY ONE EXHIBIT HOURS:	Monday, August 10, 2015	12:00pm - 3:00pm
DAY ONE EXHIBITOR MOVE-IN:	Sunday, August 9, 2015	2:00pm - 5:00pm
	Monday, August 10, 2015	8:00am - 10:00am
DAY ONE EXHIBITOR MOVE-OUT:	Monday, August 10, 2015	3:00pm - 5:00pm
DAY TWO EXHIBIT HOURS:	Tuesday, August 11, 2015	12:00pm - 3:00pm
DAY TWO EXHIBITOR MOVE-IN:	Tuesday, August 11, 2015	6:00am - 10:00am
DAY TWO EXHIBITOR MOVE-OUT:	Tuesday, August 11, 2015	3:00pm - 5:00pm

FREIGHT HANDLING: DWA can receive your show freight and deliver it to your booth space. Please read the Freight Handling forms for further information and for Freight Handling rates. Be sure to complete and return the Freight Handling order form to DWA before shipping.

Advance Shipping Address: **2015 Marketplace**
 COMPANY NAME - BOOTH #
 c/o DWA
 3721 NW Front Avenue
 Portland, Oregon 97210

To avoid additional after deadline charges, shipments must arrive by: **August 5, 2015**



Portland Marriott Downtown Waterfront
August 10-11, 2015
S08105
Advance Price Deadline: July 29, 2015

HOTEL SHIPPING INFORMATION

Dear Exhibitor:

Please do not send direct shipments to the **Portland Marriott Downtown Waterfront**.

This facility does not have the storage capacity for exhibitor freight. Any freight arriving at the facility before the move-in date will be redirected to the DWA warehouse and additional charges will be incurred.

We recommend that you send your freight to the DWA Advance Warehouse location. We are able to receive your freight at our Warehouse up to **30 days prior to the show**. We will store your freight, transport it to the show site, and deliver it directly to your booth space. The freight will be in your booth by the time move-in begins.

Prior to sending freight, we require that you submit to us our Material Handling Order Form for your Estimated Shipment(s) along with payment. Payment must be on file in order for us to handle your freight. You may either mail in the order form with a check, or fax the form with our Credit Card Authorization Form. Both forms are located in our Exhibitor Services Kit.

OUTBOUND SHIPPING INFORMATION

All freight that will be shipped out after the show has ended must be picked up at show site during the move out hours of the show. Exhibitors may utilize the Preferred Carrier which is *YRC Freight* to ship their materials. If you wish to use your own carrier, you will need to arrange for the carrier to retrieve the shipments at the show site facility during the show's official move out hours. Please know that outbound shipments require a DWA Bill of Lading. Please contact DWA for further instructions if you plan to ship your freight after the show has ended.

If you have any questions about these procedures please contact us at (503) 228-6800 and speak with our Customer Service Department.

*Thank you,
DWA Trade Show & Exposition Services*



Portland Marriott Downtown Waterfront
August 10-11, 2015
S08105
Advance Price Deadline: July 29, 2015

PAYMENT POLICIES & CREDIT CARD CHARGE AUTHORIZATION

KEEP ORIGINAL & SEND COPY TO DWA

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.	
Billing Address		City	State		Zip Code
Telephone		Fax	E-mail		
Authorized Contact Signature		Authorized Contact-Please Print			Date

Please complete the billing information requested and return payment in full with this form and your orders.

VISA
 MASTERCARD
 AMERICAN EXPRESS
 DISCOVER
 Personal
 Corporate

Account Number																			
Expiration Date			/			Three or Four Digit Security Code													
Cardholder's Name										Please Print									
Cardholder's Billing Address										City									
State					Zip					Country									
Cardholder's Signature																			

ADVANCE PRICING
To qualify for advance pricing, orders must be received on or before the advance price deadline with payment in full. Late orders and orders without payment will be charged at standard prices.

PAYMENT FOR SERVICES
DWA requires payment in full at the time services are ordered. If paying by credit card, for your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling not covered by your initial order and orders placed at exhibit site by your company representative.

METHOD OF PAYMENT
DWA accepts MasterCard, Visa, Discover, American Express, cash and check. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank. Your cancelled check/bank statement and copies of the order form(s) are your receipts. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

TAX EXEMPT
If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the DWA office for this show. DWA must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

ADJUSTMENTS, CANCELLATIONS AND REFUNDS
Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

	\$	TOTAL FROM EACH ORDER FORM
Furniture, Accessories, Carpet.....	\$	
Signs.....	\$	
Labor/Forklift.....	\$	
Material Handling.....	\$	
Other DWA Services (please specify)_____	\$	
Other DWA Services (please specify)_____	\$	
Other DWA Services (please specify)_____	\$	
TAX ID #93-0642167		
TOTAL ORDER	\$	
Charge my credit card in the amount of	\$	
I have enclosed check number _____ dated _____ in the amount of	\$	

**All orders are governed by the DWA Payment Policy and Limits of Liability & Responsibility.
Please read carefully.**

1. DWA and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, damage to uncrated materials, materials packed improperly, glass breakage or concealed damage. Claims for loss or damage must be submitted to DWA by the close of the show. No suit or action shall be brought against DWA or its subcontractors more than six months after the cause of action accrues.
2. DWA and its subcontractors are not responsible for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are DWA and its subcontractors responsible for Exhibitor's freight before it is picked up from Exhibitor's booth for loading after the show. Exhibitors must submit a DWA bill of lading for all outbound shipments. All bills of lading covering outgoing shipments submitted to DWA or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. It is agreed that DWA and its subcontractors are not insurers. Insurance, if any, shall be obtained by Exhibitor. Amounts payable by DWA hereunder are based on the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further agreed that DWA and its subcontractors do not provide for full liability should loss or damage occur. In the event that DWA should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound/per article with a maximum liability of \$50.00 per item or \$1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause of origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by DWA, its subcontractors or their employees.
4. At the close of show, if carriers fail to pick up or refuse to accept shipment, DWA reserves the right to reroute such shipment or move shipment to our warehouse pending advice from Exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling. Thus, in order to expedite removal of materials from the show site, DWA shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by Exhibitor, materials will be taken to DWA's warehouse to await Exhibitor's shipping instructions, and Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. DWA assumes no liability as a result of such rerouting or handling.
5. DWA and its subcontractors shall not be liable for shipments received without receipts, freight bills or bill of lading, such as UPS or van lines, these shipments will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Shipments received on separate days will be treated as separate minimum shipments.
6. DWA and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or Exhibitor personnel which may make it impossible or impractical to exhibit same.
7. The Exhibitor agrees, in the event of a dispute with DWA or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to DWA for freight handling services or any other services provided by DWA or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay DWA prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against DWA or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
8. DWA and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that DWA and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of DWA or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that DWA or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Empty Storage labels will be available at the DWA Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for empty storage only, and DWA and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
11. Rates are subject to Union contract changes and rates effective at time of show. Rates include Social Security, Worker's Compensation Insurance and Public Liability Insurance. DWA and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.
12. Please ship early and ship prepaid. DWA will not accept collect shipments.



Portland Marriott Downtown Waterfront
August 10-11, 2015
S08105
Advance Price Deadline: July 29, 2015

FURNITURE, CARPET & ACCESSORIES ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

CHAIRS				
Quantity	Description	Advance	Standard	Total
	110 Plastic Side Chair	\$16.00	\$20.00	
	120 Fabric Side Chair	\$26.00	\$33.00	
	130 Fabric Arm Chair	\$32.00	\$41.00	
	140 Barstool	\$32.00	\$41.00	
	126 Steno Chair without Arms	\$45.00	\$58.00	

ACCESSORIES				
Quantity	Description	Advance	Standard	Total
	200 Cocktail Round/30Hx36D	\$40.00	\$50.00	
	205 Cocktail Pedestal/42Hx36D	\$45.00	\$55.00	
	210 Coffee Table/18X36X17H	\$30.00	\$38.00	
	211 Side Table/17x17x17H	\$30.00	\$38.00	
	220 Wastebasket	\$ 7.00	\$ 9.00	
	230 Easel	\$22.00	\$27.00	
	240 Stanchion	\$18.00	\$22.00	
	241 Velour Rope/6'	\$14.00	\$17.00	
	254 Magazine Rack/6 slot	\$32.00	\$40.00	
	257 Waterfall Bag Rack	\$37.00	\$46.00	
	258 Chrome Signholder	\$37.00	\$46.00	
	260 Coat Tree	\$25.00	\$31.00	

RISERS - 8" Deep				
Quantity	Description	Advance	Standard	Total
	271 4' Single Tier, 8" or 15"	\$25.00	\$30.00	
	273 6' Single Tier, 8" or 15"	\$30.00	\$35.00	
	272 4' Double Tier, 8" and 15"	\$45.00	\$50.00	
	274 6' Double Tier, 8" and 15"	\$50.00	\$55.00	

CUSTOM DRAPE - 4' Minimum Order				
Quantity	Description	Advance	Standard	Total
	1100 3' High Drape/Per LF	\$ 4.00	\$ 6.00	
	1105 8' High Drape/Per LF	\$ 5.00	\$ 7.00	

Available Drape Colors: 1 Blue 2 Red 3 Green 4 Silver
 5 Burgundy 6 White 7 Black 8 Teal 9 Plum 11 Beige

PERFBOARD/TACKBOARD - 4' x 8' Panels (Perfboard rental does not include hardware)				
Quantity	Description	Advance	Standard	Total
	280 Perfboard	\$65.00	\$80.00	
	281 Tackboard/elcro or Pushpin	\$65.00	\$80.00	

Vertical Horizontal (Please check your choice of installation)

CARPET				
Quantity	Description	Advance	Standard	Total
	910 9' x 10'	\$ 75.00	\$ 95.00	
	920 9' x 20'	\$150.00	\$180.00	
	930 9' x 30'	\$225.00	\$280.00	
	940 9' x 40'	\$300.00	\$375.00	
	975 Special Cut/sq. ft.	\$ 1.25'	\$ 1.45'	
	973 Foam Padding/sq. ft.	\$.55'	\$.70'	
	972 Visqueen/sq. ft.	\$.30'	\$.35'	

Select Carpet Color: 1 Blue 2 Red 3 Green
 4 Gray 5 Black 6 Teal 7 Plum

DISPLAY TABLES - 30" High x 24" Wide (Check color below / 6' & 8' tables skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	424U 4' Unskirted Table	\$25.00	\$30.00	
	624U 6' Unskirted Table	\$30.00	\$35.00	
	824U 8' Unskirted Table	\$35.00	\$40.00	
	424S 4' Skirted Table	\$44.00	\$55.00	
	624S 6' Skirted Table	\$52.00	\$63.00	
	824S 8' Skirted Table	\$60.00	\$71.00	
	1010 4th Side Skirt-30"	\$25.00	\$30.00	

DISPLAY COUNTERS - 42" High x 24" Wide (Check color below / 6' & 8' counters skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	424UC 4' Unskirted Counter	\$35.00	\$45.00	
	624UC 6' Unskirted Counter	\$40.00	\$50.00	
	824UC 8' Unskirted Counter	\$45.00	\$55.00	
	424SC 4' Skirted Counter	\$54.00	\$66.00	
	624SC 6' Skirted Counter	\$62.00	\$74.00	
	824SC 8' Skirted Counter	\$70.00	\$83.00	
	1011 4th Side Skirt-42"	\$30.00	\$35.00	

SERPENTINE TABLES - 30" Wide (Check color below / serpentine tables skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	430US Small Unskirted Serpentine	\$35.00	\$45.00	
	530US Large Unskirted Serpentine	\$43.00	\$53.00	
	430SS Small Skirted Serpentine	\$70.00	\$85.00	
	530SS Large Skirted Serpentine	\$81.00	\$106.00	
	1010 4th Side Skirt-30"	\$25.00	\$30.00	

Select Skirt Color: 1 Blue 2 Red 3 Green 4 Silver
 5 Burgundy 6 White 7 Black 8 Teal 9 Plum 10 Gold

Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank. **Cancellation Policy:** Items cancelled will be charged at 25% of original price prior to move-in, 50% after move-in begins and 100% after installation. **IMPORTANT NOTE: Please do not hang any items from our drape backwall. DWA will not be responsible for any damage which may occur to exhibitor equipment that is placed on our drape backwall.**

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone		Fax	E-mail	
Authorized Contact Signature		Authorized Contact-Please Print	Date	

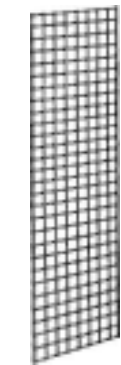
RETURN TO: DWA Trade Show & Exposition Services
 3721 NW Front Avenue, Portland, Oregon 97210
 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwaatradeshow.com
 http://www.dwaatradeshow.com

Total Rentals Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED	\$	

GRID PANEL & MINI GRID RENTAL ORDER FORM
KEEP ORIGINAL & SEND COPY TO DWA

(AVAILABILITY GUARANTEED ONLY IF ORDERED IN ADVANCE.)

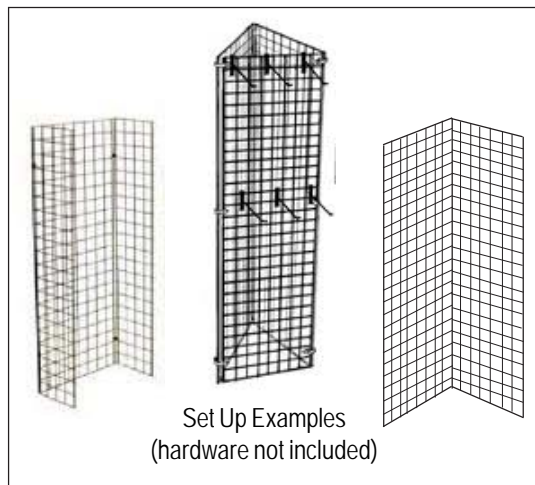
Quantity	Description	Advance	Standard	Total
9800	GRID PANEL, 2' X 8', Black / Per Panel Each panel is 2' x 8' with a 3" x 3" grid. At least two panels are needed to be free standing. Feet must be rented to have a 2' x 8' free standing unit.	\$25.00	\$50.00	
9801	GRID PANEL FEET / Per Set of Two Feet are needed if you want to make one panel free standing.	\$15.00	\$25.00	
9802	MINI GRIDS / 14" x 14" / Per Grid Mini-Grid cube panels snap together with connectors into economical display cubes.	\$ 5.00	\$ 9.00	
9803	MINI GRID CONNECTORS / Bag of 12	\$ 3.00	\$ 5.00	



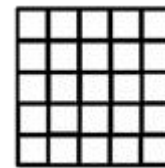
Grid Panel



Grid Panel w/Feet
(hardware not included)



Set Up Examples
(hardware not included)



Mini Grid



Cubes made from Mini Grids
(Set Up Example)

Grid Panels will be delivered to your booth. You are responsible for set up. Zip ties will be available at the DWA Customer Service Desk. Labor may be ordered for assistance in assembling free standing units. Hardware for Grid Panels is not included. Please see Labor Order Form. GRID PANELS MAY NOT BE HUNG FROM BOOTH BACKWALL FRAME OR DRAPES.

Mini Grids must be picked up at the DWA Customer Service Desk.

Prices include delivery, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank. **Cancellation Policy:** Items cancelled will be charged 25% of original price prior to move-in, 50% after move-in and 100% after installation.

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature		Authorized Contact-Please Print Date		

RETURN TO: DWA Trade Show & Exposition Services
3721 NW Front Avenue, Portland, Oregon 97210
Telephone: 503/228-6800 Fax: 503/595-1470
E-mail: csr@dwa tradeshow.com
http://www.dwa tradeshow.com

0214C

Total Rentals Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED	\$	

LOUNGE / RECEPTION FURNISHINGS

Quantity	Description	Advance	Standard	Total
	9211 Black Bonded Leather Loveseat (60" long x 36" wide x 33" high)	\$295.00	Not Available	
	9212 Black Bonded Leather Sofa (82" long x 36" deep x 33" high)	\$350.00		
	9213 Black Bonded Leather Chair (40" long x 36" deep x 33" high)	\$195.00		
	9214 Black Coffee Table (35.5" long x 19.75" wide x 17.5" high)	\$ 65.00		
	9215 Black Guest Chair	\$ 75.00		
	9216 Grey Arm Chair	\$ 85.00		
	9217 Wire & Wood Shelf Unit (66.5" long x 12" deep x 62" high)	\$ 95.00		
	9218 Glass Coffee Table (49" long x 21" wide x 16" high)	\$ 85.00		
	9219 Glass End Table (27" long x 21" wide x 19.5" high)	\$ 65.00		



Black Loveseat



Black Sofa



Black Chair



Black Coffee Table



Glass End Table



Glass Coffee Table



Grey Arm Chair



Black Guest Chair



Wire & Wood Shelf

Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank. **Cancellation Policy:** Items cancelled will be charged at 25% of original price prior to move-in, 50% after move-in begins and 100% after installation.

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone		Fax	E-mail	
Authorized Contact Signature		Authorized Contact-Please Print	Date	

RETURN TO: DWA Trade Show & Exposition Services
3721 NW Front Avenue, Portland, Oregon 97210
Telephone: 503/228-6800 Fax: 503/595-1470
E-mail: csr@dwa-tradeshow.com
http://www.dwa-tradeshow.com

0214C

Total of Items Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED	\$	

SILK PLANTS & FLORAL ARRANGEMENTS

Quantity	Description	Advance	Standard	Total
9500	3' to 4' Tall Plant (Spath, Dieffenbachia/Ivy, Dracaena) circle selection	\$54.00	\$68.00	
9501	5' to 6' Tall Plant (Areca Palm, Ficus) circle selection	\$65.00	\$81.00	
9502	30" Hydrangea (Blue)	\$35.00	\$44.00	
9505	15" Geraniums (Pink or Red)	\$22.00	\$31.00	
9507	6" (1-1/2' wide) Fern	\$15.00	\$25.00	
9508	8" (2-1/2' wide) Fern	\$25.00	\$35.00	
9509	Floral Arrangement (call for quotes)	Upon Request	Not Available	



Areca Palm



Bird of Paradise



Dieffenbachia/
Ivy Planter



Dracaena



Ficus



Fern



Hydrangea



Spath



Geranium

Please Note: Photos are not to scale.

Rental items are the responsibility of the exhibitor. Unless other arrangements have been made all items are to be left in booth at end of show. Substitutions (same size, different plant) may be necessary due to availability and at the discretion of DWA. Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank. **Cancellation Policy:** Items cancelled will be charged at 25% of original price prior to move-in, 50% after move-in begins and 100% after installation.

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature		Authorized Contact-Please Print	Date	

RETURN TO: DWA Trade Show & Exposition Services
3721 NW Front Avenue, Portland, Oregon 97210
Telephone: 503/228-6800 Fax: 503/595-1470
E-mail: csr@dwa tradeshow.com
http://www.dwa tradeshow.com

011109R

Total of Items Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED		\$

Portland Marriott Downtown Waterfront
August 10-11, 2015
S08105
Advance Price Deadline: July 29, 2015

**ENVIRONMENTALLY FRIENDLY
TABLE TOP DISPLAY
ORDER FORM**
KEEP ORIGINAL & SEND COPY TO DWA



Cost Effective • Professional Appearance • Environmentally Friendly

Display prices below are all based on print-ready artwork being provided to DWA. Please refer to the Graphic Files Submission Guidelines form for all file specifications and FTP upload procedures. If you would like DWA to design your display for you, graphic design labor charges will apply. Please contact our Customer Service Department at 503-228-6800 with any questions.

Quantity	Size	Advance	Standard	Total	SIGN ORDER POLICY Table top displays cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after Advance Price Deadline will be charged at Rush Charge prices.
8017	24" x 60" Table Top Display	\$ 90.00	\$117.00	\$	
8018	32" x 72" Table Top Display	\$135.00	\$175.00	\$	
8019	36" x 84" Table Top Display	\$185.00	\$235.00	\$	
8020	Graphic Design Labor, per hour	\$ 65.00	\$ 95.00	\$	
8015	Carrying Envelope made from nylon reinforced vinyl	\$ 45.00	\$ 60.00	\$	

Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank.

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature		Authorized Contact-Please Print Date		

RETURN TO: DWA Trade Show & Exposition Services
3721 NW Front Avenue, Portland, Oregon 97210
Telephone: 503/228-6800 Fax: 503/595-1470
E-mail: csr@dwa-tradeshow.com
<http://www.dwa-tradeshow.com>

011109R

Total of Items Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED	\$	

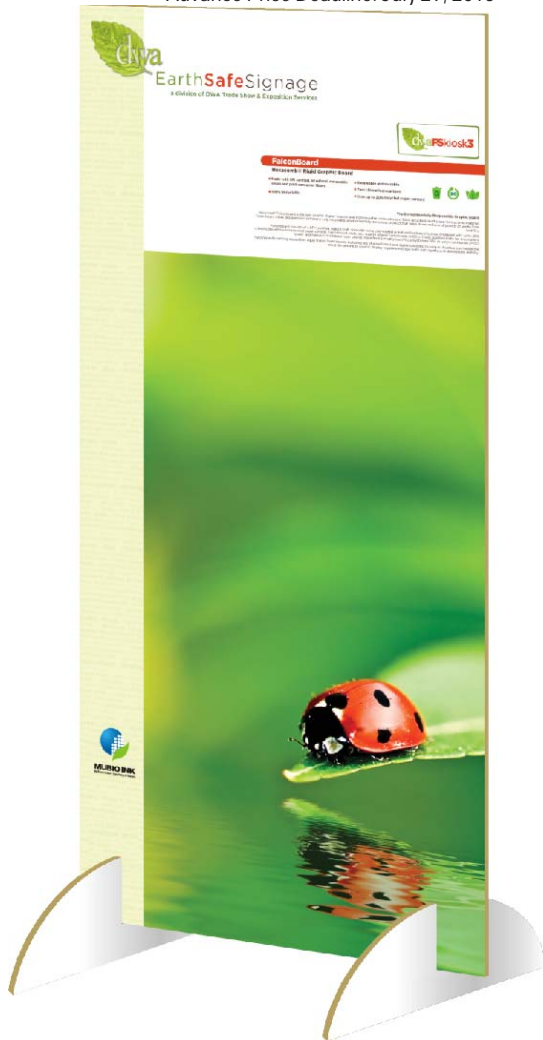


9 MARKETPLACE TRADESHOW **PORTLAND, OR**
August 10-11, 2015

Portland Marriott Downtown Waterfront
August 10-11, 2015
S08105
Advance Price Deadline: July 29, 2015

ENVIRONMENTALLY FRIENDLY CARDBOARD KIOSK DISPLAY ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA



The Cardboard Kiosk Display is a 100% recyclable/biodegradable display and is durable enough for multiple uses. It is made entirely with FalconBoard, a rigid graphic board that prints vibrant graphics in a satiny finish.

FalconBoard is the only graphic display board made from reusable and 100% recyclable kraft paper honeycomb material. FalconBoard offers designers and printers a truly recyclable, environmentally-conscious product that helps divert millions of pounds of waste from landfills.



Display prices below are all based on print-ready artwork being provided to DWA. Please refer to the Graphic Files Submission Guidelines form for all file specifications and FTP upload procedures. If you would like DWA to design your display for you, graphic design labor charges will apply. Please contact our Customer Service Department at 503-228-6800 with any questions.

Quantity	Size	Advance	Standard	Total
8109	36" x 84" Table Top Display	\$ 195.00	\$245.00	\$
8108	36" x 75" Table Top Display	\$ 165.00	\$215.00	\$
8020	Graphic Design Labor, per hour	\$ 65.00	\$ 95.00	\$

SIGN ORDER POLICY
Kiosk displays cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after Advance Price Deadline will be charged at Rush Charge prices.

Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank.

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone		Fax	E-mail	
Authorized Contact Signature		Authorized Contact-Please Print	Date	

RETURN TO: DWA Trade Show & Exposition Services
3721 NW Front Avenue, Portland, Oregon 97210
Telephone: 503/228-6800 Fax: 503/595-1470
E-mail: csr@dwatradeshow.com
<http://www.dwatradeshow.com>

011109R

Total of Items Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED	\$	



Portland Marriott Downtown Waterfront
 August 10-11, 2015
 S08105
 Advance Price Deadline: July 29, 2015

STANDARD SIGN & BANNER ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

STANDARD SIGNS

Signs are full-color digital graphics laminated and mounted to foamcore.

Quantity	Size	Advance	Standard	Total	
	8001 7" x 11"	\$ 21.00	\$ 27.00		SIGN ORDER POLICY Signs cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after Advance Price Deadline will be charged at Standard prices.
	8002 7" x 44"	\$ 32.00	\$ 42.00		
	8003 11" x 14"	\$ 32.00	\$ 42.00		
	8004 14" x 22"	\$ 39.00	\$ 50.00		
	8005 22" x 28"	\$ 48.00	\$ 62.00		
	8008 24" x 36"	\$ 58.00	\$ 77.00		
	8006 28" x 44"	\$ 70.00	\$ 91.00		
	8007 40" x 60"	\$135.00	\$175.00		
	8009 3' x 8'	\$165.00	\$214.00		
	8010 4' x 8'	\$190.00	\$247.00		
	8011 Grogmet, per piece	\$ 1.00	\$ 1.50		<input type="checkbox"/> Please indicate here if you would like us to call you and provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics, or any other items.
	8013 Easel Back, per piece	\$ 5.00	\$ 6.00		
	8021 Banner	Call for Quote	Call for Quote		
	8020 Designer Labor, per hour (for specific/custom design needs)	\$ 65.00	Call for Quote		

Choose sign orientation:
 (Check appropriate box)

 Horizontal

 Vertical

Use Your Judgement for Sign Layout

Specify sign copy and indicate colors here. Please print clearly, if more space is needed attach a separate piece of paper.

(This area is intentionally left blank for specifying sign copy and colors.)

In order to ensure that your graphic images come out at the highest quality, send EPS vector art whenever possible. Photo-based or bitmap art should be in TIFF format and should be at least 600 dpi at 1/8th size. All colors in files and links should be set up and specified as CMYK (no RGB or spot colors). Include all screen and printer fonts used in your artwork (true type fonts) or convert all text to curves. Always include a hard copy or PDF file of your artwork.

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone		Fax	E-mail	
Authorized Contact Signature		Authorized Contact-Please Print	Date	

RETURN TO: DWA Trade Show & Exposition Services
 3721 NW Front Avenue, Portland, Oregon 97210
 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwa-tradeshow.com
 http://www.dwa-tradeshow.com

0805C

Total Graphics Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED		\$



Portland Marriott Downtown Waterfront
August 10-11, 2015
S08105
Advance Price Deadline: July 29, 2015

GRAPHICS FILE SUBMISSION GUIDELINES

Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Print-ready PDF is the only acceptable file type without incurring graphic design charges. Any in-house work that is needed to modify files provided by client to a print ready state will be billed at \$65.00 per hour with a half-hour minimum. Any files that must be opened in their native application and exported to the required file types below do not conform to this specification.

FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS or TIFF with a minimum resolution of 300 dpi at 50% OF THE FINAL PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEG's are less desirable but can be accepted if the resolution is 300 dpi or higher. Company logos should always be sent in a vector-based format to ensure a crisp, clean logo print. Placed images are to be embedded rather than linked. If files are linked, be sure to send the linked sites.

PLEASE DO NOT submit GIF files, Word (.doc) files, Power Point (ppt.) files, Publisher files, InDesign files or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

PAGE LAYOUT / IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolutions will produce superior results. Image should be flattened, no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with our Graphics Department, Native files can be sent if any changes or additions are anticipated but these should not be considered as the primary print files.

FONTS

All fonts should be converted to outlines or paths. Text should be converted to outlines to ensure kerning, leading and font size stay exactly as designed. Send font files if there is an anticipation of any changes or additions. Any in-house changes will be billed as described above.

PROOFING

A clean, hard copy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is without correction applied. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

BLEED

Graphics must include one-eighth inch of bleed for products mounted on the following substrates: Dibond, aluminum, plywood, sintra and acrylics.

COLOR MODE

Files may be submitted in CMYK or RGB. You may also include PMS colors in your graphics (Coated palettes only). Although PMS colors will be run as 4-color process, keep them as spot colors in your documents to ensure a more accurate match.

CRITICAL COLORS

All Pantone and critical call out values must be specified in writing to DWA at the time of submission. Please note that approximate matching of any one color requires additional time and resources, and an additional charge may apply. DWA cannot guarantee that the colors on your final print will match the colors produced by your monitor – monitors produce a greater range of color, brightness and saturation than any printer.

SENDING FILES

Files can be sent on CD-ROM or DVD (recommended for extremely large, high resolution files) or posted to your FTP site or any online file transmission site i.e., Dropbox. For information on our web based file transfer services, contact us at signs@dwatradeshow.com or at 503-595-1465. Smaller files (-10MB) can be emailed directly to signs@dwatradeshow.com.



Portland Marriott Downtown Waterfront
 August 10-11, 2015
 S08105
 Advance Price Deadline: July 29, 2015

**CLEANING
 ORDER FORM**
 KEEP ORIGINAL & SEND COPY TO DWA

BOOTH CLEANING SERVICES (Please check your selections)

To ensure your booth is show-ready, please specify your requirements below. DWA is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.

VACUUMING (includes emptying your wastebasket one time each day when vacuum service is performed)

		ADVANCE	STANDARD
<input type="checkbox"/> ₅₀₀₀ BEFORE SHOW OPENS ONLY	cost per square foot	\$.20	\$.23
<input type="checkbox"/> _{50_0} DAILY *	cost per square foot	\$.15	\$.17

SHAMPOOING

		ADVANCE	STANDARD
<input type="checkbox"/> ₅₀₉₀ BEFORE SHOW OPENS ONLY	cost per square foot	\$.40	\$.46
<input type="checkbox"/> ₅₀₉₁ MOPPING	cost per square foot	\$.35	\$.40

PERIODIC PORTER SERVICE

PORTER SERVICE - (DWA will empty wastebaskets at two-hour intervals, show hours only, for the duration of the event. Vacuuming not included.)

	ADVANCE	STANDARD
<input type="checkbox"/> ₅₂₀₀ 0 to 500 square feet per day	\$52.00	\$56.00
<input type="checkbox"/> ₅₂₁₀ 501 to 1500 square feet per day	\$62.00	\$66.00
<input type="checkbox"/> ₅₂₂₀ 1501 to 3000 square feet per day	\$72.00	\$76.00
<input type="checkbox"/> ₅₂₃₀ 3001 square feet and higher per day	\$82.00	\$86.00

HOURLY PORTER SERVICE - (Use for trash removal, booth wipedown, etc. Hourly rates below.)

_{5240/50} We will require porter service. Please contact us at booth before show opening.

		ADVANCE	STANDARD
Straight Time	between 8:00 am and 4:30 pm weekdays	\$48.00 per hr	\$52.00 per hr
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$72.00 per hr	\$76.00 per hr

CALCULATION OF ORDER - Vacuuming and shampooing will be invoiced on the total area of your booth, 100 sq. ft. min.
 *Calculate days when ordering daily service. Booth Dimensions _____ x _____ = _____ sq. ft.

	SQ FT (100 SF MIN.)	X	RATE	X	NO. OF DAYS*	TOTAL
Vacuuming						\$
Shampooing						\$
Porter Service						\$

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention prior to the show closing. DWA will be unable to adjust invoices after the close of show.

Company Name	Booth Number			All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address	City	State	Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature	Authorized Contact-Please Print	Date		

RETURN TO: DWA Trade Show & Exposition Services
 3721 NW Front Avenue, Portland, Oregon 97210
 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwa-tradeshow.com
 http://www.dwa-tradeshow.com

Vacuuming	\$
Shampooing	\$
Porter Service	\$
Total All Lines	\$
PAYMENT ENCLOSED	\$



Portland Marriott Downtown Waterfront
 August 10-11, 2015
 S08105
 Advance Price Deadline: July 29, 2015

**LABOR
ORDER FORM**
KEEP ORIGINAL & SEND COPY TO DWA

LABOR SERVICES (Please indicate services desired)

DWA SUPERVISED (OK to proceed without exhibitor/display house supervision) Please check all that apply. Please complete information needed on page two of labor form.

Installation

Exhibits are set up prior to exhibitor's arrival under the direction of DWA supervisors.
 A 25% (\$30.00 minimum) surcharge will be added to the labor rates below for this supervision.

Dismantle

Exhibits are dismantled after show closing under the direction of DWA supervisors.
 A 25% (\$30.00 minimum) surcharge will be added to the labor rates below for this supervision.

EXHIBITOR SUPERVISED (Do not proceed without exhibitor/display house supervision) Exhibitor will supervise: (Please check all that apply)

Installation

Exhibitor will need ___ workers on (date) _____ at (time) _____ AM PM for (hours) _____

Dismantle

Exhibitor will need ___ workers on (date) _____ at (time) _____ AM PM for (hours) _____

Starting time can be guaranteed only in those instances where labor is requested for the start of the working day, which is 8:00 am. Check in at the DWA service desk to pick up your labor.

LABOR RATES

		ADVANCE	STANDARD
Straight Time	between 8:00 am and 4:30 pm weekdays	\$48.00 per hr	\$52.00 per hr
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$72.00 per hr	\$76.00 per hr

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked. Labor canceled without 24 hour notice shall be charged a one (1) hour cancellation fee per worker.

	No. of workers	x	Hours per worker	=	Total worker hours	at Rate	Total
Installation						\$/hr.	\$
Dismantle						\$/hr.	\$

The minimum charge for labor is one (1) hour per worker. After one hour, labor is charged in one-half (1/2) hour increments. Gratuities in any form, including cash and gifts are prohibited.

Company Name			Booth Number			All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State	Zip Code		
Telephone		Fax	E-mail			
Authorized Contact Signature		Authorized Contact-Please Print		Date		

RETURN TO: DWA Trade Show & Exposition Services
 3721 NW Front Avenue, Portland, Oregon 97210
 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwa-tradeshow.com
 http://www.dwa-tradeshow.com

Estimated Labor Services Ordered	\$
Add 25% (\$30 min.) for Install Supervision	\$
Add 25% (\$30 min.) for Dismantle Supervision	\$
PAYMENT ENCLOSED	\$

(SEE PAGE TWO)



Portland Marriott Downtown Waterfront
 August 10-11, 2015
 S08105
 Advance Price Deadline: July 29, 2015

**LABOR
 PAGE TWO**
 KEEP ORIGINAL & SEND COPY TO DWA

INBOUND FREIGHT INFORMATION

CARRIER _____ SHIPPED BY _____ DATE _____
 NUMBER OF PIECES _____ WEIGHT _____ PRO NUMBER _____
 ARRIVAL DATE _____ SHIPPED TO: WAREHOUSE SHOWSITE

SET UP INFORMATION FOR DWA INSTALLATION

SET UP DRAWINGS ATTACHED RENTAL CARPET COLOR
 SET UP DRAWINGS WITH EXHIBIT OWN CARPET COLOR
 CASE/CRATE NUMBER _____ PADDING
 NUMBER OF WORKERS REQUIRED FOR SET-UP _____ APPROXIMATE TIME FOR SET-UP _____
 FORKLIFT ORDERED HRS _____ TIME _____ SPECIAL EQUIPMENT REQUIRED _____

DID YOU ORDER

ELECTRICAL YES NO ELECTRICAL UNDER CARPET YES NO
 ELECTRICAL DRAWINGS ATTACHED SENT TO THE OFFICIAL ELECTRICAL CONTRACTOR W/EXHIBIT

OUTBOUND FREIGHT INFORMATION

IMPORTANT: You must make arrangements for outbound shipping and contact the carrier of your choice.

OUTBOUND FREIGHT CHARGES PREPAID COLLECT BILL TO _____
 CONSIGNED TO _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____
 SECOND CONSIGNEE _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____
 DWA STORAGE
 METHOD SHOWCARRIER AIR FREIGHT VANLINE OTHER _____
 CARRIER (IF KNOWN) _____
 CONTACT _____ PHONE _____

EMERGENCY CONTACT INFORMATION / SHOWSITE CONTACT

NAME _____ TITLE _____
 TELEPHONE _____
 OTHER MEANS OF CONTACTING THIS PERSON _____
 CONTACT'S HOTEL _____ ARRIVAL _____ DEPARTURE _____
 PURCHASING AUTHORIZATION YES NO



We get your show on the *Road* or in the *Air*

YRC Freight is the Show's Recommended Carrier

Let YRC Freight assist in handling your **Ground, Air** and **Expedited** shipping needs. Just stop by the Exhibitor's Service Desk and speak with our Trade Show Specialist from YRC Freight

YRC Freight's Services Advantages:

Time Critical - Any Need, Any Speed, Guaranteed.

- By Noon, By 5pm, Hour Window
- Guaranteed, By Noon, By 5 pm, Multiday Window

Standard Ground – The most reliable standard ground service in the Exhibit industry

Caravan Service – Conveniently transports your exhibit materials from show to show

Any Size Shipment – We have the ability to move everything from small packages to full truckloads at competitive prices

Sealed Exhibit – Is a safe, secure, guaranteed option to move your shipments and you only pay for the space you need.

World Class Customer Service – Our Exhibit customer service offers 24/7 support for your exhibit shipping needs at 1-800-531-EXPO (3976)

Don't worry if you are a first time user with YRC Freight, because we can establish competitive pricing for your outbound shipment right on the spot!

Contact us at 1- 800-531-EXPO (3976), yrcfreight.com or exhibit.services@yrcfreight.com



Portland Marriott Downtown Waterfront
 August 10-11, 2015
 S08105
 Advance Price Deadline: July 29, 2015

SHIPPING INSTRUCTIONS/ MATERIAL HANDLING INFORMATION

DWA Trade Show & Exposition Services is prepared to receive your shipment either in advance at our local warehouse or at the exhibit site. See below for services covered by DWA. You may ship via YRC FREIGHT or the carrier of your choice.

For charges associated with these services, please refer to the Material Handling Order Form. Rates are based on the incoming weight of the shipments. DWA must have payment before forwarding freight.

For uncrating, unskidding, positioning, and reskidding equipment, please refer to the In-Booth Forklift Order Form.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your equipment.

ADVANCE SHIPMENTS TO DWA WAREHOUSE *CRATES, CARTONS, FIBER CASES ONLY*

- Rates Include:
- ✓ Unloading crated freight. The warehouse cannot receive uncrated shipments.
 - ✓ Storing at the warehouse for up to 30 days.
 - ✓ Reloading onto trucks and delivery to the exhibit site.
 - ✓ Unloading freight and delivery to your booth.
 - ✓ Picking up, storing and returning empty shipping containers.
 - ✓ Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

NAME OF EVENT
 YOUR COMPANY NAME
 YOUR BOOTH NUMBER
 C/O DWA Trade Show & Exposition Services
 3721 NW Front Avenue
 Portland, Oregon 97210

IMPORTANT!
 Last day for shipments to arrive at the advance
 warehouse without surcharge is
August 5, 2015
 The warehouse will receive shipments Monday through
 Friday during the hours of 8:00am to 4:00pm.

OUTGOING SHIPMENTS

Shipping information, bills of lading and labels will be available at the DWA Service Desk. Exhibitors selecting nonofficial carriers will need to make their own arrangements for pickup.

RETURN TO WAREHOUSE (Optional)

After the show, DWA can:

- ✓ Deliver freight to the warehouse.
- ✓ Store freight.

Call the DWA Customer Service Department at 503/228-6800 or stop in during the show at the DWA Service Desk for assistance.

Please read the DWA "Limits of Liability and Responsibility" for important information on freight handling.



Portland Marriott Downtown Waterfront
August 10-11, 2015
S08105
Advance Price Deadline: July 29, 2015

MATERIAL HANDLING ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

ARRIVAL DATES FOR SHIPMENTS - PLEASE SCHEDULE SHIPPING CAREFULLY TO MINIMIZE SURCHARGES!

ADVANCE: August 5, 2015

Last day for crated shipments to arrive at advance warehouse without surcharge. A 25% (\$31.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the warehouse after this date.

SHOW SITE: This service not available.

First day for shipments to arrive at exhibit site.

MATERIAL HANDLING RATES			
Rates are round-trip, per shipment. Use incoming weight only and round up to the next 100 lbs. Rates below are guaranteed if inbound shipments are received at the DWA warehouse or exhibit site before 4:00 PM weekdays. Late shipments to warehouse are subject to surcharges. Certified Weight Tickets are required for each shipment.			

ADVANCE SHIPMENTS TO WAREHOUSE			
Advance shipments are shipments that can be received at the warehouse up to 30 days prior to the event, delivered to the exhibit site and can be unloaded at the dock and delivered to the booth with no additional handling required. Empty containers will be returned at the close of the show. When packed, the crated materials will be picked up at the booth and loaded onto outbound carriers. Late arrival charges additional, see above for details.			

	SHIPMENT WEIGHT X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Crated and/or Skidded Materials	lbs.	6001 \$54.00	6000 \$108.00	\$

DIRECT SHIPMENTS TO EXHIBIT SITE			
Direct shipments are consigned to DWA, shipped directly to the event facility and can be unloaded at the dock and delivered to the booth with no additional handling required. Empty containers will be returned at the close of the show. When packed, the crated materials will be picked up at the booth and loaded onto outbound carriers.			

	SHIPMENT WEIGHT X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Crated and/or Skidded Materials	lbs.	6011 \$49.00	6010 \$98.00	\$

UNCRATED SHIPMENTS			
Includes shipments that are not in crates, cases, or boxes and/or are unskidded without proper lifting bars or hooks. Empty containers will be returned at the close of the show.			

	SHIPMENT WEIGHT X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Uncrated and/or Unskidded-Advance	lbs.	6013 \$79.00	6012 \$158.00	\$

Uncrated and/or Unskidded-Exhibit Site	lbs.	6013 \$76.00	6012 \$152.00	\$
---	------	---------------------	----------------------	----

CRATED SHIPMENTS REQUIRING SPECIAL HANDLING			
Includes shipments that are loaded and/or packed in such a manner as to require additional handling such as ground loading, side door loading, constricted space loading, designated piece loading, or stacked shipments. Late arrival charges additional, see above for details.			

	SHIPMENT WEIGHT X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
To Warehouse	lbs.	6041 \$76.00	6040 \$152.00	\$

To Exhibit Site	lbs.	6043 \$71.00	6042 \$142.00	\$
------------------------	------	---------------------	----------------------	----

SMALL PACKAGE SHIPMENTS			
Round trip rates, per shipment. Limited to 50 lbs. per shipment, per delivery. Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Includes FedEx and UPS shipments. Late arrival charges additional, see above for details.			

	NO. OF CARTONS	FIRST CARTON	EACH ADDL. CARTON	ESTIMATED CHARGES
Small Packages/Max. 50 lbs. per shipment		6030 \$32.00	6031 \$8.00	\$

If your freight remains at the Exhibit Site at the end of the show, there will be a charge of \$12.50 per cwt with a minimum fee of \$125.00 for DWA to return your freight to its warehouse. In addition, there may be a fee for storage. It is the exhibitor's responsibility to arrange for freight pickup from DWA's warehouse.

Company Name	Booth Number	All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address	City State Zip Code	
Telephone	Fax E-mail	
Authorized Contact Signature	Authorized Contact-Please Print Date	

RETURN TO: DWA Trade Show & Exposition Services
3721 NW Front Avenue, Portland, Oregon 97210
Telephone: 503/228-6800 Fax: 503/595-1470
E-mail: csr@dwa-tradeshow.com
http://www.dwa-tradeshow.com

Total Estimated Charges	\$
PAYMENT ENCLOSED	\$

Invoicing will be done from the actual weight, not the above estimates.

FIRE MARSHAL'S RULES

1. All decorative materials must be flame proofed or of a type acceptable to the Fire Marshal's Office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless pre-approved by the Fire Marshal's office.
2. No flammable gasses, liquids or solids, are allowed in any building, enclosed tent or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
3. **Tents, canopies and covers over booths are allowed inside building only at Oregon Convention Center, Exposition Center, Memorial Coliseum Arena and Rose Garden Arena where ceiling height is adequate.** Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshal's Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must also have a fire extinguisher.
4. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.
5. All natural gas lines used to run a fireplace etc. must have a shut off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut off valves to the appliances and to the building as well. All natural gas fireplace displays must have a safety pilot kit providing automatic shut off if no flame is detected. Each fireplace must additionally have a Carbon Monoxide detector with alarm and a protective barrier to safeguard against risk of being burned. No wood burning fireplaces are permitted.
6. Portable space heaters are not allowed unless approved by the Fire Marshal's Office.
7. Displaying of vehicles requires vehicles to have 1/4 tank or less of fuel in the tank; gas cap must be either locked or taped in place; and battery cables taped or batteries removed.
8. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.
9. All exhibitors are to keep all their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
10. Empty cardboard boxes are not to be stored within booths overnight.
11. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES MUST BE RELOCATED BY THE EXHIBITOR UPON REQUEST.

Exhibit Order Form



Goodwill Industries Summer Conference

August 8th – 14th, 2015

EVENT NAME _____

Exhibit Setup Date _____ Exhibit Tear Down Date _____

Company/Exhibitor _____ Booth# _____

Contact Name _____

E-mail Address _____

Address _____

City _____ State _____ Zip _____

Phone# _____ Fax # _____

A 24% Service Charge applies to all items with the exception of labor.

UNIQUE.CREATIVE.INNOVATIVE www.encore-us.com p: 503-499-6379 f: 503-499-6393 e: eventspx@encore-us.com

Exhibit Guide

110/120 VOLT *Note: All Power is "Per Show" inclusive of labor. A 24% service charge applies.*

	Quantity	Set Date	Strike Date	Show Price	TOTAL
500 Watts (5 amps)	_____	_____	_____	\$90.00	=\$ _____
1000 Watts (10 amps)	_____	_____	_____	\$120.00	=\$ _____
2000 Watts (20 amps)	_____	_____	_____	\$150.00	=\$ _____

208/220 VOLT – Call for quote

Additional Labor If Needed (Minimum Charge for Orders – 1 hour)

110/120 VOLT outlet prices power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. All island booths will require labor. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please add an estimated 1 hour minimum to the order.

Straight Time (per hour)	\$75.00
Monday - Saturday, 7:00 am – 5:00 pm	
Overtime (per hour)	\$112.50
Monday - Saturday, 5:00 pm - 7:00 am (All day Sunday)	
Holiday	\$150.00

ADDITIONAL INFORMATION

- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by AVT in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- NO refunds will be applied to electrical services cancelled after installation.

QTY	ITEMS	SHOW RATE	QUANTITY	TOTAL
	Extension/Power Strip Combo	\$30.00		
ELECTRICAL TOTAL				

A 24% Service Charge applies to all items with the exception of labor.

UNIQUE.CREATIVE.INNOVATIVE www.encore-us.com p: 503-499-6379 f: 503-499-6393 e: eventspx@encore-us.com

Exhibit Guide

AUDIO EQUIPMENT (daily charge)

QTY	ITEMS	DAILY RATE	DAYS	TOTAL
	JBL Powered Loudspeaker w/Stand	\$75.00		
	SM-58 Hardwire Microphone w/Stand	\$50.00		
	UHF Wireless Microphone (Handheld or Lavalier)	\$140.00		
	CD Player	\$65.00		
	4 Channel Mono Mixer	\$55.00		

All microphones, laptop audio, MP3 players, etc. must have an audio mixer and house sound patch/speaker.

VIDEO EQUIPMENT (daily charge)

QTY	ITEMS	DAILY RATE	DAYS	TOTAL
	HD Flat Panel Display Package: <i>(Includes: HD 52" Flat Panel LCD Display, Display Stand, Video & Power Cabling, Set & Strike Labor)</i>	\$550.00		
	HD Flat Panel Video Package: <i>(Includes: HD 46" Flat Panel LCD Display, Display Stand, DVD or VCR Player, Set & Strike Labor)</i>	\$475.00		
	VGA Cable (for PC, projectors and monitors)	\$25.00		

COMPUTER, INTERNET & PHONE EQUIPMENT (daily charge)

QTY	ITEMS	DAILY RATE	DAYS	TOTAL
	PC Laptop Computer	\$250.00		
	Hardwire Internet Connection (single user)	\$150.00		
	Wireless Internet Connection (single user)	\$100.00		
	Polycom Speaker Phone	\$185.00		
	Telephone w/DID Analog Line (Domestic Calling)	\$100.00		
	Telephone w/DID Analog Line (International Calling)	\$175.00		

*Phone setup charges do not include usage fees.

Electrical Total	Enter →	\$
Equipment Total	Enter →	\$
Service Charge	x 24%	\$
Labor (service charge does not apply)	Enter →	\$
GRAND TOTAL		\$

A 24% Service Charge applies to all items with the exception of labor.

UNIQUE.CREATIVE.INNOVATIVE www.encore-us.com p: 503-499-6379 f: 503-499-6393 e: eventspdx@encore-us.com



Exhibit Guide

CREDIT CARD AUTHORIZATION

Please make your selection below and email or fax completed to:

Encore Event Technologies:

FAX: (503) 499.6393

EMAIL: eventspx@encore-us.com

I authorize Encore Event Technologies & Marriott Downtown Waterfront to charge my credit card for:

Date of Function _____

Name of Event/Group: _____

Type of Card (Check One):

American Express _____ Visa _____ MasterCard _____

Card Holder Name: _____

Card Holder Address: _____

Card Number: _____

Expiration Date: _____ CCID: _____ Total Estimated Charges: \$ _____

Phone Number: _____ Date: _____

Signature: _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows:

1. *Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.*
2. *Risk of Loss: Rental Equipment is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care of possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.*
3. *Insurance for the subject equipment is Lessee's responsibility.*
4. *Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.*
5. *It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site to the number listed in the bottom header. Absolutely no credits will be issued after show closing.*

Please make checks payable to: Portland Marriott Downtown Waterfront

A 24% Service Charge applies to all items with the exception of labor.

UNIQUE.CREATIVE.INNOVATIVE www.encore-us.com p: 503-499-6379 f: 503-499-6393 e: eventspx@encore-us.com



A Freeman Company