

NW Agriculture Show January 24-26, 2017 Portland Exposition Center

EXHIBITOR KIT

Please retain copies of the completed order forms for your records. Make sure to mail, fax or email completed copies with payment to each contractor providing services.

NW Agriculture Show
Portland Exposition Center
January 24-26, 2017
S01247
Advance Price Deadline: January 10, 2017

HOW TO CONTACT US:

DWA Trade Show & Exposition Services
Phone: 503/228-6800
6700 NE 59th Place
Fax: 503/595-1470
Portland, Oregon 97218
e-mail: csr@dwatradeshow.com

BOOTH INFORMATION:

HALL D:
Backwall Drape: Red & White
Siderail Drape: Red
Aisle Carpet: Red
HALL E:
Backwall Drape: Blue & White
Siderail Drape: Blue
Aisle Carpet: Blue
BOOTH SIZE: 10' x 10'

PLEASE NOTE: THE BOOTHS ARE NOT CARPETED AND BULK BOOTHS DO NOT INCLUDE PIPE & DRAPE.

BOOTH PACKAGE:

Show Management is providing each exhibitor with the following:
One 7" x 44" Booth Identification Sign

ADVANCE PRICE DEADLINE: The last day to receive DWA advance pricing is: ***January 10, 2017***

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:

NW Ag Show

COMPANY NAME - BOOTH #

c/o DWA

6700 NE 59th Place

Portland, Oregon 97218

*To avoid additional after deadline charges, shipments must arrive by: **January 18, 2017***

Direct Shipping Address:

NW Ag Show

COMPANY NAME - BOOTH #

c/o DWA

Portland Exposition Center

2060 N. Marine Drive

Portland, OR 97217

*All direct shipments must be consigned to DWA and scheduled to arrive during official exhibitor move-in hours only. First day to receive freight at the exhibit site: **January 23, 2017***

Welcome to the *Northwest Agriculture 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.

SHOW INFORMATION

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.

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 **NWAG17**
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

NW Agriculture Show
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Company Name
Booth Number
Billing Address
City

State
Zip Code
Telephone
Fax
E-mail
Authorized Contact Signature
Authorized Contact-Please Print
Date

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.

PAYMENT POLICIES & CREDIT CARD CHARGE AUTHORIZATION

KEEP ORIGINAL & SEND COPY TO DWA

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

VISA
MASTERCARD
AMERICAN EXPRESS
DISCOVER

Cardholder's Name
Cardholder's Signature

Charge my credit card in the amount of \$
\$

CALCULATION OF ORDERS

TOTAL ORDER
Furniture, Accessories, Carpet..... \$
Signs..... \$
Labor/Forklift..... \$
Material Handling..... \$
Other DWA Services (please specify) _____ \$
Other DWA Services (please specify) _____ \$

Other DWA Services (please specify) _____ \$

I have enclosed check number _____ dated _____ in the amount of \$

TAX ID #93-0642167

RETURN TO: DWA Trade Show & Exposition Services ♦ 6700 NE 59th Place ♦ Portland, OR 97218

Telephone: 503/228-6800 ♦ Fax: 503/595-1470 ♦ E-mail: csr@dwatradeshow.com ♦

<http://www.dwatradeshow.com>

***All orders
are governed
by DWA's
Payment Policy and
Limits of
Liability and
Responsibility.***

Personal

Corporate

Cardholder's Billing Address

Account Number

Expiration Date

Three or Four Digit Security Code

Please Print

City

State

Zip

Country

TOTAL FROM EACH

ORDER FORM

NW Agriculture Show
Portland Exposition Center
January 24-26, 2017
S01247

Advance Price Deadline: January 10, 2017

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 re-routing 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.

LIMITS OF LIABILITY & RESPONSIBILITY

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

Please read carefully.

SPECIAL BOOTH PACKAGE ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.

Total Rentals Ordered

\$

Add 00% Sales and/or Use Tax

\$

-0-

PAYMENT ENCLOSED

\$

SPECIAL BOOTH PACKAGE - SAVE UP TO 20%

NO SUBSTITUTIONS PLEASE!

(AVAILABLE BY ADVANCE ORDER ONLY)

0805C

Special Booth Package Includes:

One Draped Table

One 9' x 10' Carpet

One Plastic Side Chair

One Wastebasket

Quantity

Description

Pre-Order

Price

Total

Please Choose Size/Color Preferences in Category Below

Carpet Color:

Table Skirt Color:

Table Size:

(All tables are 30" high and 24" wide)

Blue

Red

Green

Gray

Plum

Black

Teal

Blue

Red

Green

Silver

Burgundy

White

Black

Teal

Plum

\$148.00

Per Package

4' Long

6' Long

8' Long

Company Name

Booth Number

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

6700 NE 59th Place, Portland, OR 97218

Telephone: 503/228-6800 Fax: 503/595-1470

E-mail: csr@dwatradeshow.com

<http://www.dwatradeshow.com>

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.**

CHAIRS

TABLES

ACCESSORIES

430SS Small Skirted Serpentine \$ 94.00 \$117.00

530SS Large Skirted Serpentine \$108.00 \$135.00

430US Small Unskirted Serpentine \$ 49.00 \$ 61.00

530US Large Unskirted Serpentine \$ 59.00 \$ 73.00

1010

4th Side Skirt-30"

\$ 30.00 \$ 45.00

424SC 4' Skirted Counter

\$73.00 \$91.00

624SC 6' Skirted Counter

\$81.00 \$101.00

824SC 8' Skirted Counter

\$90.00 \$112.00

424UC 4' Unskirted Counter

\$50.00 \$62.00

624UC 6' Unskirted Counter

\$55.00 \$68.00

824UC 8' Unskirted Counter

\$60.00 \$75.00

1011

4th Side Skirt-42"

\$35.00 \$50.00

DISPLAY COUNTERS- 42" High x 24" Wide

(Check color below / 6' & 8' counters skirted 3 sides only)

Company Name

Booth Number

Billing Address

City

State

Zip Code

Telephone

Fax

E-mail

Authorized Contact Signature

Authorized Contact-Please Print

Date

All orders

are governed

by DWA's

Payment Policy and

Limits of

Liability and

Responsibility.

Total Rentals Ordered

\$

Add 00% Sales and/or Use Tax

\$

-0-

PAYMENT ENCLOSED

\$

0214R

210 Coffee Table/18X36X17H

\$40.00 \$50.00

211

Side Table/17x17x17H

\$35.00 \$44.00

200 Cocktail Round/30Hx36D

\$62.00 \$77.00

205 Cocktail Pedestal/42Hx36D \$67.00 \$83.00

500 5' Round Undraped/30H \$32.00 \$39.00

501 5' Round w/Linen/30H

\$56.00 \$65.00

1000 54" Linen / Square

\$20.00 \$26.00

1001 90" Linen / Round

\$23.00 \$29.00

Quantity Description

Advance Standard Total

424S 4' Skirted Table

\$65.00 \$82.00

624S 6' Skirted Table

\$75.00 \$92.00

824S 8' Skirted Table

\$82.00 \$99.00

DISPLAY TABLES- 30" High x 24" Wide

(Check color below / 6' & 8' tables skirted 3 sides only)

Qty.

Description

Advance Standard Total

FURNITURE & ACCESSORIES

ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

²⁸⁰ Perfboard
\$90.00 \$112.00

²⁸¹ Tackboard/
\$90.00 \$112.00

Grey Fabric

PERFBOARD/TACKBOARD - 4' x 8' Panels

(Perfboard rental does not include hardware)

Quantity Description

Advance Standard Total

(Please check your choice of installation)

Vertical
Horizontal

¹¹⁰⁰ 3' High Drape/Per LF
\$ 8.00

\$10.00

¹¹⁰⁵ 8' High Drape/Per LF
\$10.00 \$12.00

Quantity Description

Advance Standard Total

CUSTOM DRAPE - 4' Minimum Order (includes frame)

Available Drape Colors:

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

²⁷¹ 4' Single Tier, 8" or 15" \$35.00 \$45.00

²⁷³ 6' Single Tier, 8" or 15" \$42.00 \$53.00

²⁷² 4' Double Tier, 8" and 15" \$68.00 \$85.00

²⁷⁴ 6' Double Tier, 8" and 15" \$74.00 \$92.00

Quantity Description

AdvanceStandard Total

TABLE TOP RISERS- 8" Deep (Includes white vinyl covering)

TO VIEW RENTAL ITEMS, PLEASE SEE OUR WEBSITE!

Select Skirt Color:

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

SERPENTINE TABLES- 30" Wide

(Check color below / serpentine tables skirted 3 sides only)

Quantity Description

Advance Standard Total

²²⁰ Wastebasket
\$ 9.00

\$11.00

²³⁰ Aluminum Easel

\$22.00

\$29.00

²⁴⁰ Chrome Stanchion

\$25.00

\$31.00

²⁴¹ Velour Rope/6'

\$18.00 \$25.00

²⁵⁴ Magazine Rack/6 slot

\$54.00 \$67.00

²⁵⁷ Waterfall Bag Rack

\$51.00

\$66.00

²⁵⁸ Chrome Signholder

\$51.00 \$66.00

²⁶⁰ Coat Tree

\$36.00 \$46.00

¹⁴ 8' Upright with Base

\$12.00

\$15.00

¹⁵ 6' - 10' Extension Bar

\$12.00

\$15.00

⁹² Executive Desk

\$195.00 N/A

⁹⁰ Showcase-6' w/2 Shelves \$298.00 N/A

Quantity Description

Advance Standard Total

¹¹⁰ Plastic Side Chair

\$20.00 \$30.00

¹²⁰ Fabric Side Chair

\$36.00 \$46.00

¹³⁰ Fabric Arm Chair

\$40.00

\$52.00

¹⁴⁰ Barstool

\$45.00 \$55.00

¹²⁶ Steno Chair without Arms \$65.00 \$75.00

Select Linen Color:

Blue White Black Plum

^{424U} 4' Unskirted Table

\$40.00 \$50.00

^{624U} 6' Unskirted Table

\$45.00 \$56.00

^{824U} 8' Unskirted Table

\$50.00 \$62.00

¹⁰¹⁰ 4th Side Skirt-30"

\$30.00 \$45.00

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.**

CARPET, PADDING & VISQUEEN ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

⁹¹⁰ 9' X 10' 16 oz. Booth Carpet

\$ 95.00

\$118.00

⁹²⁰ 9' x 20' 16 oz. Booth Carpet

\$190.00

\$237.00

⁹³⁰ 9' x 30' 16 oz. Booth Carpet

\$285.00

\$356.00

⁹⁴⁰ 9' x 40' 16 oz. Booth Carpet

\$380.00

\$475.00

STANDARD BOOTH CARPET

Rental includes installation, front-edge taping and pick up at the close of the show.

Quantity

Size

Advance

Standard

Total

All orders

are governed

by DWA's

Payment Policy

and Limits of

Liability and

Responsibility.

Total of Items Ordered

\$

Add 00% Sales and/or Use Tax

\$

-0-

PAYMENT ENCLOSED

\$

Company Name

Booth Number

Billing Address

City

State

Zip Code

Telephone

Fax

E-mail

Authorized Contact Signature

Authorized Contact-Please Print

Date

STANDARD CUSTOM CUT BOOTH CARPET

Includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee color selection.

⁹⁷⁵ 16 oz. Custom Carpet/sq. ft.

\$ 1.60'

\$ 2.00'

Select Carpet Color:

.Blue

.Red

.Green
.Gray
.Black
.Teal
.Plum
Quantity
Size
Advance
Standard
Total

CARPET PADDING

⁹⁷³ Foam Padding/sq. ft.

\$ 0.60'

\$ 0.75'

Quantity
Size
Advance
Standard
Total

Select Carpet Color:

.Blue
.Red
.Green
.Gray
.Black
.Teal
.Plum

Price for carpet includes delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

VISQUEEN PLASTIC COVERING FOR PROTECTION

Rental includes one-time installation and removal.

⁹⁷² Plastic Covering/sq. ft.

\$ 0.40'

\$ 0.50'

Quantity
Size
Advance
Standard
Total

Cancellation Policy:

Custom size booth carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please include a layout diagram in the box below for installation of your carpet if your carpet size is different from your booth size to avoid any unnecessary delays or costs.

0214R

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.

RETURN TO: DWA Trade Show & Exposition Services

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.

GRID PANEL & MINI GRID RENTAL ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

*All orders
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and Limits of
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Responsibility.*

Total Rentals Ordered

\$

Add 00% Sales and/or Use Tax

\$

-0-

PAYMENT ENCLOSED

\$

(AVAILABILITY GUARANTEED ONLY IF ORDERED IN ADVANCE.)

0805C

9800 GRID PANEL, 2' X 8', Black / Per Panel

Quantity

Description

Advance

Standard

Total

Company Name

Booth Number

Billing Address

City

State

Zip Code

Telephone

Fax

E-mail

Authorized Contact Signature

Authorized Contact-Please Print

Date

\$37.00

\$50.00

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.

9801 GRID PANEL FEET / Per Set of Two

Feet are needed if you want to make one panel free standing.

\$35.00

9802 MINI GRIDS / 14" x 14" / Per Grid

Mini-Grid cube panels snap together with connectors into economical display cubes.

9803 MINI GRID CONNECTORS / Bag of 12

\$ 3.00

\$ 5.00

\$ 5.00

\$ 9.00

Grid Panel

Grid Panel w/Feet
(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.

Set Up Examples
(hardware not included)

\$27.00

RETURN TO: DWA Trade Show & Exposition Services
6700 NE 59th Place, Portland, OR 97218
Telephone: 503/228-6800 Fax: 503/595-1470
E-mail: csr@dwatradeshow.com
<http://www.dwatradeshow.com>

9211 Black Bonded Leather Loveseat (60" long x 36" wide x 33" high)
\$350.00
\$

9212 Black Bonded Leather Sofa (82" long x 36" deep x 33" high)
\$395.00
\$

9213 Black Bonded Leather Chair (40" long x 36" deep x 33" high)
\$295.00
\$

9214 Black Coffee Table (46.5" long x 29.5" wide x 18" high)
\$139.00
\$

9219 Black End Table (21.58" x 21.58" x 19.58" high)
\$119.00
\$

9215 Black Guest Chair
\$ 75.00
\$

9216 Nils Chair-Charcoal or White Fabric / Circle Color Choice
\$ 85.00
\$

9217 Wire & Wood Shelf Unit (66.5" long x 12" deep x 62" high)
\$ 95.00
\$

9220 White Blixt Bar Stool
\$ 75.00
\$

9225 Glass Showcase/Locking (64-1/8" tall x 14-3/8" deep x 16-3/4" wide)
\$ 175.00
\$

SPECIALTY FURNITURE

ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

All orders

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Total of Items Ordered

\$

Add 00% Sales and/or Use Tax

\$

-0-

PAYMENT ENCLOSED

\$

Company Name

Booth Number

Billing Address

City

State

Zip Code

Telephone

Fax

E-mail

Authorized Contact Signature

Authorized Contact-Please Print

Date

011109R

LOUNGE / RECEPTION FURNISHINGS

Quantity

Description

Advance Standard

Total

Black Chair

Black Loveseat

Black Guest Chair

Wire & Wood Shelf

Black Sofa

Black Coffee Table

Black End Table

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.

White Blixt Bar Stool

RETURN TO: DWA Trade Show & Exposition Services

6700 NE 59th Place, Portland, OR 97218

Telephone: 503/228-6800 Fax: 503/595-1470

E-mail: csr@dwatradeshow.com

<http://www.dwatradeshow.com>

Nils Chair

Glass Showcase/Locking

PLANT RENTAL

ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

⁹⁵⁰⁰ 3' to 4' Tall Plant (Spath, Dieffenbachia/Ivy, Dracaena) circle selection

\$57.00

\$71.00

⁹⁵⁰¹ 5' to 6' Tall Plant (Areca Palm, Ficus) circle selection

\$68.00

\$85.00

⁹⁵⁰² 30" Hydrangea (Blue)

\$37.00

\$47.00

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Total of Items Ordered

\$

Add 00% Sales and/or Use Tax

\$

-0-

PAYMENT ENCLOSED

\$

Company Name

Booth Number

Billing Address

City

State

Zip Code

Telephone

Fax

E-mail

Authorized Contact Signature

Authorized Contact-Please Print

Date

011109R

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.

SILK PLANTS & FLORAL ARRANGEMENTS

⁹⁵⁰⁵ 15" Geraniums (Pink or Red)

\$23.00

\$31.00

⁹⁵⁰⁷ 6" (1-1/2' wide) Fern

\$16.00

\$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

Spath

Fern

Dracaena

Please Note: Photos are not to scale.

Quantity

Description

Advance Standard

Total

Geranium

Dieffenbachia/

Ivy Planter

Bird of Paradise

Hydrangea

ENVIRONMENTALLY FRIENDLY TABLE TOP DISPLAY ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

*All orders
are governed
by DWA's
Payment Policy
and Limits of
Liability and
Responsibility.*

Total of Items Ordered

\$

Add 00% Sales and/or Use Tax

\$

-0-

PAYMENT ENCLOSED

\$

Company Name

Booth Number

Billing Address

City

State

Zip Code

Telephone

Fax

E-mail

Authorized Contact Signature

Authorized Contact-Please Print

Date

011109R

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

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.

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

\$

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.

Cost Effective ◆

Professional Appearance ◆ *Environmentally Friendly*

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.

**ENVIRONMENTALLY FRIENDLY
CARDBOARD KIOSK DISPLAY**

ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

***All orders
are governed
by DWA's
Payment Policy
and Limits of
Liability and
Responsibility.***

Total of Items Ordered

\$

Add 00% Sales and/or Use Tax

\$

-0-

PAYMENT ENCLOSED

\$

Company Name

Booth Number

Billing Address

City

State

Zip Code

Telephone

Fax

E-mail

Authorized Contact Signature

Authorized Contact-Please Print

Date

011109R

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

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.

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.

Quantity

Size

Advance

Standard

Total

⁸¹⁰⁹ 36" x 84" Kiosk Display w/feet

\$ 250.00

\$310.00

\$

⁸⁰²⁰ Graphic Design Labor, per hour

\$ 65.00

\$ 95.00

\$

RETURN TO: DWA Trade Show & Exposition Services

6700 NE 59th Place, Portland, OR 97218

Telephone: 503/228-6800 Fax: 503/595-1470

E-mail: csr@dwatradeshow.com

<http://www.dwatradeshow.com>

NW Agriculture Show
Portland Exposition Center
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S01247

Advance Price Deadline: January 10, 2017

8001 7" x 11"

\$ 30.00

\$ 45.00

8002 7" x 44"

\$ 37.00

\$ 56.00

8003 11" x 14"

\$ 37.00

\$ 56.00

8004 14" x 22"

\$ 44.00

\$ 66.00

8005 22" x 28"

\$ 65.00

\$ 97.00

8008 24" x 36"

\$ 75.00

\$ 105.00

8006 28" x 44"

\$ 84.00

\$ 118.00

8007 40" x 60"

\$146.00

\$ 217.00

8009 3' x 8'

\$175.00

\$ 253.00

8010 4' x 8'

\$195.00

\$ 273.00

8011 Grommet, per piece

\$ 1.00

\$ 1.50

8013 Easel Back, per piece

\$ 5.00

\$ 6.00

8021 Banner

Call for Quote

Call for Quote

8020 Designer Labor, per hour

\$ 65.00

Call for Quote

(for specific/custom design needs)

STANDARD SIGN & BANNER

ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

STANDARD SIGNS

Quantity
Size
Advance
Standard
Total

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

**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.

All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.

Total Graphics Ordered

\$

Add 00% Sales and/or Use Tax

\$

-0-

PAYMENT ENCLOSED

\$

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.

Company Name

Booth Number

Billing Address

City

State

Zip Code

Telephone

Fax

E-mail

Authorized Contact Signature

Authorized Contact-Please Print

Date

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

Choose sign orientation:

(Check appropriate box)

Horizontal

Vertical

Use Your Judgement for

Sign Layout

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.

011109R

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NW Agriculture Show
Portland Exposition Center
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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.

GRAPHICS FILE SUBMISSION GUIDELINES

NW Agriculture Show
Portland Exposition Center
January 24-26, 2017
S01247

Advance Price Deadline: January 10, 2017

Straight Time

between 8:00 am and 4:30 pm weekdays

\$58.00 per hr \$68.00 per hr

Overtime

before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays

\$87.00 per hr \$107.00 per hr

PORTER SERVICE-(DWA will empty wastebaskets at two-hour intervals, show hours only, for the duration of the event.

Vacuuming not included.)

⁵²⁰⁰0 to 500 square feet per day

\$58.00

\$68.00

⁵²¹⁰501 to 1500 square feet per day

\$68.00

\$78.00

⁵²²⁰1501 to 3000 square feet per day

\$78.00

\$88.00

⁵²³⁰3001 square feet and higher per day

\$85.00

\$97.00

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

⁵⁰⁹⁰**BEFORE SHOW OPENS ONLY**

cost per square foot \$.45

\$.56

⁵⁰⁹¹**DAILY ***

cost per square foot \$.43

\$.53

⁵⁰⁰⁰**BEFORE SHOW OPENS ONLY**

cost per square foot \$.30

\$.38

⁵⁰¹⁰**DAILY ***

cost per square foot \$.25

\$.29

Vacuuming

\$

Shampooing

\$

Porter Service

\$

SQ FT

X

RATE

X

NO. OF DAYS*

TOTAL

(100 SF MIN.)

***All orders
are governed
by DWA's
Payment Policy
and Limits of
Liability and
Responsibility.***

Vacuuming

\$

Shampooing

\$

Porter Service

\$

Total All Lines

\$

PAYMENT ENCLOSED

\$

CLEANING

ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

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.

BOOTH CLEANING SERVICES (Please check your selections)

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.

3

0214R

Company Name

Booth Number
Billing Address
City
State
Zip Code
Telephone
Fax
E-mail
Authorized Contact Signature
Authorized Contact-Please Print
Date

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

o
o
o
o o

PERIODIC 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.

**ADVANCE STANDARD
ADVANCE STANDARD
ADVANCE
STANDARD**

⁵²⁴⁰⁵⁰ We will require porter service. Please contact us at booth before show opening.

**ADVANCE
STANDARD**

RETURN TO: DWA Trade Show & Exposition Services
6700 NE 59th Place, Portland, OR 97218
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<http://www.dwatradeshow.com>
NW Agriculture Show
Portland Exposition Center
January 24-26, 2017
S01247
Advance Price Deadline: January 10, 2017

LABOR ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

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.

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.

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.

***All orders
are governed
by DWA's
Payment Policy
and Limits of***

Liability and Responsibility.

Estimated Labor Services Ordered

\$

Add 25% (\$30 min.) for Install Supervision

\$

Add 25% (\$30 min.) for Dismantle Supervision \$

PAYMENT ENCLOSED

\$

Installation

\$ _____ /hr.

\$

Dismantle

\$ _____ /hr.

\$

No. of workers

x Hours per worker

=

Total worker hours

at Rate

Total

(SEE PAGE TWO)

011209R

Company Name

Booth Number

Billing Address

City

State

Zip Code

Telephone

Fax

E-mail

Authorized Contact Signature

Authorized Contact-Please Print

Date

LABOR SERVICES (Please indicate services desired)

LABOR RATES

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) _____

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.

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.

Straight Time

between 8:00 am and 4:30 pm weekdays

\$58.00 per hr \$68.00 per hr

Overtime

before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays

\$87.00 per hr \$107.00 per hr

ADVANCE

STANDARD

RETURN TO: DWA Trade Show & Exposition Services
6700 NE 59th Place, Portland, OR 97218
Telephone: 503/228-6800 Fax: 503/595-1470
E-mail: csr@dwatradeshow.com
http://www.dwatradeshow.com

NW Agriculture Show
Portland Exposition Center
January 24-26, 2017
S01247

Advance Price Deadline: January 10, 2017

OUTBOUND FREIGHT INFORMATION

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

OUTBOUND FREIGHT CHARGES

CONSIGNED TO

ADDRESS

PREPAID

COLLECT

CITY

STATE

ZIP

BILL TO

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

DID YOU ORDER

ELECTRICAL

YES

NO

ELECTRICAL UNDER CARPET

YES

NO

ELECTRICAL DRAWINGS

ATTACHED

SENT TO THE OFFICIAL ELECTRICAL CONTRACTOR

W/EXHIBIT

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

INBOUND FREIGHT INFORMATION

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

LABOR PAGE TWO

KEEP ORIGINAL & SEND COPY TO DWA

Page 18

NW Agriculture Show
Portland Exposition Center
January 24-26, 2017
S01247

Advance Price Deadline: January 10, 2017

DWA and Show Management must have an authorized signature at the bottom of this form and the following information

completed in order to approve your sign for hanging.

SIGN & BANNER HANGING SERVICES

Set up instructions must be provided for signs needing assembly. Print of sign must contain detailed information in order to determine location pick points.

All signs must have rigging points and, in case of electrical, be in working order and in accordance with the National Electrical Codes.

Scissor Lift for Sign/Banner Installation

\$295.00 per hr, 1 hr min (includes operator)

Scissor Lift for Sign/Banner Removal

\$147.50 per 1/2 hr, 1/2 hr min (includes operator)

Boom Lift for Sign/Banner Installation

\$395.00 per hr, 1 hr min (includes operator and spotter)

Boom Lift for Sign/Banner Removal

\$197.50 per 1/2 hr, 1/2 hr min (includes operator and spotter)

Additional Hanging Crew if needed, per worker \$58.00 S.T./hr \$87.00 O.T./hr

\$68.00 S.T./hr \$107.00 O.T./hr

Hanging Poles (if not provided)

\$1.75 per linear foot

Actual hanging times and charges may vary due to hanging points, ceiling heights, obstructions or additional equipment needs.

HANGING SIGN RATES

SIGN & BANNER HANGING ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

3150
3151
3155/56
3157

Please provide an overview sketch of how your sign should be hung in your booth in the large box to the right. Place booth dimensions in the small boxes.

Booth and Hanging Sign Structural Integrity - A certified statement to be signed by the display house and exhibitor guaranteeing that the stress points for hanging the sign have been engineered properly will be required. DWA will not hang a sign if, in its opinion, it appears unsafe.

AISLE
AISLE
AISLE
AISLE

OUR REPRESENTATIVE WILL BE ON SITE: ____/____/____ Time ____:____ AM PM

It is the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign. If no one is present at the pre-arranged time, they will forfeit their right to have their own supervision, and DWA will install and hang the sign at its own discretion with our supervision. A 15% supervision fee will be charged when exhibitor or exhibitor's representative is not present.

To facilitate installation prior to heavy freight congestion, ship your sign crate(s) well in advance and separate from other exhibit materials to our warehouse address indicated on the enclosed Freight Handling Form.

DWA TO PROCEED AND INSTALL, IF POSSIBLE BY:

____/____/____ Time ____:____ AM PM

**DO NOT PROCEED WITHOUT EXHIBITOR SUPERVISION
SHOW-SITE PRE-ASSEMBLY WILL BE REQUIRED**

Company Name
Booth Number
Billing Address
City
State
Zip Code
Telephone
Fax
E-mail
Authorized Contact Signature
Authorized Contact-Please Print
Date

***All orders
are governed
by DWA's
Payment Policy
and Limits of
Liability and
Responsibility.***

Estimated Services Ordered

\$
PAYMENT ENCLOSED

\$
0214R

SIZE/CONFIGURATION OF SIGN

Height _____
Length _____
Width _____
Square
Rectangle
Circle
Triangle
Other _____

Please provide the following information for accurate hanging of your sign:

Weight of sign _____ (Please note oversized/overweight signs are subject to additional charges.)

Please provide footage measurements as requested below:

- Floor to Top of Sign
- From Left Side of Space
- From Right Side of Space
- From Bottom Aisle
- From Top Aisle

STANDARD
 STANDARD
 ADVANCE
 ADVANCE

3148
3149

RETURN TO: DWA Trade Show & Exposition Services
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<http://www.dwatradeshow.com>

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 Portland Exposition Center
 January 24-26, 2017
 S01247

Advance Price Deadline: January 10, 2017

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.

**SHIPPING INSTRUCTIONS/
 MATERIAL HANDLING INFORMATION**

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

DWA Trade Show & Exposition Services, 6700 NE 59th Place, Portland, OR 97218 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwatradeshow.com <http://www.dwatradeshow.com>
081603R

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.

- ✓
- ✓

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.

DIRECT SHIPMENTS TO EXHIBIT SITE

NAME OF EVENT

YOUR COMPANY NAME

YOUR BOOTH NUMBER

C/O DWA Trade Show & Exposition Services

Facility Name

Facility Street Address

Facility City, State, Zip

Make out the bill of lading and consign as follows:

Rates Include:

Unloading freight and delivery to your booth.

Picking up, storing and returning empty shipping containers.

Reloading freight for return to your specified destination.

✓

✓

IMPORTANT!

First day for shipments to arrive at the exhibit site is

January 23, 2017

✓

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.

NAME OF EVENT

YOUR COMPANY NAME

YOUR BOOTH NUMBER

C/O DWA Trade Show & Exposition Services

6700 NE 59th Place

Portland, Oregon 97218

Make out the bill of lading and consign as follows:

IMPORTANT!

Last day for shipments to arrive at the advance warehouse without surcharge is

January 18, 2016

The warehouse will receive shipments Monday through

Friday during the hours of 8:00am to 4:00pm.

✓

✓

✓

✓

✓

✓

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

NW Agriculture Show
 Portland Exposition Center
 January 24-26, 2017
 S01247

Advance Price Deadline: January 10, 2017

MATERIAL HANDLING ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

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

ADVANCE: January 18, 2017

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.

MATERIAL HANDLING RATES

*All orders
 are governed
 by DWA's
 Payment Policy
 and Limits of
 Liability and
 Responsibility.*

Total Estimated Charges

\$

PAYMENT ENCLOSED

\$

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

0214R

Company Name

Booth Number

Billing Address

City

State

Zip Code

Telephone

Fax

E-mail

Authorized Contact Signature

Authorized Contact-Please Print

Date

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.

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

SHOW SITE: January 23, 2017

First day for shipments to arrive at 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.

Crated and/or Skidded Materials

lbs.

\$52.00

\$104.00

\$

DIRECT SHIPMENTS TO EXHIBIT SITE

6011
6010
SHIPMENT WEIGHT X
RATE/100 LBS.
MIN.CHARGE
ESTIMATED CHARGES

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.

Uncrated and/or Unskidded-Advance

lbs.

\$82.00

\$164.00

\$

UNCRATED SHIPMENTS

6013
6012
SHIPMENT WEIGHT X
RATE/100 LBS.
MIN.CHARGE
ESTIMATED CHARGES

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.

Crated and/or Skidded Materials

lbs.

\$58.00

\$116.00

\$

6001
6000
SHIPMENT WEIGHT X
RATE/100 LBS.
MIN.CHARGE
ESTIMATED CHARGES

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.

Small Packages/Max. 50 lbs. per shipment

\$34.00

\$9.00

\$

6030
6031
NO. OF CARTONS
FIRST CARTON
EACH ADD'L. CARTON ESTIMATED CHARGES

To Warehouse

To Exhibit Site

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.

6040
6043
lbs.

\$79.00

\$158.00

\$

lbs.

\$75.00

\$150.00

\$

CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

6042
6041
SHIPMENT WEIGHT X
RATE/100 LBS.
MIN.CHARGE
ESTIMATED CHARGES

Uncrated and/or Unskidded-Exhibit Site

lbs.

\$79.00

\$150.00

\$

6013
6012

RETURN TO: DWA Trade Show & Exposition Services

6700 NE 59th Place, Portland, OR 97218

Telephone: 503/228-6800 Fax: 503/595-1470

E-mail: csr@dwatradeshow.com

<http://www.dwatradeshow.com>

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.