

# ***2011 FARWEST SHOW***

***August 25-27, 2011  
Oregon Convention 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.

*Check out our new product!  
See the Environmentally Friendly  
Table Top Display Form.  
It's reusable too!*





2011 FARWEST SHOW  
Oregon Convention Center  
August 25-27, 2011  
S08251



Advance Price Deadline: August 9, 2011

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**SHOW INFORMATION**

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Welcome to Portland, Oregon and the **2011 Farwest 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: <a href="mailto:csr@dwatradeshow.com">csr@dwatradeshow.com</a>
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BOOTH INFORMATION:	Backwall Drape: Black Siderail Drape: Black Booth Size: 10' Deep x 10' Wide Aisle Carpet: Green PLEASE NOTE: THE BOOTHS ARE NOT CARPETED.
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BOOTH PACKAGE:	The Association is providing each exhibitor with the following: One 7" x 44" Booth Identification Sign
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**ADVANCE PRICE DEADLINE:** The last day to receive DWA advance pricing is: **August 9, 2011**

**FOR YOUR CONVENIENCE, DWA SERVICES MAY BE ORDERED ONLINE!**

**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. Select show location "Portland"
4. Enter the show code under "**Farwest Show**". The show code is **VWU5792**.  
(Please note the show code is case sensitive.)
5. Begin entering your order

**Take advantage of our advance order prices by remitting your order with payment no later than August 9, 2011!  
After this date, standard prices will apply.**

**Important: If ordering electrical, telephone, high speed internet connection, air, water, natural gas, porter service, carpet cleaning or audio visual services, please visit the Oregon Convention Center's website at <http://www.oregoncc.org> or call them at 503.235.7578 or 800.791.2250.**

Please review our payment policy carefully. As a reminder, DWA requires payment in full at the time you place your order. Take advantage of our advance order prices! Just return your order with payment by the advance price deadline on the order forms.

If you have questions about any of the services we offer, or require assistance in filling out our order forms, please contact the DWA Customer Service Department at 503/228-6800.



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**SHOW INFORMATION**  
Page Two

Advance Price Deadline: August 9, 2011

<b>MOVE-IN:</b>	Tuesday	August 23, 2011	8:00 am - 8:00 pm	Times designated by OAN
	Wednesday	August 24, 2011	8:00 am - 8:00 pm	Times designated by OAN
<b>EXHIBITS OPEN:</b>	Thursday	August 25, 2011	12:00 pm - 6:00 pm	
	Friday	August 26, 2011	12:00 pm - 6:00 pm	
	Saturday	August 27, 2011	12:00 pm - 4:00 pm	
<b>MOVE-OUT:</b>	Saturday	August 27, 2011	4:00 pm - 10:00 pm	
	Sunday	August 28, 2011	8:00 am - 3:00 pm	

**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:** 2011 Farwest Show  
Company Name - Booth #  
DWA Trade Show & Exposition Services  
3721 NW Front Avenue  
Portland, Oregon 97210

*Last day to receive advance freight at DWA warehouse without a surcharge: August 18, 2011*

**Direct / Marshalling Yard Address:** 2011 Farwest Show  
Company Name - Booth #  
MARSHALLING YARD (This must be on shipping label)  
**c/o DWA**  
3721 NW Front Avenue  
Portland, Oregon 97210

*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 Marshalling Yard: August 23, 2011 - If freight arrives earlier than August 23, 2011 it will be handled and charged as Advance Freight at Advance Freight Rates. Please see the "Marshalling Yard Directions" form for exact dates and times the Marshalling Yard will be open.***

*If the Marshalling Yard has closed for the day vehicles may proceed directly to the Oregon Convention Center.*

**PLEASE NOTE:** Trucks will arrive at the Marshalling Yard, check-in at the DWA Freight Desk, they will then be assigned a number to wait for their turn to drive to the Oregon Convention Center loading dock.

**DWA recommends UPS Freight for outbound shipping.**



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**PAYMENT POLICIES & CREDIT CARD CHARGE AUTHORIZATION**  
KEEP ORIGINAL & SEND COPY TO DWA

Advance Price Deadline: August 9, 2011

Please complete the 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.

**CALCULATION OF ORDERS**

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

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



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**LIMITS OF LIABILITY &  
RESPONSIBILITY**

Advance Price Deadline: August 9, 2011

**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.





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**EXHIBITOR APPOINTED  
CONTRACTOR  
ORDER FORM**  
KEEP ORIGINAL & SEND COPY TO DWA

Advance Price Deadline: August 9, 2011

**Exhibitors are allowed to use the services of an Exhibitor Appointed Contractor (EAC) provided the following conditions are met:**

The EXHIBITOR is required to complete and return this form as well as the "Third Party Authorization Form" included with this Exhibitor Kit. Both forms must be filled out completely, including credit card information. The forms must be signed by both parties and returned to DWA Trade Show & Exposition Services at least 30 days prior to the show opening.

The EXHIBITOR APPOINTED CONTRACTOR (EAC) is required to provide a certificate of liability insurance of no less than \$1,000,000.00 property damage, loss or personal injury in the form of a policy rider furnished by their broker to Show Management and to DWA Trade Show & Exposition Services (DWA) along with a complete list of exhibitors they intend to serve, at least 30 days prior to the show opening. The EAC must also be able to provide, upon request, the current workers' compensation insurance certificate from the State of Oregon. The EAC must furnish to Show Management and DWA a list of emergency contact names, addresses and phone numbers. All EAC personnel must be properly badged or identified at show site.

**EXHIBITOR INFORMATION**

I am the representative of the exhibiting company named at the top of this form and have authorized the EAC named below to supervise the installation and dismantle of our exhibit. It is my company's responsibility to inform the EAC of all requirements stated on this form and to assure that the EAC adheres to all show, and facility rules. I understand that the exhibiting company is ultimately responsible for the payment of any charges incurred by the EAC, and that in the event the EAC does not submit payment prior to the last day of the show, such charges will be submitted to the exhibiting company for payment. I authorize the use of the credit card information below to charge any payment due. All invoices must be settled by the exhibiting company by the close of the show.

EXHIBITOR NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
CREDIT CARD ACCOUNT # \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ PERSONAL  COMPANY

**EXHIBITOR APPOINTED CONTRACTOR (EAC) INFORMATION**

EAC COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY / STATE / ZIP: \_\_\_\_\_  
CONTACT AND/OR ON SITE REPRESENTATIVE: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Company Name		Booth Number		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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, OR 97210  
Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: csr@dwa tradeshow.com <http://www.dwa tradeshow.com>

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# FURNITURE & ACCESSORIES ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

Advance Price Deadline: August 9, 2011

TO VIEW RENTAL ITEMS, PLEASE SEE OUR WEBSITE!

CHAIRS				
Quantity	Description	Advance	Standard	Total
	<sup>110</sup> Plastic Side Chair	\$19.00	\$25.00	
	<sup>120</sup> Fabric Side Chair	\$34.00	\$44.00	
	<sup>130</sup> Fabric Arm Chair	\$40.00	\$52.00	
	<sup>140</sup> Barstool	\$40.00	\$50.00	
	<sup>126</sup> Steno Chair without Arms	\$59.00	\$74.00	

ACCESSORIES				
Quantity	Description	Advance	Standard	Total
	<sup>220</sup> Wastebasket	\$ 9.00	\$11.00	
	<sup>230</sup> Aluminum Easel	\$22.00	\$29.00	
	<sup>240</sup> Chrome Stanchion	\$25.00	\$31.00	
	<sup>241</sup> Velour Rope/6'	\$17.00	\$21.00	
	<sup>254</sup> Magazine Rack/6 slot	\$51.00	\$66.00	
	<sup>257</sup> Waterfall Bag Rack	\$51.00	\$66.00	
	<sup>258</sup> Chrome Signholder	\$48.00	\$60.00	
	<sup>260</sup> Coat Tree	\$34.00	\$43.00	
	<sup>14</sup> 8' Upright with Base	\$12.00	\$15.00	
	<sup>15</sup> 6' - 10' Extension Bar	\$12.00	\$15.00	
	<sup>92</sup> Executive Desk	\$185.00	N/A	
	<sup>90</sup> Showcase-6' w/2 Shelves	\$298.00	N/A	

TABLE TOP RISERS - 8" Deep (Includes white vinyl covering)				
Quantity	Description	Advance	Standard	Total
	<sup>271</sup> 4' Single Tier, 8" or 15"	\$33.00	\$43.00	
	<sup>273</sup> 6' Single Tier, 8" or 15"	\$40.00	\$52.00	
	<sup>272</sup> 4' Double Tier, 8" and 15"	\$60.00	\$78.00	
	<sup>274</sup> 6' Double Tier, 8" and 15"	\$70.00	\$91.00	

CUSTOM DRAPE - 4' Minimum Order (includes frame)				
Quantity	Description	Advance	Standard	Total
	<sup>1100</sup> 3' High Drape/Per LF	\$ 7.00	\$ 9.00	
	<sup>1105</sup> 8' High Drape/Per LF	\$ 9.00	\$11.00	

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

PERFBOARD/TACKBOARD - 4' x 8' Panels (Perfboard rental does not include hardware)				
Quantity	Description	Advance	Standard	Total
	<sup>280</sup> Perfboard	\$85.00	\$110.00	
	<sup>281</sup> Tackboard/ Grey Fabric	\$85.00	\$110.00	

Vertical  Horizontal (Please check your choice of installation)

TABLES				
Quantity	Description	Advance	Standard	Total
	<sup>210</sup> Coffee Table/18X36X17H	\$38.00	\$49.00	
	<sup>211</sup> Side Table/17x17x17H	\$33.00	\$42.00	
	<sup>200</sup> Cocktail Round/30Hx36D	\$55.00	\$72.00	
	<sup>205</sup> Cocktail Pedestal/42Hx36D	\$60.00	\$81.00	
	<sup>500</sup> 5' Round Undraped/30H	\$30.00	\$37.00	
	<sup>501</sup> 5' Round w/Linen/30H	\$51.00	\$63.00	
	<sup>1000</sup> 54" Linen / Square	\$18.00	\$25.00	
	<sup>1001</sup> 90" Linen / Round	\$21.00	\$27.00	

Select Linen Color:  Blue  White  Black  Plum

DISPLAY TABLES - 30" High x 24" Wide (Check color below / 6' & 8' tables skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	<sup>424S</sup> 4' Skirted Table	\$59.00	\$81.00	
	<sup>624S</sup> 6' Skirted Table	\$69.00	\$90.00	
	<sup>824S</sup> 8' Skirted Table	\$79.00	\$99.00	
	<sup>424U</sup> 4' Unskirted Table	\$29.00	\$36.00	
	<sup>624U</sup> 6' Unskirted Table	\$39.00	\$48.00	
	<sup>824U</sup> 8' Unskirted Table	\$49.00	\$61.00	
	<sup>1010</sup> 4th Side Skirt-30"	\$30.00	\$39.00	

DISPLAY COUNTERS - 42" High x 24" Wide (Check color below / 6' & 8' counters skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	<sup>424SC</sup> 4' Skirted Counter	\$69.00	\$94.00	
	<sup>624SC</sup> 6' Skirted Counter	\$79.00	\$109.00	
	<sup>824SC</sup> 8' Skirted Counter	\$89.00	\$124.00	
	<sup>424UC</sup> 4' Unskirted Counter	\$34.00	\$42.00	
	<sup>624UC</sup> 6' Unskirted Counter	\$44.00	\$56.00	
	<sup>824UC</sup> 8' Unskirted Counter	\$54.00	\$70.00	
	<sup>1011</sup> 4th Side Skirt-42"	\$35.00	\$44.00	

SERPENTINE TABLES - 30" Wide (Check color below / serpentine tables skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	<sup>430SS</sup> Small Skirted Serpentine	\$84.00	\$105.00	
	<sup>530SS</sup> Large Skirted Serpentine	\$98.00	\$122.00	
	<sup>430US</sup> Small Unskirted Serpentine	\$39.00	\$49.00	
	<sup>530US</sup> Large Unskirted Serpentine	\$49.00	\$61.00	
	<sup>1010</sup> 4th Side Skirt-30"	\$30.00	\$39.00	

Select Skirt Color:  <sub>1</sub>Blue  <sub>2</sub>Red  <sub>3</sub>Green  <sub>4</sub>Silver  
 <sub>5</sub>Burgundy  <sub>6</sub>White  <sub>7</sub>Black  <sub>8</sub>Teal  <sub>9</sub>Plum  <sub>10</sub>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 50% of original price after move-in begins. **IMPORTANT NOTE: DWA discourages exhibitors from hanging 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		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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, OR 97210  
Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: csr@dwa-tradeshow.com  
http://www.dwa-tradeshow.com

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



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# CARPET, PADDING & VISQUEEN ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

## STANDARD BOOTH CARPET

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

Quantity	Size	Advance	Standard	Total
	<sub>910</sub> 9' X 10' 16 oz. Booth Carpet	\$ 98.00	\$117.00	
	<sub>920</sub> 9' x 20' 16 oz. Booth Carpet	\$196.00	\$234.00	
	<sub>930</sub> 9' x 30' 16 oz. Booth Carpet	\$294.00	\$351.00	
	<sub>940</sub> 9' x 40' 16 oz. Booth Carpet	\$392.00	\$468.00	

Select Carpet Color:

- <sub>1</sub>Blue    <sub>2</sub>Red    <sub>3</sub>Green  
 <sub>4</sub>Gray    <sub>7</sub>Black    <sub>8</sub>Teal  
 <sub>9</sub>Plum    <sub>13</sub>Charcoal

## 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.

Quantity	Size	Advance	Standard	Total
	<sub>975</sub> 16 oz. Custom Carpet/sq. ft.	\$ 1.60'	\$ 1.78'	

Select Carpet Color:

- <sub>1</sub>Blue    <sub>2</sub>Red    <sub>3</sub>Green  
 <sub>4</sub>Gray    <sub>7</sub>Black    <sub>8</sub>Teal  
 <sub>9</sub>Plum    <sub>13</sub>Charcoal

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.

## CARPET PADDING

Quantity	Size	Advance	Standard	Total
	<sub>973</sub> Foam Padding/sq. ft.	\$ 0.60'	\$ 0.80'	

### 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.

## VISQUEEN PLASTIC COVERING FOR PROTECTION

Rental includes one-time installation and removal.

Quantity	Size	Advance	Standard	Total
	<sub>972</sub> Plastic Covering/sq. ft.	\$ 0.38'	\$ 0.47'	

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.

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

Company Name	Booth Number			<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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, OR 97210  
Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: [csr@dwatradeshow.com](mailto:csr@dwatradeshow.com)  
<http://www.dwatradeshow.com>

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

**ENVIRONMENTALLY FRIENDLY TABLE TOP DISPLAY ORDER FORM**

KEEP ORIGINAL & SEND COPY TO DWA

**NEW PRODUCT!**

**REUSEABLE CARDBOARD DISPLAY**

- ◆ COST EFFECTIVE!
- ◆ PROFESSIONAL LOOK!
- ◆ NO MATERIAL HANDLING CHARGES!
- ◆ ENVIRONMENTALLY FRIENDLY!



Example of 32" x 72" Side Fold - Out

You are welcome to make an appointment to see our samples.







Quantity	Size	Advance	Rush Charge	Total
	8017 24" x 60" Table Top Display	\$ 85.00	\$110.00	\$
	8018 32" x 72" Table Top Display	\$ 95.00	\$125.00	\$
	8019 36" x 84" Table Top Display	\$115.00	\$150.00	\$
	8020 Designer Labor, per hour	\$ 65.00	\$ 95.00	\$
	8015 Carrying Envelope made from Banner Cloth Material	\$ 35.00	\$ 45.00	\$

**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.



Example of 32" x 72" "M" Fold

Please check one box below:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> "W" Fold<br> | <input type="checkbox"/> Side Fold-In (2 folds/4 sections)<br>  | <input type="checkbox"/> Side Fold-Out (2 folds/4 sections)<br> |
| <input type="checkbox"/> "M" Fold<br> | <input type="checkbox"/> Triptych Fold (2 folds/3 sections)<br> | <input type="checkbox"/> "Z" Fold (2 folds/3 sections)<br>      |

Above prices are with print-ready artwork supplied. If you would like us to design your display for you our Design Labor charges would apply. Please contact our Customer Service Department at 503-228-6800 with any questions.

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.

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

Company Name		Booth Number		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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, OR 97210 Telephone: 503/228-6800 Fax: 503/595-1470 E-mail: csr@dwa-tradeshow.com http://www.dwa-tradeshow.com		Total of Items Ordered	\$	
		Add 00% Sales and/or Use Tax	\$	-0-
		PAYMENT ENCLOSED	\$	



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**SIGN & BANNER  
ORDER FORM**  
KEEP ORIGINAL & SEND COPY TO DWA

Advance Price Deadline: August 9, 2011

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

Quantity	Size	Advance	Standard	Total	
	8001 7" x 11"	\$ 30.00	\$ 45.00		<b>SIGN ORDER POLICY</b> 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"	\$ 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		<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)	\$ 40.00	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.

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			<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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, OR 97210  
Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: csr@dwa-tradeshow.com  
http://www.dwa-tradeshow.com

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



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**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	\$55.00 per hr	\$60.00 per hr
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$82.50 per hr	\$88.00 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		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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, OR 97210  
Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: [csr@dwa-tradeshow.com](mailto: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	\$	



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

Advance Price Deadline: August 9, 2011

**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

**Advance Material Handling:** Exhibitors ship their materials up to 30 days in advance to the DWA warehouse. DWA loads it onto trailers, delivers it to their booth at the Oregon Convention Center, stores the empty boxes or crates, returns them at close of show and handles them onto the outbound carrier's trailer.

#### **Benefits of Shipping to the Warehouse**

- ◆Free storage for up to 30 days.
- ◆Priority delivery to the show.
- ◆You will not incur extra drayage charges to have materials delivered to your booth.
- ◆Your shipment will be in your booth when you arrive.
- ◆You can guarantee the labor start time.

**Direct / Marshalling Yard Material Handling:** Exhibitors ship their freight to arrive during exhibitor move-in days and hours only via the Marshalling Yard. The only exceptions to avoid going through the Marshalling Yard are UPS, Federal Express or other types of air freight shipments or if you are able to hand carry your materials and do not need dock space.

Advance or direct material handling charges are not to be confused with the shipping charges that your carrier charges you to transport freight to Portland.

**Marshalling Yard:** This is an area for staging of trucks waiting for their turn to use the dock at the Oregon Convention Center. Alert your carrier as to the location and schedule of the Marshalling Yard. When the driver arrives, they will then check in with the DWA representative at the yard. The driver will then be given a number and will wait until it is their turn to utilize a dock. It is imperative to fill out your Bill of Lading correctly, noting "Marshalling Yard" on it. At the close of show, if you are the person taking the booth down, be sure to dismantle your booth completely prior to going to the Marshalling Yard. You have very limited time to be on the dock.

**Forklift Service:** Forklift service is complimentary for all privately owned vehicles. The complimentary forklift service does not include "spotting" equipment in the booth or any return trips to the booth to move equipment once it has been delivered. It is for offloading from your privately owned vehicle (POV) and taking it directly to the booth and return to your vehicle during move-out. POV is defined as a booth representative being present at the dock to take responsibility of material, oversee unloading and loading of material. If DWA is required to sign for liability, there will be a material handling charge. Please palletize your materials as much as possible to expedite the offloading of your equipment.

**Unloading at the Roll-Up Doors:** Smaller vehicles that do not require access to a loading dock can report directly to the facility during their scheduled move-in time. Upon check-in, the Traffic Manager will identify your booth location and direct you to the appropriate roll-up door. Drivers will be required to remain with their vehicle while exhibitors off-load materials into a staging area. As soon as materials are off-loaded, the driver is required to move the vehicle to a designated parking location before coming back to begin construction of your booth space. DWA forklift drivers will transport off-loaded material into exhibitor's booth.

**Unloading from the Parking Garage:** Exhibitors who are able to hand carry or utilize a push cart from a vehicle less than 7 feet tall without a trailer are encouraged to utilize the freight elevator located in the underground parking garage of the building. There is a \$9 charge to park in the garage and allows you to avoid waiting in line for a roll-up door and keep your vehicle in the same spot while you build your booth.

Please feel free to contact the DWA Customer Service Department at 503-228-6800 if you have any questions as they will be glad to assist you.



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**ADVANCE FREIGHT HANDLING  
& SHIPPING INFORMATION**  
PLEASE KEEP FOR YOUR RECORDS

**FREIGHT HANDLING SERVICES**

DWA Trade Show & Exposition Services is prepared to receive your shipment in advance at our local warehouse. See below for services covered by DWA. You may ship via the show carrier UPS Freight or the carrier of your choice. You may contact UPS Freight Tradeshow Division at 800-988-9889.

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.

The Oregon Convention Center (OCC) does not have facilities to receive freight in advance of show move-in. Do not ship direct to OCC. Advance shipments should be sent to the DWA warehouse (see address below).

**Rates Include** (see Freight Handling Order Form for rates):

- ☞ Unloading crated materials. 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 materials and delivery to your booth.
- ☞ Picking up, storing and returning empty shipping containers.
- ☞ Reloading equipment for return to your specified destination.

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

***Make out the bill of lading and consign as follows:***

2011 FARWEST SHOW  
NAME OF EXHIBITING COMPANY  
YOUR BOOTH NUMBER  
C/O DWA TRADE SHOW & EXPOSITION SERVICES  
3721 NW Front Avenue  
Portland, Oregon 97210

**August 18, 2011**

**Last day for shipments to arrive at the advance warehouse without surcharge.**  
The warehouse will receive shipments Monday through Friday during the hours of 8:00 am to 4:00pm

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.

**Please read the "Limits of Liability & Responsibility" for important information on freight handling.**

3721 NW Front Avenue ♦ Portland, Oregon 97210  
Telephone: 503/228-6800 ♦ Fax: 503/595-1470 ♦ E-mail: [csr@dwatradeshow.com](mailto:csr@dwatradeshow.com)



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**DIRECT AND MARSHALLING YARD  
FREIGHT HANDLING &  
SHIPPING INFORMATION**  
PLEASE KEEP FOR YOUR RECORDS

**FREIGHT HANDLING SERVICES**

DWA Trade Show & Exposition Services is prepared to receive your shipment either in advance at our warehouse, showsite, or at the Marshalling Yard. See "Rates include" below for services covered by DWA. You may ship via the carrier of your choice. Rates are based on the incoming weight of shipments.

We strongly advise that all materials be shipped in advance to our warehouse. For those who cannot ship in advance, and because city ordinances do not permit the staging of trucks at the Oregon Convention Center (OCC), we will operate a Marshalling Yard during move-in and move-out. The only trucks allowed up the OCC loading docks will be those that have been processed by DWA through the official marshalling yard. Trucks will be directed by DWA to the OCC as space at the loading dock permits.

UPS, Federal Express and Air Carrier shipments are exempt. During the move-in and move-out all such shipments should be sent directly to the OCC.

**Rates Include** (see Freight Handling Order Form for rates):

- ⇨ Unloading materials and delivery to your booth.
- ⇨ Picking up, storing and returning empty shipping containers.
- ⇨ Reloading equipment for return to your specified destination.

***Make out the bill of lading and consign as follows:***

2011 FARWEST SHOW  
NAME OF EXHIBITING COMPANY  
YOUR BOOTH NUMBER  
MARSHALLING YARD  
C/O DWA TRADE SHOW & EXPOSITION SERVICES  
3721 NW Front  
Portland, OR 97210

**August 23, 2011**

**First day for shipments to arrive at the Marshalling Yard.**

**MARSHALLING YARD HOURS:**

Move-In	Tuesday, August 23, 2011	7:00 am to 6:00 pm
	Wednesday, August 24, 2011	7:00 am to 6:00 pm
Move-Out	Saturday, August 27, 2011	3:00 pm to 9:00 pm
	Sunday, August 28, 2011	7:00 am to 2:00 pm

**If the Marshalling Yard has closed for the day vehicles may proceed directly to the Oregon Convention Center.**

**UPS, FEDERAL EXPRESS AND AIR CARRIERS DIRECT TO EXHIBIT SITE**

***Make out the bill of lading and consign as follows:***

2011 FARWEST SHOW  
NAME OF EXHIBITING COMPANY  
YOUR BOOTH NUMBER  
C/O DWA TRADE SHOW & EXPOSITION SERVICES  
OREGON CONVENTION CENTER  
777 NE MLK Jr. Blvd.  
Portland, Oregon 97232

**August 23, 2011**

**First day for shipments to arrive at the Exhibit Site.**

**Please read the "Limits of Liability & Responsibility" for important information on freight handling.**

3721 NW Front Avenue ♦ Portland, Oregon 97210  
Telephone: 503/228-6800 ♦ Fax: 503/595-1470 ♦ E-mail: csr@dwatradeshow.com



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**MATERIAL HANDLING ORDER FORM**  
KEEP ORIGINAL & SEND COPY TO DWA

Advance Price Deadline: August 9, 2011

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

Advance: August 18, 2011

*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: August 23, 2011

*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 <b>\$53.00</b>	6000 <b>\$106.00</b>	\$

DIRECT SHIPMENTS TO EXHIBIT SITE / MARSHALLING YARD					
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 <b>\$49.00</b>	6010 <b>\$98.00</b>	\$

UNCRATED SHIPMENTS TO EXHIBIT SITE / MARSHALLING YARD					
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	lbs.		6013 <b>\$76.00</b>	6012 <b>\$152.00</b>	\$

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 <b>\$76.00</b>	6040 <b>\$152.00</b>	\$
To Exhibit Site	lbs.		6043 <b>\$71.00</b>	6042 <b>\$142.00</b>	\$

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 ADD'L. CARTON	ESTIMATED CHARGES
Small Packages/Max. 50 lbs. per shipment		6030 <b>\$32.00</b>	6031 <b>\$8.00</b>	\$

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			<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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, OR 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.



UPS Freight<sup>SM</sup>

Trade Show Services

## It's Show Time

Ship cartons, crates or containers from your dock to the trade show floor in time for the big show.

Time-definite shipping options from UPS Freight let you optimize shipment handling and reduce opportunities for damage, so you feel confident complex displays and high-tech equipment are being handled with care.

We can advise you in proper labeling and bills of lading to avoid confusion at delivery, and align shipment arrival with the requirements of installation crews. Plus, we offer on-site exhibit specialists who can provide personalized, expert logistics assistance. Streamlining set up and positioning you for success.

UPS Freight Trade Show services provides:

- Guaranteed and urgent services for time-critical shipments
- Regional, interregional and long-haul services throughout the U.S.
- Complete range of return options
- 24 hour tracking at [upsfreight.com](http://upsfreight.com)

## Shipping Guidelines

### Bill of Lading:

- Be specific on destination address
- Describe cartons, crates or containers by color and identifying marks
- Specify the name of your show in the body of the bill of lading
- Specify your booth number
- Indicate required delivery date and time
- Provide a show contact name and phone number

### Packaging Instructions:

- Label all individual pieces
- Identify hazardous materials
- Place company business card in each container

For more information contact the UPS Freight Trade Show experts at:

800-988-9889

**VEHICLES REQUIRED TO USE MARSHALLING YARD:**

Truck and Trailer combinations

Any vehicle needing forklift or pallet jack to unload and load material

Vehicles using loading dock to unload and load material.

**VEHICLES NOT REQUIRED TO USE MARSHALLING YARD:**

Small vehicles that can be unloaded and loaded by hand within

30 minutes, not requiring the use of pallet jack or forklift.

**MARSHALLING YARD PROCESS:**

Drivers must check in at dispatch office where they will be issued an access pass, map, and directions. When loading dock space becomes available Marshalling Yard dispatch will inform drivers to proceed to the loading dock.

**IMPORTANT:**

The Marshalling Yard is not intended to be a parking or vehicle staging area during the show. Exhibitors must use other sources for parking their vehicles.



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# MARSHALLING YARD DIRECTIONS

## Marshalling Yard DWA Trade Show & Expo Services 3721 NW Front Avenue Portland, Oregon 97210

Carriers are to arrive at the Marshalling Yard, check-in at the DWA freight desk, receive a number, wait for their number to be called when a dock space is available and then proceed to the Oregon Convention Center. There will be a DWA employee on duty at the Marshalling Yard with radio contact to our freight desk on the loading dock. DWA will also supply a restroom at the Marshalling Yard for the drivers' convenience.



### DIRECTIONS TO MARSHALLING YARD/DWA Trade Show & Expo Services: (Approximately 3 miles / 5 minutes driving time)

Exit from I-5 Northbound taking  
Exit 302B onto I-405 S toward St. Helens  
Merge onto US-30 W via Exit 3 toward NW Industrial Area-St. Helens  
Turn right on NW 26th which will take you over the train yard  
Turn left on NW Front and the Marshalling Yard will be on your left at 3721 NW Front Avenue  
Follow directional signs as to where to enter the yard.

Exit from I-5 Southbound  
Merge onto I-405 S via Exit 302B toward Beaverton/US West 30/St. Helens  
Merge onto US-30 W via Exit 3 toward NW Industrial Area/St. Helens  
Turn right on NW 26th which will take you over the train yard  
Turn left on NW Front and the Marshalling Yard will be on your left at 3721 NW Front Avenue  
Follow directional signs as to where to enter the yard.

### MARSHALLING YARD HOURS:

Move-In:	Tuesday, August 23, 2011	7:00 am to 6:00 pm
	Wednesday, August 24, 2011	7:00 am to 6:00 pm
Move-Out:	Saturday, August 27, 2011	3:00 pm to 9:00 pm
	Sunday, August 28, 2011	7:00 am to 2:00 pm

**If the Marshalling Yard has closed for the day vehicles may proceed directly to the Oregon Convention Center.**

DWA Trade Show & Exposition Services  
3721 NW Front Avenue, Portland, OR 97210  
Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: [csr@dwatradeshow.com](mailto:csr@dwatradeshow.com)  
<http://www.dwatradeshow.com>



2011 FARWEST SHOW  
Oregon Convention Center  
August 25-27, 2011  
S08251



**IN-BOOTH FORKLIFT  
ORDER FORM**  
KEEP ORIGINAL & SEND COPY TO DWA

Advance Price Deadline: August 9, 2011

**LABOR & FORKLIFT RATES**

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning and reskidding equipment and machinery will need to estimate their needs below. If you require a forklift, a crew, consisting of a forklift with an operator will be assigned. In-booth forklift & labor is not for loading and/or unloading vehicles. For loading and/or unloading service, please refer to the Material Handling Order Form. **PLEASE NOTE: FORKLIFT SERVICE FOR OFF-LOADING YOUR PERSONAL VEHICLE IS COMPLIMENTARY. THIS FORM IS TO BE USED ONLY IF YOU NEED THE FORKLIFT TO RETURN TO HAVE EQUIPMENT SPOTTED OR MOVED IN YOUR BOOTH.**

Hourly Rates	Times	Forklift* w/Operator	Laborer
<b>Straight Time</b>	between 8:00 am and 4:30 pm weekdays	\$ 95.00 per hour	\$55.00 per hour
<b>Overtime</b>	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$125.00 per hour	\$82.50 per hour

\*5,000 lbs. maximum capacity. Larger forklift and crane service is available by advance request.

The minimum charge for equipment and driver is one (1) hour per driver and forklift. Work exceeding the one (1) hour minimum will be charged in half (1/2) hour increments. Forklift service cancelled without 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the laborers and equipment at the time confirmed, a one hour late charge per laborer and forklift will apply. Gratuities in any form including gifts or money are prohibited.

**FORKLIFT SERVICES**

Reserve forklifts and/or labor below. Starting times can be guaranteed for advance orders only. Check in at the DWA Service Desk at your scheduled time to confirm forklift service. Due to liability, forklift rental is not available without an authorized DWA operator.

We will need the following services:

Exhibitor will supervise: (Please check all that apply)

- Installation  
Exhibitor will need \_\_\_\_ forklift on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_
- Dismantle\*  
Exhibitor will need \_\_\_\_ forklift on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_

\*Please allow time for return of empty containers.

Describe work to be done, i.e., uncrate/unskid, position equipment, etc.: \_\_\_\_\_

**CALCULATION OF ORDER**

To guarantee forklifts and laborers, we must receive your order by the deadline date. Please use the formula below to calculate your advance payment. Final invoicing will be done from the actual hours worked.

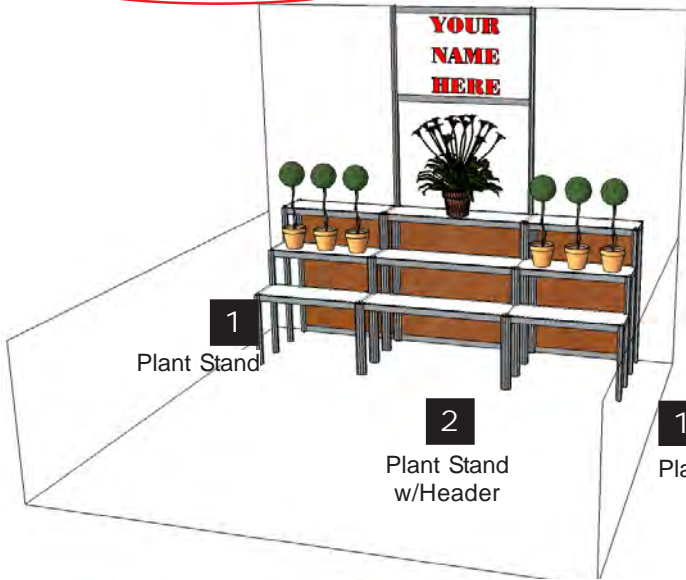
	No. of forklifts	x	Hours per forklift	=	Total forklift hours	at Rate	Total
Installation						\$ _____/hr.	\$ _____
Dismantle						\$ _____/hr.	\$ _____

Company Name		Booth Number		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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 Forklift Services Ordered \$	
PAYMENT ENCLOSED	\$

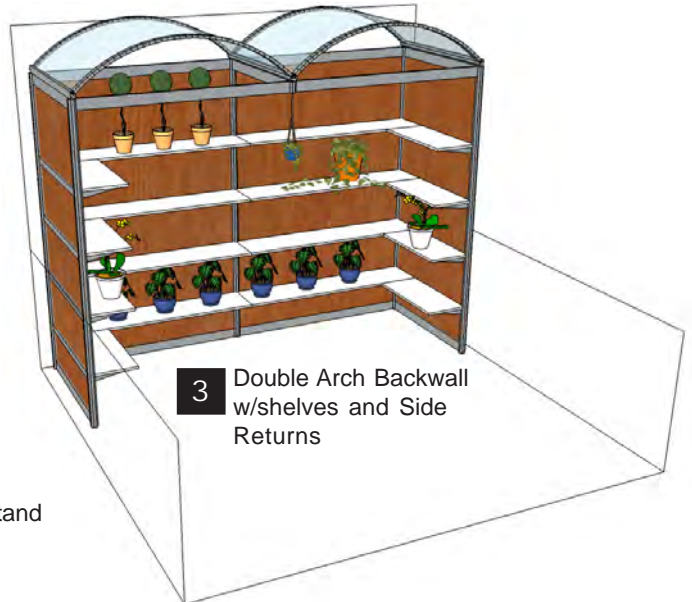
**NEW PRODUCTS!**



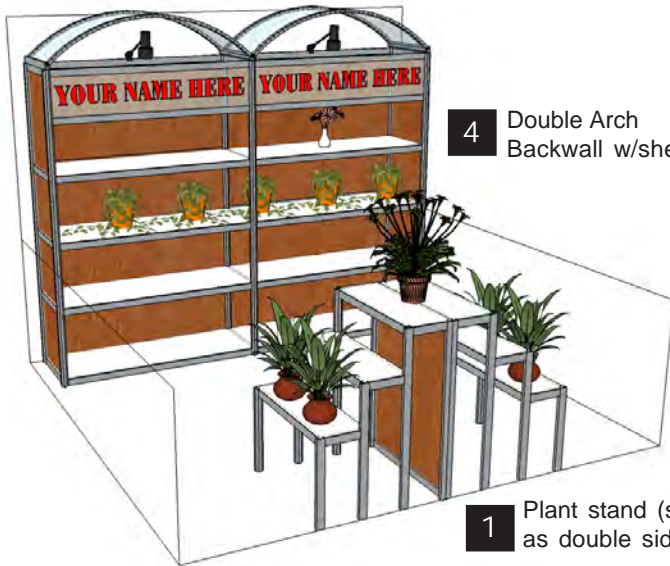
**1** Plant Stand

**2** Plant Stand w/Header

**1** Plant Stand

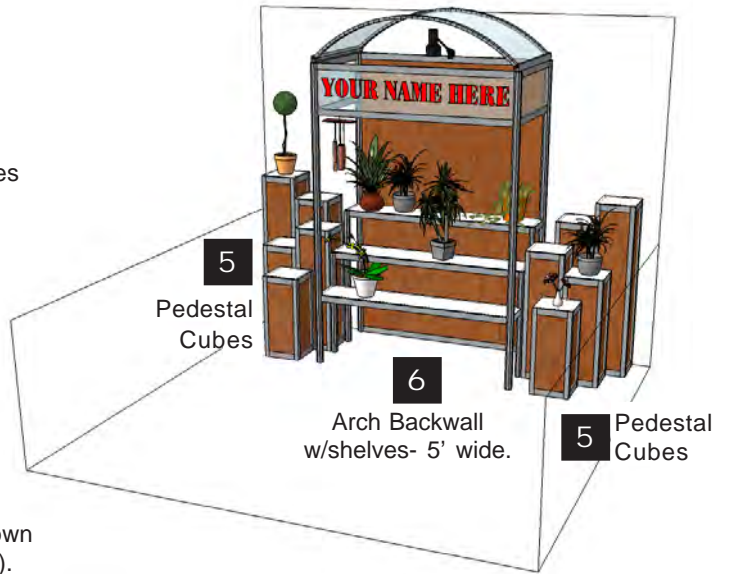


**3** Double Arch Backwall w/shelves and Side Returns



**4** Double Arch Backwall w/shelves

**1** Plant stand (shown as double sided).



**5** Pedestal Cubes

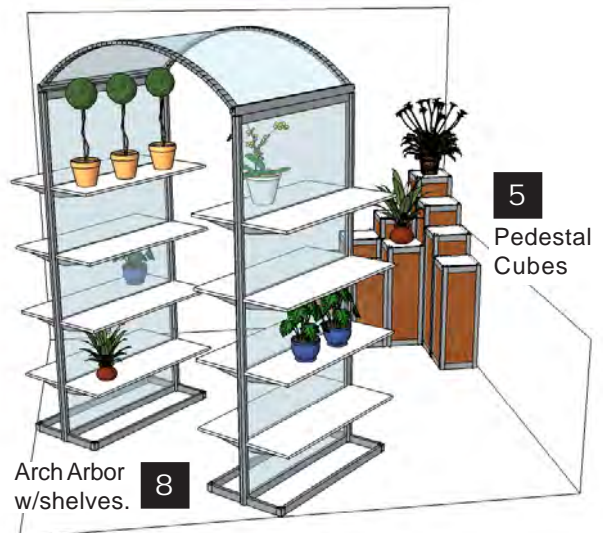
**6** Arch Backwall w/shelves- 5' wide.

**5** Pedestal Cubes



**7** Arch Backwall w/Shelves & Display Case.

**5** Pedestal Cubes



**8** Arch Arbor w/shelves.

**5** Pedestal Cubes



2011 FARWEST SHOW  
Oregon Convention Center  
August 25-27, 2011  
S08251

Advance Price Deadline: August 9, 2011



# PLANT STAND & DISPLAY RENTAL ORDER FORM

Page Two

KEEP ORIGINAL & SEND COPY TO DWA

PLANT STAND AND DISPLAY RENTALS - Includes installation and dismantle labor				
Quantity	Description	Advance	Standard	Total
	#1 Plant Stand-30" Wide	\$ 175.00	\$ 225.00	
	#2 Plant Stand w/Header (Basic Graphics Included)-40" Wide	\$ 250.00	\$ 300.00	
	#3 Double Arch Backwall w/Shelves & Side Returns-10' wide	\$1,500.00	\$1,750.00	
	#4 Double Arch Backwall w/Shelves & Two Lights-10'wide	\$1,500.00	\$1,750.00	
	#5 11"x11" Pedestal Cubes - Select Individual Quantities Below	\$ 75.00	\$ 95.00	
( ) 2' Tall ( ) 2'6" Tall ( ) 3' Tall ( ) 3'6" Tall ( ) 4' Tall				
	#6 Arch Backwall w/Shelves and One Light-5' wide	\$1,000.00	\$1,250.00	
	#7 Arch Backwall w/Shelves & Display Case	\$1,400.00	\$1,650.00	
	#8 Arch Arbor w/Shelves	\$1,000.00	\$1,250.00	
<b>MIX &amp; MATCH! CUSTOM QUOTES AVAILABLE-CONTACT OUR CUSTOMER SERVICE DEPARTMENT FOR MORE INFORMATION.</b>				
ACCESSORIES				
Quantity	Description	Advance	Standard	Total
	Arm Lights	\$ 35.00	\$ 40.00	

INDICATE YOUR HEADER COPY (Display or Stand #2, 4 or 6):

### QUICK TIPS FOR EASY EXHIBITING

- \* If you are shipping literature or products, please refer to the Material Handling Order Form to arrange for delivery of those items to your exhibit.
- \* If you have any questions or need assistance in completing your order, please call us and ask for the Customer Service Department.
- \* Remember to order in advance to save time and money. Orders received after the Deadline Date or without payment will cost you up to an additional 30% over prices indicated and are subject to availability.

**Please note:** Furniture, carpet, vacuum service and electricity are not included in above price. Copy will be black for displays which include headers. For special lettering and/or logo work, please call for a quote.

**Cancellation Policy:** Items cancelled after move-in begins will be charged 100%. Any custom display panels or graphics cancelled after start of construction will be charged 100%.

ALLOW TWO WEEKS FOR ORDER PROCESSING AND UNIT PREPARATION. CALL FOR AVAILABILITY AND PRICING AFTER TWO WEEKS

Company Name		Booth Number		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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, OR 97210  
Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: csr@dwatradeshow.com  
http://www.dwatradeshow.com

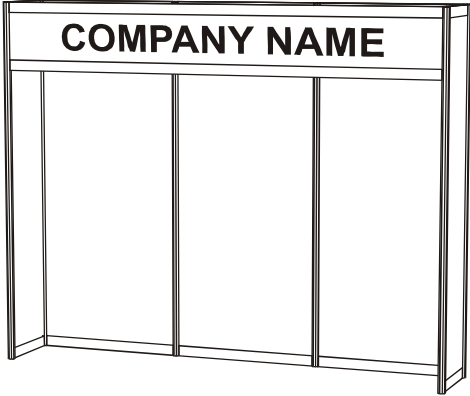
Total Rentals Ordered	\$	
Add 0.0% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED		\$

**MODULAR DISPLAY SYSTEM  
ORDER FORM**

KEEP ORIGINAL & SEND COPY TO DWA

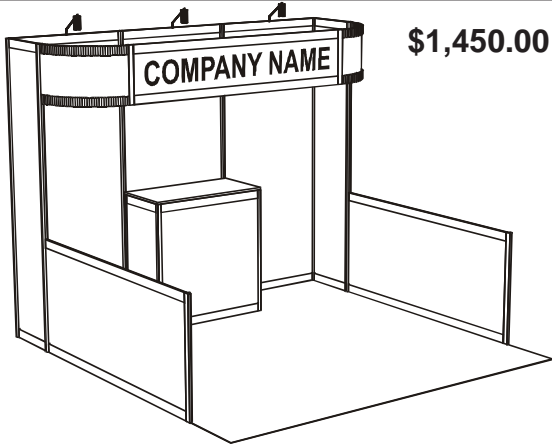
PLEASE CHECK YOUR SELECTION ✓

**\$1075.00** #1



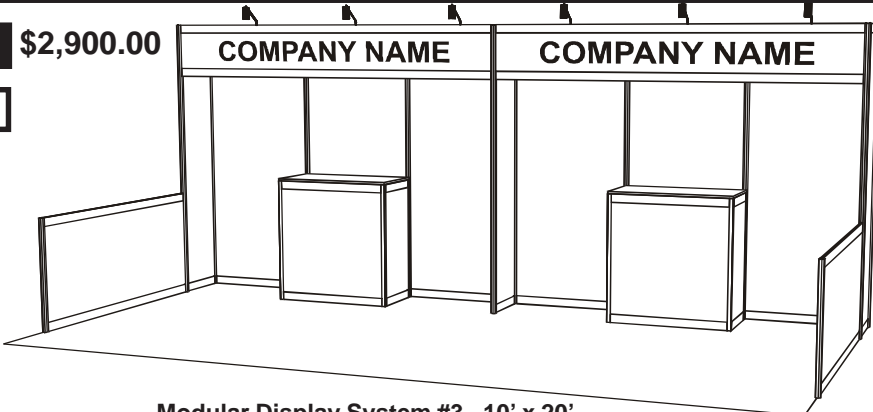
**Modular Display System #1 - 10' Backwall**  
One White Header with Black Copy

**\$1,450.00** #2



**Modular Display System #2 - 10' x 10'**  
One White Header with Black Copy  
One 1 Meter Counter with Sliding Doors  
Three Arm Lights  
Standard Booth Carpet

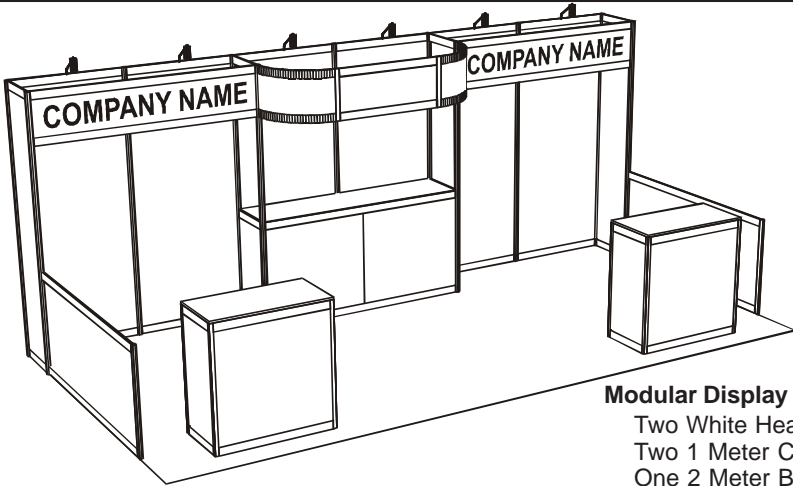
#3 **\$2,900.00**



**Modular Display System #3 - 10' x 20'**  
Two White headers with Black Copy  
Two 1 Meter Counters with Sliding Doors  
Six Arm Lights  
Standard Booth Carpet

**PLEASE FILL OUT  
ORDER FORM ON  
PAGE TWO.**

**\$3,500.00** #4

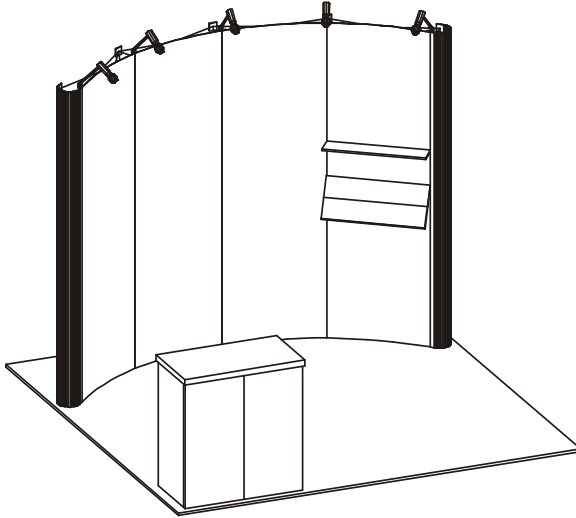


**Modular Display System #4 - 10' x 20'**  
Two White Headers with Black Copy  
Two 1 Meter Counters with Sliding Doors  
One 2 Meter Built-In Counter with Sliding Doors  
Six Arm Lights  
Standard Booth Carpet



Advance Price Deadline: August 9, 2011

**PLEASE CHECK YOUR SELECTIONS ✓**



**EXPOSURE POP-UP DISPLAY  
FEATURES**

- 10' Exhibit**
- Shelves**
- Spotlights**
- Free standing Counter with Shelf**

Colors Available:  Black  Silver

**\$936.00 Full Package (as shown)**

**\$675.00 Without Counter**

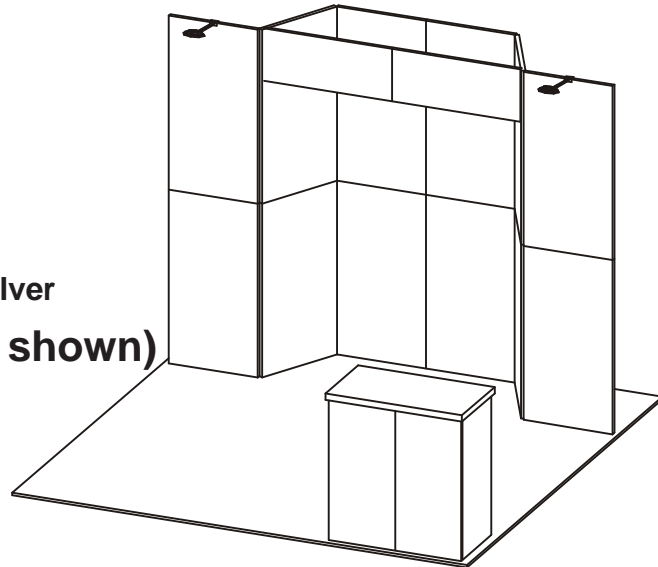
**EXPOSÉ PANEL DISPLAY  
FEATURES**

- 10' Exhibit**
- Header with Black Copy**
- Two Spotlights**
- Free standing Counter with Shelf**

Colors Available:  Black  Silver

**\$1,023.00 Full Package (as shown)**

**\$725.00 Without Counter**



**GRAPHICS**

- Headers
- Logo reproduction
- Text graphics
- Photos / murals **Call for quote**

**Header Copy:**

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 100% of original price after move-in begins.

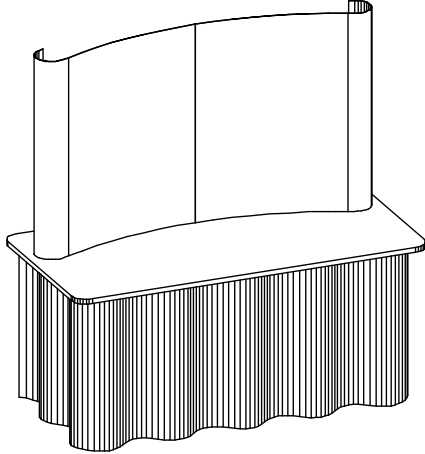
Company Name		Booth Number		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
Billing Address	City	State	Zip Code	
Telephone	Fax	PO#		
Authorized Contact Signature	Authorized Contact-Please Print		Date	

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

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

**PLEASE CHECK YOUR SELECTION ✓**

**6' Table-Top Display\***



\*Table is not included.

Advance  
**\$298.00**

Standard  
**\$357.00**

**FEATURES**

**Two Front Fabric Panels**

**Color: Black**

**Two Curved Fabric End Panels**

**Suggested Accessories**

**One Halogen Light Package - \$35.00**

**Three Standard Light Package - \$85.00**

Advance  
**\$350.00**

Standard  
**\$435.00**

**FEATURES**

**Three Front Fabric Panels**

**Color: Black**

**Two Curved Fabric End Panels**

**Suggested Accessories**

**Two Halogen Light Package - \$70.00**

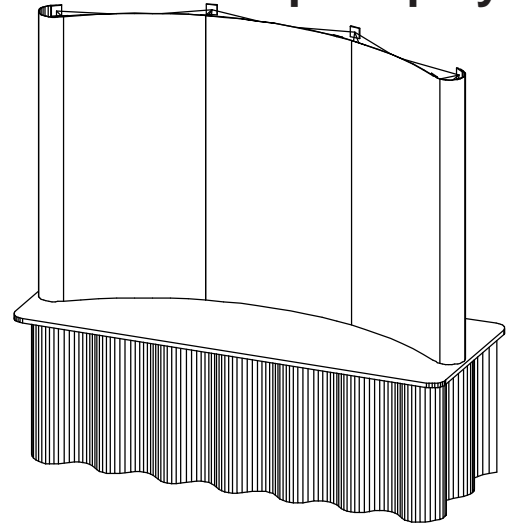
**Four Standard Light Package - \$105.00**

**Basic Shelf Package**

**- Slant Literature - Black - \$49.00**

**- Straight Literature - Black - \$49.00**

**8' Table-Top Display\***



\*Table is not included.

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 100% of original price after move-in begins.

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

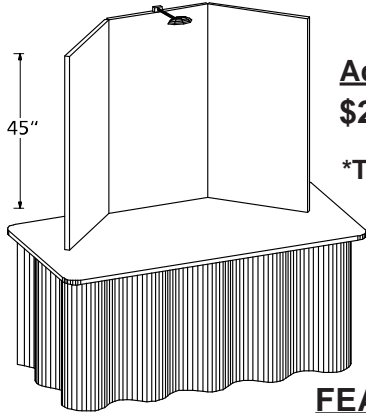
RETURN TO: DWA Trade Show & Exposition Services  
3721 NW Front Avenue, Portland, OR 97210  
Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: csr@dwa tradeshow.com  
http://www.dwa tradeshow.com

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

Advance Price Deadline: August 9, 2011

**PLEASE CHECK YOUR SELECTIONS** ✓

**4' Table-Top Display\***



Advance   Standard  
**\$225.00**   **\$265.00**

\*Table is not included.

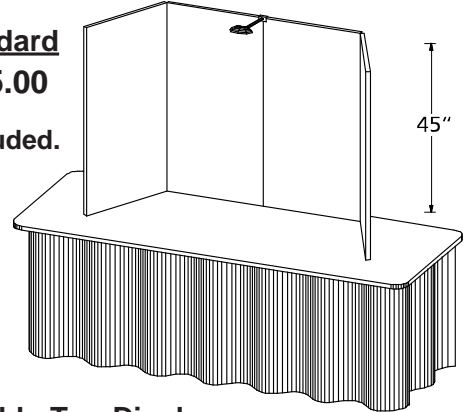
**FEATURES**

Three Panel Table-Top Display  
One Halogen Spotlight

Colors:  Black    Silver

**Suggested Accessories**  
Halogen Spotlights - \$35.00 Each  
Header Graphic (Call for Quote)

**6' Table-Top Display\***



Advance   Standard  
**\$265.00**   **\$315.00**

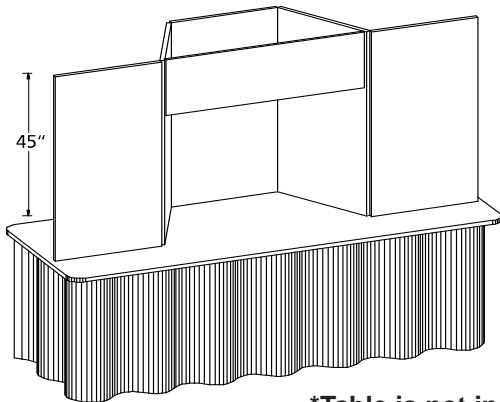
\*Table is not included.

**FEATURES**

Four Panel Table-Top Display  
One Halogen Spotlight

Colors:  Black    Silver

**Suggested Accessories**  
Halogen Spotlights - \$35.00 Each  
Header Graphic (Call for Quote)



**8' Table-Top Display\***

Advance   Standard  
**\$325.00**   **\$395.00**

**FEATURES**

Five Panel Table-Top Display  
One Header with Black Copy

Colors:  Black    Silver

Header Copy:

\*Table is not included.

**Suggested Accessories**  
Halogen Spotlight Package - \$70.00

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 100% of original price after move-in begins.

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

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Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: csr@dwa-tradeshow.com  
http://www.dwa-tradeshow.com

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

## FIRE MARSHAL'S RULES AND REGULATIONS FOR EXHIBITORS

1. Maintain clear and visible access to ALL fire extinguishers, fire hose cabinets, and fire alarm pull stations.
2. All decorative materials **must** be flame proofed or of a type acceptable to the Fire Marshal's Office such as booth side and back drape. Use of bark mulch, dust, chips, hay, etc. are not allowed unless pre-approved by the Fire Marshal's Office.
3. No flammable gasses, liquids or solids are allowed in any building, enclosed tent or structure. (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.
4. 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.
5. 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.
6. 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.
7. Portable space heaters are not allowed unless approved by the Fire Marshal's Office.
8. Displaying of vehicles requires vehicles to have ¼ or less of fuel in the tank, gas cap either locked or taped in place and battery cables taped or batteries removed.
9. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.
10. All exhibitors are to keep all of their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
11. Empty cardboard boxes are not to be stored within booths overnight.

## Oregon Convention Center Services

If you need to order any of the following services please visit the Oregon Convention Center's website at <http://www.oregoncc.org> or call them at 503.235.7578 or 800.791.2250.

- Electrical
- Compressed Air, Water, Drain & Natural Gas
- Booth Cleaning & Porter Service
- Audio Visual
- Telecommunication, Internet & Networking