

Pacific Northwest
**SPORTSMEN'S SHOW® &
Sport Fishing Boat Show®**

**February 5-9, 2020
Portland Expo 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.





Pacific Northwest Sportsmen's Show
Portland Exposition Center
February 5-9, 2020
12889

SHOW INFORMATION

Advance Price Deadline: January 15, 2020

Welcome to the **PNW Sportsmen's Show and Sport Fishing Boat 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 Phone: 503/228-6800
6700 NE 59th Place Fax: 503/595-1470
Portland, Oregon 97218 e-mail: csr@dwatradeshow.com

BOOTH INFORMATION: Backwall Drape: Hall D & E: Blue & White Hall A, B & C: Red & White
Siderail Drape: Hall D & E: Blue Hall A, B & C: Red
Booth Size: 10' x 10'
THE FACILITY IS NOT CARPETED.

BOOTH PACKAGE: Show Management is providing each exhibitor with the following:
One 7" x 44" Booth Identification Sign, and One 600 Watt Outlet
DRAPE IS NOT INCLUDED IN BULK SPACES.

FORKLIFT SERVICE IS AVAILABLE BY ORDERING IT WITH DWA -
THERE IS NO COMPLIMENTARY FORKLIFT SERVICE PROVIDED.

ADVANCE PRICE DEADLINE: The last day to receive DWA advance pricing is: **January 15, 2020**

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 <https://www.dwatradeshow.com/login.lasso>
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 **SPORTS20**
5. You will be taken to the Show Information page where you will need to enter your booth number and company name
6. Begin entering your order

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

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: *PNW Sportsmen's Show*
COMPANY NAME - BOOTH #
c/o DWA/FERN
6700 NE 59th Place
Portland, Oregon 97218

To avoid additional after deadline charges, shipments must arrive by: **January 31, 2020**

Direct Shipping Address: *PNW Sportsmen's Show*
COMPANY NAME - BOOTH #
c/o DWA/FERN
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: **February 3, 2020**



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**PAYMENT POLICIES & CREDIT CARD
 CHARGE AUTHORIZATION**

KEEP ORIGINAL & SEND COPY TO DWA

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

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

VISA MASTERCARD AMERICAN EXPRESS DISCOVER Personal Corporate

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

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

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

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

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

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

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 \$	\$

**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 <small>KEEP ORIGINAL & SEND COPY TO DWA</small>
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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	<i>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</i>
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, Oregon 97218
 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwatradeshow.com <http://www.dwatradeshow.com>



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**SPECIAL BOOTH PACKAGE
 ORDER FORM**
 KEEP ORIGINAL & SEND COPY TO DWA

**SPECIAL BOOTH PACKAGE - SAVE UP TO 20%
 NO SUBSTITUTIONS PLEASE!
 (AVAILABLE BY ADVANCE ORDER ONLY)**

Quantity	Description	Pre-Order Price	Total
	⁹⁹ Special Booth Package Includes: One Draped Table One 9' x 10' Carpet One Plastic Side Chair One Wastebasket	\$125.00 Per Package	

Please Choose Size/Color Preferences in Category Below

Table Size:

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

- 4' Long
 6' Long
 8' Long

Table Skirt Color:

- Blue
 Red
 Green
 Silver
 Burgundy
 White
 Black
 Teal
 Plum

Carpet Color:

- Blue
 Red
 Green
 Gray
 Plum
 Black
 Teal

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

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

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



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FURNITURE, CARPET & ACCESSORIES ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

TO VIEW RENTAL ITEMS, PLEASE SEE OUR WEBSITE!

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

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

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

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

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

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

Vertical Horizontal (Please check your choice of installation)

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

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

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

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

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

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

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

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

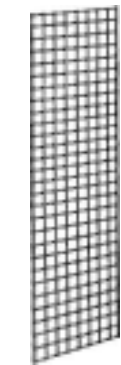
RETURN TO: DWA Trade Show & Exposition Services
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Telephone: 503/228-6800 Fax: 503/595-1470
E-mail: csr@dwa tradeshow.com
http://www.dwa tradeshow.com

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

(AVAILABILITY GUARANTEED ONLY IF ORDERED IN ADVANCE.)

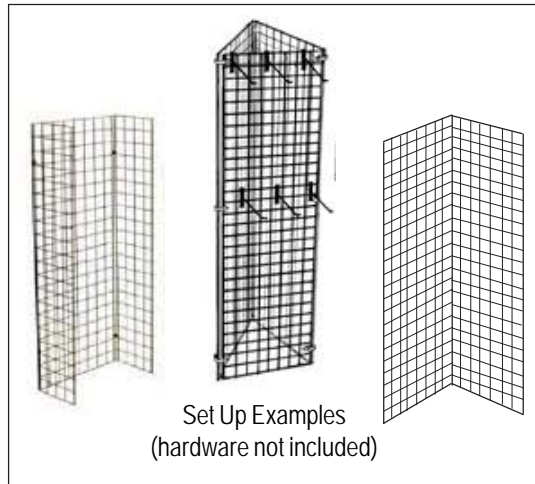
Quantity	Description	Advance	Standard	Total
9800	GRID PANEL, 2' X 8', Black / Per Panel Each panel is 2' x 8' with a 3" x 3" grid. At least two panels are needed to be free standing. Feet must be rented to have a 2' x 8' free standing unit.	\$25.00	\$50.00	
9801	GRID PANEL FEET / Per Set of Two Feet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



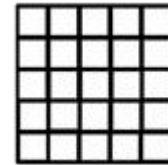
Grid Panel



Grid Panel w/Feet
(hardware not included)



Set Up Examples
(hardware not included)



Mini Grid



Cubes made from Mini Grids
(Set Up Example)

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

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

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

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0214C

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

LOUNGE / RECEPTION FURNISHINGS

Quantity	Description	Advance	Standard	Total
	9211 Black Bonded Leather Loveseat (60" long x 36" wide x 33" high)	\$310.00	Not Available	
	9212 Black Bonded Leather Sofa (82" long x 36" deep x 33" high)	\$367.00		
	9213 Black Bonded Leather Chair (40" long x 36" deep x 33" high)	\$236.00		
	9214 Black Coffee Table (46.5" long x 29.5" wide x 18" high)	\$ 65.00		
	9219 Black End Table (21.58" x 21.58" x 19.58" high)	\$ 55.00		
	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		



Black Loveseat



Black Sofa



Black Chair



Black Coffee Table



Black End Table



White Blixt Bar Stool



Wire & Wood Shelf



Nils Chair



Black Guest Chair



Glass Showcase/Locking

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.

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 http://www.dwa-tradeshow.com

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

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



Please Note: Photos are not to scale.

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

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

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

011109R

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

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



Cost Effective • Professional Appearance • Environmentally Friendly

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

Quantity	Size	Advance	Standard	Total	SIGN ORDER POLICY Table top displays cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after Advance Price Deadline will be charged at Rush Charge prices.
8017	24" x 60" Table Top Display	\$ 90.00	\$117.00	\$	
8018	32" x 72" Table Top Display	\$135.00	\$175.00	\$	
8019	36" x 84" Table Top Display	\$185.00	\$235.00	\$	
8020	Graphic Design Labor, per hour	\$ 75.00	\$ 95.00	\$	
8015	Carrying Envelope made from nylon reinforced vinyl	\$ 45.00	\$ 60.00	\$	

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

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

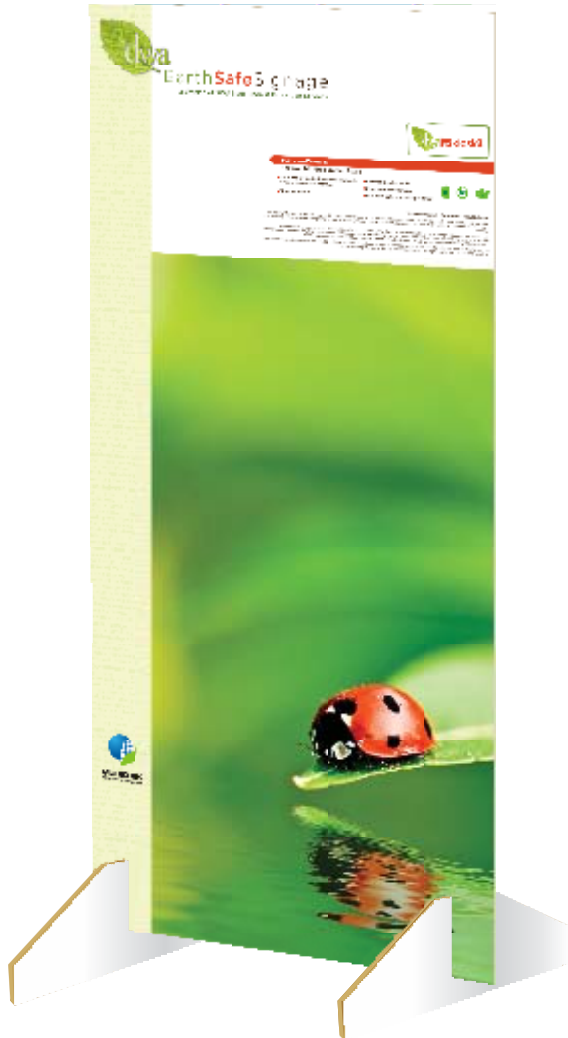
RETURN TO: DWA Trade Show & Exposition Services
 6700 NE 59th Place, Portland, Oregon 97218
 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwa-tradeshow.com
 http://www.dwa-tradeshow.com

011109R

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

**ENVIRONMENTALLY FRIENDLY
 CARDBOARD KIOSK DISPLAY
 ORDER FORM**

KEEP ORIGINAL & SEND COPY TO DWA



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

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



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

Quantity	Size	Advance	Standard	Total
8109	36" x 84" Table Top Display	\$ 195.00	\$245.00	\$
8108	36" x 75" Table Top Display	\$ 165.00	\$215.00	\$
8020	Graphic Design Labor, per hour	\$ 75.00	\$ 95.00	\$

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

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

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

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 E-mail: csr@dwa-tradeshow.com
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011109R

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



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

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

Quantity	Size	Advance	Standard	Total	
	8001 7" x 11"	\$ 21.00	\$ 27.00		SIGN ORDER POLICY Signs cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after Advance Price Deadline will be charged at Standard prices.
	8002 7" x 44"	\$ 32.00	\$ 42.00		
	8003 11" x 14"	\$ 32.00	\$ 42.00		
	8004 14" x 22"	\$ 39.00	\$ 50.00		
	8005 22" x 28"	\$ 48.00	\$ 62.00		
	8008 24" x 36"	\$ 58.00	\$ 77.00		
	8006 28" x 44"	\$ 70.00	\$ 91.00		
	8007 40" x 60"	\$135.00	\$175.00		
	8009 3' x 8'	\$165.00	\$214.00		
	8010 4' x 8'	\$190.00	\$247.00		
	8011 Grogmet, per piece	\$ 1.00	\$ 1.50		<input type="checkbox"/> Please indicate here if you would like us to call you and provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics, or any other items.
	8013 Easel Back, per piece	\$ 5.00	\$ 6.00		
	8021 Banner	Call for Quote	Call for Quote		
	8020 Designer Labor, per hour (for specific/custom design needs)	\$ 75.00	Call for Quote		

Choose sign orientation:
 (Check appropriate box)

 Horizontal

 Vertical

Use Your Judgement for Sign Layout

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

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

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

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

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 E-mail: csr@dwa-tradeshow.com
 http://www.dwa-tradeshow.com

0805C

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

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.



Pacific Northwest Sportsmen's Show
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CLEANING ORDER FORM
 KEEP ORIGINAL & SEND COPY TO DWA

BOOTH CLEANING SERVICES (Please check your selections)

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

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

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

SHAMPOOING

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

PERIODIC PORTER SERVICE

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

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

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

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

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

CALCULATION OF ORDER - Vacuuming and shampooing will be invoiced on the total area of your booth, 100 sq. ft. min.

*Calculate days when ordering daily service. Booth Dimensions _____ x _____ = _____ sq. ft.

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

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

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

RETURN TO: DWA Trade Show & Exposition Services
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 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwa tradeshow.com
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Vacuuming	\$
Shampooing	\$
Porter Service	\$
Total All Lines	\$
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	\$48.00 per hr	\$52.00 per hr
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$72.00 per hr	\$76.00 per hr

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

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

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

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

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 E-mail: csr@dwa-tradeshow.com
 http://www.dwa-tradeshow.com

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

(SEE PAGE TWO)



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 _____
CONSIGNEE 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



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

SIGN & BANNER HANGING SERVICES

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.

SIZE/CONFIGURATION OF SIGN

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

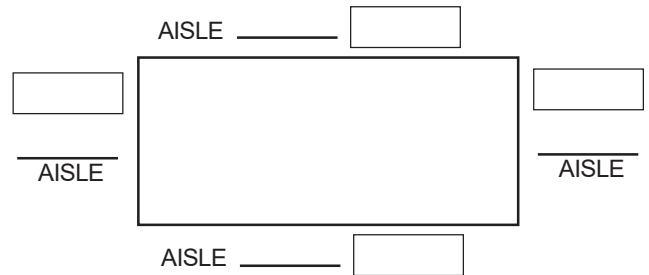
Set up instructions must be provided for signs needing assembly. Print of sign must contain detailed information in order to determine location pick points. All signs must have rigging points and, in case of electrical, be in working order and in accordance with the National Electrical Codes.

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
----------------------	-------------------------	--------------------------	-------------------	----------------

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.



HANGING SIGN RATES

3150	Scissor Lift for Sign/Banner Installation	\$295.00 per hr, 1 hr min (includes operator)
3151	Scissor Lift for Sign/Banner Removal	\$147.50 per 1/2 hr, 1/2 hr min (includes operator)
3148	Boom Lift for Sign/Banner Installation	\$385.00 per hr, 1 hr min (includes operator and spotter)
3149	Boom Lift for Sign/Banner Removal	\$192.50 per 1/2 hr, 1/2 hr min (includes operator and spotter)
		<u>ADVANCE</u> <u>ADVANCE</u> <u>STANDARD</u> <u>STANDARD</u>
3155/56	Additional Hanging Crew if needed, per worker	\$48.00 S.T./hr \$72.00 O.T./hr \$52.00 S.T./hr \$76.00 O.T./hr
3157	Hanging Poles (if not provided)	\$1.50 per linear foot
Actual hanging times and charges may vary due to hanging points, ceiling heights, obstructions or additional equipment needs.		

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

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.

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

RETURN TO: DWA Trade Show & Exposition Services
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 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwatradeshow.com
 http://www.dwatradeshow.com

Estimated Services Ordered	\$
PAYMENT ENCLOSED	\$



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

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.**

Hourly Rates	Times	Forklift* w/Operator	Laborer
Straight Time	between 8:00 am and 4:30 pm weekdays	\$70.00 per hour	\$48.00 per hour
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays, Sundays and holidays	\$100.00 per hour	\$72.00 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		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone		Fax	E-mail	
Authorized Contact Signature		Authorized Contact-Please Print	Date	

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 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	\$



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

YRC Freight is the Show's Recommended Carrier

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

YRC Freight's Services Advantages:

Time Critical - Any Need, Any Speed, Guaranteed.

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

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

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

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

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

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

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

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



Pacific Northwest Sportsmen's Show
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Advance Price Deadline: January 15, 2020

SHIPPING INSTRUCTIONS/ MATERIAL HANDLING INFORMATION

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

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

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

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

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

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

Make out the bill of lading and consign as follows:

NAME OF EVENT
 YOUR COMPANY NAME
 YOUR BOOTH NUMBER
 C/O DWA/FERN
 6700 NE 59th Place
 Portland, Oregon 97218

IMPORTANT!
 Last day for shipments to arrive at the advance warehouse without surcharge is
January 31, 2020
 The warehouse will receive shipments Monday through Friday during the hours of 8:00am to 4:00pm.

DIRECT SHIPMENTS TO EXHIBIT SITE

- 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.

Make out the bill of lading and consign as follows:

NAME OF EVENT
 YOUR COMPANY NAME
 YOUR BOOTH NUMBER
 C/O DWA/FERN
 Facility Name
 Facility Street Address
 Facility City, State, Zip

IMPORTANT!
 First day for shipments to arrive at the exhibit site is
February 3, 2020

OUTGOING SHIPMENTS

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

RETURN TO WAREHOUSE (Optional)

After the show, DWA can:

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

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

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



Pacific Northwest Sportsmen's Show
 Portland Exposition Center
 February 5-9, 2020
 12889
 Advance Price Deadline: January 15, 2020

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

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

ADVANCE: January 31, 2020

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: February 3, 2020

First day for shipments to arrive at exhibit site.

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

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

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

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

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

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

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

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

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

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

To Exhibit Site	lbs.		6043 \$71.00	6042 \$142.00	\$
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SMALL PACKAGE SHIPMENTS				
Round trip rates, per shipment. Limited to 50 lbs. per shipment, per delivery. Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Includes FedEx and UPS shipments. Late arrival charges additional, see above for details.				

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

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

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

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

Total Estimated Charges	\$
PAYMENT ENCLOSED	\$

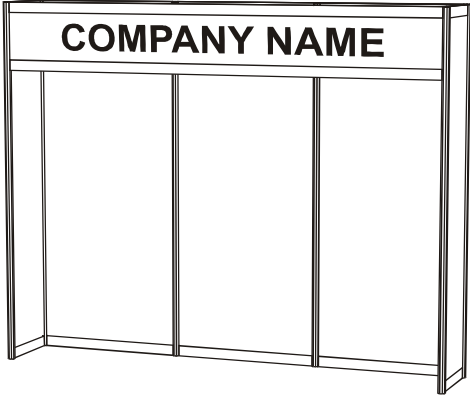
Invoicing will be done from the actual weight, not the above estimates.

MODULAR DISPLAY SYSTEM ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

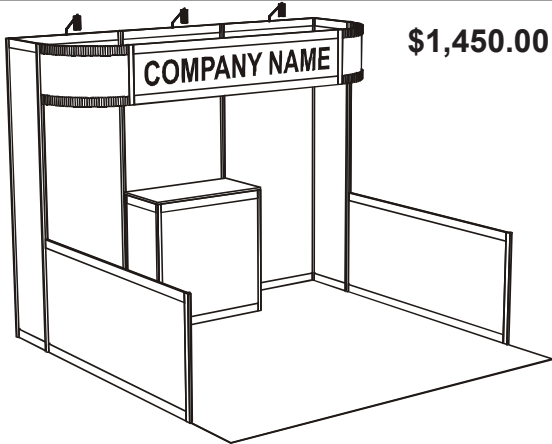
PLEASE CHECK YOUR SELECTION

\$875.00 #1



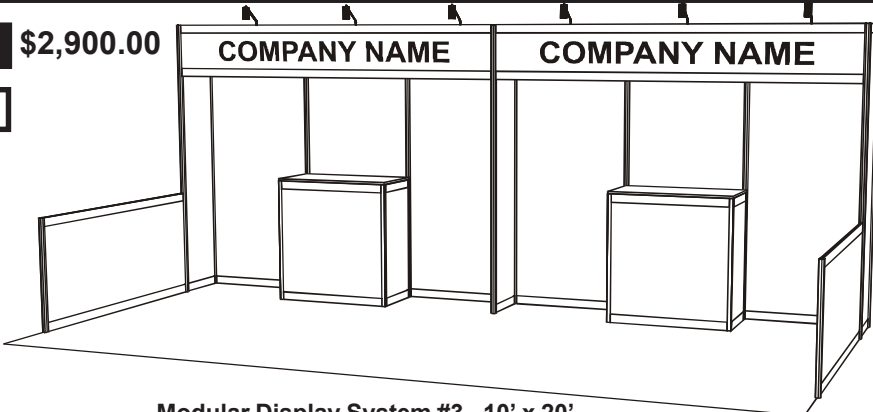
Modular Display System #1 - 10' Backwall
 One White Header with Black Copy

\$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

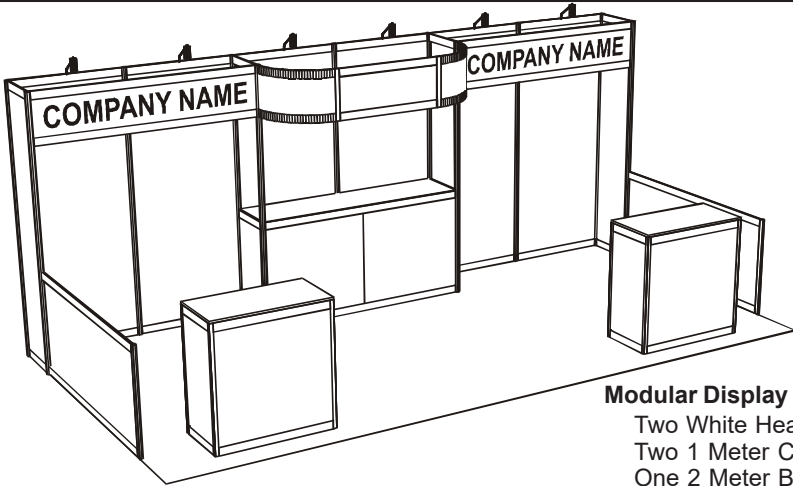
#3 **\$2,900.00**



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

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.



NATURAL GAS SERVICE ORDER FORM

Effective through June 30, 2020

Remit to: Portland Expo Center
 2060 N. Marine Drive, Portland, OR 97217
 Tel. (503) 736-5200 Fax (503) 736-5201
 exhibitors@expocenter.org

NAME OF EVENT _____ BOOTH No. _____

EXHIBITOR NAME _____ EVENT DATES _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

PHONE _____ FAX _____

AUTHORIZED PERSON _____

AUTHORIZED SIGNATURE _____ DATE _____

FORM OF PAYMENT: Enclosed is my check or money order in the amount of (no personal checks please) \$ _____

CREDIT CARD INFORMATION: Visa Mastercard American Express (Payable to: Portland Expo Center)

ACCOUNT No.: _____ Exp. DATE: _____ CCV: _____

NAME: _____ AUTHORIZED SIGNATURE: _____

QUANTITY	SERVICE	ADVANCED* ORDER	FLOOR ORDER	AMOUNT
_____	Initial Service	\$315.00	\$365.00	\$ _____
_____	Each Additional Service	\$210.00	\$260.00	\$ _____

*To receive advanced rate discount, orders must be received with payment a minimum of fourteen (14) days prior to first move-in day. ORDER SUBTOTAL \$ _____

SERVICE INFORMATION: ¾" male NPSM
 Service will be brought to the rear of the booth in the most convenient manner.

TYPE OF EQUIPMENT TO RECEIVE UTILITY: _____

Natural Gas Service Conditions and Regulations

- All equipment must comply with City of Portland building code and all federal, state and local safety codes.
- Claims will not be considered unless filed by the requesting service recipient prior to close of the event.
- All material and equipment furnished by the Portland Expo Center shall remain the property of same, and shall be removed by same, at the close of the event.
- The Portland Expo Center reserves the right to refuse service to any exhibitor whose equipment is deemed unsafe by the operations manager.
- Quoted rates only provide for the bringing of service to the booth in the most convenient manner and do not include connecting equipment.
- To receive advance order rates, orders must be received a minimum of fourteen (14) days prior to the first scheduled move-in day and payment must accompany the order. Advance orders will receive priority service.
- Credit will not be given for service provided and not used.
- Payment in full must be rendered before provision of service.

OFFICE USE ONLY:

Date Received: _____

Date Processed _____

Fax Order _____





TELECOM SERVICE ORDER FORM

Effective through June 30, 2020

Remit to: Portland Expo Center
2060 N. Marine Drive, Portland, OR 97217
Tel. (503) 736-5200 Fax (503) 736-5201

NAME OF EVENT _____ BOOTH No. _____
 EXHIBITOR NAME _____ EVENT DATES _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 EMAIL ADDRESS _____
 PHONE _____ FAX _____
 AUTHORIZED PERSON _____
 AUTHORIZED SIGNATURE _____ DATE _____

FORM OF PAYMENT: Order Online [Here](#) Enclosed is my check or money order in the amount of... \$ _____
 CREDIT CARD INFORMATION: Visa Mastercard American Express (Payable to: Portland Expo Center)
 ACCOUNT No.: _____ Exp. DATE: _____ CCV: _____
 NAME: _____ AUTHORIZED SIGNATURE: _____

(To access outside line you must first dial 9)

QUANTITY	SERVICE	ADVANCED* ORDER	FLOOR ORDER	AMOUNT
_____	Analog Telephone Line <small>(Please specify if using other equipment, ie modem, fax machine, credit card machine, or require a complimentary phone instrument)</small>	\$228.00	\$258.00	\$ _____
_____	Each Additional Telephone Line	\$190.00	\$220.00	\$ _____

SPECIAL REQUIREMENTS OR CHARGES: _____ \$ _____

(No Proxy serving is allowed unless approved by the Expo operations department.)

QUANTITY	SERVICE	ADVANCED* ORDER	FLOOR ORDER	AMOUNT
_____	First IP - High Speed Data Line	\$380.00	\$405.00	\$ _____
_____	Additional IP - High Speed Data Line	\$280.00	\$305.00	\$ _____

Labor: The Expo Center telecommunications specialist charges labor beyond services noted above (call for current rate). \$ _____

*To receive advanced rate discount, orders must be received with payment a minimum of fourteen (14) days prior to first move-in day. **GRAND TOTAL** \$ _____

PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

SHOW GENERAL LOCATION OF LINE PLACEMENT IN BOOTH		FOR EXPO USE ONLY	
REAR		ORDER SUBTOTAL	\$ _____
LEFT	RIGHT	LESS PREPAYMENT	(_____)
		CALLS	\$ _____
		LESS PAYMENT	(_____)
AISLE		BALANCE DUE EXPO/EXHIBITOR	\$ _____

Telephone Service Conditions and Regulations

1. Claims will not be considered unless filed by exhibitor prior to close of show.
2. All material and equipment furnished by the Portland Expo Center for this service shall remain the property of the Portland Expo Center, and shall be removed ONLY by the Portland Expo Center at the close of the event. Please leave telephone(s) in booth.
3. Unless otherwise directed, only Portland Expo Center personnel are authorized to cut floor coverings to permit installation of service.
4. Credit will not be given for lines installed but not used.
5. Advanced orders shall receive priority service.
6. Prices are based upon current rates and are subject to change without notice.
7. Access to utility floor boxes must be maintained.
8. A \$25.00 charge applies to move installed lines.
9. Rates quoted for all connections cover the bringing of one service to the booth in the most convenient manner, and do not include connecting equipment or wiring.
10. All equipment must comply with FCC regulations.

OFFICE USE ONLY

Date Received: _____

Date Processed: _____

Fax Order: _____



ORDER INSTRUCTIONS

Advance Payment Deadline Date: 01/15/20



ELECTRICAL EXHIBITION SERVICES
2060 N. Marine Drive, Portland, OR 97217
Phone: (503) 736-5260 Fax: (503) 736-5251
portland@edlen.com

EXHIBITOR:		BTH #	
EVENT:	PACIFIC NORTHWEST SPORTSMEN SHOW		
FACILITY:	PORTLAND EXPO CENTER		
DATES:	FEBRUARY 5-9, 2020	EVENT 02001PL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Lighting Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 01/15/20



ELECTRICAL EXHIBITION SERVICES
 2060 N. Marine Drive, Portland, OR 97217
 Phone: (503) 736-5260 Fax: (503) 736-5251
 portland@edlen.com

EXHIBITOR:		BTH #	
EVENT:	PACIFIC NORTHWEST SPORTSMEN SHOW		
FACILITY:	PORTLAND EXPO CENTER		
DATES:	FEBRUARY 5-9, 2020	EVENT 02001PL	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:	CELL #:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
 3800 Howard Hughes Parkway, Las Vegas, NV 89169
 Phone: 800.289.3557

Please note the financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
 ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
 Swift Code: WFBUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** \$50 processing fee MUST be included with transfer.**

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA MASTERCARD AMEX DISCOVER

COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:															
CHECK #:															
CREDIT CARD NUMBER:												EXP DATE:			
CARD HOLDER SIGN:								PRINT NAME:							
EMAIL:															
THIRD PARTY PAYMENT? YES or NO															

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.



ELECTRICAL EXHIBITION SERVICES
 2060 N. Marine Drive, Portland, OR 97217
 Phone: (503) 736-5260 Fax: (503) 736-5251
 portland@edlen.com

E M

Advance Payment Deadline Date: 01/15/20

EXHIBITOR:		BTH #	
EVENT:	PACIFIC NORTHWEST SPORTSMEN SHOW		
FACILITY:	PORTLAND EXPO CENTER		
DATES:	FEBRUARY 5-9, 2020	EVENT 02001PL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
<p>INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).</p>
<p>ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.</p>
<p>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.</p>
<p>24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.</p>
<p>ADVANCE RATES To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.</p>
<p>CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.</p>
<p>TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.</p>

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	1	N/A	INCLUDED	W/ BOOTH	\$0.00

ADDITIONAL ELECTRICAL OUTLETS

500 WATTS (5 AMPS)	_____	_____	100.00	150.00	_____
1000 WATTS (10 AMPS)	_____	_____	126.00	189.00	_____
1500 WATTS (15 AMPS)	_____	_____	152.00	228.50	_____
2000 WATTS (20 AMPS)	_____	_____	160.00	252.00	_____

MISC. REQUIREMENTS

Please call for information on any services you require that are not listed here.

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	24.00	30.00	_____
POWER STRIP	_____	24.00	30.00	_____

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	
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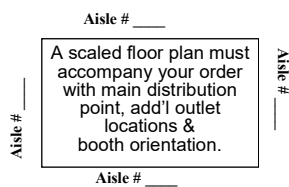
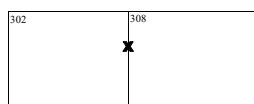
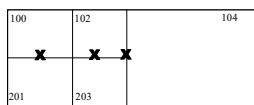
PRINT NAME:	
EMAIL:	PHONE:

TERMS & CONDITIONS

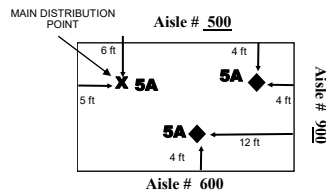
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision - A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. Claims will not be considered or adjustments made unless filed in writing prior to the close of the event.
24. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
25. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
26. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
27. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

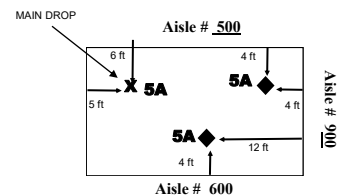
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 01/15/20



ELECTRICAL EXHIBITION SERVICES
2060 N. Marine Drive, Portland, OR 97217
Phone: (503) 736-5260 Fax: (503) 736-5251
portland@edlen.com

EXHIBITOR:		BTH #	
EVENT:	PACIFIC NORTHWEST SPORTSMEN SHOW		
FACILITY:	PORTLAND EXPO CENTER		
DATES:	FEBRUARY 5-9, 2020	EVENT 02001PL	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 01/15/20



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 Phone: (503) 736-5260 Fax: (503) 736-5251
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ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
 - A. The electrical layout must indicate each power outlet and its location with exact measurements.
 - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
2. What date will you begin building your booth?
 - A. Date: _____ Time: _____
3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - A. Describe flooring: _____
 - B. Estimated date and time flooring installation will begin. Date: _____ Time: _____
4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$85.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM and Weekends	OT	\$127.50	_____
Double Time	Holidays	DT	\$170.00	_____
LIFT RENTAL				
		HOURS	RATE	TOTAL
		_____	\$125.00	_____
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:	DATE:
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ELECTRICAL EXHIBITION SERVICES
 2060 N. Marine Drive, Portland, OR 97217
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EXHIBITOR:		BTH #	
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BOOTH LIGHTING (Price includes power for the fixture)



**Rates below are a Per Fixture cost.
 Pricing = Light rental + 1 hour labor to install and remove.**

- * Pole lights are placed along the side rail or back wall of inline booths.
- * Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

FIXTURE	ADV	REG	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	95.00	115.00		_____		_____		_____
8 FT POLE WITH 2 LIGHTS	105.00	131.00		_____		_____		_____

* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.



	ADV	REG	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	95.00	115.00		_____		_____		_____

FLOOR PLAN	TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM	TOTAL	
Send floor plan indicating light locations for overhead lights and pole lights	PRINT NAME:		
	EMAIL:	PHONE:	