



Exhibitor Services Manual

Oregon Convention Center
Portland, Oregon

Conference: June 19-21

Exhibition: June 20-21

Proudly presented by Access Intelligence, LLC.

Access Intelligence, LLC. Office

Access Intelligence
11000 Richmond Avenue, Suite 690
Houston, TX 77042 USA

www.cleanpacific.org



TO: CLEAN PACIFIC 2018 EXHIBITORS

FROM:

Kayla Sparks, Show Director
Anastasia Bisson, Sales Manager
Cassie Davie, Sr. Conference Manager
Carey Buchholtz, Marketing Director
Jill Dean, Group Attendance Sales & Registration
Melissa Helms, Registration Administrator
Dana Ronan, Operations Manager

Welcome to the CLEAN PACIFIC Conference & Exhibition, taking place June 19-21 in Portland, Oregon.

This Exhibitor Service Manual is designed to help you organize your participation, make travel & lodging arrangements, register your personnel, make all exhibit preparations and take advantage of other services and sponsorships to assure your company has a successful show.

Note: All Exhibitors must be set up by Wednesday, June 20 by 8:30 AM.

Following is a breakdown of the materials in the online manual:

GENERAL INFORMATION

Deadlines Checklist – list of important deadlines to follow
Schedule of Events – general list of activities at CLEAN PACIFIC
Contractor List – list of approved vendors for CLEAN PACIFIC
Rules & Regulations – general rules/regulations for exhibiting at CLEAN PACIFIC

REGISTRATION OPTIONS

Exhibitor Booth Staff Registration - You may register as many booth staff as needed at no cost. Registration can be accessed on the CLEAN PACIFIC website.

Exhibitor Delegate Registration – Exhibitors receive one free conference delegate pass to CLEAN PACIFIC. Additional conference registrations are discounted for exhibitors. Registration can be accessed on the [CLEAN PACIFIC website](#).

Group Plans – There are four tiers of discounted group plans offered at CLEAN PACIFIC:

Unlimited: Send an unlimited number of conference attendees for the price of 12
Corporate: Send 10 conference attendees for the price of 7
Plant Pack: Send 5 conference attendees for the price of 3
The Trio: Send 3 conference attendees for the price of 2

Contact Jill Dean at jdean@accessintel.com to discuss what fits best for your budget and team.

Please register in advance by June 15, 2018.

EXHIBITOR SERVICES

DWA Trade Show and Exhibition Services is the appointed general contractor and can provide you with the following information:

Shipping & Drayage (Quick Facts) - This section includes information and forms for all your shipping, drayage, materials handling, air freight and customs clearance requirements. If you have any questions about shipping and/or drayage, call the company involved for clarification. This will prevent any surprises on-site.

Booth Installation & Furnishings - This section provides forms for ordering carpeting, rental booths, furniture, and labor.

Special Services - This section includes order forms and information on contractors for many optional services you may need during CLEAN PACIFIC, including:

- Audio Visual
- Business Center
- Computer Equipment Services
- Catering

Booth Utilities - Included are forms to order electricity, telephone, Internet, and water service in your booth. These services are ordered through the Oregon Convention Center.

4. MARKETING OPPORTUNITIES

30 Word Listing – Each exhibitor receives a complimentary 30-word listing in the official CLEAN PACIFIC show guide, which is handed out to all attendees at the event. You can submit your 30 word listing in the exhibitor resource center on the [CLEAN PACIFIC website](#). **The deadline to submit your listing is May 16th**

Show Guide Advertising - Purchase an ad in the official CLEAN PACIFIC show guide or add your logo to your exhibitor listing. For information on show guide advertising, contact Anastasia Bisson at abisson@accessintel.com. **Deadline to upgrade is May 23rd.**

Sponsorships - A variety of Sponsorships are available to promote your company at this event. For more information on sponsorships, contact Anastasia Bisson at abisson@accessintel.com.

5. TRAVEL & LODGING

The official hotel for CLEAN PACIFIC is the Doubletree by Hilton Portland, located ½ mile from the Oregon Convention Center. Reservations can be made by [online](#). The reservation deadline is **May 18, 2018**.

FINAL NOTE:

If you have any questions or need help preparing for Clean Pacific, please contact:

Anastasia Bisson, Sales Manager, 530-363-3506 abisson@accessintel.com
Cassie Davie, Conference Manager, 713-343-1891, cdavie@accessintel.com
Jill Dean, Group Attendance Sales & Registration, 713-343-1880, jdean@accessintel.com
Carey Buchholtz, Marketing Director, 713-343-1878, cbuchholtz@accessintel.com
Dana Ronan, Operations Manager, 301-354-1665, dronan@accessintel.com

CLEAN PACIFIC is managed by:

Access Intelligence, Inc.
11000 Richmond Ave., Ste. 690
Houston, TX 77042
Tel: 832-242-1969 Fax: 832-242-1971

www.cleanpacific.org



GENERAL INFORMATION

Conference & Exhibition Title:	CLEAN PACIFIC
Event Website:	www.cleanpacific.org
Exhibition Venue:	Oregon Convention Center I Hall B 777 NE Martin Luther King Jr Blvd Portland, OR 97232
Exhibition Dates:	June 20-21, 2018
Move-In Hours:	Tuesday, June 19 8:00 AM – 5:00 PM <i>**All exhibitors must be set by 8:30 AM on 6/20</i>
Exhibition Hours:	Wednesday, June 20 9:30 AM – 6:30 PM Thursday, June 21 10:00 AM – 1:30 PM
<small>All exhibitors must be moved out of the facility by 8PM on Thursday, June 21st Teardown may not begin until the exhibit hall is closed on Thursday, June 21st at 1:30PM</small>	
Move-Out Hours:	Thursday, June 21 1:30 PM – 8:00 PM
Show Management:	Access Intelligence 11000 Richmond, Suite 690 Houston, TX 77042
Official Decorator:	DWA Trade Show & Exhibition Services www.dwatradeshow.com
DWA Advance Order Deadline:	June 5, 2018
Booth Equipment:	Each 10x10' booth will be set up with a high black & teal back drape, 3' high black dividers and a 7"x44" one-line ID sign.
Show Colors:	Black & Teal back drape with black side dividers
Booth Carpeting:	The exhibit hall is NOT carpeted. All booths must be carpeted or have floor covering. Exhibitors are expected to cover the concrete floor.
Conference Dress Code:	Business Casual



DEADLINES CHECKLIST

Deadline	Notes	Date Completed (For your Records)
May 16	Submit free 30-word listing for your company and/or logo upgrade for the show guide Please e-mail Melissa Helms at mhelms@accessintel.com with any questions.	
May 17	Advanced shipping to warehouse begins Please note, items arriving earlier than May 17 th will receive an additional storage fee. CLEAN PACIFIC 2018 COMPANY NAME - BOOTH # c/o DWA 6700 NE 59th Place Portland, Oregon 97218	
May 18	Final date to reserve a hotel room at our discounted group rate. Reservations can be made online for the DoubleTree by Hilton Portland, located ½ mile from the Oregon Convention Center.	
May 23	Last day to purchase a show guide advertisement E-mail Anastasia Bisson at abisson@accessintel.com to purchase.	
June 4	Convention Center Advanced Order Deadline (Electric, internet, phones, AV, plumbing, etc.)	
June 5	DWA Tradeshow & Exposition Services Advanced Order Deadline To order online, visit www.dwatradeshow.com	
June 8	Exhibitor Appointed Contractor Forms due Please e-mail to Dana Ronan at dronan@accessintel.com	
June 14	Certificate of insurance forms due Please e-mail to Dana Ronan at dronan@accessintel.com	
June 14	Final day for shipments to arrive at the advanced warehouse. Items that arrive at the warehouse after this date will have additional material handling charges	
June 15	EXHIBITORS ATTENDING CONFERENCE SESSIONS Last day for pre-registration discount. Register in advance for best pricing to attend conference sessions at CLEAN PACIFIC	
June 19	Show Site Shipping to the Oregon Convention Center can begin on this date. All direct shipments must be consigned to DWA and scheduled to arrive during official exhibitor move-in hours only CLEAN PACIFIC 2018 COMPANY NAME - BOOTH # c/o DWA Oregon Convention Center, Hall B 777 NE MLK Jr. Blvd. Portland, OR 97232	



EXHIBITOR SHOW SCHEDULE

Move-In Hours:

Tuesday, June 19th 8:00 AM – 5:00 PM

*** All exhibitors must be set by 8:30 AM on 6/20*

Exhibitors with equipment that needs to be moved in a special manner are asked to call the Show Decorator, DWA Trade Show & Exposition Services at (503) 228-6800.

Exhibit Hours:

Wednesday, June 20th 9:30 AM – 6:30 PM

Thursday, June 21st 10:00 AM – 1:30 PM

Exhibitor Move-Out:

Thursday, June 21st 1:30 PM – 8:00 PM

NO BOOTHS SHALL BE DISMANTLED BEFORE THURSDAY AT 1:30 PM!

If you must leave early, your booth must remain up. DWA Trade Show will dismantle it and ship it to you at your expense. Please make sure that ALL booth personnel are informed of this rule. Please refer to section 7 of the exhibit rules and regulations regarding early teardown.

Events on the Show Floor

Wednesday, June 20th

9:30 AM – 10:30 AM	Networking Break in the Exhibit Hall
12:00 PM – 1:30 PM	Lunch in the Exhibit Hall
3:00 PM – 3:30 PM	Networking Break in the Exhibit Hall
5:00 PM – 6:30 PM	Opening Night Reception in the Exhibit Hall

Thursday, June 21st

10:00 AM – 10:45 AM	Networking Break in the Exhibit Hall
12:15 PM – 1:30 PM	Lunch in the Exhibit Hall



2018 CONTRACTOR LIST

EXHIBITION & CONFERENCE MANAGEMENT:

Access Intelligence
Main Tel: 832-242-1969
Fax: 832-242-1971
11000 Richmond Avenue, Suite 690
Houston, TX 77042 USA

Exhibit and Sponsorship Sales:

Anastasia Bisson, Sales Manager, abisson@accessintel.com 530-363-3506

Conference/Logistics Questions:

Cassie Davie, Sr. Conference Manager, cdavie@accessintel.com 713-343-1891

Registration Information:

Jill Dean, Group Attendance Sales & Service, jidean@accessintel.com 713-343-1880
Melissa Helms, Registration Administrator, mhelms@accessintel.com 713-343-1883

Marketing Support:

Carey Buchholtz, Marketing Director, cbuchholtz@accessintel.com 713-343-1878

Logistics & Sponsorship Fulfillment:

Dana Ronan, Operations Manager, dronan@accessintel.com 301-354-1665

HOTEL RESERVATIONS:

Doubletree by Hilton Portland
1000 NE Multnomah Street
Call 1-800-996-0510 and ask for the group rate
for the CLEAN PACIFIC conference OR [click here.](#)

CONVENTION FACILITY:

Oregon Convention Center
777 NE Martin Luther King Jr BLVD
Portland, OR 97232

GENERAL SERVICES CONTRACTOR:

DWA Trade Show & Exposition Services
P: (503) 228-6800
E: csr@dwatradeshow.com

ELECTRICAL SERVICES:

Oregon Convention Center Services
www.oregoncc.org
P: (503) 235-7578

INTERNET/TELEPHONE:

Oregon Convention Center Services
www.oregoncc.org
P: (503) 235-7578

Booth Cleaning

Oregon Convention Center Services
www.oregoncc.org
P: (503) 235-7578

EXHIBIT TRANSPORTATION:

DWA Trade Show & Exposition Services
P: (503) 228-6800
E: csr@dwatradeshow.com

SIGN & BANNER RIGGING:

DWA Trade Show & Exposition Services
P: (503) 228-6800
E: csr@dwatradeshow.com

DISPLAY RULES AND REGULATIONS



A. Linear Booth

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths. The dimensions are 10 feet (10′) wide and ten feet (10′) deep, i.e. 10′ x 10′. They have a back wall height limitation of eight feet (8′). No hanging signs are allowed.

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. No hanging signs are allowed.

Use of Space

Regardless of the number of linear booths utilized (e.g. 10′x20′; 10′x30′; 10′x40′, etc.) display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8′) is allowed only in the rear half of the booth space, with a four-foot (4′) height restriction imposed on all materials in the remaining space forward to the aisle.

B. Perimeter Booth

A Perimeter Booth is simply a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12 ft. No hanging signs are allowed.

C. Peninsula Booth

A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four (4) booths. There are two types of Peninsula Booths: a) one which backs up to Linear Booths, and b) one which backs up to another Peninsula Booth and is referred as a “Split Island Booth.”

Dimensions

A Peninsula Booth is usually 20′ x 20′ or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to four feet (4′) high and within five feet (5′) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Sixteen (16′) is the maximum height allowance, including signage, for the center portion of the back wall.

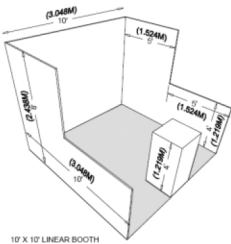
D. Split Island Booth

A Split Island Booth is a Peninsula Booth that shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions. Sixteen feet (16′) is the maximum height allowance, including signage. The entire cubic content of the space may be used up to the maximum allowable height.

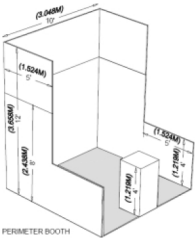
E. Island Booth

An Island Booth is any size booth exposed to aisles on all sides. The dimensions of an island booth is typically 20′ x 20′ or larger, although it may be configured differently. The entire cubic content of the space may be used up to the maximum allowable height, which is twenty five feet (25′), including signage.

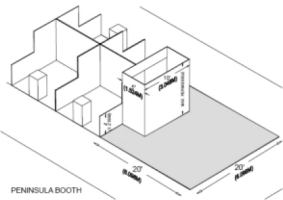
Linear Booth



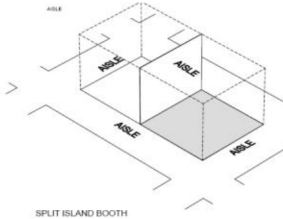
Perimeter Booth



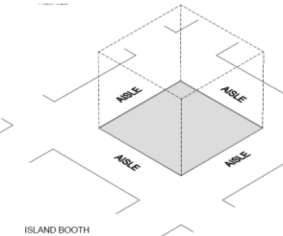
Peninsula Booth



Split Island Booth



Island Booth





HOTEL INFORMATION

The CLEAN PACIFIC team has arranged a room block at the DoubleTree by Hilton Portland, located on 1000 NE Multnomah Street. Standard and government rooms are held on a first come, first serve basis. The Doubletree property is ½ mile or a 13-minute walk to the Oregon Convention Center.

Hotel Reservations at the Doubletree by Hilton Portland



Standard Price for Single Queen Room: \$209

Government Price: \$182.00

Reserve your Standard room online: [Click here](#)

Reserve your Government room online: [Click here](#)

For Standard rooms you may also call the hotel directly at 503-281-6111 and use group code CPA. For Government rooms you may call the same number but use group code CPC.

(Prices held until Friday, May 18th. After this date, room rates increase and are subject to availability)

Certificate of Liability Insurance Instructions

SAMPLE FOLLOWS the Instructions.

Contact your Insurance Company to order the Certificate of Liability Insurance.

Description on Certificate should include the Name of the Show, Location (City & State) and Dates of the Show. Please note that a \$1,000,000 insurance liability minimum is required.

Certificates should have as the Certificate Holder:

Access Intelligence
11000 Richmond Avenue, Suite 690
Houston, TX 77042

Certificates should be sent to:

Dana Ronan

E-mail: Dronan@accessintel.com

(This name should NOT be on the Certificate)

Deadline: June 14, 2018

*******CONTINUE TO SEE SAMPLE*******



RAINPROTECTION.NET

WHERE YOUR EVENT GETS INSURED

Rainprotection is an Authorized Official
Insurance Supplier for Access Intelligence, LLC.



Exhibitor Liability Insurance Program

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$1,000,000 aggregate.

This insurance must be in force during the lease dates of the event, June 18-22, 2018, naming Access Intelligence, LLC (11000 Richmond Avenue, Suite 690, Houston, TX 77042) as the certificate holder and as additional insured.

Purchase your Insurance Now

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase you Liability Insurance for just \$84:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=a9d39df3ce13>

NON USA EXHIBITORS - Address and Phone Number instructions:

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 777 NE Martin Luther King Jr Blvd, Portland, OR 97232

Phone Number - (800) 528-7975

This program is valuable for:

- *Exhibitors who do not have any insurance.
- *International Exhibitors whose liability insurance will not cover them at a U.S Show.
- *Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- *Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- *Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Proof of Insurance is Mandatory

Having insurance will protect your company, employees, and volunteers, should a claim arise against you for something that occurred at your booth.

If you already have compliant coverage, please forward your proof of insurance to dronan@accessintel.com.

We also offer affordable short term

Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)

CLEAN PACIFIC 2018

June 20-21, 2018

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.





CLEAN PACIFIC 2018
Oregon Convention Center
June 20-21, 2018
S06208

Advance Price Deadline: June 5, 2018

SHOW INFORMATION

Welcome to Clean Pacific 2018. 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 6700 NE 59th Place Portland, Oregon 97218	Phone: 503.228.6800 Fax: 503.595.1470 e-mail: csr@dwatradeshow.com
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BOOTH INFORMATION:	Backwall Drape: Black & Teal Siderail Drape: Black Booth Size: 10' x 10' Aisle Carpet: Pepper
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PLEASE NOTE: The booths are not carpeted. All booths must be carpeted or have floor covering. Exhibitors are expected to cover the concrete floor.

BOOTH PACKAGE:	Show Management 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: *June 5, 2018*

EXHIBITOR MOVE-IN:	Tuesday, June 19, 2018	8:00 am - 5:00 pm
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SHOW DATES/HOURS:	Wednesday, June 20, 2018	9:30 am - 6:30 pm
	Thursday, June 21, 2018	10:00 am - 1:30 pm

EXHIBITOR MOVE-OUT:	Thursday, June 21, 2018	1:30 pm - 8:00 pm
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FOR YOUR CONVENIENCE, TRY OUR NEW & IMPROVED ONLINE ORDERING SYSTEM!

Please follow the steps below to order your services online:

1. Go to DWA Trade Show & Exposition Service's website at <http://www.dwatradeshow.com>
2. Select "Online Ordering" from the Home Page
3. Set up an account (if you have an account already select that option)
4. Enter the show code **CLEANPACIFIC2018**
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.



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Oregon Convention Center
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S06208
Advance Price Deadline: June 5, 2018

SHOW INFORMATION

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: *CLEAN PACIFIC 2018*
COMPANY NAME - BOOTH #
c/o DWA
6700 NE 59th Place
Portland, Oregon 97218

*To avoid additional after deadline charges, shipments must arrive by: **June 14, 2018***

Direct Shipping Address: *CLEAN PACIFIC 2018*
COMPANY NAME - BOOTH #
c/o DWA
Oregon Convention Center, Hall B
777 NE MLK Jr. Blvd.
Portland, OR 97232

*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: **June 19, 2018***



CLEAN PACIFIC 2018
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S06208
Advance Price Deadline: June 5, 2018

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	\$	

RETURN TO: DWA Trade Show & Exposition Services • 6700 NE 59th Place • Portland, OR 97218
Telephone: 503.228.6800 • Fax: 503.595.1470 • E-mail: csr@dwa-tradeshow.com • <http://www.dwa-tradeshow.com>

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.



CLEAN PACIFIC 2018
Oregon Convention Center
June 20-21, 2018
S06208
Advance Price Deadline: June 5, 2018

THIRD PARTY BILLING ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

You may arrange for a third party to handle your display and be billed for services. DWA will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the third party must complete the credit card charge authorization on the Payment Policies & Credit Card Authorization Form. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

Exhibiting Firm

Exhibiting Firm _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Authorized Signature _____
Authorized Name (print) _____

Third Party

Third Party/Display House _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Authorized Signature _____
Authorized Name (print) _____

ALL DWA SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:

EXHIBITING FIRM'S Credit Card Charge Authorization (INFORMATION MUST BE PROVIDED.)

☐ American Express ☐ Visa ☐ MasterCard ☐ Discover ☐ Corporate ☐ Personal

Expiration Date

Account #

Three or Four Digit Security Code

X

CARDHOLDER'S SIGNATURE

PRINT NAME

CARDHOLDER'S BILLING ADDRESS

CITY

STATE ZIP

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

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

RETURN TO: DWA Trade Show & Exposition Services
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EXHIBITOR APPOINTED CONTRACTOR ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

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

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FURNITURE & 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	\$33.00	\$43.00	
	¹²⁰ Fabric Side Chair	\$49.00	\$65.00	
	¹³⁰ Fabric Arm Chair	\$56.00	\$75.00	
	¹⁴⁰ Barstool	\$60.00	\$79.00	
	¹²⁶ Steno Chair without Arms	\$70.00	\$90.00	

ACCESSORIES				
Quantity	Description	Advance	Standard	Total
	²²⁰ Wastebasket	\$12.00	\$15.00	
	²³⁰ Aluminum Easel	\$29.00	\$49.00	
	²⁴⁰ Chrome Stanchion	\$26.00	\$37.00	
	²⁴¹ Velour Rope/6'	\$15.00	\$19.00	
	²⁵⁴ Magazine Rack/6 slot	\$75.00	\$90.00	
	²⁵⁷ Waterfall Bag Rack	\$50.00	\$60.00	
	²⁵⁸ Chrome Signholder	\$55.00	\$74.00	
	²⁶⁰ Coat Tree	\$30.00	\$42.00	
	¹⁴ 8' Upright with Base	\$12.00	\$15.00	
	¹⁵ 6' - 10' Extension Bar	\$12.00	\$15.00	
	⁹² Executive Desk	\$215.00	N/A	
	⁹⁰ Showcase-6' w/2 Shelves	\$325.00	N/A	

TABLE TOP RISERS - 8" Deep (Includes white vinyl covering)				
Quantity	Description	Advance	Standard	Total
	²⁷¹ 4' Single Tier, 8" or 15"	\$53.00	\$75.00	
	²⁷³ 6' Single Tier, 8" or 15"	\$62.00	\$81.00	
	²⁷² 4' Double Tier, 8" and 15"	\$96.00	\$125.00	
	²⁷⁴ 6' Double Tier, 8" and 15"	\$114.00	\$140.00	

CUSTOM DRAPE - 4' Minimum Order (includes frame)				
Quantity	Description	Advance	Standard	Total
	¹¹⁰⁰ 3' High Drape/Per LF	\$ 6.00	\$ 8.00	
	¹¹⁰⁵ 8' High Drape/Per LF	\$ 8.00	\$10.00	

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

PERFBOARD/TACKBOARD - 4' x 8' Panels (Perfboard rental does not include hardware)				
Quantity	Description	Advance	Standard	Total
	²⁸⁰ Perfboard	\$95.00	\$125.00	
	²⁸¹ Tackboard/Grey Fabric	\$95.00	\$125.00	

☐ Vertical ☐ Horizontal (Please check your choice of installation)

TABLES				
Quantity	Description	Advance	Standard	Total
	²¹⁰ Coffee Table/18X36X17H	\$40.00	\$50.00	
	²¹¹ Side Table/17x17x17H	\$37.00	\$45.00	
	²⁰⁰ Cocktail Round/30Hx36D	\$85.00	\$105.00	
	²⁰⁵ Cocktail Pedestal/42Hx36D	\$95.00	\$115.00	
	⁵⁰⁰ 5' Round Undraped/30H	\$30.00	\$37.00	
	⁵⁰¹ 5' Round w/Linen/30H	\$61.00	\$75.00	
	¹⁰⁰⁰ 54" Linen / Square	\$22.00	\$35.00	
	¹⁰⁰¹ 90" Linen / Round	\$29.00	\$42.00	

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
	^{424S} 4' Skirted Table	\$85.00	\$105.00	
	^{624S} 6' Skirted Table	\$95.00	\$115.00	
	^{824S} 8' Skirted Table	\$105.00	\$125.00	
	^{424U} 4' Unskirted Table	\$40.00	\$50.00	
	^{624U} 6' Unskirted Table	\$50.00	\$60.00	
	^{824U} 8' Unskirted Table	\$60.00	\$70.00	
	¹⁰¹⁰ 4th Side Skirt-30"	\$35.00	\$45.00	

DISPLAY COUNTERS - 42" High x 24" Wide (Check color below / 6' & 8' counters skirted 3 sides only)

	^{424SC} 4' Skirted Counter	\$95.00	\$115.00	
	^{624SC} 6' Skirted Counter	\$105.00	\$125.00	
	^{824SC} 8' Skirted Counter	\$115.00	\$135.00	
	^{424UC} 4' Unskirted Counter	\$50.00	\$60.00	
	^{624UC} 6' Unskirted Counter	\$60.00	\$70.00	
	^{824UC} 8' Unskirted Counter	\$70.00	\$80.00	
	¹⁰¹¹ 4th Side Skirt-42"	\$40.00	\$50.00	

SERPENTINE TABLES - 30" Wide (Check color below / serpentine tables skirted 3 sides only)

	^{430SS} Small Skirted Serpentine	\$88.00	\$106.00	
	^{530SS} Large Skirted Serpentine	\$102.00	\$112.00	
	^{430US} Small Unskirted Serpentine	\$41.00	\$51.00	
	^{530US} Large Unskirted Serpentine	\$49.00	\$59.00	
	¹⁰¹⁰ 4th Side Skirt-30"	\$47.00	\$57.00	

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

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	

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



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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
	⁹¹⁰ 9' X 10' 13 oz. Booth Carpet	\$110.00	\$143.00	
	⁹²⁰ 9' x 20' 16 oz. Booth Carpet	\$220.00	\$286.00	
	⁹³⁰ 9' x 30' 16 oz. Booth Carpet	\$330.00	\$429.00	
	⁹⁴⁰ 9' x 40' 16 oz. Booth Carpet	\$440.00	\$572.00	

Select Carpet Color:

- ☐ ₁Blue ☐ ₂Red ☐ ₃Green
☐ ₄Gray ☐ ₇Black ☐ ₈Teal
☐ ₉Plum

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
	⁹⁷⁵ 13 oz. Custom Carpet/sq. ft.	\$ 2.50'	\$ 3.25'	

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.

Select Carpet Color:

- ☐ ₁Blue ☐ ₂Red ☐ ₃Green
☐ ₄Gray ☐ ₇Black ☐ ₈Teal
☐ ₉Plum

CARPET PADDING

Quantity	Size	Advance	Standard	Total
	⁹⁷³ Foam Padding/sq. ft.	\$ 0.80'	\$ 0.97'	

VISQUEEN PLASTIC COVERING FOR PROTECTION

Rental includes one-time installation and removal.

Quantity	Size	Advance	Standard	Total
	⁹⁷² Plastic Covering/sq. ft.	\$ 0.40'	\$ 0.50'	

Cancellation Policy:

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

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

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	

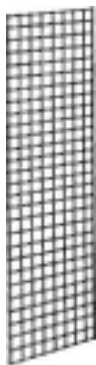
RETURN TO: DWA Trade Show & Exposition Services
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12279N

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

(AVAILABILITY GUARANTEED ONLY IF ORDERED IN ADVANCE.)

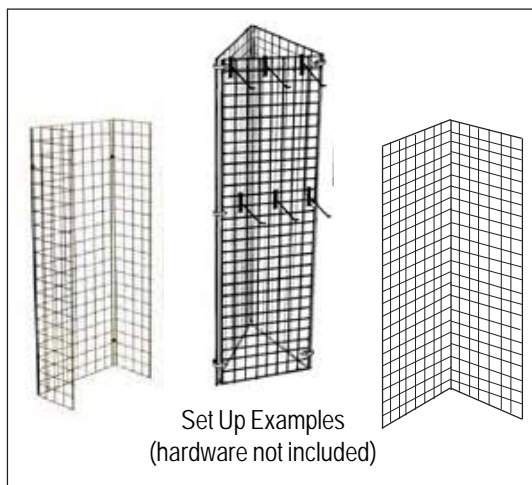
Quantity	Description	Advance	Standard	Total
9800	GRID PANEL, 2' X 8', Black / Per Panel Each panel is 2' x 8' with a 3" x 3" grid. At least two panels are needed to be free standing. Feet must be rented to have a 2' x 8' free standing unit.	\$55.00	\$75.00	
9801	GRID PANEL FEET / Per Set of Two Feet are needed if you want to make one panel free standing.	\$25.00	\$35.00	
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	



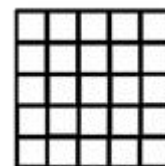
Grid Panel



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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Telephone	Fax	E-mail		
Authorized Contact Signature		Authorized Contact-Please Print	Date	
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		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)	\$350.00	Not Available	
	9212 Black Bonded Leather Sofa (82" long x 36" deep x 33" high)	\$395.00		
	9213 Black Bonded Leather Chair (40" long x 36" deep x 33" high)	\$295.00		
	9214 Black Coffee Table (46.5" long x 29.5" wide x 18" high)	\$139.00		
	9219 Black End Table (21.58" x 21.58" x 19.58" high)	\$119.00		
	9215 Black Guest Chair	\$ 75.00		
	9216 Nils Chair-Charcoal or White Fabric / Circle Color Choice	\$ 85.00		
	9217 Wire & Wood Shelf Unit (66.5" long x 12" deep x 62" high)	\$ 95.00		
	9220 White Blixt Bar Stool	\$ 75.00		
	9225 Glass Showcase/Locking (64-1/8" tall x 14-3/8" deep x 16-3/4" wide)	\$ 175.00		



Black Loveseat



Black Sofa



Black Chair



Black Coffee Table



Black End Table



White Blixt Bar Stool



Glass Showcase/Locking



Wire & Wood Shelf



Nils Chair



Black Guest Chair

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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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	\$64.00	\$78.00	
9501	5' to 6' Tall Plant (Areca Palm, Ficus) circle selection	\$75.00	\$91.00	
9502	30" Hydrangea (Blue)	\$45.00	\$54.00	
9505	15" Geraniums (Pink or Red)	\$22.00	\$31.00	
9507	6" (1-1/2' wide) Fern	\$15.00	\$25.00	
9508	8" (2-1/2' wide) Fern	\$25.00	\$35.00	
9509	Floral Arrangement (call for quotes)	Upon Request	Not Available	



Areca Palm



Bird of Paradise



Dieffenbachia/
Ivy Planter

Trade Show &
...



Dracaena



Ficus



Fern



Hydrangea



Spath



Geranium

Please Note: Photos are not to scale.

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

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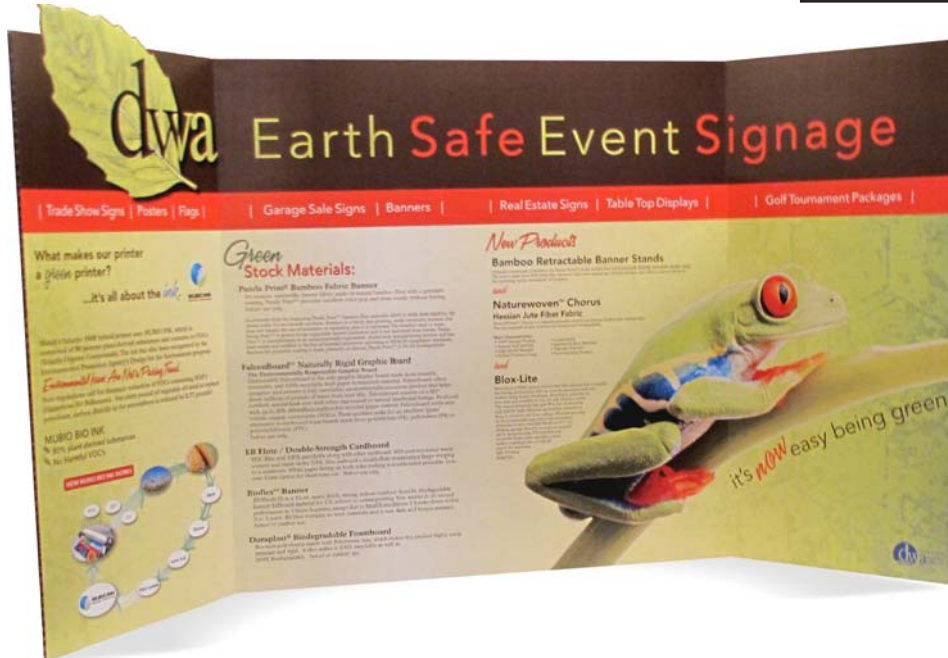
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011109R

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.

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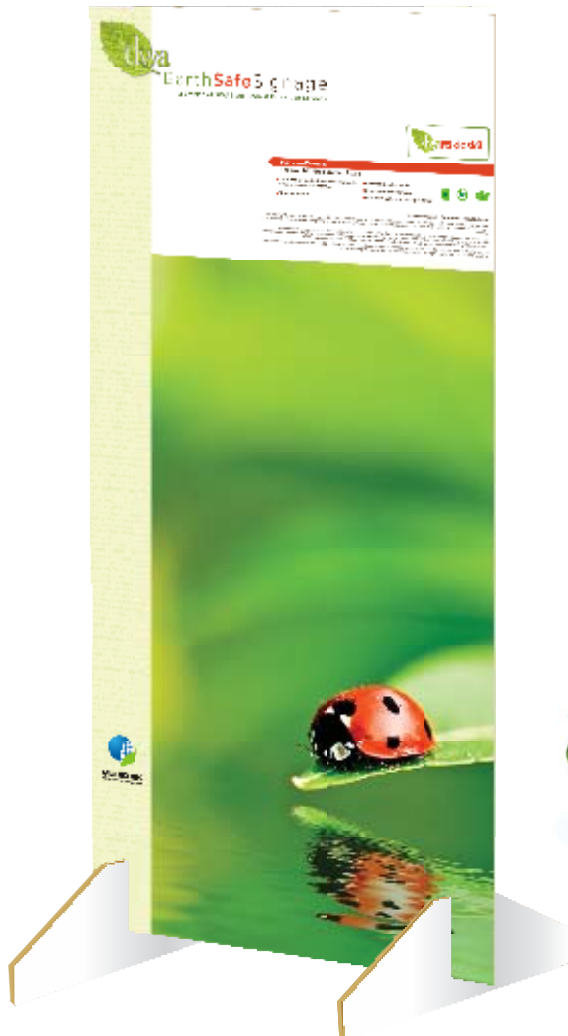
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http://www.dwa tradeshow.com

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



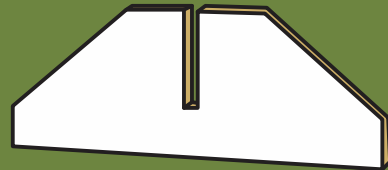
DWA Freestanding Kiosk #3 is a 100% recyclable/biodegradable display but also durable enough for multiple uses. Made entirely with FalconBoard, a rigid graphic board that prints vibrant graphics in a satiny finish.
Custom-made sizes.

More about FalconBoard...

Hexacomb's Falconboard is the only graphic display board made from reusable, renewable 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 land fills.

Falconboard consists of a SFI® certified, natural kraft core with white clay-coated or natural linerboard facings. Produced with up to 20% chlorofluorocarbon-free recycled paper content, Falconboard emits zero volatile organic compounds (VOCs). These qualities make for an excellent "green" alternative to traditional foam boards made from polyethylene (PE), polystyrene (PS) or polyvinylchloride (PVC).

Falconboard's printing capabilities equal that of foam boards, including use of wide format and digital solutions. Its unique structure can handle the most demanding of graphic display requirements due to its high rigidity and dimensional stability.



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" Kiosk Display w/feet	\$ 245.00	\$325.00	\$
8112	36" x 75" Kiosk Display w/feet	\$ 215.00	\$295.00	\$
8020	Graphic Design Labor, per hour	\$ 75.00	\$ 95.00	\$

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

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.

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

0816W

Total of Items Ordered	\$
Add 0.0% Sales and/or Use Tax	\$
PAYMENT ENCLOSED	\$



CLEAN PACIFIC 2018
Oregon Convention Center
June 20-21, 2018
S06208
Advance Price Deadline: June 5, 2018

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	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. <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.
	8001 7" x 11"	\$ 31.00	\$ 49.00		
	8002 7" x 44"	\$ 34.00	\$ 52.00		
	8003 11" x 14"	\$ 36.00	\$ 54.00		
	8004 14" x 22"	\$ 45.00	\$ 63.00		
	8005 22" x 28"	\$ 65.00	\$ 97.00		
	8008 24" x 36"	\$ 75.00	\$ 105.00		
	8006 28" x 44"	\$ 84.00	\$ 118.00		
	8007 40" x 60"	\$146.00	\$ 217.00		
	8009 3' x 8'	\$175.00	\$ 253.00		
	8010 4' x 8'	\$195.00	\$ 273.00		
	8011 Grommet, per piece	\$ 1.00	\$ 1.50		
	8013 Easel Back, per piece	\$ 5.00	\$ 6.00		
	8021 Banner	Call for Quote	Call for Quote		
	8020 Designer Labor, per hour (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.

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

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

RETURN TO: DWA Trade Show & Exposition Services
6700 NE 59th Place, Portland, OR 97218
Telephone: 503.228.6800 Fax: 503.595.1470
E-mail: csr@dwa tradeshow.com
http://www.dwa tradeshow.com

12279N

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.

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	\$65.00 per hr	\$75.00 per hr
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$97.50 per hr	\$107.50 per hr

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

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

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

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

RETURN TO: DWA Trade Show & Exposition Services
6700 NE 59th Place, Portland, OR 97218
Telephone: 503.228.6800 Fax: 503.595.1470
E-mail: csr@dwatradeshow.com
http://www.dwatradeshow.com

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

(SEE PAGE TWO)



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**LABOR
PAGE TWO**

KEEP ORIGINAL & SEND COPY TO DWA

INBOUND FREIGHT INFORMATION

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

SET UP INFORMATION FOR DWA INSTALLATION

☐ SET UP DRAWINGS ATTACHED ☐ RENTAL CARPET COLOR
☐ SET UP DRAWINGS WITH EXHIBIT ☐ OWN CARPET COLOR
CASE/CRATE NUMBER _____ ☐ PADDING

NUMBER OF WORKERS REQUIRED FOR SET-UP _____ APPROXIMATE TIME FOR SET-UP _____
☐ FORKLIFT ORDERED HRS _____ TIME _____ SPECIAL EQUIPMENT REQUIRED _____

DID YOU ORDER

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

OUTBOUND FREIGHT INFORMATION

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

OUTBOUND FREIGHT CHARGES ☐ PREPAID ☐ COLLECT
☐ BILL TO _____
☐ DWA STORAGE
METHOD ☐ SHOWCARRIER ☐ AIR FREIGHT ☐ VANLINE ☐ OTHER _____

CONSIGNED TO _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
SECOND CONSIGNEE _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

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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Oregon Convention Center
June 20-21, 2018
S06208
Advance Price Deadline: June 5, 2018

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:

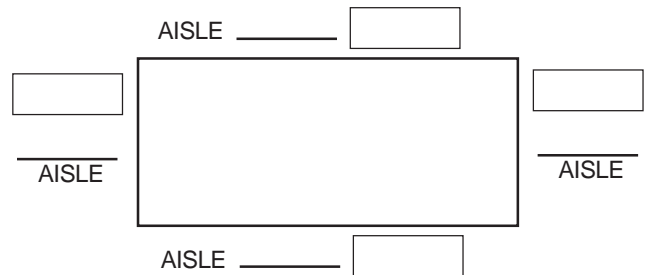
Weight of sign _____ (Please note oversized/overweight signs are subject to additional charges.)

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)			
		ADVANCE	ADVANCE	STANDARD	STANDARD
3155/56	Additional Hanging Crew if needed, per worker	\$65.00 S.T./hr	\$97.50 O.T./hr	\$75.00 S.T./hr	\$107.50 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
6700 NE 59th Place, Portland, OR 97218
Telephone: 503.228.6800 Fax: 503.595.1470
E-mail: csr@dwa tradeshow.com
http://www.dwa tradeshow.com

Estimated Services Ordered	\$
PAYMENT ENCLOSED	\$

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	\$95.00 per hour	\$65.00 per hour
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$125.00 per hour	\$97.50 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		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, OR 97218
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

RUSH!

EXHIBITION FREIGHT

FROM:

WAREHOUSE SHIPMENT

TO:

EXHIBITING COMPANY

CLEAN PACIFIC 2018

NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES

6700 NE 59th Place

Portland, Oregon 97218

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

WAREHOUSE SHIPMENT

TO:

EXHIBITING COMPANY

CLEAN PACIFIC 2018

NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES

6700 NE 59th Place

Portland, Oregon 97218

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

WAREHOUSE SHIPMENT

TO:

EXHIBITING COMPANY

CLEAN PACIFIC 2018

NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES

6700 NE 59th Place

Portland, Oregon 97218

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

WAREHOUSE SHIPMENT

TO:

EXHIBITING COMPANY

CLEAN PACIFIC 2018

NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES

6700 NE 59th Place

Portland, Oregon 97218

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

CLEAN PACIFIC 2018

NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES

Oregon Convention Center

777 NE MLK Jr. Blvd.

Portland, Oregon 97232

SHIPMENT WILL BE ACCEPTED BEGINNING: June 19, 2018

Carrier

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

CLEAN PACIFIC 2018

NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES

Oregon Convention Center

777 NE MLK Jr. Blvd.

Portland, Oregon 97232

SHIPMENT WILL BE ACCEPTED BEGINNING: June 19, 2018

Carrier

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

CLEAN PACIFIC 2018

NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES

Oregon Convention Center

777 NE MLK Jr. Blvd.

Portland, Oregon 97232

SHIPMENT WILL BE ACCEPTED BEGINNING: June 19, 2018

Carrier

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

CLEAN PACIFIC 2018

NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES

Oregon Convention Center

777 NE MLK Jr. Blvd.

Portland, Oregon 97232

SHIPMENT WILL BE ACCEPTED BEGINNING: June 19, 2018

Carrier

Number _____ of _____ pieces





CLEAN PACIFIC 2018
Oregon Convention Center
June 20-21, 2018
S06208
Advance Price Deadline: June 5, 2018

SHIPPING INSTRUCTIONS/ MATERIAL HANDLING INFORMATION

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

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

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

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

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

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

Make out the bill of lading and consign as follows:

NAME OF EVENT
YOUR COMPANY NAME
YOUR BOOTH NUMBER
C/O DWA Trade Show & Exposition Services
6700 NE 59th Place
Portland, Oregon 97218

IMPORTANT!
Last day for shipments to arrive at the advance
warehouse without surcharge is
June 14, 2018
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 Trade Show & Exposition Services
Facility Name
Facility Street Address
Facility City, State, Zip

IMPORTANT!
First day for shipments to arrive at the
exhibit site is
June 19, 2018

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.

DWA Trade Show & Exposition Services, 6700 NE 59th Place, Portland, OR 97218 Telephone: 503.228.6800 Fax: 503.595.1470
E-mail: csr@dwatradeshow.com <http://www.dwatradeshow.com>

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CLEAN PACIFIC 2018
Oregon Convention Center
June 20-21, 2018
S06208
Advance Price Deadline: June 5, 2018

MATERIAL HANDLING ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

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

ADVANCE: June 14, 2018

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: June 19, 2018

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	\$65.00	6000 \$130.00	\$

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	\$54.00	6010 \$98.00	\$

UNCRATED SHIPMENTS TO EXHIBIT SITE

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	\$86.00	6012 \$172.00	\$

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	\$86.00	6040 \$172.00	\$
To Exhibit Site	lbs.	6043	\$71.00	6042 \$142.00	\$

SMALL PACKAGE SHIPMENTS

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

	NO. OF CARTONS	FIRST CARTON	EACH ADD'L. 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, OR 97218
Telephone: 503.228.6800 Fax: 503.595.1470
E-mail: csr@dwa tradeshow.com
<http://www.dwa tradeshow.com>

Total Estimated Charges	\$
PAYMENT ENCLOSED	\$

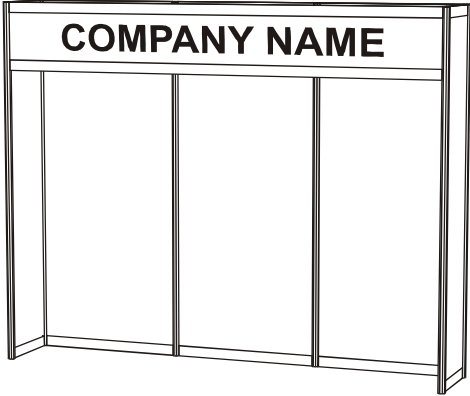
Invoicing will be done from the actual weight, not the above estimates.

MODULAR DISPLAY SYSTEM ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

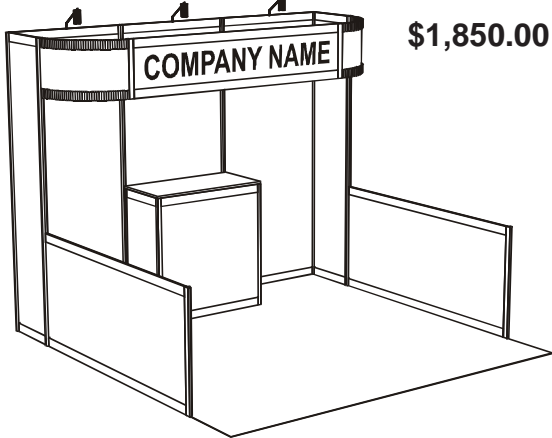
PLEASE CHECK YOUR SELECTION ☒

\$1,050.00 **#1**



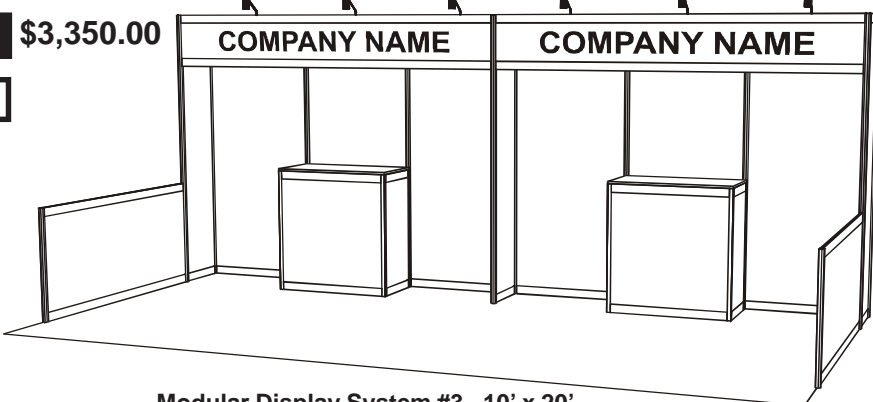
Modular Display System #1 - 10' Backwall
One White Header with Black Copy

\$1,850.00 **#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

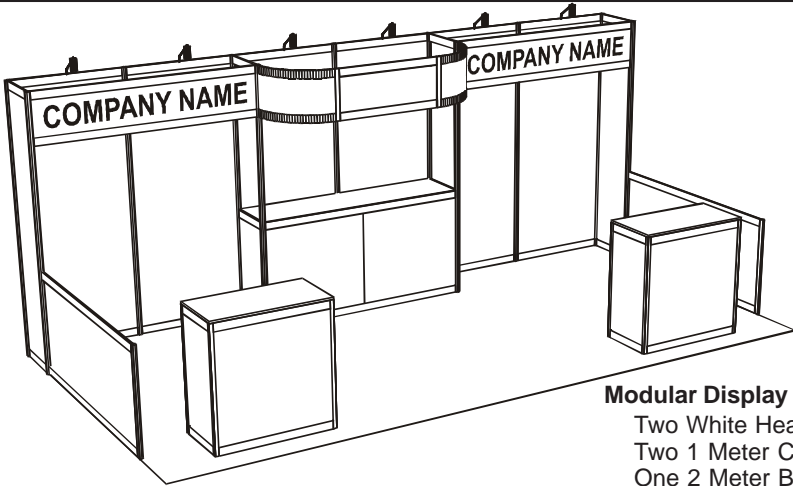
#3 \$3,350.00



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.

\$4,000.00 **#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



CLEAN PACIFIC 2018
Oregon Convention Center
June 20-21, 2018
S06208
Advance Price Deadline: June 5, 2018

MODULAR DISPLAY SYSTEM ORDER FORM

Page Two

KEEP ORIGINAL & SEND COPY TO DWA

Modular Display Systems Include - Installation and dismantling labor - Standard header copy (black)	PLEASE SELECT ONE TYPE OF BACKGROUND PANEL COLOR: Fabric: <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Blue Hardwall: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Blue																																																
PLEASE SELECT CARPET COLOR CHOICE: (For Modular Display Systems #2, #3, and #4 Only) <input type="checkbox"/> Grey <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Black <input type="checkbox"/> Forest Green <input type="checkbox"/> Plum																																																	
INDICATE YOUR HEADER COPY: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																																																	
INDICATE SECOND HEADER COPY: (For Modular Display Systems #3 & #4 Only) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center; padding: 5px;">ACCESSORIES</th> </tr> <tr> <th style="width: 25%;"></th> <th style="width: 10%; text-align: center;"><u>Quantity</u></th> <th style="width: 25%; text-align: center;"><u>Advance</u></th> <th style="width: 40%; text-align: center;"><u>Standard</u></th> </tr> </thead> <tbody> <tr> <td>Arm Lights</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">\$ 38.00</td> <td style="text-align: right;">\$ 46.00</td> </tr> <tr> <td>Literature Pockets</td> <td style="text-align: center;">_____ Letter</td> <td style="text-align: right;">\$ 15.00</td> <td style="text-align: right;">\$ 15.00</td> </tr> <tr> <td rowspan="3">Light Boxes</td> <td style="text-align: center;">_____ Small</td> <td style="text-align: right;">\$200.00</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td style="text-align: center;">_____ Medium</td> <td style="text-align: right;">\$250.00</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td style="text-align: center;">_____ Large</td> <td style="text-align: right;">\$325.00</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td rowspan="3">Counters</td> <td style="text-align: center;">_____ 1 Meter</td> <td style="text-align: right;">\$200.00</td> <td style="text-align: right;">\$275.00</td> </tr> <tr> <td style="text-align: center;">_____ 2 Meter</td> <td style="text-align: right;">\$250.00</td> <td style="text-align: right;">\$325.00</td> </tr> <tr> <td style="text-align: center;">_____ Curved</td> <td style="text-align: right;">\$250.00</td> <td style="text-align: right;">\$325.00</td> </tr> <tr> <td rowspan="2">Shelves (40" x 12")</td> <td style="text-align: center;">_____ Straight</td> <td style="text-align: right;">\$ 30.00</td> <td style="text-align: right;">\$ 40.00</td> </tr> <tr> <td style="text-align: center;">_____ Angle</td> <td style="text-align: right;">\$ 38.00</td> <td style="text-align: right;">\$ 48.00</td> </tr> <tr> <td>Wirewall Panels</td> <td style="text-align: center;">_____ Black</td> <td style="text-align: right;">\$225.00</td> <td style="text-align: right;">N/A</td> </tr> </tbody> </table>		ACCESSORIES					<u>Quantity</u>	<u>Advance</u>	<u>Standard</u>	Arm Lights	_____	\$ 38.00	\$ 46.00	Literature Pockets	_____ Letter	\$ 15.00	\$ 15.00	Light Boxes	_____ Small	\$200.00	N/A	_____ Medium	\$250.00	N/A	_____ Large	\$325.00	N/A	Counters	_____ 1 Meter	\$200.00	\$275.00	_____ 2 Meter	\$250.00	\$325.00	_____ Curved	\$250.00	\$325.00	Shelves (40" x 12")	_____ Straight	\$ 30.00	\$ 40.00	_____ Angle	\$ 38.00	\$ 48.00	Wirewall Panels	_____ Black	\$225.00	N/A	QUICK TIPS FOR EASY EXHIBITING * Consider ordering floral accessories to enhance your exhibit on the Plant Order Form enclosed. * 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.
ACCESSORIES																																																	
	<u>Quantity</u>	<u>Advance</u>	<u>Standard</u>																																														
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Wirewall Panels	_____ Black	\$225.00	N/A																																														

Please note: Furniture, vacuum service and electricity are not included in above price. Header copy will be black. 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

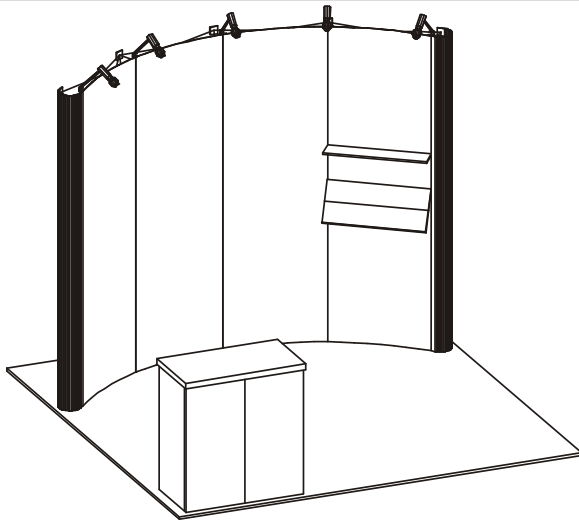
Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature	Authorized Contact-Please Print	Date		

RETURN TO: DWA Trade Show & Exposition Services
6700 NE 59th Place, Portland, OR 97218
Telephone: 503.228.6800 Fax: 503.595.1470
E-mail: csr@dwatradeshow.com
http://www.dwatradeshow.com

12279N

MDS # _____	\$	
Additional Items	\$	
PAYMENT ENCLOSED	\$	

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

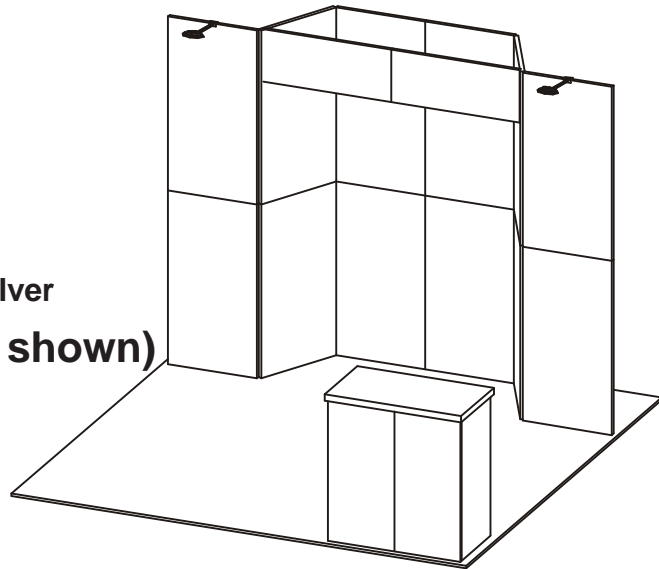
Two Spotlights

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

RETURN TO: DWA Trade Show & Exposition Services
6700 NE 59th Place, Portland, OR 97218
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12279N

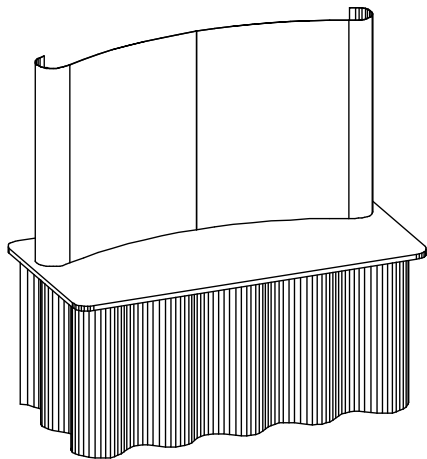
Total Displays/Graphics Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED	\$	

CURVED TABLE TOP RENTAL DISPLAY ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

PLEASE CHECK YOUR SELECTION ☒

☐ 6' Table-Top Display*



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

*Table is not included.

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

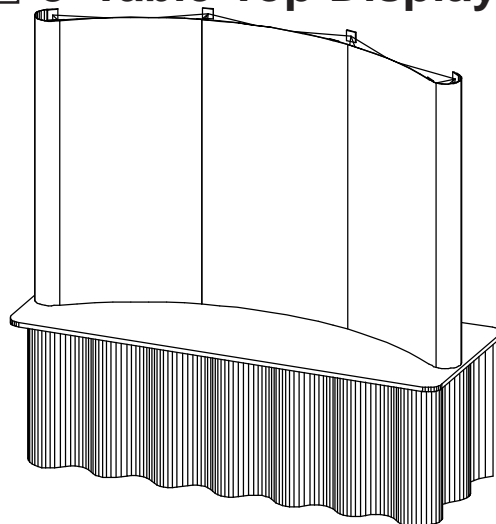
Four Standard Light Package - \$105.00

Basic Shelf Package

- Slant Literature - Black - \$49.00

- Straight Literature - Black - \$49.00

☐ 8' Table-Top Display*



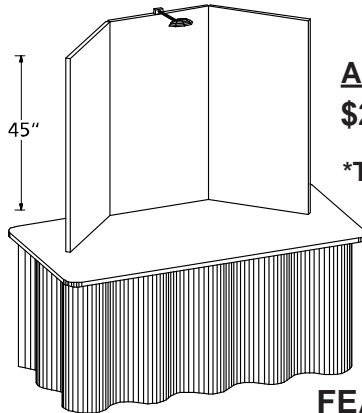
*Table is not included.

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		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address	City	State	Zip Code	
Telephone	Fax	PO#		
Authorized Contact Signature	Authorized Contact-Please Print	Date		
RETURN TO: DWA Trade Show & Exposition Services 6700 NE 59th Place, Portland, OR 97218 Telephone: 503.228.6800 Fax: 503.595.1470 E-mail: csr@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 SELECTIONS ☒

☐ **4' Table-Top Display***



Advance Standard
\$225.00 \$265.00

*Table is not included.

FEATURES

Three Panel Table-Top Display

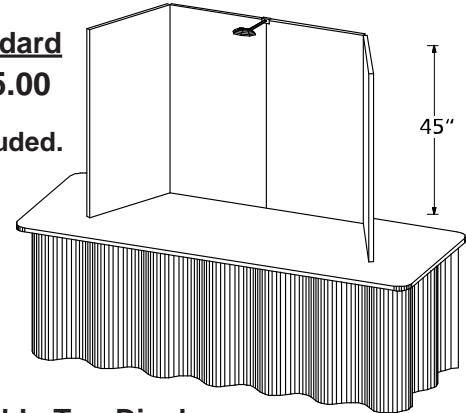
One Halogen Spotlight

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

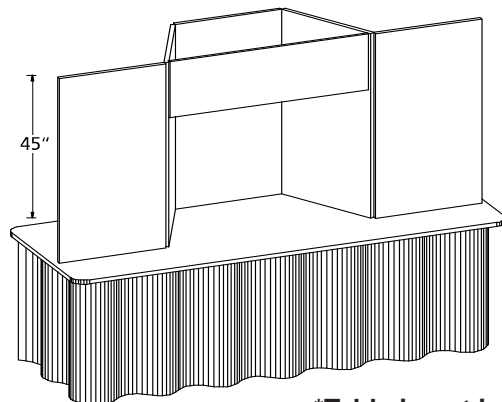
Four Panel Table-Top Display

One Halogen Spotlight

Colors: ☐ Black ☐ Silver

Suggested Accessories

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



*Table is not included.

☐ **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:

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

RETURN TO: DWA Trade Show & Exposition Services
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E-mail: csr@dwa tradeshow.com
<http://www.dwa tradeshow.com>

12279N

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

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.

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

OREGON

Oregon
Convention
Center

RECYCLE
STATION

SHRINK WRAP

CARDBOARD

Sustainability Guide For Event Planners

Revised October 2015

Exhibitor and Decorator Guide to Reducing Waste

We strive to send as little material as possible to the landfill through recycling, composting and donating left over goods.

WHAT YOU CAN DO

1 REDUCE WASTE

- Use the facility recycling receptacles during move in/out and run of the show.
- Use only products that are recyclable at OCC. See back page for guide.
- Minimize packaging.
- Bring only what is anticipated for attendees.
- Provide information on a reusable flash drive or through a QR code.



2 SMART EXHIBIT DISPLAY DESIGN

- Create signs and banners that are reusable or that can be recycled. Foam core is not allowed, as it cannot be recycled.
- Print handouts on post consumer recycled content paper using soy or vegetable based inks.
- Use energy efficient lighting for displays.
- Turn off booth lighting, monitors, and electronic equipment overnight.



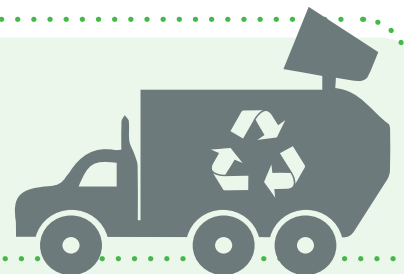
3 TRANSPORTATION CONSIDERATIONS

- Use local vendors when possible to reduce transportation impact.
- Use local public transportation, walk or bike when possible. Visit the transit system website at www.trimet.org.
- Purchase offsets for the environmental footprint from shipping, travel and lodging. Ask us for resources.



RECYCLING RESULTS:

Each year we recycle, compost, and donate over 500,000 pounds of material instead of putting it in the landfill.





Corrugated Cardboard,
Cardboard Tubes



Film Plastic, Shrink Wrap, Bubble
Wrap, Plastic Bags, Sheet Plastic
Must Be Clean and Dry.
No Strapping, Paper, Food Scraps.



Styrofoam Peanuts



Vinyl tablecloths
No Banners



Lumber, Plywood,
Particle Board, Scraps



Scrap Metal



Concrete, Brick, Porcelain,
Pavers, Asphalt



Plants, Trees, Soil,
Mulch, Flowers



Food Scraps
(Includes Meat, Bones, Dairy)



Plastic Beverage Bottles, Soda Cans,
Paper and Newspapers

Must Be Clean



Glass Bottles and Jars
Must Be Clean



Recycling Station

Oregon Convention Center SORTING GUIDE

WORKING TOWARD 100% WASTE

Sustainable and Alternative Signage Options

The following list is a sample of some of the more sustainable alternatives to non-recyclable signage products. The Oregon Convention Center is promoting paper and cardboard products as they are more readily recyclable. Our staff are available to help answer questions about alternative materials and the ability to recycle other products.

The Oregon Convention Center prohibits foam core and other non-recyclable signage from being left in our facility. When printing one time use signs or new signage, please consider these options.



EcoPrint 50pt SBC

EcoPrint SBC is a 100% recyclable paper board made from 100% virgin material. Prints vivid colors and beautiful photographic images.

Falconboard®

The Environmentally Responsible Graphic Board Hexacomb® Falconboard® is the only graphic display board made from reusable, renewable and 100% recyclable kraft paper honeycomb material.



Katz Board

Katz Board is a two sided laminated display board. It produces top quality signage, tent cards and other POS display solutions.

ConVerd Board

100% Recyclable. Earth Friendly Manufactured.
Made from 10% Post-Consumer Recycled Content.
High crush resistance.



If you have any questions, please contact your Sales Manager, Event Manager or the Oregon Convention Center Sustainability Coordinator.