

***BRAVO! Live***  
***October 19, 2011***  
***Oregon Convention Center***

***EXHIBITOR KIT***

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





BRAVO! Live  
Oregon Convention Center  
October 19, 2011  
S10181

**SHOW INFORMATION**

Advance Price Deadline: October 4, 2011

Welcome to the **BRAVO! Live**. 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.

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

**BOOTH INFORMATION:** Backwall Drapes: Black  
Siderail Drapes: Black  
Booth Size: 10' x 10'  
Booth Carpet: Black  
Aisle Carpet: Black

**BOOTH PACKAGE:** Show Management is providing each exhibitor with the following:  
One 7" x 44" Booth Identification Sign, One 8' Table Skirted Black,  
Booth Carpet and One Wastebasket

**ADVANCE PRICE DEADLINE:** The last day to receive DWA advance pricing is: **October 4, 2011**

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**EXHIBITOR MOVE-IN:** Tuesday, October 18, 2011 2:00 PM - 8:00 PM  
Wednesday, October 19, 2011 8:00 AM - 10:00 AM (HAND CARRIED FREIGHT ONLY)

**SHOW DATES:** Wednesday, October 19, 2011 11:00 AM - 5:00 PM

**EXHIBITOR MOVE OUT:** Wednesday, October 19, 2011 5:00 PM - 10:00 PM

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

Please follow the steps below to order your services online:

1. Go to DWA Trade Show & Exposition Service's website at <http://www.dwatradeshow.com>
2. Select "Online Ordering" from the Home Page
3. Select show location "Portland"
4. Enter the show code under **Bravo! Live**. The show code is **JVR6T43**.  
(Please note the show code is case sensitive.)
5. Begin entering your order

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

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**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:** *Bravo! Live*  
COMPANY NAME - BOOTH #  
c/o DWA  
3721 NW Front Avenue  
Portland, Oregon 97210

To avoid additional after deadline charges, shipments must arrive by: **October 13, 2011**

**Direct Shipping Address:** *Bravo! Live*  
COMPANY NAME - BOOTH #  
c/o DWA  
Oregon Convention Center, Hall D  
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: **October 18, 2011**



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**PAYMENT POLICIES & CREDIT CARD  
CHARGE AUTHORIZATION**

KEEP ORIGINAL & SEND COPY TO DWA

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

**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) _____	\$
<b>TAX ID #93-0642167</b>	<b>TOTAL ORDER</b> \$
	Charge my credit card in the amount of \$
I have enclosed check number _____ dated _____ in the amount of \$	\$

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

**Please read carefully.**

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



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# 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	\$19.00	\$25.00	
	120 Fabric Side Chair	\$34.00	\$44.00	
	130 Fabric Arm Chair	\$40.00	\$52.00	
	140 Barstool	\$40.00	\$50.00	
	126 Steno Chair without Arms	\$59.00	\$74.00	

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

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

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

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

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

Vertical  Horizontal (Please check your choice of installation)

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

Select Linen Color:  Blue  White  Black  Plum

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

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

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

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

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

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

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

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



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

**NEW PRODUCT!**

**REUSEABLE CARDBOARD DISPLAY**

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



Example of 32" x 72" Side Fold - Out

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







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

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



Example of 32" x 72" "M" Fold

Please check one box below:

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

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

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

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

Company Name		Booth Number		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
Billing Address		City	State Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature		Authorized Contact-Please Print Date		
RETURN TO: DWA Trade Show & Exposition Services 3721 NW Front Avenue, Portland, Oregon 97210 Telephone: 503/228-6800 Fax: 503/595-1470 E-mail: csr@dwa tradeshow.com http://www.dwa tradeshow.com		011109R		
		Total of Items Ordered	\$	
		Add 00% Sales and/or Use Tax	\$	-0-
		PAYMENT ENCLOSED	\$	

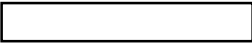



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**STANDARD SIGN & BANNER  
 ORDER FORM**  
 KEEP ORIGINAL & SEND COPY TO DWA

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

Quantity	Size	Advance	Standard	Total	
	8001 7" x 11"	\$ 30.00	\$ 45.00		<b>SIGN ORDER POLICY</b> Signs cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after Advance Price Deadline will be charged at Standard prices.
	8002 7" x 44"	\$ 37.00	\$ 56.00		
	8003 11" x 14"	\$ 37.00	\$ 56.00		
	8004 14" x 22"	\$ 44.00	\$ 66.00		
	8005 22" x 28"	\$ 65.00	\$ 97.00		
	8008 24" x 36"	\$ 75.00	\$ 105.00		
	8006 28" x 44"	\$ 84.00	\$ 118.00		
	8007 40" x 60"	\$146.00	\$ 217.00		
	8009 3' x 8'	\$175.00	\$ 253.00		
	8010 4' x 8'	\$195.00	\$ 273.00		
	8011 Grommet, per piece	\$ 1.00	\$ 1.50		<input type="checkbox"/> Please indicate here if you would like us to call you and provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics, or any other items.
	8013 Easel Back, per piece	\$ 5.00	\$ 6.00		
	8021 Banner	Call for Quote	Call for Quote		
	8020 Designer Labor, per hour (for specific/custom design needs)	\$ 65.00	Call for Quote		

Choose sign orientation:   Horizontal   Vertical  Use Your Judgement for Sign Layout  
 (Check appropriate box)

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

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

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

RETURN TO: DWA Trade Show & Exposition Services 3721 NW Front Avenue, Portland, Oregon 97210 Telephone: 503/228-6800 Fax: 503/595-1470 E-mail: csr@dwa tradeshow.com http://www.dwa tradeshow.com	Total Graphics Ordered	\$	
	Add 00% Sales and/or Use Tax	\$	-0-
	PAYMENT ENCLOSED		\$



## Graphic Files Submission Guidelines

Please follow the following specifications when submitting artwork for signage to be printed by DWA.

If you need to send elements for signage being designed by DWA, please contact Della Reece in our graphics department.

Email: [dreece@dwatradeshow.com](mailto:dreece@dwatradeshow.com) or Phone: 503-228-6800 ext.124

### **File Specs for Submission**

- PDF for Pre-Press or PDF/X-1
- All text converted to outlines/curves
- CMYK color build (no PMS or RGB)
- Include any bleed, crop and/or fold marks (otherwise signs will PDF crop to page size)

### **FTP Upload Instructions**

To send your files please copy and paste the link below into your browser, then type Password below in the space provided. Remember to type in your Email address at the website. Message is optional.

NOTE: Due to problems in the past, please upload and send only one file at a time.

[http://www.dwatradeshow.com/file\\_upload.shtml](http://www.dwatradeshow.com/file_upload.shtml)

PASSWORD: **dwasigns**



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

**LABOR SERVICES (Please indicate services desired)**

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

Installation

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

Dismantle

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

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

Installation

Exhibitor will need \_\_\_ workers on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_

Dismantle

Exhibitor will need \_\_\_ workers on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_

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

**LABOR RATES**

		ADVANCE	STANDARD
Straight Time	between 8:00 am and 4:30 pm weekdays	\$55.00 per hr	\$60.00 per hr
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$82.50 per hr	\$88.00 per hr

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

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

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

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

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

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

(SEE PAGE TWO)



BRAVO! Live  
 Oregon Convention Center  
 October 19, 2011  
 S10181  
 Advance Price Deadline: October 4, 2011

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

**INBOUND FREIGHT INFORMATION**

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

**SET UP INFORMATION FOR DWA INSTALLATION**

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

**DID YOU ORDER**

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

**OUTBOUND FREIGHT INFORMATION**

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

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

**EMERGENCY CONTACT INFORMATION / SHOWSITE CONTACT**

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



BRAVO! Live  
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S10181  
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## 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 UPS FREIGHT or the carrier of your choice.

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

For uncrating, unskidding, positioning, and reskidding equipment, please refer to the In-Booth Forklift Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your equipment.

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

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

Make out the bill of lading and consign as follows:

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

**IMPORTANT!**  
Last day for shipments to arrive at the advance warehouse without surcharge is  
**October 13, 2011**  
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  
**October 18, 2011**

### 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.



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

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

Advance: October 13, 2011

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

Show Site: October 18, 2011

*First day for shipments to arrive at exhibit site.*

<b>MATERIAL HANDLING RATES</b>				
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. <b>Late shipments to warehouse are subject to surcharges.</b> Certified Weight Tickets are required for each shipment.				

<b>ADVANCE SHIPMENTS TO WAREHOUSE</b>					
Advance shipments are shipments that can be received at the warehouse up to 30 days prior to the event, delivered to the exhibit site and can be unloaded at the dock and delivered to the booth with no additional handling required. Empty containers will be returned at the close of the show. When packed, the crated materials will be picked up at the booth and loaded onto outbound carriers. Late arrival charges additional, see above for details.					
	SHIPMENT WEIGHT	X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Crated and/or Skidded Materials	lbs.		6001 <b>\$52.00</b>	6000 <b>\$104.00</b>	\$

<b>DIRECT SHIPMENTS TO EXHIBIT SITE</b>					
Direct shipments are consigned to DWA, shipped directly to the event facility and can be unloaded at the dock and delivered to the booth with no additional handling required. Empty containers will be returned at the close of the show. When packed, the crated materials will be picked up at the booth and loaded onto outbound carriers.					
	SHIPMENT WEIGHT	X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Crated and/or Skidded Materials	lbs.		6011 <b>\$47.00</b>	6010 <b>\$94.00</b>	\$

<b>UNCRATED SHIPMENTS TO EXHIBIT SITE</b>					
Includes shipments that are not in crates, cases, or boxes and/or are unskidded without proper lifting bars or hooks. Empty containers will be returned at the close of the show.					
	SHIPMENT WEIGHT	X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Uncrated and/or Unskidded	lbs.		6013 <b>\$76.00</b>	6012 <b>\$152.00</b>	\$

<b>CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b>					
Includes shipments that are loaded and/or packed in such a manner as to require additional handling such as ground loading, side door loading, constricted space loading, designated piece loading, or stacked shipments. Late arrival charges additional, see above for details.					
	SHIPMENT WEIGHT	X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
To Warehouse	lbs.		6041 <b>\$76.00</b>	6040 <b>\$152.00</b>	\$
To Exhibit Site	lbs.		6043 <b>\$71.00</b>	6042 <b>\$142.00</b>	\$

<b>SMALL PACKAGE SHIPMENTS</b>				
Round trip rates, per shipment. Limited to 50 lbs. per shipment, per delivery. Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Includes FedEx and UPS shipments. Late arrival charges additional, see above for details.				
	NO. OF CARTONS	FIRST CARTON	EACH ADD'L. CARTON	ESTIMATED CHARGES
Small Packages/Max. 50 lbs. per shipment		6030 <b>\$32.00</b>	6031 <b>\$8.00</b>	\$

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

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

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

Total Estimated Charges	\$
PAYMENT ENCLOSED	\$

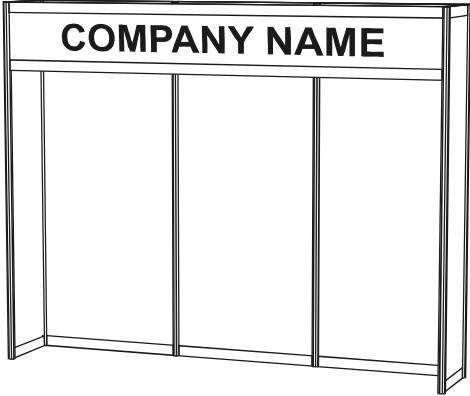
Invoicing will be done from the actual weight, not the above estimates.

**MODULAR DISPLAY SYSTEM ORDER FORM**

KEEP ORIGINAL & SEND COPY TO DWA

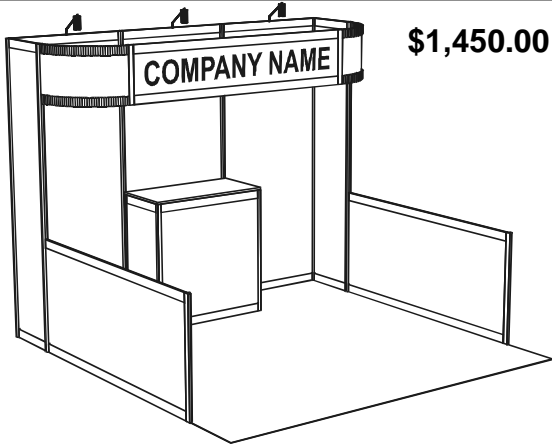
PLEASE CHECK YOUR SELECTION ✓

**\$1075.00** #1



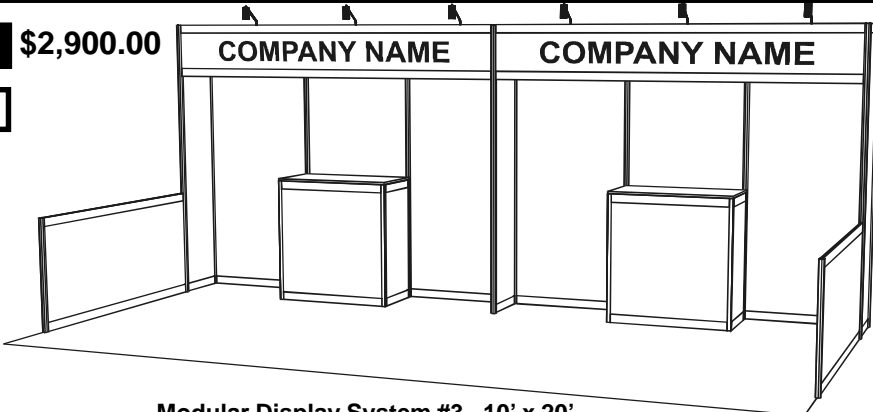
**Modular Display System #1 - 10' Backwall**  
One White Header with Black Copy

**\$1,450.00** #2



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

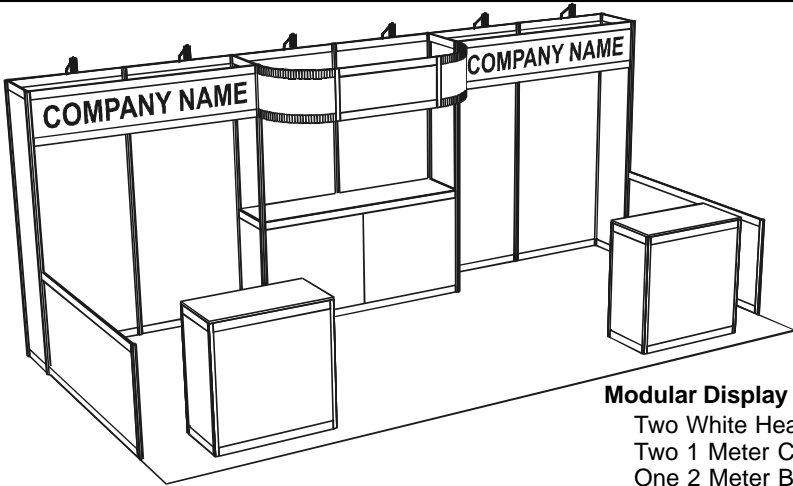
**#3 \$2,900.00**



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

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

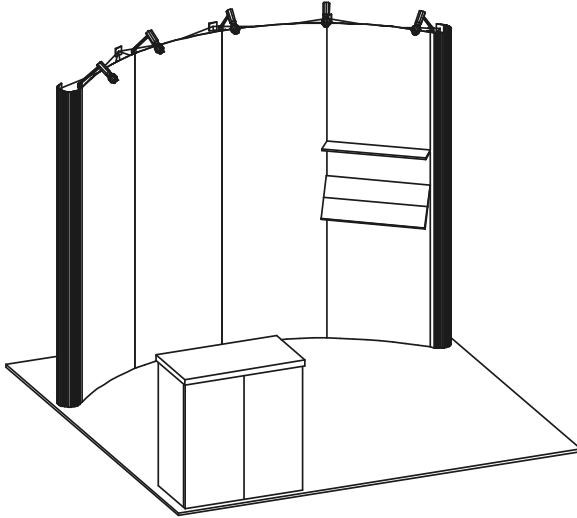
**\$3,500.00** #4



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



**PLEASE CHECK YOUR SELECTIONS ✓**



**EXPOSURE POP-UP DISPLAY**  
**FEATURES**

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

Colors Available:  Black  Silver

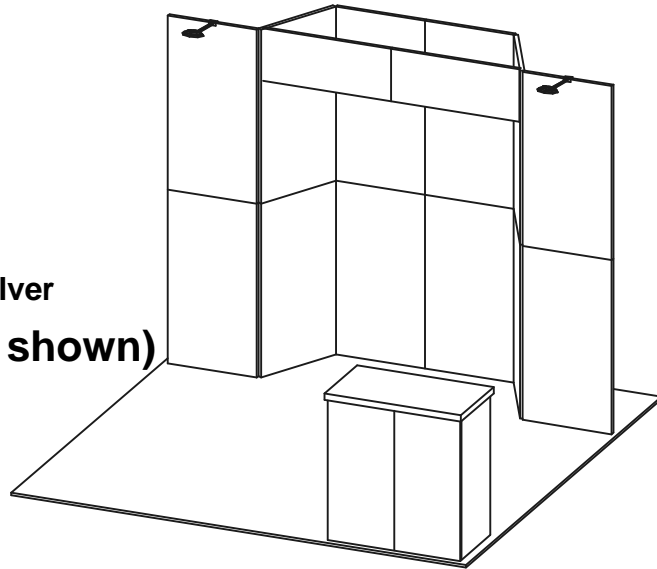
- \$936.00 Full Package (as shown)**
- \$675.00 Without Counter**

**EXPOSE´ PANEL DISPLAY**  
**FEATURES**

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

Colors Available:  Black  Silver

- \$1,023.00 Full Package (as shown)**
- \$725.00 Without Counter**



**GRAPHICS**

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

**Header Copy:**

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

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

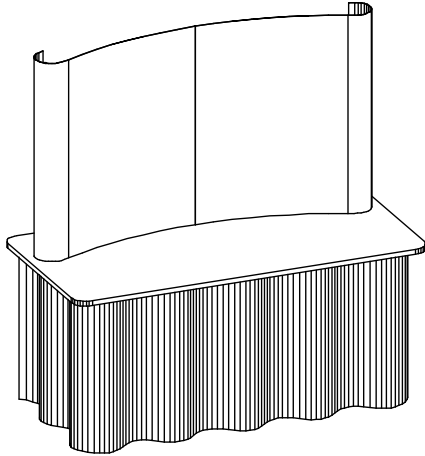
RETURN TO: DWA Trade Show & Exposition Services  
3721 NW Front Avenue, Portland, Oregon 97210  
Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: csr@dwa-tradeshow.com  
http://www.dwa-tradeshow.com

042200R

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

**PLEASE CHECK YOUR SELECTION ✓**

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



**\*Table is not included.**

Advance  
**\$298.00**

Standard  
**\$357.00**

**FEATURES**

- Two Front Fabric Panels**
- Color: Black**
- Two Curved Fabric End Panels**

**Suggested Accessories**

- One Halogen Light Package - \$35.00**
- Three Standard Light Package - \$85.00**

Advance  
**\$350.00**

Standard  
**\$435.00**

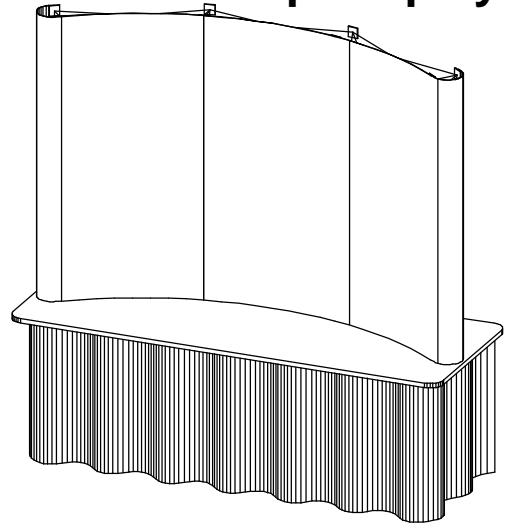
**FEATURES**

- Three Front Fabric Panels**
- Color: Black**
- Two Curved Fabric End Panels**

**Suggested Accessories**

- Two Halogen Light Package - \$70.00**
- Four Standard Light Package - \$105.00**
- Basic Shelf Package**
  - Slant Literature - Black - \$49.00**
  - Straight Literature - Black - \$49.00**

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



**\*Table is not included.**

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

Company Name		Booth Number		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
Billing Address	City	State	Zip Code	
Telephone	Fax	PO#		
Authorized Contact Signature	Authorized Contact-Please Print	Date		
RETURN TO: DWA Trade Show & Exposition Services 3721 NW Front Avenue, Portland, Oregon 97210 Telephone: 503/228-6800 Fax: 503/595-1470 E-mail: csr@dwa tradeshow.com http://www.dwa tradeshow.com		Total Displays/Graphics Ordered	\$	
		Add 00% Sales and/or Use Tax	\$	-0-
		PAYMENT ENCLOSED	\$	

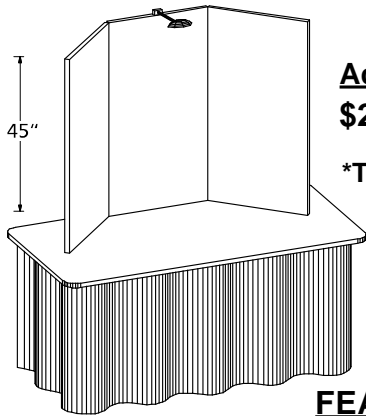


BRAVO! Live  
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**TABLE TOP DISPLAYS  
RENTAL ORDER FORM**  
KEEP ORIGINAL & SEND COPY TO DWA

**PLEASE CHECK YOUR SELECTIONS ✓**

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



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

\*Table is not included.

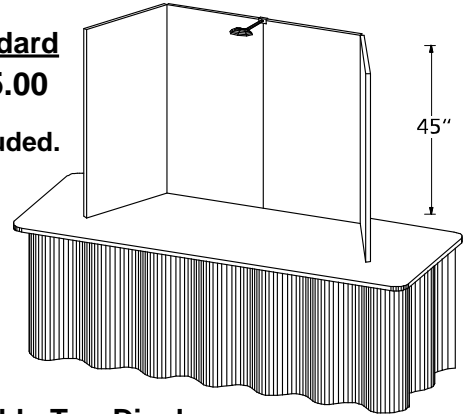
**FEATURES**

Three Panel Table-Top Display  
One Halogen Spotlight

Colors:    Black    Silver

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

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



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

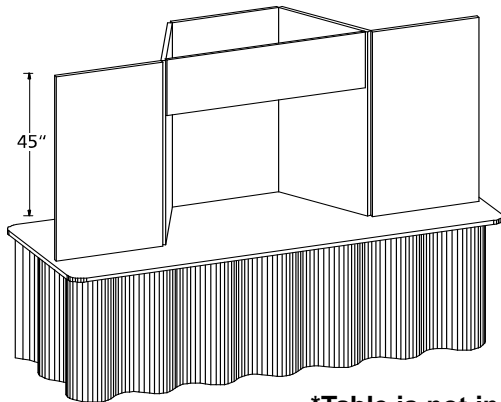
\*Table is not included.

**FEATURES**

Four Panel Table-Top Display  
One Halogen Spotlight

Colors:    Black    Silver

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



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

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

**FEATURES**

Five Panel Table-Top Display  
One Header with Black Copy

Colors:    Black    Silver

Header Copy:

\*Table is not included.

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

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

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

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

042200R

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

## FIRE MARSHAL'S RULES AND REGULATIONS FOR EXHIBITORS

1. Maintain clear and visible access to ALL fire extinguishers, fire hose cabinets, and fire alarm pull stations.
2. All decorative materials **must** be flame proofed or of a type acceptable to the Fire Marshal's Office such as booth side and back drape. Use of bark mulch, dust, chips, hay, etc. are not allowed unless pre-approved by the Fire Marshal's Office.
3. No flammable gasses, liquids or solids are allowed in any building, enclosed tent or structure. (2) 16.4 oz bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
4. Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshal's Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must also have a fire extinguisher.
5. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.
6. All natural gas lines used to run a fireplace etc. must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut-off valves to the appliances and to the building as well.
7. Portable space heaters are not allowed unless approved by the Fire Marshal's Office.
8. Displaying of vehicles requires vehicles to have  $\frac{1}{4}$  or less of fuel in the tank, gas cap either locked or taped in place and battery cables taped or batteries removed.
9. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.
10. All exhibitors are to keep all of their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
11. Empty cardboard boxes are not to be stored within booths overnight.

# ADVANCE On-line Ordering Available for ADDED SAVINGS • orders.oregoncc.org

Advance rates only available on-line until 14 days prior to show's first contracted move-in day.



## Exhibitor Telecommunications • Internet • Networking Service Order Form

**NO FAX ORDERS**

Effective dates 07/01/11 through 06/30/12

Prices subject to change without notice.

See other side for conditions and regulations

Date Received \_\_\_\_\_

Service Order # \_\_\_\_\_

Tel 503.235.7578

Mail to Oregon Convention Center  
777 NE MLK Jr. Blvd.  
Portland OR 97232

Attn OCC Operations Department  
Email: serviceorders@oregoncc.org

A. Telephone Services	Quantity	Standard Events 2 days plus	Floor Events 2 days plus	Total
1. Standard Voice Line - Includes line with telephone.		\$275.00	\$316.00	
2. Credit Card/Fax Line - Includes line with jack.		\$275.00	\$316.00	
3. Do you want long distance? (Please circle one) Yes No		-	-	
4. Voice, Credit Card / Fax Line		\$175.00	\$201.00	
<b>Total</b>				
B. Shared Internet Services (Includes 1 10/100 Base T Ethernet cable drop with RJ 45 jack to booth)	Quantity	Standard Events 3 days plus	Floor Events 3 days plus	Total
1. Net Gold 1.54 mbps (T1 speed) up and down - Includes one computer connection. Additional connections must be purchased.		\$925.00	\$1064.00	
2. Each additional computer connection for Net Gold service		\$165.00	\$190.00	
3. Net Gold Daily Rate		\$375.00	\$431.00	
4. Net Gold Additional Days Daily Rate		\$75.00	\$86.00	
5. Net Silver 1024kbps up/1024 bps (T1 speed) down - One device - No option for additional connections.		\$695.00	\$800.00	
6. Net Bronze 512kbps up/512kbps down - One device - No option for additional connections.		\$545.00	\$625.00	
7. Exhibitor WiFi Internet 256 kbps up and 512 kbps down. One computer connection. Includes on-site technical support. (Available facility wide including exhibit halls)		\$89.95 per day per computer	\$89.95 per day per computer	
<b>Total</b>				
C. Miscellaneous Services	Quantity	Standard	Floor	Total
1. Line installation under carpet (Per line)		\$35.00	\$40.00	
2. LAN connection per existing wall jack		\$250.00	\$288.00	
3. Labor, VLAN's, DHCP, Technical Assistance, etc. (Call for pricing)		503.235.7578	503.235.7578	
<b>Total</b>				
• Standard rate available for mail-in orders with payment prior to show's first contracted move-in day. • Floor rate applies to any order placed on or after show's first contracted move-in day.		<b>GRAND TOTAL \$</b>		

### Service Placement

- Service will be installed at the rear of the booth.
- Any variation must be marked on the diagram.
- Please attach a second page with additional placement information if necessary.
- If island booth please attach a drawing of an adjacent booth for reference.



Name of Event \_\_\_\_\_ Event Date(s) \_\_\_\_\_  
 Exhibitor Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Form of Payment:  Enclosed is my check or money order in the amount of \$ \_\_\_\_\_. (Make check payable to Oregon Convention Center.)

Credit Card Info:  Visa  Mastercard  American Express  Discover No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name \_\_\_\_\_ Authorized signature \_\_\_\_\_

Payment in full must be rendered before service is connected

Rev. 5-10-11

## TERMS AND CONDITIONS

### TELECOMMUNICATIONS - INTERNET – NETWORKING – MISC. DATA SERVICE ORDER FORM

PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY. BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM OR CLICKING ON THE "PLACE ORDER" BUTTON ON THE ELECTRONIC SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.

1. **PROCESSING THE SERVICE ORDER FORM** requires: A) Payment in US dollars for ALL services ordered. B) All information on the Service Order Form to be completed. Missing information will delay processing. C) Placement instructions for voice and data lines in your booth or room marked on the Service Order Form or a floor plan with desired locations provided. (Default placement is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms)
2. **EQUIPMENT & SERVICE PROCEDURES:** A) Customer is responsible for returning all equipment issued by or rented from OCC in good condition. B) Lost, stolen or damaged equipment will be charged to the customer's authorized credit card at prevailing rates. C) Clients requesting single line telephone, credit card line or ISDN service will receive a standard RJ-11 jack as a part of the contract pricing. Clients requesting wired Ethernet service will receive a standard RJ-45 jack as a part of the contract pricing. Clients requesting wireless internet services will receive a username and password that will enable them to access the network through the wireless access points. D) All lines will be restricted from "976," "900," and "10-10" dialing unless otherwise requested in writing and approved by OCC. There will be a charge for these types of calls.
3. **PAYMENTS AND REFUNDS:** A) Payment in full is required before service can be connected. B) The "Payment Options" section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form or by clicking on the "Place Order" button on the electronic Service Order Form, you authorize OCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. C) Long distance charges may apply. D) Refunds in full will be granted (except on special order items\*) if requested prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made on or after the event start date. (\*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by OCC. No refunds will be given.) E) Services installed but not used will not be refunded. F) Customer service issues must be reported to OCC during the event. In order for a refund to be considered, all claims must be filed with OCC prior to the close of the event.
4. **DIAL-UP INTERNET AND ISDN:** A) Service will be delivered over a standard RJ-11 jack. B) All lines may be restricted from "976," "900," and "10-10" dialing unless otherwise requested in writing and approved by OCC. A charge may apply for this. C) Long distance charges may apply. D) Telephone and long distance service providers for services will be OCC's selected provider(s).
5. **OCC INTERNET/DATA SERVICES RESPONSIBILITIES:** A) Service will be delivered over a standard RJ-45 jack or 802.11abgn wireless access points. B) All service is provided over CAT 5/6 wiring and a 1000 Mbps infrastructure. C) Customers will be issued a user name and password or IP address for each connection purchased. D) Due to the nature of the Internet OCC cannot guarantee any level of performance or accessibility beyond our gateway. The internet gateway has the capabilities to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. E) The choice of the Internet Service Provider (ISP) is at the sole discretion of OCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. F) OCC does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by OCC and/or its sub-contractors. G) OCC PROVIDES NO FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, OCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER SHALL BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. IT IS MANDATORY THAT EVERY CUSTOMER TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE, AND IT IS REQUIRED THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE OCC NETWORK.
6. **CUSTOMER INTERNET/DATA RESPONSIBILITIES:** A) OCC REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE OCC NETWORK. B) AT NO TIME shall a client power up any wireless device not provided by OCC without prior written authorization from OCC. C) At no time while connected to the OCC network shall the client use/run their own switch, router, DHCP server or any other network equipment without prior written authorization from OCC. D) Customer must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) E) Any customer device that is determined to be causing interference with the normal operation of the OCC network must, at OCC's request, be immediately disabled or disconnected from the network. F) Customer must provide all equipment for wired Ethernet properly configured and equipped for a standard Ethernet adapter card rated for 10/100 Mbps, RJ-45 connection. G) Internet client has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or OCC. H) Customer is responsible for the proper configuration of equipment and software for the Internet and Ethernet communications. I) Customer is responsible for all services outside of basic Internet connectivity, including e-mail services, ftp services, web services, etc.
7. **OCC'S OBLIGATIONS** under this Agreement are subject to, and OCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civic disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than OCC, it's representatives, agents, subcontractors or employees, or any other cause beyond OCC's reasonable control. In no event shall OCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.
8. **COMMUNICATION SERVICES** are to be ordered by each customer separately, and is not to be shared with other customers. Any customer sharing communication services without written authorization from OCC shall be charged for that service at standard rates on a complete second Service Order Form.
9. **ONLY OCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of OCC.
10. **ALL CUSTOMER EQUIPMENT** must comply with FCC regulations. OCC reserves the right to limit use of outside communication devices, including wireless devices.
11. **ALL FLOOR BOXES** must remain accessible to the OCC technical staff at all times. If any items impede access, OCC reserves the right to remove those items to gain access.

# ADVANCE On-line Ordering Available for ADDED SAVINGS • orders.oregoncc.org

Advance rates only available on-line until 14 days prior to show's first contracted move-in day.



## Exhibitor Booth Cleaning & Porter Service Order Form

**NO FAX ORDERS**

Effective dates 07/01/11 through 06/30/12

Prices subject to change without notice

See other side for conditions and regulations

Tel 503.235.7578  
 Mail to Oregon Convention Center  
 777 NE MLK Jr. Blvd.  
 Portland OR 97232  
 Attn OCC Operations Department

EVENT NAME: \_\_\_\_\_

If you wish special services, as listed below, please complete and return this order form to the operations department at the address above. Exhibitor is responsible for the removal of any floor covering (i.e. plastic or visqueen) before ordered services will be performed. The emptying of wastebaskets will be included with all cleaning services. There will be an additional charge for cleaning of carpets that are in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

**ALL RATES BASED ON A GROSS SQUARE FOOT MINIMUM**

**VACUUMING BOOTH CARPET**

# of Days	How Often	Date/s	Description	Booth Size	Standard Rate	Floor Rate	Total
_____	Daily	_____	Vacuuming Booth	(10 x 10)	\$36.00 per day	\$46.00 per day	_____
_____	Daily	_____	Vacuuming Booth	(10 x 20)	\$62.00 per day	\$72.00 per day	_____
_____	Daily	_____	Vacuuming Booth	(10 x 30)	\$88.00 per day	\$98.00 per day	_____
_____	Daily	_____	Vacuuming Booth	(20 x 20)	\$115.00 per day	\$125.00 per day	_____

**PORTER SERVICE**

# of Days	How Often	Date/s	Description	Booth Size	Standard Rate	Floor Rate	Total
_____	Every 2 hours	_____	Porter Service	Under 1000 sq ft	\$57.00 per day	\$67.00 per day	_____
_____	Every 2 hours	_____	Porter Service	Over 1000 sq ft	\$78.00 per day	\$88.00 per day	_____
_____	Continuous	_____	Porter Service	Any Size	\$38.00 per hr	\$42.00 per day	_____

**Porter Service Includes:**

- Emptying trash cans
- Removing empty boxes for disposal
- Wiping down tables and counters

**GRAND TOTAL** \_\_\_\_\_

- Standard rate available for mail-in orders with payment prior to show's first contracted move-in day.
- Floor rate applies to any order placed on or after show's first contracted move-in day.

Name of Event \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Exhibitor Name \_\_\_\_\_ Booth \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Form of Payment  Enclosed is my check or money order in the amount of: \$ \_\_\_\_\_ (Make checks payable to Oregon Convention Center)

Visa  Mastercard  American Express  Discover Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name: \_\_\_\_\_ Authorized Signature \_\_\_\_\_

## Exhibitor Booth Cleaning & Porter Service Conditions and Regulations

1. Oregon Convention Center operations department provides exclusive booth cleaning services. No outside contractors will be permitted to provide cleaning services.
2. Claims will NOT be considered unless filed by exhibitor prior to close of show.
3. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
4. Advance orders shall receive priority service.
5. To receive the rates as listed on this form orders must be received prior to the show's first contracted move-in day, and payment must accompany order.
6. Credit will not be given for services already completed.
7. Cancellation of any ordered service must be received by the OCC Operations department 72 hours prior to the date the work was to be completed.
8. Standard rate available for mail-in orders with payment prior to show's first contracted move-in day.
9. Floor rate applies to any order placed on or after show's first contracted move-in day.
10. Advance rate only available on-line until 14 days prior to show's first contracted move-in day.
11. **Payment in full must be rendered prior to service.**

# ADVANCE On-line Ordering Available for ADDED SAVINGS • orders.oregoncc.org

Advance rates only available on-line until 14 days prior to show's first contracted move-in day.



## Exhibitor Electrical Service Order Form

### NO FAX ORDERS

Effective dates 07/01/11 through 06/30/12  
 Prices subject to change without notice.  
 See other side for conditions and regulations

Date Received \_\_\_\_\_

Service Order # \_\_\_\_\_

Tel 503.235.7578  
 Mail to Oregon Convention Center  
 777 NE MLK Jr. Blvd.  
 Portland OR 97232  
 Attn OCC Operations Department

#### OCC Standard Electrical Services - One (1) Outlet Per Order

120 Volt	Quantity	Standard	Floor	Totals
5 Amps (500 Watts)		\$98.00	\$112.00	\$
10 Amps (1000 Watts)		\$126.00	\$145.00	\$
15 Amps (1500 Watts)		\$142.00	\$163.00	\$
20 Amps (2000 Watts)		\$159.00	\$183.00	\$
			<b>Total</b>	<b>\$</b>

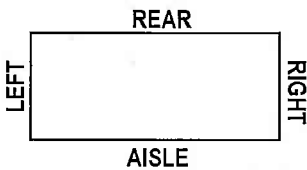
#### All OCC rental equipment will be picked up at show closing

Rental Equipment	Quantity	Standard	Floor	Totals
Power Strip (6-outlets)		\$26.00	\$30.00	\$
25' Extension Cord		\$29.00	\$33.00	\$
150 Watt Floodlight (Includes power. Floodlight is installed at rear of booth.)		\$110.00	\$127.00	\$
			<b>Total</b>	<b>\$</b>

Electrical Labor	Quantity	Standard	Totals
Mon - Sun, 8am - 5pm		\$66.00	\$
Evenings & Holidays		\$99.00	\$
		<b>Total</b>	<b>\$</b>

- Call the OCC Operations Department for service needs above 30 amps.
- Call the OCC Operations Department for services not listed on this form. Material and labor charges may apply.
- Labor is charged in one (1) hour increments. Minimum charge is one (1) hour.
- Standard rate available for mail-in orders with payment prior to show's first contracted move-in day.
- Floor rate applies to any order placed on or after show's first contracted move-in day.

- Electrical service will be installed at the rear of the booth.
- Please submit a floor plan or mark the diagram if you need your service in a specific location.
- Add one (1) hour of electrical labor at \$66.00 if you submit a floor plan or need service in a specific location.
- Any changes in location after initial installation will result in one (1) hour of electrical labor charged at \$66.00.



208 Volt Single Phase	Quantity	Standard	Floor	Totals
5 Amps		\$153.00	\$176.00	\$
10 Amps		\$174.00	\$200.00	\$
15 Amps		\$195.00	\$224.00	\$
20 Amps		\$219.00	\$252.00	\$
30 Amps		\$295.00	\$339.00	\$
			<b>Total</b>	<b>\$</b>

208 Volt Three Phase	Quantity	Standard	Floor	Totals
5 Amps		\$184.00	\$212.00	\$
10 Amps		\$204.00	\$234.00	\$
15 Amps		\$228.00	\$262.00	\$
20 Amps		\$243.00	\$279.00	\$
30 Amps		\$324.00	\$373.00	\$
			<b>Total</b>	<b>\$</b>

480 Volt Single Phase	Quantity	Standard	Floor	Totals
5 Amps		\$304.00	\$350.00	\$
10 Amps		\$401.00	\$461.00	\$
15 Amps		\$487.00	\$560.00	\$
20 Amps		\$562.00	\$646.00	\$
30 Amps		\$737.00	\$847.00	\$
			<b>Total</b>	<b>\$</b>

480 Volt Three Phase	Quantity	Standard	Floor	Totals
5 Amps		\$421.00	\$484.00	\$
10 Amps		\$512.00	\$589.00	\$
15 Amps		\$608.00	\$700.00	\$
20 Amps		\$671.00	\$772.00	\$
30 Amps		\$847.00	\$974.00	\$
			<b>Total</b>	<b>\$</b>

<b>GRAND TOTAL</b>				<b>\$</b>
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Name of Event \_\_\_\_\_ Event Date(s) \_\_\_\_\_  
 Exhibitor Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Form of Payment:  Enclosed is my check or money order in the amount of \$ \_\_\_\_\_. (Make check payable to Oregon Convention Center.)  
 Credit Card Info:  Visa  Mastercard  American Express  Discover No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name \_\_\_\_\_ Authorized signature \_\_\_\_\_

Payment in full must be rendered before service is connected

# Exhibitor Electrical Service Conditions and Regulations

## STANDARD ELECTRICAL SERVICES

120 Volt, A.C., Single Phase, 60 Cycle

208 Volt, A.C., Single Phase, 60 Cycle

208 Volt, A.C., Three Phase, 60 Cycle

Available upon request: 480 Volt, A.C., Single OR Three Phase

1. All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state and local safety codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Claims will not be considered unless filed by exhibitor prior to close of show.
4. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician", however, all service connections and overload protection to such equipment must be made by "house electrician" only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc., required.
8. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
9. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to allow installation of service.
10. All exhibitors 120 Volt cords must be of the 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
11. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time of day. Exceptions must be arranged.
12. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center's lead electrician.
13. Rates quoted for all connections cover one service to the booth in the most convenient manner but do not include connecting equipment or wiring.
14. To receive an advance rate orders must be placed on-line fourteen (14) days prior to show's first contracted move-in day, and payment must accompany order.
15. Credit will not be given for outlets installed and not used unless notified 72 hours prior to the first contracted move-in day.
16. Payment in full must be rendered prior to service connection.
17. Advance orders shall be given priority service.
18. Prices are based upon current wage rates and are subject to change without notice.
19. Obstructions blocking utility floor boxes are subject to relocation, if necessary, to properly service electrical orders.

# ADVANCE On-line Ordering Available for ADDED SAVINGS • orders.oregoncc.org

Advance rates only available on-line until 14 days prior to show's first contracted move-in day.



## Exhibitor Audio Visual Service Order Form

### NO FAX ORDERS

Effective dates 07/01/11 through 06/30/12

Prices subject to change without notice

See other side for conditions and regulations

Set \_\_\_\_\_  
 Billed by \_\_\_\_\_  
 Strike \_\_\_\_\_  
 Tel 503.235.7578  
 Mail to Oregon Convention Center  
 777 NE MLK Jr. Blvd.  
 Portland OR 97232  
 Attn OCC Audio Visual Department

### RATES SHOWN ARE STANDARD\* DAILY RATES

#### AUDIO EQUIPMENT

Qty.	Description	Standard Rate	Days Used	Total Cost
_____	Mic. (Handheld or Lapel)	31.00	_____	_____
_____	Mic./Wireless (Handheld or Lapel)	150.00	_____	_____
_____	6 Channel Mixer	63.00	_____	_____
_____	2 Powered Speakers with 6 Channel Mixer and Cable	188.00	_____	_____
_____	Powered speaker w/stand	94.00	_____	_____
_____	CD Player	63.00	_____	_____
_____	Audio Cable Adapter	15.00	_____	_____
<b>SUB-TOTAL</b>				_____

#### COMPUTER & VIDEO MONITORS

Qty.	Description	Standard Rate	Days Used	Total Cost
_____	19" LCD Monitor	163.00	_____	_____
_____	32" LCD Monitor	288.00	_____	_____
_____	42" Plasma w/table stand	406.00	_____	_____
_____	50" Plasma w/table stand	613.00	_____	_____
_____	Floor stand for plasma	81.00	_____	_____
<b>SUB-TOTAL</b>				_____

#### PROJECTION EQUIPMENT

Qty.	Description	Standard Rate	Days Used	Total Cost
_____	8' Tripod Projection Screen	44.00	_____	_____
_____	9' x 12' Cradle Projection Screen	75.00	_____	_____
_____	Fastfold Projection Screens w/front or rear screen fabric	Call for Quote	_____	_____
_____	Safe Lock Stand	25.00	_____	_____
_____	48" Tall AV Cart	40.00	_____	_____
_____	VHS Video Player	81.00	_____	_____
_____	DVD Player	69.00	_____	_____
_____	LCD Projector 3000 Lumen	375.00	_____	_____
<b>SUB-TOTAL</b>				_____

#### SPECIAL ORDERS

_____	Cable Television Feed/Patch	81.00	_____	_____
_____	DMX Background Music	113.00	_____	_____
<b>SUB-TOTAL</b>				_____

We are an on-site, full service provider. Please call us for any services not listed including lighting, rigging, etc.

#### LABOR & EQUIPMENT TOTALS

Audio Equipment	<b>SUB-TOTAL</b>	_____
Computer & Video Monitors	<b>SUB-TOTAL</b>	_____
Projection Equipment	<b>SUB-TOTAL</b>	_____
Special Order Equipment	<b>SUB-TOTAL</b>	_____

#### LABOR REQUEST

	# HOURS
Set-up/Strike Technician @ \$45.00 per hour	_____
Show Technician @ \$55.00 per hour	_____

## GRAND TOTAL \$

\* Standard rate available for mail-in orders with payment prior to show's first contracted move-in day.

Name of Event \_\_\_\_\_ Date(s) Needed \_\_\_\_\_  
 Exhibitor Name \_\_\_\_\_ Booth \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Form of Payment:  Enclosed is my check or money order in the amount of \$ \_\_\_\_\_ (Make payable to Oregon Convention Center)

Credit Card Info.  Visa  Mastercard  American Express  Discover Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Payment in full must be rendered before service is provided

# Exhibitor Audio Visual Service Conditions and Regulations

1. All material and equipment furnished by the Oregon Convention Center shall remain the property of the Oregon Convention Center.
2. The customer shall be responsible for returning all equipment to OCC Personnel at the close of the event.
3. Equipment not returned to OCC staff at the close of the event becomes the financial responsibility of the customer and replacement costs will be billed to the customer.
4. Payment in full must be rendered before service is provided.
5. Advance orders shall receive priority service.
6. Equipment prices and service rates are subject to change without notice.
7. Credit will not be given for equipment installed and not used.
8. Claims will not be considered unless filed by exhibitor prior to close of show.
9. A minimum of one hour labor up to the full rental cost may be charged to all orders cancelled within 72 hours of the first event day.
10. Standard rate available for orders with payment 14 days prior to and including first contracted move-in day.
11. Floor rate applies to any order placed after first contracted move-in day.
12. Advance ordering rate only available on-line until a minimum of 14 days prior to first contracted move-in day.

# ADVANCE On-line Ordering Available for ADDED SAVINGS • orders.oregoncc.org

Advance rates only available on-line until 14 days prior to show's first contracted move-in day.



## Exhibitor Compressed Air, Water, Drain & Natural Gas Service Order Form

**NO FAX ORDERS**

Effective dates 07/01/11 through 06/30/12

Prices subject to change without notice

See other side for conditions and regulations

Date Received \_\_\_\_\_

Service Order # \_\_\_\_\_

Tel 503.235.7578

Mail to Oregon Convention Center  
777 NE MLK Jr. Blvd.  
Portland OR 97232

Attn OCC Operations Department

Quantity	Connection	Standard*	Floor**	Amount
<b>Compressed Air Connections</b> 90-100 PSI (Service Outlet - 1/2" C10-26 Disconnect)				
1	Service Connection .....	\$225.00	\$259.00	\$ _____
	Each Additional Service .....	\$115.00	\$132.00	\$ _____
<b>Water Connections</b> 55-65 PSI (Service Outlet - Garden Hose Thread)				
1	Service Connection .....	\$200.00	\$230.00	\$ _____
	Each Additional Service .....	\$115.00	\$132.00	\$ _____
	One Time Fill & Drain .....	\$145.00	\$167.00	\$ _____
	Need Drainage Connection - 2" funnel drain? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Gas Connections</b> 3/4" NPTM Thread				
1	Service Connection .....	\$250.00	\$288.00	\$ _____
	Each Additional Service .....	\$130.00	\$150.00	\$ _____
	For 2 lb. gas supply and additional connections.....	Call for rates		\$ _____
				<b>SUB-TOTAL</b> \$ _____

Exhibitor is responsible for required equipment regulators. Labor is not charged for the initial air/water/gas drop.

- Standard rate available for mail-in orders with payment prior to show's first contracted move-in day.
- Standard rate applies to supplies and labor.
- Floor rate applies to any order placed on or after the show's first contracted move-in day.

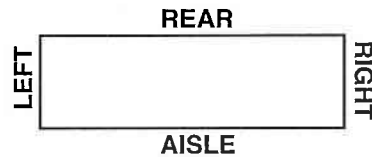
SUPPLIES AND MATERIALS		Each	Amount
_____	All Air Fittings .....	\$8.00	\$ _____
_____	All Pipe Fittings - up to 3/4" .....	\$3.00	\$ _____

ENGINEERING LABOR		Per Hour	Amount
Mon.-Sun., 8 a.m. to 5 p.m. ....		\$62.00	\$ _____
Evenings and Holidays .....		\$93.00	\$ _____
<i>Labor is charged in one (1) hour increments.</i>		<b>GRAND TOTAL</b>	\$ _____

**Connection Information:** For each connection required, list the appropriate information in space below. Exhibitors must furnish necessary fittings to connect 1/2" female quick-disconnect for air and 3/4" male GHT thread for water connection. Natural gas is 3/4" male NPTM thread.

	Description	CFM Required	Notes
Air			
1			
Water			
1			
Gas			
1			

- Service will be brought to the rear of the booth in the most convenient manner.
- Please show location on diagram at right, or attach floor plan if service is required at a specific location.
- Add one (1) hour of labor charged at \$62.00 if you submit a floor plan or need service in a specific location.



Name of Event \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Exhibitor Name \_\_\_\_\_ Booth \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Form of Payment  Enclosed is my check or money order in the amount of: \$ \_\_\_\_\_ (Make checks payable to Oregon Convention Center)

Visa  Mastercard  American Express  Discover Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name: \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Payment in full must be rendered before service is connected

# Exhibitor Compressed Air, Water, Drain & Natural Gas Service Conditions and Regulations

1. All equipment must comply with the City of Portland building code, all federal, state and local safety codes.
2. Claims will NOT be considered unless filed by exhibitor prior to close of show.
3. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
4. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCC management.
5. Air and water service pressure may vary and no guarantee can be made of minimum or maximum pressures. If the pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.
6. Unless otherwise directed, Oregon Convention Center personnel are authorized to cut floor coverings to permit the installation of service.
7. Rates quoted for all connections only cover bringing the services to the booth in the most convenient manner and does not include connecting equipment.
8. Credit will not be given for services installed and not used unless notified 72 hours prior to the first contracted move-in day.
9. Payment in full must be rendered prior to service connection.
10. Advance orders shall receive priority service.
11. Prices are based upon current wage rates and are subject to change without notice.
12. Obstructions blocking utility floor boxes are subject to relocation as necessary.
13. Standard rate available for mail-in orders with payment prior to show's first contracted move-in day.
14. Floor rate applies to any order placed on or after show's first contracted move-in day.
15. Advance rates only available on-line until 14 days prior to show's first contracted move-in day.