



**TRIUMPH**  
expo & events inc.

**HOUSE  
& OUTDOOR  
LIVING  
SHOW**

# **PORTLAND HOUSE & OUTDOOR LIVING SHOW 2018**

**April 6 - 8, 2018**

**Oregon Convention Center (OCC)  
Portland, Oregon**

Triumph Expo & Events Inc. is proud to be your general services contractor for PORTLAND HOUSE & OUTDOOR LIVING SHOW 2018.

## **HOW TO USE THIS EXHIBITOR KIT:**

On the left side of the screen is a list of topics covered in this kit. Click on the topic of interest and it will take you to the relevant pages/forms.

## **ORDERING ONLINE:**

Click [HERE](http://www.triumphexpo.com/exhibitor.shtml) and then click on the link to PORTLAND HOUSE & OUTDOOR LIVING SHOW 2018

(or copy and paste this link into your browser: <http://www.triumphexpo.com/exhibitor.shtml>)

## **USERNAME:**

**10393**

## **PASSWORD:**

**Dynamic (case sensitive)**

As the show contractor, our goal is to provide you with professional exhibit-related products and services to help you maximize your participation in this event. We are also the exclusive provider of services for drayage, decoration, and labor. Below are just some of the things we offer to make your exhibit experience exceptional:

**Install & Dismantle Labor  
Standard & Premium Furnishings**

**Shipping Services  
Top-quality Graphics**

**Custom Booths  
Personal Service**

We are also available to all exhibitors for quick, convenient and personal service. If you'd like to contact our Exhibitor Services department for information on any of our products or services, please do so at any time using the contact information below:

**Your Exhibitor Services and Logistics Specialist  
Triumph Expo & Events, Inc.  
Phone: 503-417-8000  
Fax: 206-431-4846  
[esr@triumphexpo.com](mailto:esr@triumphexpo.com)**



## PORTLAND HOUSE & OUTDOOR LIVING SHOW 2018

Oregon Convention Center (OCC)

April 6 - 8, 2018

DISCOUNT PRICE DEADLINE - Wednesday, March 21, 2018

# QUICK FACTS

### DEADLINES

<b>EAC/INSURANCE:</b>	WEDNESDAY, MARCH 21, 2018	
<b>DISCOUNT PRICING:</b>	WEDNESDAY, MARCH 21, 2018	
<b>ADVANCE SHIPPING:</b>	FRIDAY, MARCH 30, 2018	8:00 AM - 4:00 PM
<b>DIRECT SHIPPING:</b>	WED - THUR APRIL 4 - 5, 2018	8:00 AM - 5:00 PM

### SCHEDULE

<b>EXHIBITOR MOVE IN:</b>	WEDNESDAY, APRIL 4, 2018	1:00 PM - 6:00 PM
	1:00 PM - 3:00 PM - ZONE 1	
	3:00 PM - 6:00 PM - ZONE 2	
	THURSDAY, APRIL 5, 2018	10:00 AM - 6:00 PM
	10:00 AM - 2:00 PM - ZONE 3	
	2:00 PM - 6:00 PM - ZONE 4	
<b>SHOW DATES/TIMES:</b>	FRIDAY, APRIL 6, 2018	12:00 PM - 8:00 PM
	SATURDAY, APRIL 7, 2018	10:00 AM - 7:00 PM
	SUNDAY, APRIL 8, 2018	11:00 AM - 5:00 PM
<b>EXHIBITOR MOVE OUT:</b>	SUNDAY, APRIL 8, 2018	5:00 PM - 9:00 PM
	MONDAY, APRIL 9, 2018	8:00 AM - 2:00 PM
<b>CARRIER CHECK-IN DEADLINE:</b>	MONDAY, APRIL 9, 2018	12:00 PM

Empty crates will be returned beginning at 5:00 PM on SUNDAY, APRIL 8, 2018.

All exhibitor materials must be removed from the facility by 2:00 PM Monday.

Please note that UPS Ground, FedEx Ground and DHL do NOT pick up from the show floor. Any freight left on the show floor will be re-routed via Triumph Transportation or returned to the warehouse at the exhibitor's expense.

<b>INCLUDED FURNISHINGS:</b>	10' X 10' Booth
	Black 8' high back drape
	Black 3' high side drape
	One-line Exhibitor ID sign

<b>EXHIBIT HALL FLOORING:</b>	The exhibit area will not be carpeted. To better complement your booth, rental carpet in a variety of colors is available with the enclosed forms.
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<b>PAYMENT POLICY:</b>	Payment is required with all orders. Online orders must be paid at the time of order. To pay by credit card, scan and email your order to <a href="mailto:esr@triumphexpo.com">esr@triumphexpo.com</a> or fax to 206-431-4846. Orders paid by check must include credit card information or your order will not be processed.
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<b>VENUE:</b>	Venue electrical/AV/internet forms are at the end of this kit for your convenience. Triumph does NOT take orders for the venue. Please return completed forms directly to those vendors.
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# PORTLAND HOUSE & OUTDOOR LIVING SHOW 2018

Oregon Convention Center (OCC)

April 6 - 8, 2018

DISCOUNT PRICE DEADLINE - Wednesday, March 21, 2018

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

## FREIGHT/MATERIAL HANDLING FEES

**20 LBS or less per shipment (small package) \$ 39.50**

**SMALL PACKAGES:** Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. (Shipments above 20 lbs are subject to rates below)

**OFF-TARGET:** Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of \$0.29/lb off-target fee (Minimum 200 lb). This will be added automatically to the invoice.

### ADVANCE SHIPMENTS (21-200 lbs)

Drivers with inbound shipments must check into the Triumph warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

#### CRATED MATERIALS

**\$ 154.00** Minimum Charge  
**\$ 0.77** each add'l pound over 200 lbs

#### MATERIALS W/ SPECIAL HANDLING

**\$ 202.00** Minimum Charge  
**\$ 1.01** each add'l pound over 200 lbs

**ADVANCE SHIPMENT DEADLINE DATE: MARCH 30, 2018**

### DIRECT SHIPMENTS (21-200 lbs)

#### CRATED MATERIALS

**\$ 170.00** Minimum Charge  
**\$ 0.85** each add'l pound over 200 lbs

#### MATERIALS W/ SPECIAL HANDLING

**\$ 222.00** Minimum Charge  
**\$ 1.11** each add'l pound over 200 lbs

**DIRECT SHIPMENT DATE: APRIL 4 - 5, 2018 ONLY**

**PRICES INCLUDE** receiving freight, checking for damage and piece count, delivery to booth, storage of empty containers and load out of shipment to preferred carrier. Use the table below to estimate your material handling charge.

**SPECIAL HANDLING:** Any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation. (i.e. express carriers such as UPS, Fed Ex or DHL).

**RETURN TO WAREHOUSE:** Exhibitors will be charged 29 cents per pound (\$174 minimum for any shipment that must be returned to the warehouse plus 29 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the TRIUMPH warehouse if 3rd party carrier fails to pick up at show site's designated times. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

#### IMPORTANT

All calculations above are regarded as estimates only. All shipments will be invoiced based on actual weight. By signing this form or by shipping freight either advance or direct, you are entering into a contract with Triumph. Carefully read the Material Handling Terms and Conditions Sheet that accompanies this form.

### CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES

ADVANCE SHIPMENT ☐ DIRECT SHIPMENT ☐

Total Estimated Weight (200 lbs minimum) \_\_\_\_\_ lbs x Rate = \$ \_\_\_\_\_

Total Estimated Fees \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

Carry this total to payment summary page

# MATERIAL HANDLING - TERMS AND CONDITIONS

**PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. FOR YOUR PROTECTION, ALL PROPERTIES BEING TRANSPORTED AND/OR EXHIBITED SHOULD BE PRIVATELY INSURED AGAINST LOSS AND DAMAGE.**

The terms and conditions set forth below are part of the contractual agreement between Triumph Expo & Events Inc. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met:

- \*THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR
- \*THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO TE&E'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH TE&E IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR
- \*AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.

**1. DEFINITIONS.** For purposes of this contract, "TE&E" means Triumph Expo & Events Inc. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors TE&E may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC") Further, it is hereby understood and agreed that the "EXHIBITOR" is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

**2. PACKAGING AND CRATES.** TE&E shall not be responsible for damage to loose uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition TE&E shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. TE&E assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without TE&E labels
- Improper information on empty labels

TE&E WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

**4. INBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. TE&E recommends the securing of security services from Facility or Show Management.

**5. OUTBOUND SHIPMENTS.** Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. TE&E highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to TE&E by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to TE&E and the actual count of such items in the booth at the time of pickup.

**6. DELIVERY TO THE CARRIER FOR RELOADING.** TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A TE&E DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. TE&E loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. TE&E ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

**7. DESIGNATED CARRIERS.** In order to expedite removal of materials from the show site, TE&E shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be reasonable for charges relating to such rerouting and handling. IN NO EVENT SHALL TE&E BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself with these terms and conditions TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

**8. TE&E'S RESPONSIBILITIES.** TE&E shall be responsible only for those services which it directly provides. TE&E assumes no responsibility for any persons, parties, or other contracting firms not under TE&E's direct supervision and control. TE&E shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond TE&E's reasonable control nor for ordinary wear & tear in the handling of materials.

**9. INSURANCE.** It is understood that TE&E is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide TE&E with a release and waiver of subrogation to the extent of any insurance settlement received.

**10. CLAIM(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage must be submitted to TE&E immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from TE&E'S warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against TE&E more than one year after the date of loss or damage occurred.

**a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claims against TE&E shall be considered a separate transaction, and shall be resolved on its own merits.

**b. MAXIMUM RECOVERY.** THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY TE&E if found liable for any loss. TE&E'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to TE&E for material handling services. The extent of TE&E's liability shall be limited to the specific article in question, and in any event, TE&E's maximum liability shall be limited to \$0.30 per pound per article with a maximum of \$50.00 per item or \$500.00 per shipment.

**c. BREACH OF CONTRACT AND/OR NEGLIGENCE.** TE&E'S liability shall be limited to any loss or damage which results solely from TE&E'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall TE&E be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of TE&E or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if TE&E has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. 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(es).

**11. JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN KING COUNTY, WASHINGTON.

**12. INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend TE&E and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through TE&E or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC):
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TE&E'S equipment:
- EXHIBITOR'S violation of Federal State, County or Local ordinances:
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management

**13. MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration to TE&E for material handling services, waives and releases all claims against TE&E, its employees, agents, directors and officers with respect to all matters for which TE&E has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.



PORTLAND HOUSE & OUTDOOR LIVING SHOW 2018

Oregon Convention Center (OCC)

April 6 - 8, 2018

DISCOUNT PRICE DEADLINE - Wednesday, March 21, 2018

## SHIPPING INFORMATION

### ADVANCE SHIPPING ADDRESS:

Company Name and Booth Number  
PORTLAND HOUSE & OUTDOOR LIVING  
Triumph Expo & Events  
330 SE DIVISION PLACE  
PORTLAND, OR 97202

### ADVANCE SHIPMENTS ACCEPTED:

ACCEPTED UP TO 30 DAYS BEFORE MOVE IN

### ADVANCE SHIPPING DEADLINE:

4:00 PM on FRIDAY, MARCH 30, 2018

**"Material Handling Fees" apply to all shipments. See "Material Handling" page for details.**

### DIRECT SHIPPING ADDRESS:

Company Name and Booth Number  
PORTLAND HOUSE & OUTDOOR LIVING  
c/o Triumph & OCC  
777 NE MLK, JR. BLVD  
PORTLAND, OR 97232

### DIRECT SHIPMENTS ACCEPTED:

WED - THURS, APRIL 4 - 5, 2018 **ONLY**

**Triumph Expo & Events and Show Management will NOT be responsible for any early direct shipments that may be refused by the facility or incur additional fees.**

TRIUMPH EXPO & EVENTS

**R U S H**

DO NOT DELAY

DEADLINE DATE MARCH 30, 2018

TO: EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.  
330 SE DIVISION PLACE  
PORTLAND, OR 97202

**WAREHOUSE**

**PORTLAND HOUSE**

BOOTH # NO. OF PIECES

CARRIER

TRIUMPH EXPO & EVENTS

**R U S H**

DO NOT DELAY

DEADLINE DATE MARCH 30, 2018

TO: EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.  
330 SE DIVISION PLACE  
PORTLAND, OR 97202

**WAREHOUSE**

**PORTLAND HOUSE**

BOOTH # NO. OF PIECES

CARRIER

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE APRIL 4, 2018

TO:

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.

OCC

777 NE MLK, JR. BLVD

PORTLAND, OR 97232

SHOW SITE

PORTLAND HOUSE

BOOTH # NO. OF PIECES

CARRIER

TRIUMPH EXPO & EVENTS

R U S H

DO NOT DELAY

NOT BEFORE APRIL 4, 2018

TO:

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.

OCC

777 NE MLK, JR. BLVD

PORTLAND, OR 97232

SHOW SITE

PORTLAND HOUSE

BOOTH # NO. OF PIECES

CARRIER



# OUTBOUND SHIPPING INFORMATION

- Do I have a carrier coming to pick up my freight, or is Triumph shipping for me?
- How many shipments do I have (how many destination addresses are there)?
- How soon does my shipment need to arrive at its destination?

## SHIPPING WITH TRIUMPH

Pre-ordering your shipping with Triumph using the Inbound/Outbound Shipping Request form in this kit saves you time and confusion, by ensuring your material handling agreement/bill of lading and labels are already complete and waiting for you at move out. Simply pick them up from our service desk, pack your materials and turn the MHA/BOL back in. It's that simple!

### MATERIAL HANDLING AGREEMENT/BILL OF LADING:

Pick up your MHA/BOL from the service desk at move out. It will already be complete. On-site shipping requests are processed in the order they are received.

### LABELS:

Custom printed labels are provided to exhibitors using Triumph Transportation at no charge. Pre-orders are available for pick up at move out. On-site orders are processed in the order they are received.

### METHOD OF PAYMENT:

A major credit card is required on file to guarantee all shipping. This must be on file before the shipment can leave our warehouse/show site.

### TRACKING:

Tracking information for TRIUMPH shipments is available 1-2 business days following the close of an event. Please include your company name, booth number and the name of your event when requesting this information.

### BILLING OF SHIPPING CHARGES:

Shipping will be billed and an updated invoice will be sent after the shipment has been delivered to its destination.

## SHIPPING WITH ALL OTHER CARRIERS

### MATERIAL HANDLING AGREEMENT/BILL OF LADING:

All outbound shipments from the show MUST have a Triumph material handling agreement/bill of lading. This form gives us permission to release your freight to your carrier. Failure to complete an MHA/BOL can result in a delay in shipping.

### LABELS:

Exhibitors using other carriers may use the outbound shipping labels provided in this kit.

### DRAYBACK:

If freight is left on the floor without turning in properly completed Triumph MHA/BOL to the service desk, it will be returned to the warehouse and a fee will be assessed for this. This fee is a minimum of \$174 (up to 600 lbs) and 29 cents per each additional pound.

### WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?:

OREGON CONVENTION CENTER (OCC)  
777 NE MLK, JR. BLVD  
PORTLAND, OR 97232

### WHAT TIME DOES MY CARRIER NEED TO ARRIVE?:

All carriers MUST be checked in by 12:00 PM on 4-9-18.  
After 12:00 PM, freight will be re-routed according to the information given on the MHA/BOL.

**OUTBOUND**

**DO NOT DELAY**

**FROM: PORTLAND HOUSE & OUTDOOR**

**OCC**

**777 NE MLK, JR. BLVD**

**PORTLAND, OR 97232**

**TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOOTH #** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**CARRIER** \_\_\_\_\_

**OUTBOUND**

**DO NOT DELAY**

**FROM: PORTLAND HOUSE & OUTDOOR**

**OCC**

**777 NE MLK, JR. BLVD**

**PORTLAND, OR 97232**

**TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOOTH #** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**CARRIER** \_\_\_\_\_

**A TRIUMPH MATERIAL HANDLING AGREEMENT IS REQUIRED FOR ALL SHIPMENTS LEAVING THE BUILDING. WITHOUT A MATERIAL HANDLING AGREEMENT, FREIGHT WILL NOT BE LOADED ONTO ANY CARRIER. FREIGHT WILL BE RETURNED TO THE WAREHOUSE FOR PROCESSING AND ADDITIONAL FEES MAY BE ASSESSED.**

**THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.**

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COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

**INBOUND / OUTBOUND SHIPPING REQUEST <sup>(LO)</sup>**  
for Triumph Transportation Only - (SHOW CARRIER)**INBOUND (Shipping TO the Event)** Minimum charges apply per shipment**PICK-UP ADDRESS:**Insurance: ☐ Inbound ☐ Outbound ☐ Both ☐ Neither

Pick-up Date: \_\_\_\_\_ Shipment Ready By: \_\_\_\_\_ am/pm

☐ Loading Dock ☐ Lift Gate Needed

Hours your dock is opened for pickup:

Dock opened: \_\_\_\_\_ am/pm Dock closed: \_\_\_\_\_ am/pm

Contents of Freight / Comments / Special Instructions: \_\_\_\_\_

Contact Name \_\_\_\_\_ Ph \_\_\_\_\_ E-mail \_\_\_\_\_

WEIGHT AND DIMENSIONS RATE SUBJECT TO FINAL CARRIER PUBLISHED INFORMATION  
NO HAZARDOUS MATERIALS WILL BE ACCEPTED FOR TRANSPORT**LIST EACH PIECE****DIMENSIONS IN INCHES****WT. (LBS)**

Carton/Crate/Pallet/Fibercase

EXAMPLE: Carton	Lx 24"	Wx 12"	Hx 12"	135 lbs
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	

Total Pieces :

**LIST EACH PIECE****DIMENSIONS IN INCHES****WT. (LBS)**

Carton/Crate/Pallet/Fibercase

	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	

Total Weight :

Are the pallets/skids stackable? YES ☐ NO ☐ If additional insurance, declared value is \$ \_\_\_\_\_**OUTBOUND (Shipping FROM the Event)** Minimum charges apply per shipment**RETURN ADDRESS:**SHIPPING METHOD: ☐ Deferred / Ground: 3-7 Bus. Days☐ Express: 2-3 Bus. Days

Approx. Weight: \_\_\_\_\_ Total No. of Pieces \_\_\_\_\_

Crates ☐ Cartons ☐ Fiber Cases ☐ Other: \_\_\_\_\_

Contents of Freight / Comments / Special Instructions: \_\_\_\_\_

Contact Name \_\_\_\_\_ Ph \_\_\_\_\_ E-mail \_\_\_\_\_

Date Freight Must be Received at Destination \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the outbound material handling form to the Triumph Exhibitor Services Specialist. Shipments without this paperwork will be returned to the Triumph warehouse at the exhibitor's expense.

Triumph does not accept responsibility for any exhibitor property left on the floor unattended.

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates:

Oversize Shipments: weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY)

Re-Delivery: Requiring additional delivery attempts when original delivery during normal business hours failed

Inside Delivery: Delivery including a flight of stairs or an elevator

Lift Gate: Truck required when no elevated dock or forklift is available

# EXHIBITOR FAQ

**WHAT IS MATERIAL HANDLING?**

Material handling is a fee which covers the time, equipment and labor to receive your freight, check it for damage, and record it on the shipping log. It also covers bringing your items to show site and delivering them to your booth, as well as storage of your empty containers and returning them to you after the show. Finally, it covers the labor to return your shipment to the loading dock to leave the facility.

**CAN I PHONE IN MY ORDER?**

The short answer is no. We don't accept phone orders because authorization is needed in order to process a credit card payment. For scanned or faxed orders, this is the signature provided on the payment form. For online orders, an electronic signature is provided with the payment method.

**WHAT IS INCLUDED WITH MY BOOTH SPACE?**

On the QUICK FACTS page, there is a section titled INCLUDED FURNISHINGS, which details the show colors, as well as any furnishings or amenities (such as power) that are included with the booth package you purchased from show management.

**WHY CAN'T I SHIP DIRECTLY TO SHOW SITE?**

In many instances, smaller venues, such as hotels or exhibit halls that do not employ a full-time staff, direct shipping is not available. These locations are wonderful for hosting events, but simply do not have the capacity or staff to accept and store freight for events. If you choose to attempt to ship directly to show site in these cases, you run the risk of your freight being lost, misplaced or refused altogether. That can mean that your freight will not make it to your booth in time to exhibit in the event.

**CAN I EXCHANGE THE TABLE IN MY BOOTH FOR ANOTHER ITEM/CHANGE THE SKIRT COLOR, ETC?**

The furnishings included with your booth are part of a package that is paid for by show management and are not eligible for any trades, exchanges or credits. If you do not wish to use the furnishings provided, you can set them in the aisles during move in and our crew will pick them up from you. If you wish to have another item instead of those provided, you may use the forms provided in this kit to order those items.

**HOW DO I SEND MY SHIPMENT AFTER THE SHOW?**

The simplest method is to use Triumph Transportation. Exhibitors who ship with Triumph receive printed labels and bills of lading for their shipments and can communicate directly with their exhibitor services rep about the status of their shipment. If your company is using another freight carrier, your on-site rep will need to complete a bill of lading for each outbound shipment. Please keep in mind that parcel carriers (FedEx Ground, UPS Ground, and DHL) do NOT come to show site and your on-site rep will need to take the shipment to a local office to send.

If you would like us to bring your shipment back to our warehouse for your carrier to pick up, we do offer that service. The minimum charge is \$174 for up to 600 lbs and 29 cents per each additional pound.



# PAYMENT SUMMARY

## EXHIBITOR INFORMATION

I acknowledge and accept responsibility for the accuracy of this order and payment for all services provided.

Company Name \_\_\_\_\_ Booth #(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Prepared by (Print Name) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## CREDIT CARD AUTHORIZATION

I authorize Triumph Expo & Events Inc. to debit my credit card for the charges on this invoice and for additional charges incurred. (Non-payment due to Declined Credit Cards and NSF Checks are subject to additional fees - See Payment Terms & Conditions)

Visa ☐ Mastercard ☐ American Express ☐ Check ☐ Check# \_\_\_\_\_

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Printed Name on Card \_\_\_\_\_

Credit Card Holder E-mail (REQUIRED) \_\_\_\_\_

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

### PAYMENT MUST ACCOMPANY ALL ORDERS

To receive discount pricing, checks or credit card information must be received before discount deadline. Please make check payable to:

**Triumph Expo & Events Inc**

### FOR ALL CHECK ORDERS

Credit card authorization must be provided for any additional fees incurred.

## ORDER FORMS

## PAGE TOTALS

Tables, Counters and Risers	\$ _____
Chairs, Fabric and Accessories	\$ _____
Carpeting	\$ _____
Graphics and Signage	\$ _____
TRU-X Modular Exhibits	\$ _____
TRU-X Accessories	\$ _____
Installation and Dismantle Labor	\$ _____
Other	\$ _____
Cleaning Services	\$ _____
Freight/Material Handling	\$ _____

**TOTAL \$** \_\_\_\_\_



# PAYMENT and LABOR - TERMS AND CONDITIONS

**PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT  
WHICH DEFINES THE RESPECTIVE PARTIES' RESPONSIBILITIES.**

The terms and conditions set forth below become a part of the contractual agreement between TRIUMPH EXPO & EVENTS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- \*WHEN THE INVOICE SUMMARY FORM IS SIGNED; OR
- \*WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.; OR
- \*WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TRIUMPH EXPO & EVENTS INC.

## DEFINITIONS

The name Triumph Expo & Events Inc. shall be construed within the meaning of this contract as Triumph Expo & Events Inc. ("TE&E"), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Triumph Expo & Events Inc. may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor ("EAC").

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TE&E except where specifically identified as a sale. All TE&E rentals include delivery, installation and removal from EXHIBITOR's booth. In case of labor cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all TE&E furniture rental items including Custom Carpeting, Custom-Cut Carpet, TRU-X Rental Exhibits. It is EXHIBITOR's responsibility to advise TE&E personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, Triumph Expo & Events Inc. requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. Any outstanding balance due after the close of the show will be subject to a administrative collection fee of 50% of the outstanding balance. This includes non-payment due to, but not limited to, declined credit cards, NSF checks or Stop Payment transactions. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claim against TE&E shall be considered a separate transaction, and shall be resolved on its own merits. TE&E reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that TE&E may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

## OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF TRIUMPH EXPO & EVENTS INC.

**RESPONSIBILITIES:** TE&E shall be responsible for the performance of labor provided under this option. TE&E cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under TE&E's direct supervision and control. In no event shall TE&E be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. TE&E shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond TE&E's reasonable control.

**INDEMNIFICATION:** TE&E agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, or property damage arising out of work performed by labor provided by and supervised by TE&E, except when Exhibitor exercises direction and/or control over the work being performed.

## OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

**RESPONSIBILITIES:** EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through TE&E in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TE&E Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

**INDEMNIFICATION:** EXHIBITOR agrees to indemnify, hold harmless, and defend TE&E from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TE&E employees, and/or property damage arising out of work performed by labor provided by TE&E, BUT supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of TE&E includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by TE&E to work in a manner that violates any of the above rules, regulations, and/or ordinances.

## IMPORTANT

PLEASE REFER TO TE&E'S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES.  
CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH TE&E.  
TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH TE&E.

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

## TABLES AND COUNTERS - THE CLASSIC COLLECTION

Tables and counters are all skirted on 3 sides. Must order 4th side for all sides to be skirted on 6' and 8' tables/counters.


 **BLACK (01)**
 **WHITE (02)**
 **SILVER (03)**
 **BLUE (04)**
 **GREEN (05)**
 **RED (06)**
 **TEAL (07)**
 **DOVE (08)**
 **BERRY (09)**
 **PURPLE (10)**
 **YELLOW (11)**
 **WILLOW (12)**
 **BURGUNDY (13)**
 **CHAMPAGNE (14)**
 **TERRA COTTA (15)**
 **NAVY BLUE (16)**
 **NEON GREEN (17)\*\***

### TABLES - 24" W x 30" H

SKIRTED TABLES (1) - (4)					
Qty.	Color	Length	Discount	Standard	Amount
		4'	87.40	122.40	
		6'	97.70	136.80	
		8'	113.10	158.30	
		4th Side	36.10	50.50	

### COUNTERS - 24" W x 42" H

SKIRTED COUNTERS (5) - (8)					
Qty.	Color	Length	Discount	Standard	Amount
		4'	96.40	135.00	
		6'	108.50	151.90	
		8'	126.60	177.20	
		4th Side	40.70	57.00	

UNSKIRTED TABLES (1) - (4)				
Qty.	Length	Discount	Standard	Amount
	4'	51.30	71.80	
	6'	61.50	86.10	
	8'	76.90	107.70	
	Skirt	36.10	50.50	

UNSKIRTED COUNTERS (5) - (8)				
Qty.	Length	Discount	Standard	Amount
	4'	60.30	84.40	
	6'	72.30	101.20	
	8'	90.40	126.60	
	Skirt	40.70	57.00	



TABLE RISERS (11)				
Qty.	Length	Discount	Standard	Amount
	4' L x 7" H x 8" D	57.30	80.20	
	4' L x 13" H x 8" D	57.30	80.20	
	6' L x 7" H x 8" D	65.80	92.10	
	6' L x 13" H x 8" D	65.80	92.10	

**\*\* Please note that Neon Green table skirts are NOT an exact match for our Rave Green drape option.**

 PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER  
 DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ \_\_\_\_\_

*Carry this total to payment summary page*

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

### PEDESTAL TABLES 30" DIAMETER

All pedestal tables come with a spandex cover in your choice of color. If you fail to specify a color, the show color will be given or, if show color isn't available, black will be given.



**30" and 42" High Pedestal Tables**



**Black - 1**



**White - 2**



**Navy Blue-3**



**Burgundy - 4**



**Yellow - 5**



**Red - 6**



**Uncovered**

COVERED PEDESTAL TABLES					(21)
Qty.	Size	Color	Discount	Standard	Amount
	30" HIGH		101.30	141.80	
	30" HIGH		101.30	141.80	
	30" HIGH		101.30	141.80	
	42" HIGH		119.60	167.40	
	42" HIGH		119.60	167.40	
	42" HIGH		119.60	167.40	

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TOTAL \$ \_\_\_\_\_

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PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

**SEATING - THE CLASSIC COLLECTION**

(09)


**Black  
Plastic Stack Chair**

**Black OR Grey  
Padded Side Chair**

**Black OR Grey  
Padded Arm Chair**

**Black Steno Chair**

**Black Executive  
Chair**
**STANDARD SEATING**

Qty.	Color	Item	Discount	Standard	Amount
		Black Plastic Stack Chair	38.30	53.60	
		Padded Side Chair	61.90	86.70	
		Padded Arm Chair	66.60	93.20	
		Black Steno Chair	83.70	117.20	
		Black Executive Chair	138.40	193.80	


**Black Bar Stool**

**Black Gaslift Stool**

**Mimi Stool in Red or White**

**Cascade Stool in Black or White**
**RAISED SEATING**

Qty.	Item	Discount	Standard	Amount
	Black Bar Stool	76.10	106.50	
	Black Gaslift Stool	83.70	117.20	

**RAISED SEATING**

Qty.	Color	Item	Discount	Standard	Amount
		Mimi Stool	126.00	176.40	
		Cascade Stool	126.00	176.40	

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**THE PREMIUM COLLECTION**

(13)

*Styles may vary based on inventory availability*



**Leather Sofa in Ivory**



**Leather Loveseat  
in Ivory**



**Leather Arm  
Chair in Ivory**

IVORY LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Ivory Sofa	393.20	550.50	
	Ivory Loveseat	328.10	459.30	
	Ivory Arm Chair	291.10	407.50	



**Leather Sofa in Black**



**Leather Loveseat  
in Black**



**Leather Arm  
Chair in Black**

BLACK LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Sofa	393.20	550.50	
	Black Loveseat	328.10	459.30	
	Black Arm Chair	291.10	407.50	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER  
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TOTAL \$ \_\_\_\_\_

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COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

### THE PREMIUM COLLECTION

(13)

#### Coffee Tables

#### End Tables

 Black/  
Brown


White


 Glass/Black  
(also w/  
white legs)


LED



#### Charging Coffee Table (in black or white)


 Cushion Swivel  
Ottoman in  
Black

 Cube Ottoman in  
Black

 Cube Ottoman in  
White

 Bench Ottoman  
in Black

 Bench Ottoman  
in White

 Bench Ottoman  
in Espresso

COFFEE AND END TABLES				
Qty.	Item	Discount	Standard	Amount
	Coffee Table - blk/brn	107.30	150.20	
	End Table - blk/brn	70.70	99.00	
	Coffee Table - white	107.30	150.20	
	End Table - white	70.70	99.00	
	Coffee Table - gls/blk	223.30	312.60	
	Coffee Table - gls/wht	223.30	312.60	
	End Table - gls/blk	173.70	243.20	
	End Table - gls/wht	173.70	243.20	
	Coffee Table - LED	314.20	439.90	
	End Table - LED	246.80	345.50	
	Charging Table - blk	292.80	409.90	
	Charging Table - wht	292.80	409.90	
	Add Graphic - Charging Table Only	344.20	481.90	

OTTOMANS				
Qty.	Item	Discount	Standard	Amount
	Swivel Ottoman - blk	70.70	99.00	
	Cube Ottoman - blk	70.80	99.10	
	Cube Ottoman - wht	70.80	99.10	
	Bench Ottoman - blk	93.20	130.50	
	Bench Ottoman - wht	93.20	130.50	
	Bench Ottoman - esp	93.20	130.50	

LAMPS				
Qty.	Item	Discount	Standard	Amount
	Table Lamp	47.10	65.90	
	Floor Lamp	58.90	82.50	

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TOTAL \$ \_\_\_\_\_

Carry this total to payment summary page

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



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**THE CUSTOM COLLECTION: ACCESSORIES**

(TQ)



COMPUTER KIOSK



SHOWCASE 6' FULL-VIEW



SHOWCASE 4' QUARTER VIEW



SHOWCASE 6' UPRIGHT



SHOWCASE 6' UPRIGHT TOWER



SHOWCASE 6'x2' UPRIGHT TOWER



LED PEDESTAL SHOWCASE

**KIOSK/SHOWCASES**

Qty.	Item	Discount	Standard	Amount
	Computer Kiosk w/ Interchangeable Panels	240.70	337.00	
	Showcase - 6' Full-View (6'L x 38"H x 18"D)	324.70	454.60	
	Showcase - 4' Quarter-View (4'L x 42"H x 18"D)	243.20	340.50	
	Showcase - 6' Upright (6'H x 38"W x 18"D)	336.30	470.80	
	Showcase - 6' Upright Tower (6'H x 18"W x 18"D)	243.20	340.50	
	Showcase - 6'x2' Upright Tower (6'H x 24"W x 18"D)	206.40	289.00	
	Showcase - LED Pedestal (42"H x 18"W x 18"D)	336.60	471.20	



SINGLE-SIDED GONDOLA



DOUBLE-SIDED GONDOLA


 1M COUNTER  
(Also Available in 1.5 and 2M)

 1M CURVED COUNTER  
FLAT BACK


LED CURVED BAR



LED PEDESTAL

PANEL COLOR OPTIONS ARE: WHITE PVC, BLACK PVC, BLACK FABRIC, GREY FABRIC AND BLUE FABRIC, OR CUSTOM GRAPHIC OPTIONS ARE AVAILABLE.

**GONDOLAS/COUNTERS**

Qty.	Panel Color	Item	Discount	Standard	Amount
		Single Sided Gondola (38"H x 39"L x 12"D)	240.50	336.70	
		Double Sided Gondola (38"H x 39"L x 24"D)	305.30	427.40	
		1M Counter (1M L x .5M"D x 42"H)	213.90	299.50	
		1.5M Counter (1.5M L x .5M"D x 42"H)	226.30	316.80	
		2M Counter (2M L x .5M"D x 42"H)	252.20	353.10	
		1M Curved Counter Flat Back (53.9"L x 25.7"D x 42"H)	288.80	404.30	
		LED Curved Bar (2M L - curved - .75MD x 42"H)	371.00	519.40	
		LED Pedestal (42"H x 18"D x 18"W)	313.90	439.50	
		Cabinet Lock w/ 2 keys (can also be used for showcases)	33.60	47.00	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ \_\_\_\_\_

Carry this total to payment summary page

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

## STANDARD ACCESSORIES

(11)



Qty.	Item	Discount	Standard	Amount
	Coat Tree	34.20	47.90	
	Easel	39.70	55.60	
	Chrome Sign Holder (22" x 28")	59.50	83.30	



Qty.	Item	Discount	Standard	Amount
	6-Pocket Lit Rack	59.50	83.30	
	20-Pocket Lit Rack	69.00	96.60	
	Accordion Lit Rack	64.70	90.60	
	Bag Stand - Straight	59.50	83.30	
	Bag Stand - Waterfall	59.50	83.30	



Qty.	Item	Discount	Standard	Amount
	Wastebasket	13.70	19.20	
	Raffle Drum	49.60	69.40	
	Fish Bowl	18.40	25.80	



Qty.	Item	Discount	Standard	Amount
	Chrome Stanchion (Single w/ black rope)	34.20 56.60	47.90 79.20	
	Chrome Stanchion (Single w/ red rope)	34.20 56.60	47.90 79.20	
	Retractable Stanchion	50.90	71.30	



Qty.	Item	Discount	Standard	Amount
	Garment Rack	70.00	98.00	
	Mini Refrigerator	121.60	170.20	

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COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

## THE CARPET COLLECTION

### STANDARD CARPET

(CA) - (CD)

 <b>BLACK (01)</b>	 <b>BURGUNDY (04)</b>	 <b>PURPLE (07)</b>	 <b>SILVER (10)</b>	 <b>BLUEJAY (13)</b>
 <b>GREEN (02)</b>	 <b>RED (05)</b>	 <b>BLUE (08)</b>	 <b>TUXEDO (11)</b>	
 <b>TEAL (03)</b>	 <b>BERRY (06)</b>	 <b>LATTE (09)</b>	 <b>CAYENNE (12)</b>	

Qty.	Color	Size	Discount	Standard	Amount
		10x10	121.00	169.40	
		10x20	242.10	338.90	
		10x30	363.10	508.30	
		10x40	484.10	677.70	

### CUSTOM CUT STANDARD CARPET (per SQ. FT.) (CK)

Color	Size (SQ. FEET)	Discount	Standard	Amount
		2.60	3.60	

### PADDING / PROTECTIVE SHEETING (per SQ. FT.) (CK)

Item	Size (SQ. FEET)	Discount	Standard	Amount
Carpet Pad		1.00	1.40	
Poly Vinyl Sheeting		0.48	0.67	

### 28 oz. PLUSH CARPET (per SQ. FT.)







(CG)

 <b>BLACK (01)</b>	 <b>WHITE (04)</b>	 <b>CREAM (07)</b>	 <b>CABERNET (10)</b>	 <b>WEDGEWOOD (13)</b>
 <b>GREY PEARL (02)</b>	 <b>NAVY (05)</b>	 <b>PINE (08)</b>	 <b>TOAST (11)</b>	
 <b>CHARCOAL (03)</b>	 <b>SEA BREEZE (06)</b>	 <b>CARDINAL (09)</b>	 <b>BAYWATER (12)</b>	

Color	Size (SQ. FEET)	Discount	Standard	Amount
		3.40	4.80	

### 40 oz. PLUSH CARPET (per SQ. FT.)

(CH)

 <b>BLACK (01)</b>		 <b>WHITE (04)</b>
 <b>GREY PEARL (02)</b>		 <b>NAVY (05)</b>
 <b>CHARCOAL (03)</b>		 <b>SEA BREEZE (06)</b>

Color	Size (SQ. FEET)	Discount	Standard	Amount
		4.30	6.00	

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TOTAL \$ \_\_\_\_\_

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**TRIUMPH**  
expo & events inc.

**PORTLAND HOUSE & OUTDOOR LIVING SHOW 2018**

Oregon Convention Center (OCC)

**April 6 - 8, 2018**

DISCOUNT PRICE DEADLINE - Wednesday, March 21, 2018

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE



**POP-UP TABLE TOP**

**POP-UP TABLE TOP**

Package Includes:

- Standard Header
- 6' Draped Table
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 492.20	\$ 689.10	\$ _____

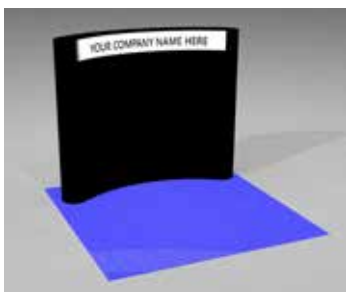
**TABLE SKIRT COLOR**

- ☐ Black ☐ Silver ☐ Blue ☐ Green ☐ Red  
☐ Burgundy ☐ Teal ☐ Berry ☐ Purple

**LETTERING COLOR**

- ☐ Black ☐ Blue  
☐ Green ☐ Grey  
☐ Red ☐ Burgundy

Standard Header Copy  
(please print clearly)



**POP-UP FLOOR UNIT**

**POP-UP FLOOR UNIT**

Package Includes:

- Standard Header
- 10' x 10' Standard Color Carpet
- 2 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 695.00	\$ 973.00	\$ _____

**CARPET COLOR**

- ☐ Black ☐ Tuxedo ☐ Silver ☐ Blue ☐ Green ☐ Red ☐ Latte  
☐ Burgundy ☐ Teal ☐ Berry ☐ Purple ☐ Cayenne ☐ Bluejay

**LETTERING COLOR**

- ☐ Black ☐ Blue  
☐ Green ☐ Grey  
☐ Red ☐ Burgundy

Standard Header Copy  
(please print clearly)

**CUSTOM GRAPHICS & COMPANY LOGO** header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and requirements for submitting artwork.

(Please contact exhibitor services for exact panel size & dimensions)

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

## GRAPHICS & SIGNAGE

### SURCHARGE ON ORDERS PLACED AFTER DISCOUNT DEADLINE

**Minimum order for Custom Digital Signs/Banners is 9 sq.ft.** Pricing is based on printing of client supplied digital files, or simple layout of text and client supplied logos and other graphics. Any additional layout, file conversion or repair will incur additional fees. Please see our **GRAPHICS GUIDELINES SHEET** for information on properly submitting files.

STANDARD GRAPHIC SIGNAGE					STANDARD BANNERS				
Qty.	Item	Discount	Standard	Amount	Qty.	Item	Discount	Standard	Amount
	22" x 28" Single-Sided	79.80	111.70			3'x6' Single-Sided	267.70	374.80	
	22"x28" Double-Sided	103.80	145.30			3'x6' Double-Sided	374.90	487.10	
	28" x 44" Single-Sided	107.10	149.90						
	28"x44" Double-Sided	139.20	194.90						
	24"x87" Single-Sided	272.50	381.50						
	24"x87" Double-Sided	354.30	496.00						
	38.125"x87" Single-Sided	311.50	436.10						
	38.125"x87" Double-Sided	404.90	566.90						

**BANNER OPTIONS:** Grommets ☐ Pole Pockets ☐

CUSTOM BANNER & GRAPHIC	DISCOUNT RATE	STANDARD RATE	TOTAL
SIZE: _____ x _____ = _____ sq. ft.	_____ sq. ft. X \$16.50/sq. ft.	OR \$24.75/sq. ft.	= \$ _____

**CUSTOM BANNER OPTIONS:** Grommets ☐ Pole Pockets ☐



**38.125"x87"**  
**w/ T-Base**



**22"x28"**  
**Chrome Sign Holder not included**

*Signs are digitally printed on standard substrate. Specialty substrates such as PVC, GatorBoard, or FalconBoard are available for an additional charge.*

**DON'T SEE THE SIZE YOU WANT? STILL HAVE QUESTIONS?**  
Contact our exhibitor services department at [esr@triumphexpo.com](mailto:esr@triumphexpo.com) or call  
**503-417-8000** for a quote or assistance with your order.

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER  
DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ \_\_\_\_\_

*Carry this total to payment summary page*

# GRAPHICS SUBMISSIONS GUIDELINES

**This document details the specifications for graphics submitted to Triumph Expo & Events, Inc. by our clients.**

**Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Any in-house work that is needed to ready provided files to a print ready state will be billed out per hour with a half-hour minimum.**

Any files that must be opened in their native application and exported to the required file types described 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 DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEGs are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

**Do not submit GIF files, Word (.doc) files, PowerPoint (ppt.) 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 Dept., Native Files\* can be sent along if any changes or additions are anticipated during the course of the install of the show, but these should not be considered as the primary print files.

## FONTS

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes or additions can be made to the provided art. Any In-House changes will be billed as described above.

## PROOFING

**A clean hardcopy 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.

## SENDING FILES (Exhibitors)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to [esr@triumphexpo.com](mailto:esr@triumphexpo.com). If you would like to post to our Dropbox, please send your request to [esr@triumphexpo.com](mailto:esr@triumphexpo.com). Smaller files (<10MB) can be emailed directly to [esr@triumphexpo.com](mailto:esr@triumphexpo.com).

## SENDING FILES (Show Management)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to your Account Manager with Triumph Expo & Events. If you would like to post to our Dropbox, please send your request to your event Account Manager. Smaller files (<10MB) can be emailed directly to your Account Manager.

\*native application file types supported are Adobe Photoshop CS6 (pc / mac), Illustrator CS6 (pc / mac), InDesign CS6 (pc / mac).

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

# FORKLIFT

(27)

## LABOR RATE INFORMATION

**STRAIGHT TIME (ST) RATES:** charged from 8:00 am - 4:30 pm Monday through Friday.

**OVERTIME (OT) RATES:** charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

**ONE HOUR MINIMUM PER PERSON.** We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

## STANDARD FORKLIFT w/ driver

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				157.50	204.80		
OVERTIME - IN				196.90	256.00		
STRAIGHT TIME - OUT				157.50	204.80		
OVERTIME - OUT				196.90	256.00		

## 4-STAGE FORKLIFT w/ driver

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				206.30	268.20		
OVERTIME - IN				257.90	335.30		
STRAIGHT TIME - OUT				206.30	268.20		
OVERTIME - OUT				257.90	335.30		

# RIGGING

(26)

**PLEASE NOTE:** For signs other than banners, include blueprint or drawing with detailed information, so hanging anchor points can be determined. Rules, regulations or ceiling and support beam structure may require your sign to be moved from your specified location.

**SIGN TYPE:** Cloth Banner ☐ Metal or Wood ☐ Other ☐ **SIZE:** Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

**SHAPE:** Square ☐ Triangle ☐ Rectangle ☐ Other ☐

 Does your sign require: ELECTRICITY? ☐ ASSEMBLY? ☐ WEIGHT OF SIGN: \_\_\_\_\_

## SCISSOR LIFT (2-man crew included)

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				277.50	360.80		
OVERTIME - IN				346.90	451.00		
STRAIGHT TIME - OUT				277.50	360.80		
OVERTIME - OUT				346.90	451.00		

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ \_\_\_\_\_

Carry this total to payment summary page



# PORTLAND HOUSE & OUTDOOR LIVING SHOW 2018

Oregon Convention Center (OCC)

April 6 - 8, 2018

DISCOUNT PRICE DEADLINE - Wednesday, March 21, 2018

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

## INSTALLATION & DISMANTLE LABOR 1 of 2

(25)

### LABOR RATE INFORMATION

**STRAIGHT TIME (ST) RATES:** charged from 8:00 am - 4:30 pm Monday through Friday.

**OVERTIME (OT) RATES:** charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

**ONE HOUR MINIMUM PER PERSON.** We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

Failure to cancel requested labor 24 hours in advance will result in one hour minimum (ST) charge per person.

If Triumph supervises your set-up, you do not need to be present.

### EXHIBITOR SUPERVISED LABOR

			A	B	B	C	
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				80.80	105.00		
OVERTIME - IN				121.10	157.40		
STRAIGHT TIME - OUT				80.80	105.00		
OVERTIME - OUT				121.10	157.40		

### TRIUMPH SUPERVISED LABOR

			A	B	B	C	
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				105.00	136.50		
OVERTIME - IN				157.50	204.80		
STRAIGHT TIME - OUT				105.00	136.50		
OVERTIME - OUT				157.50	204.80		

COMMENTS / NOTES:

**SEE NEXT PAGE FOR FURTHER INFORMATION**

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ \_\_\_\_\_

Carry this total to payment summary page



## PORTLAND HOUSE & OUTDOOR LIVING SHOW 2018

Oregon Convention Center (OCC)

April 6 - 8, 2018

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COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

# INSTALLATION & DISMANTLE LABOR 2 of 2

DID YOU ORDER TRIUMPH LABOR?

IF YES (please fill out this page)

IF NO (please skip this page)

## TELL US ABOUT YOUR EXHIBIT:

### SET-UP INFORMATION

SET-UP PLANS/PHOTO: attached ☐ to be sent ☐ with exhibit ☐ In crate # \_\_\_\_\_

CARPET: with exhibit ☐ rented from Triumph ☐ (Please complete carpet order form)

ELECTRICAL PLACEMENT: drawing attached ☐ drawing with exhibit ☐ electrical under carpet ☐

GRAPHICS: with exhibit ☐ shipped separately ☐

Special equipment/tools/hardware required: \_\_\_\_\_

Showsite Contact Person \_\_\_\_\_ Ph: \_\_\_\_\_

## HOW IS YOUR EXHIBIT GETTING TO THE SHOW?:

Carrier \_\_\_\_\_ Carrier Phone \_\_\_\_\_

Shipped to: Warehouse ☐ Show Site ☐ From: City/State \_\_\_\_\_

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other (specify) \_\_\_\_\_

## HOW WILL YOUR EXHIBIT LEAVE THE SHOW?:

### DELIVER TO:

METHOD: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other \_\_\_\_\_

CARRIER: ☐ Show Carrier ☐ Other \_\_\_\_\_

FREIGHT CHARGES: ☐ Collect ☐ Bill to: \_\_\_\_\_

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

## PLEASE PROVIDE AN EMERGENCY CONTACT:

Name \_\_\_\_\_ Phone \_\_\_\_\_



## PORTLAND HOUSE & OUTDOOR LIVING SHOW 2018

Oregon Convention Center (OCC)

April 6 - 8, 2018

DISCOUNT PRICE DEADLINE - Wednesday, March 21, 2018

COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

# Exhibitor Appointed Contractor (EAC) Approval Form

(AD)

**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 Triumph Expo & Events Inc. 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 property damage, loss or personal injury in the form of a policy rider furnished by their broker to Show Management and to Triumph Expo & Events Inc. (TE&E) along with a complete list of the 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 workmen's compensation insurance certificates from the State of Washington as well as current labor contracts. The EAC must furnish to Show Management and TE&E a list of emergency contact names, addresses and phone numbers. All EAC personnel must be properly badged or identified at show site.

**THE EAC MUST USE LOCAL CARPENTER UNION LABOR TO INSTALL AND DISMANTLE THE EXHIBIT OR DISPLAY.  
NO PERMISSION WILL BE GIVEN TO USE AN EAC FOR THE PERFORMANCE OF THE FOLLOWING TASKS:**

PLUMBING   ELECTRICAL   TELEPHONE LINES   DRAYAGE   RIGGING   BOOTH CLEANING   CATERING

## 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, facility, and union 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 ☐

## EAC INFORMATION

EAC Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact and/or On Site Rep \_\_\_\_\_

Ph \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Comments \_\_\_\_\_



COMPANY \_\_\_\_\_ BOOTH#(S) \_\_\_\_\_



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

## THIRD PARTY AUTHORIZATION

for use of an Exhibitor Appointed Contractor (EAC)

(AD)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this Exhibitor Kit. In the event that the third party does not submit payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

☐ ALL SERVICES

☐ BOOTH CLEANING

☐ I&D LABOR - SUPERVISION

☐ MATERIAL HANDLING - IN & OUT

☐ RENTAL FURNITURE AND CARPET

☐ GRAPHICS

☐ OTHER SERVICES

## THIRD PARTY AGENT INFORMATION

Agent/Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

Credit Card Account # \_\_\_\_\_ Exp Date \_\_\_\_\_ Personal ☐ Company ☐

Billing Address \_\_\_\_\_

Billing City/State/Zip \_\_\_\_\_

Third Party Company Name \_\_\_\_\_

Third Party Billing Address \_\_\_\_\_

Third Party City/State/Zip \_\_\_\_\_

Ph \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

## EXHIBITOR INFORMATION

Exhibitor Name \_\_\_\_\_ Signature \_\_\_\_\_

Exhibitor Company Name \_\_\_\_\_ Booth# \_\_\_\_\_

Exhibitor Address \_\_\_\_\_

Exhibitor City/State/Zip \_\_\_\_\_

Ph \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

# SUSTAINABILITY GUIDELINES

## for Exhibitors

## 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 ash 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 [trimet.org](http://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 a landfill.

## SORTING GUIDE

You may sort and recycle your event material into the following category containers :

- **Corrugated Cardboard/Cardboard Tubes**
- **Film Plastic, Shrink Wrap, Bubble Wrap, Plastic Bags, Sheet Plastic** *(Must be clean and dry. No strapping, paper, or 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)*



Please consider your environmental responsibility before printing this document.



Oregon  
Convention  
Center

## Compressed Air – Water – Natural Gas Service Order Form NO FAX ORDERS

Effective dates: 07/01/2017 - 06/30/2018

Prices subject to change without notice

See other side for Terms of Service

Date Received \_\_\_\_\_  
Service Order # \_\_\_\_\_  
Ph: 503.235.7578  
Mail: Oregon Convention Center  
777 NE MLK Jr. Blvd.  
Portland, OR 97232  
Attn: OCC Operations Dept.  
Email: servicedesk@oregoncc.org

		Standard	Floor	Amount
<b>Compressed Air</b>	90-100 PSI (Service Outlet – ½" C10-26 Disconnect)			
	1 Service Connection	\$275.00	\$316.00	\$ _____
	Each Additional Connection	\$130.00	\$150.00	\$ _____
<b>Water</b>	55-65 PSI (Service Outlet – Garden Hose Thread)			
	1 Service Connection	\$265.00	\$305.00	\$ _____
	Each Additional Connection	\$130.00	\$150.00	\$ _____
	One Time Fill & Drain – 1-99 Gallons	\$140.00	\$161.00	\$ _____
	One Time Fill & Drain – 100-250 Gallons	\$265.00	\$305.00	\$ _____
	One Time Fill & Drain – 251-500 Gallons	\$365.00	\$420.00	\$ _____
	One Time Fill & Drain – Each Additional 100 Gallons	\$53.00	\$61.00	\$ _____
	<b>Need Drainage Connection – 2" Funnel Drain?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Natural Gas</b>	¾" NPTM Thread			
	1 Service Connection	\$295.00	\$340.00	\$ _____
	Each Additional Connection	\$165.00	\$190.00	\$ _____
	For 2 lb. Gas Supply and Additional Connections	Call for rates		\$ _____

Exhibitor is responsible for required equipment regulators.

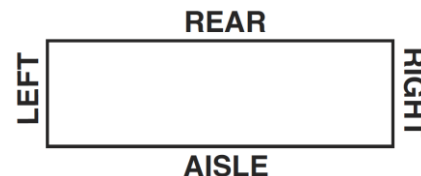
**SUBTOTAL:** \$ \_\_\_\_\_

**There is a minimum labor charge of one (1) hour for installation and ½ hour for removal for all air, water or gas orders.**

<b>Supplies and Materials</b>	<b>Each</b>	
All Air Fittings	\$10.00	\$ _____
All Pipe Fittings – up to ¾"	\$10.00	\$ _____
<b>Engineering Labor</b>	<b>Per Hour</b>	
Monday - Sunday, 7am to 5pm	\$90.00	\$ _____
Air, Water, or Gas Installation/Removal Labor	\$135.00	\$ _____
Evenings After 5pm	\$135.00	\$ _____
Holidays	\$180.00	\$ _____
<b>GRAND TOTAL</b>		\$ _____

**Connection Information:** Exhibitors must furnish necessary fittings to connect ½" female quick-disconnect for air and ¾" male GHT thread for water connection. Natural gas is ¾" male NPTM thread.

- There is a minimum labor charge of one (1) hour for installation and ½ hour for removal of all air, water or gas orders.
- 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.



**Terms of Service:** I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form. Credits will not be made for services delivered and not used.

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: \$ \_\_\_\_\_ (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 provided.**

## Compressed Air • Water • Natural Gas Terms of Service

1. Services will be installed at the rear of the booth.
2. All equipment must comply with the City of Portland building code, all federal, state and local safety codes.
3. Claims will not be considered unless filed by the exhibitor prior to close of show.
4. 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.
5. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
6. Air and water service pressure may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
7. Unless otherwise directed, Convention Center engineers are authorized to cut floor coverings to permit installation of service.
8. Rates quoted for all connections only cover bringing the services to the booth in the most convenient manner and do not include connecting equipment.
9. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
10. Payment in full must be rendered prior to service connection.
11. Advance orders shall receive priority service.
12. Obstructions blocking utility floor boxes are subject to relocation as necessary.
13. Internet ordering is available up to three (3) days prior to event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.



Oregon  
Convention  
Center

## Audio Visual Service Order Form NO FAX ORDERS

Effective dates: 07/01/2017 - 06/30/2018  
Prices subject to change without notice  
See other side for Terms of Service

Date Received \_\_\_\_\_  
Service Order # \_\_\_\_\_  
Ph: 503.235.7578  
Mail: Oregon Convention Center  
777 NE MLK Jr. Blvd.  
Portland, OR 97232  
Attn: OCC Operations Dept.  
Email: servicedesk@oregoncc.org

### Rates Shown Are Standard Daily Rates

#### Audio Equipment

Qty.	Description	Standard Rate	Days Used	Total
___	Mic (Handheld/Lapel)	\$44.00	___	___
___	Wireless Mic (Handheld/Lapel)	\$150.00	___	___
___	6 Channel Mixer	\$63.00	___	___
___	2 Powered Speakers w/ 6 Channel Mixer and Cable	\$188.00	___	___
___	Powered Speaker w/ Stand	\$94.00	___	___
___	CD Player	\$63.00	___	___
___	Audio Cable Adapter	\$15.00	___	___
SUBTOTAL:				___

#### Projection Equipment

Qty.	Description	Standard Rate	Days Used	Total
___	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	___	___
___	LCD 3200 Lumen SD Projector	\$375.00	___	___
___	LCD 4700 Lumen HD Projector	\$475.00	___	___
___	25' VGA Cable	\$31.25	___	___
___	25' HDMI Cable	\$31.25	___	___
SUB TOTAL:				___

All monitors/audio/video equipment require a minimum order of 120V - 5 Amps of electricity. Please order the appropriate quantity of power for your needs on the OCC Electrical Form.

#### Terms of Service:

I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form. Credits will not be made for services delivered and not used.

#### Computer & Video Monitors

Qty.	Description	Standard Rate	Days Used	Total
___	22" Monitor	\$163.00	___	___
___	32" Monitor	\$357.00	___	___
___	47" Monitor	\$420.00	___	___
___	50" Monitor	\$495.00	___	___
___	60" Monitor	\$650.00	___	___
___	Floor Stand for Plasma	\$80.00	___	___
SUBTOTAL:				___

#### Special Orders

Qty.	Description	Standard Rate	Days Used	Total
___	Cable Television Feed/Patch	\$150.00	___	___
___	DMX Background Music	\$125.00	___	___
___	_____	___	___	___
___	_____	___	___	___
SUBTOTAL:				___

#### Labor & Equipment Totals

Audio Equipment	SUBTOTAL	___
Computer & Video Monitors	SUBTOTAL	___
Projection Equipment	SUBTOTAL	___
Special Order Equipment	SUBTOTAL	___
LABOR REQUEST	# of Hours	___
Setup/Strike Technician \$47 / hour	___	___
Show Technician \$57 / hour	___	___
SUBTOTAL:		___

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

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: \$ \_\_\_\_\_ (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 provided.

## Audio Visual Services Terms of Service

1. All materials 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 the 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. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.



Oregon  
Convention  
Center

## Booth Cleaning – Porter Service

### Service Order Form

NO FAX ORDERS

Effective dates: 07/01/2017- 06/30/2018

Prices subject to change without notice

See other side for Terms of Service

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

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

Ph: 503.235.7578  
Mail: Oregon Convention Center  
777 NE MLK Jr. Blvd.  
Portland, OR 97232  
Attn: OCC Operations Dept.  
Email: servicedesk@oregoncc.org

Exhibitor is responsible for the removal of any floor covering (i.e. plastic or visqueen) before 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

#### Booth Vacuuming

# of Days	Frequency	Date(s)	Description	Booth Size	Standard Rate	Floor Rate	Total
	Daily		Booth Vacuuming	10' x 10'	\$42.00/day	\$48.00/day	\$
	Daily		Booth Vacuuming	10' x 20'	\$72.00/day	\$82.00/day	\$
	Daily		Booth Vacuuming	10' x 30'	\$102.00/day	\$118.00/day	\$
	Daily		Booth Vacuuming	20' x 20'	\$134.00/day	\$153.00/day	\$

For non-standard booth sizes, please call 503.235.7578 for a quote.

#### Porter Service

# of Days	Frequency	Date(s)	Description	Booth Size	Standard Rate	Floor Rate	Total
	Every 2 hours		Porter Service	Under 10,000 sq ft	\$70.00/day	\$79.00/day	\$
	Every 2 hours		Porter Service	Over 1,000 sq ft	\$85.00/day	\$95.00/day	\$
# of Hours							
	Hourly		Porter Service	Any Size	\$39.00/hr	\$42.00/hr	\$

#### Porter Service Includes:

- Emptying trash cans in booth
- Removing and recycling of empty boxes
- Wiping down tables and counters in booth

GRAND TOTAL \$ \_\_\_\_\_

**Terms of Service:** I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form.

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: \$ \_\_\_\_\_ (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 provided.

## Exhibitor Booth Cleaning – Porter Service Terms of Service

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 materials 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 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 first event day.
8. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.



Oregon  
Convention  
Center

## Electrical Services Service Order Form NO FAX ORDERS

Effective dates: 07/01/2017 - 06/30/2018

Prices subject to change without notice  
See other side for Terms of Service

Date Received \_\_\_\_\_  
Service Order # \_\_\_\_\_  
Ph: 503.235.7578  
Mail: Oregon Convention Center  
777 NE MLK Jr. Blvd.  
Portland, OR 97232  
Attn: OCC Operations Dept.  
Email: servicedesk@oregoncc.org

### Order Instructions

#### 120 Volt Power Delivery

The cost of 120V outlets includes delivery to one location at the back of the booth.

There is a minimum labor charge of one (1) hour for installation and ½ hour for removal if you require the outlets to be distributed to a specific location.

Please submit a detailed floor plan of your booth space with dimensions indicating outlet type and location. Any adds, changes or deletions after initial installation may require additional labor charges.

#### 208V/480V Power Delivery and Connections

Please contact the Operations Department for pricing for 208V/480V services not listed on the order form.

There is a minimum one (1) hour labor charge for installation and one half (1/2) hour for removal of 208V/480V service connections.

OCC electricians must make all high voltage connections and disconnects.

#### Island Booths

Include a detailed floor plan layout of your booth space with dimensions indicating outlet type and location. If a main power drop/delivery location is not indicated on the floor plan, OCC Electricians will deliver to the most convenient location.

#### 24-Hour Services

Electricity will be turned on one (1) hour prior to show opening and off one (1) hour after show closing on show days. If you require power at any other time, please order 24-hour power at two (2) times the outlet rate.

#### Terms of Service

I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form. Credits will not be made for services delivered and not used.

120 Volt	Quantity	Standard	Floor	Total
5 Amps (500 Watts)		\$130.00	\$156.00	\$
10 Amps (1000 Watts)		\$155.00	\$186.00	\$
15 Amps (1500 Watts)		\$180.00	\$216.00	\$
20 Amps (2000 Watts)		\$205.00	\$246.00	\$
SUBTOTAL:				\$
208 Volt Single Phase	Quantity	Standard	Floor	Total
5 Amps		\$207.00	\$248.00	\$
10 Amps		\$236.00	\$283.00	\$
15 Amps		\$266.00	\$319.00	\$
20 Amps		\$323.00	\$388.00	\$
30 Amps		\$387.00	\$464.00	\$
SUBTOTAL:				\$
208 Volt Three Phase	Quantity	Standard	Floor	Total
5 Amps		\$250.00	\$300.00	\$
10 Amps		\$277.00	\$332.00	\$
15 Amps		\$310.00	\$372.00	\$
20 Amps		\$373.00	\$448.00	\$
30 Amps		\$463.00	\$556.00	\$
SUBTOTAL:				\$
Rental Equipment	Quantity	Standard	Floor	Total
6-Outlet Power Strip		\$26.00	\$30.00	\$
25' Extension Cord		\$29.00	\$33.00	\$
SUBTOTAL:				\$
Electrical Labor	Quantity	Standard	Total	
Mon - Sun, 7am-5pm		\$ 90.00	\$	
208V/480V Labor		\$135.00	\$	
Evenings after 5pm		\$135.00	\$	
Holidays		\$180.00	\$	
SUBTOTAL:				\$
GRAND TOTAL:				\$

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: \$ \_\_\_\_\_ (payable to Oregon Convention Center)  
☐ Visa ☐ MasterCard ☐ American Express ☐ Discover Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

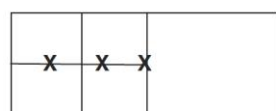
Payment in full must be rendered before service is provided.

## Electrical Terms of Service

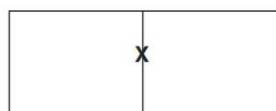
1. All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state, and local safety codes.
2. Use of open clip sockets, latex, or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Claims will not be considered 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 Oregon Convention Center electrician make electrical connections.
6. Special equipment requiring exhibitor-provided engineers or technicians for assembly, service, preparatory work and operation may be executed without an Oregon Convention Center electrician, however, all service connections and overload protection to such equipment must be made by an Oregon Convention Center 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 Oregon 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, Oregon Convention Center electricians are authorized to cut floor coverings to permit installation of service.
10. All exhibitors' 120 Volt cords must be a minimum 14 gauge, 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 one hour after show closing on show days. Exceptions must be arranged.
12. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
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. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
15. Payment in full must be rendered prior to service connection.
16. Prices are based upon current wage rates and are subject to change without notice.
17. Advance orders shall receive priority service.
18. Obstructions blocking utility floor boxes are subject to relocation as necessary.
19. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.

### ELECTRICAL OUTLET PLACEMENT

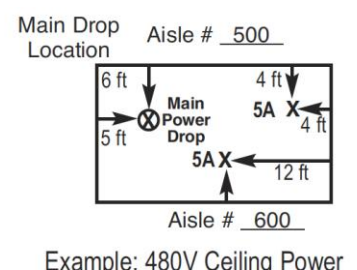
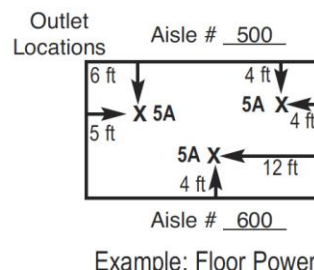
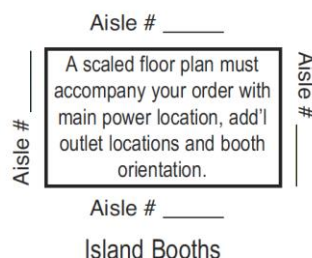
Outlets are located as depicted below for inline and peninsula booths. All other locations require labor on a time and material basis. Exhibitors with hard wall booths must make arrangements with OCC to bring power inside the booth on a time and material basis.



(In-Line Bths) (Peninsula)



(Back to Back Penninsulas)



For other commonly-asked questions, visit our website: [www.oregoncc.org](http://www.oregoncc.org), or call 503.235.7578



## Telecommunications – Internet – Networking

### Service Order Form

NO FAX ORDERS

Oregon  
Convention  
Center

Effective dates: 07/01/2017 - 06/30/2018

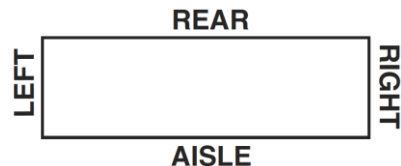
Prices subject to change without notice  
See other side for Terms of Service

Date Received \_\_\_\_\_  
Service Order # \_\_\_\_\_  
Ph: 503.235.7578  
Mail: Oregon Convention Center  
777 NE MLK Jr. Blvd.  
Portland, OR 97232  
Attn: OCC Operations Dept.  
Email: servicedesk@oregoncc.org

Shared Internet Access	Quantity	Daily Rate Standard	Daily Rate Floor	Max/Run-of-show Rate Standard	Max/Run-of-show Rate Floor	Total
<b>Basic Internet</b> – Wired – Up to 3Mbps for 1 device		\$230.00	\$260.00	\$920.00	\$1,040.00	
<b>Business Class Internet</b> – Wired – Up to 10 Mbps for 10 devices; includes 1 wired drop (use of layer 2 Ethernet switch permitted)	1	\$680.00	\$750.00	\$2,720.00	\$3,000.00	
<b>Business Class</b> – Wiring (additional device wiring for Business Class Internet)				\$120.00	\$140.00	
<b>Business Class Wi-Fi</b> – Up to 10 Mbps per connection		\$50.00	\$50.00	\$200.00	\$200.00	
<b>Business Class Group Wi-Fi</b> – Up to 10Mbps for 10 devices	1	\$340.00	\$380.00	\$1,360.00	\$1,520.00	
The use of routers – wired or wireless – or other network equipment, is prohibited without prior authorization. Please see complete Terms of Service for more information.					<b>SUBTOTAL:</b>	
Telephone Services	Quantity	Daily Rate Standard	Daily Rate Floor	Max/Run-of-show Rate Standard	Max/Run-of-show Rate Floor	Total
<b>Standard Voice Line</b> – Includes line with telephone		\$175.00	\$200.00	\$275.00	\$315.00	
<b>Credit Card / Fax Line</b> – Includes line with jack		\$175.00	\$200.00	\$275.00	\$315.00	
<b>Do you want long distance?</b> (please circle one) <b>yes</b> <b>no</b>	-	-	-	-	-	
					<b>SUBTOTAL:</b>	
Miscellaneous Services	Quantity	Daily Rate Standard	Daily Rate Floor	Max/Run-of-show Rate Standard	Max/Run-of-show Rate Floor	Total
<b>Switch Rental</b> 5-8 port		-	-	\$55.00	\$65.00	
<b>Network Cable Rental – 25' or 50'</b> Quantity: 25ft _____; 50ft _____		-	-	\$55.00	\$65.00	
<b>Custom Requirements:</b> (dedicated Internet access, public IP address, VLANs, etc. (call for pricing))				503.235.7578	503.235.7578	
					<b>SUBTOTAL:</b>	
<b>Terms of Service:</b> I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form. Credits will not be made for services delivered and not used.					<b>GRAND TOTAL:</b>	

#### Service Placement

- Service will be installed at the rear of the booth
- Any variation must be marked on the diagram. Labor charges may apply
- 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: \$ \_\_\_\_\_ (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 provided.

## TELECOMMUNICATIONS – INTERNET – NETWORKING TERMS OF SERVICE

**1. GENERAL:** **A)** By using these Telephone/Internet/Networking services, or information available through these services, Customer agrees to be bound by all of the terms and conditions of use as set forth below. **B)** These terms and conditions may be updated from time to time without notice. Continued use of this service will indicate agreement to any such change. **C)** 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. **D)** All Customer equipment must comply with FCC regulations where applicable. OCC reserves the right to limit use of outside communication devices, including wireless devices. **E)** Only OCC personnel are authorized to modify system wiring or cabling. **F)** OCC and/or its subcontractors shall not be liable for delays, failures, destruction, or malfunction of equipment and services, OR any consequences of the above, caused by, or due to fire, flood, water, the elements, power failure, explosions, civic disturbances, government regulatory requirements, acts of God, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of any third parties, or any other cause except for the sole negligence or willful misconduct of OCC. **G)** 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 damages include, but are not limited to loss of profits, loss or interruption of business, or other consequential or indirect economic loss. **H)** In the event of any violation of the terms contained herein, OCC reserves the right to suspend or terminate, either temporarily or permanently, any or all services provided. Customers who violate terms contained herein may additionally incur criminal and/or civil liability. OCC may refer violators to civil or criminal authorities for prosecution. **I)** Customer agrees to indemnify and hold OCC, Metro, the Metropolitan Exposition Recreation Commission and their affiliates, agents, telecommunications providers, service providers, officers, elected officials, employees and agents harmless from any claim, liability, loss, expense or demand, including attorneys' fees, related to a Customer's violation of the terms and conditions or the use of the services and information provided by OCC. **J)** The services provided are provided by OCC on an "as is" basis. Neither OCC nor its partners, providers, or affiliates make any representations or warranties of any kind, express or implied, as to the operation of the service, its contents, or any information made available by or through the services provided.

**2. SERVICE ORDERS, PAYMENTS, & REFUNDS:** **A)** Payment in full is required before service can be connected. **B)** All information on paper or online order forms must be complete, including acknowledgement of Terms of Service, or processing may be delayed. **C)** By providing an authorized signature on the front of the order form or by clicking on the "Place Order" button on the online order form, customer authorizes 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)** Default placement of services will be applied - rear of booth, center of island booth, front of meeting rooms - unless placement is indicated on service order form or separately sent document. **D)** Full refunds will be granted if requested prior to the event start date. A \$100 charge per telephone line and a \$250 charge per Ethernet/data line cancelled will apply when request for cancellation is made on or after the event start date. Exception: Custom/Specially ordered services are non-refundable. **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.

**3. EQUIPMENT & SERVICE PROCEDURES:** **A)** OCC is the exclusive telecommunications provider at the Oregon Convention Center. Resale of services and 3rd party providers are prohibited without OCC approval. **B)** All material and equipment furnished by the OCC shall remain the property of OCC. Equipment may not be removed or relocated without OCC approval/staff assistance. **C)** Lost, stolen or damaged equipment will be charged to the Customer's authorized credit card at prevailing rates. **D)** Wired services will be delivered with one dropped cable and appropriate 4-wire (telephony) or 8-wire (data) modular jack per connection, unless otherwise specified. WiFi Internet access requires login/username and password, through web-based portal. **E)** Services are to be ordered by each Customer separately, and are not to be shared with other Customers. Customers sharing services purchased by another Customer will be disconnected from that service and/or required to place a separate order.

**4. TELEPHONE/FAX/CC MACHINES:** **A)** Service will be delivered over a standard RJ-11 jack. Standard analog phone set is available upon request. **B)** All "976," "900," and "10-10" dialing is restricted. **C)** Long distance dialing is available upon request; additional charges may apply. **D)** All devices must dial "9" for an outside line.

**5. INTERNET/DATA SERVICES:** **A)** Due to the nature of the Internet, OCC cannot guarantee performance or accessibility beyond our gateway. Traffic is monitored and every effort is made to maintain an acceptable level of performance for all users. **B)** The choice of Internet Service Provider (ISP) is at the sole discretion of OCC - if the Customer requires a specific 3<sup>rd</sup> party vendor, arrangements must be made 90 days prior to the move in date. **C)** OCC disclaims all warranties, expressed or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, or any infringement. Furthermore, OCC does not warrant that use of the service will not be interrupted, available at any time or from any location, secured and error-free. Corrected defects are not warrantable and the service is not guaranteed free of viruses or other harmful components. **D)** Customer is responsible for the proper configuration of their own equipment and software. **E)** Customer is responsible for all services outside of basic Internet connectivity, including e-mail services, ftp services, web services, etc. **F)** At no time shall a client power up any wireless device not provided by OCC without prior written authorization from OCC. (see 8, and 9 below) **G)** 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. **H)** 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.

**6. SECURITY:** **A)** 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. **B)** OCC provides no firewall security or anti-virus protection. Customers are responsible for providing their own firewall security and anti-virus software. **C)** 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. Customers whose equipment is known to be the origin of a security breach/intrusion shall be held liable for any damages to equipment, software, or proprietary information, AND/OR any damages due to network delays, interruption, troubleshooting, and/or repair. Each Customer must take proper security measures to protect their own equipment and software, and avoid any such damages. **D)** Internet access is provided without restrictions/blocked ports - Customer agrees to use Internet service only for its lawful, intended purposes. Use of this service for transmission, distribution, retrieval, or storage of any information, data, or other material in violation of any applicable law or regulation is prohibited. **E)** Customer agrees not to use the service to provide false information or to impersonate someone else, or to distribute computer viruses, worms, or any software intended to damage or alter a computer system. **F)** System or network security violations are prohibited, and may subject Customer to criminal and/or civil liability. OCC will investigate potential security violations, and may notify applicable law enforcement agencies if violations are suspected. **G)** Customer may not attempt to circumvent the authentication procedures or security of any host, network, network component, or account to access data, accounts, or systems which Customer is not expressly permitted to access. Customer shall not interfere or attempt to interfere with service to any other user.

**7. WiFi SERVICES:** **A)** OCC provides various tiered WiFi Internet access services and WLAN services. **B)** Complimentary WiFi zones are available in select lobby locations (see lobby signage). Performance levels are not guaranteed and customer service is not provided. **C)** Individual WiFi service plans available facility-wide are shared Internet services – speeds may vary based on overall network/Internet activity. Service must be purchased per individual device through an online sign up page available after connecting to the network. Customer service for individual accounts is available at 1 (888) 243-5685. **D)** The OCC Telecom department is the exclusive Internet Service Provider for OCC. Unlicensed radio frequency (RF) transmissions are inherently vulnerable to interference from other devices that transmit similar RF signals or that operate within the same frequency spectrum. OCC cannot guarantee that interference will not occur. A concerted effort will be made to provide "clean air" and identify unauthorized devices that may interfere with the performance of OCC's infrastructure and services provided to its Customers. The removal will be requested of any such identified device that is known to be on the premises and causing such interference.

### 8. OCC WIRELESS DEVICE POLICY

#### WHERE INTERNET ACCESS IS REQUIRED

**A)** Wired shared Internet connections will be charged per device with Internet access. Basic OCC material & labor is included in price. Upon authorization, Customer may use own cables/switch/non-wireless router to connect other devices, however access for those devices will still require payment. **B)** Wireless services provided by a common carrier – i.e. 3G/4G – are allowed, as they pertain to a one-to-one connection between a wireless device and the carrier point of access. **C)** The use of MiFi devices, EVDO routers, or other devices, for the purpose of providing Internet access to multiple end users violates OCC policy and is not allowed. **D)** The use of MiFi devices or WiFi access points (AP) to produce a WiFi signal which originates from within OCC may interfere with the operation of existing OCC networks, and is not allowed without prior authorization from the OCC Telecom department. **E)** When WiFi enabled devices are unable to use a direct Internet connection and must communicate with a local server, the use of a WiFi AP may be authorized under the following conditions: WiFi AP must be manageable as such, that power levels may be adjusted and network/SSID broadcasts may be disabled. When local server/router is connected to Internet, denial of Internet access to connected WiFi enabled devices must be demonstrated to avoid charges for additional devices.

#### WHERE INTERNET ACCESS IS NOT REQUIRED

**A)** A wired local area network (LAN) may be created within a single booth without authorization from OCC. **B)** A LAN extending beyond a single booth, or between multiple booths, must be authorized by OCC, and may require the use of OCC infrastructure – charges may apply. **C)** LAN creation using a WiFi AP – i.e. for use by tablets, phones, etc. – must be authorized by OCC. Authorization will require that hardware is manageable as such, that power levels may be adjusted and network/SSID broadcasts may be disabled.