



PORTLAND REMODELING SHOW

January 25-27, 2019

Portland Veterans Memorial Coliseum

Portland, Oregon

HOW TO USE THIS MANUAL:

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

ORDERING ONLINE: Click [HERE](http://www.triumphexpo.com/order.shtml) and then click on the link for PORTLAND REMODELING SHOW

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

USERNAME: 11209

PASSWORD: Innovate (case sensitive)

Triumph Expo + Events is proud to be your official services contractor for PORTLAND
REMODELING SHOW.

We partner with you to bring your exhibit to the next level with the very best in creative design, graphics, labor, furnishings, and other event services. We are there, invisible, behind the scenes, supporting you every step of the way starting with **your** brand, **your** audience and **your** event needs.

To some, this is called exceptional service. To us, it's simply how we do business. We are here to help you **TRIUMPH!**

Triumph Expo + Events
Phone: 503-417-8000
Fax: 206-431-4846
esr@triumphexpo.com

QUICK FACTS

DEADLINES

EAC/INSURANCE:	THURSDAY, DECEMBER 27, 2018	4:00 PM
DISCOUNT PRICING:	WEDNESDAY, JANUARY 9, 2019	4:00 PM
ADVANCE SHIPPING:	FRIDAY, JANUARY 18, 2019	4:00 PM
DIRECT SHIPPING:	WED-THUR, JAN 23-24, 2019	MOVE-IN HOURS ONLY

SCHEDULE

EXHIBITOR MOVE IN:	WEDNESDAY, JANUARY 23, 2019	1:00 PM - 6:00 PM
	THURSDAY, JANUARY 24, 2019	10:00 AM - 6:00 PM
SHOW DATES/TIMES:	FRIDAY, JANUARY 25, 2019	12:00 PM - 8:00 PM
	SATURDAY, JANUARY 26, 2019	10:00 AM - 5:00 PM
	SUNDAY, JANUARY 27, 2019	11:00 AM - 5:00 PM
EXHIBITOR MOVE OUT:	SUNDAY, JANUARY 27, 2019	5:00 PM - 9:00 PM
	MONDAY, JANUARY 28, 2019	8:00 AM - 2:00 PM
CARRIER CHECK-IN DEADLINE:	MONDAY, JANUARY 28, 2019	10:00 AM

Empty crates will be returned beginning at 5:00 PM on SUNDAY, JANUARY 27.

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

Please note that UPS, FedEx 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.

BOOTH SIZE:	10' wide x 10' deep
INCLUDED FURNISHINGS:	Black 8' high back drape Black 3' high side drape One-line Exhibitor ID sign
EXHIBIT HALL FLOORING:	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.
PAYMENT POLICY:	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 esr@triumphexpo.com or fax to 206-431-4846. Orders paid by check must include credit card information or your order will not be processed.
ELECTRICAL:	Electrical order forms are at the end of this manual. Triumph DOES NOT take orders for this service. Please return completed forms directly to Event Power & Lighting.

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	\$ _____
Carpet Pad / Carpeting	\$ _____
Graphics + Signage	\$ _____
Modular Exhibits	\$ _____
Exhibit Accessories	\$ _____
Installation + Dismantle Labor	\$ _____
Other	\$ _____
Cleaning Services	\$ _____
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.

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.

MAY 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.

MAY 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 may 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 manual to order those items.

HOW DO I SEND MY SHIPMENT AFTER THE SHOW?

The simplest method is to use Triumph Transportation. Our Exhibitor Services Representatives will support you every step of the way, completing your Material Handling Agreement (MHA), providing printed shipping labels, and communicating with you after the event about the status of your shipment.

If your company is using another freight carrier, your on-site rep will need to complete a MHA for each outbound shipment. Please keep in mind that parcel carriers (FedEx, UPS, and DHL) DO NOT pick up from the show floor and your on-site rep will need to take the shipment to a local office.

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 \$180 for up to 600 lbs and 30 cents per each additional pound.

COMPANY _____ BOOTH#(S) _____



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

MATERIAL HANDLING FEES

20 LBS or less per shipment (small package) \$ 40.75

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 \$0.30/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

\$ 158.00 Minimum Charge
\$ 0.79 each add'l pound over 200 lbs

MATERIALS W/ SPECIAL HANDLING

\$ 208.00 Minimum Charge
\$ 1.04 each add'l pound over 200 lbs

ADVANCE SHIPMENT DEADLINE DATE: JANUARY 18, 2019

DIRECT SHIPMENTS (21-200 lbs)

CRATED MATERIALS

\$ 176.00 Minimum Charge
\$ 0.88 each add'l pound over 200 lbs

MATERIALS W/ SPECIAL HANDLING

\$ 228.00 Minimum Charge
\$ 1.14 each add'l pound over 200 lbs

DIRECT SHIPMENT DATE: JANUARY 23-24, 2019 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.

SPECIAL HANDLING: These rates apply to 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 30 cents per pound (\$180 minimum for any shipment that must be returned to the warehouse plus 30 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

Shipments are subject to re-weigh and will be invoiced based on actual weight. By returning 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 page that accompanies this form.

CALCULATION OF MATERIAL HANDLING FEES

ADVANCE SHIPMENT ☐ DIRECT SHIPMENT ☐

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

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

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.

SHIPPING INFORMATION

ADVANCE SHIPPING ADDRESS: Company Name and Booth Number
PORTLAND REMODELING SHOW
Triumph Expo + Events
330 SE Division Pl.
Portland, OR 97202

ADVANCE SHIPMENTS ACCEPTED: ACCEPTED UP TO 30 DAYS BEFORE MOVE IN

ADVANCE SHIPPING DEADLINE: 4:00 PM on JANUARY 18, 2019

“Material Handling Fees” apply to all shipments. See “Material Handling” page for details.

DIRECT SHIPPING ADDRESS: Company Name and Booth Number
PORTLAND REMODELING SHOW
c/o Triumph & Portland Veterans Memorial Coliseum
300 N Winning Way
Portland, OR 97227

DIRECT SHIPMENTS ACCEPTED: JANUARY 23-24, 2019 **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 **JANUARY 18, 2019**

TO: _____
EXHIBITOR NAME

C/O **TRIUMPH EXPO + EVENTS**
330 SE DIVISION PLACE
PORTLAND, OR 97202

WAREHOUSE

PDX REMODELING

BOOTH #: _____ **NO OF PIECES** _____

CARRIER: _____

TRIUMPH EXPO + EVENTS

R U S H

DO NOT DELAY

DEADLINE DATE **JANUARY 18, 2019**

TO: _____
EXHIBITOR NAME

C/O **TRIUMPH EXPO + EVENTS**
330 SE DIVISION PLACE
PORTLAND, OR 97202

WAREHOUSE

PDX REMODELING

BOOTH #: _____ **NO OF PIECES** _____

CARRIER: _____

TRIUMPH EXPO + EVENTS

R U S H

DO NOT DELAY

NOT BEFORE JANUARY 23-24, 2019

TO: _____
EXHIBITOR NAME

C/O TRIUMPH EXPO + EVENTS

Portland Veterans Memorial Coliseum
300 N Winning Way
Portland, OR 97227

SHOWSITE

PDX REMODELING

BOOTH #: _____ NO OF PIECES _____

CARRIER: _____

TRIUMPH EXPO + EVENTS

R U S H

DO NOT DELAY

NOT BEFORE JANUARY 23-24, 2019

TO: _____
EXHIBITOR NAME

C/O TRIUMPH EXPO + EVENTS

Portland Veterans Memorial Coliseum
300 N Winning Way
Portland, OR 97227

SHOWSITE

PDX REMODELING

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 manual saves you time and confusion by ensuring your material handling agreement (MHA) and labels are already complete and waiting for you at move out. Simply check-in at our service desk, pack your materials and turn the MHA back in. It's that simple!

MATERIAL HANDLING AGREEMENT:

Pick up your MHA 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:

We require a credit card on file to guarantee all shipping.

TRACKING:

Tracking information for Triumph Transportation 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:

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

LABELS:

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

RETURN TO WAREHOUSE:

If freight is left on the floor without turning in a properly completed Triumph MHA to the service desk, it will be returned to the warehouse and a fee will be assessed. This fee is a minimum of \$180 (up to 600 lbs) and 30 cents per each additional pound.

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

PORTLAND VETERANS MEMORIAL COLISEUM
300 N Winning Way
Portland, OR 97227

WHAT TIME DOES MY CARRIER NEED TO ARRIVE?

All carriers MUST be checked in by 10:00 AM on JANUARY 28, 2019. After 10:00 AM, freight will be re-routed according to the information given on the MHA.

OUTBOUND

DO NOT DELAY

FROM: PORTLAND REMODELING SHOW 2019
PORTLAND VETERANS MEMORIAL COLISEUM
300 N WINNING WAY
PORTLAND, OR 97227

TO: _____

BOOTH #: _____ **NO OF PIECES** _____

CARRIER: _____

OUTBOUND

DO NOT DELAY

FROM: PORTLAND REMODELING SHOW 2019
PORTLAND VETERANS MEMORIAL COLISEUM
300 N WINNING WAY
PORTLAND, OR 97227

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.

COMPANY _____ BOOTH#(S) _____



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

INBOUND / OUTBOUND SHIPPING REQUEST

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 _____

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: A special truck is required when no elevated dock or forklift is available

COMPANY _____ BOOTH#(S) _____



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

THE CARPET COLLECTION

PADDING / PROTECTIVE SHEETING (per SQ. FT.)

Item	Size (SQ. FEET)	Discount	Standard	Amount
Carpet Pad 1/2"		1.03	1.44	
Carpet Pad 1"		2.06	2.88	
Poly Vinyl Sheeting		0.49	0.69	

STANDARD CARPET

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

Qty.	Color	Size	Discount	Standard	Amount
		10x10	124.63	174.48	
		10x20	249.36	349.11	
		10x30	373.99	523.59	
		10x40	498.62	698.07	

CUSTOM CUT STANDARD CARPET (per SQ. FT.)

Color	Size (SQ. FEET)	Discount	Standard	Amount
		2.68	3.75	

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

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

Color	Size (SQ. FEET)	Discount	Standard	Amount
		3.50	4.90	

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

BLACK (01)
GREY PEARL (02)
CHARCOAL (03)

Color	Size (SQ. FEET)	Discount	Standard	Amount
		4.43	6.20	

WHITE (04)
NAVY (05)
SEA BREEZE (06)

 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

TABLES + COUNTERS - THE CLASSIC COLLECTION

6' and 8' tables and counters are skirted on 3 sides.

Please order 4th side for all sides to be skirted on 6' and 8' tables and 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					
Qty.	Color	Length	Discount	Standard	Amount
		4'	90.02	126.03	
		6'	100.63	140.88	
		8'	116.49	163.09	
		4th Side	37.18	52.06	

COUNTERS - 24" W x 42" H

SKIRTED COUNTERS					
Qty.	Color	Length	Discount	Standard	Amount
		4'	99.29	139.01	
		6'	111.76	156.46	
		8'	130.40	182.56	
		4th Side	37.18	52.06	

UNSKIRTED TABLES				
Qty.	Length	Discount	Standard	Amount
	4'	52.84	73.97	
	6'	63.35	88.68	
	8'	79.21	110.89	
	Skirt	37.18	52.06	

UNSKIRTED COUNTERS				
Qty.	Length	Discount	Standard	Amount
	4'	62.11	86.95	
	6'	74.47	104.26	
	8'	93.11	130.36	
	Skirt	37.18	52.06	



TABLE RISERS				
Qty.	Length	Discount	Standard	Amount
	4' L x 7" H x 8" D	59.02	82.63	
	4' L x 13" H x 8" D	59.02	82.63	
	6' L x 7" H x 8" D	67.77	94.88	
	6' L x 13" H x 8" D	67.77	94.88	

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

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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 do not specify a black cover will be provided.



30" and 42" High Pedestal Tables



Black



White



Navy Blue



Burgundy



Yellow



Red



Uncovered

COVERED PEDESTAL TABLES

Qty.	Size	Color	Discount	Standard	Amount
	30" HIGH		104.34	146.07	
	30" HIGH		104.34	146.07	
	42" HIGH		123.19	172.46	
	42" HIGH		123.19	172.46	

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

SEATING - THE CLASSIC COLLECTION



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	39.45	55.23	
		Padded Side Chair	63.76	89.26	
		Padded Arm Chair	68.60	96.04	
		Black Steno Chair	86.21	120.70	
		Black Executive Chair	142.55	199.57	



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	78.38	109.74	
	Black Gaslift Stool	86.21	120.70	

RAISED SEATING

Qty.	Color	Item	Discount	Standard	Amount
		Mimi Stool	129.78	181.69	
		Cascade Stool	129.78	181.69	

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

STANDARD ACCESSORIES



Qty.	Item	Discount	Standard	Amount
	Coat Tree	35.23	49.32	
	Easel	40.89	57.25	
	Chrome Sign Holder (22" x 28")	61.29	85.80	
	Wastebasket	14.11	19.76	
	Raffle Drum	51.09	71.52	
	Fish Bowl	18.95	26.53	
	Poster Board 8'x4'	100.22	140.31	
	Garment Rack	72.10	100.94	
	Mini Refrigerator	125.25	175.35	



Qty.	Item	Discount	Standard	Amount
	6-Pocket Lit Rack	61.29	85.80	
	20-Pocket Lit Rack	71.07	99.50	
	Accordion Lit Rack	66.64	93.30	
	Bag Stand - Straight	61.29	85.80	
	Bag Stand - Waterfall	61.29	85.80	
	Chrome Stanchion	35.23	49.32	
	Chrome Stanchion - black rope	58.30	81.62	
	Chrome Stanchion - red rope	58.30	81.62	
	Chrome Stanchion - retractable belt	52.43	73.40	

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THE PREMIUM COLLECTION

Styles may vary based on availability


Leather Sofa in White

Leather Loveseat in White

Leather Arm Chair in White

WHITE LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	White Sofa	405.00	566.99	
	White Loveseat	337.94	473.12	
	White Arm Chair	299.83	419.77	


Leather Sofa in Black

Leather Loveseat in Black

Leather Arm Chair in Black

BLACK LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Sofa	405.00	566.99	
	Black Loveseat	337.94	473.12	
	Black Arm Chair	299.83	419.77	

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

THE PREMIUM COLLECTION

Coffee Tables

End Tables

 Black/
Brown


White


 Glass/Black
(also w/
white legs)


LED



Charging Coffee Table (in black or white)


 Swivel Ottoman
in Black

 Swivel Ottoman
in White

 Cube Ottoman
in Black

 Cube Ottoman
in White


Bench Ottoman in Black Bench Ottoman in White Bench Ottoman in Espresso

COFFEE + END TABLES

Qty.	Item	Discount	Standard	Amount
	Coffee Table - blk/brn	110.52	154.73	
	End Table - blk/brn	72.82	101.95	
	Coffee Table - white	110.52	154.73	
	End Table - white	72.82	101.95	
	Coffee Table - gls/blk	230.00	322.00	
	Coffee Table - gls/wht	230.00	322.00	
	End Table - gls/blk	178.91	250.48	
	End Table - gls/wht	178.91	250.48	
	Coffee Table - LED	323.63	453.08	
	End Table - LED	254.20	355.89	
	Charging Table - blk	301.58	422.22	
	Charging Table - wht	301.58	422.22	
	Charging Table w/Custom Graphic	354.53	496.34	

OTTOMANS

Qty.	Item	Discount	Standard	Amount
	Swivel Ottoman - blk	72.82	101.95	
	Swivel Ottoman - wht	72.82	101.95	
	Cube Ottoman - blk	72.92	102.09	
	Cube Ottoman - wht	72.92	102.09	
	Bench Ottoman - blk	96.00	134.39	
	Bench Ottoman - wht	96.00	134.39	
	Bench Ottoman - esp	96.00	134.39	

LAMPS

Qty.	Item	Discount	Standard	Amount
	Table Lamp	48.51	67.92	
	Floor Lamp	60.67	84.93	

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COMPANY _____ BOOTH#(S) _____



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

THE CUSTOM COLLECTION: ACCESSORIES


DISPLAY CASE 6' FULL-VIEW

DISPLAY CASE 4' QUARTER VIEW

DISPLAY CASE 6' UPRIGHT

DISPLAY CASE 6' UPRIGHT TOWER

DISPLAY CASE 6'x2' UPRIGHT TOWER

DISPLAY CASE LED PEDESTAL

DISPLAY CASES

Qty.	Item	Discount	Standard	Amount
	Display Case - 6' Full-View (6'L x 38"H x 18"D)	334.44	468.22	
	Display Case - 4' Quarter-View (4'L x 42"H x 18"D)	250.50	350.69	
	Display Case - 6' Upright (6'H x 38"W x 18"D)	346.39	484.94	
	Display Case - 6' Upright Tower (6'H x 18"W x 18"D)	250.50	350.69	
	Display Case - 6'x2' Upright Tower (6'H x 24"W x 18"D)	212.59	297.63	
	Display Case - LED Pedestal (42"H x 18"W x 18"D)	346.70	485.38	


SINGLE-SIDED GONDOLA

DOUBLE-SIDED GONDOLA

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

1MD 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)	247.72	346.80	
		Double Sided Gondola (38"H x 39"L x 24"D)	314.46	440.24	
		1M Counter (1M L x .5M"D x 42"H)	220.32	308.44	
		1.5M Counter (1.5M L x .5M"D x 42"H)	233.09	326.32	
		2M Counter (2M L x .5M"D x 42"H)	259.77	363.67	
		1MD Curved Counter Flat Back (53.9"L x 25.7"D x 42"H)	297.46	416.45	
		LED Curved Bar (2M L - curved - .75MD x 42"H)	382.13	534.98	
		LED Pedestal (42"H x 18"D x 18"W)	323.32	452.64	
		Cabinet Lock w/ 2 keys (can also be used for display cases)	34.61	48.45	

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POP-UP TABLE TOP
POP-UP TABLE TOP

Package Includes:

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

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 506.97	\$ 709.75	\$ _____

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
\$ 715.85	\$ 1,002.19	\$ _____

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) _____

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 SUBMISSION GUIDELINES** 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	82.19	115.07			3'x6' Single-Sided	275.73	386.02	
	22"x28" Double-Sided	106.91	149.68			3'x6' Double-Sided	358.34	501.67	
	28"x44" Single-Sided	110.31	154.44		BANNER OPTIONS: Grommets <input type="checkbox"/> Pole Pockets <input type="checkbox"/>				
	28"x44" Double-Sided	143.38	200.73						
	24"x87" Single-Sided	280.68	392.95						
	24"x87" Double-Sided	364.93	510.90						
	38"x87" Single-Sided	320.85	449.18						
	38"x87" Double-Sided	417.05	583.87						

CUSTOM BANNER/GRAPHIC		DISCOUNT RATE	STANDARD RATE	TOTAL
SIZE: _____ x _____ = _____ sq. ft.		_____ sq. ft. X \$17.00/sq. ft.	OR \$23.79/sq. ft.	= \$ _____

 CUSTOM BANNER OPTIONS: Grommets ☐ Pole Pockets ☐

 38"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 or
 call 503-417-8000 for a quote or assistance with your order.

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

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GRAPHICS SUBMISSION GUIDELINES

This document specifies details for graphics submitted to Triumph Expo + Events by our clients.

Any content that does not meet these specifications and requires in-house work to bring files to a print-ready state will incur additional fees.

FILE TYPES

Digital formats should be sent in their **Native files*** Adobe Illustrator (Ai), Photoshop (Ps), InDesign (Id), EPS or PDF, with a minimum resolution of 300 dpi OF FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or above. Images must be embedded.

Do not submit GIF, Word (.doc), PowerPoint (.ppt), or any file formatted for or taken from a website. Web graphics are not suited for large format printing.

FONTS

All fonts should be converted to outlines or paths. Send fonts if there is an anticipation of any changes or additions to the provided art so they can be made in-house by our designers.

PAGE LAYOUT AND IMAGE SIZE

Image should be cropped and scaled to intended print size. Graphics to be printed should be submitted in CMYK color mode. Graphics to be used on LCD Monitors should be submitted in RGB color mode.

LOGOS

Please submit all logos in a Vector (line art) **Native file*** format to ensure proper quality.

FINISHING

Prints: No graphic bleed or crop required

Directional w/base (Meter Board): Bottom 6" will be covered by base - 38"W x 93"H (Print will be 38"W x 87"H)

Standard Infill panel: 1/4" of graphic perimeter will be covered by channel

Standard Overlay panel: Send complete graphic, we will panel and divide in-house

Banner (pocketed): Avoid placing logos or text on pocket area (pole pocket 4" top and bottom)

Banner (grommited): Avoid placing logos or text in grommited area

SENDING FILES

For information on our web based file transfer services, contact your Account Manager or Exhibitor Services Representative.

***Native application file types are Adobe Photoshop (CC), Illustrator (CC), InDesign (CC).**

COMPANY _____ BOOTH#(S) _____



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

FORKLIFT

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				162.23	210.89		
OVERTIME - IN				202.81	263.65		
STRAIGHT TIME - OUT				162.23	210.89		
OVERTIME - OUT				202.81	263.65		

4-STAGE FORKLIFT w/ driver

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				212.49	276.24		
OVERTIME - IN				265.64	345.33		
STRAIGHT TIME - OUT				212.49	276.24		
OVERTIME - OUT				265.64	345.33		

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) _____



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INSTALLATION + DISMANTLE LABOR 1 of 2

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				83.00	107.90		
OVERTIME - IN				124.50	161.85		
STRAIGHT TIME - OUT				83.00	107.90		
OVERTIME - OUT				124.50	161.85		

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				107.90	140.27		
OVERTIME - IN				161.85	210.41		
STRAIGHT TIME - OUT				107.90	140.27		
OVERTIME - OUT				161.85	210.41		

COMMENTS / NOTES:

SEE NEXT PAGE FOR FURTHER INFORMATION

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 (specify) _____CARRIER: Show Carrier ☐ Other (specify) _____FREIGHT CHARGES: Collect ☐ Bill to: _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone _____

COMPANY _____ BOOTH#(S) _____



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

Exhibitor Appointed Contractor (EAC) Approval Form

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 Manual. 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)

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 Manual. 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.

- | | |
|---|---|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> RENTAL FURNITURE AND CARPET |
| <input type="checkbox"/> BOOTH CLEANING | <input type="checkbox"/> GRAPHICS |
| <input type="checkbox"/> I+D LABOR - SUPERVISION | <input type="checkbox"/> OTHER SERVICES |
| <input type="checkbox"/> MATERIAL HANDLING | |

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 _____

EVENT POWER & LIGHTING, INC.



170 Lahti Road, Woodland, WA 98674

360 225-3830 Fax 360 859-9020

Email: evlight@aol.com

ORDER FORM

Event: Portland Remodeling Show				Date: Jan 25-27		Loc: Memorial Coliseum	
<p>To calculate your electrical usage correctly, look for a tag on the equipment listing the number of amps or watts required. For purposes of ordering from this form, 1 amp = 100 watts. There will be no refunds on orders after Event Power and Lighting (EPL) move-in begins. Wall or post outlets are not a part of booth space. Separate outlets must be ordered for each 10' x 10' space occupied. For your own protection, install surge protection on your equipment. EPL will not be responsible for voltage fluctuations or temporary power failures. To receive pre-order prices, orders must be received by EPL 7 days prior to the show.</p>							
Quantity	Electrical Outlets 120 Volt 60 Cycle AC			24 Hour Service	Pre-Order	Floor Order	Amount
	Outlet up to 500 watts			Double Rate	\$ 65.00	\$ 80.00	
	Outlet up to 1000 watts			Double Rate	\$ 75.00	\$ 90.00	
	Outlet up to 1500 watts			Double Rate	\$ 85.00	\$110.00	
	Outlet up to 2000 watts			Double Rate	\$ 95.00	\$120.00	
Miscellaneous							
	Extension Cord				\$15.00	\$18.00	
	Power Strip				\$20.00	\$25.00	
FloodLights				Floodlights are installed on an 8' upright at the front corner of your booth.			
	300 watt floodlight				\$40.00	\$50.00	
	500 watt floodlight				\$50.00	\$60.00	
	Outlet up to:	208v	1 Phase	3 Phase			
	20 amps				Double Rate	\$115.00	\$130.00
	30 amps				Double Rate	\$145.00	\$160.00
	40 amps				Double Rate	\$180.00	\$200.00
	50 amps				Double Rate	\$245.00	\$265.00
	100amps+				Double Rate	\$350.00	\$375.00
PLEASE READ CAREFULLY							
<p>All orders must be accompanied with payment in full. Checks, Visa, Mastercard, Discover, and American Express are accepted at the Service Desk. All orders should be received one week prior to the show date. Floor orders apply to orders received at the Service Desk on show site.</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover Card # _____</p> <p>Exp. Date: _____ Payment amt.: \$ _____ Check #: _____ Sec. code: _____</p> <p>Firm: _____ Contact: _____</p> <p>Street Address: _____ Mailing Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Signature Authorized Representative: _____ Phone: _____</p> <p>Booth #: _____ Cardholder: _____</p> <p>Enter email address for receipt: _____</p>							