



PACIFIC EXPOSITION DECORATING COMPANY



Portland Renovation & Landscaping Show
Portland Veterans Memorial Coliseum | Arena & Exhibit Hall
January 22 – 24, 2016

Dear Exhibitor,

Pacific Exposition Decorating Company is looking forward to working with you as the official service contractor for the [Portland Renovation & Landscaping Show](#). Our goal is to help make sure your show participation is simple and successful.

Show management has provided each **10' x 10'** booth space with 8' high pipe and drape backwall, 3' high draped side rail dividers, and (1) company identification sign.

Please review the online exhibitor kit carefully as it contains order forms for the many additional services offered by PEDCO including furniture, carpet, shipping, signage, and labor. Order forms are available online as a .pdf or call 503-417-8000 to have forms faxed. Electrical services may be ordered from the Event Power & Lighting, Inc; order form included in the exhibitor kit and linked from our website.

When visiting our website for secure online ordering or to download forms please use the following instructions:

Web address: www.pacificexposition.com

Select **Exhibitors** and then from the **Events** list choose **Portland Renovation & Landscaping Show**. Log-in by entering:

PASSWORD: **renovate**

To qualify for advance pricing, full payment must be included with your orders and received on or before **January 13**. Shipments to advance warehouse must be received no later than **January 18**. Direct shipments to the Portland Veterans Memorial Coliseum must arrive on **exhibitor move-in days only**.

Contact PEDCO Logistics for assistance with inbound and outbound shipping. Call 503-417-8000 or email shipping@pacificexposition.com for an overnight, second day, third day or standard ground quote (include addresses, date shipment will be ready, inside pickup or dock information, weight and dimensions).

For all questions regarding the show's policies, space assignments, display limitations and event schedules please contact L&L Exhibition Management by phone at 800-374-6463 or email at info@homeshowcenter.com. Inquiries concerning online ordering, shipping, labor, carpet, furniture, signs and cleaning should be directed to PEDCO at 503-417-8000 or toll free at 866-99PEDCO or via email at csr@pacificexposition.com.

We look forward to working with you.

Sincerely,

Pacific Exposition Decorating Company

**Portland Renovation & Landscaping Show
Portland Veterans Memorial Coliseum | Arena & Exhibit Hall
January 22 – 24, 2016**

BOOTH EQUIPMENT:

Size of Booth: 10' x 10'

8' high x 10' wide drapery back wall

3' high x 10' wide drapery side rail

(1) Company Identification Sign

SHOW COLORS:

Booth Drape: Black

MOVE-IN DATES & HOURS:

Wednesday, January 20, 1:00 pm – 6:00 pm

Thursday, January 21, 10:00 am – 6:00 pm

SHOW DATES & HOURS:

Friday, January 22, 12:00 noon – 8:00 pm

Saturday, January 23, 10:00 am – 7:00 pm

Sunday, January 24, 11:00 am – 5:00 pm

MOVE-OUT DATES & HOURS:

Sunday, January 24, 5:00 pm – 9:00 pm*

Monday, January 25, 8:00 am – 2:00 pm

***All booths located in the Arena (Zone C) must move-out Sunday night. No Exceptions.**

ELECTRICAL SERVICES:

Event Power & Lighting, Inc.

Tel: 360-225-3830

Fax: 360-225-4741

Email: evlight@aol.com

FOR BEST PRICING PLACE ORDERS BY JANUARY 13, 2016

There are many details to consider when preparing to exhibit at an event.

If you need assistance or additional information that is not addressed here, please contact our Exhibitor Services Department at 503-417-8000 or csr@pacificexposition.com. We look forward to working with you!

Pacific Exposition Decorating Company

ORDER ONLINE at www.pacificexposition.com or:

EMAIL FORMS TO:

csr@pacificexposition.com

MAIL FORMS TO:

Pacific Exposition Decorating Company
330 SE Division Place
Portland, OR 97202

FAX FORMS TO:

503-417-8001
FAX line is open 24 hours

All forms are available for download at www.pacificexposition.com (Event password: **renovate**).

Forms may also be mailed or emailed in PDF format. For assistance please call 503-417-8000 or 206-762-2090.



Please send this form with all other pertinent order forms to PEDCO

Exhibitor of Record

Company Name		Booth #	
Street Address			
City	State	Zip	Country
Phone ()	Email		
Authorized Exhibitor Printed Name		Fax ()	
Authorized Exhibitor Signature		Date	

I have read and understand and will abide by the PEDCO Payment Policy (below) and the Limits of Liability (detailed on a separate page).

Payment Options

Company Check	Check #	Dated	Check Amount \$
Credit Card	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
	<input type="checkbox"/> Discover	Exp Date /	Card Amount \$
Account Number		Card Verification Value 2 (CVV2) on back of card* *On front of card for American Express	
Cardholder Name			
Billing Address			
City	State	Zip	Country
Printed Name			
<input type="checkbox"/> Charge this credit card for all items and services ordered in advance of the event as well as those items and services ordered at the event by the authorized users below.			
<input type="checkbox"/> Charge this credit card for all items and services ordered in advance of the event and HOLD as a guarantee for payment. I will make other payment arrangements with PEDCO prior to the last day of the event and I authorize charges to this credit card if I do not.			
Cardholder Signature			Date

PAYMENT RECAP

Payment Policy

Payment for Services: PEDCO requires payment in full at the time services are ordered. Unpaid balances are payable upon receipt of invoice. All representatives of your company must be aware of this policy and be prepared to render payment.

Method of Payment: PEDCO accepts VISA, MasterCard, American Express, Discover, and company checks. A purchase order is not considered payment. All Payments must be made in US funds drawn from a US bank.

Discount prices: Orders must be made and paid in full on or before the discount price deadline to qualify.

Tax Exempt Status: If you are tax exempt in the state in which you are exhibiting, you must provide a Sales Tax Exemption Certificate for that state with your orders. PEDCO must receive said certificate at least one week prior to the show opening; otherwise tax may appear, on your final invoice.

Adjustments and Cancellations: Adjustments to your invoice should be made before the close of the show. See specific order forms for cancellation/restocking fees as they may vary by item or service.

Third Party Billing: The Exhibitor of Record is responsible for payment of charges. You may hire a third party to handle billing on your behalf and PEDCO will invoice same provided the Third Party Billing Request form is filled out and sent to PEDCO at least two weeks prior to the event move in and a satisfactory credit rating of the agent has been verified by PEDCO.

NOTE: Exhibitors ordering Material Handling or Labor services must provide the credit card information above to cover additional costs (if any) as the advance payment for these services is only an estimate.



To receive discount price, order must be in by 01/13/2016

Company Name: _____ Booth Number: _____

Chairs

	Regular Price	Discount Price	QTY	Total Price
Plastic Side Chair (A)	31.00	24.00		
Classic Counter Stool (B)	46.00	36.00		
Contemporary Side Chair (C)	44.00	34.00		
Contemporary Arm Chair (D)	58.00	45.00		



Skirted Tables, 30" high

	Regular Price	Discount Price	QTY	Total Price
4' Skirted Table (E)	80.00	65.00		
6' Skirted Table (F)	85.00	70.00		
8' Skirted Table	90.00	75.00		
4th Side Table Skirting	35.00	25.00		



Skirted Counters, 42" high

	Regular Price	Discount Price	QTY	Total Price
4' Skirted Counter	90.00	75.00		
6' Skirted Counter	95.00	80.00		
8' Skirted Counter (G)	100.00	85.00		
4th Side Counter Skirting	35.00	25.00		

Round Tables (all are 30" Diameter)

	Regular Price	Discount Price	QTY	Total Price
Skirted Round Table, 30" high (H)	80.00	65.00		
Skirted Round Table, 42" high	85.00	70.00		
Formica Top Table, 30" high	107.00	90.00		
Formica Top Table, 42" high (I)	112.00	95.00		
Wood Top Table, 30" high (J)	92.00	75.00		
Wood Top Table, 42" high	97.00	80.00		



Unskirted Tables, 30" high

	Regular Price	Discount Price	QTY	Total Price
4' Unskirted Table	45.00	40.00		
6' Unskirted Table	50.00	45.00		
8' Unskirted Table	55.00	50.00		

Unskirted Counters, 42" high

	Regular Price	Discount Price	QTY	Total Price
4' Unskirted Counter	55.00	50.00		
6' Unskirted Counter	60.00	55.00		
8' Unskirted Counter	65.00	60.00		

Please circle a skirt color for your table and/or counter

- Black
- Blue
- Burgundy
- Gold
- Forest Green
- Beige
- Red
- Purple
- Silver
- Teal
- White

Total of items on this page

Total Payment Due \$

Prices include installation, rental and removal. All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility. Items cancelled before event will be charged 50% cancellation fee. Items cancelled after item has been delivered will be charged 50% restocking fee

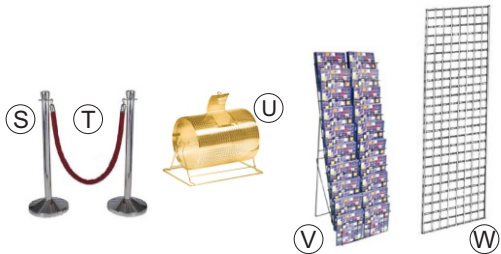
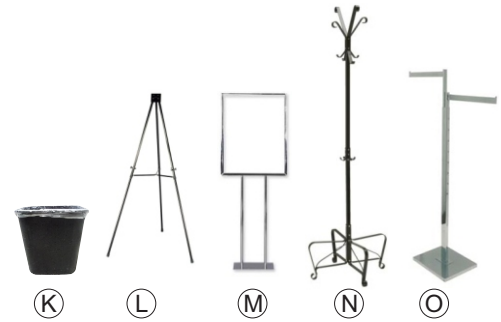


To receive discount price, order must be in by 01/13/2016

Company Name: _____ Booth Number: _____

Accessories

	Regular Price	Discount Price	QTY	Total Price
Waste Basket (K)	11.00	8.00		
Easel (L)	25.00	19.00		
Chrome Sign Holder (M)	60.00	50.00		
Coat Rack (N)	40.00	30.00		
Bag Stand (O)	60.00	45.00		
Garment Rack (P)	60.00	45.00		
Poster Board (4' x 8') (Q)	120.00	90.00		
<input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal				
Pegboard (4' x 8') (R)	120.00	90.00		
<input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal				
4' Table Top Riser	35.00	30.00		
6' Table Top Riser	40.00	35.00		
Fish Bowl	N/A	10.00		
Stanchion (S)	40.00	30.00		
8' Velour Rope (T)	25.00	20.00		
Raffle Drum (U)	N/A	55.00		
Literature Rack (V)	N/A	50.00		
Gridwall (2' x 8') (W)	N/A	25.00		
Pipe and Drape per foot (10' Minimum)	8.00	6.50		



Please circle a color for your Drape

- | | | | | | |
|--------------------------------|---------------------------------|--------------------------------|---------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Red | <input type="checkbox"/> White | <input type="checkbox"/> Silver | <input type="checkbox"/> Forest Green | |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Purple | <input type="checkbox"/> Gold | <input type="checkbox"/> Teal | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Beige |



Couches and Loveseats

Black Leather Couch (X)	425.00	375.00		
Black Leather Loveseat (Y)	400.00	350.00		
Black Leather Chair (Z)	250.00	195.00		



Video Package

42" Plasma screen and DVD Player	N/A	400.00		
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Lighted Glass Showcase Display

4' Lighted Glass Showcase Display	N/A	350.00		
6' Lighted Glass Showcase Display	N/A	375.00		

Total of items on this page

Total Payment Due

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To receive discount price, order must be in by 01/13/2016

Company Name: _____ Booth Number: _____

CARPET & PADDING

Standard Booth Carpet (100 SF minimum)	Regular Price	Discount Price	Quantity
10' x 10' booth size or under	120.00	90.00	<input type="text"/>
10' x 20'	225.00	170.00	<input type="text"/>
10' x <input type="text"/> (30' min, price per 10 lineal feet)	110.00	80.00	<input type="text"/>

Please circle a color for your carpet

<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Silver	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Beige
<input type="checkbox"/> Blue	<input type="checkbox"/> Purple	<input type="checkbox"/> Teal	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Tuxedo

Plush Booth Carpet (200 SF minimum)

Booth Dimensions: x = sq. ft. x \$2.55 or \$1.80 =

Please circle a color for your carpet

<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Royal Blue	<input type="checkbox"/> Navy Blue	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Burgundy
<input type="checkbox"/> Charcoal	<input type="checkbox"/> Beige	<input type="checkbox"/> Cobalt Blue	<input type="checkbox"/> Spice Teal	<input type="checkbox"/> Pearlized Pink	<input type="checkbox"/> Royal Purple
<input type="checkbox"/> Silver	<input type="checkbox"/> White				

Luxurious deep pile carpet specifically cut for your booth space sets your booth apart from the rest.

Plush carpet orders MUST be received by the DEADLINE date above to guarantee delivery.

Foam Padding (100 SF minimum)

Booth Dimensions: x = sq. ft. x \$0.75 or \$0.50 =

Invite guests to your booth with the comfort of carpet pad under their feet.

Visqueen / Plastic Protective Covering (100 SF minimum)

Booth Dimensions: x = sq. ft. x \$0.75 or \$0.50 =

Thick, plastic covering protects your booth carpet. Rental includes one-time installation and removal.

Important Additional Information

Include a layout diagram for installation of your carpet if your carpet size is different from your booth size to avoid unnecessary delays or costs. If you require carpet to cover steps, skids, or display fixtures, call for a quote. Discounts are available on orders over 1,500 square feet - call for a quote.

Prices include installation, rental, necessary taping and removal. All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility. Include sales/use tax as indicated. Items cancelled before the opening of the event will be charged 50% (100% for plush carpet) of the original price.

Total of items on this page	<input type="text"/>
Total Payment Due	\$ <input type="text"/>



To receive discount price, order must be in by 01/13/2016

Company Name: _____ Booth Number: _____

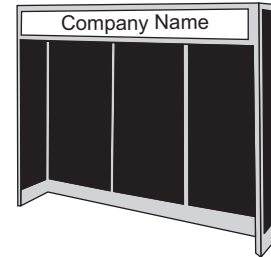
- 6' Table Top Exhibit**
Header (12" tall x 77.5" wide)
2 straight shelves (10" deep x 26" wide)
2 arm lights (electrical ordered separately)
6' skirted table

Regular Price **Discount Price**
585.00 390.00



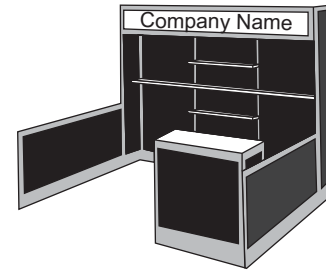
- 10' Backwall Exhibit**
Header (12" tall x 117" wide)

1035.00 690.00



- 10' Booth Exhibit**
Header (12" tall x 117" wide)
5 straight shelves (10" deep x 39" wide)
6 arm lights (electrical ordered separately)
1 meter counter (24" deep x 42' tall x 40" wide)

1785.00 1190.00



↑ **If you ordered a rental exhibit above,
please indicate what your header will read**

- Use standard black and white header with company name on file
- Use standard black and white header with this company name:

Custom header provided at no charge if artwork is received **10 days prior** to exhibitor move-in

Custom Booth

We can customize one of the basic designs above, create a 10' x 20' custom rental booth, or work with you to design a custom design to fit your island booth space and display needs. You can either rent just for the event or you can purchase the custom exhibit for use in future events. Call us for a quote, 503-417-8000 and get your custom design started!

Accessories

	Regular Price	Discount Price	Quantity
Arm lights (electrical ordered separately)	52.50	35.00	
Straight shelf	37.50	25.00	
Angled shelf	45.00	30.00	
1 Meter counter	295.00	195.00	
1 Meter curved counter	415.00	275.00	
2 Meter counter	445.00	295.00	

Total of items on this page

Total Payment Due

Prices include installation, rental, and removal. All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility. Include sales/use tax as indicated. Items cancelled before the opening of the event will be charged 50% of the original price.

RENTAL EXHIBITS



To receive discount price, order must be in by 01/13/2016

Company Name: _____

Booth Number: _____

Standard full color rigid signs on 1/16" ConVerd board ★★★

Size	Regular Price	Discount Price	Quantity
11" x 14"	16.00	11.00	<input type="text"/>
14" x 22"	32.00	22.00	<input type="text"/>
22" x 28"	64.00	42.00	<input type="text"/>
24" x 36"	90.00	60.00	<input type="text"/>
28" x 44"	128.00	85.00	<input type="text"/>
Any Size per square foot (6' Minimum, Please)	15.00	10.00	<input type="text"/>

100% Recyclable. Available in 1/8" or 1/4" for an additional cost.

Perfect fit in our chrome sign holder



Total SF

CUSTOM GRAPHICS

Custom Graphics on Other Materials

Price per square foot, 6' min	Regular Price	Discount Price	Total SF
Cardboard ★★★	15.00	10.00	<input type="text"/>
CoroPlast fluted polypropylene	18.00	13.00	<input type="text"/>
White or Black Sintra	20.00	14.00	<input type="text"/>
Back Light Film	25.00	18.00	<input type="text"/>
Falconboard ★★★	28.00	20.00	<input type="text"/>
Gatorboard	35.00	25.00	<input type="text"/>
EasyTex adhesive wallpaper ★	17.50	12.50	<input type="text"/>

Recyclable, 1/4" double walled.

Great for outdoor events.

Flexible, great for curved displays

Flexible, great for lit displays

1/2" Thick, Recyclable, high load capacity

1/2" Thick, minimal weight, high load capacity

Adhesive fabric that sticks to any non-porous flat surface and leaves no residue.

Reusable Banners Price per square foot, 6' min. Includes grommets.

Polypropylene per square foot ★★	15.00	10.00	<input type="text"/>
Reinforced Vinyl per square foot ★	15.00	10.00	<input type="text"/>
3' x 6' Banner	270.00	162.00	<input type="text"/>
3' x 8' Banner	360.00	216.00	<input type="text"/>

Can be recycled with soda bottles!

Very durable, long lasting

Display Options

Easel Backs ★★★	7.00	5.00	<input type="text"/>
Sandwich Board (fits 22" x 28" sign)	105.00	75.00	<input type="text"/>
Graphic Design Services per hour	80.00	50.00	<input type="text"/>

Available in 7", 12", and 15" sizes. White

Great for displaying at outdoor events.

★ **Green Scale**

Orders for graphics MUST be received by the DEADLINE date listed above to guarantee delivery.

Pacific Exposition charges **NO** rip fee. We accept most major graphics applications on the windows platform. Send EPS vector art when possible to ensure quality, set up color as CMYK. Always include a hard copy or PDF. FTP site information available upon request. For info on how to send us artwork, please call us, 503-417-8000. We do graphic design! Let us help you create, touch up or fix graphics and logos at an additional charge. We appreciate your business!

Total of items on this page

Total Payment Due

 \$

Prices include delivery to show site. All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility. Include sales/use tax as indicated. Items cancelled after the graphic has been started will be charged 100% of the original price.



Company Name: _____ Booth Number: _____

Sign and Banner hanging services

Please provide an overview sketch of how you would like your sign to be hung in your booth in the box below and fill in the aisle numbers.

Booth and Hanging Sign Structural Integrity -
A certified statement to be signed by the display house and exhibitor guaranteeing that the stress points for hanging the sign have been engineered properly will be required. Pacific Exposition Decorating Company can not hang a sign if, in its opinion, it appears to be unsafe.

Aisle Number: _____

Aisle Number: _____

Aisle Number: _____

Please fill in banner size and configuration below

Height: _____ Length: _____ Width: _____ Weight: _____

From floor to top of sign: _____ From right side of booth: _____ From left side of booth: _____

From back aisle: _____ From front aisle: _____ Overall booth dimensions: _____ x _____ x _____

What shape is your sign?

Square Rectangle Circle Triangle Other

Sign and banner hanging rates

<input type="checkbox"/> Scissor Lift for Sign/Banner with operator	250.00 (1 hour min)	Installation
<input type="checkbox"/> Scissor Lift for Sign/Banner with operator	125.00 (per 1/2 hour, 1/2 hour min)	Dismantle
<input type="checkbox"/> Boom Lift for Sign/Banner with operator	150.00 (per hour, 2 hour min)	Installation
<input type="checkbox"/> Boom Lift for Sign/Banner with operator	150.00 (per hour, 2 hour min)	Dismantle
<input type="checkbox"/> Hanging Crew or Assembly Work, per worker	50.00 straight time / 75.00 overtime	
<input type="checkbox"/> Hanging Poles (if not provided)	1.00 per linear foot	

*NOTE: Hanging times & charges may vary due to hanging points, ceiling heights, obstructions or additional equipment needs.

Pacific Expo to proceed and install, if possible by: _____ / _____ / _____ Time: _____ : _____ ^{am}/_{pm}

Do not proceed w/o exhibitor supervision, our rep will arrive: _____ / _____ / _____ Time: _____ : _____ ^{am}/_{pm}

Show-site pre-assembly will be required

It is the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign. If no one is present at the pre-arranged time, they will forfeit their right to have their own supervision, and Pacific Expo will install and hang the sign at it's own discretion and supervision. A 15% supervision fee will be charged when exhibitor or exhibitor's representative is not present.

To facilitate installation prior to heavy freight congestion, ship your sign in crates(s) well in advance and separate from other exhibit materials to our warehouse address indicated on the enclosed material handling form

Total of items on this page

Total Payment Due \$

Prices include delivery to show-site. All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility Include sales/use tax as indicated. Items cancelled before the opening of the event will be charged 50% of the original price



Company Name: _____ Booth Number: _____

LABOR RATE INFORMATION: Straight-time labor rates are in effect between 8:00am and 4:30pm weekdays. Overtime rates are in effect all other days and times as well as holidays. The starting time can only be guaranteed when labor is scheduled to start at the beginning of the work day (8:00am or the break of the show). The minimum charge for labor is one hour per worker and thereafter is charged in half-hour increments.

Exhibit Installation & Dismantle Labor

PEDCO supervised installation & dismantle

PEDCO employees can unpack and install your display before your representatives arrive at the show, then dismantle, pack and arrange for shipping at the end of the show, (Price per supervisor). Straight-Time Rate: \$66.00 per hour, Over-Time Rate: \$99.00.

	Date	Start Time	# of Workers	Hourly Rate	Hrs Per Worker	Estimated Cost
Installation						
Dismantle						

Exhibitor supervised installation & dismantle

Experienced laborers can coordinate or assist in the installation and dismantling of your prefabricated booth. (Exhibitor supervision required). Straight Time Rate: \$54.00 per hour, Over-Time Rate: \$81.00 per hour

	Date	Start Time	# of Workers	Hourly Rate	Hrs Per Worker	Estimated Cost
Installation						
Dismantle						

In-Booth Forklift / Rigging Labor

- 5,000 lb Forklift with operator **Straight-Time Rate:** 105.00 **Over-Time Rate:** 145.00
- 10,000 lb Forklift with operator **Straight-Time Rate:** 135.00 **Over-Time Rate:** 175.00
- Rigging worker **Straight-Time Rate:** 54.00 **Over-Time Rate:** 81.00

	Date	Start time	Hourly rate	# of Hours	Estimated Cost
Installation					
Dismantle					

Porter Service Labor

- Booth spaces 0 - 500 SF
- Booth spaces 501 - 1500 SF
- Booth spaces 1501 SF and higher

Price

70.00
80.00
90.00



Porter service is waste removal, display wipe down, and small product replenishment at two hour interval for the duration of the show (show hours only, does not include the use of material handling equipment).

Vacuumping Service Labor

	Hourly Rate	# of Days	Total Cost
10' x 10' booth size or under	12.00	x	=
10' x 20'	24.00	x	=
Booth Dims: _____ ft. x _____ ft. = _____ sq. ft.	00.12	x	=

Total of items on this page
Total Payment Due \$

All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility Include sales/use tax as indicated. Items cancelled before the opening of the event will be charged 50% of the original price



Company Name: _____ Booth Number: _____

Inbound Freight Information

Carrier Name: _____ Shipped From: _____
 Date Shipped: _____ City, State _____
 Piece Counts: Wood Crates _____ Fiber Cases _____ Cartons _____
 Skids/Pallets _____ Loose Display _____ Other _____
 Shipped to: Warehouse Showsite Arrival Date _____

Exhibit Installation Information

Description of work being performed: _____

Set up drawings are: Attached to order form With exhibit (crate # _____)

Please include a photo of your booth if available!

Does your booth have: Carpet Carpet padding
 Electrical under the carpet (provide electrical drawing)

Outbound Freight Information

Ship to: _____ Shipped From: _____

Outbound freight charges: Prepaid Collect

Method: Common carrier Air Freight Vanline Other _____

Carrier name: _____ Scheduled pick up date: _____

Contact name: _____ Phone number: _____

Emergency Contact Information

Name: _____ Cell number: _____

Hotel name: _____ Arrival: _____ Departure: _____

LABOR - PAGE 2 OF 2



**Pacific Exposition Decorating Company Request for Set-Up by
Non-Official Contractor**

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Pacific Exposition Decorating Company, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Pacific Exposition Decorating Company, in advance whenever possible. Official labor forms are included in the Exhibitor Manual.

Exceptions to the foregoing will be considered only in the cases where permission has been requested in writing by the Exhibitor and received by Pacific Exposition Decorating Company no later than **January 13, 2016**.

Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by the Management in any contact with service contractors of its lease with the **Portland Veterans Memorial Coliseum**.

For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identifies by the official Management badge.

All agents or representatives who are performing services other then the Exhibitor's own employees must provide Pacific Exposition Decorating Company with Certificates of insurance naming Pacific Exposition Decorating Company and **L&L Exhibition Management** as additional insured's at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Pacific Exposition Decorating Company to set-up and dismantle their exhibits must fill out this form and return to us no later than the dates shown above. If this form and the certificate of insurance from the non-official contractor are not received by **January 13, 2016**, your non-official contractor will not be allowed to supervise for installation and dismantle of the exhibit.

PLEASE MAIL OR FAX YOUR COPIES TO PACIFIC EXPOSITION DECORATING COMPANY

Event or show: **Portland Renovation & Landscaping Show** _____

Name of the Exhibiting Company: _____ Booth Number: _____

Contracting Company: _____

Contracting Company Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Estimated Arrival at Show: _____ Number of Workers: _____

Authorized By: _____ Title: _____



PACIFIC EXPOSITION ORDER FORMS

Portland Renovation & Landscaping Show
Portland Veterans Memorial Coliseum | Arena & Exhibit Hall
January 22 - 24, 2016

LIMITS OF LIABILITY

1. PEDCO and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage, or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by PEDCO or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in booth unattended. Therefore, it is agreed that PEDCO and its subcontractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are PEDCO and its subcontractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show.

Consequently, all bills of lading covering outgoing shipment(s) submitted to PEDCO or its subcontractors by Exhibitor will be checked at time of pickup from the booth and corrected where discrepancies exist.

3. PEDCO and its subcontractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to PEDCO in time to obtain the proper equipment.

4. PEDCO and its subcontractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts, or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

5. PEDCO and its subcontractors shall not be liable for ordinary wear and tear in handling of equipment. **6. It is understood that PEDCO and its subcontractors are not** insurers. Insurance,

if any, shall be obtained by the Exhibitor. Amounts payable by PEDCO hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that PEDCO and its subcontractors do not provide for full liability should loss or damage occur. In the event that PEDCO or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results in directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by PEDCO, its subcontractors, or their employees.

7. PEDCO and its subcontractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury, or damage to Exhibitor's material or Exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.

8. Claims for loss or damage must be submitted to PEDCO by the close of the show. No suit or action shall be brought against PEDCO or its subcontractors more than one year after the cause of action accrues.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that PEDCO and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of PEDCO or its

subcontractors shall sign a delivery receipt, bill of lading, or other document, the parties agree that PEDCO or its subcontractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. PEDCO and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the service desk. Affixing labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and PEDCO and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, PEDCO shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. PEDCO assumes no liability as a result of such rerouting or handling.

13. The Exhibitor agrees, in the event of a dispute with PEDCO or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to PEDCO for freight handling services or any other services provided by PEDCO or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay PEDCO prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against PEDCO or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of PEDCO in its sole discretion. Upon PEDCO's [written] acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 13 above. Likewise, once PEDCO has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to PEDCO or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 13 above. Pacific Exposition Decorating Company, LLC dba PEDCO, Pacific Exposition Drayage Company, Pacific Exposition Design Company, Pacific Exposition Display Company are governed by the Limits of Liability as set forth above.



Shipments to Advance Warehouse must be received by 01/18/2016

Company Name: _____ Booth Number: _____

Direct Shipments to Show-Site

Shipments sent to arrive at the exhibit site on exhibitor move-in day only. Overtime rates may apply. Shipments received after event opening are subject to a 25% late arrival surcharge. NOTE: Show-site envelopes under 1 pound are received and delivered to your booth at NO Charge. How to calculate Cwt: 345 Lbs is charged at 4 Cwt (345/100 = 3.45, rounded up to nearest 100 Lbs becomes 4).

	Rate per 100 lbs	Minimum Charge	Shipment Weight	Estimated Charge
Crated (crates, skids, cartons, cases)	54.00	108.00		
Uncrated (pad wrapped, loose materials)	72.00	144.00		
Small Package (FedEx, UPS, Messenger)	54.00	54.00		

Advance Shipments to Warehouse

Shipments sent to arrive at the advance receiving warehouse no later than **01/18/2016**. Delivery drivers checked-in by 2pm will be unloaded the same day. Shipments received after the above deadline date are subject to a 25% late arrival surcharge. How to calculate Cwt: 467 Lbs is charged as 5 Cwt (467/100 = 4.67, rounded up to nearest 100 Lbs becomes 5).

	Rate per 100 lbs	Minimum Charge	Shipment Weight	Estimated Charge
Crated (crates, skids, cartons, cases)	58.00	116.00		
Uncrated (pad wrapped, loose materials)	76.00	152.00		

MATERIAL HANDLING

Shipment Details

Freight shipped to: _____
 Via carrier: _____ Arrival date: _____
 Total weight: _____ Heaviest single piece: _____
 Please provide largest piece details below::
 Length: _____ Width: _____ Weight: _____
 Number of pieces in shipment: _____
 I require a crane to unload one or more pieces

★ It is VERY IMPORTANT that you fill out this information as it helps us provide the highest level of service to you and every other exhibitor at the show.

ADVANCE SHIPMENT ADDRESS:
Portland Renovation & Landscaping Show
 (Your Company Name & Booth # if available)
C/o PEDCO
330 SE Division Place
Portland, Oregon 97202

PEDCO offers new freight handling services - PEDCO Logistics & Warehousing! Ship your freight anywhere in the world via PEDCO Logistics. We handle common carrier (nation wide and local) as well as air carrier (next day, 2nd day, & differed) shipments. We also do local warehousing and rigging.

Important Additional Information

Certified weight tickets are required for each shipment. A shipment is considered uncrated if the bill of lading does not identify the weights of each item and more than 50% of the piece count falls into the uncrated category above. All shipments must be sent prepaid (PEDCO cannot accept or be responsible for collect shipments) and must be cosigned to PEDCO to avoid the possibility of your shipment being turned away. Your weight calculation is only as estimate. Invoicing will be done from the actual certified weight.

Direct to show-site and Advance Warehousing freight handling services include: unloading freight, from your carrier, delivery to space, pick-up/storing/return of your empty shipping container, and the unloading of your freight onto your outbound carrier. Advance Warehouse shipments also include free storage up to 30 days before the event opening. All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility Include sales/use tax as indicated.

Total of items on this page
Total Payment Due

RUSH!

EXHIBITION MATERIAL
DO NOT DELAY
WAREHOUSE

MUST BE RECEIVED BY 01/18/2016
Portland Renovation & Landscaping Show

Exhibiting Company Name

Booth Number

C/O Pacific Exposition Decorating Company
330 SE Division Place
Portland, OR 97202

All shipments are governed by the PEDCO Payment Policy and the Limits of Liability and Responsibility

RUSH!

EXHIBITION MATERIAL
DO NOT DELAY
WAREHOUSE

MUST BE RECEIVED BY 01/18/2016
Portland Renovation & Landscaping Show

Exhibiting Company Name

Booth Number

C/O Pacific Exposition Decorating Company
330 SE Division Place
Portland, OR 97202

All shipments are governed by the PEDCO Payment Policy and the Limits of Liability and Responsibility



RUSH!

EXHIBITION MATERIAL
DO NOT DELAY
SHOW SITE

MUST ARRIVE DURING EXHIBITOR MOVE-IN ONLY
Portland Renovation & Landscaping Show

Exhibiting Company Name

Booth Number

C/O Pacific Exposition Decorating Company
Portland Veterans Memorial Coliseum
300 North Winning Way
Portland, OR 97227

All shipments are governed by the PEDCO Payment Policy and the Limits of Liability and Responsibility

RUSH!

EXHIBITION MATERIAL
DO NOT DELAY
SHOW SITE

MUST ARRIVE DURING EXHIBITOR MOVE-IN ONLY
Portland Renovation & Landscaping Show

Exhibiting Company Name

Booth Number

C/O Pacific Exposition Decorating Company
Portland Veterans Memorial Coliseum
300 North Winning Way
Portland, OR 97227

All shipments are governed by the PEDCO Payment Policy and the Limits of Liability and Responsibility



EVENT POWER & LIGHTING, INC.



170 Lahti Road, Woodland, WA 98674
 360 225-3830 Fax 360 225-4741
 Email: evlight@aol.com

ORDER FORM

Event: Portland Renovation & Landscaping Show				Date: January 22-24, 2016		Loc: Portland Veterans Memorial Coliseum	
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.							
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							
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 and all orders to be invoiced.							
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover Card # _____							
Exp. Date: _____ Full payment enclosed: \$ _____ Check #: _____							
Firm: _____ Contact: _____							
Street Address: _____ Mailing Address: _____							
City: _____ State: _____ Zip: _____							
Signature Authorized Representative: _____ Phone: _____							
Booth #: _____ Cardholder: _____							
Enter email address for receipt: _____							