PACIFIC EXPOSITION DECORATING COMPANY

PORTLAND BUILD, REMODEL & LANDSCAPE SHOW
OREGON CONVENTION CENTER – Exhibit Hall D
JANUARY 3 – 5, 2014

Dear Exhibitor,

Pacific Exposition Decorating Company is looking forward to serving you as the official service contractor for the **Portland Build, Remodel & Landscape Show.** Our goal is to help make sure your show participation is a success.

Show management has provided each booth with 8' high pipe and drape backwall, 3' high draped side rail dividers, and an ID sign with show logo. Please review the on-line exhibitor kit carefully as it contains order forms for the many additional services offered by PEDCO (including furniture, shipping, signage and labor).

You may order Furniture and Accessories, Carpet, Rental Exhibits, Graphics, Material Handling and many other services with our convenient, online, secure shopping cart. Our order forms are also available as a down-loadable .pdf (Adobe Acrobat), or call 503-417-8000 and we can fax or mail you a kit. Links are available for the Electrical, Telephone, and Internet providers that will be servicing the facility on our website.

When visiting our website for Online Ordering or to access down-loadable forms, please use the following instructions:

Web address: www.pacificexposition.com
Select **Exhibitors** – **Events** – then choose **Portland Build, Remodel & Landscape Show** and log in entering:

PASSWORD: display

To qualify for advance pricing, full payment must be included with your orders and received on or before **December 26, 2013**. Shipments to advance warehouse should be received no later than **December 30, 2013,** and direct shipments to the Oregon Convention Center on **exhibitor move-in days only.**

Inbound and outbound door-to-door shipping is easy with PEDCO Logistics. Call 503-417-8000 or email shipping@pacificexposition.com for an overnight, second day, third day or standard ground quote. You'll like our service and our pricing!

For all questions regarding the show's policies, space assignments, display limitations and event schedules please call L&L Exhibition Management @ (800) 374-6463 or email at info@homeshowcenter.com. All questions regarding e-services, shipping, labor, furniture, carpet and signs should be directed to PEDCO at 503-417-8000 or toll free at 866-99PEDCO.

We look forward to serving you.

Sincerely,

Pacific Exposition Decorating Company

PORTLAND BUILD, REMODEL & LANDSCAPE SHOW

OREGON CONVENTION CENTER - Exhibit Hall D
January 3 – 5, 2014

BOOTH EQUIPMENT:
Size of Booth: 10' x 10'
8' high x 10' wide drapery back wall
3' high x 10' wide drapery side rails
(1) I.D. Sign

SHOW COLORS:
Booth Drape: Black/Black

MOVE-IN DATES & HOURS:
Tuesday, December 31st, 1:00 pm – 6:00 pm
Thursday, January 2nd, 10:00 am – 6:00 pm

SHOW DATES & HOURS:
Friday, January 3rd, 12:00 noon – 8:00 pm
Saturday, January 4th, 10:00 am – 7:00 pm
Sunday, January 5th, 11:00 am – 5:00 pm

MOVE-OUT DATES & HOURS:
Sunday, January 5th, 6:00 pm – 9:00 pm
Monday, January 6th, 8:00 am – 2:00 pm

ELECTRICAL CONTRACTOR:
Oregon Convention Center
Tel: 503-235-7578
Web: http://orders.oregoncc.org

DEADLINE TO ORDER PEDCO SERVICES AT DISCOUNT RATES:
December 26, 2013

We realize that exhibiting in an event can be complicated. If you need assistance or additional information that is not addressed here, please contact our Exhibitor Services Department at (503) 417-8000. We look forward to serving you!
Pacific Exposition Decorating Company

WAYS TO ORDER: ON-LINE at http://www.pacificexposition.com or:

BY MAIL:	BY FAX:
We can mail the order forms to you or email them in .pdf format. They are also available for down-load. We want to make it easy for you! Please call if we can help:	**We can fax the order forms to you or email them in .pdf format. They are also available for down-load. We want to make it easy for you! Please call if we can help:**
PH (503) 417-8000	**PH (503) 417-8000**
MAIL ORDER FORMS TO: **Pacific Expo** **330 SE Division Place** **Portland, Oregon 97202**	**FAX FORMS TO:** **(503) 417-8001** **Our FAX line is open 24 hours**

PACIFIC EXPOSITION ORDER FORMS ®

Portland Build, Remodel & Landscape Show
Oregon Convention Center - Exhibit Hall D
January 3 - 5, 2014
To receive discount price, order must be in by 12/26/2013

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

PAYMENT RECAP

Exhibitor of Record

Company Name		Booth #	
Street Address			
City	State	Zip	Country
Phone ( )	Fax ( )		
Authorized Exhibitor Printed Name		Email	
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 ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Account Number ____ - ____ - ____ - ____ Exp Date /

Card Verification Value 2 (CVV2) on back of card _____ Card Amount $_____

Cardholder Name			
Billing Address			
City	State	Zip	Country
Printed Name			

☐ 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.

☐ 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 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.

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

Phone
Portland: 503-417-8000
Seattle: 206-762-2090

Fax: 503-417-8001
Toll-Free: 866-99PEDCO
www.pacificexposition.com

PACIFIC EXPOSITION ORDER FORMS

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Portland Build, Remodel & Landscape Show
Oregon Convention Center - Exhibit Hall D
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Company Name:_____ Booth Number: _____

Chairs

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

Skirted Tables, 30” high

4’ Skirted Table	Ⓔ 80.00	65.00		
6’ Skirted Table	Ⓕ 85.00	70.00		
8’ Skirted Table	90.00	75.00		
4th Side Table Skirting	35.00	25.00		

Skirted Counters, 42” high

4’ Skirted Counter	90.00	75.00		
6’ Skirted Counter	95.00	80.00		
8’ Skirted Counter	Ⓖ 100.00	85.00		
4th Side Counter Skirting	35.00	25.00		

Round Tables (all are 30” Diameter)

Skirted Round Table, 30” high	Ⓗ 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	Ⓘ 112.00	95.00		
Wood Top Table, 30” high	Ⓙ 92.00	75.00		
Wood Top Table, 42” high	97.00	80.00		

Unskirted Tables, 30” high

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

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

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

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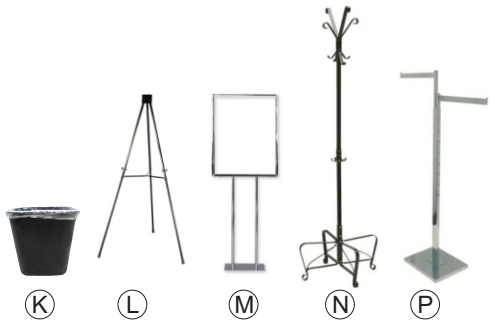
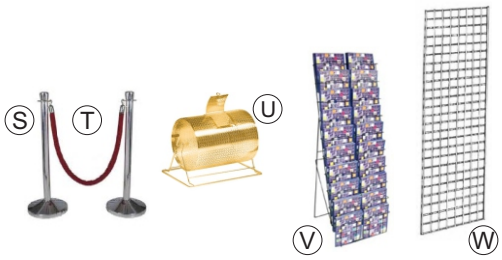
Company Name:_____ Booth Number: _____

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		
Garment Rack	O	60.00	45.00		
Bag Stand	P	60.00	45.00		
Poster Board (4' x 8') ☐ Vertical ☐ Horizontal	Q	120.00	90.00		
Pegboard (4' x 8') ☐ Vertical ☐ Horizontal	R	120.00	90.00		
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

Black, Red, White, Silver, Forest Green, Blue, Purple, Gold, Teal, Burgundy, 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		

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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Company Name:_____ Booth Number: _____

CARPET & PADDING

Standard Booth Carpet (100 SF minimum)

	Regular Price	Discount Price	Quantity
10' x 10'	120.00	90.00	
10' x 20'	225.00	170.00	
10' x ____ (30' min, price per 10 lineal feet)	110.00	80.00	

Please circle a color for your carpet

Black, Red, Silver, Forest Green, Beige
Blue, Purple, Teal, Burgundy, 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

Black, Red, Royal Blue, Navy Blue, Hunter Green, Burgundy
Charcoal, Beige, Cobalt Blue, Spice Teal, Pearlized Pink, Royal Purple
Silver, 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.

Total of items on this page ____

Total Payment Due $ ____

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.

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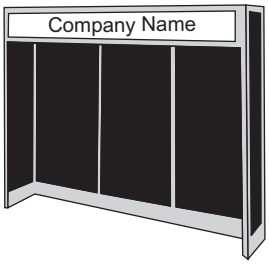
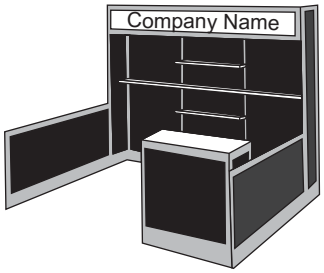
Company Name:_____ Booth Number: _____

RENTAL EXHIBITS

	Regular Price	Discount Price
☐ **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	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 deisign 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 $ _____

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Company Name:_____ Booth Number: _____

CUSTOM GRAPHICS

Standard full color rigid signs on Foamboard ★

Biodegradable, made from 15% recycled content

Size	Regular Price	Discount Price	Quantity
11" x 14"	26.00	16.00	
14" x 22"	36.00	26.00	
22" x 28	46.00	36.00	
28" x 44"	66.00	56.00	
Any Size per square foot (6' Minimum, Please)	17.50	12.50	Total SF

Perfect fit in our chrome sign holder

Custom Graphics on Other Materials

Price per square foot, 6' min

			Total SF	
Heavy-duty Cardboard ★ ★ ★	15.00	9.00		100% Recyclable, double strength
PVC	18.00	13.00		Great for outdoor events, corrugated
White or Black Sintra	21.00	14.00		Flexible, great for curved displays
Back Light Film	27.00	18.00		Flexible, great for lit displays
Gaterfoam	CALL	CALL		Thicker, minimal weight, high load capacity

Reusable Banners

Price per square foot, 6' min

Fiberstone ★ ★ ★	CALL	CALL		Made from stone, no trees, water or bleach
Polypropylene ★ ★	CALL	CALL		100% Recyclable with soda bottles!
Canvas ★ ★	CALL	CALL		Classic banner, long lasting
Reinforced Vinyl ★ ★	CALL	CALL		Very durable, long lasting

Display Options

Easel Backs (up to 8" tall)	CALL	CALL	
Professional Banner Stand	CALL	CALL	
Graphic Design Services	CALL	CALL	

★ **Green Scale**

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. 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.

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Company Name:_____ Booth Number: _____

SIGN & BANNER HANGING

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: _____

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

☐ Scissor Lift for Sign/Banner with operator	250.00 (1 hour min)	Installation
☐ Scissor Lift for Sign/Banner with operator	125.00 (per ½ hour, ½ hour min)	Dismantle
☐ Boom Lift for Sign/Banner with operator	150.00 (per hour, 2 hour min)	Installation
☐ Boom Lift for Sign/Banner with operator	150.00 (per hour, 2 hour min)	Dismantle
☐ Hanging Crew or Assembly Work, per worker	50.00 straight time / 75.00 overtime	
☐ 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 in 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 $ _____

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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				x		x		=	
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				x		x		=	
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				x		=	
Dismantle							

Total of items on this page _____

Total Payment Due $ _____

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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

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

Pacific Exposition Decorating Company 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 **December 26, 2013.**

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 **Oregon Convention Center.**

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 **December 26, 2013**, 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 Build, Remodel & Landscape 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: _____

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 by 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.

1**0. 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.

PACIFIC EXPOSITION ORDER FORMS

Portland Build, Remodel & Landscape Show
Oregon Convention Center - Exhibit Hall D
January 3 - 5, 2014

MATERIAL HANDLING

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 **12/30/2013.** 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		

Shipment Details

Freight shipped to:_____

Via carrier:_____ Arrival date:_____

Total weight: _____ Heaviest single piece:_____

Please provide largest piece details below::

Length: _____ Width:_____ Weight: _____

☐ 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 Build, Remodel & Landscape 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.

Total of items on this page	
Total Payment Due	$

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.

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

Phone
Portland: 503-417-8000
Seattle: 206-762-2090

Fax: 503-417-8001
Toll-Free: 866-99PEDCO
www.pacificexposition.com

RUSH!

EXHIBITION MATERIAL
DO NOT DELAY

WAREHOUSE

MUST BE RECEIVED BY 12/30/2013

Portland Build, Remodel & Landscape 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 12/30/2013

Portland Build, Remodel & Landscape 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 Build, Remodel & Landscape Show

Exhibiting Company Name

Booth Number

C/O Pacific Exposition Decorating Company
Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland, OR 97232

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 Build, Remodel & Landscape Show

Exhibiting Company Name

Booth Number

C/O Pacific Exposition Decorating Company
Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland, OR 97232

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

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

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

OREGON CONVENTION CENTER
A SERVICE OF METRO

Exhibitor Electrical Service Order Form

NO FAX ORDERS

Effective dates 07/01/13 through 06/30/14
Prices subject to change without notice.
See other side for conditions and regulations

Date Received _____

Service Order # _____

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

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

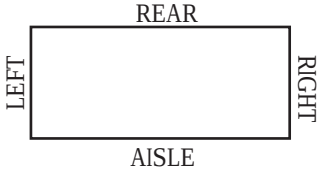
120 Volt	Quantity	Standard	Floor	Totals
5 Amps (500 Watts)		$98.00	$112.00	$
10 Amps (1000 Watts)		$126.00	$145.00	$
15 Amps (1500 Watts)		$142.00	$163.00	$
20 Amps (2000 Watts)		$159.00	$183.00	$
			Total	$

All OCC rental equipment will be picked up at show closing

Rental Equipment	Quantity	Standard	Floor	Totals
Power Strip (6-outlets)		$26.00	$30.00	$
25' Extension Cord		$29.00	$33.00	$
150 Watt Floodlight *(Includes power. Floodlight is installed at rear of booth.)*		$110.00	$127.00	$
			Total	$
Electrical Labor		**Quantity**	**Standard**	**Totals**
Mon - Sun, 8am - 5pm			$66.00	$
Evenings & Holidays			$99.00	$
			Total	$

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

- Electrical service will be installed at the rear of the booth.



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

208 Volt Single Phase	Quantity	Standard	Floor	Totals
5 Amps		$153.00	$176.00	$
10 Amps		$174.00	$200.00	$
15 Amps		$195.00	$224.00	$
20 Amps		$219.00	$252.00	$
30 Amps		$295.00	$339.00	$
			Total	$
208 Volt Three Phase	**Quantity**	**Standard**	**Floor**	**Totals**
5 Amps		$184.00	$212.00	$
10 Amps		$204.00	$234.00	$
15 Amps		$228.00	$262.00	$
20 Amps		$243.00	$279.00	$
30 Amps		$324.00	$373.00	$
			Total	$
480 Volt Single Phase	**Quantity**	**Standard**	**Floor**	**Totals**
5 Amps		$304.00	$350.00	$
10 Amps		$401.00	$461.00	$
15 Amps		$487.00	$560.00	$
20 Amps		$562.00	$646.00	$
30 Amps		$737.00	$847.00	$
			Total	$
480 Volt Three Phase	**Quantity**	**Standard**	**Floor**	**Totals**
5 Amps		$421.00	$484.00	$
10 Amps		$512.00	$589.00	$
15 Amps		$608.00	$700.00	$
20 Amps		$671.00	$772.00	$
30 Amps		$847.00	$974.00	$
			Total	$
			GRAND TOTAL	**$**

Name of Event_____ Event Date(s) _____

Exhibitor Name_____ Booth #_____

Email_____ Phone_____

Address_____ City _____ State_____Zip_____

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

Credit Card Info: ❑ Visa ❑ Mastercard ❑ American Express ❑ Discover No. _____Exp. Date _____

Name_____ Authorized signature_____

Payment in full must be rendered before service is connected

Rev. 6-13

Exhibitor Electrical Service Conditions and Regulations

STANDARD ELECTRICAL SERVICES

120 Volt, A.C., Single Phase, 60 Cycle
208 Volt, A.C., Single Phase, 60 Cycle
208 Volt, A.C., Three Phase, 60 Cycle
Available upon request: 480 Volt, A.C., Single OR Three Phase

1. All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state and local safety codes.

2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.

3. Claims will not be considered unless filed by exhibitor prior to close of show.

4. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.

5. Under NO circumstances shall anyone other than “house electrician” make electrical connections.

6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without “house electrician”, however, all service connections and overload protection to such equipment must be made by “house electrician” only.

7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc., required.

8. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.

9. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to allow installation of service.

10. All exhibitors 120 Volt cords must be of the 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.

11. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time of day. Exceptions must be arranged.

12. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center’s lead electrician.

13. Rates quoted for all connections cover one service to the booth in the most convenient manner but do not include connecting equipment or wiring.

14. To receive an advance rate orders must be placed on-line fourteen (14) days prior to show’s first contracted move-in day, and payment must accompany order.

15. Credit will not be given for outlets installed and not used unless notified 72 hours prior to the first contracted move-in day.

16. Payment in full must be rendered prior to service connection.

17. Advance orders shall be given priority service.

18. Prices are based upon current wage rates and are subject to change without notice.

19. Obstructions blocking utility floor boxes are subject to relocation, if necessary, to properly service electrical orders.

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

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

OREGON CONVENTION CENTER
A SERVICE OF METRO

Exhibitor Telecommunications • Internet • Networking Service Order Form

NO FAX ORDERS

Effective dates 07/01/13 through 06/30/14
Prices subject to change without notice.
See other side for conditions and regulations

Date Received _____

Service Order # _____

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

A. Telephone Services	Quantity	Standard	Floor	Total
1. Standard Voice Line - Includes line with telephone.		$275.00	$315.00	
2. Credit Card/Fax Line - Includes line with jack.		$275.00	$315.00	
3. Do you want long distance? (Please circle one) Yes No		–	–	
4. Voice, Credit Card / Fax Line (Daily Rate)		$175.00	$200.00	
			Total	

B. Shared Internet Services (Includes 1 10/100 Base T Ethernet cable drop with RJ 45 jack to booth) Each service is for one (1) computer connection.	Quantity	Standard	Floor	Total
1. Net Gold – Up to 8 Mbps shared Internet	1	$850.00	$925.00	
2. Net Silver – Up to 4 Mbps shared Internet	1	$650.00	$745.00	
3. Net Bronze – Up to 2 Mbps shared Internet	1	$500.00	$575.00	
4. Internet – Additional device		$150.00	$170.00	
5. Internet – *Daily Rate* Up to 8 Mbps shared Internet	1	$325.00	$375.00	
6. Internet – Additional device *Daily Rate*		$75.00	$86.00	
			Total	

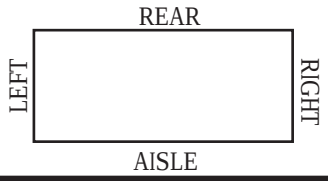
C. WiFi Internet Services				
1. WiFi is available throughout the entire facility. There are three levels of WiFi service to choose from by connecting to (OCCWiFi) with your computer. WiFi Internet can only be ordered on-site with a credit card.		–	–	

D. Miscellaneous Services	Quantity	Standard	Floor	Total
1. Line installation under carpet (Per line)		$35.00	$40.00	
2. LAN connection per existing wall jack		$250.00	$288.00	
3. Labor, VLAN's, DHCP, Technical Assistance, etc. (Call for pricing)		503.235.7578	503.235.7578	
			Total	

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

GRAND TOTAL $

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



Name of Event_____ Event Date(s) _____

Exhibitor Name_____ Booth #_____

Email_____ Phone_____

Address_____ City _____ State_____Zip_____

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

Credit Card Info: ❑ Visa ❑ Mastercard ❑ American Express ❑ Discover No. _____Exp. Date _____

Name_____ Authorized signature_____

Payment in full must be rendered before service is connected

Rev. 6-13

TERMS AND CONDITIONS

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

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

1. PROCESSING THE SERVICE ORDER FORM requires: A) Payment in US dollars for ALL services ordered. B) All information on the Service Order Form to be completed. Missing information will delay processing. C) Placement instructions for voice and data lines in your booth or room marked on the Service Order Form or a floor plan with desired locations provided. (Default placement is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms)

2. EQUIPMENT & SERVICE PROCEDURES: A) Customer is responsible for returning all equipment issued by or rented from OCC in good condition. B) Lost, stolen or damaged equipment will be charged to the customer's authorized credit card at prevailing rates. C) Clients requesting single line telephone, credit card line or ISDN service will receive a standard RJ-11 jack as a part of the contract pricing. Clients requesting wired Ethernet service will receive a standard RJ-45 jack as a part of the contract pricing. Clients requesting wireless internet services will receive a username and password that will enable them to access the network through the wireless access points. D) All lines will be restricted from "976," "900," and "10-10" dialing unless otherwise requested in writing and approved by OCC. There will be a charge for these types of calls.

3. PAYMENTS AND REFUNDS: A) Payment in full is required before service can be connected. B) The "Payment Options" section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form or by clicking on the "Place Order" button on the electronic Service Order Form, you authorize OCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. C) Long distance charges may apply. D) Refunds in full will be granted (except on special order items*) if requested prior to the event start date. A $100 charge per each telephone/data line and a $250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made on or after the event start date. (*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by OCC. No refunds will be given.) E) Services installed but not used will not be refunded. F) Customer service issues must be reported to OCC during the event. In order for a refund to be
considered, all claims must be filed with OCC prior to the close of the event.

4. DIAL-UP INTERNET AND ISDN: A) Service will be delivered over a standard RJ-11 jack. B) All lines may be restricted from "976," "900," and "10-10" dialing unless otherwise requested in writing and approved by OCC. A charge may apply for this. C) Long distance charges may apply. D) Telephone and long distance service providers for services will be OCC's selected provider(s).

5. OCC INTERNET/DATA SERVICES RESPONSIBILITIES: A) Service will be delivered over a standard RJ-45 jack or 802.11abgn wireless access points. B) All service is provided over CAT 5/6 wiring and a 1000 Mbps infrastructure. C) Customers will be issued a user name and password or IP address for each connection purchased. D) Due to the nature of the Internet OCC cannot guarantee any level of performance or accessibility beyond our gateway. The internet gateway has the capabilities to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. E) The choice of the Internet Service Provider (ISP) is at the sole discretion of OCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. F) OCC does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by OCC and/or its sub-contractors. G) OCC PROVIDES NO FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, OCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER SHALL BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. IT IS MANDATORY THAT EVERY CUSTOMER TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE, AND IT IS REQUIRED THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE OCC NETWORK.

6. CUSTOMER INTERNET/DATA RESPONSIBILITIES: A) OCC REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE OCC NETWORK. B) AT NO TIME shall a client power up any wireless device not provided by OCC without prior written authorization from OCC. C) At no time while connected to the OCC network shall the client use/run their own switch, router, DHCP server or any other network equipment without prior written authorization from OCC. D) Customer must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) E) Any customer device that is determined to be causing interference with the normal operation of the OCC network must, at OCC's request, be immediately disabled or disconnected from the network. F) Customer must provide all equipment for wired Ethernet properly configured and equipped for a standard Ethernet adapter card rated for 10/100 Mbps, RJ-45 connection. G) Internet client has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or OCC. H) Customer is responsible for the proper configuration of equipment and software for the Internet and Ethernet communications. I) Customer is responsible for all services outside of basic Internet connectivity, including e-mail services, ftp services, web services, etc.

7. OCC'S OBLIGATIONS under this Agreement are subject to, and OCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civic disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than OCC, it's representatives, agents, subcontractors or employees, or any other cause beyond OCC's reasonable control. In no event shall OCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.

8. COMMUNICATION SERVICES are to be ordered by each customer separately, and is not to be shared with other customers. Any customer sharing communication services without written authorization from OCC shall be charged for that service at standard rates on a complete second Service Order Form.

9. ONLY OCC PERSONNEL are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of OCC.

10. ALL CUSTOMER EQUIPMENT must comply with FCC regulations. OCC reserves the right to limit use of outside communication devices, including wireless devices.

11. ALL FLOOR BOXES must remain accessible to the OCC technical staff at all times. If any items impede access, OCC reserves the right to remove those items to gain access.

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

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

OREGON CONVENTION CENTER
A SERVICE OF METRO

Exhibitor Audio Visual Service Order Form

NO FAX ORDERS

Effective dates 07/01/13 through 06/30/14
Prices subject to change without notice
See other side for conditions and regulations

Set _____
Billed by _____
Strike _____
Tel 503.235.7578
Mail to Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland OR 97232
Attn OCC Audio Visual Department
Email serviceorders@oregoncc.org

RATES SHOWN ARE STANDARD* DAILY RATES

AUDIO EQUIPMENT

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

PROJECTION EQUIPMENT

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

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

COMPUTER & VIDEO MONITORS

Qty.	Description	Standard Rate	Days Used	Total Cost
____	19" LCD Monitor	163.00	____	____
____	32" LCDMonitor	288.00	____	____
____	42" Plasma w/table stand	406.00	____	____
____	47" Plasma w/table stand	613.00	____	____
____	Floor stand for plasma	81.00	____	____
		SUB-TOTAL		____

SPECIAL ORDERS

____	Cable Television Feed/Patch	125.00	____	____
____	DMX Background Music	125.00	____	____
____	_____	____	____	____
____	_____	____	____	____
		SUB-TOTAL		____

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

LABOR & EQUIPMENT TOTALS

Audio Equipment	SUB-TOTAL	____
Computer & Video Monitors	SUB-TOTAL	____
Projection Equipment	SUB-TOTAL	____
Special Order Equipment	SUB-TOTAL	____
LABOR REQUEST	# HOURS	
Set-up/Strike Technician @ $45.00 per hour	____	____
Show Technician @ $55.00 per hour	____	____

GRAND TOTAL $

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

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

Payment in full must be rendered before service is provided

Rev. 6-13

Exhibitor Audio Visual Service
Conditions and Regulations

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

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

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

OREGON CONVENTION CENTER
A SERVICE OF METRO

Exhibitor Booth Cleaning & Porter Service Order Form

NO FAX ORDERS

Effective dates 07/01/13 through 06/30/14
Prices subject to change without notice
See other side for conditions and regulations

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

EVENT NAME: _____

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

ALL RATES BASED ON A GROSS SQUARE FOOT MINIMUM

VACUUMING BOOTH CARPET

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

PORTER SERVICE

# of Days	How Often	Date/s	Description	Booth Size	Standard Rate	Floor Rate	Total
_____	Every 2 hours	_____	Porter Service	Under 1000 sq ft	$57.00 per day	$67.00 per day	_____
_____	Every 2 hours	_____	Porter Service	Over 1000 sq ft	$78.00 per day	$88.00 per day	_____
_____	Hourly	_____	Porter Service	Any Size	$39.00 per hr	$42.00 per hr	_____

Porter Service Includes:

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

GRAND TOTAL _____

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

Name of Event _____ Event Date(s) _____

Exhibitor Name _____ Booth _____

Email _____ Phone _____

Address _____ City _____ State _____ Zip _____

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

❑ Visa ❑ Mastercard ❑ American Express ❑ Discover Account No. _____ Exp. Date _____

Name: _____ Authorized Signature _____

Rev. 6-13

Exhibitor Booth Cleaning & Porter Service
Conditions and Regulations

1. Oregon Convention Center operations department provides exclusive booth cleaning services. No outside.contractors will be permitted to provide cleaning services.

2. Claims will NOT be considered unless filed by exhibitor prior to close of show.

3. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.

4. Advance orders shall receive priority service.

5. To receive the rates as listed on this form orders must be received prior to the show's first contracted move-in day, and payment must accompany order.

6. Credit will not be given for services already completed.

7. Cancellation of any ordered service must be received by the OCC Operations department 72 hours prior to the date the work was to be completed.

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

9. Floor rate applies to any order placed on or after show's first contracted move-in day.

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

11. **Payment in full must be rendered prior to service.**

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

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

OREGON CONVENTION CENTER
A SERVICE OF METRO

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

NO FAX ORDERS

Effective dates 07/01/13 through 06/30/14
Prices subject to change without notice
See other side for conditions and regulations

Date Received _____
Service Order # _____

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

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

Exhibitor is responsible for required equipment regulators. Labor is not charged for the initial air/water/gas drop. SUB-TOTAL $ _____

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

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

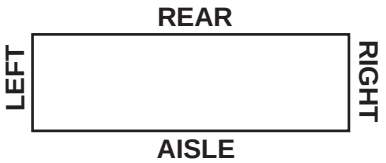
ENGINEERING LABOR	Per Hour	
Mon.-Sun., 8 a.m. to 5 p.m.	$62.00	$ _____
Evenings and Holidays	$93.00	$ _____

Labor is charged in one (1) hour increments. GRAND TOTAL $

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

	Description	CFM Required	Notes
Air 1			
Water 1			
Gas 1			

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



Name of Event _____ Event Date(s) _____
Exhibitor Name _____ Booth _____
Email _____ Phone _____
Address _____ City _____ State _____ Zip _____
Form of Payment ❑ Enclosed is my check or money order in the amount of: $ _____ *(Make checks payable to Oregon Convention Center)*
❑ Visa ❑ Mastercard ❑ American Express ❑ Discover Account No. _____ Exp. Date _____
Name: _____ Authorized Signature _____

Payment in full must be rendered before service is connected

Rev. 6-13

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

1. All equipment must comply with the City of Portland building code, all federal, state and local safety codes.

2. Claims will NOT be considered unless filed by exhibitor prior to close of show.

3. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.

4. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCC management.

5. Air and water service pressure may vary and no guarantee can be made of minimum or maximum pressures. If the pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

6. Unless otherwise directed, Oregon Convention Center personnel are authorized to cut floor coverings to permit the installation of service.

7. Rates quoted for all connections only cover bringing the services to the booth in the most convenient manner and does not include connecting equipment.

8. Credit will not be given for services installed and not used unless notified 72 hours prior to the first contracted move-in day.

9. Payment in full must be rendered prior to service connection.

10. Advance orders shall receive priority service.

11. Prices are based upon current wage rates and are subject to change without notice.

12. Obstructions blocking utility floor boxes are subject to relocation as necessary.

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

14. Floor rate applies to any order placed on or after show's first contracted move-in day.

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