2013 OLA-WLA
Joint Annual Conference
April 25-26, 2013
Hilton Vancouver, Washington

EXHIBITOR KIT

Please retain copies of the completed order forms for your records. Make sure to mail, fax or email completed copies with payment to each contractor providing services.
Welcome to the **2013 OLA-WLA Joint Annual Conference**. DWA is pleased to have been selected as your official convention services contractor. In addition to furniture, carpet, and custom displays, we offer full-service graphics, labor, and freight handling services. Our goal is to help make your show participation a success.

Please contact the DWA Customer Service Department with any questions. We will do our best to assist you with all your show needs and appreciate the opportunity to work with you.

**TO VIEW OUR RENTAL ITEMS, PLEASE VISIT OUR WEBSITE AT WWW.DWATRADESHOW.COM**

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

**BOOTH INFORMATION:**
Backwall Drape: Blue  
Siderail Drape: Silver  
Booth Size: 8’ x 10’

**PLEASE NOTE THE FACILITY IS CARPETED.**

**BOOTH PACKAGE:**
Show Management is providing each exhibitor with the following:  
One 7” x 44” Booth Identification Sign, One 6’ Table Skirted Blue, Two Plastic Side Chairs and One Wastebasket

**ADVANCE PRICE DEADLINE:**
The last day to receive DWA advance pricing is: **April 10, 2013**

**FOR YOUR CONVENIENCE, TRY OUR NEW & IMPROVED ONLINE ORDERING SYSTEM!**

Please follow the steps below to order your services online:

1. Go to DWA Trade Show & Exposition Service’s website at http://www.dwatradeshow.com  
2. Select “Online Ordering” from the Home Page  
3. Set up an account (if you have an account already select that option)  
4. Enter the show code **9R646BA**  
5. You will be taken to the Show Information page where you will need to enter your booth number and company name  
6. Begin entering your order

**Important:** We have included links and information for other contractors’ products and/or services. We claim no responsibility for their products or services. Please contact them directly for questions.

**FREIGHT HANDLING:** DWA can receive your show freight and deliver it to your booth space. Please read the Freight Handling forms for further information and for Freight Handling rates. Be sure to complete and return the Freight Handling order form to DWA before shipping.

**Advance Shipping Address:**
2013 OLA-WLA  
COMPANY NAME - BOOTH #  
c/o DWA  
3721 NW Front Avenue  
Portland, Oregon 97210

To avoid additional after deadline charges, shipments must arrive by: **April 19, 2013**

**Direct Shipping Address:**
2013 OLA-WLA  
COMPANY NAME - BOOTH #  
c/o DWA  
PLEASE CONTACT THE DWA CUSTOMER SERVICE DEPT FOR SHIPPING INFO.
PAYMENT POLICIES & CREDIT CARD CHARGE AUTHORIZATION

All orders are governed by DWA’s Payment Policy and Limits of Liability and Responsibility.

Keep original & send copy to DWA

Company Name
Booth Number
Billing Address
City State Zip Code
Telephone Fax E-mail
Authorized Contact Signature Authorized Contact-Please Print Date

Please complete the billing information requested and return payment in full with this form and your orders.

□ VISA □ MASTERCARD □ AMERICAN EXPRESS □ DISCOVER □ Personal □ Corporate
Account Number
Expiration Date
Three or Four Digit Security Code

Cardholder’s Name
Cardholder’s Billing Address
City
State Zip Zip Code Country

Cardholder’s Signature

ADVANCE PRICING
To qualify for advance pricing, orders must be received on or before the advance price deadline with payment in full. Late orders and orders without payment will be charged at standard prices.

PAYMENT FOR SERVICES
DWA requires payment in full at the time services are ordered. If paying by credit card, for your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling not covered by your initial order and orders placed at exhibit site by your company representative.

METHOD OF PAYMENT
DWA accepts MasterCard, Visa, Discover, American Express, cash and check. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank. Your cancelled check/bank statement and copies of the order form(s) are your receipts. Exhibitors will be charged a $25.00 fee for returned NSF checks.

TAX EXEMPT
If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the DWA office for this show. DWA must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

ADJUSTMENTS, CANCELLATIONS AND REFUNDS
Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

CALCULATION OF ORDERS

Furniture, Accessories, Carpet................................................................................................................ $
Signs.................................................................................................................. $
Labor/Forklift........................................................................................................ $
Material Handling...................................................................................................... $
Other DWA Services (please specify)__________________________________________________ $
Other DWA Services (please specify)__________________________________________________ $
Other DWA Services (please specify)__________________________________________________ $

TAX ID #93-0642167

Charge my credit card in the amount of $ ________________________________

RETURN TO: DWA Trade Show & Exposition Services • 3721 NW Front Avenue • Portland, OR 97210
Telephone: 503/228-6800 • Fax: 503/595-1470 • E-mail: csr@dwatradeshow.com • http://www.dwatradeshow.com
All orders are governed by the DWA Payment Policy and Limits of Liability & Responsibility. Please read carefully.

1. DWA and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, damage to uncrated materials, materials packed improperly, glass breakage or concealed damage. Claims for loss or damage must be submitted to DWA by the close of the show. No suit or action shall be brought against DWA or its subcontractors more than six months after the cause of action accrues.

2. DWA and its subcontractors are not responsible for the loss of, disappearance of, or damage to Exhibitor’s freight after the same has been delivered to Exhibitor’s booth, nor are DWA and its subcontractors responsible for Exhibitor’s freight before it is picked up from Exhibitor’s booth for loading after the show. Exhibitors must submit a DWA bill of lading for all outbound shipments. All bills of lading covering outgoing shipments submitted to DWA or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

3. It is agreed that DWA and its subcontractors are not insurers. Insurance, if any, shall be obtained by Exhibitor. Amounts payable by DWA hereunder are based on the scope of liability as herein set forth and are unrelated to the value of the Exhibitor’s property. It is further agreed that DWA and its subcontractors do not provide for full liability should loss or damage occur. In the event that DWA should be found liable for loss or damage to Exhibitor’s equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $.30 per pound/per article with a maximum liability of $50.00 per item or $1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause of origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by DWA, its subcontractors or their employees.

4. At the close of show, if carriers fail to pick up or refuse to accept shipment, DWA reserves the right to reroute such shipment or move shipment to our warehouse pending advice from Exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling. Thus, in order to expedite removal of materials from the show site, DWA shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by Exhibitor, materials will be taken to DWA’s warehouse to await Exhibitor’s shipping instructions, and Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. DWA assumes no liability as a result of such rerouting or handling.

5. DWA and its subcontractors shall not be liable for shipments received without receipts, freight bills or bill of lading, such as UPS or van lines, these shipments will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Shipments received on separate days will be treated as separate minimum shipments.

6. DWA and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss, injury or damage to Exhibitor’s materials or Exhibitor personnel which may make it impossible or impractical to exhibit same.

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

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

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that DWA and its subcontractors will provide these services as Exhibitor’s agent and not as bailee or shipper. If any employee of DWA or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that DWA or its subcontractor will do so as the Exhibitor’s agent, and the Exhibitor accepts the responsibility thereof.

10. Empty Storage labels will be available at the DWA Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for empty storage only, and DWA and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

11. Rates are subject to Union contract changes and rates effective at time of show. Rates include Social Security, Worker’s Compensation Insurance and Public Liability Insurance. DWA and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.

12. Please ship early and ship prepaid. DWA will not accept collect shipments.
### Chairs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plastic Side Chair</td>
<td>$19.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fabric Side Chair</td>
<td>$34.00</td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fabric Arm Chair</td>
<td>$40.00</td>
<td>$52.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barstool</td>
<td>$50.00</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Steno Chair without Arms</td>
<td>$59.00</td>
<td>$74.00</td>
<td></td>
</tr>
</tbody>
</table>

### Accessories

<table>
<thead>
<tr>
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<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>430SS Small Skirted Serpentine</td>
<td>$84.00</td>
<td>$105.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>530SS Large Skirted Serpentine</td>
<td>$98.00</td>
<td>$122.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>430US Small Unskirted Serpentine</td>
<td>$39.00</td>
<td>$49.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>530US Large Unskirted Serpentine</td>
<td>$49.00</td>
<td>$61.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1010 4th Side Skirt-30”</td>
<td>$30.00</td>
<td>$39.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>424SC 4' Skirted Counter</td>
<td>$69.00</td>
<td>$94.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>624SC 6' Skirted Counter</td>
<td>$79.00</td>
<td>$109.00</td>
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<tr>
<td></td>
<td>824SC 8' Skirted Counter</td>
<td>$89.00</td>
<td>$124.00</td>
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<tr>
<td></td>
<td>424UC 4' Unskirted Counter</td>
<td>$34.00</td>
<td>$42.00</td>
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</tr>
<tr>
<td></td>
<td>624UC 6' Unskirted Counter</td>
<td>$44.00</td>
<td>$56.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>824UC 8' Unskirted Counter</td>
<td>$54.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1010 4th Side Skirt-42”</td>
<td>$35.00</td>
<td>$44.00</td>
<td></td>
</tr>
</tbody>
</table>

### Displays

#### Counters
- 42” High x 24” Wide

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4' Skirted Table</td>
<td>$59.00</td>
<td>$81.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' Skirted Table</td>
<td>$69.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' Skirted Table</td>
<td>$79.00</td>
<td>$99.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' Unskirted Table</td>
<td>$29.00</td>
<td>$36.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' Unskirted Table</td>
<td>$39.00</td>
<td>$48.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' Unskirted Table</td>
<td>$49.00</td>
<td>$61.00</td>
<td></td>
</tr>
</tbody>
</table>

#### Tables
- 30” Wide

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4' Skirted Table</td>
<td>$59.00</td>
<td>$81.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' Skirted Table</td>
<td>$69.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' Skirted Table</td>
<td>$79.00</td>
<td>$99.00</td>
<td></td>
</tr>
</tbody>
</table>

### Table Top Risers
- 8” Deep (Includes white vinyl covering)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ Single Tier, 8” or 15”</td>
<td>$33.00</td>
<td>$43.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Single Tier, 8” or 15”</td>
<td>$40.00</td>
<td>$52.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4’ Double Tier, 8” and 15”</td>
<td>$60.00</td>
<td>$78.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Double Tier, 8” and 15”</td>
<td>$70.00</td>
<td>$91.00</td>
<td></td>
</tr>
</tbody>
</table>

### Custom Drape
- 4’ Minimum Order (Includes frame)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3’ High Drape/Per LF</td>
<td>$7.00</td>
<td>$9.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ High Drape/Per LF</td>
<td>$9.00</td>
<td>$11.00</td>
<td></td>
</tr>
</tbody>
</table>

### Perfboard/Tackboard
- 4’ x 8’ Panels

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Perfboard</td>
<td>$85.00</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tackboard/ Grey Fabric</td>
<td>$85.00</td>
<td>$110.00</td>
<td></td>
</tr>
</tbody>
</table>

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

**KEEP ORIGINAL & SEND COPY TO DWA**

### STANDARD BOOTH CARPET
Rental includes installation, front-edge taping and pick up at the close of the show.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>910</td>
<td>9' X 10' 16 oz. Booth Carpet</td>
<td>$ 88.00</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td>920</td>
<td>9' x 20' 16 oz. Booth Carpet</td>
<td>$176.00</td>
<td>$220.00</td>
<td></td>
</tr>
<tr>
<td>930</td>
<td>9' x 30' 16 oz. Booth Carpet</td>
<td>$264.00</td>
<td>$330.00</td>
<td></td>
</tr>
<tr>
<td>940</td>
<td>9' x 40' 16 oz. Booth Carpet</td>
<td>$352.00</td>
<td>$440.00</td>
<td></td>
</tr>
</tbody>
</table>

Select Carpet Color:
- Blue
- Red
- Green
- Gray
- Black
- Teal
- Plum

### STANDARD CUSTOM CUT BOOTH CARPET
Includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee color selection.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>975</td>
<td>16 oz. Custom Carpet/sq. ft.</td>
<td>$ 1.50'</td>
<td>$ 1.88'</td>
<td></td>
</tr>
</tbody>
</table>

Select Carpet Color:
- Blue
- Red
- Green
- Gray
- Black
- Teal
- Plum

Price for carpet includes delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

### CARPET PADDING

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>973</td>
<td>Foam Padding/sq. ft.</td>
<td>$ 0.55'</td>
<td>$ 0.70'</td>
<td></td>
</tr>
</tbody>
</table>

### VISQUEEN PLASTIC COVERING FOR PROTECTION
Rental includes one-time installation and removal.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>972</td>
<td>Plastic Covering/sq. ft.</td>
<td>$ 0.38'</td>
<td>$ 0.47'</td>
<td></td>
</tr>
</tbody>
</table>

Please include a layout diagram in the box below for installation of your carpet if your carpet size is different from your booth size to avoid any unnecessary delays or costs.

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

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Company Name | Booth Number
---|---
Billing Address | City | State | Zip Code
Telephone | Fax | E-mail
Authorized Contact Signature | Authorized Contact-Please Print | Date

Total of Items Ordered $  
Add 8.4% Sales and/or Use Tax $  
PAYMENT ENCLOSED $   

RETURN TO: DWA Trade Show & Exposition Services  
3721 NW Front Avenue, Portland, Oregon 97210  
Telephone: 503/228-6800  Fax: 503/595-1470  
E-mail: csr@dwa-tradeshows.com  
http://www.dwa-tradeshows.com 011109R
### SPECIALTY FURNITURE ORDER FORM

**Hilton Vancouver**
April 25-26, 2013

Advance Price Deadline: April 10, 2013

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**SPECIALTY FURNITURE ORDER FORM**

**KEEP ORIGINAL & SEND COPY TO DWA**

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<table>
<thead>
<tr>
<th>Description</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Bonded Leather Loveseat (60’ long x 36’ wide x 33’ high)</td>
<td>$295.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Bonded Leather Sofa (82’ long x 36’ deep x 33’ high)</td>
<td>$350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Bonded Leather Chair (40’ long x 36’ deep x 33’ high)</td>
<td>$225.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Coffee Table (35.5’ long x 19.75’ wide x 17.5’ high)</td>
<td>$ 65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Guest Chair</td>
<td>$ 75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grey Arm Chair</td>
<td>$ 85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wire &amp; Wood Shelf Unit (66.5’ long x 12’ deep x 62’ high)</td>
<td>$ 95.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass Coffee Table (49’ long x 21’ wide x 16’ high)</td>
<td>$ 85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass End Table (27’ long x 21’ wide x 19.5’ high)</td>
<td>$ 65.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank. **Cancellation Policy:** Items cancelled will be charged at 25% of original price prior to move-in, 50% after move-in begins and 100% after installation.

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E-mail: csr@dwatradeshow.com  http://www.dwatradeshow.com

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## SILK PLANTS & FLORAL ARRANGEMENTS

<table>
<thead>
<tr>
<th>Quantity</th>
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<tr>
<td>9505</td>
<td>3' to 4' Tall Plant (Spath, Dieffenbachia/Ivy, Dracaena) circle selection</td>
<td>$54.00</td>
<td>$68.00</td>
<td></td>
</tr>
<tr>
<td>9501</td>
<td>5' to 6' Tall Plant (Areca Palm, Ficus) circle selection</td>
<td>$66.00</td>
<td>$81.00</td>
<td></td>
</tr>
<tr>
<td>9502</td>
<td>30' Hydrangea (Blue)</td>
<td>$35.00</td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td>9509</td>
<td>15' Geraniums (Pink or Red)</td>
<td>$22.00</td>
<td>$31.00</td>
<td></td>
</tr>
<tr>
<td>9506</td>
<td>6' (1-1/2' wide) Fern</td>
<td>$15.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>9508</td>
<td>8' (2-1/2' wide) Fern</td>
<td>$25.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>9509</td>
<td>Floral Arrangement (call for quotes)</td>
<td>Upon Request</td>
<td>Not Available</td>
<td></td>
</tr>
</tbody>
</table>

**Please Note:** Photos are not to scale.

Rental items are the responsibility of the exhibitor. Unless other arrangements have been made all items are to be left in booth at end of show. Substitutions (same size, different plant) may be necessary due to availability and at the discretion of DWA. Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S. funds drawn on a U.S. bank. **Cancellation Policy:** Items cancelled will be charged at 25% of original price prior to move-in, 50% after move-in begins and 100% after installation.

---

**Company Name**: 
**Booth Number**:

**Billing Address**: 
**City** | **State** | **Zip Code**

**Telephone**: 
**Fax**: 
**E-mail**

**Authorized Contact**: 
**Signature**: 
**Contact-Please Print**: 
**Date**

---

**RETURN TO**: DWA Trade Show & Exposition Services  
3721 NW Front Avenue, Portland, Oregon 97210  
Telephone: 503/228-6800  Fax: 503/555-1470  
E-mail: csr@dwaradshow.com  http://www.dwaradshow.com

**Total of Items Ordered** | $  
**Add 8.4% Sales and/or Use Tax** | $  
**PAYMENT ENCLOSED** | $
**NEW PRODUCT!**

REUSEABLE CARDBOARD DISPLAY

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

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Advance</th>
<th>Rush Charge</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8012</td>
<td>24” x 60” Table Top Display</td>
<td>$85.00</td>
<td>$110.00</td>
<td>$</td>
</tr>
<tr>
<td>8013</td>
<td>32” x 72” Table Top Display</td>
<td>$95.00</td>
<td>$125.00</td>
<td>$</td>
</tr>
<tr>
<td>8019</td>
<td>36” x 84” Table Top Display</td>
<td>$115.00</td>
<td>$150.00</td>
<td>$</td>
</tr>
<tr>
<td>8024</td>
<td>Designer Labor, per hour</td>
<td>$65.00</td>
<td>$95.00</td>
<td>$</td>
</tr>
<tr>
<td>8015</td>
<td>Carrying Envelope made from Banner Cloth Material</td>
<td>$35.00</td>
<td>$45.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Please check one box below:

- [ ] “W” Fold
- [ ] Side Fold-In
  (2 folds/4 sections)
- [ ] Side Fold-Out
  (2 folds/4 sections)
- [ ] “M” Fold
- [ ] Triptych Fold
  (2 folds/3 sections)
- [ ] “Z” Fold
  (2 folds/3 sections)

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

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

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

**All orders are governed by DWA’s Payment Policy and Limits of Liability and Responsibility.**

RETURN TO: DWA Trade Show & Exposition Services
3721 NW Front Avenue, Portland, Oregon 97210
Telephone: 503/228-6800  Fax: 503/955-1470
E-mail: csr@dwatradeshow.com  http://www.dwatradeshow.com

| Total of Items Ordered | $ |
| Add 8.4% Sales and/or Use Tax | $ |
| PAYMENT ENCLOSED | $ |
## STANDARD SIGNS

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8001</td>
<td>7&quot; x 11&quot;</td>
<td>$ 30.00</td>
<td>$ 45.00</td>
<td></td>
</tr>
<tr>
<td>8002</td>
<td>7&quot; x 44&quot;</td>
<td>$ 37.00</td>
<td>$ 56.00</td>
<td></td>
</tr>
<tr>
<td>8003</td>
<td>11&quot; x 14&quot;</td>
<td>$ 37.00</td>
<td>$ 56.00</td>
<td></td>
</tr>
<tr>
<td>8004</td>
<td>14&quot; x 22&quot;</td>
<td>$ 44.00</td>
<td>$ 66.00</td>
<td></td>
</tr>
<tr>
<td>8005</td>
<td>22&quot; x 28&quot;</td>
<td>$ 65.00</td>
<td>$ 97.00</td>
<td></td>
</tr>
<tr>
<td>8006</td>
<td>24&quot; x 36&quot;</td>
<td>$ 75.00</td>
<td>$105.00</td>
<td></td>
</tr>
<tr>
<td>8007</td>
<td>28&quot; x 44&quot;</td>
<td>$ 84.00</td>
<td>$118.00</td>
<td></td>
</tr>
<tr>
<td>8008</td>
<td>40&quot; x 44&quot;</td>
<td>$146.00</td>
<td>$217.00</td>
<td></td>
</tr>
<tr>
<td>8009</td>
<td>4&quot; x 8&quot;</td>
<td>$175.00</td>
<td>$253.00</td>
<td></td>
</tr>
<tr>
<td>8010</td>
<td>Easel Back, per piece</td>
<td>$ 5.00</td>
<td>$ 6.00</td>
<td></td>
</tr>
<tr>
<td>8011</td>
<td>Designer Labor, per hour (for specific/cust design needs)</td>
<td>$ 65.00</td>
<td>Call for Quote</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grommet, per piece</td>
<td>$ 1.00</td>
<td>$ 1.50</td>
<td></td>
</tr>
</tbody>
</table>

### SIGN ORDER POLICY

- Signs cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after the Advance Price Deadline will be charged at Standard prices.
- Please indicate here if you would like us to call you and provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics, or any other items.

**Choose sign orientation:**

- Horizontal
- Vertical
- Use Your Judgement for Sign Layout

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

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

**Company Name**  
**Booth Number**

**Billing Address**  
**City**  
**State**  
**Zip Code**

**Telephone**  
**Fax**  
**E-mail**

**Authorized Contact**  
**Signature**  
**Authorized Contact-Please Print**  
**Date**

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

**Total Graphics Ordered** $  
**Add 8.4% Sales and/or Use Tax** $  
**PAYMENT ENCLOSED** $
Graphic Files Submission Guidelines

Please follow the following specifications when submitting artwork for signage to be printed by DWA.
If you need to send elements for signage being designed by DWA, please contact Della Reece in our graphics department.
Email: dreece@dwatradeshow.com or Phone: 503-228-6800 ext.124

**File Specs for Submission**

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

**FTP Upload Instructions**

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

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

http://www.dwatradeshow.com/file_upload.shtml

PASSWORD: dwasigns
LABOR SERVICES (Please indicate services desired)

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

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

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

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

☐ Installation
Exhibitor will need ____ workers on (date) ________ at (time) _______ AM PM for (hours) ____

☐ Dismantle
Exhibitor will need ____ workers on (date) ________ at (time) _______ AM PM for (hours) ____

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

LABOR RATES

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>between 8:00 am and 4:30 pm weekdays</td>
<td>$55.00 per hr</td>
</tr>
<tr>
<td>Overtime</td>
<td>before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays</td>
<td>$82.50 per hr</td>
</tr>
</tbody>
</table>

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

| Installation | $_____ | $_____
|-------------|--------|--------|
| Dismantle   | $_____ | $_____

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

Company Name
Billing Address
Telephone
Fax
Authorized Contact Signature
Authorized Contact-Please Print
Date

Estimated Labor Services Ordered
Add 25% ($30 min.) for Install Supervision
Add 25% ($30 min.) for Dismantle Supervision
Add 8.4% Sales and/or Use Tax
PAYMENT ENCLOSED

(SEE PAGE TWO)
INBOUND FREIGHT INFORMATION

CARRIER ___________________________ SHIPPED BY ___________________________ DATE ___________________________

NUMBER OF PIECES ____________________ WEIGHT ____________________ PRO NUMBER ____________________

ARRIVAL DATE _________________________ SHIPPED TO: ☐ WAREHOUSE ☐ SHOWSITE

SET UP INFORMATION FOR DWA INSTALLATION

☐ SET UP DRAWINGS ATTACHED ☐ RENTAL CARPET COLOR
☐ SET UP DRAWINGS WITH EXHIBIT ☐ OWN CARPET COLOR
☐ CASE/CRATE NUMBER ____________________ ☐ PADDDING

NUMBER OF WORKERS REQUIRED FOR SET-UP ______________________ APPROXIMATE TIME FOR SET-UP ______________________

☐ FORKLIFT ORDERED HRS __________ TIME __________ SPECIAL EQUIPMENT REQUIRED __________

DID YOU ORDER

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

OUTBOUND FREIGHT INFORMATION

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

OUTBOUND FREIGHT CHARGES

☐ PREPAID ☐ COLLECT

☐ BILL TO ___________________________ SECOND CONSIGNEE ___________________________

☐ DWA STORAGE

METHOD ☐ SHOWCARRIER ☐ AIR FREIGHT ☐ VANLINE ☐ OTHER ___________________________

CARRIER (IF KNOWN) ___________________________ CONTACT ___________________________ PHONE ___________________________

EMERGENCY CONTACT INFORMATION / SHOWSITE CONTACT

NAME ___________________________ TITLE ___________________________

TELEPHONE ___________________________

OTHER MEANS OF CONTACTING THIS PERSON ___________________________

CONTACT'S HOTEL ___________________________ ARRIVAL ___________________________ DEPARTURE ___________________________

PURCHASING AUTHORIZATION ☐ YES ☐ NO
Dear Exhibitor:

Please do not send direct shipments to the Hilton Vancouver Washington.

The Hilton Vancouver Washington does not have the storage capacity for exhibitor freight. Any freight arriving at the facility before the move-in date will be redirected to the DWA warehouse and additional charges will be incurred.

We recommend that you send your freight to the DWA Advance Warehouse location. We are able to receive your freight at our Warehouse up to 30 days prior to the show. We will store your freight, transport it to the show site, and deliver it directly to your booth space. The freight will be in your booth by the time move-in begins.

Prior to sending freight, we require that you submit to us our Material Handling Order Form for your Estimated Shipment(s) along with payment. Payment must be on file in order for us to handle your freight. You may either mail in the order form with a check, or fax the form with our Credit Card Authorization Form. Both forms are located in our Exhibitor Services Kit.

OUTBOUND SHIPPING INFORMATION
After the show concludes, exhibitors may utilize the Preferred Carrier which is UPS Freight, to ship your materials. If you wish to use your own carrier, you will need to arrange for the carrier to pick up your shipment at the show. Please know that outbound shipments require a DWA Bill of Lading. A move out letter will be distributed at the show and this letter will contain important information to assist you with your outbound shipment and important timelines. Please contact DWA for further instructions if you plan to ship your freight after the show has ended.

If you have any questions about these procedures please contact us at (503) 228-6800 and speak with our Customer Service Department.

Thank you,
DWA Trade Show & Exposition Services
DWA Trade Show & Exposition Services is prepared to receive your shipment either in advance at our local warehouse or at the exhibit site. See below for services covered by DWA. You may ship via UPS FREIGHT or the carrier of your choice.

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

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

### ADVANCE SHIPMENTS TO DWA WAREHOUSE

**Crate, Cartons, Fiber Cases Only**

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

Make out the bill of lading and consign as follows:

**NAME OF EVENT**

**YOUR COMPANY NAME**

**YOUR BOOTH NUMBER**

C/O DWA Trade Show & Exposition Services

3721 NW Front Avenue

Portland, Oregon 97210

---

### DIRECT SHIPMENTS TO EXHIBIT SITE

<table>
<thead>
<tr>
<th>Rates Include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Unloading freight and delivery to your booth.</td>
</tr>
<tr>
<td>✓ Picking up, storing and returning empty shipping containers.</td>
</tr>
<tr>
<td>✓ Reloading freight for return to your specified destination.</td>
</tr>
</tbody>
</table>

Make out the bill of lading and consign as follows:

**NAME OF EVENT**

**YOUR COMPANY NAME**

**YOUR BOOTH NUMBER**

C/O DWA Trade Show & Exposition Services

Facility Name

Facility Street Address

Facility City, State, Zip

---

### OUTGOING SHIPMENTS

Shipping information, bills of lading and labels will be available at the DWA Service Desk. Exhibitors selecting nonofficial carriers will need to make their own arrangements for pickup.

### RETURN TO WAREHOUSE (Optional)

After the show, DWA can:

 ✓ Deliver freight to the warehouse.
 ✓ Store freight.

Call the DWA Customer Service Department at 503/228-6800 or stop in during the show at the DWA Service Desk for assistance.

Please read the DWA “Limits of Liability and Responsibility” for important information on freight handling.

DWA Trade Show & Exposition Services, 3721 NW Front Avenue, Portland, OR 97210  Telephone: 503/228-6800  Fax: 503/595-1470

E-mail: csr@dwaradshow.com  http://www.dwaradshow.com
ARRIVAL DATES FOR SHIPMENTS - PLEASE SCHEDULE SHIPPING CAREFULLY TO MINIMIZE SURCHARGES!

Advance: April 19, 2013
Last day for crated shipments to arrive at advance warehouse without surcharge. A 25% ($31.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the warehouse after this date.

Show Site: April 24, 2013
First day for shipments to arrive at exhibit site.

MATERIAL HANDLING RATES

Rates are round-trip, per shipment. Use incoming weight only and round up to the next 100 lbs. Rates below are guaranteed if inbound shipments are received at the DWA warehouse or exhibit site before 4:00 PM weekdays. Late shipments to warehouse are subject to surcharges. Certified Weight Tickets are required for each shipment.

ADVANCE SHIPMENTS TO WAREHOUSE

Advance shipments are shipments that can be received at the warehouse up to 30 days prior to the event, delivered to the exhibit site and can be unloaded at the dock and delivered to the booth with no additional handling required. Empty containers will be returned at the close of the show. When packed, the crated materials will be picked up at the booth and loaded onto outbound carriers. Late arrival charges additional, see above for details.

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>RATE/100 LBS.</th>
<th>MIN. CHARGE</th>
<th>ESTIMATED CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated and/or Skidded Materials</td>
<td>lbs.</td>
<td>$52.00</td>
<td>$104.00</td>
</tr>
</tbody>
</table>

DIRECT SHIPMENTS TO EXHIBIT SITE

Direct shipments are consigned to DWA, shipped directly to the event facility and can be unloaded at the dock and delivered to the booth with no additional handling required. Empty containers will be returned at the close of the show. When packed, the crated materials will be picked up at the booth and loaded onto outbound carriers.

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>RATE/100 LBS.</th>
<th>MIN. CHARGE</th>
<th>ESTIMATED CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated and/or Skidded Materials</td>
<td>lbs.</td>
<td>$47.00</td>
<td>$94.00</td>
</tr>
</tbody>
</table>

UNCRAWTED SHIPMENTS TO EXHIBIT SITE

Includes shipments that are not in crates, cases, or boxes and/or are unskidded without proper lifting bars or hooks. Empty containers will be returned at the close of the show.

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>RATE/100 LBS.</th>
<th>MIN. CHARGE</th>
<th>ESTIMATED CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uncrated and/or Unskidded</td>
<td>lbs.</td>
<td>$76.00</td>
<td>$152.00</td>
</tr>
</tbody>
</table>

CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

Includes shipments that are loaded and/or packed in such a manner as to require additional handling such as ground loading, side door loading, constricted space loading, designated piece loading, or stacked shipments. Late arrival charges additional, see above for details.

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>RATE/100 LBS.</th>
<th>MIN. CHARGE</th>
<th>ESTIMATED CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Warehouse</td>
<td>lbs.</td>
<td>$76.00</td>
<td>$152.00</td>
</tr>
<tr>
<td>To Exhibit Site</td>
<td>lbs.</td>
<td>$71.00</td>
<td>$142.00</td>
</tr>
</tbody>
</table>

SMALL PACKAGE SHIPMENTS

Round trip rates, per shipment. Limited to 50 lbs. per shipment, per delivery. Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Includes FedEx and UPS shipments. Late arrival charges additional, see above for details.

<table>
<thead>
<tr>
<th>CARTONS</th>
<th>FIRST CARTON</th>
<th>EACH ADD'L. CARTON</th>
<th>ESTIMATED CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Packages/Max. 50 lbs. per shipment</td>
<td></td>
<td>$32.00</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

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

Company Name: [Company Name]
Booth Number: [Booth Number]
Billing Address: [Billing Address]
City: [City]
State: [State]
Zip Code: [Zip Code]
Telephone: [Telephone]
Fax: [Fax]
E-mail: [E-mail]
Authorized Contact: [Authorized Contact]
Signature: [Signature]
Authorized Contact-Please print: [Authorized Contact-Please print]
Date: [Date]

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

All orders are governed by DWA’s Payment Policy and Limits of Liability and Responsibility.

Total Estimated Charges: $ [Total Estimated Charges]
PAYMENT ENCLOSSED: $ [PAYMENT ENCLOSSED]
Invoicing will be done from the actual weight, not the above estimates.

01/10/97
PLEASE CHECK YOUR SELECTION

#1 Modular Display System #1 - 10' Backwall
One White Header with Black Copy
$1,075.00

#2 Modular Display System #2 - 10' x 10'
One White Header with Black Copy
One 1 Meter Counter with Sliding Doors
Three Arm Lights
Standard Booth Carpet
$1,450.00

#3 Modular Display System #3 - 10' x 20'
Two White Headers with Black Copy
Two 1 Meter Counters with Sliding Doors
Six Arm Lights
Standard Booth Carpet
$2,900.00

#4 Modular Display System #4 - 10' x 20'
Two White Headers with Black Copy
Two 1 Meter Counters with Sliding Doors
One 2 Meter Built-In Counter with Sliding Doors
Six Arm Lights
Standard Booth Carpet
$3,500.00

PLEASE CONTACT THE DWA CUSTOMER SERVICE DEPARTMENT AT 503/228-6800 IF YOU ARE INTERESTED IN CREATING A CUSTOM DESIGNED EXHIBIT BEYOND THE BASIC PACKAGE DESIGNS.
**Modular Display Systems Include**  
- Installation and dismantling labor  
- Standard header copy (black)

### ACCESSORIES

<table>
<thead>
<tr>
<th></th>
<th>Quantity</th>
<th>Advance</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arm Lights</td>
<td></td>
<td>$38.00</td>
<td>$46.00</td>
</tr>
<tr>
<td>Literature Pockets</td>
<td>Letter</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Light Boxes</td>
<td>Small</td>
<td>$200.00</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td>$250.00</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Large</td>
<td>$325.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Counters</td>
<td>1 Meter</td>
<td>$200.00</td>
<td>$275.00</td>
</tr>
<tr>
<td></td>
<td>2 Meter</td>
<td>$250.00</td>
<td>$325.00</td>
</tr>
<tr>
<td></td>
<td>Curved</td>
<td>$250.00</td>
<td>$325.00</td>
</tr>
<tr>
<td>Shelves (40” x 12”)</td>
<td>Straight</td>
<td>$30.00</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>Angle</td>
<td>$38.00</td>
<td>$48.00</td>
</tr>
<tr>
<td>Wirewall Panels</td>
<td>Black</td>
<td>$225.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### QUICK TIPS FOR EASY EXHIBITING

- Consider ordering floral accessories to enhance your exhibit on the Plant Order Form enclosed.
- If you are shipping literature or products, please refer to the Material Handling Order Form to arrange for delivery of those items to your exhibit.
- If you have any questions or need assistance in completing your order, please call us and ask for the Customer Service Department.
- Remember to order in advance to save time and money. Orders received after the Deadline Date or without payment will cost you up to an additional 30% over prices indicated and are subject to availability.

**Please note:** Furniture, vacuum service and electricity are not included in above price. Header copy will be black. For special lettering and/or logo work, please call for a quote.

**Cancellation Policy:** Items cancelled after move-in begins will be charged 100%. Any custom display panels or graphics cancelled after start of construction will be charged 100%.

---

**Company Name**

**Booth Number**

**Billing Address**

City State Zip Code

**Telephone**

Fax E-mail

Authorized Contact Signature Authorized Contact-Please Print Date

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

**All orders are governed by DWA’s Payment Policy and Limits of Liability and Responsibility.**

MDS #__________ $  
Additional Items $  
PAYMENT ENCLOSED $
FIRE MARSHAL’S RULES

1. All decorative materials must be flame proofed or of a type acceptable to the Fire Marshal’s Office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless pre-approved by the Fire Marshal’s office.

2. No flammable gasses, liquids or solids, are allowed in any building, enclosed tent or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.

3. Booths with canopies larger than 10’ x 10’ are not allowed unless approved by the Fire Marshal’s Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must also have a fire extinguisher.

4. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.

5. All natural gas lines used to run a fireplace etc. must have a shut off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut off valves to the appliances and to the building as well. All natural gas fireplace displays must have a safety pilot kit providing automatic shut off if no flame is detected. Each fireplace must additionally have a Carbon Monoxide detector with alarm and a protective barrier to safeguard against risk of being burned. No wood burning fireplaces are permitted.

6. Portable space heaters are not allowed unless approved by the Fire Marshal’s Office.

7. Displaying of vehicles requires vehicles to have 1/4 tank or less of fuel in the tank; gas cap must be either locked or taped in place; and battery cables taped or batteries removed.

8. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.

9. All exhibitors are to keep all their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.

10. Empty cardboard boxes are not to be stored within booths overnight.

11. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES MUST BE RELOCATED BY THE EXHIBITOR UPON REQUEST.
**Fax Cover Sheet**

<table>
<thead>
<tr>
<th>To:</th>
<th>Tiona Dumas, Senior Event Manager</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hilton Vancouver Washington</td>
<td></td>
</tr>
<tr>
<td></td>
<td>301 West 6th Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vancouver, WA 98660</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>360-828-4317</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td>360-828-4309</td>
<td></td>
</tr>
</tbody>
</table>

---

**From:**

**Exhibitor Company:**

**Booth or Table Number:**

**Phone Number:**

**Fax Number:**

**E-Mail:**

**On-site Contact:**

**On-site Contact Phone:**
Hilton Vancouver Washington
Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

HOTEL USE ONLY:

Authorized Amount: Approval Code: Date:

Date:

CARDHOLDER - Please complete the following section and sign/date below.

Guest / Group Name:

Check-In / Event Date:

Name of Person/Group Making Reservation: Phone:

Cardholder Name as it Appears on Credit Card:

Cardholder Billing Address:

City: State: Zip:

Daytime /Business Telephone: Evening Telephone:

Credit Card Number: Expiration Date:

Credit Card Type: (Circle one)

Visa/MasterCard American Express Discover JCB Diners Club

Credit Card Issuing Bank Name: Bank Phone Number (from back of your credit card):

I agree to cover the following categories of charges: (Please circle)

All Charges Room & Tax Food & Beverage Retail Recreation

I agree to cover the above categories of charges up to a Maximum Amount of $

DIRECT BILL ACCOUNT PAYMENTS ONLY: (For direct billing customers paying by credit card)

Name on Invoice/Statement Date on Invoice/Statement

Invoice/Statement Number Authorized Amount $ $

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: $

Final Balance Billed to Credit Card (hotel use only): $

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: Date:

Updated October 2008
### ADDITIONAL EQUIPMENT

All Audio Visual Prices are per day. Any equipment or technician canceled within 24 hours of a function’s start time will be billed at the full price. All equipment will be subject to a 20% Service Charge and 8.1% Sales Tax.

<table>
<thead>
<tr>
<th>Miscellaneous Equipment</th>
<th>Qty</th>
<th>DAILY RATE</th>
<th># Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power at 20-amp Circuit (includes power strip or cord)</td>
<td></td>
<td>$40.00 per day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Power Cord</td>
<td></td>
<td>$10.00 per day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Power Strip</td>
<td></td>
<td>$10.00 per day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired or Wireless High-Speed Internet Connection</td>
<td></td>
<td>$50.00 per day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone line</td>
<td></td>
<td>$100.00 per day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Speakerphone</td>
<td></td>
<td>$95.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desk Phone</td>
<td></td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banners, hotel staff to hang</td>
<td></td>
<td>$25.00 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flipchart w/Markers</td>
<td></td>
<td>$45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tripod Easel</td>
<td></td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Equipment</td>
<td></td>
<td>Call for details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audio / Video Equipment</th>
<th>Qty</th>
<th>DAILY RATE</th>
<th># Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD Player</td>
<td></td>
<td>$65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD / VCR and 27&quot; Monitor package</td>
<td></td>
<td>$175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27&quot; Color Monitor (NOT for computer use)</td>
<td></td>
<td>$110.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42&quot; Rolling Cart w/Black Drape</td>
<td></td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD Player</td>
<td></td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cassette Player - Stereo, (requires sound system)</td>
<td></td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Handheld Microphone</td>
<td></td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone: Handheld or Lavaliere (circle one)</td>
<td></td>
<td>$120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker w/stand for above microphones, Required</td>
<td></td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound System with (2) powered speakers, (2) stands</td>
<td></td>
<td>$175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desktop Computers</td>
<td></td>
<td>Please call for rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Computers</td>
<td></td>
<td>Please call for rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18&quot;-20&quot; Flat Screen Computer Data Monitor</td>
<td></td>
<td>Please call for rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; LCD Screen Computer Data Display</td>
<td></td>
<td>$550.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42&quot; Plasma Screen Computer Data Display *</td>
<td></td>
<td>$550.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Requires 2 Technicians to setup and dismantle.</td>
<td></td>
<td>See Below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Data/Video Projector (3000 Lumens)</td>
<td></td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Data/Video Projector (6000 Lumens)</td>
<td></td>
<td>$900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screens ~ 5 ft., 6 ft., 7 ft., 8 ft.</td>
<td></td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Rental Totals

**PRE-PAYMENT IS REQUIRED ON ALL ORDERS**

**EQUIPMENT TOTAL**

- Service Charge on all equipment rentals of 20%
- Sales Tax at 8.2%

* Additional Labor charges apply, please call for details

Updated October 2008