



Brede

EXPOSITION SERVICES

DrupalCon
Oregon Convention Center
Portland, OR
May 20-24, 2013

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **DrupalCon**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's DrupalCon Customer Service Representative at cscolorado@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.



Brede Customer Service

- 303.399.8600 Fax 303.321.8694 e-mail: cscolorado@brede.com
- Office Hours: 8:00 AM - 4:30 PM (mountain time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

Show Management

- Ruth Fuller
- ruth@association.drupal.org

Booths

Each 10' booth includes:

- 8' high back drape - Royal Blue
- 3' high side drape - Royal Blue
- (1) 6' x 30" draped table - Royal Blue
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number
- 500 W Electrical Outlet with (1) Power Strip Shared Wireless Internet Service (Show Wi-Fi)

Order forms for these services are provided at the back of this document should you require any additional services

Drape Colors: Royal Blue

Aisle Carpet Color: Blue

The exhibit hall is not carpeted. Exhibitors may choose to rent carpet through Brede Exposition Services using the *Carpet Order* form.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **May 14, 2013**

TO: Exhibiting Company Name and Booth #

FOR: DrupalCon Portland 2013

Brede Exposition Services

c/o YRC FREIGHT

6845 North Cutter Circle

Portland, OR 97217

Direct to Show Site

Do not deliver prior to: **May 21, 2013**

TO: Exhibiting Company Name and Booth #

FOR: DrupalCon Portland 2013

c/o Brede Exposition Services

Oregon Convention Center

777 Northeast Martin Luther King Junior Blvd

Portland, OR 97232



[Find more on Brede.com](http://www.brede.com)



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



Information Form

Booths will have higher traffic during coffee breaks, lunch and evening receptions. It is suggested, but not required, that you plan to staff your booth accordingly during these times

Exhibitor Schedule

Registration Hours:	All registration is at the Oregon Convention Center					
	Sunday	May 19, 2013	4:00 PM	—	7:00 PM	Oregon Ballroom Pre-function
	Monday	May 20, 2013	7:00 AM	—	6:00 PM	Oregon Ballroom Pre-function
	Tuesday	May 21, 2013	7:00 AM	—	6:00 PM	Pre-function C
	Wednesday	May 22, 2013	8:00 AM	—	6:00 PM	Pre-function C
	Thursday	May 23, 2013	8:30 AM	—	3:00 PM	Pre-function C
Exhibitor Move-in:	Tuesday	May 21, 2013	6:00 AM	—	11:30 AM	
Show Hours:	Tuesday	May 21, 2013	11:30 AM	—	5:30 PM	
			11:30 AM	—	12:45 PM	Lunch Break
			3:15 PM	—	3:45 PM	Coffee Break
			5:30 PM	—	7:00 PM	Evening Reception in the Exhibit Hall
	Wednesday	May 22, 2013	10:15 AM	—	6:00 PM	
			10:15 AM	—	10:45 AM	Coffee Break
			11:45 AM	—	1:00 PM	Lunch Break
			6:30 PM	—	8:00 PM	Evening Reception/Blue Drop Award
	Thursday	May 23, 2013	10:15 AM	—	3:15 PM	
			10:15 AM	—	10:45 AM	Coffee Break
			11:45 AM	—	1:00 PM	Lunch Break
Exhibitor Move-out:	Thursday	May 23, 2013	3:15 PM	—	7:00 PM	

Utilities & Services

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **6:00 PM on May 23, 2013.**
- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



[Find more on Brede.com](http://www.brede.com)



phone 303.399.8600
fax 303.321.8694
e-mail cscolorado@brede.com



Information Form Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	May 7, 2013
Custom exhibits rentals	May 7, 2013
Labor orders	May 7, 2013



[Add to my calendar](#)

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	May 14, 2013
Shipments to show site to arrive no sooner than:	May 21, 2013

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Payment & Pricing Policies



[Find more on Brede.com](#)



phone 303.399.8600
fax 303.321.8694
e-mail cscolorado@brede.com



Required Form

This form must accompany any completed order form(s) submitted to Brede.
 Payment Method must be completed to process orders.
 Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: May 7, 2013



[Add to my calendar](#)

Order Summary

Carpet	\$	_____
Tables & Accessories	\$	_____
Specialty Items	\$	_____
Perfboard / Tackboard	\$	_____
Radius Rentals	\$	_____
Brede Rental Exhibits	\$	_____
Material Handling	\$	_____
Labor	\$	_____
Forklift	\$	_____
Hanging Sign	\$	_____
Booth Cleaning	\$	_____
Graphics	\$	_____
Total Due	\$	_____

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

Third Party Payer

Tax Exempt
 include certificate

Our Federal ID #
 84-1182654

Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **DrupalCon** and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____
 Address: _____ City, State, Zip: _____
 Phone: _____ Fax: _____ Email: _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694



Required Form

This form must accompany any completed order form(s) submitted to Brede. A credit card must be on file prior to the delivery of any goods or services. Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a \$25.00 service charge will be added.

Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA *by fax* 303.321.8694

Brede EXPOSITION SERVICES

DrupalCon
Oregon Convention Center
Portland, OR
May 20-24, 2013



Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.
Enter the Carpet Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: May 7, 2013



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[Find more on Brede.com](#)

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

- Black Blue Burgundy
 Grey Forest Green Red

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 191.00	\$ 248.30	\$ _____
_____	20' Carpet	\$ 382.00	\$ 496.60	\$ _____
_____	30' Carpet	\$ 573.00	\$ 744.90	\$ _____
_____	40' Carpet	\$ 764.00	\$ 993.20	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 3.50 per sq. ft.	\$ 4.55 per sq. ft.	\$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 1.55	\$ 2.02	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$ 1.10 per sq. ft.	\$ 1.43 per sq. ft.	\$ _____

Plush Custom Carpeting

Select from Custom Colors

- Black Tan Burgundy Purple Green Navy Blue
 Red Grey Teal Royal Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 4.75 per sq. ft.	\$ 6.18 per sq. ft.	\$ _____
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- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
Carpet Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Carpet

Brede

EXPOSITION SERVICES

DrupalCon
Oregon Convention Center
Portland, OR
May 20-24, 2013



Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: May 7, 2013



[Add to my calendar](#)

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 142.00	\$ 185.00	\$ _____
_____	6' x 2' draped table	\$ 161.00	\$ 209.50	\$ _____
_____	8' x 2' draped table	\$ 194.00	\$ 252.50	\$ _____
_____	4th side drape	\$ 49.00	\$ 64.00	\$ _____
_____	4' x 2' undraped table	\$ 65.00	\$ 84.50	\$ _____
_____	6' x 2' undraped table	\$ 70.00	\$ 89.50	\$ _____
_____	8' x 2' undraped table	\$ 75.00	\$ 94.00	\$ _____
40" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 168.00	\$ 218.50	\$ _____
_____	6' x 2' draped table	\$ 191.00	\$ 248.50	\$ _____
_____	8' x 2' draped table	\$ 210.00	\$ 273.00	\$ _____
_____	4th side drape	\$ 55.00	\$ 71.50	\$ _____
_____	4' x 2' undraped table	\$ 72.00	\$ 94.00	\$ _____
_____	6' x 2' undraped table	\$ 77.00	\$ 99.00	\$ _____
_____	8' x 2' undraped table	\$ 82.00	\$ 104.00	\$ _____

Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair - Grey	\$ 102.00	\$ 133.00	\$ _____
_____	Padded Arm Chair - Grey	\$ 122.00	\$ 146.00	\$ _____
_____	Highback Swivel Stool- Grey	\$ 176.00	\$ 229.00	\$ _____
_____	Counter Stool with Back - Grey	\$ 126.00	\$ 164.00	\$ _____
_____	Padded Bar Stool - Black	\$ 89.00	\$ 116.00	\$ _____
_____	Pedestal Table - White 17"h x 30"d	\$ 99.00	\$ 129.00	\$ _____
_____	Pedestal Table - White 27"h x 30"d	\$ 119.00	\$ 155.00	\$ _____
_____	Pedestal Table - White 40" x 30"d	\$ 144.00	\$ 188.00	\$ _____
_____	Pedestal Table - Black 17"h x 30"d	\$ 99.00	\$ 129.00	\$ _____
_____	Pedestal Table - Black 27"h x 30"d	\$ 119.00	\$ 155.00	\$ _____
_____	Pedestal Table - Black 40"h x 30"d	\$ 144.00	\$ 188.00	\$ _____
_____	4'x8' Horizontal Velcro Posterboard	\$ 144.00	\$ 187.00	\$ _____
_____	Floor Easel	\$ 40.00	\$ 52.00	\$ _____
_____	Sign Stand 22" x 28"	\$ 110.00	\$ 143.00	\$ _____
_____	Bag Rack	\$ 96.00	\$ 125.00	\$ _____
_____	Literature Rack - Black Wire	\$ 86.00	\$ 112.00	\$ _____
_____	Chrome Coat Tree	\$ 96.00	\$ 125.00	\$ _____
_____	3' high drapery (per ft)	\$ 9.00	\$ 12.00	\$ _____
_____	8' high drapery (per ft)	\$ 12.00	\$ 15.00	\$ _____



[Find more on Brede.com](#)

Select Drape Color (if no color is selected, show colors will prevail.)

- | | | | |
|--------------------------------|-------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green |
| <input type="checkbox"/> White | <input type="checkbox"/> Red | <input type="checkbox"/> Grey | |

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____

Table Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Tables & Accessories

Brede EXPOSITION SERVICES

DrupalCon
Oregon Convention Center
Portland, OR
May 20-24, 2013



Order Form

Submit this form if you wish to rent Specialty Items from Brede.
Enter the Specialty Items Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: May 7, 2013



[Add to my calendar](#)



[Find more on Brede.com](#)

Specialty Items

Qty	Item	Advance	Standard	Subtotal
_____	White Counter - Sliding Doors & Storage Shelf 20" x 40" x 40" Tall	\$ 325.00	\$ 422.50	\$ _____
_____	Jewelry Case - One Shelf 20" x 40" x 40" tall	\$ 385.00	\$ 500.50	\$ _____
_____	Show Case - Two Shelves 20" x 40" x 40" tall	\$ 375.00	\$ 487.50	\$ _____
_____	Computer Counter - 12" Keyboard Extension, Sliding Doors, One Shelf	\$ 345.00	\$ 448.50	\$ _____
_____	Lock for Counters & Cases (each)	\$ 20.00	\$ 20.00	\$ _____
_____	Lights for Jewelry & Show Cases (each)	\$ 20.00	\$ 20.00	\$ _____
_____	Table Top Plexi Draw Box 12" x 12" x 12" tall	\$ 78.00	\$ 101.50	\$ _____
_____	White Bar Fridge 1.7 cubic ft.	\$ 188.00	\$ 244.50	\$ _____
_____	Loveseat - Black	\$ 325.00	\$ 422.50	\$ _____
_____	Lounge Chair - Black	\$ 188.00	\$ 244.50	\$ _____
_____	Oak Coffee Table 48" x 24" x 16" high	\$ 132.00	\$ 172.00	\$ _____
_____	Oak End Table 22" x 20" x 19" high	\$ 101.00	\$ 131.50	\$ _____
_____		\$ 395.00	\$ 513.00	\$ _____
_____		\$ 550.00	\$ 715.00	\$ _____
_____		\$ 450.00	\$ 585.00	\$ _____
_____		\$ 130.00	\$ 169.00	\$ _____
_____				\$ _____
_____	Refrigerator - small (approx. 32"h x 19"d x 18"w)	\$ 220.00	\$ 286.00	\$ _____

Important Notes

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- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
Specialty Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Specialty Items

B RENTAL EXHIBITS D E

Plan A



Plan B



Plan C



Plan D



--- Plan A ---
10' N-Line
 Hardwall Panels • Carpet
 Side Chair (1) • Counter (1)
 Shelves (2) • Header
 Labor to Install and Dismantle

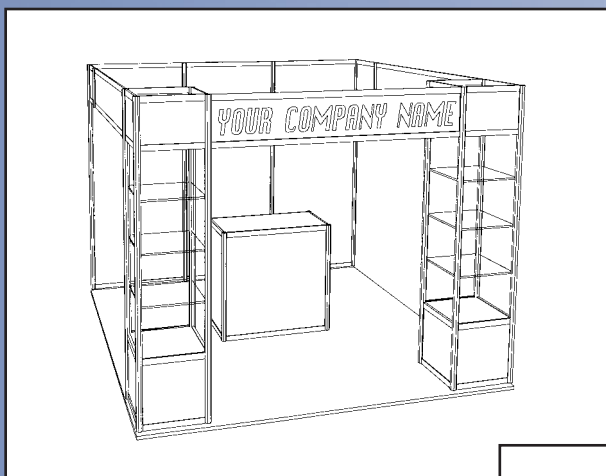
--- Plan B ---
20' N-Line
 Hardwall Panels • Carpet
 Side Chairs (2) • Counter (1)
 Shelves (4) • Header
 Labor to Install and Dismantle

--- Plan C ---
20' N-Line
 Hardwall Panels
 Upgraded Curved Returns
 Upgraded Curved Header
 Carpet • Side Chairs (2)
 Counter (1) • Shelves (4)
 Labor to Install and Dismantle

--- Plan D ---
20' X 20' Island
 Hardwall Panels • Carpet
 Counters (2) • Headers (4)
 Labor to Install and Dismantle
 (Floral not included)

Brede Custom Exhibits

From the simple to the elaborate, Brede transforms empty booth space into a custom tailored exhibit.



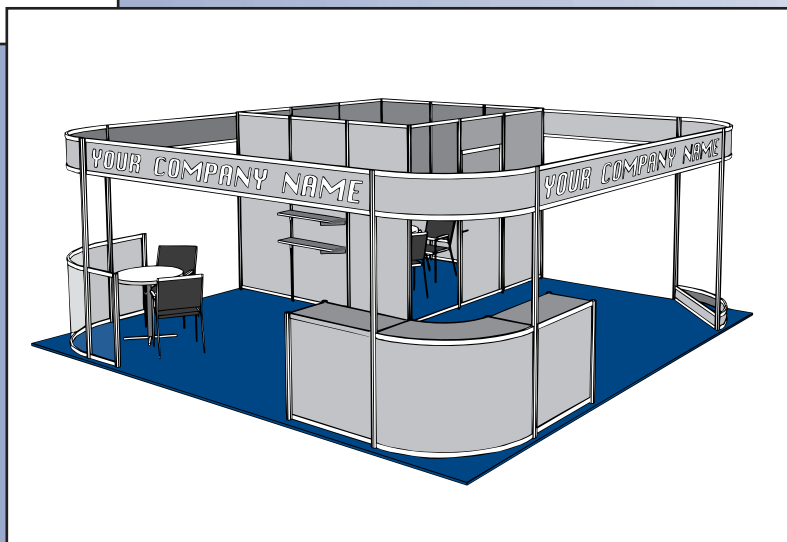
Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Brede continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Brede offers the perfect solution.



Call our experienced professionals for an innovative and customized approach.

Custom \kəs-təm\adj **1:** made or performed according to personal order
2: specializing in custom work or operation

Brede EXPOSITION SERVICES

Brede

EXPOSITION SERVICES

DrupalCon
Oregon Convention Center
Portland, OR
May 20-24, 2013



Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: May 7, 2013



[Add to my calendar](#)

Exhibits

Qty	Item	Advance	Standard	Subtotal
White Hardwall Panels				
_____	Plan A -10' exhibit	\$ 1,700.00	\$ 2,210.00	\$ _____
_____	Plan B-20' exhibit	\$ 3,240.00	\$ 4,210.00	\$ _____
_____	Plan C-20' exhibit	\$ 3,700.00	\$ 4,810.00	\$ _____
_____	Plan D-20'x20' exhibit	\$ 6,680.00	\$ 8,680.00	\$ _____
Color Hardwall Panels (with Choice of Color)				
_____	Plan A -10' exhibit	\$ 1,940.00	\$ 2,520.00	\$ _____
_____	Plan B-20' exhibit	\$ 3,730.00	\$ 4,850.00	\$ _____
_____	Plan C-20' exhibit	\$ 4,250.00	\$ 5,525.00	\$ _____
_____	Plan D-20'x20' exhibit	\$ 7,700.00	\$ 10,000.00	\$ _____
Velcro Compatible Panels (with Choice of Color)				
_____	Plan A -10' exhibit	\$ 2,058.00	\$ 2,675.00	\$ _____
_____	Plan B-20' exhibit	\$ 3,885.00	\$ 5,051.00	\$ _____
_____	Plan C-20' exhibit	\$ 4,431.00	\$ 5,760.00	\$ _____
_____	Plan D-20'x20' exhibit	\$ 8,022.00	\$ 10,429.00	\$ _____

Includes:

- Standard expo carpeting with your choice of color (see options)
- Material handling (for rental exhibits where Brede is the official show contractor)
- Standard counter—18" x 39" x 40"
- Labor to install and dismantle exhibit
- **Header**—One line with black block letters

HEADER COPY (Please print clearly):

(logos, color, & special lettering available at an additional cost. Call for quote.)

Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

Exhibiting Company _____

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Brede Rental Exhibits

Custom Exhibit Rentals



20' x 60' Island



10' x 10' Inline

Brede
EXPOSITION SERVICES



20' x 50' Island



10' x 40' Inline



40' x 40' Island with 2 Story Deck



10' x 10' Inline



20' x 20' Island



20' x 30' Peninsula



20' x 20' Island



40' x 40' Island

Turn-Key Custom Exhibit Rental Portfolio



Order Form

Submit this form if you wish to rent a customized exhibit from Brede. A Brede Representative will contact you with a price quote for your customized needs.

Advance Order Discount Deadline: May 7, 2013



[Add to my calendar](#)

Why Choose Custom?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Your Brede designer will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor. With a Brede custom booth design, you will enjoy the following benefits:

- Photorealistic renderings show you exactly what your booth will look like prior to the show.
- Renting a custom designed booth is a cost-effective alternative to buying and storing at an exhibit fabrication warehouse.
- Turn-key Brede project management throughout production will ensure that your display installs exactly as promised for a worry-free show.

Custom Order Details

Please complete the form below so that we may begin to utilize Brede's professional expertise and talent and better understand the image you wish to project. A Brede designer will contact you to begin the creative process.

Marketing Objectives Please describe your goals for exhibiting at DrupalCon:

Exhibit Requirements

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> Reception Area | <input type="checkbox"/> Focal Point | <input type="checkbox"/> Literature Access | <input type="checkbox"/> Theater | <input type="checkbox"/> Monitors |
| <input type="checkbox"/> Seating | <input type="checkbox"/> Work Stations | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Interactive Kiosks | |
| <input type="checkbox"/> Lead Retrieval | <input type="checkbox"/> Conference Area | <input type="checkbox"/> Live Presentation Stage | <input type="checkbox"/> Product Display | <i>(please describe product & requirements)</i> |

Pantone Colors: _____

Corporate Website : _____

Budget Guidelines Custom booth designs are available at a variety of price points and will be quoted individually.

What is your budget? _____ Does the budget include graphics? Yes No

Important Notes

- Electricity is not included with rental.
- Orders must be paid in full prior to production.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694



Information Form

*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.
Please make your show site representative aware of the following policy.*

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.



[Find more on Brede.com](#)



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **May 14, 2013** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).



[Find more on Brede.com](http://www.brede.com)



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fax 303.321.8694

e-mail cscolorado@brede.com



Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to **May 21, 2013**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



[Find more on Brede.com](http://www.brede.com)



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e-mail cscolorado@brede.com



Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: DrupalCon Portland 2013
Brede Exposition Services
c/o YRC FREIGHT
6845 North Cutter Circle
Portland, OR 97217

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by May 14, 2013 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: DrupalCon Portland 2013
c/o Brede Exposition Services
Oregon Convention Center
777 NE Martin Luther King Junior Blvd
Portland, OR 97232

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than May 21, 2013 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



[Find more on Brede.com](#)



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	100 lb minimum charge		
	<i>Straight Time</i> <i>both move-in & move-out on ST</i> <i>per 100 lbs</i>	<i>OT One Way</i> <i>move-in or move-out on OT</i> <i>per 100 lbs</i>	<i>OT Two Ways</i> <i>both move-in & move-out on OT</i> <i>per 100 lbs</i>
Advance to Warehouse: Crated	\$96.00	\$124.00	\$152.00
Direct to Show site: Crated	\$88.00	\$116.00	\$144.00
Advance to Warehouse: Special Handling	\$120.00	\$148.00	\$176.00
Direct to Show site: Special Handling	\$110.00	\$138.00	\$166.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$117.00	\$145.00	\$173.00

Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after May 14, 2013 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$42.00 <i>per 100 lbs.</i>
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$180.00 <i>round trip</i>
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: Advanced Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 100 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					TOTAL	\$

Show Site Contact Name _____

Show Site Phone _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Material Handling Rates



Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 100 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 41 lbs. charged @ 100 lb. minimum x \$96.00 per CWT = \$96.00
- o 1 piece weighing 28 lbs. charged @ 100 lb. minimum x \$96.00 per CWT = \$96.00
- o 1 piece weighing 30 lbs. charged @ 100 lb. minimum x \$96.00 per CWT = \$96.00

TOTAL cost of three shipments arriving separately: \$288.00

OR

- o 3 pieces totaling 99 lbs @ 100 lb minimum x \$96.00 per CWT = \$96.00

TOTAL cost of one consolidated shipment: \$96.00 Savings of \$192.00

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



[Find more on Brede.com](http://Brede.com)



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight
6845 North Cutter Circle
Portland, OR 97217

DrupalCon Portland 2013

Oregon Convention Center
Portland, OR
May 20-24, 2013

Exhibitor

Booth

Late to warehouse charges apply after:

May 14, 2013

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight
6845 North Cutter Circle
Portland, OR 97217

DrupalCon Portland 2013

Oregon Convention Center
Portland, OR
May 20-24, 2013

Exhibitor

Booth

Late to warehouse charges apply after:

May 14, 2013

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Oregon Convention Center

777 NE Martin Luther King Junior Blvd

Portland, OR 97232

DrupalCon Portland 2013

Oregon Convention Center
Portland, OR
May 20-24, 2013

Exhibitor

Booth

**Do not deliver prior to:
May 21, 2013**

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Oregon Convention Center

777 NE Martin Luther King Junior Blvd

Portland, OR 97232

DrupalCon Portland 2013

Oregon Convention Center
Portland, OR
May 20-24, 2013

Exhibitor

Booth

**Do not deliver prior to:
May 21, 2013**

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.



Order Form Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: May 7, 2013

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

Outbound Shipping Information

To: _____
Consigned to (Ship to): _____
Attention: _____
Destination (Street Address): _____
City: _____ State: _____ Zip: _____

Method

Ground

YRC Freight Other Ground _____

Air

Platinum Cargo Other Air _____ Next Day 2nd Day Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____
Attention: _____
Permanent Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: _____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694



Exhibit Services

Simply reliable success



The expertise of **YELLOW** and **Roadway**



YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.*** Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.531.EXPO (3976)
exhibit.services@yrcw.com





Platinum Expo and Trade Show Service

"Synchronizing the Many Facets of Trade Show and Event Planning"

Platinum Cargo Logistics is a specialist in providing a specialized services in transport and logistics. Platinum is your partner when it comes to synchronizing the many components and demands of getting your trade show booth and equipment to and from show.On time Every time!

When it comes to coordinating the logistics and transportation planning in to or out of the show site, convention center, hotels, advanced receiving sites, our commitment to customer support is unparalleled in our industry. We combine an extensive network of resources and in depth understanding of the entire process. Platinum will ensure that your product arrives and departs in a timely manner, because we know that the trade show business is urgent and time specific.

Platinum also provides full web tracking solutions which are available with an assigned user name and password. The Platinum Ship system provides the ability to create bills of lading on line, dispatch pickups, print labels and real time updates and the milestones of the shipment through to proof of delivery.

SERVICES:

- Show Site Shipping Coordination
- Door to Door Air and Ground Expedite Services throughout North America
- Full Truck Load Services / Exclusive Use Vehicle
- Less than Truck Load Services
- Door To Door International Air Expedited Services Worldwide
- Ocean Full Container and Less Than Container Load Services
- Crating and Packaging Services
- Warehousing and Distribution

Please contact our centralized customer service team in Denver today to request a quote and learn more about how we can assist with your Trade Show and Expo transportation and logistics needs.

Platinum Cargo Logistics
Available 24/7 - Weekends, Holidays, and After Hours

Office: 866-260-5587 /Fax: 720-374-3099 /Mobile: 303-257-7947 /Email: denops@platinumcargo.com





Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

Exhibitors may hand-carry their materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Brede Exposition Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede.

Booth Labor

Currently we have an agreement with the local union to provide labor for display installation and dismantling. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. Labor can be ordered in advance by submitting the *Labor Order* form or through the Brede Service Desk at show site. Proof of the full-time employment status of any personnel working in your booth may be requested by the Union Steward.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



[Find more on Brede.com](http://Brede.com)



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com

Brede

EXPOSITION SERVICES

DrupalCon
Oregon Convention Center
Portland, OR
May 20-24, 2013



Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials. Enter the Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: May 7, 2013



[Add to my calendar](#)

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
 - Reduce at-show expenses and time spent.
 - Labor under Brede supervision is straight time when possible.
- Check for Brede Supervised Labor

Installation

Shipped:

- Warehouse
 Show site

Blueprints/Instructions:

- Attached
 with Display-Crate # _____

Shipment :

- Crates
 Boxes
 Carpet/Pad

Electrical under carpet:

- Yes No

Location: _____

Carpet:

- From Brede
 Shipped
 None

Delivery Date: _____

Special Equipment Required: _____

- Brede Supervision costs **30%** of total labor bill.
- There is a **\$50.00** minimum charge for supervision per installation and dismantle.

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: Ground Air

Other carrier*: _____

*Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
 - Exhibitor must meet labor at Brede Service Desk at scheduled time.
- Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time	\$92.00
Monday-Friday 8:00 a.m.- 4:30 p.m.	per person per hour
Overtime	\$138.00
Monday-Friday 4:30 p.m.- Midnight	per person per hour
Saturday, Sunday and observed union holidays 8:00 a.m.- Midnight	

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person per hour	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____		X =	X		= \$	+ \$	= \$
Dismantle	_____		X =	X		= \$	+ \$	= \$

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Labor

Brede EXPOSITION SERVICES

DrupalCon
Oregon Convention Center
Portland, OR
May 20-24, 2013



Order Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services..
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: May 7, 2013



[Add to my calendar](#)

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

Forklift Rates

	<i>Up to 5,000 lbs. capacity</i> <small>forklift & operator per hour</small>	<i>Helper</i> <small>per person per hour</small>	
Straight Time <i>Monday-Friday 8:00 a.m.- 4:30 p.m.</i>	\$184.00	\$92.00	<ul style="list-style-type: none"> • One hour minimum per laborer. • Labor is then charged in 1/2 hour increments per laborer.
Overtime <i>Monday-Friday 4:30 p.m.- Midnight</i> <i>Saturday, Sunday and</i> <i>observed union holidays 8:00 a.m.- Midnight</i>	\$265.00	\$138.00	

Order Details

Describe work to be done:

- Spotting of Equipment
- Installation/Dismantle of Header
- Other _____

Please specify other equipment:

- Straps
- Chains
- Fork Extensions

Four (4) Stage Forklift Required: Yes No

Contact responsible for move-in: _____ **Phone #:** _____

Estimate Costs

	<i>Date Time</i>	<i>Heaviest Piece (lbs.)</i>	<i># of Forklifts up to 5,000 lbs. (w/Operator)</i>	<i>Est. Hrs. per Forklift</i>	<i>Rate per hour</i>	<i>Estimated Cost</i>
Installation	_____		X	X	\$	= \$
Dismantle	_____		X	X	\$	= \$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA *by fax* 303.321.8694

Forklift

Brede

EXPOSITION SERVICES

DrupalCon
Oregon Convention Center
Portland, OR
May 20-24, 2013



Order Form

Submit this form if you wish to rent hanging signs labor from Brede Exposition Services. Brede is available for assembly, installation, and removal of any hanging signs. Enter the Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: May 7, 2013



[Add to my calendar](#)

Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code. **(Place electrical order on the appropriate form).**
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

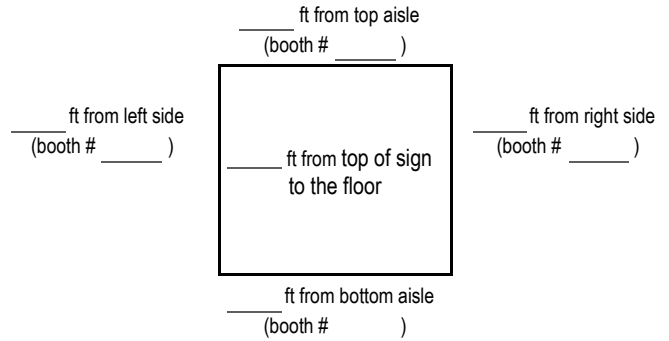
Hanging Signs Rates

	Rate for Lift & Crew <i>Per Hour</i>
Straight Time <i>Monday-Friday 8:00 a.m.- 4:30 p.m.</i>	\$410.00
Overtime <i>Monday-Friday 4:30 p.m.- Midnight</i> <i>Saturday, Sunday and</i> <i>observed union holidays 8:00 a.m.- Midnight</i>	\$585.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

Order Details

Weight (lbs)	Height (ft)	Length (ft)	
Type	Shape	Electrical	Assembly Required
<input type="checkbox"/> Fabric	<input type="checkbox"/> Circle	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Metal	<input type="checkbox"/> Square	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Wood	<input type="checkbox"/> Triangle	Chain Motor	
<input type="checkbox"/> Truss		<input type="checkbox"/> Yes	
		<input type="checkbox"/> No	



Estimate Costs

	Date Time	Hanging Signs Rate	Est. Hrs.	Subtotal Cost	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	\$ _____	X _____	= _____	+ \$ _____	= \$ _____
Dismantle	_____	\$ _____	X _____	= _____	+ \$ _____	= \$ _____

Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Booth Number

Hanging Sign

Brede EXPOSITION SERVICES

DrupalCon
Oregon Convention Center
Portland, OR
May 20-24, 2013



Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

PHONE#: _____ **FAX#:** _____

EMAIL ADDRESS: _____ **CELL#:** _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Non-Official I&D Contractor

Brede

EXPOSITION SERVICES

DrupalCon
 Oregon Convention Center
 Portland, OR
 May 20-24, 2013



Order Form

Submit this form if you wish to order signage from Brede.
 Enter the Graphics Total below on Order Summary / Payment form.
 Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: May 7, 2013



[Add to my calendar](#)

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 51.00	\$ 67.00	\$ _____
_____	14" X 22"	\$ 68.00	\$ 88.50	\$ _____
_____	22" X 28"	\$ 91.00	\$ 118.50	\$ _____
_____	28" X 44"	\$ 128.00	\$ 166.50	\$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
_____ X _____	=	_____ X _____	\$17.25 per sq. ft.	\$24.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.
 minimum order

- Foamcore PVC Plexi Other _____

Select one

- Vertical
 Horizontal

Special instructions

Important Notes

- Orders cancelled will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____

Graphics Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694



Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.



[Find more on Brede.com](http://Brede.com)



phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



Order Form

Submit this form if you wish to enhance your exhibit with our floral rental options.
 Enter the Floral Total below on Order Summary / Payment form.
 Orders received without full payment or credit card information will not be processed.



[Add to my calendar](#)

Advance Order Discount Deadline: May 7, 2013

Qty	Item	Advance	Standard	Subtotal
_____	Live Potted Flowers	\$ 48.00	\$ 62.50	\$ _____
_____	Live Boston Fern	\$ 56.00	\$ 73.00	\$ _____
_____	Live Hanging Green Plant	\$ 58.00	\$ 75.50	\$ _____
_____	Live Tropical 3'-4' tall floor plant	\$ 79.00	\$ 103.00	\$ _____
_____	Live Tropical 4'-5' tall floor plant	\$ 92.00	\$ 120.00	\$ _____
_____	Live Tropical 6' tall floor plant	\$ 119.00	\$ 155.00	\$ _____
_____	Small Floral Arrangement	\$ 89.00	\$ 116.00	\$ _____
_____	Large Floral Arrangement	\$ 122.00	\$ 159.00	\$ _____

- Rental price includes installation, maintenance, container, top dressing, and pick-up after show.
- All live green plants and ferns are on a rental basis only.
- Missing rental items will be the responsibility of the exhibitor and will be billed to the exhibitor.

Important Notes

- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
Floral Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Order Form



ARAMARK dba: PacificWild Catering Co.
OREGON CONVENTION CENTER
 777 NE Martin Luther King Jr. Blvd.
 Portland, OR 97232
 Phone (503) 731-7851 Fax (503) 731-7888
 www.oregoncc.org

PLEASE FAX COMPLETED FROM TO: (503) 731-7888

NAME OF SHOW _____
 COMPANY NAME _____
 PERSON ORDERING _____
 ON-SITE CONTACT _____
 ADDRESS _____
 PHONE _____ E-MAIL _____
 FAX _____ BOOTH/ROOM _____ GUEST COUNT _____

Day of Week/Date	Delivery Time	End Time	Quantity	Description	Item Price	Total
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Sub-Total _____

21% Service Charge _____

Total _____

GENERAL INFORMATION

PacificWild is the exclusive caterer for the Oregon Convention Center. Absolutely no food and/or beverage i.e. Candy, Logo Water, Espresso Machines, etc. are to be brought into the Oregon Convention Center. Please contact Gloria Nelson – glorianelson@oregoncc.org in the Sales Office regarding additional menu options.

Deadline

All orders must be received 14 days prior to the first event day.
 All orders received after the deadline will be processed with a 10% late fee.

Delivery Minimums

Each delivery with guest count less than 20 will be subject to a \$25.00 delivery fee.

AUTHORIZATION FORM

_____ American Express _____ Visa _____ Mastercard

CARD HOLDERS NAME: _____

CREDIT CARD # _____

EXPIRATION _____

SIGNATURE: _____

PLEASE REMEMBER

- No food or beverage is to be brought into the Oregon Convention Center for any purpose without the consent of PacificWild Catering Co.
- Customer will pay total charges as specified on the catering order (s) as well as applicable charges on additional items ordered on site.
- All food and beverage is subject to 21% gratuity.
- Under no circumstances does PacificWild take orders or credit card numbers over the phone. Customer must either fax or e-mail order with signature of cardholder
- All orders must be paid for in advance of delivery to both or order will not be processed.

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.



Exhibitor Electrical Service Order Form

Date Received _____

Service Order # _____

NO FAX ORDERS

Effective dates 07/01/12 through 06/30/13

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

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 <i>(Includes power. Floodlight is installed at rear of booth.)</i>		\$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. 6-4-12

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.



Exhibitor Telecommunications • Internet • Networking Service Order Form

NO FAX ORDERS

Effective dates 07/01/12 through 06/30/13

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 _____

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, its 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.



Exhibitor Audio Visual Service Order Form

NO FAX ORDERS

Effective dates 07/01/12 through 06/30/13

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	_____	_____

COMPUTER & VIDEO MONITORS

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

SPECIAL ORDERS

_____	Cable Television Feed/Patch	125.00	_____	_____
_____	DMX Background Music	125.00	_____	_____
_____		_____	_____	_____
_____		_____	_____	_____
We are an on-site, full service provider. Please call us for any services not listed including lighting, rigging, etc.		SUB-TOTAL	_____	_____

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 \$

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

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

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



Exhibitor Booth Cleaning & Porter Service Order Form

NO FAX ORDERS

Effective dates 07/01/12 through 06/30/13

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 _____

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.**