

***The Northwest
Agricultural Show***

January 16-18, 2019

Oregon State Fairgrounds

EXHIBITOR KIT

Please retain copies of the completed order forms for your records.
Make sure to mail, fax or email completed copies with payment to each
contractor providing services.





The Northwest Agricultural Show
Oregon State Fairgrounds
January 16-18, 2019
S01159
Advance Price Deadline: December 28, 2018

SHOW INFORMATION

Welcome to the **Northwest Agricultural Show**. DWA is pleased to have been selected as your official convention services contractor. In addition to furniture, carpet, and custom displays, we offer full-service graphics, labor, and freight handling services. Our goal is to help make your show participation a success.

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

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

HOW TO CONTACT US: DWA Trade Show & Exposition Services Phone: 503/228-6800
6700 NE 59th Place Fax: 503/595-1470
Portland, Oregon 97218 e-mail: csr@dwatradeshow.com

BOOTH INFORMATION: Backwall Drapes: Black
Siderail Drapes: Black
Booth Size: 10' x 10' & Bulk Areas
Aisle Carpet: Pepper

DRAPE BOOTH PACKAGE: Show Management is providing each exhibitor with the following:
One 7" x 44" Booth Identification Sign

BULK AREA PACKAGE: Show Management is providing each exhibitor with the following:
Floor sticker with booth number

ADVANCE PRICE DEADLINE: The last day to receive DWA advance pricing is: **December 28, 2018**

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

Please follow the steps below to order your services online:

1. Go to DWA Trade Show & Exposition Service's website at <http://www.dwatradeshow.com>
2. Select "Online Ordering" from the Home Page
3. Set up an account (if you have an account already select that option)
4. Enter the show code **NWAG19**
5. You will be taken to the Show Information page where you will need to enter your booth number and company name
6. Begin entering your order

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

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

Advance Shipping Address: *The Northwest Agricultural Show*
COMPANY NAME - BOOTH #
c/o DWA
6700 NE 59th Place
Portland, Oregon 97218

To avoid additional after deadline charges, shipments must arrive by: **January 10, 2019**

Direct Shipping Address: *The Northwest Agricultural Show*
COMPANY NAME - BOOTH #
c/o DWA
Oregon State Fairgrounds
2330 17th Street, NE
Salem, Oregon 97301

All direct shipments must be consigned to DWA and scheduled to arrive during official exhibitor move-in hours only. First day to receive freight at the exhibit site: **January 14, 2019**



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**PAYMENT POLICIES & CREDIT CARD
 CHARGE AUTHORIZATION**
 KEEP ORIGINAL & SEND COPY TO DWA

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

VISA MASTERCARD AMERICAN EXPRESS DISCOVER Personal Corporate

Account Number																	
Expiration Date			/			Three or Four Digit Security Code											
Cardholder's Name										Please Print							
Cardholder's Billing Address										City							
State					Zip					Country							
Cardholder's Signature																	

ADVANCE PRICING

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

PAYMENT FOR SERVICES

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

METHOD OF PAYMENT

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

TAX EXEMPT

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

ADJUSTMENTS, CANCELLATIONS AND REFUNDS

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

CALCULATION OF ORDERS

Furniture, Accessories, Carpet.....	\$		TOTAL FROM EACH ORDER FORM
Signs.....	\$		
Labor/Forklift.....	\$		
Material Handling.....	\$		
Other DWA Services (please specify) _____	\$		
Other DWA Services (please specify) _____	\$		
Other DWA Services (please specify) _____	\$		
TAX ID #93-0642167			
	TOTAL ORDER	\$	
	Charge my credit card in the amount of	\$	
I have enclosed check number _____ dated _____ in the amount of	\$		

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

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



All orders are governed by the DWA Payment Policy and Limits of Liability & Responsibility.

Please read carefully.

1. DWA and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, damage to uncrated materials, materials packed improperly, glass breakage or concealed damage. Claims for loss or damage must be submitted to DWA by the close of the show. No suit or action shall be brought against DWA or its subcontractors more than six months after the cause of action accrues.
2. DWA and its subcontractors are not responsible for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are DWA and its subcontractors responsible for Exhibitor's freight before it is picked up from Exhibitor's booth for loading after the show. Exhibitors must submit a DWA bill of lading for all outbound shipments. All bills of lading covering outgoing shipments submitted to DWA or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. It is agreed that DWA and its subcontractors are not insurers. Insurance, if any, shall be obtained by Exhibitor. Amounts payable by DWA hereunder are based on the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further agreed that DWA and its subcontractors do not provide for full liability should loss or damage occur. In the event that DWA should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound/per article with a maximum liability of \$50.00 per item or \$1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause of origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by DWA, its subcontractors or their employees.
4. At the close of show, if carriers fail to pick up or refuse to accept shipment, DWA reserves the right to reroute such shipment or move shipment to our warehouse pending advice from Exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling. Thus, in order to expedite removal of materials from the show site, DWA shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by Exhibitor, materials will be taken to DWA's warehouse to await Exhibitor's shipping instructions, and Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. DWA assumes no liability as a result of such rerouting or handling.
5. DWA and its subcontractors shall not be liable for shipments received without receipts, freight bills or bill of lading, such as UPS or van lines, these shipments will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Shipments received on separate days will be treated as separate minimum shipments.
6. DWA and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or Exhibitor personnel which may make it impossible or impractical to exhibit same.
7. The Exhibitor agrees, in the event of a dispute with DWA or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to DWA for freight handling services or any other services provided by DWA or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay DWA prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against DWA or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
8. DWA and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that DWA and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of DWA or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that DWA or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Empty Storage labels will be available at the DWA Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for empty storage only, and DWA and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
11. Rates are subject to Union contract changes and rates effective at time of show. Rates include Social Security, Worker's Compensation Insurance and Public Liability Insurance. DWA and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.
12. Please ship early and ship prepaid. DWA will not accept collect shipments.



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FURNITURE & ACCESSORIES ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

TO VIEW RENTAL ITEMS, PLEASE SEE OUR WEBSITE!

CHAIRS				
Quantity	Description	Advance	Standard	Total
	¹¹⁰ Plastic Side Chair	\$20.00	\$30.00	
	¹²⁰ Fabric Side Chair	\$36.00	\$46.00	
	¹³⁰ Fabric Arm Chair	\$40.00	\$52.00	
	¹⁴⁰ Barstool	\$45.00	\$55.00	
	¹²⁶ Steno Chair without Arms	\$65.00	\$75.00	

ACCESSORIES				
Quantity	Description	Advance	Standard	Total
	²²⁰ Wastebasket	\$ 9.00	\$11.00	
	²³⁰ Aluminum Easel	\$22.00	\$29.00	
	²⁴⁰ Chrome Stanchion	\$25.00	\$31.00	
	²⁴¹ Velour Rope/6'	\$18.00	\$25.00	
	²⁵⁴ Magazine Rack/6 slot	\$54.00	\$67.00	
	²⁵⁷ Waterfall Bag Rack	\$51.00	\$66.00	
	²⁵⁸ Chrome Signholder	\$51.00	\$66.00	
	²⁶⁰ Coat Tree	\$36.00	\$46.00	
	¹⁴ 8' Upright with Base	\$12.00	\$15.00	
	¹⁵ 6' - 10' Extension Bar	\$12.00	\$15.00	
	⁹² Executive Desk	\$195.00	N/A	
	⁹⁰ Showcase-6' w/2 Shelves	\$298.00	N/A	

TABLE TOP RISERS - 8" Deep (Includes white vinyl covering)				
Quantity	Description	Advance	Standard	Total
	²⁷¹ 4' Single Tier, 8" or 15"	\$35.00	\$45.00	
	²⁷³ 6' Single Tier, 8" or 15"	\$42.00	\$53.00	
	²⁷² 4' Double Tier, 8" and 15"	\$68.00	\$85.00	
	²⁷⁴ 6' Double Tier, 8" and 15"	\$74.00	\$92.00	

CUSTOM DRAPE - 4' Minimum Order (includes frame)				
Quantity	Description	Advance	Standard	Total
	¹¹⁰⁰ 3' High Drape/Per LF	\$ 8.00	\$10.00	
	¹¹⁰⁵ 8' High Drape/Per LF	\$10.00	\$12.00	

Available Drape Colors: ₁Blue ₂Red ₃Green ₄Silver
 ₅Burgundy ₆White ₇Black ₈Teal ₉Plum ₁₁Beige

PERFBOARD/TACKBOARD - 4' x 8' Panels (Perfboard rental does not include hardware)				
Quantity	Description	Advance	Standard	Total
	²⁸⁰ Perfboard	\$90.00	\$112.00	
	²⁸¹ Tackboard Grey Fabric	\$90.00	\$112.00	

Vertical Horizontal (Please check your choice of installation)

TABLES				
Quantity	Description	Advance	Standard	Total
	²¹⁰ Coffee Table/18x36x17H	\$40.00	\$50.00	
	²¹¹ Side Table/17x17x17H	\$35.00	\$44.00	
	²⁰⁰ Cocktail Round/30Hx36D	\$62.00	\$77.00	
	²⁰⁵ Cocktail Pedestal/42Hx36D	\$67.00	\$83.00	
	⁵⁰⁰ 5' Round Undraped/30H	\$32.00	\$39.00	
	⁵⁰¹ 5' Round w/Linen/30H	\$56.00	\$65.00	
	¹⁰⁰⁰ 54" Linen / Square	\$20.00	\$26.00	
	¹⁰⁰¹ 90" Linen / Round	\$23.00	\$29.00	

Select Linen Color: Blue White Black Plum

DISPLAY TABLES - 30" High x 24" Wide

(Check color below / 6' & 8' tables skirted 3 sides only)

Qty.	Description	Advance	Standard	Total
	^{424S} 4' Skirted Table	\$65.00	\$82.00	
	^{624S} 6' Skirted Table	\$75.00	\$92.00	
	^{824S} 8' Skirted Table	\$82.00	\$99.00	
	^{424U} 4' Unskirted Table	\$40.00	\$50.00	
	^{624U} 6' Unskirted Table	\$45.00	\$56.00	
	^{824U} 8' Unskirted Table	\$50.00	\$62.00	
	¹⁰¹⁰ 4th Side Skirt-30"	\$30.00	\$45.00	

DISPLAY COUNTERS - 42" High x 24" Wide

(Check color below / 6' & 8' counters skirted 3 sides only)

	^{424SC} 4' Skirted Counter	\$73.00	\$91.00	
	^{624SC} 6' Skirted Counter	\$81.00	\$101.00	
	^{824SC} 8' Skirted Counter	\$90.00	\$112.00	
	^{424UC} 4' Unskirted Counter	\$50.00	\$62.00	
	^{624UC} 6' Unskirted Counter	\$55.00	\$68.00	
	^{824UC} 8' Unskirted Counter	\$60.00	\$75.00	
	¹⁰¹¹ 4th Side Skirt-42"	\$35.00	\$50.00	

SERPENTINE TABLES - 30" Wide

(Check color below / serpentine tables skirted 3 sides only)

	^{430SS} Small Skirted Serpentine	\$ 94.00	\$117.00	
	^{530SS} Large Skirted Serpentine	\$108.00	\$135.00	
	^{430US} Small Unskirted Serpentine	\$ 49.00	\$ 61.00	
	^{530US} Large Unskirted Serpentine	\$ 59.00	\$ 73.00	
	¹⁰¹⁰ 4th Side Skirt-30"	\$ 30.00	\$ 45.00	

Select Skirt Color: ₁Blue ₂Red ₃Green ₄Silver
 ₅Burgundy ₆White ₇Black ₈Teal ₉Plum ₁₀Gold

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

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature		Authorized Contact-Please Print	Date	

RETURN TO: DWA Trade Show & Exposition Services
6700 NE 59th Place Portland, Oregon 97218
Telephone: 503/228-6800 Fax: 503/595-1470
E-mail: csr@dwa-tradeshow.com
http://www.dwa-tradeshow.com

0214R

Total Rentals Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED	\$	



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CARPET, PADDING & VISQUEEN ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

STANDARD BOOTH CARPET

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

Quantity	Size	Advance	Standard	Total
	₉₁₀ 9' X 10' 16 oz. Booth Carpet	\$ 95.00	\$118.00	
	₉₂₀ 9' x 20' 16 oz. Booth Carpet	\$190.00	\$237.00	
	₉₃₀ 9' x 30' 16 oz. Booth Carpet	\$285.00	\$356.00	
	₉₄₀ 9' x 40' 16 oz. Booth Carpet	\$380.00	\$475.00	

Select Carpet Color:

- ₁Blue ₂Red ₃Green
 ₄Gray ₇Black ₈Teal
 ₉Plum

STANDARD CUSTOM CUT BOOTH CARPET

Includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee color selection.

Quantity	Size	Advance	Standard	Total
	₉₇₅ 16 oz. Custom Carpet/sq. ft.	\$ 1.60'	\$ 2.00'	

Select Carpet Color:

- ₁Blue ₂Red ₃Green
 ₄Gray ₇Black ₈Teal
 ₉Plum

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

CARPET PADDING

Quantity	Size	Advance	Standard	Total
	₉₇₃ Foam Padding/sq. ft.	\$ 0.60'	\$ 0.75'	

Cancellation Policy:

Custom size booth carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

VISQUEEN PLASTIC COVERING FOR PROTECTION

Rental includes one-time installation and removal.

Quantity	Size	Advance	Standard	Total
	₉₇₂ Plastic Covering/sq. ft.	\$ 0.40'	\$ 0.50'	

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

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

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone		Fax	E-mail	
Authorized Contact Signature		Authorized Contact-Please Print	Date	

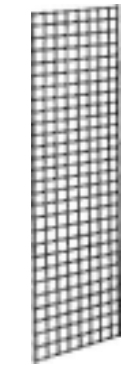
RETURN TO: DWA Trade Show & Exposition Services
 6700 NE 59th Place Portland, Oregon 97218
 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwaatradeshow.com
 http://www.dwaatradeshow.com

0214R

Total of Items Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED	\$	

(AVAILABILITY GUARANTEED ONLY IF ORDERED IN ADVANCE.)

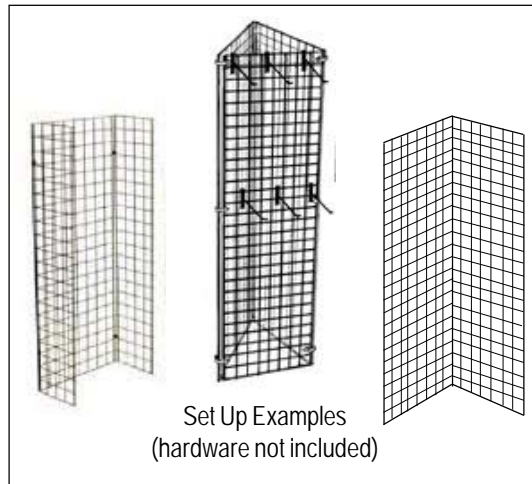
Quantity	Description	Advance	Standard	Total
9800	GRID PANEL, 2' X 8', Black / Per Panel Each panel is 2' x 8' with a 3" x 3" grid. At least two panels are needed to be free standing. Feet must be rented to have a 2' x 8' free standing unit.	\$37.00	\$50.00	
9801	GRID PANEL FEET / Per Set of Two Feet are needed if you want to make one panel free standing.	\$27.00	\$35.00	
9802	MINI GRIDS / 14" x 14" / Per Grid Mini-Grid cube panels snap together with connectors into economical display cubes.	\$ 5.00	\$ 9.00	
9803	MINI GRID CONNECTORS / Bag of 12	\$ 3.00	\$ 5.00	



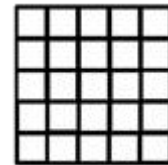
Grid Panel



Grid Panel w/Feet
(hardware not included)



Set Up Examples
(hardware not included)



Mini Grid



Cubes made from Mini Grids
(Set Up Example)

Grid Panels will be delivered to your booth. You are responsible for set up. Zip ties will be available at the DWA Customer Service Desk. Labor may be ordered for assistance in assembling free standing units. Hardware for Grid Panels is not included. Please see Labor Order Form. GRID PANELS MAY NOT BE HUNG FROM BOOTH BACKWALL FRAME OR DRAPES.

Mini Grids must be picked up at the DWA Customer Service Desk.

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

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature	Authorized Contact-Please Print	Date		

RETURN TO: DWA Trade Show & Exposition Services
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Telephone: 503/228-6800 Fax: 503/595-1470
E-mail: csr@dwaatradeshow.com
http://www.dwaatradeshow.com

0805C

Total Rentals Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED	\$	



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**CLEANING
 ORDER FORM**
 KEEP ORIGINAL & SEND COPY TO DWA

BOOTH CLEANING SERVICES (Please check your selections)

To ensure your booth is show-ready, please specify your requirements below. DWA is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.

VACUUMING		ADVANCE	STANDARD
<input type="checkbox"/> 5000	BEFORE SHOW OPENS ONLY	cost per square foot	\$.30 \$.38
<input type="checkbox"/> 50_0	DAILY *	cost per square foot	\$.25 \$.29

SHAMPOOING		ADVANCE	STANDARD
<input type="checkbox"/> 5090	BEFORE SHOW OPENS ONLY	cost per square foot	\$.45 \$.56
<input type="checkbox"/> 5091	DAILY *	cost per square foot	\$.43 \$.53

PERIODIC PORTER SERVICE		ADVANCE	STANDARD
PORTER SERVICE - (DWA will empty wastebaskets at two-hour intervals, show hours only, for the duration of the event. Vacuuming not included.)			
<input type="checkbox"/> 5200	0 to 500 square feet per day	\$58.00	\$68.00
<input type="checkbox"/> 5210	501 to 1500 square feet per day	\$68.00	\$78.00
<input type="checkbox"/> 5220	1501 to 3000 square feet per day	\$78.00	\$88.00
<input type="checkbox"/> 5230	3001 square feet and higher per day	\$85.00	\$97.00
HOURLY PORTER SERVICE - (Use for trash removal, booth wipedown, etc. Hourly rates below.)			
<input type="checkbox"/> 5240/50	We will require porter service. Please contact us at booth before show opening.		
		ADVANCE	STANDARD
Straight Time	between 8:00 am and 4:30 pm weekdays	\$58.00 per hr	\$68.00 per hr
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$87.00 per hr	\$107.00 per hr

CALCULATION OF ORDER - Vacuuming and shampooing will be invoiced on the total area of your booth, 100 sq. ft. min.
 *Calculate days when ordering daily service. Booth Dimensions _____ x _____ = _____ sq. ft.

	SQ FT (100 SF MIN.)	X	RATE	x	NO. OF DAYS*	TOTAL
Vacuuming						\$

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention prior to the show closing. DWA will be unable to adjust invoices after the close of show.

Company Name	Booth Number			All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address	City	State	Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature	Authorized Contact-Please Print		Date	

RETURN TO: DWA Trade Show & Exposition Services
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 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwatradeshow.com
 http://www.dwatradeshow.com

Vacuuming	\$
Shampooing	\$
Porter Service	\$
Total All Lines	\$
PAYMENT ENCLOSED	\$



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**SHIPPING INSTRUCTIONS/
 MATERIAL HANDLING INFORMATION**

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

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

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

ADVANCE SHIPMENTS TO DWA WAREHOUSE CRATES, CARTONS, FIBER CASES ONLY

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

Make out the bill of lading and consign as follows:

NAME OF EVENT
 YOUR COMPANY NAME
 YOUR BOOTH NUMBER
 C/O DWA Trade Show & Exposition Services
 6700 NE 59th Place
 Portland, Oregon 97218

IMPORTANT!
 Last day for shipments to arrive at the advance warehouse without surcharge is **January 10, 2019**
 The warehouse will receive shipments Monday through Friday during the hours of 8:00am to 4:00pm.

DIRECT SHIPMENTS TO EXHIBIT SITE

- Rates Include:
- ✓ Unloading freight and delivery to your booth.
 - ✓ Picking up, storing and returning empty shipping containers.
 - ✓ Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

NAME OF EVENT
 YOUR COMPANY NAME
 YOUR BOOTH NUMBER
 C/O DWA Trade Show & Exposition Services
 Facility Name
 Facility Street Address
 Facility City, State, Zip

IMPORTANT!
 First day for shipments to arrive at the exhibit site is **January 14, 2019**

OUTGOING SHIPMENTS

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

RETURN TO WAREHOUSE (Optional)

- After the show, DWA can:
- ✓ Deliver freight to the warehouse.
 - ✓ Store freight.

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

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



The Northwest Agricultural Show
 Oregon State Fairgrounds
 January 16-18, 2019
 S01159
 Advance Price Deadline: December 28, 2018

**MATERIAL HANDLING
 ORDER FORM**
 KEEP ORIGINAL & SEND COPY TO DWA

ARRIVAL DATES FOR SHIPMENTS - PLEASE SCHEDULE SHIPPING CAREFULLY TO MINIMIZE SURCHARGES!

ADVANCE: January 10, 2019

Last day for crated shipments to arrive at advance warehouse without surcharge. A 25% (\$31.00 minimum) late arrival surcharge based on the below rates will apply to each shipment received at the warehouse after this date.

SHOW SITE: January 14, 2019

First day for shipments to arrive at exhibit site.

MATERIAL HANDLING RATES

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

ADVANCE SHIPMENTS TO WAREHOUSE

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

	SHIPMENT WEIGHT X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Crated and/or Skidded Materials	lbs.	⁶⁰⁰¹ \$58.00	⁶⁰⁰⁰ \$116.00	\$

DIRECT SHIPMENTS TO EXHIBIT SITE

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

	SHIPMENT WEIGHT X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Crated and/or Skidded Materials	lbs.	⁶⁰¹¹ \$52.00	⁶⁰¹⁰ \$104.00	\$

UNCRATED SHIPMENTS

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

	SHIPMENT WEIGHT X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Uncrated and/or Unskidded-Advance	lbs.	⁶⁰¹³ \$82.00	⁶⁰¹² \$164.00	\$
Uncrated and/or Unskidded-Exhibit Site	lbs.	⁶⁰¹³ \$79.00	⁶⁰¹² \$150.00	\$

CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

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

	SHIPMENT WEIGHT X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
To Warehouse	lbs.	⁶⁰⁴¹ \$79.00	⁶⁰⁴⁰ \$158.00	\$
To Exhibit Site	lbs.	⁶⁰⁴³ \$75.00	⁶⁰⁴² \$150.00	\$

SMALL PACKAGE SHIPMENTS

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

	NO. OF CARTONS	FIRST CARTON	EACH ADD'L. CARTON	ESTIMATED CHARGES
Small Packages/Max. 50 lbs. per shipment		⁶⁰³⁰ \$34.00	⁶⁰³¹ \$9.00	\$

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

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone		Fax	E-mail	
Authorized Contact Signature		Authorized Contact-Please Print	Date	

RETURN TO: DWA Trade Show & Exposition Services
 6700 NE 59th Place Portland, Oregon 97218
 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwatradeshow.com
 http://www.dwatradeshow.com

Total Estimated Charges	\$
PAYMENT ENCLOSED	\$

Invoicing will be done from the actual weight, not the above estimates.