

Oregon Party Rentals, Inc.

2152 SW Jericho Lane

Culver, OR 97734

Telephone: (541) 923-5500

Fax: (541) 550-3866

Email: party@bendcable.com

CENTRAL OREGON AGRICULTURE SHOW

April 6-7, 2024

Deschutes County Fair and Expo Center

Redmond, Oregon

Oregon Party Rentals, Inc.

2152 SW Jericho Ln., Culver OR 97734

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Central Oregon AG Show

April 6-7, 2024

Advance Price Deadline: Mar 15, 2024

Welcome exhibitors to the Central Oregon Agriculture Show on April 6-7, 2024 at the Deschutes County Fair and Expo Center in Redmond, Oregon. Oregon Party Rentals is pleased to have been selected as your official convention services contractor. In addition to furniture, carpet, drape, and linens, we offer labor and freight handling services. Our goal is to help you make your show participation a success!

HOW TO CONTACT US:	Oregon Party Rentals 2152 SW Jericho Ln., Culver OR 97734 (541) 923-5500(541) 550-3866 Fax	Phone: 541-923-5500 Fax: 541-550-3866 Email: party@bendcable.com
BOOTH INFORMATION:	Back and Sidewall Drape (Downstairs) Back and Sidewall Drape (Upstairs)	Blue & White Red & White
BOOTH PACKAGE	Show Management is providing each exhibitor with one Booth Identification Sign. Please Note: Bulk space does not come with back wall drape.	
ADVANCE PRICE DEADLINE	The last day to receive Oregon Party Rentals advance pricing is March 15, 2024	

Please review our payment policy carefully. As a reminder, Oregon Party Rentals requires payment in full at the time the order is placed. Take advantage of our advance order prices. Just return your order form with payment by fax, email or mail so that we receive it no later than March 15, 2024..

If you have any questions about our services or would like assistance in completing the order form, please contact our customer service at 541-923-5500.

Freight Handling:

Oregon Party Rentals can receive your prepaid show freight and deliver it to your booth space. Please read the Freight Handling order form for further information and for Freight Handling rates. Be sure to complete and return the Freight Handling Order Form to Oregon Party Rentals prior to shipping.

Advance Shipping Address: Central Oregon Sportsmen's Show
(YOUR COMPANY NAME)
% Oregon Party Rentals
2152 SW Jericho Lane
Culver, OR 97734

Last day to receive advance freight at the Culver warehouse without a surcharge is April 1, 2024

Direct Shipping Address:

Central Oregon Sportsmen's Show
(YOUR COMPANY NAME)
% Oregon Party Rentals
Deschutes Co. Fair & Expo Center
3800 SW Airport Way
Redmond, OR 97756

All direct shipments must be prepaid and consigned to Oregon Party Rentals and scheduled to arrive during official exhibitor move in hours only. First day to receive freight at the exhibit site is April 4, 2024

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Central Oregon Ag Show**Deschutes Co. Fair Grounds****April 6-7, 2024****PAYMENT POLICES & CREDIT CARD****CHARGE AUTHORIZATION****Advance Price Deadline: March 15, 2024**

Please provide all the information requested and return your payment in full, with this form and your orders.

☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ AMERICAN EXPRESS

Account Holder																	
Account Number																	
Expiration Date			---			SECURITY CODE:											
Cardholder Signature	BILLING ZIPCODE:																

ADVANCE PRICING

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

PAYMENT FOR SERVICES

Oregon Party Rental requires payment in full at the time the services are ordered. If paying by credit card, for your convenience, we will use this authorization form to charge your account for services, which may include labor and freight handling not covered in your initial order.

METHOD OF PAYMENT

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

TAX EXEMPT

Oregon has no sales tax.

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.

Oregon Party Rentals**CALCULATION OF ORDERS**

Furniture, Accessories, Carpet		\$
Cleaning		\$
Labor/Forklift		\$
Material Handling		\$
Other services (please specify)		\$
Other services (please specify)		\$
TOTAL ORDER		\$
Charge my card in the amount of \$ _____		
COMPANY NAME	BOOTH#	<i>ALL ORDERS ARE GOVERNED BY OREGON PARTY RENTALS PAYMENT POLICY AND LIMITS OF LIABILITY AND RESPONSIBILITY.</i>
ADDRESS		
TELEPHONE	FAX#	
SIGNATURE	PRINT NAME	DATE

Return to: Oregon Party Rentals, (541) 550-3866 FAX email: party@bendcable.com

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Central Oregon Agricultural Show

Deschutes Co. Fair & Expo Center April 6-7, 2024

**EQUIPMENT
RENTALS****BOOTH#****Advance Price Deadline: March 15, 2024**

CHAIRS & ACCESSORIES					CARPET				
Qty	Description	Advance	Standard	Total	Qty	Description	Advance	Standard	Total
	Folding Chair	7.00	10.00			10'x10' or 10'x12'	120.00	160.00	
	Fabric Chair	24.00	30.00			10'x20' or 12'x20'	240.00	320.00	
	Barstool	15.00	20.00			10'x30' or 12'x30	360.00	480.00	
	Barstool w/back	35.00	40.00			Special Cut /SF	3.00	4.00	
	Metal Padded Barstool	40.00	45.00			Foam Pad/SF	2.00	3.00	
	30" Round Table	20.00	35.00		Available Carpet Colors: : <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Grey				
	30" Round Cocktail	25.00	40.00						
	Easel	25.00	35.00		DISPLAY TABLES - 30" High x 30" Wide by Length Check below for color of draped tables				
	Pad for barstool	7.00	10.00		Qty	Description	Advance	Standard	Total
						4' Undraped Table	23.00	30.00	
	Wastebasket	10.00	15.00			6' Undraped Table	28.00	35.00	
CUSTOM DRAPE						8' Undraped Table	33.00	40.00	
Qty	Description	Advance	Standard	Total		4' Draped Table	44.00	52.00	
	3' High Drape per LF	3.00	4.00			6' Draped Table	49.00	56.00	
	8' High Drape per LF	5.00	6.00			8' Draped Table	56.00	65.00	
Available Drape Colors: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Black						48"Round Draped Table	35.00	45.00	
MISCELLANEOUS EQUIPMENT						Table Skirt only	32.00	39.00	
Qty	Description	Advance	Standard	Total		Table Linen Only	22.00	35.00	
	6'-10' Ext. Pole or Base	7.00	10.00		Available Skirt Colors: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Grn <input type="checkbox"/> White <input type="checkbox"/> Burg <input type="checkbox"/> Blk				
	8' Upright	7.00	10.00		DISPLAY COUNTERS (42" High x 30" Wide)				
	3' Upright	7.00	10.00		Qty	Description	Advance	Standard	Total
	10x10 tent-staked	180.00	210.00			4" Undraped Counter	31.00	40.00	
	20x20 tent-staked	290.00	320.00			6' Undraped Counter	36.00	45.00	
	15x15 Tent-staked	245.00	275.00			8' Undraped Counter	41.00	50.00	
COMPANY NAME						4' Draped Counter	44.00	55.00	
ADDRESS						6' Draped Counter (3 sides)	57.00	67.00	
CITY		ST	ZIP			8' Draped Counter (3 sides)	61.00	77.00	
TELEPHONE		FAX				Counter Skirt Only (3 sides)	30.00	40.00	
BOOTH NUMBER						Linen Top Only	20.00	30.00	
AUTHORIZED SIGNATURE									
Return to: Oregon Party Rentals 2152 SW Jericho Ln Culver OR 97734 (541) 923-5500 (541) 550-3866 Fax party@bendcable.com				TOTAL RENTALS ORDERED \$ _____ PAYMENT ENCLOSED \$ _____		All orders are governed by Oregon Party Rental's Payment Policy and Limits of Liability and Responsibilities			

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Central Oregon Agriculture Show

Deschutes Co. Fair & Expo Center

April 6-7, 2024

FREIGHT HANDLING

BOOTH #

Advance Price Deadline: March 15, 2024

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS - Please read carefully!**Advance: April 1, 2024**

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

Show-site: April 4, 2024

First day for shipments to arrive at the exhibit hall.

ADVANCE SHIPMENTS TO WAREHOUSE/RATES

Round-trip rates, per shipment. Use incoming weight only and round up to the next 100 pounds. (Crates, cartons, fiber cases)
Advance shipments may be shipped to our warehouse up to 30 days prior to the event. Shipments will be accepted, stored, and delivered to your booth prior to exhibitor move-in. Prior to show opening, Oregon Party Rentals will pick up empty containers and store for duration of the event. Oregon Party Rentals will then reload freight for return to your specified destination.

Make out the bill of lading and consign as follows:

SHIPMENT IS _____ LBS. X \$95.00 PER 100 LBS. (200 LB. MIN) = \$ _____

Name of Exhibiting Company

Name of Event, Your Booth Number

c/o Oregon Party Rentals, 2152 SW Jericho lane, Culver, OR 97734

SHOW -SITE SHIPMENTS

Round-trip rates, per shipment. Use incoming weight only and round up to the next 100 pounds.
Show-site shipments are shipped directly to the event facility. Shipments consigned to Oregon Party Rentals will be accepted, stored, and delivered to your booth prior to exhibitor move-in. Prior to show opening, Oregon Party Rentals will pick up empty containers and store for the duration of the event. Oregon Party Rentals will then reload freight for return to your specified destination.

Make out the bill of lading and consign as follows:

Name of Exhibiting Company

Name of Event, Your Booth Number

c/o OREGON PARTY RENTALS

Deschutes Co. Fair & Expo Center, 3800 SW Airport Way, Redmond, OR 97756

SHIPMENT IS _____ LBS. X \$95.00 PER 100 LBS. (200 LB. MIN)

*Consignment: All shipments must be consigned to Oregon Party Rentals., to enable us to accept them for handling. Convention Centers and hotels will not accept direct shipments consigned to them as they do not have the facilities for receiving or storing freight.

SMALL PACKAGE SHIPMENT/RATES

Round-trip rates/ per shipment. Maximum weight per shipment for this service is 50 lbs. Oregon Party Rentals will receive shipments and deliver directly to your booth. Once the show has closed and you have completed the appropriate shipping information, we will move your materials from your booth to the loading dock and onto the designated shipper=s vehicle.

First carton per small package shipment \$ 45.00

Additional cartons _____ x \$10.00 = \$ _____

Total small package shipment \$ _____

Cartons and envelopes received without documentation will be delivered without a guarantee of piece count or condition.

COMPANY NAME		BOOTH NUMBER		<i>All Orders are governed by Oregon Party Rentals, Payment Policy and Limits of Liability and Responsibility</i>	
ADDRESS		CITY	ST		ZIP
TELEPHONE		FAX			
AUTHORIZED CONTACT SIGNATURE					
AUTHORIZED CONTACT-PLEASE PRINT		DATE			

RETURN TO: OREGON PARTY RENTALS
2152 SW Jericho Lane
Culver, OR 97734
(541) 923-5500 (541) 550-3866 FAX

Invoicing will be done from the actual weight

Total Estimated Charges

\$

PAYMENT ENCLOSED

\$

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Central Oregon Ag Show

Deschutes Co. Fair & Expo Center

IN-BOOTH FORKLIFT

BOOTH #

April 6-7, 2024

LABOR & FORKLIFT RATES

Exhibitors requiring forklifts to assemble displays or when uncrating, un-skidding, positioning and re-skidding equipment and machinery will need to estimate the needs below. A forklift is required for moving equipment of materials weighing over 200 pounds or more. If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Hourly rates	Times	Forklift* w/operator	Laborer
Straight Time	Between 8:00 a.m. to 4:30 p.m. weekdays and all day	\$90.00 per hour	\$50 per hour
Overtime	Before 8:00 a.m. and after 4:30 p.m. weekdays and all day Saturdays, Sundays, and holidays	\$175.00 per hour	\$85 per hour

***3,000 lbs. maximum capacity. Larger forklift and crane service is available by advance request.**

The minimum charge for equipment and driver is one (.5) hour per driver and forklift. Work exceeding the one (.5) hour minimum will be charged in half (2) hour increments. Forklift service canceled without 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the laborers and equipment at the time confirmed, a one hour late charge per laborer and forklift apply.

FORKLIFT SERVICES

Reserve forklifts and/or labor below. Starting times can be guaranteed for advance orders only. Please have a representative at your booth at the scheduled time to supervise the work to be done. Due to liability, forklift rental is not available without an authorized Oregon Party Rentals, operator.

We will need the following services:

Exhibitor will supervise: (Please check all that apply)

☐ **Installation**

Exhibitor will need _____ forklift (date) _____ at (time) _____ AM PM for (hours) _____

☐ **Dismantle***

Exhibitor will need _____ forklift (date) _____ at (time) _____ AM PM for (hours) _____

*Please allow time for return of empty containers.

Describe work to be done: _____

CALCULATION OF ORDER

To guarantee forklifts and laborers, we must receive your order by the deadline date. Please use the formula below to calculate your advance payment. Final invoicing will be done from the actual hours worked.

	No. of forklifts X	Hours per forklift =	Total Forklift Hours	at Rate	Total
Installation					

COMPANY NAME	BOOTH NUMBER			<i>All Orders are governed by Oregon Party Rental's Payment Policy and Limits of Liability and Responsibility</i>	
ADDRESS	CITY	ST	ZIP		
TELEPHONE	FAX				
AUTHORIZED CONTACT SIGNATURE					
AUTHORIZED CONTACT-PLEASE PRINT			DATE		
				Total Services Ordered	\$
				PAYMENT ENCLOSED	\$

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Deschutes Co. Fair & Expo Center April 6-7, 2024

LIMITS OF LIABILITY AND RESPONSIBILITY

BOOTH#

Advance Price Deadline: March 15, 2024

All orders are governed by the Oregon Party Rentals, Payment Policy and Limits of Liability and Responsibility.

1. Oregon Party Rentals, and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment, damages to uncrated materials, materials packed improperly, glass breakage or concealed damage. Claims for loss or damage must be submitted to Oregon Party Rentals, by the close of the show. No suit or action will be brought against Oregon Party Rentals or its subcontractors more than six months after the cause of action occurs.
2. Oregon Party Rentals, and its subcontractors will not be responsible for loss of, disappearance of, or damage to the Exhibitor's booth, nor are Oregon Party Rentals and its subcontractors responsible for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. All bills of lading covering outgoing shipments submitted to Oregon Party Rentals, 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 Oregon Party Rentals, and its subcontractors are not insurers. Insurance, if any will be obtained by Exhibitor. Amounts payable by Oregon Party Rentals, 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 Oregon Party Rentals and its subcontractors do not provide for full liability should loss or damages occur. In the event that Oregon Party Rentals should be found liable for loss or damage to Exhibitor's equipment, the liability will be limited to the specific article that was physically lost or damaged. Such liability will be limited to a sum equal to \$.30 per pound/per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph will 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 Oregon Party Rentals, or its subcontractors or their employees.
4. At the close of the show, if carriers fail to pick up or refuse to accept shipment, Oregon Party Rentals, 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, Oregon Party Rentals, will 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 Oregon Party Rentals' warehouse to await Exhibitor's shipping instructions, and Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Oregon Party Rentals, assume no liability as a result of such re-routing or handling.
5. Oregon Party Rentals, and its subcontractors will 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 the booth without any 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. Oregon Party Rentals, and its subcontractors will not be held liable, to any extent whatsoever, for any actual, potential or assumed loss of profits are 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 Oregon Party Rentals, and 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 Oregon Party Rentals, for freight handling services are any other services provided by Oregon Party Rentals and its subcontractors as an offset against the amount of the alleged loss are damage. Instead, the Exhibitor agrees to pay Oregon Party Rentals, prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Oregon Party Rentals, and its subcontractors will be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
8. Oregon Party Rentals, and its subcontractors will 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 are work stoppage of any kind, fire, theft, windstorm, water, vandalism, act of God, mysterious failure of power or utilities, or other events.
9. The Exhibitor agrees, in connection with the receipt, handling, and temporary storage and reloading of its freight, that Oregon Party Rentals, and its subcontractors will provide these services as Exhibitor's agent and not as mailer or shipper. If any employee of Oregon Party Rentals and its subcontractors will sign a delivery receipt, a bill of lading, or other document, the parties agreed that Oregon Party Rentals, and its subcontractors will do so as the Exhibitor's agents, and the Exhibitor accepts the responsibility thereof.
10. Empty storage labels will be available at the Oregon Party Rentals, 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 Oregon Party Rentals and its subcontractors assume no responsibility or liability or loss or damage to contents while containers are in storage for mislabeled containers.
11. Rates are subject to Union contract changes and rates effective at the time of the show. Rates include Social Security, Worker's Compensation insurance, and Public Liability Insurance. Oregon Party Rentals and its subcontractors will 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. Oregon Party Rentals will not accept collect shipments.
13. Forklift and laborer time schedules are provided as estimates and Oregon Party Rentals, and its subcontractors will not be responsible for any delays encountered.

EXHIBITOR ACCEPTANCE OF TERMS STATED ABOVE IN LIMITS OF LIABILITY & RESPONSIBILITY AND IN THE PAYMENT POLICIES:

Signature

Printed Name

Company

Date