



ENERGIZING THE NORTHWEST  
DoubleTree Jantzen Beach  
September 28-29, 2004  
S09274  
Advance Price Deadline: September 14, 2004

## SHOW INFORMATION

Welcome to the **ENERGIZING THE NORTHWEST**. 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](http://WWW.DWATRADESHOW.COM)**

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**HOW TO CONTACT US:** DWA Trade Show & Exposition Services Phone: 503/228-6800  
3720 NW Yeon Avenue Fax: 503/595-1470  
Portland, Oregon 97210 e-mail: [csr@dwatradeshow.com](mailto:csr@dwatradeshow.com)

**BOOTH INFORMATION:** Backwall Drape: Burgundy & Beige  
Siderail Drape: Burgundy  
Booth Size: 8' x 10'  
THE FACILITY IS CARPETED.

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

**ADVANCE PRICE DEADLINE:** The last day to receive DWA advance pricing is: **September 14, 2004**

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Please review our payment policy carefully. As a reminder, DWA requires payment in full at the time you place your order. Take advantage of our advance order prices! Just return your order with payment by the advance price deadline on the order forms.

If you have questions about any of the services we offer, or require assistance in filling out our order forms, please contact the DWA Customer Service Department at 503/228-6800.

*Please note that for your convenience, in addition to our own forms, this packet includes order forms for services provided by other official show contractors. Please direct any questions you may have, and send your orders and payments directly to those vendors.*

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**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:** **ENERGIZING THE NORTHWEST**  
**COMPANY NAME - BOOTH #**  
c/o DWA  
3720 NW Yeon Avenue  
Portland, Oregon 97210

To avoid additional after deadline charges, shipments must arrive by: September 23, 2004

**Direct Shipping Address:** **ENERGIZING THE NORTHWEST**  
**COMPANY NAME - BOOTH #**  
c/o DWA  
DoubleTree Jantzen Beach  
Please contact the DWA Customer Service Dept. for shipping information.

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: **September 27, 2004**



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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

Account Holder													
Account Number													
Expiration Date			/										
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**

TOTAL FROM EACH ORDER FORM

Furniture, Accessories, Carpet.....	\$	
Signs.....	\$	
Labor.....	\$	
Forklift.....	\$	
Material Handling.....	\$	
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			<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
Billing Address	City	State	Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature	Authorized Contact-Please Print	Date		



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# FURNITURE, CARPET & 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	\$21.00	\$23.00	
	120 Fabric Side Chair	\$29.00	\$36.00	
	130 Fabric Arm Chair	\$35.00	\$43.00	
	140 Barstool	\$36.00	\$44.00	
	126 Steno Chair without Arms	\$40.00	\$49.00	

ACCESSORIES				
Quantity	Description	Advance	Standard	Total
	200 Cocktail Round/30Hx36D	\$40.00	\$50.00	
	205 Cocktail Pedestal/42Hx36D	\$47.00	\$58.00	
	210 Coffee Table/18X36X17H	\$35.00	\$44.00	
	211 Side Table/17x17x17H	\$30.00	\$37.00	
	220 Wastebasket	\$ 7.00	\$12.00	
	230 Easel	\$16.00	\$20.00	
	240 Stanchion	\$15.00	\$20.00	
	241 Velour Rope/6'	\$10.00	\$13.00	
	254 Magazine Rack/6 slot	\$40.00	\$50.00	
	257 Waterfall Bag Rack	\$39.00	\$45.00	
	258 Chrome Signholder	\$39.00	\$45.00	
	260 Coat Tree	\$20.00	\$25.00	

RISERS - 8" Deep				
Quantity	Description	Advance	Standard	Total
	271 4' Single Tier, 8" or 15"	\$20.00	\$25.00	
	273 6' Single Tier, 8" or 15"	\$31.00	\$39.00	
	272 4' Double Tier, 8" and 15"	\$38.00	\$48.00	
	274 6' Double Tier, 8" and 15"	\$49.00	\$61.00	

CUSTOM DRAPE - 4' Minimum Order				
Quantity	Description	Advance	Standard	Total
	1100 3' High Drape/Per LF	\$ 4.00	\$ 5.00	
	1105 8' High Drape/Per LF	\$ 6.00	\$ 7.00	

Available Drape Colors:  Blue  Red  Green  Silver  
 Burgundy  White  Black  Teal  Plum  Beige

PERFBOARD/TACKBOARD - 4' x 8' Panels (Perfboard rental does not include hardware)				
Quantity	Description	Advance	Standard	Total
	280 Perfboard	\$69.00	\$84.00	
	281 Tackboard/Velcro or Pushpin	\$69.00	\$84.00	

Vertical  Horizontal (Please check your choice of installation)

CARPET				
Quantity	Description	Advance	Standard	Total
	910 9' x 10'	\$ 69.00	\$ 85.00	
	920 9' x 20'	\$138.00	\$170.00	
	930 9' x 30'	\$207.00	\$255.00	
	940 9' x 40'	\$276.00	\$340.00	
	975 Special Cut/sq. ft.	\$ 1.25'	\$ 1.45'	
	973 Foam Padding/sq. ft.	\$ .55'	\$ .70'	
	972 Visqueen/sq. ft.	\$ .30'	\$ .35'	

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

DISPLAY TABLES - 30" High x 24" Wide (Check color below / 6' & 8' tables skirted 3 sides only)				
Quantity	Description	Advance	Standard	Total
	424U 4' Unskirted Table	\$21.00	\$31.00	
	624U 6' Unskirted Table	\$29.00	\$39.00	
	824U 8' Unskirted Table	\$37.00	\$47.00	
	424S 4' Skirted Table	\$48.00	\$59.00	
	624S 6' Skirted Table	\$53.00	\$65.00	
	824S 8' Skirted Table	\$62.00	\$77.00	
	1010 4th Side Skirt-30"	\$18.00	\$23.00	
	1015 Table Skirt Only-30"	\$30.00	\$39.00	

Select Skirt Color:  Blue  Red  Green  Silver  
 Burgundy  White  Black  Teal  Plum  Gold

DISPLAY COUNTERS - 42" High x 24" Wide (Check color below / 6' & 8' counters skirted 3 sides only)				
Quantity	Description	Advance	Standard	Total
	424UC 4' Unskirted Counter	\$29.00	\$36.00	
	624UC 6' Unskirted Counter	\$34.00	\$43.00	
	824UC 8' Unskirted Counter	\$42.00	\$52.00	
	424SC 4' Skirted Counter	\$57.00	\$71.00	
	624SC 6' Skirted Counter	\$63.00	\$78.00	
	824SC 8' Skirted Counter	\$73.00	\$90.00	
	1011 4th Side Skirt-42"	\$20.00	\$25.00	
	1016 Counter Skirt Only-42"	\$32.00	\$41.00	

Select Skirt Color:  Blue  Red  Green  Silver  
 Burgundy  White  Black  Teal  Plum  Gold

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 50% of original price after move-in begins.

Company Name		Booth Number		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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  
 3720 NW Yeon Avenue, Portland, OR 97210  
 Telephone: 503/228-6800 Fax: 503/595-1470  
 E-mail: csr@dwatradeshow.com  
 http://www.dwatradeshow.com

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



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**SIGN & BANNER  
 ORDER FORM**  
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**STANDARD SIGNS**  
 Signs are full-color digital graphics laminated and mounted to foamcore.

Quantity	Size	Advance	Standard	Total	
	8001 7" x 11"	\$ 23.00	\$ 41.00		<b>SIGN ORDER POLICY</b> Signs cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after Advance Price Deadline will be charged at Standard prices.
	8002 7" x 44"	\$ 26.00	\$ 44.00		
	8003 11" x 14"	\$ 26.00	\$ 44.00		
	8004 14" x 22"	\$ 35.00	\$ 53.00		
	8005 22" x 28"	\$ 45.00	\$ 63.00		
	8008 24" x 36"	\$ 57.00	\$ 75.00		
	8006 28" x 44"	\$ 75.00	\$ 93.00		
	8007 40" x 60"	\$135.00	\$150.00		
	8009 3' x 8'	\$145.00	\$175.00		
	8010 4' x 8'	\$170.00	\$205.00		
	8011 Grommet, per piece	\$ 1.00	\$ 1.50		<input type="checkbox"/> Please indicate here if you would like us to call you and provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics, or any other items.
	8013 Easel Back, per piece	\$ 5.00	\$ 6.00		
	8021 Banner	Call for Quote	Call for Quote		
	8020 Designer Labor, per hour (for specific/custom design needs)	\$ 40.00	Call for Quote		

**Choose sign orientation:**  
 (Check appropriate box)

Horizontal

Vertical

Use Your Judgement for Sign Layout

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

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

Company Name		Booth Number		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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  
 3720 NW Yeon Avenue, Portland, OR 97210  
 Telephone: 503/228-6800 Fax: 503/595-1470  
 E-mail: csr@dwa tradeshow.com  
 http://www.dwa tradeshow.com

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



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**LABOR ORDER FORM**  
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**LABOR SERVICES (Please indicate services desired)**

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

Installation

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

Dismantle

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

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

Installation

Exhibitor will need \_\_\_ workers on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_

Dismantle

Exhibitor will need \_\_\_ workers on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_

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

**LABOR RATES**

Straight Time	between 8:00 am and 4:30 pm weekdays	\$48.00 per hour
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$72.00 per hour
Doubletime	All day holidays	\$96.00 per hour

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

	No. of workers	x	Hours per worker	=	Total worker hours	at Rate	Total
Installation						\$ _____/hr.	\$ _____
Dismantle						\$ _____/hr.	\$ _____

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

Company Name		Booth Number		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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  
 3720 NW Yeon Avenue, Portland, OR 97210  
 Telephone: 503/228-6800 Fax: 503/595-1470  
 E-mail: csr@dwatradeshow.com  
 http://www.dwatradeshow.com

Estimated Labor Services Ordered	\$ _____
Add 25% (\$30 min.) for Install Supervision	\$ _____
Add 25% (\$30 min.) for Dismantle Supervision	\$ _____
PAYMENT ENCLOSED	\$ _____

**(SEE PAGE TWO)**



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**LABOR  
 PAGE TWO**  
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**INBOUND FREIGHT INFORMATION**

CARRIER \_\_\_\_\_ SHIPPED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 NUMBER OF PIECES \_\_\_\_\_ WEIGHT \_\_\_\_\_ PRO NUMBER \_\_\_\_\_  
 ARRIVAL DATE \_\_\_\_\_ SHIPPED TO:  WAREHOUSE  SHOWSITE

**SET UP INFORMATION FOR DWA INSTALLATION**

SET UP DRAWINGS ATTACHED  RENTAL CARPET COLOR  
 SET UP DRAWINGS WITH EXHIBIT  OWN CARPET COLOR  
 CASE/CRATE NUMBER \_\_\_\_\_  PADDING  
 NUMBER OF WORKERS REQUIRED FOR SET-UP \_\_\_\_\_ APPROXIMATE TIME FOR SET-UP \_\_\_\_\_  
 FORKLIFT ORDERED HRS \_\_\_\_\_ TIME \_\_\_\_\_ SPECIAL EQUIPMENT REQUIRED \_\_\_\_\_

**DID YOU ORDER**

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

**OUTBOUND FREIGHT INFORMATION**

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

OUTBOUND FREIGHT CHARGES  PREPAID  COLLECT  
 BILL TO \_\_\_\_\_  
 DWA STORAGE  
 METHOD  SHOWCARRIER  AIR FREIGHT  VANLINE  OTHER \_\_\_\_\_  
 CARRIER (IF KNOWN) \_\_\_\_\_  
 CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

CONSIGNEE TO \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 SECOND CONSIGNEE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION / SHOWSITE CONTACT**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_  
 OTHER MEANS OF CONTACTING THIS PERSON \_\_\_\_\_  
 CONTACT'S HOTEL \_\_\_\_\_ ARRIVAL \_\_\_\_\_ DEPARTURE \_\_\_\_\_  
 PURCHASING AUTHORIZATION  YES  NO



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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 SHOWCARRIER 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  
 3720 NW Yeon  
 Portland, Oregon 97210

**IMPORTANT!**  
 Last day for shipments to arrive at the  
 advance warehouse without surcharge is  
**September 23, 2004**  
 The warehouse will receive shipments  
 Monday through Friday during the hours of  
 8:00 am to 4:00 pm.

### 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  
**September 27, 2004**

### 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.**



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**MATERIAL HANDLING  
 ORDER FORM**  
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**ARRIVAL DATES FOR SHIPMENTS - PLEASE SCHEDULE SHIPPING CAREFULLY TO MINIMIZE SURCHARGES!**

**Advance: September 23, 2004**

*Last day for crated shipments to arrive at advance warehouse without surcharge. A 25% (\$25.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the warehouse after this date.*

**Show Site: September 27, 2004**

*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
<b>Crated and/or Skidded Only</b> (Loose, uncrated and blanket wrapped shipments must be sent directly to exhibit site)	lbs.		6001 <b>\$39.50</b>	6000 <b>\$79.00</b>	\$

**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
<b>Crated and/or Skidded</b>	lbs.		6011 <b>\$36.50</b>	6010 <b>\$73.00</b>	\$

**UNCRATED SHIPMENTS TO EXHIBIT SITE**

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

	SHIPMENT WEIGHT	X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
<b>Uncrated and/or Unskidded</b>	lbs.		6013 <b>\$52.00</b>	6012 <b>\$104.00</b>	\$

**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
<b>To Warehouse</b>	lbs.		6041 <b>\$46.00</b>	6040 <b>\$92.00</b>	\$
<b>To Exhibit Site</b>	lbs.		6043 <b>\$41.00</b>	6042 <b>\$82.00</b>	\$

**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
<b>Small Packages/Max. 50 lbs. per shipment</b>		6030 <b>\$28.00</b>	6031 <b>\$5.00</b>	\$

If your freight remains at the Exhibit Site at the end of the show, there will be a minimum fee of **\$95.00** 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			<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
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  
 3720 NW Yeon Avenue, Portland, OR 97210  
 Telephone: 503/228-6800 Fax: 503/595-1470  
 E-mail: [csr@dwatradeshow.com](mailto:csr@dwatradeshow.com)  
<http://www.dwatradeshow.com>

Total Estimated Charges	\$
<b>PAYMENT ENCLOSED</b>	\$

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



ENERGIZING THE NORTHWEST  
DoubleTree Jantzen Beach  
September 28-29, 2004  
S09274  
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## LIMITS OF LIABILITY & 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 re-routing 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.



To All Exhibitors:

Hollywood Lights, Inc. is pleased to be the official electrical contractor for the “**Energizing the Northwest**” at the **Double Tree Hotel – Jantzen Beach** on **September 28-29, 2004**. In order for us to serve you better, we would like you to know about the services we provide.

Your booth **does not** come with electrical service. If you require electrical services or lighting, please fill out the enclosed **Electrical Order Form** and return it to us as soon as possible.

Our special **discount payment order price**, which must be received at least **two weeks** in advance of the first show date (**September 14, 2004** deadline), will save you money off the standard order price. All orders must be paid before service is rendered and payment must accompany the order form. We accept cash, check, Visa, MasterCard, Discover, and American Express. *We regret that we cannot accept phone orders.*

*Exhibitors that have ordered electrical service: your service will be energized daily from one hour prior to show opening until 15 minutes after show closing. 24 hour service is available, call for prices.*

If you have any questions about your lighting or electrical needs, please feel free to call. We want to provide you with the services you require early, so installation is free of delays.

**\*Remember advance payment orders will save you money off the floor order price!!**

Sincerely,

Tina Eggen  
Electrical Services Division – Oregon

5251 SE McLoughlin Blvd Portland, OR 97202-4836  
503.232.8855 FAX 503.232.8505  
[www.hollywoodlights.biz](http://www.hollywoodlights.biz)

## Hollywood Lights, Inc.

5251 SE McLoughlin Blvd. Portland, OR 97202-4836

Phone: 503-232-8855 FAX: 503-232-8505

### Indoor Electrical Services Order Form

**Show: Energizing the Northwest**

**Date: September 28-29, 2004**

**FOR DISCOUNT RATE: ORDER MUST BE RECEIVED WITH PAYMENT 14 DAYS PRIOR TO THE FIRST MOVE-IN DAY**

120 VOLT DUPLEX RECEPTACLE <small>For 24 hour service multiply price X 2 &amp; circle 24 hour service</small>	QTY	DISCOUNT	STANDARD	AMOUNT
600 WATTS / 5 AMPS (double rate for 24 hour service)		\$60.00	\$75.00	
1200 WATTS / 10 AMPS (double rate for 24 hour service)		\$75.00	\$93.75	
1800 WATTS / 15 AMPS (double rate for 24 hour service)		\$90.00	\$112.50	
2400 WATTS / 20 AMPS (double rate for 24 hour service)		\$105.00	\$131.25	

**NOTE: 500 watt and 1000 watt spotlights are installed in the building ceiling of Expo Halls AD & E@ please call for pricing.**

300 WATT SPOT OR FLOOD (Diagram on back)		\$51.00	\$63.75	
500 WATT FLOOD/ARM LIGHT (Diagram on back)		\$51.00	\$63.75	
500 WATT QUARTZ SPOTLIGHT (Diagram on back)		\$64.00	\$80.00	
1000 WATT QUARTZ SPOTLIGHT (Diagram on back)		\$77.00	\$96.25	

208 VOLT EQUIPMENT OUTLET <small>For 24 hour service multiply price X 2 &amp; circle 24 hour service</small>	QTY	SINGLE PHASE DISCOUNT	THREE PHASE DISCOUNT	SINGLE PHASE STANDARD	THREE PHASE STANDARD	AMOUNT
15 AMP 208 VOLT (double rate for 24 hour service)		\$105.00	\$125.00	\$131.25	\$156.25	
30 AMP 208 VOLT (double rate for 24 hour service)		\$135.00	\$170.00	\$168.75	\$215.50	
50 AMP 208 VOLT (double rate for 24 hour service)		\$230.00	\$275.00	\$287.50	\$343.75	
100 AMP 208 VOLT (double rate for 24 hour service)		\$300.00	\$360.00	\$375.00	\$450.00	
OTHER: amps _____ volts _____		PLEASE CALL FOR QUOTE				

**ALL 208 VOLT OUTLETS 30 AMPS AND UNDER WILL BE PROVIDED WITH A NEMA L21-30 RECEPTACLE, 50 AMPS WITH A NEMA L14-50R, and 100 AMPS WITH A HBL5100C9W**

**There is a 1 HOUR MINIMUM LABOR CHARGE for all 208 volt outlets that do not match provided receptacles. 480 V quoted on request.**

**STRAIGHT TIME (Monday - Friday, 8:00 AM - 5:00 PM): \$50.00**

**OVERTIME (Monday - Friday, 5:00 PM - 8:00 AM, Saturdays, Sundays, & Holidays): \$75.00**

**NUMBER OF ELECTRICIANS: \_\_\_\_\_ X NUMBER OF HOURS \_\_\_\_\_ X HOURLY RATE \_\_\_\_\_ = \_\_\_\_\_**

**Exhibitor: \_\_\_\_\_ Misc. Items: \_\_\_\_\_**

**Address: \_\_\_\_\_ Total Due: \_\_\_\_\_**

**City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Booth #: \_\_\_\_\_**

**Ordered By: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_**

I authorize Hollywood Lights, Inc. to debit my credit card for the charges listed above and for any additional charges incurred.  
 Circle One:     Visa     MasterCard     Discover     American Express

Credit Card # \_\_\_\_\_ Card Holder (PRINT) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

EFFECTIVE FEBRUARY 2004

# GENERAL INFORMATION

## Rental Information:

1. Material and equipment provided by this order shall be and remain the property of Hollywood Lights, Inc. and shall be removed **ONLY** by Hollywood Lights personnel at the close of the show
2. Credit will not be given for service installed as requested in this order even though not used.
3. Exhibitors are not allowed to share power.
4. Outlets are located at the back center of each 10' x 10' booth space. 10' x 20' booths or longer, need to order an outlet for each 10' x 10' section if there is power need in each.
5. Bulk space and large oversized booth electrical information should be mapped out on drawings to indicate location of outlets. Labor charges apply to these booths.
6. Electrical power is on continually during move in. On show days, power is turned on 30 minutes before show opening and turned off at show closing. If you need power on 24 hours, **YOU MUST ORDER 24 HOUR SERVICE**. Any exhibitor wishing early turn on or late turn off of electrical to booths, must make special arrangements with the show management and Hollywood Lights, Inc.
7. Wall, column and permanent building utility outlets are not part of your booth space and are not to be used. If services are found to be used which have not been purchased, they will be charged at twice the **LATE ORDER** rate.
8. Hollywood Lights, Inc. is not responsible for voltage fluctuations or power failure because of temporary conditions.

## Labor Information:

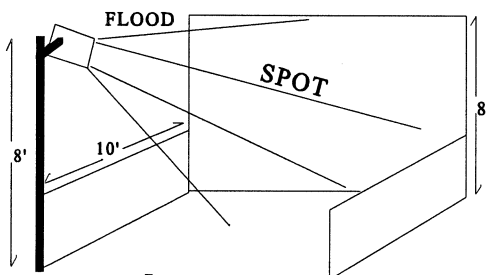
9. There is a labor charge on all 208-volt outlets. This includes wiring of our pigtail into your machine or removing your plug and putting ours on.
10. If you have an adapter that fits our system then there is no labor charge.
11. All labor is properly insured, supervised, and controlled for the protection of the exhibitor.
12. The electricians will not connect any exhibit that does not meet the electrical code. Hollywood Lights, Inc. is not responsible for problems arising from unlabeled, mislabeled and the use of non-standard wiring practices on equipment.

## Payment Information:

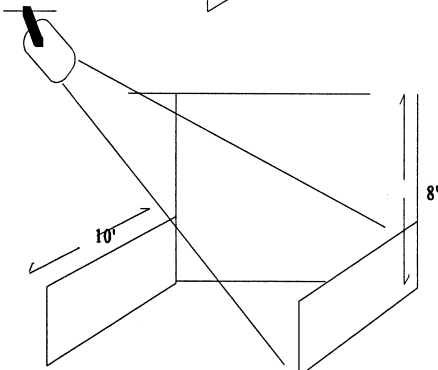
13. Charges for electrical services must be paid prior to the opening of the show (in U.S. Funds) unless credit has been previously established.
14. On orders to be billed, a purchase order must accompany the electrical order or electrical service will not be installed to booths.
15. All credit accounts not paid within 15 days of the show closing date will be considered **PAST DUE** and interest added at the prevailing rate each month.
16. All accounts not paid within 90 days will be sent for collection and the customer will be liable for all accrued interest, collection charges, and attorney fees.

**ALL DISCREPANCIES MUST BE SETTLED BEFORE CLOSE OF SHOW**

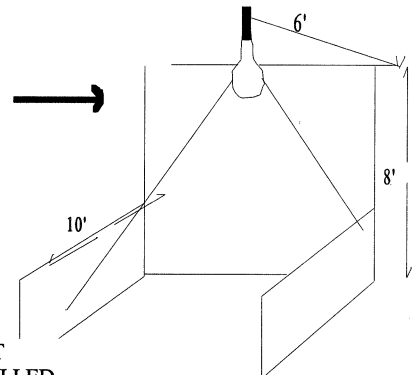
## LIGHTING INFORMATION:



300-WATT FLOOD LIGHT OR SPOT LIGHT MOUNTS ON 8-FOOT UPRIGHT AT FRONT CORNER OF BOOTH



500 WATT FLOOD LIGHT ATTACHES TO BACKWALL AND EXTENDS OUT OVER BOOTH. **THIS IS OUR MOST POPULAR LIGHT**



500 WATT AND 1000-WATT QUARTS SPOTLIGHT INSTALLED OVERHEAD IN CEILING. THESE UNITS WORK WELL FOR LIGHTING SPECIFIC MACHINERY.