



APDT 2019 ANNUAL EDUCATIONAL CONFERENCE & TRADE SHOW

October 30 - November 2, 2019

Oregon Convention Center
Portland, Oregon

**HOW TO USE THIS
MANUAL:**

On the left side of the screen is a list of topics covered in this manual.
Click on the topic of interest and it will take you to the relevant pages.

ORDERING ONLINE:

Click **HERE** and then click on the link for the APDT 2019 ANNUAL
EDUCATIONAL CONFERENCE & TRADE SHOW

(or copy and paste this link into your browser: <http://www.triumphexpo.com/order.shtml>)

USERNAME:

10725

PASSWORD:

Innovate (case sensitive)

Fern Exposition Services is proud to be your official services contractor for the APDT 2019 ANNUAL
EDUCATIONAL CONFERENCE & TRADE SHOW.

We partner with you to bring your exhibit to the next level with the very best in creative design, graphics,
labor, furnishings, and other event services. We are there, invisible, behind the scenes, supporting you every
step of the way starting with **your** brand, **your** audience and **your** event needs.

To some, this is called exceptional service. To us, it's simply how we do business.

FERN EXPOSITION SERVICES

Phone: 503-417-8000

Fax: 206-431-4846

exhibitorservices@fernexpo.com

QUICK FACTS

DEADLINES

EAC/INSURANCE:	MONDAY, SEPTEMBER 30, 2019	4:00 PM
DISCOUNT PRICING:	TUESDAY, OCTOBER 15, 2019	4:00 PM
ADVANCE SHIPPING:	THURSDAY, OCTOBER 24, 2019	4:00 PM
DIRECT SHIPPING:	TUESDAY-WEDNESDAY, OCTOBER 29-30, 2019	MOVE-IN HOURS ONLY

SCHEDULE

EXHIBITOR MOVE IN:	TUESDAY, OCTOBER 29, 2019	10:00 AM - 5:00 PM
	WEDNESDAY, OCTOBER 30, 2019	9:00 AM - 1:00 PM
SHOW DATES/TIMES:	WEDNESDAY, OCTOBER 30, 2019	5:00 PM - 7:00 PM - Ziwi Welcome Reception
	THURSDAY, OCTOBER 31, 2019	10:00 AM - 1:00 PM 2:30 PM - 5:00 PM
	FRIDAY, NOVEMBER 1, 2019	10:00 AM - 3:00 PM 5:00 PM - 6:30 PM - Yappy Hour
EXHIBITOR MOVE OUT:	FRIDAY, NOVEMBER 1, 2019	6:30 PM - 9:00 PM
CARRIER CHECK-IN DEADLINE:	FRIDAY, NOVEMBER 1, 2019	8:30 PM

Empty crates will be returned beginning at 6:30 PM on FRIDAY.

All exhibitor materials must be removed from the facility by 9:00 PM.

Please note that UPS, FedEx and DHL do NOT pick up from the show floor. Any freight left on the show floor will be re-routed via Fern Transportation or returned to the warehouse at the exhibitor's expense.

BOOTH SIZE:	10' x 10' Booth	
INCLUDED FURNISHINGS:	Blue & White 8' high back drape Blue 3' high side drape One 6' table skirted in blue	Two Side Chairs Wastebasket One-line Exhibitor ID sign
EXHIBIT HALL FLOORING:	Aisle carpet is silver. Booth spaces are not carpeted. To better complement your booth, rental carpet in a variety of colors is available with the enclosed forms. <i>CARPET IS NOT REQUIRED BUT ENCOURAGED.</i>	
PAYMENT POLICY:	Payment is required with all orders. Online orders must be paid at the time of order. To pay by credit card, scan and email your order to exhibitorservices@fernexpo.com or fax to 206-431-4846. Orders paid by check must include credit card information or your order will not be processed.	
VENUE:	Order AV, Electrical, Internet/Phone, Air, Water, Gas, Booth Cleaning & Porter Service directly from the Oregon Convention Center online at https://oregoncc.org . Fern DOES NOT take orders for these services. Please contact the Oregon Convention Center with any questions.	

PAYMENT SUMMARY

EXHIBITOR INFORMATION

I acknowledge and accept responsibility for the accuracy of this order and payment for all services provided.

Company Name _____ Booth #(s) _____

Address _____

City _____ State _____ Zip _____ Phone _____

Fax # _____ E-mail _____

Prepared by (Print Name) _____ Date _____

Signature _____

CREDIT CARD AUTHORIZATION

By signing, exhibitor has accepted the Fern Payment and Exhibitor Terms and Conditions. Exhibitor also agrees that Fern may place credit card on file to be used for additional services/products ordered for the duration of the event.

Visa ☐ Mastercard ☐ American Express ☐ CCV # Expiration Date ____/____

Account #

Printed Name on Card _____

Credit Card Holder E-mail (REQUIRED) _____

Authorized Signature _____

PAYMENT TERMS

We require 100% payment with Order for rentals, services, tax and anticipated freight. We require a credit card on file prior to acceptance of any Order and accept Visa, MasterCard, and American Express. By providing your credit card number to us via a Payment Authorization form or placing online Orders you agree that we may place your credit card on file to be used for any additional show site services as well as any future purchases. It will stay on file for the duration of the event. Full payment of rental charges must accompany your Order and be received by our office before the applicable deadline date to qualify for any discounted rate. PLEASE NOTE THAT PURCHASE ORDERS ARE NOT ACCEPTED AS A FORM OF PAYMENT. All orders received after any applicable discount deadline (indicated on each Order) will be charged at standard rates. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

All invoiced amounts are due upon receipt of invoice. Unpaid accounts after the day of the show will accrue a service charge of .0575% per day (which equates to an annual interest rate of 21%), or the maximum rate allowed by law, whichever is less. You will be responsible for all fees (including reasonable attorneys fees and court costs) incurred by us in connection with the collection of your past-due accounts.

Invoiced amounts are exclusive of any sales, use or other similar taxes. You are solely responsible for payment of any sales, use or other similar taxes due in connection with the performance of this Agreement. If you claim tax exempt status, you must submit a copy of a valid exemption

certificate issued by the federal government or the government of the state in which your event is taking place.

You are primarily responsible for the payment of all third-party charges. [In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR's display and be billed for all services, Fern will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the EXHIBITOR agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.]

Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to not have been received. All orders cancelled by you or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order. Such cancellation fees will be set forth on the applicable Order.

PAY BY CHECK

Please mail check including show, booth, and company name, to:
Fern, 645 Linn Street, Cincinnati, OH 45203
We cannot accept checks drawn on foreign banks.

Pay by Check ☐ Check# _____

ORDER FORMS

PAGE TOTALS

Tables, Counters and Risers \$ _____
Chairs, Fabric and Accessories \$ _____
Carpet Pad / Carpeting \$ _____
Graphics + Signage \$ _____
Modular Exhibits \$ _____
Exhibit Accessories \$ _____
Installation + Dismantle Labor \$ _____
Other \$ _____
Cleaning Services \$ _____
Material Handling \$ _____

TOTAL \$ _____

EXHIBITOR TERMS AND CONDITIONS

**PLEASE READ CAREFULLY! YOU ARE ENTERING INTO A CONTRACT
WHICH LIMITS YOUR POSSIBLE RECOVERY IN A CASE OF LOSS OR DAMAGE.**

The terms and conditions set forth below, together with any applicable Order, become a part of the agreement (the "Agreement") between FERN and you, the EXHIBITOR. You are agreeing you have been fully advised, understand completely, and are willing to accept the following terms and conditions. By exhibiting, ordering or receiving goods or services, requiring transportation of goods to or from, or acting as an agent for another exhibitor, at a show which FERN is the service contractor, you accept and agree to be bound by these terms and conditions.

DEFINITIONS:

For purpose of this Agreement, "FERN", "we", or "us" means Fern Exposition Services, LLC and its employees, directors, officers, agents, assigns, affiliated companies and related entities including, but not limited to, any subcontractors we may appoint. "EXHIBITOR" or "you" means the EXHIBITOR set forth in an applicable Order, its employees, agents, representatives, and any EXHIBITOR appointed contractor ("EAC"). "Order" means the purchase order, work order or other similar order form accompanying these terms and conditions, which together with these terms and conditions comprise the entire Agreement between FERN and EXHIBITOR.

PAYMENT TERMS:

We require 100% payment with Order for rentals, services, tax and anticipated freight. We require a credit card on file prior to acceptance of any Order and accept Visa, MasterCard, and American Express. By providing your credit card number to us via a Payment Authorization form or placing online Orders you agree that we may place your credit card on file to be used for any additional show site services as well as any future purchases. It will stay on file for the duration of the event. Full payment of rental charges must accompany your Order and be received by our office before the applicable deadline date to qualify for any discounted rate.

PLEASE NOTE THAT PURCHASE ORDERS ARE NOT ACCEPTED AS A FORM OF PAYMENT. All orders received after any applicable discount deadline (indicated on each Order) will be charged at standard rates. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

To Pay by Check - Please mail check including show, booth, and company name, to:

Fern, 645 Linn Street, Cincinnati, OH 45203

We cannot accept checks drawn on foreign banks.

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Invoiced amounts are exclusive of any sales, use or other similar taxes. You are solely responsible for payment of any sales, use or other similar taxes due in connection with the performance of this Agreement. If you claim tax exempt status, you must submit a copy of a valid exemption certificate issued by the federal government or the government of the state in which your event is taking place.

You are primarily responsible for the payment of all third-party charges. [In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR's display and be billed for all services, Fern will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the EXHIBITOR agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.]

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FERN'S RESPONSIBILITIES:

We are only responsible for those services which we directly provide to you. We assume no responsibility for any persons, parties or other contracting firms not under our direct supervision and control. We shall not be responsible for loss, delay or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, disruptions in the financial or capital markets, power failures, explosions, acts of terrorism or war, or for any other cause beyond our reasonable control, nor for ordinary wear and tear in the handling of materials. We will provide material handling services as your agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder and you accept responsibility thereof.

PACKAGING AND CRATES:

We shall not be responsible for damage to lose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed materials. In addition, we shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

STORAGE:

We assume no liability for loss or damage to crates or containers or the contents therein while containers are in storage, including but not limited to accessible storage or cold storage. You acknowledge that storage charges are for the use of the space and are not a form of insurance or a guarantee of security.

Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of you or your representatives. All previous labels should be removed or obliterated. We assume no responsibility for your failure to follow the above procedures; removal of containers with old empty labels or without FERN labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels. It is understood that the labels are used for storage of empty containers only and we shall not be liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.

EXHIBITOR TERMS AND CONDITIONS

SHOW SITE:

You are solely responsible for damage or loss to any rental items in your possession or under your control in connection with your performance hereunder, including but not limited to damage or stains to carpet. Neither you nor your EACs may bring or use any kind of lift on the exhibit floor.

Our working hours are subject to change due to holidays, time of day or night worked, amount of time worked, and specific facility or union guidelines. The normal categories of hourly changes are: straight time, overtime, double time and holiday pay. Such hourly charges shall be set forth on the applicable Order.

INBOUND SHIPMENTS:

Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and your arrival or that of your representatives, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft, or disappearance of your materials after same have been delivered to your booth at the show site.

We shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and our receiving paperwork indicating any exceptions as delivered shall take precedence over shipper's signature of receipt.

OUTBOUND SHIPMENTS & ITEMS LEFT AT SHOW SITE:

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft or disappearance of your materials before same have been picked up for reloading or delivered to your carrier at the conclusion of the event.

We are not responsible for shipments left in your booth or elsewhere. We will count and ship pieces as we find the shipment(s) when we remove them from the exhibit hall. Circumstances may also warrant these items be sent to a remote facility and shipped from there. You will be responsible for any additional charges that result. You should insure yourself and your equipment and materials against loss or theft. We also recommend that you engage security services from the facility or show management.

All Material Handling Forms submitted to us by you will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to us and the actual count of such items at the booth at the time of pick-up.

We retain the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled. A disposal fee will be charged to your account.

We load materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. We assume no responsibility or liability for loss, damage, theft or disappearance of your materials that is caused by, arises out of or related to improperly loaded materials.

RE-ROUTED FREIGHT:

In order to expedite removal of materials from show site as required by show management and/or the facility, we shall have the authority to change the your designated carrier if that carrier does not pick-up the shipment at the appointed time. Where no disposition is made by you, materials may be taken to a remote location to await your shipping instructions, and/or consigned to carrier of our choice. You agree to be responsible for charges relating to such rerouting and handling.

INSURANCE:

It is understood that FERN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by you, at your sole costs and expense from a third-party insurance provider. You agree to provide, and to cause your insurance carrier to provide, us with a release of subrogation to the extent of any insurance settlement.

CLAIMS FOR LOSS:

You agree that in order to have a valid claim, notice of loss or damage to materials must be given to us or our agent within 24 hours of occurrence of any incident or prior to show close/removal, whichever is later. All claims reported after such period will be rejected. Such notice must include detail sufficient to identify the materials claimed to be lost or damaged, asserting our liability for alleged loss or damage and documentation indicating the specified or determinable dollar value of the claim. Damage reports, incident reports, inspection reports, notations of shortages or damage on freight bills or other documents do not constitute filing of a claim.

(a) **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between you and us related to any loss, damage or claim, you shall not be entitled to and shall not withhold payment or any partial payment due to us as an offset against the amount of any alleged loss or damage. Any claims against us shall be considered separate transactions and shall be resolved on their own merits.

(b) **MAXIMUM RECOVERY.** If found liable for any loss, our sole and exclusive MAXIMUM liability for loss or damage to your materials and your sole and exclusive remedy is limited to \$0.50(USD) per pound per article with a maximum liability of \$100.00(USD) per item, or \$1,500.00(USD) per occurrence/shipment, whichever is less.

(c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** Our liability shall be limited to any loss or damage which results solely from our gross negligence in the actual physical handling of the items compromising your shipment(s) OR which results from a material breach of this Agreement and not for any other type of loss or damage. In no event shall we be liable to you or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of our equipment or services or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if we have been advised or has notice of the possibility of such damages, or for any damages caused by your failure to perform your responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.

EXHIBITOR TERMS AND CONDITIONS

DECLARED VALUE:

Declarations of declared value are between you and your selected carrier ONLY and are in no way an extension of our maximum liability stated herein. We will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier, however, we will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carriers, nor for the failure of the carrier to uphold the declared value or any other term of carriage.

FACILITIES AND SHOW ORGANIZERS:

You agree and understand that you, your agents and anyone working on your behalf must abide by and adhere to the rules and regulations of the facility being worked at, as well as any rules and regulations implemented by the show organizers.

TERMINATION:

We may terminate this Agreement immediately upon written notice in the event you breach any term or provision hereof. We may also terminate this Agreement for any reason or no reason upon ten (10) days prior written notice to you. In either case, you shall be responsible for any fees or charges incurred prior to the effective date of such termination.

INDEMNIFICATION:

You agree to indemnify, defend and forever hold harmless FERN and our employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses including but not limited to reasonable attorney's fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed by any of the following:

- Your negligent supervision of your personnel (including, but not limited to, any labor secured through us) or the negligent supervision of such personnel by any of your employees, agents, representatives, customers, invitees and/or any EAC.
- Your negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of your employees, agents, representatives, customers, invitees and/or any EAC at the show or exposition to which this Agreement relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of our equipment.
- Your violation of federal, state, county or local ordinances.
- Your violation of show regulations and/or rules as published and set forth by the facility and/or show management.

WAIVER AND RELEASE:

You agree to waive and release all claims against us with regards to all matters for which we have disclaimed liability pursuant to the provisions of this Agreement.

SEVERABILITY:

If any provision of this contract is deemed to be invalid, illegal, or not enforceable, the remainder of this contract shall remain in effect and not be impacted by such findings.

WAIVER:

No waiver by us of any of the provisions of this Agreement is effective unless explicitly set forth in writing and signed by us. No failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement operates, or may be construed, as a waiver thereof. No single or partial exercise of any right, remedy, power or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

ASSIGNMENT:

You shall not assign, transfer, delegate or subcontract any of your rights or obligations under this Agreement without our prior written consent. Any purported assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve you of any of your obligations hereunder. We may at any time assign or transfer any or all of its rights or obligations under this Agreement without your prior written consent to any affiliate or to any person acquiring all or substantially all of our assets.

RELATIONSHIP OF THE PARTIES:

The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

NO THIRD-PARTY BENEFICIARIES:

This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

SURVIVAL:

The provisions of this Agreement which by their nature should apply beyond their terms will remain in force after any termination or expiration of this Agreement including, but not limited to, the following provisions: Insurance, Claims for Loss, Indemnification, Governing Law, Jurisdiction and Survival.

AMENDMENT AND MODIFICATION:

This Agreement may only be amended or modified in a writing stating specifically that it amends this Agreement and is signed by an authorized representative of each party.

GOVERNING LAW, JURISDICTION:

This Agreement shall be construed under the laws of the State of Ohio without reference to the conflicts of laws principles thereof. FERN and EXHIBITOR hereby consent to the executive jurisdiction and venue of the federal or state courts located in Hamilton County, Ohio for all actions or suits related to the interpretation or enforcement of this Agreement.

EXHIBITOR FAQ

WHAT IS MATERIAL HANDLING?

Material handling is a fee which covers the time, equipment and labor to receive your freight, check it for damage, and record it on the shipping log. It also covers bringing your items to show site and delivering them to your booth, as well as storage of your empty containers and returning them to you after the show. Finally, it covers the labor to return your shipment to the loading dock to leave the facility.

MAY I PHONE IN MY ORDER?

The short answer is no. We don't accept phone orders because authorization is needed in order to process a credit card payment. For scanned or faxed orders, this is the signature provided on the payment form. For online orders, an electronic signature is provided with the payment method.

WHAT IS INCLUDED WITH MY BOOTH SPACE?

On the QUICK FACTS page, there is a section titled INCLUDED FURNISHINGS, which details the show colors, as well as any furnishings or amenities (such as power) that are included with the booth package you purchased from Show Management.

MAY I EXCHANGE THE TABLE IN MY BOOTH FOR ANOTHER ITEM/CHANGE THE SKIRT COLOR, ETC?

The furnishings included with your booth are part of a package that is paid for by Show Management and are not eligible for any trades, exchanges or credits. If you do not wish to use the furnishings provided, you may set them in the aisles during move in and our crew will pick them up from you. If you wish to have another item instead of those provided, you may use the forms provided in this manual to order those items.

HOW DO I SEND MY SHIPMENT AFTER THE SHOW?

The simplest method is to use Fern Transportation. Our Exhibitor Services Representatives will support you every step of the way, completing your Material Handling Agreement (MHA), providing printed shipping labels, and communicating with you after the event about the status of your shipment.

If your company is using another freight carrier, your on-site rep will need to complete a MHA for each outbound shipment. Please keep in mind that parcel carriers (FedEx, UPS, and DHL) DO NOT pick up from the show floor and your on-site rep will need to take the shipment to a local office.

If you would like us to bring your shipment back to our warehouse for your carrier to pick up, we do offer that service. The minimum charge is \$180 for up to 600 lbs and 30 cents per each additional pound.

UNION LABOR JURISDICTION

fern

Expositions
Events
Experiences

To assist you in your planning efforts for the upcoming event, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit. To help you understand the various jurisdictions, we ask that you read the following.

EXHIBIT HALL INSTALLATION + DISMANTLE:

Fern Exposition Services has an agreement with the local Carpenters Union to provide labor for display installation and dismantle. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. This applies to exhibit display structures and not company products or machinery. Products may be placed by exhibitors regardless of booth size. Labor can be ordered by returning the installation and dismantle labor order form or at the showsite service desk.

MATERIAL HANDLING:

Fern will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Carpenter's Union. This is not applicable to materials that can be carried by one person.

SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Fern cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

TIPPING:

Fern requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all Fern employees.

COMPANY _____

BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

MATERIAL HANDLING FEES

20 LBS or less per shipment (small package)

\$ 55.00

SMALL PACKAGES: Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. (Shipments above 20 lbs are subject to rates below)

OFF-TARGET: Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of \$0.30/lb off-target fee (Minimum 200 lb). This will be added automatically to the invoice.

ADVANCE SHIPMENTS (21-200 lbs) - INCLUDES OVERTIME

Drivers with inbound shipments must check into the Fern warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

CRATED MATERIALS

\$ 282.00

Minimum Charge

\$ 1.41

each add'l pound over 200 lbs

MATERIALS W/ SPECIAL HANDLING

\$ 368.00

Minimum Charge

\$ 1.84

each add'l pound over 200 lbs

ADVANCE SHIPMENT DEADLINE DATE: OCTOBER 24, 2019

DIRECT SHIPMENTS (21-200 lbs) - INCLUDES OVERTIME

CRATED MATERIALS

\$ 310.00

Minimum Charge

\$ 1.55

each add'l pound over 200 lbs

MATERIALS W/ SPECIAL HANDLING

\$ 402.00

Minimum Charge

\$ 2.01

each add'l pound over 200 lbs

DIRECT SHIPMENT DATE: OCTOBER 29-30, 2019 ONLY

PRICES INCLUDE: Receiving freight, checking for damage and piece count, delivery to booth, storage of empty containers and load out of shipment to preferred carrier.

SPECIAL HANDLING: These rates apply to any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation, i.e. express carriers such as UPS, Fed Ex or DHL.

RETURN TO WAREHOUSE: Exhibitors will be charged 30 cents per pound (\$180 minimum for any shipment that must be returned to the warehouse plus 30 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the Fern warehouse if 3rd party carrier fails to pick up at show site's designated times. Exhibitors using Fern Transportation for outbound shipping will have the fee waived.

IMPORTANT

Shipments are subject to re-weigh and will be invoiced based on actual weight. By returning this form or by shipping freight either advance or direct, you are entering into a contract with Fern. Carefully read the Exhibitor Terms and Conditions section of this manual.

CALCULATION OF MATERIAL HANDLING FEES

ADVANCE SHIPMENT

☐

DIRECT SHIPMENT

☐

Total Estimated Weight (200 lbs minimum)

_____ lbs x Rate = \$ _____

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50%
AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page

SHIPPING INFORMATION

ADVANCE SHIPPING ADDRESS:

Company Name and Booth Number
APDT 2019 CONFERENCE & TRADE SHOW
Fern Exposition
6700 NE 59th Place
Portland, OR 97218

ADVANCE SHIPMENTS ACCEPTED:

ACCEPTED 30 DAYS PRIOR TO MOVE IN

ADVANCE SHIPPING DEADLINE:

4:00 PM on **OCTOBER 24, 2019**

“Material Handling Fees” apply to all shipments. See “Material Handling” page for details.

DIRECT SHIPPING ADDRESS:

Company Name and Booth Number
APDT 2019 CONFERENCE & TRADE SHOW
c/o Fern Exposition &
Oregon Convention Center
777 NE MLK, Jr. Blvd.
Portland, OR 97232

DIRECT SHIPMENTS ACCEPTED:

OCTOBER 29-30, 2019 ONLY

Fern Exposition and Show Management will NOT be responsible for any early direct shipments that may be refused by the facility or incur additional fees.

FERN

R U S H

DO NOT DELAY

DEADLINE DATE **OCTOBER 24, 2019**

TO:

EXHIBITOR NAME

C/O FERN EXPOSITION

6700 NE 59TH PLACE

PORTLAND, OR 97218

WAREHOUSE

APDT 2019

BOOTH # _____ **# OF PACKAGES** _____

CARRIER _____

FERN

R U S H

DO NOT DELAY

DEADLINE DATE **OCTOBER 24, 2019**

TO:

EXHIBITOR NAME

C/O FERN EXPOSITION

6700 NE 59TH PLACE

PORTLAND, OR 97218

WAREHOUSE

APDT 2019

BOOTH # _____ **# OF PACKAGES** _____

CARRIER _____

FERN

R U S H

DO NOT DELAY

DELIVER ON OCTOBER 29-30, 2019 ONLY

TO: _____
EXHIBITOR NAME

C/O FERN EXPOSITION

**OREGON CONVENTION CENTER
777 NE MLK JR BLVD
PORTLAND, OR 97232**

**SHOWSITE
APDT 2019**

BOOTH # _____ **# OF PACKAGES** _____

CARRIER _____

FERN

R U S H

DO NOT DELAY

DELIVER ON OCTOBER 29-30, 2019 ONLY

TO: _____
EXHIBITOR NAME

C/O FERN EXPOSITION

**OREGON CONVENTION CENTER
777 NE MLK JR BLVD
PORTLAND, OR 97232**

**SHOWSITE
APDT 2019**

BOOTH # _____ **# OF PACKAGES** _____

CARRIER _____

OUTBOUND SHIPPING INFORMATION

- Do I have a carrier coming to pick up my freight, or is Fern shipping for me?
- How many shipments do I have (how many destination addresses are there)?
- How soon does my shipment need to arrive at its destination?

SHIPPING WITH FERN

Pre-ordering your shipping with Fern using the Inbound/Outbound Shipping Request form in this manual saves you time and confusion by ensuring your material handling agreement (MHA) and labels are already complete and waiting for you at move out. Simply check-in at our service desk, pack your materials and turn the MHA back in. It's that simple!

MATERIAL HANDLING AGREEMENT:

Pick up your MHA from the service desk at move out. It will already be complete. On-site shipping requests are processed in the order they are received.

LABELS:

Custom printed labels are provided to exhibitors using Fern Transportation at no charge. Pre-orders are available for pick up at move out. On-site orders are processed in the order they are received.

METHOD OF PAYMENT:

We require a credit card on file to guarantee all shipping.

TRACKING:

Tracking information for Fern Transportation is available 1-2 business days following the close of an event. Please include your company name, booth number and the name of your event when requesting this information.

BILLING OF SHIPPING CHARGES:

Shipping will be billed and an updated invoice will be sent after the shipment has been delivered to its destination.

SHIPPING WITH ALL OTHER CARRIERS

MATERIAL HANDLING AGREEMENT:

All outbound shipments from the show MUST have a Fern material handling agreement. This form gives us permission to release your freight to your carrier. Failure to complete an MHA can result in a delay in shipping.

LABELS:

Exhibitors using other carriers may use the outbound shipping labels provided in this manual.

RETURN TO WAREHOUSE:

If freight is left on the floor without turning in a properly completed Fern MHA to the service desk, it will be returned to the warehouse and a fee will be assessed. This fee is a minimum of \$180 (up to 600 lbs) and 30 cents per each additional pound.

WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?

**OREGON CONVENTION CENTER
777 NE MLK JR. BLVD.
PORTLAND, OR 97232**

WHAT TIME DOES MY CARRIER NEED TO ARRIVE?

All carriers **MUST** be checked in by 8:30 PM on NOVEMBER 1, 2019. After 8:30 PM, freight will be re-routed according to the information given on the MHA.

OUTBOUND

DO NOT DELAY

FROM: APDT 2019 CONFERENCE & TRADE SHOW
OREGON CONVENTION CENTER
777 NE MLK JR BLVD
PORTLAND, OR 97232

TO: _____

BOOTH #: _____ **NO OF PIECES:** _____

CARRIER: _____

OUTBOUND

DO NOT DELAY

FROM: APDT 2019 CONFERENCE & TRADE SHOW
OREGON CONVENTION CENTER
777 NE MLK JR BLVD
PORTLAND, OR 97232

TO: _____

BOOTH #: _____ **NO OF PIECES:** _____

CARRIER: _____

A FERN MATERIAL HANDLING AGREEMENT IS REQUIRED FOR ALL SHIPMENTS LEAVING THE BUILDING. WITHOUT A MATERIAL HANDLING AGREEMENT, FREIGHT WILL NOT BE LOADED ONTO ANY CARRIER. FREIGHT WILL BE RETURNED TO THE WAREHOUSE FOR PROCESSING AND ADDITIONAL FEES MAY BE ASSESSED.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INBOUND / OUTBOUND SHIPPING REQUEST

for Fern Transportation Only - (SHOW CARRIER)

INBOUND (Shipping TO the Event)

Minimum charges apply per shipment

PICK-UP ADDRESS:

Insurance: ☐ Inbound ☐ Outbound ☐ Both ☐ Neither

Pick-up Date: _____ Shipment Ready By: _____ am/pm

☐ Loading Dock

☐ Lift Gate Needed

Hours your dock is opened for pickup:

Dock opened: _____ am/pm

Dock closed: _____ am/pm

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

WEIGHT AND DIMENSIONS RATE SUBJECT TO FINAL CARRIER PUBLISHED INFORMATION

NO HAZARDOUS MATERIALS WILL BE ACCEPTED FOR TRANSPORT

LIST EACH PIECE

Carton/Crate/Pallet/Fibercase

DIMENSIONS IN INCHES

WT. (LBS)

EXAMPLE: Carton	Lx 24"	Wx 12"	Hx 12"	135 lbs
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	

Total Pieces :

LIST EACH PIECE

Carton/Crate/Pallet/Fibercase

DIMENSIONS IN INCHES

WT. (LBS)

	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	
	Lx	Wx	Hx	

Total Weight :

Are the pallets/skids stackable? YES ☐ NO ☐ If additional insurance, declared value is \$ _____

OUTBOUND (Shipping FROM the Event)

Minimum charges apply per shipment

RETURN ADDRESS:

SHIPPING METHOD:

☐ Deferred / Ground: 3-7 Bus. Days

☐ Express: 2-3 Bus. Days

Approx. Weight: _____ Total No. of Pieces _____

Crates ☐ Cartons ☐ Fiber Cases ☐ Other: _____

Contents of Freight / Comments / Special Instructions: _____

Contact Name _____ Ph _____ E-mail _____

Date Freight Must be Received at Destination _____

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates:

- Oversize Shipments: Weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY)
- Re-Delivery: Requiring additional delivery attempts when original delivery during normal business hours failed
- Inside Delivery: Delivery including a flight of stairs or an elevator
- Lift Gate: A special truck is required when no elevated dock or forklift is available

COMPANY _____

BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

THE CARPET COLLECTION

PADDING / PROTECTIVE SHEETING (per SQ. FT.)

Item	Size (SQ. FEET)	Discount	Standard	Amount
Carpet Pad 1/2"		1.40	1.96	
Carpet Pad 1"		2.80	3.92	
Poly Vinyl Sheeting		0.66	0.92	

STANDARD CARPET

BLACK (01)	BURGUNDY (04)	PURPLE (07)	SILVER (10)	BLUEJAY (13)
GREEN (02)	RED (05)	BLUE (08)	TUXEDO (11)	
TEAL (03)	BERRY (06)	LATTE (09)	CAYENNE (12)	

Qty.	Color	Size	Discount	Standard	Amount
		10x10	197.97	277.15	
		10x20	396.04	554.45	
		10x30	594.00	831.60	
		10x40	791.86	1,108.61	

CUSTOM CUT STANDARD CARPET (per SQ. FT.)

Color	Size (SQ. FEET)	Discount	Standard	Amount
		3.50	4.90	

28 oz. PLUSH CARPET (per SQ. FT.)

BLACK (01)	WHITE (04)	CREAM (07)	CABERNET (10)
GREY PEARL (02)	NAVY (05)	PINE (08)	TOAST (11)
CHARCOAL (03)	CARDINAL (06)	BAYWATER (09)	WEDGEWOOD (12)

Color	Size (SQ. FEET)	Discount	Standard	Amount
		4.74	6.63	

40 oz. PLUSH CARPET (per SQ. FT.)

BLACK (01)	GREY PEARL (02)	CHARCOAL (03)	WHITE (04)	NAVY (05)
-------------------	------------------------	----------------------	-------------------	------------------

Color	Size (SQ. FEET)	Discount	Standard	Amount
		5.97	8.36	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50%
AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page

COMPANY _____

BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

TABLES + COUNTERS - THE CLASSIC COLLECTION

6' and 8' tables and counters are skirted on 3 sides.

Please order 4th side for all sides to be skirted on 6' and 8' tables and counters.



BLACK (01)

WHITE (02)

SILVER (03)

BLUE (04)

GREEN (05)

RED (06)

TEAL (07)

DOVE (08)

BERRY (09)

PURPLE (10)

YELLOW (11)

WILLOW (12)

BURGUNDY (13)

CHAMPAGNE (14)

TERRA COTTA (15)

NAVY BLUE (16)

NEON GREEN (17)**

TABLES - 24" W x 30" H

SKIRTED TABLES					
Qty.	Color	Length	Discount	Standard	Amount
		4'	132.36	185.30	
		6'	147.91	207.07	
		8'	171.29	239.80	
		4th Side	54.69	76.57	

COUNTERS - 24" W x 42" H

SKIRTED COUNTERS					
Qty.	Color	Length	Discount	Standard	Amount
		4'	146.05	204.48	
		6'	164.29	230.00	
		8'	191.68	268.36	
		4th Side	54.69	76.57	

UNSKIRTED TABLES

Qty.	Length	Discount	Standard	Amount
	4'	77.66	108.73	
	6'	93.22	130.50	
	8'	116.49	163.09	
	Skirt	54.69	76.57	

UNSKIRTED COUNTERS

Qty.	Length	Discount	Standard	Amount
	4'	91.26	127.76	
	6'	109.59	153.43	
	8'	136.99	191.79	
	Skirt	54.69	76.57	



TABLE RISERS

Qty.	Length	Discount	Standard	Amount
	4' L x 7" H x 8" D	86.83	121.56	
	4' L x 13" H x 8" D	86.83	121.56	
	6' L x 7" H x 8" D	99.70	139.59	
	6' L x 13" H x 8" D	99.70	139.59	

**** Please note that Neon Green table skirts are NOT an exact match for our Rave Green drape option.**

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50%
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TOTAL \$ _____

Carry this total to payment summary page

COMPANY _____

BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

PEDESTAL TABLES 30" DIAMETER

All pedestal tables come with a spandex cover in your choice of color.
If you do not specify a black cover will be provided.



30" and 42" High Pedestal Tables



Black



White



Navy Blue



Burgundy



Yellow



Red



Uncovered

COVERED PEDESTAL TABLES					
Qty.	Size	Color	Discount	Standard	Amount
	30" HIGH		195.60	273.84	
	30" HIGH		195.60	273.84	
	42" HIGH		231.03	323.44	
	42" HIGH		231.03	323.44	

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TOTAL \$ _____

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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

SEATING - THE CLASSIC COLLECTION



**Black
Plastic Stack Chair**



**Black OR Grey
Padded Side Chair**



**Black OR Grey
Padded Arm Chair**



Black Steno Chair



**Black Executive
Chair**

STANDARD SEATING

Qty.	Color	Item	Discount	Standard	Amount
		Black Plastic Stack Chair	61.70	86.38	
		Padded Side Chair	99.70	139.59	
		Padded Arm Chair	107.22	150.11	
		Black Steno Chair	161.61	226.25	
		Black Executive Chair	267.29	374.20	



Black Bar Stool



Black Gaslift Stool



Mimi Stool in Red or White



Cascade Stool in Black or White

RAISED SEATING

Qty.	Item	Discount	Standard	Amount
	Black Bar Stool	122.47	171.45	
	Black Gaslift Stool	161.61	226.25	

RAISED SEATING

Qty.	Color	Item	Discount	Standard	Amount
		Mimi Stool	243.39	340.74	
		Cascade Stool	243.39	340.74	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50%
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TOTAL \$ _____

Carry this total to payment summary page

COMPANY _____

BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

STANDARD ACCESSORIES



Qty.	Item	Discount	Standard	Amount
	Coat Tree	61.70	86.38	
	Easel	71.48	100.07	
	Chrome Sign Holder (22" x 28")	107.33	150.26	
	Wastebasket	24.62	34.46	
	Raffle Drum	89.40	125.17	
	Fish Bowl	33.17	46.43	
	Poster Board 8'x4'	175.31	245.43	
	Garment Rack	126.18	176.65	
	Mini Refrigerator	219.18	306.86	



Qty.	Item	Discount	Standard	Amount
	6-Pocket Lit Rack	107.33	150.26	
	20-Pocket Lit Rack	124.32	174.05	
	Accordion Lit Rack	116.70	163.38	
	Bag Stand - Straight	107.33	150.26	
	Bag Stand - Waterfall	107.33	150.26	
	Chrome Stanchion	61.70	86.38	
	Chrome Stanchion - black rope	101.97	142.76	
	Chrome Stanchion - red rope	101.97	142.76	
	Chrome Stanchion - retractable belt	91.67	128.34	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50%
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BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

THE PREMIUM COLLECTION
Styles may vary based on availability



Leather Sofa in White



Leather Loveseat in White



Leather Arm Chair in White

WHITE LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	White Sofa	596.89	835.64	
	White Loveseat	498.11	697.35	
	White Arm Chair	411.87	618.62	



Leather Sofa in Black



Leather Loveseat in Black



Leather Arm Chair in Black

BLACK LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Sofa	596.89	835.64	
	Black Loveseat	498.11	697.35	
	Black Arm Chair	441.87	618.62	

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PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

THE PREMIUM COLLECTION

Coffee Tables

End Tables

**Black/
Brown**



White



**Glass/Black
(also w/
white legs)**



LED



**Silver Frame/
White Panel
Power Table**



**Swivel Ottoman
in Black or White**

**Cube Ottoman
in Black or White**



Bench Ottoman in Black, White + Espresso



Formica Charging Coffee Table (in black or white)

COFFEE + END TABLES				
Qty.	Item	Discount	Standard	Amount
	Coffee Table - blk/brn	162.84	227.98	
	End Table - blk/brn	107.33	150.26	
	Coffee Table - white	162.84	227.98	
	End Table - white	107.33	150.26	
	Coffee Table - gls/blk	338.87	474.42	
	Coffee Table - gls/wht	338.87	474.42	
	End Table - gls/blk	263.58	369.01	
	End Table - gls/wht	263.58	369.01	
	Coffee Table - LED	476.89	667.65	
	End Table - LED	374.61	524.46	
	Coffee Table - Power	338.87	474.42	
	End Table - Power	263.58	369.01	

OTTOMANS				
Qty.	Item	Discount	Standard	Amount
	Swivel Ottoman - blk	107.33	150.26	
	Swivel Ottoman - wht	107.33	150.26	
	Cube Ottoman - blk	107.43	150.40	
	Cube Ottoman - wht	107.43	150.40	
	Bench Ottoman - blk	141.42	197.99	
	Bench Ottoman - wht	141.42	197.99	
	Bench Ottoman - esp	141.42	197.99	

LAMPS				
Qty.	Item	Discount	Standard	Amount
	Table Lamp	71.48	100.07	
	Floor Lamp	89.40	125.17	

FORMICA CHARGING COFFEE TABLE				
Qty.	Item	Discount	Standard	Amount
	Black	444.45	622.22	
	White	444.45	622.22	
	w/Custom Graphic	522.42	731.38	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50%
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TOTAL \$ _____

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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

THE CUSTOM COLLECTION: ACCESSORIES



DISPLAY CASE 6' FULL-VIEW



DISPLAY CASE 4' QUARTER VIEW



DISPLAY CASE 6' UPRIGHT



DISPLAY CASE 6' UPRIGHT TOWER



DISPLAY CASE 6'x2' UPRIGHT TOWER



DISPLAY CASE LED PEDESTAL

DISPLAY CASES

Qty.	Item	Discount	Standard	Amount
	Display Case - 6' Full-View (6'L x 38"H x 18"D)	492.86	690.00	
	Display Case - 4' Quarter-View (4'L x 42"H x 18"D)	369.15	516.81	
	Display Case - 6' Upright (6'H x 38"W x 18"D)	510.47	714.66	
	Display Case - 6' Upright Tower (6'H x 18"W x 18"D)	369.15	516.81	
	Display Case - 6'x2' Upright Tower (6'H x 24"W x 18"D)	313.33	438.66	
	Display Case - LED Pedestal (42"H x 18"W x 18"D)	510.88	715.23	



SINGLE-SIDED GONDOLA



DOUBLE-SIDED GONDOLA



1M COUNTER
(Also Available in 1.5 and 2M)



1MD CURVED COUNTER FLAT BACK



LED CURVED BAR



LED PEDESTAL

PANEL COLOR OPTIONS ARE: WHITE PVC, BLACK PVC, OR CUSTOM GRAPHIC OPTIONS ARE AVAILABLE.

GONDOLAS/COUNTERS

Qty.	Panel Color	Item	Discount	Standard	Amount
		Single Sided Gondola (38"H x 39"L x 12"D)	365.14	511.19	
		Double Sided Gondola (38"H x 39"L x 24"D)	463.50	648.90	
		1M Counter (1M L x .5M"D x 42"H)	324.76	454.66	
		1.5M Counter (1.5M L x .5M"D x 42"H)	343.51	480.91	
		2M Counter (2M L x .5M"D x 42"H)	382.85	535.99	
		1MD Curved Counter Flat Back (53.9"L x 25.7"D x 42"H)	438.37	613.72	
		LED Curved Bar (2M L - curved - .75MD x 42"H)	563.10	788.34	
		LED Pedestal (42"H x 18"D x 18"W)	476.48	667.07	
		Cabinet Lock w/ 2 keys (can also be used for display cases)	51.09	71.52	

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50%

AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

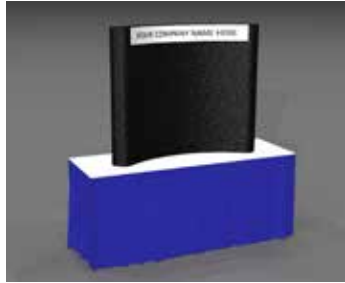
Carry this total to payment summary page

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

MODULAR RENTAL BOOTHS + PACKAGES



POP-UP TABLE TOP

POP-UP TABLE TOP

Package Includes:

- Standard Header
- 6' Draped Table
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 805.25	\$ 1,127.36	\$ _____

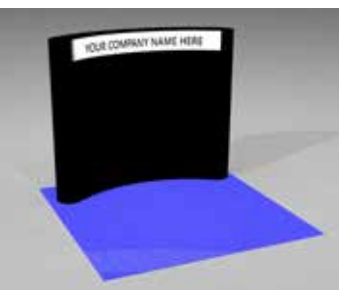
TABLE SKIRT COLOR

- ☐ Black
 ☐ Silver
 ☐ Blue
 ☐ Green
 ☐ Red
☐ Burgundy
 ☐ Teal
 ☐ Berry
 ☐ Purple

LETTERING COLOR

- ☐ Black
 ☐ Blue
☐ Green
 ☐ Grey
☐ Red
 ☐ Burgundy

Standard Header Copy
(please print clearly)



POP-UP FLOOR UNIT

POP-UP FLOOR UNIT

Package Includes:

- Standard Header
- 10' x 10' Standard Color Carpet
- 2 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 1,136.91	\$ 1,591.68	\$ _____

CARPET COLOR

- ☐ Black
 ☐ Tuxedo
 ☐ Silver
 ☐ Blue
 ☐ Green
 ☐ Red
 ☐ Latte
☐ Burgundy
 ☐ Teal
 ☐ Berry
 ☐ Purple
 ☐ Cayenne
 ☐ Bluejay

LETTERING COLOR

- ☐ Black
 ☐ Blue
☐ Green
 ☐ Grey
☐ Red
 ☐ Burgundy

Standard Header Copy
(please print clearly)

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

MODULAR RENTAL BOOTHS + PACKAGES



TRU-X PACKAGE A1

TRU-X PACKAGE A1

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1M Curved Counter Flat Back
- 2 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 2,675.01	\$ 3,745.02	\$ _____



TRU-X PACKAGE A2

TRU-X PACKAGE A2

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1M Curved Counter Flat Back
- 3 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 3,301.36	\$ 4,621.90	\$ _____



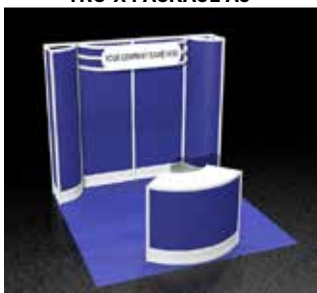
TRU-X PACKAGE A3

TRU-X PACKAGE A3

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1M Counter
- 2 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 2,863.92	\$ 4,009.48	\$ _____



TRU-X PACKAGE A4

TRU-X PACKAGE A4

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1M Curved Counter Flat Back
- 2 Arm Lights (power not included)
- Installation + Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 3,326.39	\$ 4,656.94	\$ _____

CARPET COLOR

- ☐ Black
 ☐ Tuxedo
 ☐ Silver
 ☐ Blue
 ☐ Green
 ☐ Red
 ☐ Latte
☐ Burgundy
 ☐ Teal
 ☐ Berry
 ☐ Purple
 ☐ Cayenne
 ☐ Bluejay

LETTERING COLOR

- ☐ Black
 ☐ Blue
☐ Green
 ☐ Grey
☐ Red
 ☐ Burgundy

Standard Header Copy
(please print clearly)

PANEL OPTIONS

- FABRIC** - ☐ Black ☐ Blue ☐ Grey
HARDWALL - ☐ White ☐ Custom Graphic

METAL FRAME COLOR

- ☐ Black
 ☐ Silver

COMPANY _____

BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

GRAPHICS + SIGNAGE

SURCHARGE ON ORDERS PLACED AFTER DISCOUNT DEADLINE

Minimum order for Custom Digital Signs/Banners is 9 sq.ft. Pricing is based on printing of client supplied digital files, or simple layout of text and client supplied logos and other graphics. Any additional layout, file conversion or repair will incur additional fees. Please see our **GRAPHICS SUBMISSION GUIDELINES** for information on properly submitting files.

STANDARD GRAPHIC SIGNAGE					STANDARD BANNERS				
Qty.	Item	Discount	Standard	Amount	Qty.	Item	Discount	Standard	Amount
	22"x 28" Single-Sided	95.89	134.25			3'x6' Single-Sided	321.67	450.34	
	22"x28" Double-Sided	124.73	174.63			3'x6' Double-Sided	418.08	585.31	
	28"x44" Single-Sided	128.75	180.25						
	28"x44" Double-Sided	167.27	234.18						
	24"x87" Single-Sided	327.44	458.41						
	24"x87" Double-Sided	425.80	596.12						
	38"x87" Single-Sided	374.30	524.02						
	38"x87" Double-Sided	486.57	681.20						

BANNER OPTIONS: Grommets ☐ Pole Pockets ☐

CUSTOM BANNER/GRAPHIC		DISCOUNT RATE	STANDARD RATE	TOTAL
SIZE: _____ x _____ = _____ sq. ft.		_____ sq. ft. X \$17.00/sq. ft.	OR \$23.79/sq. ft. = \$	_____

CUSTOM BANNER OPTIONS: Grommets ☐ Pole Pockets ☐



**38"x87"
w/T-Base**



22"x28"
Chrome Sign Holder not included

Signs are digitally printed on standard substrate. Specialty substrates such as PVC, GatorBoard, or FalconBoard are available for an additional charge.

DON'T SEE THE SIZE YOU WANT? STILL HAVE QUESTIONS?

Contact our exhibitor services department at exhibitorservices@fernexpo.com or call 503-417-8000 for a quote or assistance with your order.

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page

GRAPHICS SUBMISSION GUIDELINES

This document specifies details for graphics submitted to Fern Exposition Services by our clients.

Any content that does not meet these specifications and requires in-house work to bring files to a print-ready state will incur additional fees.

FILE TYPES

Digital formats should be sent in their **Native files*** Adobe Illustrator (Ai), Photoshop (Ps), InDesign (Id), EPS or PDF, with a minimum resolution of 300 dpi OF FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or above. Images must be embedded.

Do not submit GIF, Word (.doc), PowerPoint (.ppt), or any file formatted for or taken from a website. Web graphics are not suited for large format printing.

FONTS

All fonts should be converted to outlines or paths. Send fonts if there is an anticipation of any changes or additions to the provided art so they can be made in-house by our designers.

PAGE LAYOUT AND IMAGE SIZE

Image should be cropped and scaled to intended print size. Graphics to be printed should be submitted in CMYK color mode. Graphics to be used on LCD Monitors should be submitted in RGB color mode.

LOGOS

Please submit all logos in a Vector (line art) **Native file*** format to ensure proper quality.

FINISHING

Prints: No graphic bleed or crop required

Directional w/base (Meter Board): Bottom 6" will be covered by base - 38"W x 93"H (Print will be 38"W x 87"H)

Standard Infill panel: 1/4" of graphic perimeter will be covered by channel

Standard Overlay panel: Send complete graphic, we will panel and divide in-house

Banner (pocketed): Avoid placing logos or text on pocket area (pole pocket 4" top and bottom)

Banner (grommated): Avoid placing logos or text in grommated area

SENDING FILES

For information on our web based file transfer services, contact your Account Manager or Exhibitor Services Representative.

***Native application file types are Adobe Photoshop (CC), Illustrator (CC), InDesign (CC).**

COMPANY _____

BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

FORKLIFT

LABOR RATE INFORMATION

STRAIGHT TIME (ST) RATES: charged from 8:00 am - 4:30 pm Monday through Friday.

OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

ONE HOUR MINIMUM PER PERSON. We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

STANDARD FORKLIFT w/ driver

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				248.75	323.37		
OVERTIME - IN				310.96	404.24		
STRAIGHT TIME - OUT				248.75	323.37		
OVERTIME - OUT				310.96	404.24		

4-STAGE FORKLIFT w/ driver

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				325.79	423.53		
OVERTIME - IN				407.26	529.44		
STRAIGHT TIME - OUT				325.79	423.53		
OVERTIME - OUT				407.26	529.44		

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50%
AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page

COMPANY _____

BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

RIGGING

LABOR RATE INFORMATION

STRAIGHT TIME (ST) RATES: charged from 8:00 am - 4:30 pm Monday through Friday.

OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

ONE HOUR MINIMUM PER PERSON. We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

SIGN + BANNER HANGING

PLEASE NOTE: For signs other than banners, please include a blueprint or detailed drawing so hanging points can be determined. Rules, regulations or ceiling structure may require relocation of your sign.

SIGN TYPE: Cloth Banner ☐ Metal or Wood ☐ Other ☐

SIZE: Height _____ Length _____ Width _____

SHAPE: Square ☐ Triangle ☐ Rectangle ☐ Other ☐

Does your sign require: ELECTRICITY? ☐ ASSEMBLY? ☐ WEIGHT OF SIGN: _____

SCISSOR LIFT (2-man crew included)

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				438.27	569.74		
OVERTIME - IN				547.86	712.21		
STRAIGHT TIME - OUT				438.27	569.74		
OVERTIME - OUT				547.86	712.21		

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50%
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TOTAL \$ _____

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COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INSTALLATION + DISMANTLE LABOR 1 of 2

LABOR RATE INFORMATION

STRAIGHT TIME (ST) RATES: charged from 8:00 am - 4:30 pm Monday through Friday.

OVERTIME (OT) RATES: charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

ONE HOUR MINIMUM PER PERSON. We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

Failure to cancel requested labor 24 hours in advance will result in one hour minimum (ST) charge per person.

If Fern supervises your set-up, you do not need to be present.

EXHIBITOR SUPERVISED LABOR

			A	B	B	C	
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				113.50	147.55		
OVERTIME - IN				170.50	221.65		
STRAIGHT TIME - OUT				113.50	147.55		
OVERTIME - OUT				170.50	221.65		

FERN SUPERVISED LABOR

			A	B	B	C	
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				147.55	191.82		
OVERTIME - IN				221.65	288.15		
STRAIGHT TIME - OUT				147.55	191.82		
OVERTIME - OUT				221.65	288.15		

COMMENTS / NOTES:

SEE NEXT PAGE FOR FURTHER INFORMATION

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50%
AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL \$ _____

Carry this total to payment summary page

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

INSTALLATION + DISMANTLE LABOR 2 of 2

DID YOU ORDER FERN LABOR? **IF YES (please fill out this page)** **IF NO (please skip this page)**

TELL US ABOUT YOUR EXHIBIT:

SET-UP INFORMATION

SET-UP PLANS/PHOTO: attached ☐ to be sent ☐ with exhibit ☐ In crate # _____

CARPET: with exhibit ☐ rented from Fern ☐ (Please complete carpet order form)

ELECTRICAL PLACEMENT: drawing attached ☐ drawing with exhibit ☐ electrical under carpet ☐

GRAPHICS: with exhibit ☐ shipped separately ☐

Special equipment/tools/hardware required: _____

Showsite Contact Person _____ Ph: _____

HOW IS YOUR EXHIBIT GETTING TO THE SHOW?

Carrier _____ Carrier Phone _____

Shipped to: Warehouse ☐ Show Site ☐ From: City/State _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (specify) _____

HOW WILL YOUR EXHIBIT LEAVE THE SHOW?

DELIVER TO:

METHOD: Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (specify) _____

CARRIER: Show Carrier ☐ Other (specify) _____

FREIGHT CHARGES: Collect ☐ Bill to: _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone _____

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

Exhibitor Appointed Contractor (EAC) Approval Form

Exhibitors are allowed to use the services of an Exhibitor Appointed Contractor (EAC) provided the following conditions are met:

THE EXHIBITOR is required to complete and return this form as well as the "Third Party Authorization Form" included with this Exhibitor Manual. Both forms must be filled out completely, including credit card information. The forms must be signed by both parties and returned to Fern Exposition Services at least 30 days prior to the show opening.

THE EXHIBITOR APPOINTED CONTRACTOR (EAC) is **required to provide a certificate of liability insurance** of no less than \$1,000,000 property damage, loss or personal injury in the form of a policy rider furnished by their broker to Show Management and to Fern Exposition Services (Fern) along with a complete list of the exhibitors they intend to serve, at least 30 days prior to the show opening. The EAC must also be able to provide, upon request, the current workmen's compensation insurance certificates from the State of Washington as well as current labor contracts. The EAC must furnish to Show Management and Fern a list of emergency contact names, addresses and phone numbers. All EAC personnel must be properly badged or identified at show site.

**THE EAC MUST USE LOCAL CARPENTER UNION LABOR TO INSTALL AND DISMANTLE THE EXHIBIT OR DISPLAY.
NO PERMISSION WILL BE GIVEN TO USE AN EAC FOR THE PERFORMANCE OF THE FOLLOWING TASKS:**

PLUMBING ELECTRICAL TELEPHONE LINES DRAYAGE RIGGING BOOTH CLEANING CATERING

EXHIBITOR INFORMATION

I am the representative of the exhibiting company named at the top of this form and have authorized the EAC named below to supervise the installation and dismantle of our exhibit. It is my company's responsibility to inform the EAC of all requirements stated on this form and to assure that the EAC adheres to all show, facility, and union rules. I understand that the exhibiting company is ultimately responsible for the payment of any charges incurred by the EAC, and that in the event the EAC does not submit payment prior to the last day of the show, such charges will be submitted to the exhibiting company for payment. I authorize the use of the credit card information below to charge any payment due. **ALL INVOICES MUST BE SETTLED BY THE EXHIBITING COMPANY BY THE CLOSE OF THE SHOW.**

Visa ☐ Mastercard ☐ American Express ☐ CCV # Expiration Date ____/____

Account #

Exhibitor Name _____

Card Holder E-mail _____

Authorized Signature _____

EAC INFORMATION

EAC Company Name _____

Address _____

City/State/Zip _____

Contact and/or On Site Rep _____

Ph _____ Fax _____ E-Mail _____

Comments _____

COMPANY _____ BOOTH#(S) _____



PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

THIRD PARTY AUTHORIZATION

for use of an Exhibitor Appointed Contractor (EAC)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this Exhibitor Manual. In the event that the third party does not submit payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

- | | |
|---|---|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> RENTAL FURNITURE AND CARPET |
| <input type="checkbox"/> BOOTH CLEANING | <input type="checkbox"/> GRAPHICS |
| <input type="checkbox"/> I+D LABOR - SUPERVISION | <input type="checkbox"/> OTHER SERVICES |
| <input type="checkbox"/> MATERIAL HANDLING | |

THIRD PARTY AGENT INFORMATION

Visa ☐ Mastercard ☐ American Express ☐ CCV # Expiration Date ____/____/____

Account #

Agent/Cardholder Name _____ Signature _____

Billing Address _____

Billing City/State/Zip _____

Third Party Company Name _____

Third Party Billing Address _____

Third Party City/State/Zip _____

Ph _____ Fax _____ E-Mail _____

EXHIBITOR INFORMATION

Exhibitor Name _____ Signature _____

Exhibitor Company Name _____ Booth# _____

Exhibitor Address _____

Exhibitor City/State/Zip _____

Ph _____ Fax _____ E-Mail _____

SUSTAINABILITY GUIDELINES

EXHIBITOR AND DECORATOR GUIDE TO REDUCING WASTE

We strive to send as little material as possible to the landfill through recycling, composting and donating left over goods.

WHAT YOU CAN DO

1 REDUCE WASTE

- Use the facility recycling receptacles during move in/out and run of the show.
- Use only products that are recyclable at OCC.
- Minimize packaging.
- Bring only what is anticipated for attendees.
- Provide information on a reusable flash drive or through a QR code.

2 SMART EXHIBIT DISPLAY DESIGN

- Create signs and banners that are reusable or that can be recycled.
- Print handouts on post consumer recycled content paper using soy or vegetable based inks.
- Use energy efficient lighting for displays.
- Turn off booth lighting, monitors, and electronic equipment overnight.

TRANSPORTATION CONSIDERATIONS

- #### 3
- Use local vendors when possible to reduce transportation impact.
 - Use local public transportation, walk or bike when possible. Visit the transit system website at trimet.org.
 - Purchase offsets for the environmental footprint from shipping, travel and lodging. Ask us for resources.



RECYCLING RESULTS

Each year we recycle, compost, and donate over 500,000 pounds of material instead of putting it in a landfill.

SORTING GUIDE

You may sort and recycle your event material into the following category containers:

- Corrugated Cardboard/Cardboard Tubes
- Film Plastic/Shrink Wrap/Bubble Wrap/Plastic Bags/Sheet Plastic (Must be clean and dry. No strapping, paper, or food scraps)
- Styrofoam Peanuts
- Vinyl Tablecloths (no banners)
- Lumber/Plywood/Particle Board/Scraps
- Scrap Metal
- Concrete/Brick/Porcelain/Pavers/Asphalt
- Plants/Trees/Soil/Mulch/Flowers
- Food Scraps (Includes meat, bones, dairy)
- Plastic Beverage Bottles/Soda Cans/Paper/Newspapers (Must Be Clean)
- Glass Bottles/Jars (Must Be Clean)