

A Victorian Country Christmas Festival

November 28 - December 2, 2018

Washington State Fair Events Center

EXHIBITOR KIT

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

**See the Special Booth Package
Form for extra special savings!**





A Victorian Country Christmas Festival
 Washington State Fair Events Center
 November 28 - December 2, 2018
 S11288
 Advance Price Deadline: November 9, 2018

SHOW INFORMATION

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

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

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

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

BOOTH INFORMATION:

	<u>Pavilion/Showplex</u>	<u>Expo Hall</u>
8' Backwall Drape:	Forest Green	White
8' Siderail Drape for 10'x 10'	Forest Green	White
3' Siderail Drape for 6' x 10'	Forest Green	White
Aisle Carpet:	Forest Green	Forest Green
Booth Size: 10'x10' & 6'x10'		

PLEASE NOTE: THE BOOTHS ARE NOT CARPETED.

BOOTH PACKAGE: Show Management is providing each exhibitor with the following:
 One 500 watt electrical outlet provided by the facility.

ADVANCE PRICE DEADLINE: The last day to receive DWA advance pricing is: *November 9, 2018*

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

Please follow the steps below to order your services online:

1. Go to DWA Trade Show & Exposition Service's website at <http://www.dwatradeshow.com>
2. Select "Online Ordering" from the Home Page
3. Set up an account (if you have an account already select that option)
4. Enter the show code **Victorian18**
5. You will be taken to the Show Information page where you will need to enter your booth number and company name
6. Begin entering your order

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

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

Advance Shipping Address: Victorian Country Christmas
 COMPANY NAME - BOOTH #
 c/o DWA
 6700 NE 59th Place
 Portland, OR 97218

To avoid additional after deadline charges, shipments must arrive by: **November 14, 2018**

Direct Shipping Address: Victorian Country Christmas
 COMPANY NAME - BOOTH #
 c/o DWA
 Washington State Fair Events Center
 110 Ninth Avenue SW
 Puyallup, WA 98371

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: **November 26, 2018**



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

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

VISA MASTERCARD AMERICAN EXPRESS DISCOVER Personal Corporate

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

ADVANCE PRICING

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

PAYMENT FOR SERVICES

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

METHOD OF PAYMENT

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

TAX EXEMPT

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

ADJUSTMENTS, CANCELLATIONS AND REFUNDS

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

CALCULATION OF ORDERS

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

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

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



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FURNITURE, CARPET & ACCESSORIES ORDER FORM

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TO VIEW RENTAL ITEMS, PLEASE SEE OUR WEBSITE!

CHAIRS				
Quantity	Description	Advance	Standard	Total
	110 Plastic Side Chair	\$29.00	\$38.00	
	120 Fabric Side Chair	\$44.00	\$57.00	
	130 Fabric Arm Chair	\$46.00	\$60.00	
	140 Barstool	\$46.00	\$60.00	
	126 Steno Chair without Arms	\$65.00	\$85.00	

ACCESSORIES				
Quantity	Description	Advance	Standard	Total
	200 Cocktail Round/30Hx36D	\$69.00	\$89.00	
	205 Cocktail Pedestal/42Hx36D	\$73.00	\$94.00	
	210 Coffee Table/18X36X17H	\$40.00	\$52.00	
	211 Side Table/17x17x17H	\$37.00	\$48.00	
	220 Wastebasket	\$12.00	\$15.00	
	230 Easel	\$19.00	\$25.00	
	240 Stanchion	\$21.00	\$27.00	
	241 Velour Rope/6'	\$15.00	\$19.00	
	254 Magazine Rack/6 slot	\$75.00	\$90.00	
	257 Waterfall Bag Rack	\$50.00	\$65.00	
	258 Chrome Signholder	\$50.00	\$65.00	
	260 Coat Tree	\$29.00	\$37.00	

RISERS - 8" Deep				
Quantity	Description	Advance	Standard	Total
	271 4' Single Tier, 8" or 15"	\$33.00	\$41.00	
	273 6' Single Tier, 8" or 15"	\$44.00	\$55.00	
	272 4' Double Tier, 8" and 15"	\$41.00	\$51.00	
	274 6' Double Tier, 8" and 15"	\$52.00	\$65.00	

CUSTOM DRAPE - 4' Minimum Order				
Quantity	Description	Advance	Standard	Total
	1100 3' High Drape/Per LF	\$ 6.00	\$ 8.00	
	1105 8' High Drape/Per LF	\$ 8.00	\$10.00	

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

PERFBOARD/TACKBOARD - 4' x 8' Panels (Perfboard rental does not include hardware)				
Quantity	Description	Advance	Standard	Total
	280 Perfboard	\$89.00	\$110.00	
	281 Tackboard/ Velcro or Pushpin	\$89.00	\$110.00	

Vertical Horizontal (Please check your choice of installation)

CARPET				
Quantity	Description	Advance	Standard	Total
	910 9' x 10'	\$ 85.00	\$110.00	
	920 9' x 20'	\$170.00	\$221.00	
	930 9' x 30'	\$255.00	\$331.00	
	940 9' x 40'	\$340.00	\$442.00	
	975 Special Cut/sq. ft.	\$ 1.90'	\$ 2.50'	
	973 Foam Padding/sq. ft.	\$.65'	\$.85'	
	972 Visqueen/sq. ft.	\$.40'	\$.60'	

Select Carpet Color: 1 Blue 2 Red 3 Green
 4 Gray 7 Black 8 Teal 9 Plum 13 Charcoal

DISPLAY TABLES - 30" High x 24" Wide (Check color below / 6' & 8' tables skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	424U 4' Unskirted Table	\$29.00	\$41.00	
	624U 6' Unskirted Table	\$39.00	\$54.00	
	824U 8' Unskirted Table	\$49.00	\$71.00	
	424S 4' Skirted Table	\$62.00	\$80.00	
	624S 6' Skirted Table	\$77.00	\$100.00	
	824S 8' Skirted Table	\$92.00	\$119.00	
	1010 4th Side Skirt-30"	\$35.00	\$49.00	

DISPLAY COUNTERS - 42" High x 24" Wide (Check color below / 6' & 8' counters skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	424UC 4' Unskirted Counter	\$34.00	\$42.00	
	624UC 6' Unskirted Counter	\$44.00	\$56.00	
	824UC 8' Unskirted Counter	\$54.00	\$70.00	
	424SC 4' Skirted Counter	\$72.00	\$93.00	
	624SC 6' Skirted Counter	\$84.00	\$109.00	
	824SC 8' Skirted Counter	\$99.00	\$128.00	
	1011 4th Side Skirt-42"	\$37.00	\$56.00	

SERPENTINE TABLES - 30" Wide (Check color below / serpentine tables skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	430US Small Unskirted Serpentine	\$45.00	\$58.00	
	530US Large Unskirted Serpentine	\$58.00	\$75.00	
	430SS Small Skirted Serpentine	\$75.00	\$97.00	
	530SS Large Skirted Serpentine	\$98.00	\$127.00	
	1010 4th Side Skirt-30"	\$33.00	\$49.00	

Select Skirt Color: 1 Blue 2 Red 3 Green 4 Silver
 5 Burgundy 6 White 7 Black 8 Teal 9 Plum 10 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. **IMPORTANT NOTE: DWA discourages exhibitors from hanging any items from our drape backwall. DWA will not be responsible for any damage which may occur to exhibitor equipment that is placed on our drape backwall.**

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

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

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Total Rentals Ordered	\$	
Add 9.9% Sales and/or Use Tax	\$	
PAYMENT ENCLOSED	\$	



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**SPECIAL BOOTH PACKAGE
 ORDER FORM**
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**SPECIAL BOOTH PACKAGE - SAVE UP TO 20%
 NO SUBSTITUTIONS PLEASE!
 (AVAILABLE BY ADVANCE ORDER ONLY)**

Quantity	Description	Pre-Order Price	Total
	⁹⁹ Special Booth Package #1 Includes: One 8' Draped Table One 9' x 10' Carpet One Plastic Side Chair One Wastebasket	\$150.00 Per Package	
	⁹⁸ Special Booth Package #2 Includes: One 8' Draped Table One Plastic Side Chair One Wastebasket	\$85.00 Per Package	

Please Choose Skirt & Carpet Color Preferences in Category Below

Table Skirt Color:

- | | | |
|---------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Blue | <input type="checkbox"/> Red | <input type="checkbox"/> Green |
| <input type="checkbox"/> Silver | <input type="checkbox"/> Burgundy | <input type="checkbox"/> White |
| <input type="checkbox"/> Black | <input type="checkbox"/> Teal | <input type="checkbox"/> Plum |

Carpet Color:

- | | | |
|-------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> Blue | <input type="checkbox"/> Red | <input type="checkbox"/> Green |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Plum | <input type="checkbox"/> Black |
| <input type="checkbox"/> Teal | | |

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		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
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Telephone	Fax	E-mail		
Authorized Contact Signature	Authorized Contact-Please Print	Date		

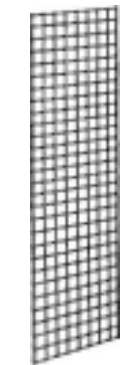
RETURN TO: DWA Trade Show & Exposition Services
 6700 NE 59th Place, Portland, OR 97218
 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwa tradeshow.com
 http://www.dwa tradeshow.com

0805C

Total Rentals Ordered	\$
Add 9.9% Sales and/or Use Tax	\$
PAYMENT ENCLOSED	\$

(AVAILABILITY GUARANTEED ONLY IF ORDERED IN ADVANCE.)

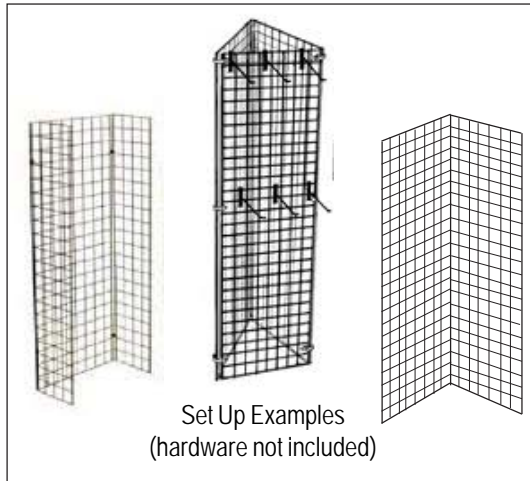
Quantity	Description	Advance	Standard	Total
	9800 GRID PANEL, 2' X 8', Black / Per Panel Each panel is 2' x 8' with a 3" x 3" grid. At least two panels are needed to be free standing. Feet must be rented to have a 2' x 8' free standing unit.	\$37.00	\$50.00	
	9801 GRID PANEL FEET / Per Set of Two Feet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



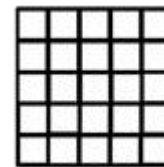
Grid Panel



Grid Panel w/Feet
(hardware not included)



Set Up Examples
(hardware not included)



Mini Grid



Cubes made from Mini Grids
(Set Up Example)

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

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

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

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

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0805C

Total Rentals Ordered	\$
Add 9.9% Sales and/or Use Tax	\$
PAYMENT ENCLOSED	\$

SILK PLANTS & FLORAL ARRANGEMENTS

Quantity	Description	Advance	Standard	Total
9500	3' to 4' Tall Plant (Spath, Dieffenbachia/Ivy, Dracaena) circle selection	\$57.00	\$71.00	
9501	5' to 6' Tall Plant (Areca Palm, Ficus) circle selection	\$68.00	\$85.00	
9502	30" Hydrangea (Blue)	\$37.00	\$47.00	
9505	15" Geraniums (Pink or Red)	\$23.00	\$31.00	
9507	6" (1-1/2' wide) Fern	\$16.00	\$25.00	
9508	8" (2-1/2' wide) Fern	\$25.00	\$35.00	
9509	Floral Arrangement (call for quotes)	Upon Request	Not Available	



Areca Palm



Bird of Paradise



Dieffenbachia/
Ivy Planter



Dracaena



Ficus



Fern



Hydrangea



Spath



Geranium

Please Note: Photos are not to scale.

Rental items are the responsibility of the exhibitor. Unless other arrangements have been made all items are to be left in booth at end of show. Substitutions (same size, different plant) may be necessary due to availability and at the discretion of DWA. Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank. **Cancellation Policy:** Items cancelled will be charged at 25% of original price prior to move-in, 50% after move-in begins and 100% after installation.

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

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Total of Items Ordered	\$
Add 9.9% Sales and/or Use Tax	\$
PAYMENT ENCLOSED	\$



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**SIGN & BANNER
 ORDER FORM**
 KEEP ORIGINAL & SEND COPY TO DWA

STANDARD SIGNS
 Signs are full-color digital graphics laminated and mounted to foamcore.

Quantity	Size	Advance	Standard	Total	
	⁸⁰⁰¹ 7" x 11"	\$ 31.00	\$ 49.00		SIGN ORDER POLICY 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"	\$ 34.00	\$ 52.00		
	⁸⁰⁰³ 11" x 14"	\$ 36.00	\$ 54.00		
	⁸⁰⁰⁴ 14" x 22"	\$ 45.00	\$ 63.00		
	⁸⁰⁰⁵ 22" x 28"	\$ 65.00	\$ 97.00		
	⁸⁰⁰⁸ 24" x 36"	\$ 75.00	\$ 105.00		
	⁸⁰⁰⁶ 28" x 44"	\$ 84.00	\$ 118.00		
	⁸⁰⁰⁷ 40" x 60"	\$146.00	\$ 217.00		
	⁸⁰⁰⁹ 3' x 8'	\$175.00	\$ 253.00		
	⁸⁰¹⁰ 4' x 8'	\$195.00	\$ 273.00		
	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 <small>(for specific/custom design needs)</small>	\$ 75.00	Call for Quote		

Choose sign orientation:  Horizontal  Vertical Use Your Judgement for Sign Layout
 (Check appropriate box)

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

RETURN TO: DWA Trade Show & Exposition Services 6700 NE 59th Place, Portland, OR 97218 Telephone: 503/228-6800 Fax: 503/595-1470 E-mail: csr@dwatradeshow.com http://www.dwatradeshow.com	Total Graphics Ordered	\$
	Add 9.9% Sales and/or Use Tax	\$
	PAYMENT ENCLOSED	\$



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**CLEANING
 ORDER FORM**
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BOOTH CLEANING SERVICES (Please check your selections)

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

VACUUMING (includes emptying your wastebasket one time each day when vacuum service is performed)

₅₀₀₀ BEFORE SHOW OPENS ONLY cost per square foot \$.32

_{50_0} DAILY * cost per square foot \$.22

SHAMPOOING

₅₀₉₀ BEFORE SHOW OPENS ONLY cost per square foot \$.50

₅₀₉₁ MOPPING cost per square foot \$.40

PERIODIC PORTER SERVICE

PORTER SERVICE - (DWA will empty wastebaskets at two-hour intervals, show hours only, for the duration of the event. Vacuuming not included. Calculate by your booth size.)

₅₂₀₀ 0 to 500 square feet per day \$69.00

₅₂₁₀ 501 to 1500 square feet per day \$85.00

₅₂₂₀ 1501 to 3000 square feet per day \$102.00

₅₂₃₀ 3001 square feet and higher per day \$121.00

HOURLY PORTER SERVICE - (Use for trash removal, booth wipedown, etc. Hourly rates below.)

_{5240/50} We will require porter service. Please contact us at booth before show opening.

Straight Time	between 8:00 am and 4:30 pm weekdays	\$54.00 per hour
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$81.00 per hour
Doubletime	All day holidays	\$108.00 per hour

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

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

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

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

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 E-mail: csr@dwa-tradeshow.com
 http://www.dwa-tradeshow.com

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



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

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	\$54.00 per hour
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$81.00 per hour
Doubletime	All day holidays	\$108.00 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			All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address	City	State	Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature	Authorized Contact-Please Print	Date		

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

Estimated Labor Services Ordered	\$ _____
Add 25% (\$30 min.) for Install Supervision	\$ _____
Add 25% (\$30 min.) for Dismantle Supervision	\$ _____
Add 9.4% Sales and/or Use Tax	\$ _____
(SEE PAGE TWO) PAYMENT ENCLOSED	\$ _____



A Victorian Country Christmas Festival
 Washington State Fair Events Center
 November 28 - December 2, 2018
 S11288
 Advance Price Deadline: November 9, 2018

**LABOR
PAGE TWO**

KEEP ORIGINAL & SEND COPY TO DWA

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 _____
 CONSIGNED TO _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 SECOND CONSIGNEE _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 DWA STORAGE
 METHOD SHOWCARRIER AIR FREIGHT VANLINE OTHER _____
 CARRIER (IF KNOWN) _____
 CONTACT _____ PHONE _____

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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**IN-BOOTH FORKLIFT
 ORDER FORM**
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LABOR & FORKLIFT RATES

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning and reskidding equipment and machinery will need to estimate their needs below. If you require a forklift, a crew, consisting of a forklift with an operator will be assigned. In-booth forklift & labor is not for loading and/or unloading vehicles. **For loading and/or unloading service, please refer to the Material Handling Order Form.**

Hourly Rates	Times	Forklift* w/Operator	Laborer
Straight Time	between 8:00 am and 4:30 pm weekdays	\$95.00 per hour	\$54.00 per hour
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$125.00 per hour	\$81.00 per hour
Show Site	Ordered at Show site	\$150.00 per hour	\$81.00 per hour

***5,000 lbs. maximum capacity. Larger forklift and crane service is available by advance request.**

The minimum charge for equipment and driver is one (1) hour per driver and forklift. Work exceeding the one (1) hour minimum will be charged in half (1/2) hour increments. Forklift service cancelled without 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the laborers and equipment at the time confirmed, a one hour late charge per laborer and forklift will apply. Gratuities in any form including gifts or money are prohibited.

FORKLIFT SERVICES

Reserve forklifts and/or labor below. Starting times can be guaranteed for advance orders only. Check in at the DWA Service Desk at your scheduled time to confirm forklift service. Due to liability, forklift rental is not available without an authorized DWA operator.

We will need the following services:

Exhibitor will supervise: (Please check all that apply)

- Installation
 Exhibitor will need _____ forklift on (date) _____ at (time) _____ AM PM for (hours) _____
- Dismantle*
 Exhibitor will need _____ forklift on (date) _____ at (time) _____ AM PM for (hours) _____

**Please allow time for return of empty containers.*

Describe work to be done, i.e., uncrate/unskid, position equipment, etc.: _____

CALCULATION OF ORDER

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

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

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

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 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwa-tradeshow.com
 http://www.dwa-tradeshow.com

Estimated Forklift Services Ordered \$	
PAYMENT ENCLOSED	\$



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SHIPPING INSTRUCTIONS/ MATERIAL HANDLING INFORMATION

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

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

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

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

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

Make out the bill of lading and consign as follows:

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

IMPORTANT!

Last day for shipments to arrive at the advance warehouse without surcharge is November 14, 2018

The warehouse will receive shipments Monday through Friday during the hours of 8:00am to 4:00pm.
If shipment arrives late and causes a special trip to showsite the charge will be a minimum of \$500.

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 November 26, 2018

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: **November 14, 2018**

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: **November 26, 2018**

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. 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. If shipment arrives late and causes a special trip to showsite the charge will be a minimum of \$500.

ADVANCE SHIPMENTS TO WAREHOUSE

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

	SHIPMENT WEIGHT	X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Crated and/or Skidded Only (Loose, uncrated and blanket wrapped shipments must be sent directly to exhibit site)	lbs.	6001	\$58.00	6000 \$116.00	\$

DIRECT SHIPMENTS TO EXHIBIT SITE

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

	SHIPMENT WEIGHT	X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Crated and/or Skidded	lbs.	6011	\$53.00	6010 \$106.00	\$

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
Uncrated and/or Unskidded	lbs.	6013	\$66.00	6012 \$132.00	\$

CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

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

	SHIPMENT WEIGHT	X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
To Warehouse	lbs.	6041	\$66.00	6040 \$132.00	\$
To Exhibit Site	lbs.	6043	\$60.00	6042 \$120.00	\$

SMALL PACKAGE SHIPMENTS

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

	NO. OF CARTONS	FIRST CARTON	EACH ADD'L. CARTON	ESTIMATED CHARGES
Small Packages/Max. 50 lbs. per shipment		6030 \$30.00	6031 \$10.00	\$

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

RETURN TO: DWA Trade Show & Exposition Services
 3721 NW Front Avenue, Portland, OR 97210
 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwatradeshow.com
 http://www.dwatradeshow.com

Total Estimated Charges	\$
PAYMENT ENCLOSED	\$

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



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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 rerouting or handling.
5. DWA and its subcontractors shall not be liable for shipments received without receipts, freight bills or bill of lading, such as UPS or van lines, these shipments will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Shipments received on separate days will be treated as separate minimum shipments.
6. DWA and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or Exhibitor personnel which may make it impossible or impractical to exhibit same.
7. The Exhibitor agrees, in the event of a dispute with DWA or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to DWA for freight handling services or any other services provided by DWA or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay DWA prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against DWA or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
8. DWA and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that DWA and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of DWA or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that DWA or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Empty Storage labels will be available at the DWA Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for empty storage only, and DWA and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
11. Rates are subject to Union contract changes and rates effective at time of show. Rates include Social Security, Worker's Compensation Insurance and Public Liability Insurance. DWA and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.
12. Please ship early and ship prepaid. DWA will not accept collect shipments.