



Held January 24-26, 2020 Lane Events Center in Eugene, Oregon

# READ for an Easy, Breezy Show

**SAVE \$\$:** Order Tables, Carpet, Chairs & Eco Friendly Signs from DWA by January 10<sup>th</sup> to Save Money!

**SAVE \$\$:** Order EXTRA Electricity, if needed, by January 10<sup>th</sup> to Save Money!

Each 10x10 booth is automatically provided one outlet of 500 watts and ordered by show management.

**Deadline:** Take Note of Move-In Appointment & Drive-In Appointments on Cover of Manual

Call IMMEDIATELY if you can NOT work within your Move-In Appointment on the cover of the Exhibitor Manual. Vehicles let in by Appointment only if exhibit construction is involved. We build the show toward center aisles and truck doors. Exhibits close to the loading docks, and back doors can not drive inside. We have FREE forklift service, and 4 push carts at the show office on a first come, first serve basis. Call for loading dock appt.

**OPENING DAY – All exhibits must be partially set up by 12 noon Friday with all electrical connections made.** The fire inspector will need to see all electrical connections at 12noon. Forklift service ends at 12noon Friday. Doors open at 5pm Friday – exhibits should be staffed.

**OPENING DAY - Friday, 1pm - All exhibits should be completely set up as truck doors close.** At this time only hand carry items thru back lot man doors permitted. Media begins remotes at 3pm. Please be sure to be in your booth a few minutes prior to the Friday 5pm show opening.

**NO MOVE-IN or MOVE-OUT thru the Front Lobby Doors.** No hand carrying boxes through these front lobby doors as the magnetic doors are very sensitive. In & out through the rear or north / south exits please.

**DO NOT PARK in the small reserved parking lot abutting bldg during show days/times.**

This small fenced lot abutting the building is reserved for security, fire and media vehicles only.

**NO BRANDED TENTS ALLOWED:** No logos or branding facing into the neighboring exhibits.

**NO Un-skirted Tables or Wrinkled Tablecloths – Nice Furniture & Patio Furniture can be bare legged & un-skirted.** All folding leg office tables must have IRONED Skirting that reaches the floor and covers the table legs and boxes stored below. Order skirted tables from decorator (form in exhibitor manual) or use nice, ironed linen tablecloths that reach the ground.

**Signs: Complementary Company ID & Booth # Signs will be hung in each exhibit.**

**Professional Signs Only - Print Signs on Computers. NO Handmade Signs, Please.**

Free Sign Hooks are available in the Show Office. If you pin or staple to drapes - you will buy the drapes.

**OVERHEAD SIGNS:** Only exhibits 20x30' or larger can hang signs from the beams dead center of their exhibit. Size of overhead signs must be no larger than 10' wide. Exhibits along a building hardwall may hang signs at 10' tall along the backwall along the hardwall.

**Items 4' to 8' tall must be placed in the rear 4' of the booth - along your back drape.**

Exceptions are the exhibits with high drape along the sides, or if the item was pre-approved by show management on your contract. Please call us today to discuss tall items over 4' in the front of booth.

**Construct hard walls 2" narrower than the width of the booth to fit between pipe/drape.**

For example build a 9'10" back wall for a 10'x10', or 19'10" back wall for a 10'x20' booth.

**Floor Covering Required: Tape Down Carpets for Public Safety (use yellow tape for grade changes).**

The Atrium has green wall-to-wall carpet installed in booths & aisle ~ please prevent stains.

**Move-Out Details: Fork Lift Service runs 5:30-10pm Sunday Night and 8am-2pm on Monday**

- Exhibitors in truck lanes and doors must move-out Sunday night.
- Artists must move out Sunday night due to location.
- All Other Displays must be out by 2:00pm on Monday, as remaining exhibits left at 2pm get recycled!