



**fern** | Expositions  
Events  
Experiences

Good Earth Home, Garden & Living Show  
Lane County Convention Center  
January 24-26, 2020  
13036  
Advance Price Deadline: January 14, 2020

**PAYMENT POLICIES & CREDIT CARD  
CHARGE AUTHORIZATION**

KEEP ORIGINAL & SEND COPY TO DWA

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

**Please complete the billing 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** **TAX ID #93-0642167**  
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.

**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 <https://www.dwatradeshow/login.lasso>
  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 **EARTH20**
  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

**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.



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**SPECIAL BOOTH PACKAGE  
 ORDER FORM**  
 KEEP ORIGINAL & SEND COPY TO DWA

**SPECIAL BOOTH PACKAGE - SAVE UP TO 25%  
 NO SUBSTITUTIONS PLEASE!  
 (AVAILABLE BY ADVANCE ORDER ONLY)**

Quantity	Description	Pre-Order Price	Total
	<b>Special Booth Package #1 Includes:</b> <sup>991</sup> One 6' Skirted Table, One 9' x 10' Carpet, One Wastebasket	\$105.00	
	<b>Special Booth Package #2 Includes:</b> <sup>992</sup> One 6' Skirted Counter, One 9' x 10' Carpet, One Wastebasket	\$115.00	
	<b>Special Booth Package #3 Includes:</b> <sup>993</sup> One 8' Skirted Table, One 6' Skirted Table, One Wastebasket	\$95.00	

**Please Choose 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"/> 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 25% of original price prior to move-in, 50% after move-in begins and 100% after installation. **IMPORTANT NOTE: Please do not hang 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		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
Billing Address		City	State Zip Code	
Telephone		Fax	E-mail	
Authorized Contact Signature		Authorized Contact-Please Print	Date	
RETURN TO: DWA Trade Show & Exposition Services 6700 NE 59th Place, Portland, Oregon 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 00% Sales and/or Use Tax	\$	-0-
		PAYMENT ENCLOSED	\$	



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Expositions  
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TO VIEW RENTAL ITEMS, PLEASE SEE OUR WEBSITE!

# FURNITURE, CARPET & ACCESSORIES ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

CHAIRS				
Quantity	Description	Advance	Standard	Total
	110 Plastic Side Chair	\$16.00	\$20.00	
	120 Fabric Side Chair	\$26.00	\$33.00	
	130 Fabric Arm Chair	\$32.00	\$41.00	
	140 Barstool	\$32.00	\$41.00	
	126 Steno Chair without Arms	\$45.00	\$58.00	

ACCESSORIES				
Quantity	Description	Advance	Standard	Total
	200 Cocktail Round/30Hx36D	\$40.00	\$50.00	
	205 Cocktail Pedestal/42Hx36D	\$45.00	\$55.00	
	210 Coffee Table/18X36X17H	\$30.00	\$38.00	
	211 Side Table/17x17x17H	\$30.00	\$38.00	
	220 Wastebasket	\$ 7.00	\$ 9.00	
	230 Easel	\$22.00	\$27.00	
	240 Stanchion	\$18.00	\$22.00	
	241 Velour Rope/6'	\$14.00	\$17.00	
	254 Magazine Rack/6 slot	\$32.00	\$40.00	
	257 Waterfall Bag Rack	\$37.00	\$46.00	
	258 Chrome Signholder	\$37.00	\$46.00	
	260 Coat Tree	\$25.00	\$31.00	

RISERS - 8" Deep				
Quantity	Description	Advance	Standard	Total
	271 4' Single Tier, 8" or 15"	\$25.00	\$30.00	
	273 6' Single Tier, 8" or 15"	\$30.00	\$35.00	
	272 4' Double Tier, 8" and 15"	\$45.00	\$50.00	
	274 6' Double Tier, 8" and 15"	\$50.00	\$55.00	

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

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	\$65.00	\$80.00	
	281 Tackboard/elcro or Pushpin	\$65.00	\$80.00	

Vertical  Horizontal (Please check your choice of installation)

CARPET				
Quantity	Description	Advance	Standard	Total
	910 9' x 10'	\$ 75.00	\$ 95.00	
	920 9' x 20'	\$150.00	\$180.00	
	930 9' x 30'	\$225.00	\$280.00	
	940 9' x 40'	\$300.00	\$375.00	
	975 Special Cut/sq. ft.	\$ 1.25'	\$ 1.45'	
	973 Foam Padding/sq. ft.	\$ .55'	\$ .70'	
	972 Visqueen/sq. ft.	\$ .30'	\$ .35'	

Select Carpet Color:  1,Blue  2,Red  3,Green  
 4,Gray  5,Black  6,Teal  7,Plum

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	\$25.00	\$30.00	
	624U 6' Unskirted Table	\$30.00	\$35.00	
	824U 8' Unskirted Table	\$35.00	\$40.00	
	424S 4' Skirted Table	\$44.00	\$55.00	
	624S 6' Skirted Table	\$52.00	\$63.00	
	824S 8' Skirted Table	\$60.00	\$71.00	
	1010 4th Side Skirt-30"	\$25.00	\$30.00	

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	\$35.00	\$45.00	
	624UC 6' Unskirted Counter	\$40.00	\$50.00	
	824UC 8' Unskirted Counter	\$45.00	\$55.00	
	424SC 4' Skirted Counter	\$54.00	\$66.00	
	624SC 6' Skirted Counter	\$62.00	\$74.00	
	824SC 8' Skirted Counter	\$70.00	\$83.00	
	1011 4th Side Skirt-42"	\$30.00	\$35.00	

SERPENTINE TABLES - 30" Wide (Check color below / serpentine tables skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	430US Small Unskirted Serpentine	\$35.00	\$45.00	
	530US Large Unskirted Serpentine	\$43.00	\$53.00	
	430SS Small Skirted Serpentine	\$70.00	\$85.00	
	530SS Large Skirted Serpentine	\$81.00	\$106.00	
	1010 4th Side Skirt-30"	\$25.00	\$30.00	

Select Skirt Color:  1,Blue  2,Red  3,Green  4,Silver  
 5,Burgundy  6,White  7,Black  8,Teal  9,Plum  10,Gold

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

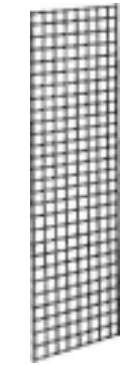
RETURN TO: DWA Trade Show & Exposition Services  
6700 NE 59th Place, Portland, Oregon 97218  
Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: csr@dwaatradeshow.com  
http://www.dwaatradeshow.com

0214C

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

**(AVAILABILITY GUARANTEED ONLY IF ORDERED IN ADVANCE.)**

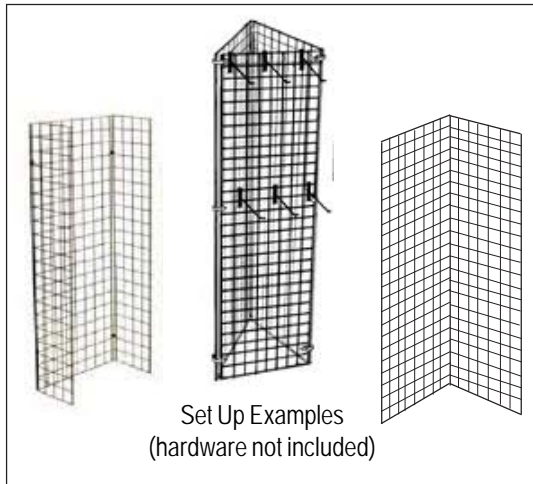
Quantity	Description	Advance	Standard	Total
9800	<b>GRID PANEL, 2' X 8', Black / Per Panel</b> Each panel is 2' x 8' with a 3" x 3" grid. At least two panels are needed to be free standing. Feet must be rented to have a 2' x 8' free standing unit.	\$25.00	\$50.00	
9801	<b>GRID PANEL FEET / Per Set of Two</b> Feet are needed if you want to make one panel free standing.	\$15.00	\$25.00	
9802	<b>MINI GRIDS / 14" x 14" / Per Grid</b> Mini-Grid cube panels snap together with connectors into economical display cubes.	\$ 5.00	\$ 9.00	
9803	<b>MINI GRID CONNECTORS / Bag of 12</b>	\$ 3.00	\$ 5.00	



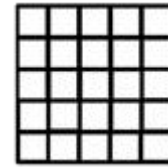
Grid Panel



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.

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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

0214C

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

**ENVIRONMENTALLY FRIENDLY  
TABLE TOP DISPLAY  
ORDER FORM**

KEEP ORIGINAL & SEND COPY TO DWA



*Cost Effective • Professional Appearance • Environmentally Friendly*

Display prices below are all based on print-ready artwork being provided to DWA. Please refer to the Graphic Files Submission Guidelines form for all file specifications and FTP upload procedures. If you would like DWA to design your display for you, graphic design labor charges will apply. Please contact our Customer Service Department at 503-228-6800 with any questions.

Quantity	Size	Advance	Standard	Total	<b>SIGN ORDER POLICY</b> Table top displays 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 Rush Charge prices.
8017	24" x 60" Table Top Display	\$ 90.00	\$117.00	\$	
8018	32" x 72" Table Top Display	\$135.00	\$175.00	\$	
8019	36" x 84" Table Top Display	\$185.00	\$235.00	\$	
8020	Graphic Design Labor, per hour	\$ 75.00	\$ 95.00	\$	
8015	Carrying Envelope made from nylon reinforced vinyl	\$ 45.00	\$ 60.00	\$	

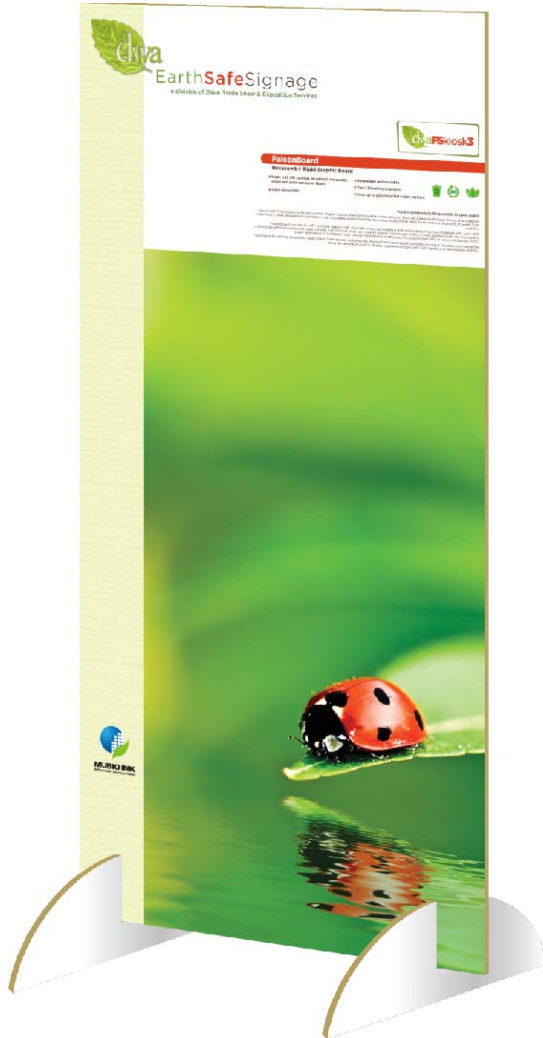
Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank.

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

RETURN TO: DWA Trade Show & Exposition Services 6700 NE 59th Place, Portland, Oregon 97218 Telephone: 503/228-6800 Fax: 503/595-1470 E-mail: csr@dwa-tradeshow.com http://www.dwa-tradeshow.com	011109R	Total of Items Ordered	\$	
		Add 00% Sales and/or Use Tax	\$	-0-
		PAYMENT ENCLOSED	\$	

**ENVIRONMENTALLY FRIENDLY  
 CARDBOARD KIOSK DISPLAY  
 ORDER FORM**

KEEP ORIGINAL & SEND COPY TO DWA



The Cardboard Kiosk Display is a 100% recyclable/biodegradable display and is durable enough for multiple uses. It is made entirely with FalconBoard, a rigid graphic board that prints vibrant graphics in a satiny finish.

FalconBoard is the only graphic display board made from reusable and 100% recyclable kraft paper honeycomb material. FalconBoard offers designers and printers a truly recyclable, environmentally-conscious product that helps divert millions of pounds of waste from landfills.



Display prices below are all based on print-ready artwork being provided to DWA. Please refer to the Graphic Files Submission Guidelines form for all file specifications and FTP upload procedures. If you would like DWA to design your display for you, graphic design labor charges will apply. Please contact our Customer Service Department at 503-228-6800 with any questions.

Quantity	Size	Advance	Standard	Total
8109	36" x 84" Table Top Display	\$ 195.00	\$245.00	\$
8108	36" x 75" Table Top Display	\$ 165.00	\$215.00	\$
8020	Graphic Design Labor, per hour	\$ 75.00	\$ 95.00	\$

Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank.

**SIGN ORDER POLICY**  
 Kiosk displays 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 Rush Charge prices.

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

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

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



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# STANDARD 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"	\$ 21.00	\$ 27.00		<b>SIGN ORDER POLICY</b> Signs cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after Advance Price Deadline will be charged at Standard prices.
	8002 7" x 44"	\$ 32.00	\$ 42.00		
	8003 11" x 14"	\$ 32.00	\$ 42.00		
	8004 14" x 22"	\$ 39.00	\$ 50.00		
	8005 22" x 28"	\$ 48.00	\$ 62.00		
	8008 24" x 36"	\$ 58.00	\$ 77.00		
	8006 28" x 44"	\$ 70.00	\$ 91.00		
	8007 40" x 60"	\$135.00	\$175.00		
	8009 3' x 8'	\$165.00	\$214.00		
	8010 4' x 8'	\$190.00	\$247.00		
	8011 Grogmet, per piece	\$ 1.00	\$ 1.50		<input type="checkbox"/> Please indicate here if you would like us to call you and provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics, or any other items.
	8013 Easel Back, per piece	\$ 5.00	\$ 6.00		
	8021 Banner	Call for Quote	Call for Quote		
	8020 Designer Labor, per hour (for specific/custom design needs)	\$ 75.00	Call for Quote		

**Choose sign orientation:**

(Check appropriate box)

Horizontal

Vertical

Use Your Judgement for Sign Layout

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

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

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

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

0805C

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



Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Print-ready PDF is the only acceptable file type without incurring graphic design charges. Any in-house work that is needed to modify files provided by client to a print ready state will be billed at \$65.00 per hour with a half-hour minimum. Any files that must be opened in their native application and exported to the required file types below do not conform to this specification.

## FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS or TIFF with a minimum resolution of 300 dpi at 50% OF THE FINAL 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 higher. Company logos should always be sent in a vector-based format to ensure a crisp, clean logo print. Placed images are to be embedded rather than linked. If files are linked, be sure to send the linked sites.

**PLEASE DO NOT** submit GIF files, Word (.doc) files, Power Point (ppt.) files, Publisher files, InDesign files or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

## PAGE LAYOUT / IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolutions will produce superior results. Image should be flattened, no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with our Graphics Department, Native files can be sent if any changes or additions are anticipated but these should not be considered as the primary print files.

## FONTS

All fonts should be converted to outlines or paths. Text should be converted to outlines to ensure kerning, leading and font size stay exactly as designed. Send font files if there is an anticipation of any changes or additions. Any in-house changes will be billed as described above.

## PROOFING

A clean, hard copy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is without correction applied. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

## BLEED

Graphics must include one-eighth inch of bleed for products mounted on the following substrates: Dibond, aluminum, plywood, sintra and acrylics.

## COLOR MODE

Files may be submitted in CMYK or RGB. You may also include PMS colors in your graphics (Coated palettes only). Although PMS colors will be run as 4-color process, keep them as spot colors in your documents to ensure a more accurate match.

## CRITICAL COLORS

All Pantone and critical call out values must be specified in writing to DWA at the time of submission. Please note that approximate matching of any one color requires additional time and resources, and an additional charge may apply. DWA cannot guarantee that the colors on your final print will match the colors produced by your monitor – monitors produce a greater range of color, brightness and saturation than any printer.

## SENDING FILES

Files can be sent on CD-ROM or DVD (recommended for extremely large, high resolution files) or posted to your FTP site or any online file transmission site i.e., Dropbox. For information on our web based file transfer services, contact us at [signs@dwatradeshow.com](mailto:signs@dwatradeshow.com) or at 503-595-1465. Smaller files (-10MB) can be emailed directly to [signs@dwatradeshow.com](mailto:signs@dwatradeshow.com).