

# 15<sup>th</sup> Annual **Good Earth** Show

HOME, GARDEN & LIVING

**January 24-26, 2020**

**Fairgrounds ~ Eugene, Oregon**

## Exhibit Paid in Full – Must be Paid in Full to Move In

### Check into the office prior to beginning your set up.

\*Pick up sign “s” hooks and badge holders in office.

\*Upon completion of the installation of your exhibit please notify any available door guard that you are checking out.

### Exhibit Move-In & Drive-In Appointments:

Many exhibits have limited times to set exhibits. Vehicles allowed in the building only by appointment. Your move in times, and drive-in & handcart times:

✓ Please use move in times in the mailed version of this manual, or call us for your times. As each exhibit has unique times.  
Ph. 541-484-9247

### Or...

*If Unrestricted...use general move-in hours circled below:*

Wednesday, Jan. 22<sup>nd</sup> ..... 2 pm - 9 pm\*

Thursday, Jan 23<sup>rd</sup> ..... 8 am - 9 pm\*

Friday, Jan 24<sup>th</sup> ..... 8 am – 12 noon\*\*

\*Forklift service ends at 8pm Wed & Thurs Evening

\*Friday 12noon exhibits must be partially set up for the Fire, Electrical, and County Inspections.

### **Timelines:**

1pm Friday – Forklift service ends, handcart only.

2pm Friday – All exhibits completely finished for floor cleaning, truck doors go down at 2pm.

5pm Friday – Show opens to public! Press enters Fri at 3pm.

### **Vehicles drive inside ONLY by Appointment!**

✓ Please see mailed copy, or call us for drive in appointment availability.

or... you may only handcart or forklift to your Exhibit.

Friday, Jan 24<sup>th</sup> ..... 5pm - 9pm

Saturday, Jan 25<sup>th</sup> ..... 10am – 8pm

Sunday, Jan 26<sup>th</sup> ..... 10am – 5pm

### **Move-Out Hours:**

**ART District MUST move out Sunday at 5:15pm**

Sunday..... 5:15pm-9pm

Once in the building you may work later than 9pm as needed on Sunday night.

Monday ..... 8am–2pm

2pm Monday – Forklift Service Ends at 2pm Sharp.

2pm Monday – The Building is cleaned for next the show.

All items remaining will be disposed, recycled, or given away.

Leave recyclables near marked bins on show floor.

Take all cardboard to recycle bins outside truck door.

Recycle show ribbon badges at the truck doors.



### **Show Location & Ship-To Address:**

Good Earth Home Garden & Living Show

C/O Lane County Events Center

Convention Center - Booth # \_\_\_\_\_

796 West 13<sup>th</sup> Ave (13<sup>th</sup> & Jefferson St.)

Eugene, OR 97402

## **Show Management**

### **On Site Show Office:**

Rear of Convention Center – Room #3 East

☎ **PH Show Office All Year (541) 484-9247**

☎ During Show Week ONLY (541) 682-7344

Call during show week, as we are on show floor.

## **Show Decorator**

**Rentals of Tables, Chairs, Carpet & Furnishings**

**Vendor Discounts - Green Signage Services**

DWA Trade Show & Exposition Services / fern

3721 NW Front Ave

Portland, OR 97210

☎ **PH 503-228-6800**

FAX 503-595-1470

**Save \$\$\$ if ordered by January 14<sup>th</sup>**

Use enclosed Order Forms (page 12-17)

*Do not order carpet if you are in the FOOD Pavilion- it is a carpeted area.*

## **LEC Show Electrician**

*We provide each 10x10 with one outlet/500 watts of power.*

Lane Events Center

Attn: Event Coordinator

796 W. 13<sup>th</sup> Ave

Eugene, OR 97402

☎ **PH 541-682-4292**

FAX 541-682-3614

**Save \$\$\$ if ordered by January 14<sup>th</sup>\***

*For Additional Electrical outlets/power, use form on Page #11.*

*\*Order if more than 1 Outlet/500 watts per 10x10 is needed*

### **Show Management Info:**

Berg Productions, Inc.

PO Box 22905

Eugene, OR 97402

☎ Phone 541-484-9247 (year-round & show week)

**info@EugeneHomeShow.com**

**Call us for a quick reply, rather than emailing.**

### **\*Electrical Cord Safety Info:**

All cords must be heavy weight and grounded – use 3-prong.

Plug multi-strips directly into the outlet only. Multi-strips

cannot go at the end of any extension cord. Only run heavy

weight grounded cords directly from the multi-strip to

appliances & lights. The Fire Marshall will pull any electrical

cords that do not meet this standard. Cords on the ground

must have cord covers to protect them from foot traffic.

Page #9 features drawings of the proper/safe cord configuration.

## ***Dear Good Earth Home, Garden & Living Show Exhibitor,***

This manual advises you of your rights, restrictions and the show requirements; and answers many questions that you may have about your display and the show. Please read it carefully, and advise your exhibit staffers as to its contents. The enclosed information will help make you a success in the show. Call us with any questions.

Dynamite advertising and public relations campaigns are already underway! Opening with a bang, we are blowing all previous budgets to make sure we bring even more homeowners by your exhibit! The show will feature **5 opening day live radio remotes**, and our ads will run on **14 radio stations**. Television commercials will air on **KEZI-9, Comcast as well as Comcast On Demand** in local and outlying areas the week of the show. **32 Billboards** went up in December – all materials will be recycled! **19 newspapers** will carry our print ads, to assure that we reach your customers! Google ads, and Facebook ads are already running. We have increased our digital media and social media buys in ROS targeting your customers.

Remember to mention “**See our Exhibit at the Good Earth Home, Garden & Living Show**” in any pre-show advertising, newsletters, website and promotions to drive even more focused traffic to your exhibit! Good Earth Logos are on our website for your use in show centered promotion at EugeneHomeShow.com

### **Connect with us on social media – tag photos**

<https://twitter.com/EugeneHomeShow>

<https://www.facebook.com/EugeneHomeShow>

### **#GoodEarthShow**

<https://twitter.com/goodearthshow>

### **#EugeneHomeShow**

[https://www.instagram.com/show\\_chix/](https://www.instagram.com/show_chix/)

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### **Show Hours:**

Friday,	January 24th	5pm-9pm
Saturday,	January 25th	10am-8pm
Sunday,	January 26th	10am-5pm

Held at: Lane Events Center, Fairgrounds - Convention Center  
796 West 13<sup>th</sup> Ave, Eugene, Oregon 97402

## Lane County Fairgrounds ~ 796 West 13<sup>th</sup> Ave, Eugene, OR 97402

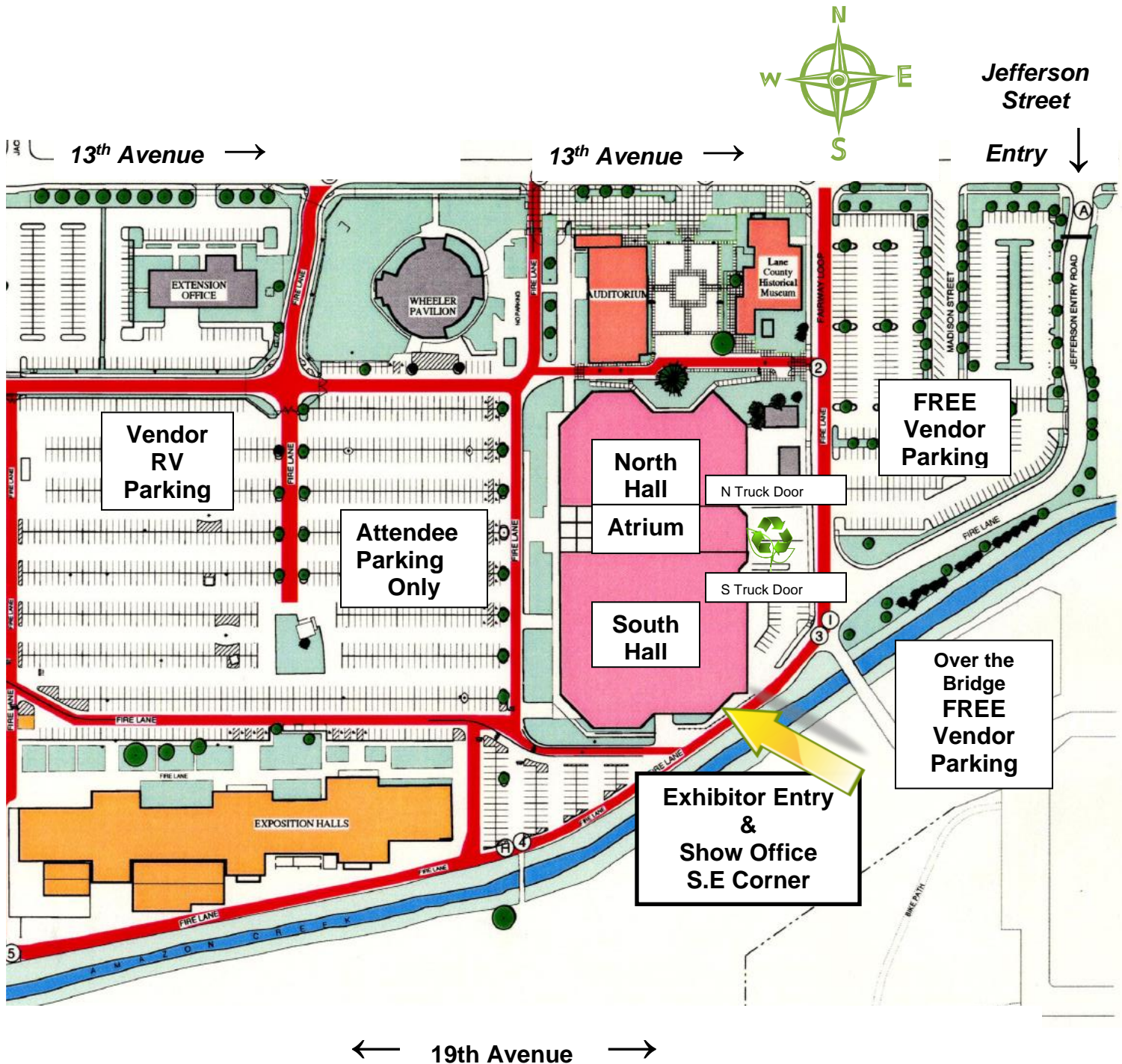
### Directions:

Merge onto I-105 W/ OR-126 W via EXIT 194B toward EUGENE.

Go over the river, stay in the middle lane toward JEFFERSON ST. toward FAIRGROUNDS.

As you come down the bridge go straight onto Jefferson St., stay in the right lane.

Cross through 13th St. going straight into the Fairgrounds rear parking lot abutting the Convention Center Truck Doors.



## Important Guidelines on Booth Construction and Height Restrictions

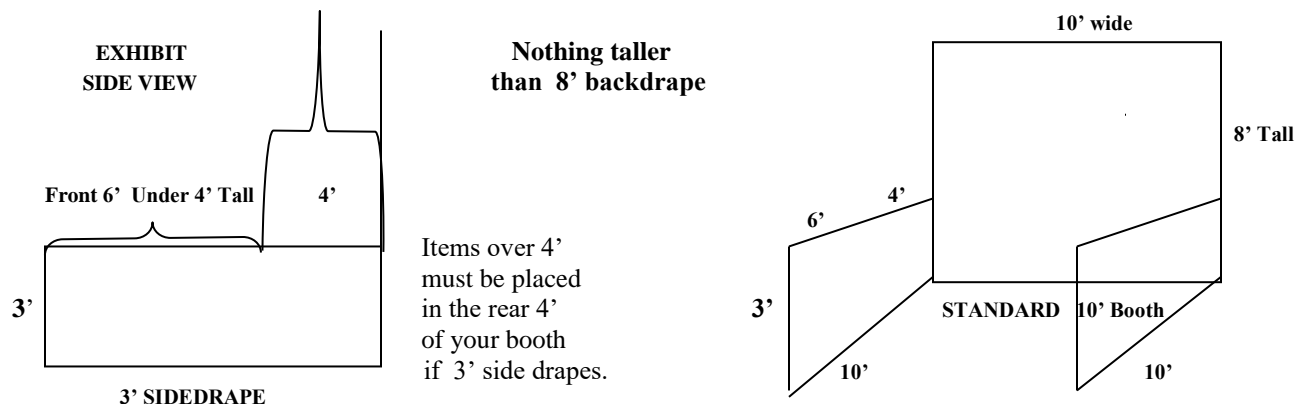
**Remember** - It isn't so much where your booth is located as what you choose to do within your exhibit that makes your showing a success! Use imagination & creativity! Develop your own professional backdrop; use signs that spell out consumer benefits (save money, time & frustration), add color and plants. This show is about Sustainability – keep it organic, reused and repurposed when possible!

Please contact us about your exhibit at any time for advice on all aspects of your exhibit. We welcome your calls on design, exhibiting, selling, and generating leads.

**10' deep booths:** We provide each exhibit with 8' back drapes and 3' side drape (unless otherwise noted on your contract). Your display must not be taller than 8' high - across the back wall unless your exhibit is placed against a building hard wall. All exhibit and display racks over 4' tall must be located in the rear 4' of the booth (unless you have booked your space asking for 8' high side drapes). In the front 6' of your booth, your exhibit must drop down below 4' – this preserves each vendor's visibility. The exterior of any part of your display or structures facing adjacent booths must be finished in neutral colors at your expense. No signage is allowed to protrude above the 8' high drape – unless your booth is along a building hard wall that masks it.

There are a few exceptions to the above rules. These exceptions must be stated on your contract and pre-approved by show management. We try to place all high-sided exhibits side by side, as high-sided exhibits block visibility. If you are planning to display an exhibit with high sides please tell us when booking your space. End cap 20'x20' booths or larger will have more freedom to vary from these policies – please contact show management for specifics on signs. Any surface along the back drape must be without signage if it can be viewed from the abutting exhibits.

If you are constructing hard walls, remember to deduct 2" off the width of any back hard wall and 1" off the depth of side hard walls. So, build a 10'x10' booth with a 9'10" wide back wall and 9'11" deep side walls. A 10'x20' booth would measure 19'10" along the back wall and a maximum of 9'11" along the sides. These 2" & 1" deductions allow for the drapery poles that divide each exhibit space – and only need to be factored in for the depth and width.



Please note that the above rules apply to your sign too. Your sign must be no higher than 8' along the back and face forward with a **finished backside...**

- Floor coverings improve the image of your booth.
- Fine furniture need not be skirted. Nice furnishings improve your business image and your sales.
- Professionally skirted tables (form enclosed) with floor length pleated skirting look the best.
- Store bought tablecloths must be ironed and must cover folding table legs & all stored items.
- Professionally-made signs only. No magic marker, grease pencil or "homemade" signs.

## Booth Information:

- ☒ **Order (pg 12) carpet & furniture from DWA/fern by January 14<sup>th</sup>.**  
**Forest Green Drapes** will be used throughout the show. **Do not pin, staple or tape to the drapes** – Use FREE "S" hooks from our office & bring fishing line. Pipe can support banners & lightweight items only - use easels for heavy items. You will be billed for drapes that you snag, rip, or stain @ \$50 each. Drapes, rented furniture and carpet come out Sunday night – take down signs on Sunday at close of show.
- ☒ **DWA/fern Vendor Discounts on Eco Friendly Signs & Table Top Displays** on the enclosed sign flyer. This Oregon-based company creates our show eco-signage. Their designers know shows and can assist in the design and creation of your signs, banners, and backdrop signage.
- ☒ **Complementary Company Name & Booth# Signs will be hanging in your exhibit when you arrive.** All exhibitor signs must be professionally made - absolutely no handmade signs. FREE “S” hooks to hang signs are in the show office. Use “S” hooks to hang signs from the drapery poles. **Do not tape, staple, or pin to drapes. Do not nail to walls.** Hang all signs under the 8' height rule. Remove all signs at show closing, as all drapes come down on Sunday night. Design your sign so the public knows your company name, products & services – signs communicate!
- ☒ **Order (form enclosed) additional electricity from Lane Events Center by January 14<sup>th</sup>.**  
We provide each 10x10 exhibit with one fused 120 outlet, of up to 500 watts. **Use multi-plug strips and heavy duty grounded extension cords to run electricity - no lightweight cords are allowed by code.** If more power is required, place your order with the facility at your expense. Orders placed after Jan. 8<sup>th</sup> cost more. At the close of show, electricity will be disconnected. Unplug electrical items on Sunday night.  
\*\*Bring long ext. cords for power tools you need for move-out.
- ☒ **Exhibit Booth Construction - Fire Rules:** Decorative materials must be flame resistant. Wood less than ¼” must be treated with a flame-retardant coating\* All corn stalks, hay bales, fabrics hanging for decor... must also be coated with fire retardant, available at Jerry’s Home Center or National Fire Fighters in Eugene. Please pre-spray these items prior to bringing them into the booth.
- ☒ **Height Restrictions on Exhibitor/Factory Built Booths:** No exhibit shall exceed 8 feet in height across the back wall. Tall items and any sidewalls over 4' high are to be kept in the rear 4' of the booth. Any exposed surfaces facing an abutting exhibit must be finished in a neutral color – no logos, or designs. Items in the front 6' of the booth must be less than 4' in height (unless you have management permission). Some exhibits have 8' side drapes and do not have to follow these height restrictions. All corner exhibits may go to 10' in height on the outside corner. No high objects in the front 6' of the booth without management pre-show approval.
- ☒ **Floor Covering/Carpeting Required:** All carpet must be taped down so that no one trips. Bring double-sided or duct tape for your carpet. No carpet can extend beyond the contracted exhibit space or in the aisle. Rented carpet will be removed Sunday night, so please remove any fragile or heavy items Sunday. The Atrium is carpeted and must be protected if you serve food, oil, or have plants in your exhibit.
- ☒ **Water:** Water is available in the floor boxes marked "E" on the floor plan. These boxes also have drains, gas and electricity. There are also hose bibs under the sinks in the rest rooms. Bring your own hoses, buckets and mops. Bring a sump pump to drain tubs.
- ☒ **Landscapes:** Cover floor with heavy weight plastic if using bark, plants, or ponds. Forklifts can deliver all palletized items, block and plants to your space.



- ☑ **Wireless Internet:** Free Wi-Fi is provided to vendors. Due to limited bandwidth, please limit to biz use only. The password is: January2020
- ☑ **Delivery of Goods:** Goods can be accepted from 8am-5pm, Wednesday & Thursday, and on Friday 8am-12noon. All shipments must be pre-paid. Address the shipment as follows: Lane County Events Center – Convention Center, Exhibitor Name & Your Booth Number, Good Earth Home, Garden & Living Show, 796 West 13th Ave, Eugene, OR 97402
- ☑ **Complementary Forklift Service:** **Forklift drivers go home at 8pm nightly.** DWA/fern runs the forklift for the show on a first come, first serve basis during published hours. You may have to wait for this service. No forklift is available on Friday after 12noon, nor once the show opens. Once move-out is announced the service can begin when public is out of the building, normally 30 minutes after the close of show. DWA/fern is a service contractor of Berg Productions; either party has the right to decline fork service if we determine the load to be unsecure, or a safety hazard. Items deemed unstable will not be moved by forklift.

## ***Move-In Guidelines:***

**ARTISTS & Bookstores may ONLY move-in on Thursday 5pm - 9pm & on Fri 8am-12noon**

**Living & Wellness Pavilion in the North Hall can begin move in on Thursday at 8am.**

**Most exhibitors have a drive-in appointment** – see the cover of this manual for your time. Many locations have restricted move-in times. If you cannot make your drive-in appointment, hand trucks & forklifts can be used to move your exhibit if palletized. Pallets are available at truck doors.

**Move-In Appointments - See updated times on the cover of this manual.**

**Appointments do not guarantee drive-ins, forklift availability or handcart availability. Bring your own handcart if your time is limited; check at truck doors for carts.**

**On Wednesday and Thursday** night, enter building by 8pm and work as late as you need to inside in the atrium and south hall. Our night security will need to sign you out. Forklift service ends at 8pm, except on Sunday night of move out.

**No vehicles are permitted** in the building on FRIDAY. Forklift service ends Fri at 12noon. Friday, January 24th.....8am–12noon \* Electrical inspection of the cords is at 12noon.

**Once your move-in time starts** you may work as long as you need to, to complete its installation. All exhibits must be completed by Friday at 2pm.

**No vehicles are permitted inside unless the truck door security guard deems it safe. Sometimes things are too jammed up, so please work with the show security requests.**

- ☑ **Check-In at the Show Office prior to moving in:** Verify your booth #, confirm payment in full, pick-up badges and "S" hooks for signs.

- ☑ **Move-In Regulations:** \* All exhibits are required to be partially set up by noon on Friday, and completed by 2pm. As per the contract, any unoccupied space at noon is forfeited by the exhibitor, and is cancelled with no refund. **Absolutely no move-in on Friday after 2pm .**

- ☑ **When to Move-In:** **See the cover of this manual for your move-in/drive-in times.** Bring in heavy items and construct large exhibits early, if allowed, on Wed and Thurs by appointment. For security reasons, hand-carry small valuables in on Friday morning. Access to the building will be reduced as move-in progresses. At 5 pm on Thurs, when center rear exhibits are set up, it will become difficult to drive inside. Permission to drive in is at the discretion of the door guards at all times - for safety reasons.

- ☑ **Exhibits Requiring Special Handling & Construction:** If your display requires special handling, due to size, weight, etc. or if you feel there may be problems at move-in, contact show management NOW! Oversized delivery vehicles, large exhibit pieces and exhibits near the front must come in during the appointment on the front of this manual. Any exhibit that requires extensive construction must come in on Wednesday, unless restricted from doing so. Guard rails, platforms & steps must be built to code and secure enough to support heavy show traffic. Displays must be kid-proof, trip-proof and safely constructed.
- ☑ **Vehicles & Loading:** See your appointment on the cover of this manual. If no appointment exists, and you must drive into the building, call us now: 541-484-9247. Any driving into the buildings is at the discretion of the door guards. Drive slowly and with caution. Unload your vehicle quickly and remove it from the building or dock. Do not block the aisle while constructing exhibits. Clean up oil drips immediately (the door guard has spill towels). Do not leave unattended vehicles parked on loading docks.
- ☑ **Truck Doors:** Move in through the truck doors in the rear of the Convention Center only. **The front doors will remain locked during move-in.** The South Hall truck door is 24'w x 13'10"h. and the North Hall is 13'w x 13'10"h. Speak with door guards or the show office for any problems or exceptions.
- ☑ **Complimentary Forklift Service:** The show has hired a fork lift driver to provide forklift service for your convenience at move-in/out. All equipment and materials will be moved at the exhibitor's risk of all/any damage. For your benefit & safety, all display materials must be properly crated or palletized. Request this service with a door guard, or at the show office.
- ☑ **Storage:** Storage is not available at the Center & must be stored off premises, unless approved by mgnt.
- ☑ **RV Parking:** Dry RV Camping (no electricity, no water) on the grounds is possible with a permit available for purchase at the Fairgrounds office on 13<sup>th</sup> Ave. Park RV's at the 2nd electric poles, just past the round building along the north chain link fence – see map on page #1. Ask in the show office for the specific location if you are unsure. There is a self-service option if the office is closed.
- ☑ **Hotels - Call Immediately -** Please go online to your favorite travel website to book your hotel. All hotels in Eugene or Springfield are within a 15 minute drive of the facility: Eugene hotels located on Franklin Blvd., Broadway (near campus), or Coburg Rd. in Eugene are in good locations for services, dining, and are close to the facility. The Village Green in Cottage Grove is very affordable and has a beautiful garden to explore! Phone us at 541.484.9247 if you have questions about hotels, or the area.
- ☑ **Exhibitor Parking & Entrances:** During the Show, EXHIBITORS MUST PARK in the designated lot just behind the Convention Center and enter through the doors marked “exhibitor entrance”. Look for the signed lots for exhibitors. No exhibitors will be admitted through the front doors – these doors are electronically controlled by the fairgrounds staff. The parking in the main lot is for public only. The #1 complaint we have is the lack of public parking; do not add to the problem by parking where the public parks. Do not park in any fire lanes or in the small reserved speaker/handicap lot abutting the rear of the building or your vehicle will be towed. If you need handicap parking we have special passes.
- ☑ **Commercial Vehicles & Outdoor Displays:** Only exhibitors that have paid and contracted for outdoor exhibit space will be permitted to park commercial vehicles or place displays in the front of the Convention Center. Contact the show office to book this space now. All commercial vehicles must park in the rear lot of the Convention Center, or an exhibit space bill will arrive in your booth!

- ☑ **Security:** The building will be locked during non-show hours and show security will be on duty at that time. Exhibitors can enter one hour prior to the show opening each day. If you need to enter the building earlier to work on your display, call the show office @ 541-484-9247. Knock hard on the glass doors by the Convention Center show office (or at the exhibitor's entrance in the rear) and wait for a guard. **Stay in your booth only. Do not enter other exhibits, or you will be asked to leave.**
- ☑ **Protecting Valuables:** We strongly recommend that you do not place small items in your exhibit until noon on Friday, before the show opens. Cover anything small or valuable with sheets, or place out of sight near the rear of your exhibit. Please follow this procedure during non-show hours as well. On Sunday night do not leave small items, tools and valuables that could disappear easily during move-out.
- ☑ **Merchandise Removal & Sold to the Public:** If you are selling items that can be hand carried, please provide a bill of sale. This will serve as proof of ownership to security. During show days, merchandise being removed by vendors must go out the doors by the show office, or the exhibitor's entrance. Please notify show management of the removal of electronic equipment on show nights.
- ☑ **Cleaning:** Maintenance will sweep out the building at 1pm on Friday. All packing materials must be removed - please observe this "Cleanup" deadline. The aisles will be cleaned daily and as needed during the show. You are responsible for cleaning your exhibit space - bring your own vacuum, broom, buckets and cleaning materials. Exhibitors serving food products must clean to meet food regulations. **Place all flattened cardboard in the recycling bins out back.** Recycling bins are available throughout the building for paper/cardboard, cans, bottles, wood, as well as trash cans.
- ☑ **Nightly Closing:** Secure small items, leads, price lists - and cover merchandise with sheets. We must be out of the building within 15 minutes after the show closes on Friday and Saturday night for the alarm system. The show staff will be on site for about 15 minutes after the show closes. Please request an escort if you are uneasy about walking to your car alone. **We will be happy to see you to your car.**

**Eugene based Berg Productions** has 40 years of show production experience in the Lane County Convention Center. We have experienced staff on the show floor at all times: during move-in, show hours, non-show hours, and move-out. Our security staff has been in our employment for many years - we know them personally. Please ask show staff for help whenever you need it. If you are in a pinch, we often have emergency supplies in the show office for vendor check out. Push carts are available near the show office or truck doors.

**DWA Trade Show & Exposition Services/FERN** is our contractor for the pipe & drape, tables, carpeting and signage service. DWA/fern contracts to our events, and has served NW events for over 30 years. They bring expertise in event contracting, and have a "can-do" attitude. Please let the Berg Productions management know if you need drape changes, as they must be approved and paid for by management. DWA/fern will handle all the orders for tables and carpeting. DWA/fern can also design and create 100% green show signage – local materials, & compostable signs. Request forklift service with the truck door security, fork driver, or at the show office.

**Lane Events Center** does all electrical services in-house. Travis Silke is the in-house electrician, and has years of experience at our shows, and with the building. Please notify any of the Berg Productions Show Staff if you need assistance with your exhibit's electrical needs. Each 10x10 booth is automatically wired for one outlet for your use. LEC will require payment at the time of these orders.



## ***Restrictions & Rules:***

- ☒ **No Inflated Balloons** are allowed to be passed out or sold!
- ☒ **No propane, gas or compressed air tanks** allowed in building during the show.
- ☒ **No burning or open flame** in building, without written management permission.
- ☒ **No Children or Pets allowed at Move-in or Move-out!** Anyone that chooses to bring a child or pet to move-in/out will be asked leave the building. Our door guards will enforce the policy “no children or pets allowed”. Older children will be asked to stay within your booth space by our staff. It is very dangerous at move-in/out - forklifts, trucks, saws, gas & electrical lines... Show personnel will not watch them - you will be responsible for any injury to them or damage that they cause to other exhibits.
- ☒ **Liability:** The exhibitor is entirely responsible for the space they contracted for and agrees to reimburse the management for any damage he or his employees do to the building, equipment, other exhibits or people. Each exhibitor has accepted the all terms & conditions of the lease contract and agrees to all fire regulations. See the enclosed copies of these documents.
- ☒ **Insurance:** The exhibitor shall secure and maintain liability insurance, naming Berg Productions, Inc and the Lane Events Center / Lane County Government as additional insured. You can usually secure a rider on your present business policy. A certificate of insurance is to be furnished/faxed to the Show Management. Neither Show Management or Lane Events Center shall be responsible for loss or damage occurring to the exhibit or sustained by the exhibitor from any cause. Coverage for your exhibit and product is your personal choice. Fax (541-302-6845) or email ([info@eugenehomeshow.com](mailto:info@eugenehomeshow.com)) insurance certificates to Berg Productions.
- ☒ **Fire Marshall Inspects on Friday:** Read page 9 of this manual regarding Eugene Fire Marshall Rules. Any exhibit found out of compliance will be tagged with a notice. The correction of any violations must be made prior to show opening on Friday (we will call you). **No lightweight ungrounded extension cords are allowed.** Use heavy-duty extension cords & UL multi-strips.
- ☒ **Flame Retardant for Decorations & Fabrics:** Decorations (cornstalks/hay bales/fabric decorations) must be coated with fire retardant – place the empty cans or the receipt near the decorations for the inspection. Fire retardant is available at: National Fire Fighters, or Jerry’s Home Improvement Store.
- ☒ **No Soliciting in the Aisles, Lobbies or Parking Lot:**  
**Do not work the aisles or lobbies,** or place literature/cards on the front lobby tables or on cars in the lot. Please report any such behavior to the show office - anyone trying to sell to you at the show is robbing you of selling time. Let them know they are freeloading, or tell us, and we will clarify our no soliciting policies. If you have competitors harassing you, notify the show office immediately.
- ☒ **Undignified Behavior:** Any exhibitor whose behavior disrupts their neighbors, or their ability to conduct business, will be warned to stop one time. Management may have security remove and ban the exhibitor from the show if behavior persists. Uncooperative exhibitors will have their display removed by security without refund. Try to work with all your neighbors or it will be a *long* three days. We typically don’t have problems, but ask show management to navigate any issues that arise with other exhibitors or staff.
- ☒ **Liquor:** Oregon State Liquor Laws prohibit the use of alcoholic beverages in public buildings unless specific licenses have been issued. Only the facility can serve onsite alcohol. Bottled wine sellers need a copy of their special event license available. We suggest vendors refrain from drinking at the show, as it will only hurt business. Exhibitors that drink excessively at the show will be asked to leave.

- ☒ **Smoking is not allowed anywhere inside the buildings – please go outside! Thank you!**
- ☒ **Food & Drinks:** Packaged food, drinks and wine to be consumed at home may be sold in your booth. Only several-ounce samples of food or drink can be passed out at the show. Bite size portions are allowed for demonstrations - nothing larger is allowed by the Fairgrounds Management. Any food handling must comply with the State of Oregon Laws. All food must be iced, dishes and all prep surfaces sterilized nightly, or in the morning prior to opening. Hands must be washed and use gloves when handling food products.
- ☒ **Sound Devices:** No amplification of sound is permitted in exhibits. All Sound must be kept at a low and respectful volume. No music shall be played in exhibits without approval of show management. Report any problems to the show office. Management will deal immediately with all sound problems. Sound **MUST NOT** interfere with other exhibitors. Uncooperative exhibitors will have their electricity pulled and/or be removed from the show.
- ☒ **Music & Copyrighted Material:** Exhibitors that use copyrighted material and music are responsible for the contract with the owner's of said material (see enclosed contract).
- ☒ **Competing Exhibitors & Healthy Competition:** Sell your products and company on its benefits and features. This show has a "No Negative Selling Policy! Negative selling (downgrading competitors) only confuses the public, turns them off, and keeps them from buying at the show. While rare, any exhibitor that harasses other exhibitor's, sells negatively, or acts unprofessionally, will be removed from the show and the company will not be invited back to future shows. Please advise your sales staff.

## ***Move-Out Guidelines:***

- ☒ **Move-Out Schedule:**
  - Sunday, Jan 26th.....5:15pm-9pm\* You must enter by 9pm, but can work late
  - Monday, Jan 27th.....8:00am-2 pm\*\* Must be moved out by 2pm – forklift ends too.

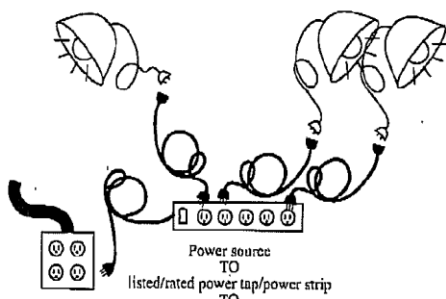
\*You may work as late as you want on Sunday night, but you must be in the building by 9pm.  
\*\*Anything left in the building at 2pm on Monday will be recycled by the fairgrounds.
- ☒ **No displays can be broken down or removed from the show until 5:15pm Sunday night.**

Rushing down aisles with handcarts is dangerous while public is in the building. Please give the public 15 minutes to leave the building. Anyone caught breaking down early will not be invited back to exhibit in future shows! We are **SERIOUS**, as this is very dangerous to your staff and the public.
- ☒ **NO MOVING OUT THE FRONT LOBBY DOORS - Electronic doors are very expensive to repair.**
- ☒ **Move-out Procedure:**
  1. Remove signs and banners at 5:15pm - the pipe & drape come down Sunday night.
  2. Pack up and remove small and valuable items – or anything that could disappear Sunday night.
  3. Unplug all electrical outlets, as the outlets will be removed on Monday morning.
  4. Do not park on the ramps or by doors on Sunday unless you have been given a parking pass.
  5. Small vehicles will be allowed in the building after 7pm Sunday in the most accessible areas. Large vehicles will be admitted inside after 8:30 pm. Management will give permission for certain exhibits to get out of the way first. Driving into the front half of the building is best on Monday 9am. Center aisle exhibits, and truck door exhibits must pull back their display at close of show on Sunday night so that vehicles can drive down the center aisle.
  6. Bring extension cords with you on Monday if you will have to use power tools.
  7. All building security ends at 8am Monday morning – please be present to protect valuables.

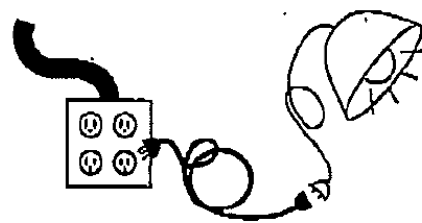
## Fire Codes for temporary exhibits at shows in Eugene, Oregon.

- **Highly Flammable Decorative Material** (except for products for sale) such as hanging fabric, must be flame-proofed to be acceptable to the Fire Marshall. Combustible materials shall be flame resistant, wood less than 1/4" shall be treated with flame retardant coating. The Deputy may require a sample of the booth construction and decorative materials to undergo a flame test to verify flame resistance.
- **Any roofed and enclosed exhibit larger than 10'x10'** must have a **quality fire/smoke detector installed in the display**. Doors and windows must remain open. All interior lights must be turned off at the close of the show each night. Each enclosed and roofed exhibit must have a 2-A:10-B:C fire extinguisher in it as well.
- **Exhibitors shall remove all packing material from the building, including crates and other combustibles not essential to their display.**
- **In Individual Exhibits the minimum aisle width will be 36"** where table, counter, furnishings, merchandise or other similar obstructions are on one side of the aisle, 44" when obstructions are on both sides (i.e. when you have a walk thru display).
- **Signs, banners, and decorative materials shall not be suspended from the sprinkler piping.**
- **NO portable space heaters or open flame allowed in the building.**
- **NO Compressed Gas, Helium or Fuels allowed on the show floor.**
- **Booths used for cooking shall have a minimum of one fire extinguisher with a rating of not less than 40B:C.** Approved UL appliances must be placed on noncombustible surface materials. Cooking oils & alcohol are limited to 1oz. A wet towel must be available to smother flames.
- **Vehicles on display must have the batteries disconnected. Fuel in tanks must not be more than 1/4 full or 5 gal, which ever is less. Fuel tanks must be locked and sealed.**
- **Extension cords of #14 gauge or larger heavy weight cords and multi-plug adapters with circuit breaker are allowed – the multi-strip must be plugged directly into the outlet first, then plug extension cords into the multi-strip. DO not overload the multi-strip as your outlets are only 500 watts each. You may use snake head cords directly plugged into the outlet. NO lightweight two prong cords are allowed.**

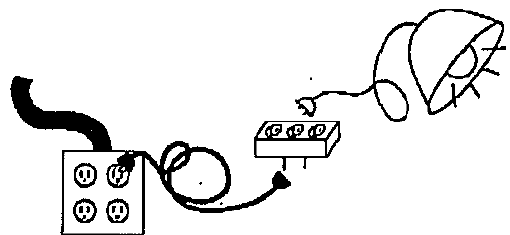
- **YES! Plug extension cord into multi-strip.**



- **YES! Extension cord to appliance.**



**NOT OK - To plug multi-strip into extension cords!**



## 2020 Good Earth Home, Garden & Living Show – Terms and Conditions - Copy for Vendors

1. **EXHIBIT HOURS** - Management shall determine and publicize the hours the Show will be open to the public each day.
2. **MERCHANDISE REMOVAL** - Exhibitor must provide Customers receipts for merchandise sold. No exhibits, part of an exhibit or unsold merchandise may be removed from the Space or Building until 5:00pm on Show's last day without Management written approval.
3. **DELIVERY** - All shipments to Exhibitor at the Building must be PREPAID by Exhibitor.
4. **DISPLAYS** - No signs, partitions, apparatus, shelving, etc., may extend more than eight feet high in the rear of Exhibitor's Space if Space backs up to another exhibit. All exposed parts of Exhibitor's Space and display must be finished and or covered so it is not unsightly when viewed from other booths.
5. **RUNNING OF ENGINES** - Exhibitor may not operate any engine, including but not limited to oil, propane, and diesel or gasoline engines, inside the Building.
6. **SPACE LIABILITY** - The Exhibitor is entirely responsible for the Space occupied by him and shall not injure, mar or deface the Space, Building or other premises. The Exhibitor shall not drive or permit to be driven any pins, nails, hooks, tacks, or screws in any part of the Building. Furthermore, Exhibitor shall not affix advertisements, signs, etc., or use adhesive type materials to the walls or windows of the Building(s). Automobiles, trucks and similar conveyances displayed by Exhibitor in the Space shall have drip pans and/ or protective material under them to safeguard the floor from oil stains etc., and all landscaped areas must have a similar barrier under them to safeguard the floor. The Exhibitor agrees to reimburse the Management, and the Lane Events Center for any loss or damage to the premises or equipment.
7. **AISLES** - The aisles, passageways, lobbies, and overhead spaces beyond Exhibitor's assigned Space remain under the control of the Management and no signs, decorations, banners, advertising material, or exhibits, will be permitted in those areas except by written permission of Management. All Exhibitor's personnel must remain within the confines of Exhibitor's Space, and Exhibitor shall not erect signs or display products obstructing the view, occasion injury, or disadvantageously affect the display of other Exhibitors. Exhibitor's display must be able to accommodate a reasonably sized audience if demonstrations are planned.
8. **SPACE** - The Exhibitor's Space is to be used solely by the Exhibitor and no portion can be sublet, assigned or otherwise used by any other person or business. The Exhibitor shall forfeit its right to the Space; all prepaid space costs and upon demand pay any balance owing to Management if it fails to occupy or use its Space during the Show or fails to have its exhibit completed and in place by 1:00 pm on the opening day of the Show. If Exhibitor forfeits its Space or this Agreement is terminated for any reason, Management may re-rent the Space.
9. **REASSIGNMENT** - Management may move Exhibitor to another space location, or remove Exhibitor and its display or exhibit altogether, if necessary to conform to any Building, City, County, State, or Federal laws or regulations. Management may move the Exhibitor's space location to meet general display requirements, guidelines, and needs of the Show and Management.
10. **PARTICIPANTS** - This application and agreement does not reserve for, nor guarantee to, Exhibitor any specific space or priority, right of first refusal, or any other manner of participation in any future shows.
11. **ALCOHOLIC BEVERAGES** - Exhibitor and its employees, agents and guests shall not consume any alcoholic beverages except in designated areas. Management, in its discretion, may remove Exhibitor and its display or exhibit from the Show without refund for violation of this rule.
12. **RESTRICTIONS** - Management reserves the right to restrict or remove Exhibitor for a display or exhibit that has been falsely entered, violates this agreement, or is deemed by Management in its sole discretion as unsuitable or objectionable. Exhibits deemed unsuitable or objectionable must be removed if the objectionable condition is not immediately corrected after one verbal warning. Unsuitable and objectionable exhibits include, but are not limited to noise, public address systems, persons, animals, birds, conduct, printed matter, odors, food, or anything objectionable to Management, Building administration, or the general public. Exhibitor will not receive a refund for such removal. No inflated balloons or sharp objects may be handed out or sold. No compressed gas or air tanks are allowed in building during show hours. No microphones or sound systems without written permission of Management.
13. **USE OF COPYRIGHTED MATERIAL** - The playing, performing or other use of copyrighted television or radio transmission, music, videotape, audio-visual material, or any other work, whether live or recorded, by Exhibitor or its agents, representatives or employees is expressly prohibited unless the exhibitor or its agents, representatives or employees have contracted with the owner, ASCAP, BMI or a similar organization to use the work at the show. Exhibitor agrees to indemnify, defend and hold harmless Berg Productions, Inc. (and its respective officers, directors, owners, employees, insurers, agents, representatives and assigns) against any and all claims and costs of defense, or fees paid by Berg Productions, Inc. to ASCAP, BMI, or similar organizations arising from any unauthorized use of any work by Exhibitor or any of its agents, representatives or employees.
14. **ALL EXHIBITS MUST COMPLY WITH ALL LAWS, ORDINANCES, REGULATIONS & FIREMARSHALL INSTRUCTIONS** - All Building, City, County, State, and Federal Space and display shall be obtained by the Exhibitor at his own expense prior to the opening of the show, and Exhibitor may be removed without refund for non-compliance. of Management's rules and requirements.
15. **ELECTRICITY** - 120 and 208 volts, 60 cps, single or 3 phase, is available in the building. Each 10x10 Exhibit Space is furnished with one fused 120-volt duplex receptacle outlet of up to 500 watts capacity, without charge. All electric connections shall be equipped with an Equipment Ground Conductor. Exhibitor must contact Lane Events Center for additional electrical requirements.
16. **TERMINATION OF CONTRACT** - Any termination or cancellation by Exhibitor must be in writing. If this agreement is terminated or cancelled by Exhibitor for any reason, or by Management because of Exhibitor's default or violation of the terms of this agreement, then monies paid to Management by Exhibitor shall be retained as follows: If cancellation occurs 40 days or more before the start of the show, then Management shall retain 25% of the entire cost of the Exhibitor's Space and return the balance paid to Exhibitor. If cancellation occurs within 39 days or less prior to the first day of show, Management is entitled to the entire cost of the Exhibitor's Space, which includes money paid by Exhibitor, and Exhibitor will owe Manager any outstanding balance and fees. Management shall retain these monies as reasonable damages for the direct and indirect costs incurred by Management for organizing, setting up and providing space for Exhibitor, and losses and additional expenses caused by Exhibitor's withdrawal including re-let of the space.
17. **LIMITATION OF MANAGEMENT LIABILITY** - The fees paid by Exhibitor do not include any payment for assumption of risk by Management. ACCORDINGLY, IN NO EVENT SHALL MANAGEMENT BE LIABLE FOR ANY GENERAL, SPECIAL, DIRECT, INDIRECT, CONSEQUENTIAL (INCLUDING LOST PROFITS, BUSINESS INTERRUPTION OR LOSS OF BUSINESS INFORMATION), INCIDENTAL OR OTHER DAMAGES ARISING OUT OF OR RELATING TO THE SHOW OR ANY SERVICES PROVIDED HEREUNDER, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON WARRANTY, CONTRACT OR TORT, AND INCLUDING DAMAGES OR EXPENSE INCURRED BY EXHIBITOR IF THE SHOW IS CANCELLED FOR ANY REASON. IN NO EVENT SHALL MANAGEMENT BE LIABLE TO EXHIBITOR FOR ANY REASON IN AN AMOUNT IN EXCESS OF THE TOTAL AMOUNT PAID BY EXHIBITOR TO MANAGEMENT HEREUNDER.
18. **SECURITY FOR SPACE PAYMENTS** - Failure of Exhibitor to make any required payments to Management shall entitle Management to take possession of Exhibitor's display and merchandise in Exhibitor's Space, and Exhibitor hereby grants Management a security interest in all such display and merchandise, permits Management to retain the same as security for such unpaid amount, and agrees that Management shall have the right to dispose of same without notice to Exhibitor in such manner as it deems appropriate. Exhibitor agrees that Management shall retain sale proceeds to satisfy Exhibitor's unpaid amounts and to cover expenses incurred in disposing of such property, with any excess proceeds paid to Exhibitor.
20. **INDEMNIFICATION** - Exhibitor shall protect, defend, indemnify and hold harmless Management and the Lane Events Center from and against any and all claims, damages, losses and expenses, including attorneys' fees, arising out of, or resulting from the Exhibitor's display and exhibit and the actions of Exhibitor and its officers, contractors, licensees, agents, employees, guests, and visitors.
21. **INSURANCE** - Exhibitor shall secure and maintain liability insurance, at its own expense, naming the Management and the Lane Events Center as additional insured. Exhibitor will furnish a certificate of insurance to Management.
22. **ATTORNEY'S FEES** - In the event any suit or other proceeding is commenced for the purposes of interpreting or enforcing any provision of this agreement, the prevailing party in such proceeding shall be entitled to recover its reasonable attorneys' fees and related expenses in such proceeding and upon appeal thereof, in addition to the costs and disbursements allowed by law.
23. **CONSENT TO USE OF EXHIBITOR'S LIKENESS** - Exhibitor hereby grants Management a non-exclusive right to use visual and audio reproductions of Exhibitor, its Space and exhibit, and its employees, including without limitation, recordings, photographs, videos, films and other images or likenesses for the purpose of Management's advertisements and promotion of this, and future, Shows.
24. **EXHIBITOR'S MANUAL** - Prior to the Show, Exhibitor will receive an Exhibitor's Manual that provides specific rules and guidelines for Exhibitor's Space, exhibit, and display, and the Building, with regard to booth construction, move-in and move-out, and Building and fire code restrictions. The Exhibitor manual does not add or change the provisions of this agreement, however, Exhibitor agrees to follow all rules included in the Exhibitor's Manual, and Exhibitor agrees that this agreement may be terminated and Exhibitor may be removed without refund for violating any such rules.
25. **USE OF NAME** - Use of the name "Good Earth Home, Garden & Living Show" or any agent of said organization in recommendations of the a product or service is prohibited.



# Electrical Services Order Form

Rates Effective July 1, 2013 – Subject to change without notice

**Event:** 15<sup>th</sup> Good Earth Home, Garden & Living Show ~ January 24-26, 2020

**- Save \$\$\$ if Ordered by Jan. 14 -**

**Each 10x10 Booth is Supplied with 1 Complimentary Outlet @ 500 Watts**

## PRE-PAYMENT REQUIRED FOR ELECTRICAL SERVICES

Quantity	Electrical Order	Advance Order Pricing (7 days prior)	Floor Order Pricing
<b>120 Volts 60 Cycle A.C.</b>			
	Standard Configuration of one circuit or (4-500 watt outlets)	<b>75.00</b>	<b>90.00</b>
	Single circuit over 2000 watts-20 amp & higher	<b>90.00</b>	<b>110.00</b>
<b>208 Volt Single or 3 Phase</b>			
	One Outlet up to 3000 watts 15 amps or less	<b>100.00</b>	<b>125.00</b>
	One Outlet 4000-6000 watts 30 amps or less	<b>150.00</b>	<b>190.00</b>
	Over 6000 watts-30 amps up to 100 amps w/o cord	<b>200.00</b>	<b>250.00</b>
	Over 6000 watts-30 amps up to 100 amps w/ cord rental	<b>220.00</b>	<b>275.00</b>
	Over 100 amps - <b>Call for quote</b>		
Quantity	Miscellaneous	Advance Order Pricing (7 days prior)	Floor Order Pricing
	Cable Ramps	<b>15.00</b>	<b>20.00</b>
Hours	Hourly Rates	Pricing	
	Electrician	Prevailing Wage	
	Stand By and Maintenance	Prevailing Wage	
	Overtime	Prevailing Wage	
	Sunday and Holidays	Prevailing Wage	

### Customer/Billing Information:

Company Name: \_\_\_\_\_ Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email (for receipt): \_\_\_\_\_

Address (& City, State, Zip): \_\_\_\_\_

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

### **FLOOR ORDERS MUST BE PAID BEFORE ELECTRICAL SERVICE IS INSTALLED**

**Please return this form with check made payable to: Lane Events Center**

**OR**

**Call to make a credit card payment**

*Note: there is a 3% service fee attached to all credit card transactions*

Lane Events Center

796 W. 13<sup>th</sup> Avenue, Eugene, OR 97402

T: 541-682-4292 F: 541-682-3614

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

Quantity	Description	Pre-Order Price	Total
991	<b>Special Booth Package #1 Includes:</b> One 6' Skirted Table, One 9' x 10' Carpet, One Wastebasket	\$105.00	
992	<b>Special Booth Package #2 Includes:</b> One 6' Skirted Counter, One 9' x 10' Carpet, One Wastebasket	\$115.00	
993	<b>Special Booth Package #3 Includes:</b> 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@dwatradeshow.com http://www.dwatradeshow.com		Total Rentals Ordered \$ Add 00% Sales and/or Use Tax \$ PAYMENT ENCLOSED \$		-0- 0805C





Good Earth Home, Garden & Living Show  
Lane County Convention Center  
January 24-26, 2020  
13036

**fern**

Expositions  
Events  
Experiences

Advance Price Deadline: January 14, 2020

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: ☐ Blue ☐ Red ☐ Green ☐ Silver  
☐ Burgundy ☐ White ☐ Black ☐ Teal ☐ Plum ☐ Beige

## PERFBOARD/TACKBOARD - 4' x 8' Panels

(Perfboard rental does not include hardware)

Quantity	Description	Advance	Standard	Total
	280 Perfboard	\$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: ☐ Blue ☐ Red ☐ Green  
☐ Gray ☐ Black ☐ Teal ☐ 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)

	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)

	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: ☐ Blue ☐ Red ☐ Green ☐ Silver  
☐ Burgundy ☐ White ☐ Black ☐ Teal ☐ Plum ☐ Gold

Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S. funds drawn on a U.S. bank. **Cancellation Policy:** Items cancelled will be charged at 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		Total Rentals Ordered \$ Add 00% Sales and/or Use Tax \$ -0- PAYMENT ENCLOSED \$		

**fern**Expositions  
Events  
ExperiencesGood 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 &amp; 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.

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**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.com/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.

# 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.

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

## 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.

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

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@dwatradeshow.com](mailto:csr@dwatradeshow.com)  
<http://www.dwatradeshow.com>

011109R

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

# 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	<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.  <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.
	8001 7" x 11"	\$ 21.00	\$ 27.00		
	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 Grommet, per piece	\$ 1.00	\$ 1.50		
	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	

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 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).