



41st Annual Lane County Home & Garden Show  
 Lane County Convention Center  
 March 12-15, 2020  
 13041  
 Advance Price Deadline: February 28, 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**

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 **LCGARDEN20**
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**  
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**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	\$120.00	
992	<b>Special Booth Package #2 Includes:</b> One 6' Skirted Counter, One 9' x 10' Carpet, One Wastebasket	\$130.00	
993	<b>Special Booth Package #3 Includes:</b> One 8' Skirted Table, One 6' Skirted Table, One Wastebasket	\$115.00	

**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

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



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# FURNITURE, CARPET & ACCESSORIES ORDER FORM

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TO VIEW RENTAL ITEMS, PLEASE SEE OUR WEBSITE!

## CHAIRS

Quantity	Description	Advance	Standard	Total
110	Plastic Side Chair	\$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'	\$ 90.00	\$105.00	
920	9' x 20'	\$180.00	\$210.00	
930	9' x 30'	\$270.00	\$315.00	
940	9' x 40'	\$360.00	\$420.00	
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

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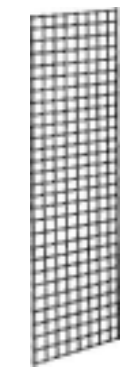
RETURN TO: DWA Trade Show & Exposition Services  
6700 NE 59th Place, Portland, Oregon 97218  
Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: csr@dwaatradeshow.com  
http://www.dwaatradeshow.com

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

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

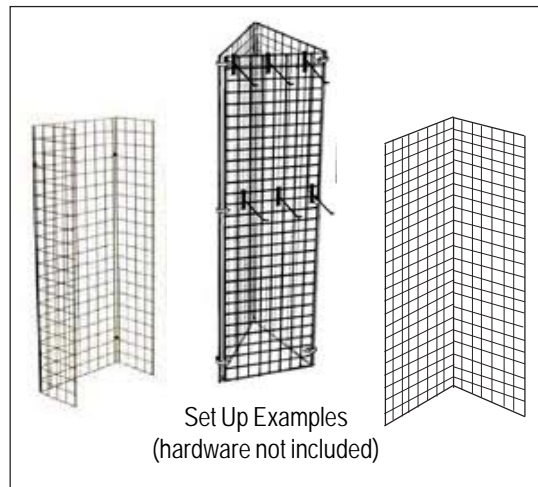
Quantity	Description	Advance	Standard	Total
9800	<b>GRID PANEL, 2' X 8', Black / Per Panel</b> Each panel is 2' x 8' with a 3" x 3" grid. At least two panels are needed to be free standing. Feet must be rented to have a 2' x 8' free standing unit.	\$25.00	\$50.00	
9801	<b>GRID PANEL FEET / Per Set of Two</b> Feet are needed if you want to make one panel free standing.	\$15.00	\$25.00	



Grid Panel



Grid Panel w/Feet  
(hardware not included)



Set Up Examples  
(hardware not included)

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.**

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.  
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0214C

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