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Peter Corvallis Productions

SINCE 1959

May 1, 2017

RE: NW Apparel & Footwear Materials Show
August 16-17, 2017
Oregon Convention Center – Hall D

We would like to welcome you to the NW Apparel & Footwear Materials Show to be held at the Oregon Convention Center in Portland, Oregon, August 16-17, 2017 Peter Corvallis Productions has been selected once again as the show decorator.

	AFM EXHIBITOR SET-UP	
August 15, 2017	2:00 pm - 8:00 pm	AFM
August 16, 2017	7:00 am - 9:00am	AFM
	AFM Show Hours	
August 16, 2017	9:00 am - 5:00 pm	AFM
August 17, 2017	9:00 am - 4:00 pm	AFM

EXHIBITORS WILL NOT BE ALLOWED IN THE HALL BEFORE THE SCHEDULED TIMES

DIRECT SHIPMENTS TO THE CONVENTION CENTER WILL ONLY BE ALLOWED DURING EXHIBITOR SET-UP ON AUGUST 15, 2017

Each booth space is provided with:
1 10' x 10' draped booth enclosure (black/white)
1 6' skirted table
4 stacking chairs
1 wastebasket
1 one line ID sign

- THE EXHIBIT BOOTHS ARE CARPETED, YOU DO NOT NEED TO ORDER CARPET UNLESS YOU REQUIRE A CERTAIN COLOR.
- FREIGHT HANDLING FEES MUST BE PAID FOR BEFORE DELIVERY TO YOUR BOOTH WILL BE MADE.
- * BOOTH FURNISHING DISCOUNT DEADLINE - August 8, 2017
- ELECTRICAL ORDERS AND PAYMENTS MUST BE SENT DIRECTLY TO THE OREGON CONVENTION CENTER
- <http://www.oregoncc.org> Click on Exhibitors Services.

If you have any questions, please email Tradeshow@petercorvallis.com or call 503-222-1664. We look forward to working with you in the weeks to come.

Best Regards,
Peter Corvallis Productions, Inc.

EXHIBIT BOOTH FURNISHING ORDER FORM

Submit Forms Via one of the Following: Mail : Peter Corvallis Productions, Inc. 2204 N. Clark Ave. Portland, Oregon
Email: Tradeshow@petercorvallis.com Fax: 503-222-1047
This Form is for shows held in Oregon only.

Show name: NW Apparel Show
Location: Oregon Convention Center
Show date: August 16-17 2017
Pre-order deadline: August 8, 2017

Company Name _____ Booth # _____

Contact Name _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____

If paying by credit card please fill out attached credit card authorization form.

TABLES

Qty		Pre-order	Price	Total
Bare Standard Tables				
___	3' round X 30" tall	$11.00	$22.00	_____
___	4' long x 30" wide x 30" tall	$14.00	$24.00	_____
___	6' long x 30" wide x 30" tall	$15.00	$25.00	_____
___	8' long x 30" wide x 30" tall	$18.00	$28.00	_____
Skirted Standard Tables				
___	3' round X 30" tall	$25.00	$35.00	_____
___	4' long x 30" wide x 30" tall	$28.00	$38.00	_____
___	6' long x 30" wide x 30" tall	$33.00	$43.00	_____
___	8' long x 30" wide x 30" tall	$38.00	$48.00	_____
Skirted Counter Tables				
___	3' round X 42"" tall	$35.00	$45.00	_____
___	4' long x 30" wide x 42" tall	$39.00	$49.00	_____
___	6' long x 30" wide x 42" tall	$44.00	$54.00	_____
___	8' long x 30" wide x 42" tall	$49.00	$59.00	_____
Bare Counter Tables				
___	3' round X 42"" tall	$18.00	$28.00	_____
___	4' long x 30" wide x 42" tall	$19.00	$29.00	_____
___	6' long x 30" wide x 42" tall	$24.00	$34.00	_____
___	8' long x 30" wide x 42" tall	$29.00	$39.00	_____
Island Skirting				
___	4th sided skirting	$12.00	$15.00	_____
Booth Drapes				
___	8' tall back drape p/ft	$3.00	$6.00	_____
___	3' tall side drape p/ft	$2.00	$4.00	_____

Skirting & Drape Colors

❑ Forest Green	❑ Teal	❑ Royal Blue	❑Gold
❑ Burgundy	❑ Silver	❑ Kelly Green	❑Black
❑ Purple	❑ White	❑ Red	

CHAIRS

Qty		Pre-order	Price	Total
___	Contemporary arm	$25.00	$55.00	_____
___	Padded chair (no arm)	$12.00	$20.00	_____
___	Bar stool (backless)	$10.00	$20.00	_____
___	Bar stool (w/back/no arm)	$18.00	$28.00	_____

CARPETING

___	9' X 10' carpet	$55.00	$65.00	_____
___	9' X 20' carpet	$110.00	$130.00	_____
___	9' X 30' carpet	$165.00	$195.00	_____
___	9' x40' carpet	$235.00	$250.00	_____
___	Foam padding per/ft	$0.50	$0.75	_____

❑ Gray ❑ Blue
❑ Red ❑ Gold ❑ Black
❑ Hunter ❑ Green

OTHER FURNISHINGS

___	Wastebasket	$5.00	$8.00	_____
___	Floor Easel	$10.00	$15.00	_____
___	Literature rack	$20.00	$30.00	_____
___	Waterfall rack	$25.00	$35.00	_____
___	6' Garment rack	$20.00	$30.00	_____
___	Gridwall section - standing	$30.00	$40.00	_____
___	Gridwall shelf 24" wide	$10.00	$18.00	_____
___	Gridwall Hooks, slant	$8.00	$12.00	_____

___ Other items upon request

Furniture items: See Attachment

Description_____ $____ $_____ _____

Total _____

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2204 North Clark Avenue - Portland, Oregon 97227★ p 503.222.1664 ★f 503.222.1047★ www.petercorvallis.com

FREIGHT/DRAYAGE ORDER FORM

Mail Original Order Form To: Peter Corvallis Productions, Inc. 2204 N. Clark Ave. Portland, Oregon 97227
Email - Tradeshow@petercorvallis.com
This Form is for shows held in Oregon only.

Show name: NW Apparel Show
Location: Oregon Convention Center
Show date: August 16-17, 2017
Shipment Arrival by: February 15, 2017

Company Name _____ Booth # _____

Contact Name _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____

If paying by credit card please fill out attached credit card authorization form.

ADVANCE SHIPMENTS

Peter Corvallis Productions, Inc/Convention & Trade Show Services Company will receive crated/boxed shipments at our warehouse prior to the show and will provide 30 days storage.

Fees: $28 per 100 pounds with a 200 pound minimum charge of $56.00 per exhibitor for shipped materials.

ADVANCED SHIPPING INFORMATION

Ship to:
Peter Corvallis Productions
Convention & Trade Show Services Company
2204 N. Clark Ave., Portland, Oregon 97227
P: 503.222.1664, F: 503.222.1047

INCLUDE - Show Name Exhibitor Name Booth#

DIRECT SHIPMENTS

Peter Corvallis Productions, Inc/Convention & Trade Show Services Company will receive your shipment at the show location. **Shipments must arrive only during installation & exhibitor set-up hours.** If shipments arrive during unscheduled hours PCP/Convention & Trade Show Services Co. will not be responsible for missing freight.

Fees: $25 per 100 pounds
200 pound minimum charge of $50.00 per exhibitor for shipped materials

Ship to: Oregon Convention Center
c/o NW Apparel show Aug. 16-17, 2017
Exhibitor name
777 NE Martin Luther King Jr. Blvd
Portland Oregon 97232

FREIGHT HANDLING SERVICES

Includes Advance & Direct Shipments

- Delivery to booth space
- Removal & storage of empty packaging materials
- Removal of packages ready for shipping from booth
- Outbound arrangements made with preferred shipper

RE-FORWARDING SHIPMENT INSTRUCTIONS

Ship to: Company _____

Contact _____

Address _____

City/State/Zip _____

Telephone _____

Forward Via
❑ Truck ❑ other ❑ UPS ❑ Fed/Express ❑ UPS
❑ Account number _____

Total Pieces _____ Approximate Weight _____

Special Instructions _____

VERY IMPORTANT

Advanced Shipments must be received no later than Aug.15,,2017
Direct Shipments to site will not be accepted under any circumstances prior to decorator move-in. August 15, 2017

FREIGHT HANDLING MUST BE PAID IN ADVANCE

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CREDIT CARD AUTHORIZATION FORM

Submit Forms Via one of the Following: Mail : Peter Corvallis Productions, Inc. 2204 N. Clark Ave. Portland, Oregon 97227
Email: Tradeshow@petercorvallis.com Fax: 503-222-1047
This Form is for shows held in Oregon only.

Company Name _____

Contact Name _____ Phone _____

Address: _____

City _____ State _____ Zip _____

Order/Tradeshow Name _____ Event Date _____

I, _____, authorize Peter Corvallis

Productions, Inc. to charge my credit card account in the amount of $_____
(includes shipping, labor and/or taxes if applicable).

Signature of Authorized User _____

Date _____/_____/_____

Credit Card (circle one) VISA Mastercard AMEX Discover

Card Number _____

Expiration Date _____

3-Digit CVV2/CVC2 code _____

Your completion of this authorization form helps us to protect you, our valued customer from credit card fraud. All information entered on this form will be kept strictly confidential.

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