



November 26, 2019

RE: NW Apparel & Footwear Materials Show  
February 12-13, 2020  
*Oregon Convention Center - Hall A- B*

We would like to welcome you to the NW Apparel & Footwear Materials Show to be held at the Oregon Convention Center in Portland, Oregon, February 12-13, 2020 Peter Corvallis Productions has been selected once again as the show decorator.

<u>AFM EXHIBITOR SET-UP</u>		
February 11, 2020	4:00 pm - 8:00 pm	AFM
February 12, 2020	7:00 am - 9:00 am	AFM
<u>AFM Show Hours</u>		
February 12, 2020	9:00 am - 5:00 pm	AFM
February 13, 2020	9:00 am - 4:00 pm	AFM

**DIRECT SHIPMENTS TO THE CONVENTION CENTER WILL ONLY BE ALLOWED DURING SHOW SET-UP February 11, 2020 AND FREIGHT DRAYAGE FORMS MUST BE SENT IN PRIOR TO THE FEBRUARY DATE WITH PAYMENT SO THAT WE PETER CORVALLIS PRODUCTIONS, IS AWARE THAT PACKAGES ARE ARRIVING TO THE CONVENTION CENTER.**

Each booth space is provided with:

- 1 10' x 10' draped booth enclosure (black/silver)
- 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**

- **FREIGHT HANDLING FEES MUST BE PAID FOR BEFORE DELIVERY TO YOUR BOOTH WILL BE MADE.**
- **VENDORS SHIPPING OUTBOUND INTERNATIONALLY MUST PROVIDE COMMERCIAL INVOICES AND SHIPPER ACCOUNT NUMBERS AND OR CREDIT CARD AUTHORIZATION FORM BY THE CLOSE OF THE SHOW.**
- \* **BOOTH FURNISHING DISCOUNT DEADLINE - FEBRUARY 2, 2020**

**ELECTRICAL IS NOT INCLUDED WITH YOUR BOOTH, IF YOU NEED PLEASE PLACE ORDERS THROUGH THE OREGON CONVENTION CENTER - <https://www.oregoncc.org/en/exhibitors/order-services/view/4121>**

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

Best Regards,

Show Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Show Date: \_\_\_\_\_  
 Preorder Deadline: \_\_\_\_\_

Submit Forms Via one of the Following:  
 Email: Tradeshow@petercorvallis.com  
 Mail: Peter Corvallis Productions, Inc.  
 2204 N. Clark Ave. Portland, Oregon 97227

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Exhibition Booth Furnishing Order Form - Oregon

UN-skirted Standard Table	Pre-order	Price	Total
Qty			
____ 3' round x 30" tall #3255	\$15.00	\$25.00	_____
____ 4' long x 30" wide #3263	\$20.00	\$30.00	_____
____ 6' long x 30" wide #3273	\$25.00	\$35.00	_____
____ 8' long x 30" wide #3285	\$30.00	\$35.00	_____

Skirted Standard Table (30"H)	Pre-order	Price	Total
Qty			
____ 3' round x 30" tall #3259	\$25.00	\$35.00	_____
____ 4' Long x 30" wide #3269	\$38.00	\$48.00	_____
____ 6' Long x 30" wide #3279	\$43.00	\$53.00	_____
____ 8' Long x 30" wide #3291	\$48.00	\$58.00	_____
____ 4 sided skirt #3125	\$12.00	\$15.00	_____

Skirted Counter Table (42"H)	Pre-order	Price	Total
Qty			
____ 3' round x 42" tall #3261	\$35.00	\$45.00	_____
____ 4' Long x 30" wide #3267	\$48.00	\$58.00	_____
____ 6' Long x 30" wide #3277	\$53.00	\$63.00	_____
____ 8' Long x 30" wide #3289	\$59.00	\$69.00	_____
____ 4 sided skirt 42" tall	\$15.00	\$25.00	_____

UN-skirted Counter Table (42"H)	Pre-order	Price	Total
Qty			
____ 3' round x 42" tall #3257	\$18.00	\$28.00	_____
____ 4' Long x 30" wide #3265	\$25.00	\$35.00	_____
____ 6' Long x 30" wide #3275	\$30.00	\$40.00	_____
____ 8' Long x 30" wide #3287	\$35.00	\$45.00	_____

### Skirting Color

- |                                       |                                |
|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Forest Green | <input type="checkbox"/> Teal  |
| <input type="checkbox"/> Royal Blue   | <input type="checkbox"/> Gold  |
| <input type="checkbox"/> Burgundy     | <input type="checkbox"/> Gray  |
| <input type="checkbox"/> Kelly Green  | <input type="checkbox"/> Black |
| <input type="checkbox"/> Purple       | <input type="checkbox"/> White |
| <input type="checkbox"/> Red          |                                |

Chairs	Pre-order	Price	Total
Qty			
____ Plastic White #3323	\$15.00	\$25.00	_____
____ Padded #3325	\$18.00	\$28.00	_____
____ Copper Metal	\$22.00	\$32.00	_____
____ Gun Metal	\$25.00	\$35.00	_____
____ Leather Armchair #3305	\$45.00	\$55.00	_____
____ Bar Stool (backless) #3303	\$15.00	\$25.00	_____
____ Bar Stool (w/back) #3301	\$25.00	\$35.00	_____

Carpeting	Pre-order	Price	Total
Qty			
____ 9' x 10'	\$55.00	\$65.00	_____
____ 9' x 20'	\$110.00	\$130.00	_____
____ 9' x 30'	\$165.00	\$195.00	_____
____ 9' x 40'	\$235.00	\$250.00	_____
____ Foam Padding - per ft.	\$0.50	\$0.75	_____

### Carpet color

- |                                 |                                |
|---------------------------------|--------------------------------|
| <input type="checkbox"/> Gray   | <input type="checkbox"/> Blue  |
| <input type="checkbox"/> Red    | <input type="checkbox"/> Gold  |
| <input type="checkbox"/> Hunter | <input type="checkbox"/> Green |

Other Furnishing	Pre-order	Price	Total
Qty			
____ Wastebasket #3329	\$5.00	\$8.00	_____
____ Floor Easel #3311	\$10.00	\$15.00	_____
____ 4' x 8' Pegboard	\$45.00	\$60.00	_____
____ <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical			

Draped Table Risers	Pre-order	Price	Total
Qty			
____ 7"H x 12"W x 48"L	\$12.00	\$22.00	_____
____ 14"H x 12"W x 48"L	\$15.00	\$25.00	_____

Booth Drapes	Pre-order	Price	Total
Qty			
____ 8' H Back Drape - per ft	\$3.00	\$6.00	_____
____ 3' H Side Drape - per ft	\$2.00	\$4.00	_____



*Peter Corvallis Productions*

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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 Forms to [tradeshow@petercorvallis.com](mailto:tradeshow@petercorvallis.com)

This Form is for shows held in Oregon only.

Show name: NW Apparel & Footware

Location: Oregon Convention Center

Show date: FEB 11-13, 2020

Shipment Arrival by: Feb 10, 2020

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

*No freight will be delivered without payment in advance!*

## 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: \$40 per 100 pounds

200 pound minimum charge per exhibitor for shipped materials.

## ADVANCE SHIPPING INFORMATION

Ship to:

Peter Corvallis Productions, Inc

c/o Convention & Trade Show Services Co.

2204 N. Clark Ave.

Portland, Oregon 97227

503.222.1664

INCLUDE: Show Name Company name Booth #

## DIRECT SHIPMENTS

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

Fees: \$35 per 100 pounds

200 pound minimum charge per exhibitor for shipped materials

Ship to:

The Oregon Convention Center  
777 NE Martin Luther King Jr. Blvd  
Portland, Oregon 97232

## FREIGHT HANDLING SERVICES

INCLUDES ADVANCE & DIRECT SHIPMENTS

- Delivery of freight to booth space
- Removal and storage of empty boxes & crates
- Transporting of prearranged sealed & labeled packages from show floor
- Outbound Shipments made with preferred shipper
- A valid shipping account number must be provided before shipments will be sent out.

## RE-FORWARDING SHIPMENT INSTRUCTIONS

Ship to: Company \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Forward Via

☐ Truck ☐ other ☐ UPS ☐ Fed/Express

Account number \_\_\_\_\_

Total Pieces \_\_\_\_\_ Approximate Weight \_\_\_\_\_

Special Instructions \_\_\_\_\_

## SPECIAL INSTRUCTIONS

\*\* Shipments must be received no later than Feb 10, 2020 to guarantee pre show delivery.

\*\* Deliveries to site will not be accepted under any circumstances prior to decorator move-in.

\*\*All freight handling needs to be prepaid or freight may not be delivered to booth



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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](mailto: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 \_\_\_\_\_ Email \_\_\_\_\_

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.



*Peter Corvallis Productions*

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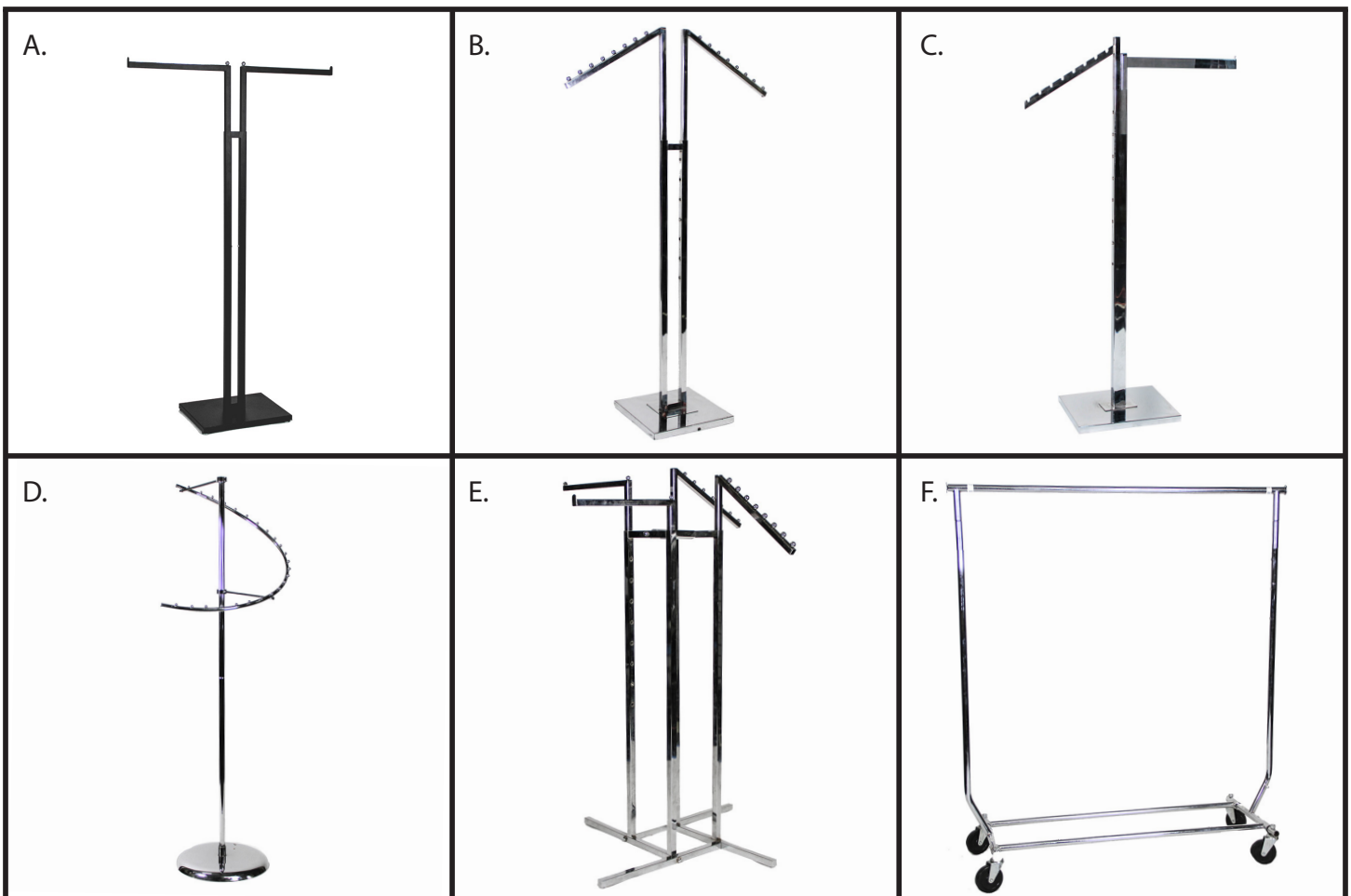
*Peter Corvallis Productions*

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# Convention Display Guide

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A. Garment Rack	#3235 \$30	Qty:_____
B. Half Waterfall Rack	#D201 \$30	Qty:_____
C. Half Waterfall Rack	#D202 \$30	Qty:_____
D. Spiral Rack	#D184 \$40	Qty:_____
E. Waterfall Rack	#3355 \$40	Qty:_____
F. Collapsible Coat Rack	#J164 \$30	Qty:_____





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# Convention Display Guide

A. Hook Bar	#J502	\$12	Qty: _____	E. Black Melamine Shelf	#J507	\$20	Qty: _____
B. Waterfall Bar	#D187 / J504	\$12	Qty: _____	F. Chrome Hook Bar 12"	#J503	\$25	Qty: _____
C. Gridwall Hook 4"	#J508	\$2	Qty: _____	G. Hook Rod 24"	#J505	\$12	Qty: _____
D. Wire Shelf 24"x12"	#D188	\$15	Qty: _____	H. Literature Rack	#3237	\$30	Qty: _____

## I. Grid Wall

### Black

7'H x 24"W	#Z259	\$36	Qty: _____
7'H x 30"W	#Z126	\$36	Qty: _____
8'H x 24"W	#Z260	\$40	Qty: _____

### Chrome

6'H x 24"W	#Z127	\$32	Qty: _____
7'H x 24"W	#Z261	\$36	Qty: _____
8'H x 24"W	#Z125	\$40	Qty: _____

### White

5'H x 24"W	#Z259	\$32	Qty: _____
6'H x 24"W	#Z260	\$32	Qty: _____

