

# APPLICATION/CONTRACT FOR EXHIBIT SPACE

## Western Pulp & Paper Workers Safety & Health Conference

November 30-December 3, 2010 • Red Lion Hotel on the River – Jantzen Beach, Portland

**Please Print or Type**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact person: \_\_\_\_\_ Position/title: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Web site: \_\_\_\_\_

I wish to reserve \_\_\_\_\_ 10ft. by 10ft. exhibit space(s). (See exhibit floor plan for both numbers and locations.)

**Booth Preferences:** Choice #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

One 8' table is complimentary with each booth. One 500 watt electrical outlet is complimentary with each booth.

We need information regarding **additional** electrical outlets. (Additional charge)

We need information regarding **additional** tables. (Additional charge)

Booth numbers cannot be confirmed until full payment is received. Upon receipt of full payment, you will be sent a confirmation letter with your booth assignment. Assignment of exhibit space will be on a first-come, first-served basis with the exception that the conference planning committee will assign exhibit space to provide physical separation of competitors who do not wish to be near each other.

Please provide a description of the service/product(s) you will be displaying at this conference: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any vendors you wish (or do not wish) to be adjacent to:

Next to: \_\_\_\_\_

Away from: \_\_\_\_\_

All sponsoring organizations assume no liability for property lost from your exhibit during the conference due to robbery, fire, accident, or any other hazard, without limitation. The conference reserves the right to disallow any display or firm that may not be in keeping with the goals of this conference. This conference is an educational forum where workers, safety and health professionals, and employers come to gain knowledge and skills in occupational safety and health.

**Please return this application and your check to:**

*Pulp & Paper Conference*  
PO Box 5640  
Salem, OR 97304-0640

**FAX: (503) 947-7019**  
(Federal tax ID #93-0058188)

**Questions? Call the Conference**  
Section at 503-378-3272; e-mail:  
oregon.conferences@state.or.us

**Cost of each exhibit space ..... \$425.00**

**Amount Enclosed: \$ \_\_\_\_\_**

*Make payable to Pulp & Paper Conference (Exhibit Fee is Non-Refundable)*

Charge my:  Mastercard  VISA  American Express

Name on card: (print) \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_

Exp. date: \_\_\_\_\_ Security code \_\_\_\_\_

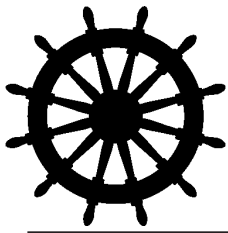
Signature: \_\_\_\_\_

Credit card#:

**Office use only**  
Date Rec. \_\_\_\_\_  
Amt. Rec. \_\_\_\_\_  
Check # \_\_\_\_\_  
PO # \_\_\_\_\_  
Last 4 \_\_\_\_\_

{ 3 digits on back of Mastercard or VISA  
4 digits on front of American Express

*For your protection, your credit card number will be shredded after processing.*



## EXHIBIT INFORMATION & RULES

### *Western Pulp & Paper Workers Safety & Health Conference*

November 30-December 3, 2010 • Red Lion Hotel on the River – Jantzen Beach, Portland

#### **Set-up Hours**

Tuesday, November 30 ..... 9 to 11:30 a.m.

#### **Exhibit Hours**

Tuesday, November 30 ..... 11:30 a.m. to 3:15 p.m.

Wednesday, December 1 ..... 8 a.m. to 1 p.m.

#### **Tear-down Hours**

Wednesday, December 1 ..... after 1 p.m.

#### **Assignment of Space**

The Planning Committee will assign space based on date full payment is received, registration of multiple booths, and if possible, consideration of potential conflicts with competing like-market exhibitors.

#### **Use of Space**

The space contracted for is to be used solely for the exhibitor whose name appears on the Application/Contract for Exhibit Space, and it is agreed the exhibitor will not sublet or assign any portion of their space without the consent of the Planning Committee.

Exhibitors must rent sufficient conference space to contain their exhibit completely within the confines of booth lines. Equipment may not extend into the aisles, over the aisles, across the exhibitor's purchased booth line, or otherwise obstruct the view of or negatively affect the display of any other exhibitor. Any materials extending above 12 feet must have prior approval of the Conference Planning Committee.

All measurements shown on the floor plan are approximate and the Conference Planning Committee reserves the right to make such modifications as may be deemed necessary to meet the needs of the show and conference.

#### **Special Equipment Restrictions**

Unusual or objectionable lighting, noises, or odors will not be permitted. The use of loud speakers and public address equipment is prohibited. Exhibits which include the operation of any noise making equipment (including TV/VCR units) must be conducted so that the noise resulting from demonstrations will not disturb adjacent exhibitors.

The operation of oil, alcohol, or gasoline engines is prohibited during the show, and all such engines must

be free of all such fuels and fuel tank caps must be taped closed. All battery cables must be disconnected and cable ends must be taped. If vehicles or motorized equipment is displayed show personal must approve prior to exhibiting. All decorative materials must be flame retardant. *All exhibits must comply with City of Portland ordinances, regulations, and Fire Marshal regulations.*

#### **Liability**

Security patrol will be provided in the exhibit hall at night. AWPPW, Oregon OSHA, and the Red Lion Hotel on the River assume no liability for property loss from your booth or equipment due to robbery, fire, accident, or any other hazard, without limitation.

#### **Sale of Merchandise**

Orders with exchange of monies may be performed, but delivery of merchandise must be facilitated apart from the exhibit hall with the exception of small items such as personal protective and safety equipment, audio cassettes, videos, computer software, books, etc. The conference assumes no liability for monies or orders exchanged at the conference.

#### **Exhibitor Personnel**

Each exhibiting firm is to furnish the names of those who will staff the booth on the Exhibit Registration Form, which will be sent to all exhibitors in advance of the conference.

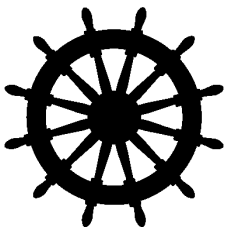
Exhibitor's representatives staffing the booth will be owners, employees, or agents of exhibiting companies, and such representatives will wear proper badge identification furnished by the conference.

#### **Dismantling of Exhibits/Move-Out**

No material may be removed from the show floor prior to move-out time without prior written approval of the Conference Planning Committee.

#### **Endorsements**

The conference does not approve, endorse, or recommend the use of any specific commercial products or services. The exhibitors may not, therefore, state or imply either verbally or in printed literature that their products or services are approved, endorsed, or recommended by the conference or its representatives.



# 2010 EXHIBIT FLOOR PLAN

*Western Pulp & Paper Workers Safety & Health Conference*  
November 30-December 3, 2010 • Red Lion Hotel on the River – Jantzen Beach, Portland

