Oregon Convention Center
Portland, OR, USA
June 14 – 17, 2020

EVS33
EXHIBITOR MANUAL

EVS33 EXPOSITION OPENING HOURS

Sunday, June 14, 2020  11:30 pm – 7:30 pm
Sunday, June 14, 2020  11:30 pm – 4:30 pm (Public day)
Sunday, June 14, 2020  5:30 pm – 7:30 pm (Welcome Reception)
Monday, June 15, 2020  9:00 am – 6:00 pm
Tuesday, June 16, 2020  9:00 am – 6:00 pm
Dear Exhibitors,

Thank you for your participation at the 33rd International Electric Vehicles Symposium & Exposition, featuring Forth Roadmap 13 that will be held June 14 - 17, 2020 and hosted in the City of Portland. This special event will attract more than 8,000 participants from around the world to the Oregon Convention Center.

We invite you to read this manual carefully as it contains all the information and tools necessary for the success of your exhibit. We also recommend that you share this information with your team members and suppliers.

If you have any questions, please do not hesitate to contact your exposition coordinator:

Josée Dallaire  
Exhibit and Partnership Coordinator  
Tel.: 514 287-9898 ext. 333  
Email: EVS33globalsales@jpdl.com

The EVS33 team!  
JPdL International
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1. CHECKLIST - DEADLINES

Use the following checklist to help plan and maximize your EVS33 exhibit experience. Please consult your exhibitor manual for sections details and insert your order dates for easy reference.

<table>
<thead>
<tr>
<th>SECTIONS</th>
<th>Deadline</th>
<th>Completed order date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibitor badge registration</td>
<td>Monday June 1, 2020</td>
<td></td>
</tr>
<tr>
<td>Exhibit decor rentals (rug and furniture)</td>
<td>Friday May 29, 2020</td>
<td></td>
</tr>
<tr>
<td>Exhibitor insurance</td>
<td>Friday May 15, 2020</td>
<td></td>
</tr>
<tr>
<td>Electricity, cleaning</td>
<td>Tuesday June 2, 2020, 2020</td>
<td></td>
</tr>
<tr>
<td>Internet, telephone and security</td>
<td>Tuesday June 2, 2020</td>
<td></td>
</tr>
<tr>
<td>Material handling and hanging</td>
<td>Tuesday May 19, 2020</td>
<td></td>
</tr>
<tr>
<td>Audio-Visual</td>
<td>Tuesday June 2, 2020</td>
<td></td>
</tr>
<tr>
<td>Lead retrieval</td>
<td>No deadline</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>Friday May 29, 2020</td>
<td></td>
</tr>
<tr>
<td>Official Carrier</td>
<td>Tuesday May 19, 2020</td>
<td></td>
</tr>
<tr>
<td>Official show guide advertising</td>
<td>TBC</td>
<td></td>
</tr>
</tbody>
</table>
2. SERVICES, OFFICIAL SUPPLIERS AND ORDER FORMS

EDTA has designated the following companies as official service providers for EVS33. The Oregon Convention Center is the exclusive supplier for electrical, compressed air, water and drain, telecommunications and booth vacuuming.

<table>
<thead>
<tr>
<th>Services</th>
<th>Official Supplier</th>
<th>Contacts</th>
<th>Deadline for preferential rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Booth cleaning</td>
<td>Oregon Convention Center</td>
<td>Cheryl Hart, Exhibitor Services Manager Tel: 503 731-7801 Email: <a href="mailto:CherylHart@oregoncc.org">CherylHart@oregoncc.org</a> Email: <a href="mailto:servicedesk@oregoncc.org">servicedesk@oregoncc.org</a> for general inquiries Online order services</td>
<td>June 2, 2020</td>
</tr>
<tr>
<td>- Electrical</td>
<td></td>
<td></td>
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<tr>
<td>- Housekeeping</td>
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<tr>
<td>- Plumbing</td>
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<td></td>
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<tr>
<td>- Security Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Telecommunications</td>
<td>Oregon Convention Center</td>
<td>Cheryl Hart, Exhibitor Services Manager Tel: 503 731-7801 Email: <a href="mailto:CherylHart@oregoncc.org">CherylHart@oregoncc.org</a> Email: <a href="mailto:servicedesk@oregoncc.org">servicedesk@oregoncc.org</a> for general inquiries Online order services</td>
<td>June 2, 2020</td>
</tr>
<tr>
<td>(phone/internet)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Advance warehouse</td>
<td>Fern Expo</td>
<td>Diane Blixt Exhibitor Services Representative Tel: 503 228-6800 Email: <a href="mailto:DBlixt@FernExpo.com">DBlixt@FernExpo.com</a></td>
<td>May 19, 2020</td>
</tr>
<tr>
<td>- Drayage</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>- Exhibit rental</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Furniture rental</td>
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<td></td>
<td></td>
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<tr>
<td>- Graphics</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Labour</td>
<td></td>
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<td></td>
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<tr>
<td>- Material handling</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>- Plants</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Shipping</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food &amp; Beverage (exclusive catering services)</td>
<td>Pacificwild</td>
<td>Kayla Petsche Tel: 503 731-7945 Email: <a href="mailto:KaylaPetsche@OregonCC.org">KaylaPetsche@OregonCC.org</a></td>
<td>May 29, 2020</td>
</tr>
<tr>
<td>Customs Broker</td>
<td>ConsultExpo Inc.</td>
<td>John Santini, Director of operations Tel: +1 514 482-8886 x1 Mobile: +1 514 709-0781 Email: <a href="mailto:johns@consultexpoinc.com">johns@consultexpoinc.com</a> Website: <a href="http://www.consultexpoinc.com">www.consultexpoinc.com</a></td>
<td></td>
</tr>
<tr>
<td>International Carrier</td>
<td></td>
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</tr>
<tr>
<td>Audio-Visual equipment</td>
<td>Go Production Services</td>
<td>Jeremy Russell Tel: 503 731-7829 Email: <a href="mailto:jeremyrussell@oregoncc.org">jeremyrussell@oregoncc.org</a> Online order services</td>
<td></td>
</tr>
<tr>
<td>Lead Retrieval</td>
<td>Aventri</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. GENERAL INFORMATION

3.1 EVENT PROMOTER

The Promoter of the 33rd World Electric Vehicle Symposium and exposition (EVS33) is:

**Electric Drive Transportation Association (EDTA)**
1250 Eye Street NW, Suite 902
Washington, DC 20005

EVS33 Professional congress and exposition organizer is:

**JPdL International – secretariat of EVS33**
1555 Peel Street
Montreal (Quebec) H3A 3L8
Phone: 514 287-9898 ext. 300
Email: **EVS33Secretariat@jpdl.com**

**Contacts:**

Exhibit – Sponsorship  **Josée Dallaire**
Exhibit and Partnership Coordinator
C/o JPdL International
Tel.: 514 287-9898 ext. 333
Email: **evs33globalsales@jpdl.com**

Exhibit – Sponsorship  **Marie Lou (玛丽露) Coupal, CMP**
Global Sales:
Marie Lou Coupal • CMP - Développement des affaires / Business Events Strategist
President - PCMA Canada East Chapter
JPdL International,
1555 Peel, Suite 500, Montréal, QC, H3A 3L8
**evs33globalsales@jpdl.com** | 438-822-3882
www.jpdl.com

Exhibit - Sponsorship  **Amy Russell**
Global Sales: Electric Drive Transportation Association (EDTA)
USA 1250 Eye Street, NW, Suite 902, Washington, DC 20005
202 408-0774 ext.306
**ARussell@electricdrive.org**
ElectricDrive.org | GoElectricDrive.com
## 3.2 EXHIBIT TIMETABLE AT-A-GLANCE

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitors Set-up &amp; Move-in</td>
<td>Saturday, June 13</td>
<td>6:00 am – 11:00 pm</td>
</tr>
<tr>
<td>Exhibitors Set-up &amp; Move-in exposition hours</td>
<td>Sunday, June 14</td>
<td>6:00 am – 11:00 am</td>
</tr>
<tr>
<td>Open to Public</td>
<td>Sunday, June 14</td>
<td>11:30 am – 7:30 pm</td>
</tr>
<tr>
<td>Welcome Reception</td>
<td>Sunday, June 14</td>
<td>11:30 am – 4:30 pm</td>
</tr>
<tr>
<td>Exhibit Hours of Operation</td>
<td>Monday, June 15</td>
<td>5:30 pm – 7:30 pm</td>
</tr>
<tr>
<td>Exhibit Hours of Operation</td>
<td>Tuesday, June 16</td>
<td>9:00 am – 6:00 pm</td>
</tr>
<tr>
<td>Exhibit Dismantling</td>
<td>Tuesday, June 16</td>
<td>6:00 am – 11:00 pm</td>
</tr>
<tr>
<td>Exhibit Dismantling</td>
<td>Wednesday, June 17</td>
<td>6:00 am – 11:00 pm</td>
</tr>
</tbody>
</table>

Exhibitors will be granted access to the Exhibit hall 30 minutes before the official opening hours of operation. Any booth maintenance work carried out by the exhibitors and/or their contractors must be completed before the opening of the Exhibit hall.

For any problems and/or if special maintenance time is necessary, please contact Exhibit Management right away, so that special arrangements can be made. Additional fees for security may apply.
Schedule at a Glance

Please find the latest “Schedule at a Glance” hereafter. All the breaks and the Monday and Tuesday lunches will take place on the exposition floor. The conference program will continue to be updated as speakers and sessions are confirmed, so visit the EVS33 site regularly to see the latest additions.

PRELIMINARY SCHEDULE AT-A-GLANCE
All events and times are subject to change.

SUNDAY, JUNE 14
11:30 am - 4:30 pm Public Day
11:30 am - 4:30 pm Ride, Drive & Charge
11:30 am - 7:30 pm Exposition Hall Open
5:30 pm - 7:30 pm EVS33 Delegate Welcome Reception/Expo floor

MONDAY, JUNE 15
8:00 am - 9:00 am Opening Plenary
9:00 am - 5:00 pm Ride, Drive & Charge
9:00 am - 6:00 pm Exposition Hall Open
9:30 am - 6:00 pm Concurrent Sessions/Dialogue with the Experts/Market Builder’s Forum
12:45 pm - 1:45 pm Lunch in Exposition Hall

TUESDAY, JUNE 16
8:00 am - 9:00 am Opening Plenary
9:00 am - 6:00 pm Exposition Hall Open
9:30 am - 6:00 pm Concurrent Sessions/Dialogue with the Experts/Market Builder’s Forum
12:45 pm - 1:45 pm Lunch in Exposition Hall
7:00 pm - 9:30 pm EVS33 Gala at Oregon Convention Center

WEDNESDAY, JUNE 17
8:00 am - 11:15 am Concurrent Sessions
11:30 am - 12:30 pm Closing Plenary/E-Visionary Awards
12:30 pm - 5:00 pm Off-Site Tours

3.3 EXPOSITION LOCATION

Oregon Convention Center: Exhibit Hall A/A1/B/C

EXHIBITORS’ SERVICE CENTER
777 NE Martin Luther King Jr Blvd, Portland, OR 97232
USA
Tel: 503 235-7578
Toll free: 800 791-2250
Email: servicedesk@oregoncc.org
Website: www.oregoncc.org
DELIVERY/TRUCKS
Oregon Convention Center
Loading docks are located on NE First Avenue, which runs parallel to NE Martin Luther King, Jr. (MLK) Boulevard. Driving south on NE MLK Boulevard, turn right onto NE Lloyd Boulevard and continue for 0.1 miles. Then take the first right onto NE First Avenue.
For security and insurance concerns, persons under the age of 16 will not be allowed in the exhibit area during move-in, booth set-up, dismantling and move-out.

3.4 ADDITIONAL VISIBILITY AND MEDIA ENQUIRIES

EXHIBITS AND SPONSORSHIPS, MEDIA & ADVERTISING
AMY RUSSELL
EDTA Director, Membership & Events
EVS33 Sponsorship & Exhibit Sales – USA
arusell@electricdrive.org
+1 202.408.0774 ext. 306

EXHIBITS AND SPONSORSHIPS
MARIE LOU COUPAL, CMP
EVS33 Director, Global Sales – Canada, Europe, Asia
EVS33globalsales@JPdL.com
+1 438.822.3882

4. BOOTH STAFF REGISTRATION AND LODGING

4.1 BOOTH STAFF REGISTRATION

You will receive, by email, personalized link allowing you to register your booth staff and to reserve your hotel rooms. Registration confirmations will be sent to the email address given with your registration.

Each exhibitor is allowed two (2) badges for the first 10ft x 10ft (3m x 3m) space, and two (2) additional badges for each additional 10ft x 10ft (3m x 3m) space. The exhibitor’s badges are not transferable. Additional Exhibitor Badge available at $400 USD.

Badges will be available at the counter labeled “services to exhibitors” located in Pre-function A.
Conference registration

Click here to register to the conference.

Registration Fees

<table>
<thead>
<tr>
<th></th>
<th>Early Bird</th>
<th>Advance</th>
<th>On Site</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By Dec. 16, 2019</td>
<td>By May 29, 2020</td>
<td>After May 29, 2020</td>
</tr>
<tr>
<td>Delegate</td>
<td>$995 USD</td>
<td>$1,350 USD</td>
<td>$1,495 USD</td>
</tr>
<tr>
<td>Government</td>
<td>$750</td>
<td>$850</td>
<td>$950</td>
</tr>
<tr>
<td>Student</td>
<td>$530</td>
<td>$530</td>
<td>$530</td>
</tr>
<tr>
<td>Guest</td>
<td>$400</td>
<td>$400</td>
<td>$400</td>
</tr>
</tbody>
</table>

All fees payable in US dollars (USD) only. No taxes applicable.

4.2 LODGING FOR EXHIBITORS

EDTA and JPdL International have reserved a room block at a preferred rate at the hotel Hyatt Regency Portland. We invite you to register and book your room as soon as possible since June is a very busy month for conferences in Portland.

If you book the hotel rooms directly with the hotel, please make sure to specify that you are participating in the EVS33.

HYATT REGENCY *(Opening January 2020)*
375 NE Holladay Street
Portland, Oregon, US
97232

Click here to book a room.

Stay in the Center of Portland
Stay steps from the bustling Oregon Convention Center or the Moda Center with a room at our centrally located hotel in the Lloyd District. Walk to high-end eateries and breweries nearby, or head across the river to see local landmarks like the International Rose Test Garden. Make yourself at home in one of 600 spacious rooms and suites right across the street from the Oregon Convention Center, many featuring city, river or mountain views. Our modern guestrooms feature an open floor plan design with wood floors and seating area.

Directly across from the Hyatt hotel is a stop for the MAX light rail system providing service directly to the airport (Red Line) as well as downtown Portland.

Room Rates (single or double occupancy):
Standard room with King bed or Double bed $229 CAD per night, plus applicable taxes
$25 CAD per additional guest, max 4 per room
Arrival time is 3:00 pm and departure time is 11:00 am.

A credit card is mandatory to reserve a room. The card will not be charged upon reservation.
HOTEL FEATURES

- On-site restaurant serving breakfast, lunch, and dinner
- 24-hour Guest Market
- Fitness center
- Complimentary Wi-Fi
- 65” flat-screen TV
- Individually controlled heat and air conditioning
- Hair dryer
- Coffeemaker
- Refrigerator
- In-room laptop safe

5. TECHNICAL INFORMATION

5.1 EXPOSITION FLOOR PLAN

Please see the exposition floor plan.

5.2 EXPOSITION HALL SCHEDULE

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Heure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move-in (see schedule)</td>
<td>Saturday June 13, 2020</td>
<td>6:00 am – 11:00 pm</td>
</tr>
<tr>
<td>Move-in (see schedule)</td>
<td>Sunday June 14, 2020</td>
<td>6:00 am – 11:00 am</td>
</tr>
<tr>
<td>Exposition hours</td>
<td>Sunday June 14, 2020</td>
<td>11:30 am – 7:30 pm</td>
</tr>
<tr>
<td>Exposition hours – Open to public and Ride, Drive &amp; Charge</td>
<td>Sunday June 14, 2020</td>
<td>11:30 am – 4:30 pm</td>
</tr>
<tr>
<td>Exposition hours – Ride, Drive &amp; Charge for delegates only</td>
<td>Monday June 15, 2020</td>
<td>9:00 am – 6:00 pm</td>
</tr>
<tr>
<td>Exposition hours</td>
<td>Tuesday June 16, 2020</td>
<td>9:00 am – 6:00 pm</td>
</tr>
<tr>
<td>Move-out (see schedule)</td>
<td>Tuesday June 16, 2020</td>
<td>6:00 pm – 11:00 pm</td>
</tr>
<tr>
<td>Move-out (see schedule)</td>
<td>Wednesday June 17, 2020</td>
<td>6:00 am - 11:00 pm</td>
</tr>
</tbody>
</table>

5.3 SET-UP HOURS AND PROCEDURE

Saturday June 13, from 6:00 am to 11:00 pm and according to the set-up schedule. Fern Expo to provide move-in schedule.

The set-up of every booth must be completed on Sunday, June 14 at 11:00 am. Exhibit floor inspection will take place from 11:00 am – 11:30 am to insure proper procedures have been respected.

A schedule will be sent to the exhibitors at least one month prior to the event. Each exhibitor will need to show their move-in notice upon arrival at the loading dock. The move-in schedule must be respected unless a written agreement is made with JPdL International prior to arrival. Any exhibitor wishing to exhibit heavy material or machinery must advise JPdL International in writing at least 30 days before the event, and must respect the security rules listed in the “Fire Safety Regulations Guide” (Cf. appendix 3)

No exhibitor can set-up a booth during the opening hours of the exposition hall, or dismantle before the closing of the exposition.
5.4 DISMANTLING PROCEDURES AND REGULATIONS

No carriers, other than Fern Expo will be allowed to arrive before 6:00 pm for the dismantling on Tuesday, June 16. All materials must be out by Wednesday, June 17 at 11:00 pm.

For safety reasons and to be respectful to our visitors, all booths must stay set-up until the official closing of the exposition, which is Tuesday, June 16 at 6:00 pm.

Any exhibit material that will remain after 11:00 pm on Wednesday June 17, will be taking over by the official carrier at the exhibitor expense. The promoter is free from all responsibilities for any stolen or lost products in the exposition hall. It is recommended that the exhibitors keep any articles of value at the beginning of the set-up, and ensure the supervision of his stand and the objects exhibited.

MOVE-OUT PROCEDURES:

• A reminder of the move-out procedures and schedule will be distributed on-site by Fern Expo.

• Once the exhibitor’s material is completely transferred to the loading dock, the carrier will be allowed to the loading dock in order to load the vehicle.

• If an exhibitor wishes to take his material back using his own vehicle, he must first get a ticket from the person in charge of the dock in order to be authorized to access the wharf with his vehicle. The allowed parking time at the loading dock is 15 minutes.

• Trolleys are prohibited in the room before the decorator removes the hallway carpet. No material on a trolley or other transportation device can be taken out in the common and public area of the Oregon Convention Center.

5.5 FREIGHT FORWARDING AND DELIVERIES

Direct Shipping Address:
EVS33 – June 14 – 17, 2020
COMPANY NAME - BOOTH #
C/O Fern Expo
Oregon Convention Center, Exhibit Hall A/A1/B/C
777 NE Martin Luther King Blvd.
Portland, OR 97232
JPdL International and Fern Expo will not accept any deliveries on the event site before Saturday, June 13, 2020 at 6:00 am.
Advance deliveries
Please contact the official carrier Fern Expo.
The loading dock is equipped with 18 loading bays, 3 drive-in ramps, with easy access to all venue levels.

**Important** The exhibitors using a truck or another type of vehicle to carry their material will have a limited period at the loading dock. Each exhibitor must respect the move-in schedule. JPdL International has the right to remove any exhibitor vehicle that interferes with the move-in schedule.

5.6 DELIVERY TICKET

Any letter/parcel intended for your exhibit should be worded the following way:

```
EV33
Dates: June 14 – 17, 2020, Exhibit Hall A/A1/B/C
Exhibitor’s company name: ________________________________
Booth number: _______________________________________
Exhibitor contact name: ___________________________________
Contact cellular phone number: ____________________________
Oregon Convention Center
Loading dock
N.E. First Avenue
Portland, OR
```

See Appendix 3.

5.7 OFFICIAL CARRIER

JPdL International recommends using the official carrier, Fern Expo Shipping, to facilitate the shipment of your exhibition material and benefit from early delivery schedule.

FERN Expo Shipping Contact:
Diane Blixt
Tel.: 800 774-1251
Email: transportation@fernexpo.com

5.8 CUSTOMS BROKER AND FREIGHT FORWARDER

ConsultExpo has been appointed the official customs broker and can take care of these formalities on your behalf.

Should you be shipping goods to this event and require customs clearance assistance please contact ConsultExpo:
John Santini
Director of Operations
Tel: +1 514.482.8886 Ext. 1
Fax: 888.629.9008
Mobile: +1 514.709.0781
Email: johns@consultexpoinc.com
www.consultexpoinc.com

**Simply place your customs clearance or transportation order online at** [http://consultexpoinc.com/onlineforms/](http://consultexpoinc.com/onlineforms/)
5.9 DELIVERY DURING THE EVENT

Delivery of smaller packages that can be easily carried by hand is accepted during the opening hours of the exposition. Other types of delivery packages are forbidden during the opening hours of the exposition.

5.10 EXIT/MOVE OUT PROCEDURE

Please read the following procedure carefully. You must strictly comply to ensure the safe and orderly removal and transport of your material during dismantling.

- The doors between Exhibit Hall A/A1/B/C (Exposition) and the loading docks will be closed until the carpeting in the aisles is completely removed.
- Specified aisles will be available for all the vehicles removal.
- Empty boxes or cases will be brought to the booth by the handling personnel of Fern Expo as soon as possible once the carpeting has been removed, or in the absence of carpeting, once visitors have left the room. In no case shall exhibitors access the storage area.
- When all of your material or merchandise has been brought to the loading dock, an operations manager there will issue you a pass so that you may park your vehicle at an available space at the loading dock.
- If your material can be transported without a trolley, you may leave the premises by the exit doors of the exposition. Blue trolleys or other heavy transport equipment will not be admitted to common or public areas of the OCC. These areas include the public elevators and escalators.

5.11 BOOTH SPACE REGULATIONS

Regular in line booth space:

Exhibitors may bring their own booth or rent one from our official partner, Fern Expo. The in line booths cannot exceed a height of 8 feet (2.5 meters) unless an agreement with the promoter is made prior to the event. Each exhibitor must respect a right of view of 3 feet from the aisle. Curtain walls are not allowed.

For Island booth:

The booths walls, columns or towers cannot exceed a height of 6 meters (20 feet).

Any booth made by an exhibitor or over 400 sq. ft. has to be approved by the promoter of the exposition, and must be conformed to the security norms and fire protection.

- To ensure your comfort, and to maintain an acceptable level of presentation, all exhibitors must use a carpet or ground covering of a minimal quality. To order a carpet please contact the official decorator Fern Expo.
- Sublease: It is strictly forbidden to sublease, give or share a booth or a part of it. It is also forbidden to represent, advertise or distribute promotional material for another firms’ products and services or another person.
5.12 BOOTH SHELL AND TURNKEY PACKAGES

The deadline to order and benefit from the lower prices below is May 29, 2020.

If you wish to review the packages with the decorator, please contact: Diane Blixt, DBlixt@Fern Expo.com

Inclusions with 10’ x 10’ (3m x 3m approx.) floor space:

- Shell booth: 10’ large x 8’ high back panels with 3’ high side panels and ID sign
- 2 exhibitor badges with access to food activities in exhibit hall
- 100-word company profile for publications
- Exhibitor Manual (online)
- Listing & web link on the EVS33 web site
- Listing & web link on the EVS33 mobile app

5.13 ATTENDANCE AT THE BOOTH

The exhibitor must make sure a representative on duty is present at the booth at all times during the opening hours of the exposition.

5.14 EMERGENCY EXITS AND FIRE-EXTINGUISHERS

The doors and signs of emergency exits must stay visible at all times. The access to portable fire-extinguishers and cabinet fire must be possible at any moment, without obstruction, including during the setting-up and disassembly hours. Material related to the Fire and rescue service must never be removed or moved.

5.15 RENTED SPACE PRESERVATION

Nothing can be fixed on the walls, columns or other elements of the exposition hall without permission by the Oregon Convention Center. The exhibitor must ensure that the rented space stays in good condition, and must not use nails, screws, hooks or any other fixing systems.

It is forbidden to paint the floor or install anything without the appropriate protection, approved by the management of the Oregon Convention Center.

5.16 ADHESIVE TAPE

The allowed adhesive tapes on the exposition room floor are the following:

Shur Tape or Bron Tape BT-100 or BT-105

Any exhibitor using a type of adhesive tape that is not allowed will be charged the clean-up fee.
5.17 MOTORIZED VEHICLES & SPOTTING FEE

Vehicle spotting fee: $175*
Fern Expo will charge each exhibitor displaying a vehicle a round trip spotting fee, per vehicle, to place on the tradeshow floor. This includes rolling stock, self-propelled, towed and/or pushed vehicles/machinery.

*Additional fees may apply if mobile spot cannot be driven into place and must be assisted, any applicable assigned mobile spot time is missed of if the vehicle is over-sized.

**Important** Exhibitors have to inform evs33globalsales@jpdl.com for all vehicles displayed on the exposition floor. Please indicate the number of vehicles, weight and size, arrival date and a picture if available.

Vehicles and other internal combustion engines that are on display are subject to the following conditions:

1. Gas caps are locked or sealed.
2. Gas tanks are less than one-fourth full.
3. a) Starter batteries must be disconnected on gasoline-powered cars.
   b) On hybrid vehicles, the battery for starting the gasoline engine must also be disconnected. No intervention is required on the electric engine and battery module.
   c) No need to remove and/or disconnect batteries on electric vehicles.
4. Vehicle owners are responsible for ensuring their engines cannot be started during the exposition. Motor vehicles may not be moved during exposition hours unless authorized by the Security Department of the Oregon Convention Center.
5. It is prohibited to fuel or defuel any vehicle inside the building or within the Oregon Convention Center immediate surroundings.
6. Displaying of any vehicle containing LPG gas propane must have such containers reduced to atmospheric pressure before bringing them into the building.
7. Vehicles are clean and dry.
8. Keys are left in the OCC Security Office, if unattended, and the Fire Marshall has approved the display.

Drip pans are placed under vehicles.

The Security Department of the Oregon Convention Center or the Federal, State and local fire and building codes may, at any time, refuse any installation that does not comply with their requirements.
5.18 SECURITY AND WATCH

The promoter is responsible for general security required to maintain order during the exposition.

The exhibitor will not have access to the exposition room after the closing of the exposition. Personal objects must be removed before closing.

No vehicle must enter inside the exposition room without a special authorization by the OCC and JPdL International.

During the exposition, it will not be possible to move any merchandise without a check out form approved by JPdL International.

5.19 SOLICITATION AND ADVERTISING MATERIALS

Distributing samples, souvenirs, advertising materials as well as commercial solicitation must be done only inside the exhibitor’s booth area.

Important These activities are forbidden in the aisles, restaurants areas, principal hall and other booths. No food or beverages can be distributed without a written permission by the management of the OCC.

6. SERVICES OFFERED TO THE EXHIBITOR

6.1 STORAGE DURING THE EVENT

A limited storage space is available for the duration of the exposition. To avoid boxes being thrown out, it is the exhibitor’s responsibility to clearly identify all packages or boxes with labels that will be distributed. It will be possible to store the packages in a designed area and they will be returned to the booth after the closing of the salon. The labels will be available at the Fern Expo counter.

Stocking is exclusively handled by the Fern Expo, and the exhibitors do not have access to this area. Please contact Fern Expo for charges related to the storage.

6.2 ELECTRICITY

Important Electricity is not included in the space rental contract. You must contact the OCC to order electricity. To order electricity, please complete the form available on Services to Exhibitors page. It is forbidden for two exhibitors to share electric plugs.
6.3 HANDLING

BEFORE THE EVENT

Fern Expo, the official transporter, offers a complete solution to answer your needs in the matter of transportation. Please contact:
Diane Blixt at Dblixt@Fern Expo.com

ON-SITE

Inside the building, only Fern Expo can manage the handling of merchandise, whether it is for the receiving, shipping or storage. Fork-lifts trucks, operated by Fern Expo staff, are available at the expense of the exhibitor.

Please access contact Fern Expo for more information.

Exhibitors who chose to unload their material by themselves have a limited time of 15 minutes.

6.4 AUDIO-VISUAL SERVICES

Go Production Services is the official supplier for the audio-visual requirements for EVS33 and at the Oregon Convention Center. Access the Services to Exhibitors page and order these services.

You can also contact:
Jeremy Russell
Tel: 503 731-7829
Email: jeremyrussell@oregoncc.org

6.5 TELECOMMUNICATIONS

The OCC is in charge of internet and phone services. Access the Services to Exhibitors page and order these services.

6.6 FOOD SERVICES

Pacificwild Catering has the exclusive rights to sell and distribute food and beverages inside the Oregon Convention Center.

No food or beverage can be distributed, sold or given without a written authorization of the Oregon Convention Center management.

Exhibitors who wish to order food or beverages must contact Catering Sales Manager, Kayla Petsche at KaylaPetsche@OregonCC.org
6.7 HANGING CEILING

Signs, banners or other objects hanging over your booth require an authorization by JPdL International.

To order the service for hanging banners that weigh less than 20 pounds, access the “Services to Exhibitors”. For exhibitors that need to hang light/projection structures or banners that weigh more than 20 pounds, please contact Diane Blixt at dblixt@fernexpo.com

**Important** Fern Expo has the exclusive right for hanging signs, banners or other objects from the ceiling.

6.8 BEARING CAPACITY OF THE FLOOR

| Bearing capacity of the floor: Exhibit Halls A-A1-B: 350 lbs. per sq. ft. |

The exhibitor must respect the carrying capacity on the ground. Any damage caused by the overload, the fitting, the use, the display, or moving of any object exceeding these norms will be fixed at the charge of the exhibitor.

6.9 SERVICES PROVIDED BY THE OCC

In order to fulfill last-minute requests, a counter of services will be operated in the exposition room during the set up time. Orders must be paid on-site, according to the list of rates of the moment (rates increase by 20% during the set up and the event).

**The Oregon Convention Center is the exclusive provider of the following services:**
- Telecommunications (phone/ internet)
- Booth cleaning
- Plumbing & Air

**N.B.:** For all services provided by the Oregon Convention Center, please send your order-forms by May 15, 2020 in order to benefit from a better rate. Additional charges will apply after that date.

6.10 PARKING

In addition to the ample street and bus parking in the surrounding area, the Oregon Convention Center provides on-site parking in its clean and secure underground parking garage. Eight hundred spaces are available in the OCC parking garage. Enter the garage via its N.E. First Avenue or N.E. Lloyd Boulevard entrance. Clearance on the P1 level is seven feet; clearance on the P2 level is nine feet.

The parking garage offers four Electric Vehicle (EV) charging stations, two on each level. Spaces are indicated by brightly-lit green murals and are available on a first-come, first-served basis.

Parking is not permitted on the loading dock or in any of the loading bays except for the purpose of loading and unloading.
6.11 LEAD RETRIEVAL

Aventri is the official supplier for the lead system retrieval. For more information please contact evs33globalsales@jpdl.com

6.12 CLEANING

During the day, cleaning of public areas is maintained. If the cleaning of the booth is insured by the exhibitors themselves, they must place their waste basket in front of their stand every night at closing time. Waste baskets left inside the booths will not be emptied.

If an exhibitor wishes to have their booth cleaned, an online request form must be completed on the Services to Exhibitors page.

The exhibitor must use the equipment available for recycling (paper, cardboard, glass, plastic) during the setting-up and disassembly but also during the exposition. Other selective collects can be added to those.

7. TERMS AND CONDITIONS

7.1 EXHIBIT LAYOUT

The Exhibitor agrees that the Management has the right to rearrange the floor plan and relocate any booth. A relocation notice shall be given to the exhibitor. In case of relocation of the booth, the exhibitor agrees that it has no right to cancel its participation in the Event or claim damages from the Management.

7.2 BOOTH SHARING

The Exhibitor shall not lease, assign or share any or all of the rented space, or represent, advertise or distribute literature for the products or services of any other firm or individual except if approved in writing by the Management.

7.3 ADMISSION ON THE EVENT’S PREMISES

No person shall be allowed entrance to the event’s premises without a pass issued or recognized by the Management. The Management reserves the right to deny entrance to any person, with valid reason. The Management also reserves the right to expulse any and all persons whose action would justify such measure, as judged by Management. All visitors must respect security guidelines, order and decisions made by authorities.

7.4 ACCESS TO THE EXPOSITION

The show management reserves the right to refuse access to the exposition to any visitor, exhibitor or exhibitor’s employee who, in his opinion, is undesirable or may impede the proper functioning of the exposition.
7.5 INSURANCE

As stipulated in the “exhibit booking form”, exhibitors are responsible for protecting themselves with an appropriate insurance to cover their staff member(s), their material(s) as well as their equipment for the whole duration of the salon, which includes the setting-up, the exposition and the disassembly. The promoter and the Oregon Convention Center or its agents, do not assume responsibility for physical damages or damages to any exhibitor’s material, products, booths, equipment or decoration whether it is by fire, water, stealing during the occupancy of the site, resulting from any cause that could be.

Exhibitors must possess and be able to provide on demand to JPdL International, an insurance certificate showing their insurance coverage for any loss or damages to goods, as well as any civil responsibility (minimum 2 million dollars) resulting from the cause. This insurance certificate must specifically cover JPdL International and the Oregon Convention Center.

7.6 OCC WASTE DIVERSION FOR EXHIBITORS

Built with sustainability in mind, the Oregon Convention Center has long held a leadership role in green building and other environmentally responsible business practices. In 2004, we were the first convention center to earn the U.S. Green Building Council’s Leadership in Energy and Environmental Design for Existing Buildings certification. In 2008, the facility was recertified at the Silver level. In 2014, we reached our greatest milestone yet by earning LEED Platinum, the highest level of certification.

We operate with a pledge to continually reduce our environmental footprint, and to educate staff, clients and visitors on the importance of working together toward a sustainable future. Along with Travel Portland, Metro, and the City of Portland and its residents, the OCC has helped to establish Portland, Oregon’s national reputation as a premier destination for green meetings and events. More information on Appendix 5

7.7 RESTRICTIONS

**Stickers:**
Stickers, whatever they are, are strictly forbidden. Any violator to this rule might have its material seized and will be charged the cleaning and fixing costs.

**Pets:**
Except for guide dogs, no pet or animal is allowed inside the Oregon Convention Center, unless a special authorization is given by the Oregon Convention Center’s management and JPdL International.

**Alcohol:**
No alcohol beverages or use/possessing of drugs will be tolerated.

**Noise and Odors:**
If the functioning of equipment produces a noise or a smell that could disturb the exhibitors or their guests, it will be necessary to stop the functioning of that equipment. The intensity of the noise cannot exceed 70 decibels at a distance of 4 feet of the source. Any object, musical band or other exceeding that norm is strictly forbidden. The Oregon Convention Center and JPdL International are the only judges for that matter.
7.8 ANIMATIONS AND ACTIVITIES

No animation or activity that could cause accidents is allowed.

7.9 GAMES OF CHANCE

Exhibitors wishing to organize games of chance, contests or skill games must have the necessary license and notice to JPdL International.

7.10 OBSTRUCTION – COMMON AREA

The exhibitor must never block off the hallways, elevators, escalators, lobby, halls, stairs and emergency exits of the building, or those designed by the Oregon Convention Center and by the authorities governing the security of public buildings, nor use them for other purposes.
APPENDIX 2: DELIVERY TICKET

Delivery of Goods Directly to the Venue

Please share with your delivery agents! All freight should go through Fern Expo and send to the advance warehouse. All materials may be sent in advance and should be scheduled to arrive at the advance warehouse at least 5 business days prior to the move-in date.

Shipments must arrive no later than: **Tuesday June 9, 2020**

**Advance Warehouse Shipping Address:**

EVS33 – June 14 – 17, 2020
COMPANY NAME - BOOTH #
C/O Fern Expo
6700 NE 59th Place
Portland, OR 97218

On site, Fern Expo will only accept shipments on the move-in date (Saturday June 13, 20/9 from 6 am). Deliveries arriving prior will be refused and returned to the sender at his/her own expense. All packages should be clearly labeled and sent to the following address:

Direct Shipping Address during move in only:

**EVS33**
COMPANY NAME - BOOTH #
c/o Fern Expo
Oregon Convention Center, Hall A-A1-B
777 NE MLK Jr. Blvd.
Portland, OR 97232

All direct shipments must be consigned to Fern Expo and scheduled to arrive during official exhibitor move-in hours only. First day to receive freight at the exhibit site: **Saturday, June 13, 2020 from 6 am**
APPENDIX 3: FIRE SAFETY REGULATIONS GUIDE

FIRE MARSHAL REGULATIONS

GENERAL FACILITY RULES

1. All decorative materials must be flame proofed or of a type acceptable to the Fire Marshal's Office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless pre-approved by the Fire Marshal’s office.

2. No flammable gasses, liquids or solids, are allowed in any building, enclosed tent or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.

3. Booths with canopies larger than 10’ x 10’ are not allowed unless approved by the Fire Marshal’s Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must have a fire extinguisher.

4. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.

5. All natural gas lines used to run a fireplace, etc., must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut-off valves to the appliances and to the building. All natural gas fireplace displays must have a safety pilot kit providing automatic shut-off if no flame is detected. Additionally, each fireplace must have a carbon monoxide detector with an alarm and a protective barrier to safeguard against the risk of being burned. No wood burning fireplaces are permitted.

6. Portable space heaters are not allowed unless approved by the Fire Marshal's Office.

7. See “Motorized Vehicles” for display vehicle requirements.

8. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.

9. All exhibitors are to keep all their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.

10. Empty cardboard boxes are not to be stored in booths overnight.

11. Obstructions blocking utility floor boxes must be relocated by the exhibitor upon request.
# APPENDIX 4: CUSTOM AND TRANSPORTATION SERVICES ORDER FORM

## CUSTOMS & TRANSPORTATION SERVICES ORDER FORM

Fax or Email Forms to: 1-888-828-9868 - info@consultexpo.com - Tel: 514-482-6888

### SHIPPER INFO (SHIPPING FROM)
- **Company Name:**
- **Address:**
- **City:**
- **State/Prov:**
- **Zip/Post:**
- **Contact Name:**
- **Tel:**
- **Email:**
- **Fax:**

### DELIVERY INFO (GOING TO)
- **Company Name:** Booth#
- **Venue Name:**
- **Address:**
- **City:**
- **State/Prov:**
- **Zip/Post:**
- **On-site Contact Name:**
- **Cell:**
- **Email:**

### RETURN SHIPPING INFORMATION
- **Same as Shipper**
- **Company Name:**
- **Address:**
- **City:**
- **State/Prov:**
- **Zip/Post:**
- **Contact Name:**
- **Tel:**
- **Email:**

### INVOICING INFORMATION
- **Same as Shipper**
- **Company Name:**
- **Address:**
- **City:**
- **State/Prov:**
- **Zip/Post:**
- **Contact Name:**
- **Tel:**
- **Email:**

### TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)
- **Charge to:**
- **Cardholder Name:**
- **Cardholder Title:**
- **Card Number:**
- **Exp. Date:**
- **CVV:**

### SHIPMENT INFORMATION
- **Carrier Name:**
- **Carrier Contact:**
- **Carrier Contact Email:**
- **Pick-up Date:**
- **Hours of Operation:**
- **Delivery Date:**
- **Delivery Time:**

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### Insurance / Declared Value
- **Total Weight:**
- **Requested Service Level:**
- **Lift Gate:**
- **Inside Pick Up / Delivery:**
- **Ground / Truck:**
- **Special Service (Please Specify):**
- **Check to Decline Cargo Insurance (see below):**

### Terms and Conditions
- **Declared Value:**
- **Declared Value Section:**
- **Maximum Liability:**
- **Basic Insurance:**

### Signature
- **Client Signature:**
- **Name:**
- **Title:**
- **Date:**

### Accepted by Consultexpo
- **Signature:**
- **Name:**
- **Title:**
- **Date:**
CUSTOMS & TRANSPORTATION SERVICES ORDER FORM
Fax or Email Forms to: 1-888-629-9008 - info@consultexpo.com - Tel 514-482-8886

Show / Event Name: INTL MUPPET ASSOCIATION ANNUAL MEETING 2022  Show / Event Dates: SEPTEMBER 22-25

Services Required (Please select one):
- [ ] Customs Clearance and Shipping Services
- [ ] Custom Clearance Only
- [ ] Shipping Only

**SHIPPER INFO (SHIPPING FROM)**
Company Name: “EXHIBITING COMPANY NAME”
IRS#: 12-3456786
Address: 123 SESAME STREET
City: LANGHORNE State/Prov: PA Zip/Post: 19047
Contact Name: MARY PARKER Tel: 709-888-0970
Email: MPARKER@EMAIL.COM Fax: 709-888-7788

**DELIVERY INFO (GOING TO)**
Company Name: “EXHIBITING COMPANY Name”
Booth#: 1232
Venue Name: EVENT FACILITY NAME
Address: 123 CONVENTION CENTER WAY
City: MONTREAL State/Prov: QC Zip/Post: H1X 1X1
On-site Contact Name: MARY PARKER Cell: 555-222-6655
Email: MPARKER@EMAIL.COM

**RETURN SHIPPING INFORMATION**
Same as Shipper

**INVOICING INFORMATION**
Same as Shipper

**TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)**
Charge to: [ ] VISA [ ] MASTERCARD
Cardholder Name: MARY PARKER
Cardholder Title: YOUR TITLE
Credit Card Number: XXXX XXXX XXXX XXXX
CVV: 999
Expiry Date: MM/DD

Cardholder Signature: Date:

**SHIPMENT INFORMATION**
Carrier Name (If not using ConsultExpo): CONSULTEXPO INC
Carrier Contact Tel: 514-709-0781
Carrier Contact Email: Coordinator Name
Pick-up Date: 11/12/2022
Delivery Date: 09/22/2022

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Requested Service Level: [ ] Air Freight [ ] Lift Gate [ ] Inside Pick-Up / Delivery [ ] Ground / Truck
Additional Services Required: [ ] Special Service (Please Specify)

Client Signature: [ ] I have read and agree to the terms of this contract.
Name: MARY PARKER Title: PRESIDENT Date: 08/15/2022

Accepted By CONSULTEXPO
Signature: [ ]
Name: [ ] Title: [ ] Date: [ ]
Sustainability Guide For Exhibitors
Revised June 2015
Exhibitor and Decorator Guide to Reducing Waste

We strive to send as little material as possible to the landfill through recycling, composting and donating left over goods.

WHAT YOU CAN DO

1 REDUCE WASTE
   • Use the facility recycling receptacles during move in/out and run of the show.
   • Use only products that are recyclable at OCC. See back page for guide.
   • Minimize packaging.
   • Bring only what is anticipated for attendees.
   • Provide information on a reusable flash drive or through a QR code.

2 SMART EXHIBIT DISPLAY DESIGN
   • Create signs and banners that are reusable or that can be recycled.
     Foam core is not allowed, as it cannot be recycled.
   • Print handouts on post consumer recycled content paper using soy or vegetable based inks.
   • Use energy efficient lighting for displays.
   • Turn off booth lighting, monitors, and electronic equipment overnight.

3 TRANSPORTATION CONSIDERATIONS
   • Use local vendors when possible to reduce transportation impact.
   • Use local public transportation, walk or bike when possible. Visit the transit system website at www.trimet.org.
   • Purchase offsets for the environmental footprint from shipping, travel and lodging. Ask us for resources.

RECYCLING RESULTS:
Each year we recycle, compost, and donate over 500,000 pounds of material instead of putting it in the landfill.