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Show Office Location & Hours

The Show Office will be located in Meeting Room E-101 in the south end of the front lobby of E Hall. Office hours are Thursday, May 17, from 8:00 a.m. to 6:00 p.m.; Friday, May 18, from 7:30 a.m. to 4:00 p.m.; Saturday, May 19, from 8:00 a.m. to 2:00 p.m.

The office phone number is a cell phone: (503) 871-6614.

A copy machine for small quantities (10 or less) of copies will also be available.

Subletting of Exhibit Space

Exhibitors may not assign, sublet, or apportion the whole, or any part of the space allotted to them. Exhibitors may not advertise, or display goods and/or services other than those manufactured or sold by them in the regular course of business without the consent of the Northwest Fire & Rescue Exposition show management.

Cancellation of Exhibit Space

If written cancellation of space is received by April 6, 2012 a full refund will be made. No refunds are made for cancellations after April 6, 2012. Space not claimed or occupied by 8:00 a.m. Friday, May 18, 2012 may be resold or reassigned without obligation on the part of the Northwest Fire & Rescue Exposition show management.

Cleaning Exhibit Space

Aisles will be cleaned daily and aisle trash containers are emptied. Each exhibitor must maintain the space assigned to him or her in good order.

Food and Beverage

No outside food or beverages may be distributed by exhibitors, with the exception of individually wrapped candies.

Commitment Form

In order to reserve your current space for the 2013 Expo, or to have the first chance at moving to a different location, each company must complete and return the Commitment Form. The Commitment Form must be received no later than 30 days after the Expo. These forms are distributed during check-in and are available in the Expo office during the show.

Northwest Fire & Rescue Exposition 2011-2012 Calendar

- Sep 9 "Priority Registration" packets will be emailed to Northwest Fire & Rescue Exposition 2012 exhibitors who filled out the exhibitor commitment at the show, or within 30 days. Online Registration at www.northwestfirerescue.com
- Oct 9 "Priority Registration" closed. All exhibit space not confirmed and paid for will be made available to others through a "General Mail Out".
- Oct 17 "General Mail Out" packets sent to all companies on our mailing list. Online Registration at www.northwestfirerescue.com
- Deadline for articles & advertisements for **1st Edition of The 5th Alarm**. Insertion Orders available online at www.northwestfirerescue.com
- Nov 1 **1st Edition of The 5th Alarm** will be mailed out.
- Nov 14 Deadline for articles & advertisements for **2nd Edition of The 5th Alarm**.
- Dec 1 **2nd Edition of The 5th Alarm** will be mailed out.
- Jan 16 Deadline for articles & advertisements for **3rd Edition of The 5th Alarm**.
- Feb 1 **3rd Edition of The 5th Alarm** will be mailed out.
- Feb 13 Deadline for articles & advertisements for **4th Edition of The 5th Alarm**.
- Mar 1 **4th Edition of The 5th Alarm** mailed out.
- Mar 12 Deadline for articles & advertisements for **5th Edition of The 5th Alarm**.
- Apr 1 **5th Edition of The 5th Alarm** mailed out. Exhibitors are encouraged to make motel reservations prior to April 1.
- Apr 6 Last day to cancel exhibitor booth or floor space. No refunds after April 6, 2012.
- Apr 16 Deadline for articles & advertisements for **6th Edition of The 6th Alarm**.
- May 1 **6th Edition of The 6th Alarm** mailed out and distributed at the Expo.
- May 16 Apparatus washing and storage available after 12:00
- May 17 Show Set-Up and Move-In
- May 18-19 **2012 Northwest Fire & Rescue Exposition Show**
- Jun 11 Deadline for articles & advertisements for **7th Edition of The 6th Alarm**.
- Jul 1 **7th Edition of The 6th Alarm** mailed out and distributed at the Expo.

2011 Northwest Fire & Rescue Exposition Show Schedule

Set-Up & Installation

Thursday, May 17 **8:00 a.m. - 6:00 p.m. Booth Set-Up**
9:00 a.m. - 11:00 a.m. Freight Move-In
12:00 p.m. - 3:00 p.m. Large Apparatus Move-In

Friday, May 18 **7:30 a.m. - 8:30 a.m.**
Continued Installation of booths. All booths must be completed by 8:30 a.m.

Hall Exhibit Hours

Friday, May 18 **9:00 a.m. - 4:00 p.m.**

Saturday, May 19 **9:00 a.m. - 2:00 p.m.**

Exhibitor Meeting

Saturday, May 19 **8:00 a.m. – 8:45 a.m.**

Location – TBA

Dismantling

Saturday, May 19 **2:00 p.m. - 5:00 p.m.**
All exhibits remaining after 5:00 p.m. will be charged a \$75.00 late fee per day until exhibit is removed. The Northwest Fire & Rescue staff, Portland Metropolitan Exposition Center, or the Northwest Fire Equipment Dealers Association, Inc. will not be responsible for any damage or theft of exhibits after 6:00 p.m., Saturday, May 19.

Fire Regulations

Display of Motorized Vehicles

Displayed motorized vehicles shall comply with the following and may also have to comply with any additional rules and regulations required by the Fire Marshal:

- No vehicle may be started or operated within any assembly building during show hours.
- Vehicles displayed inside a building or tent cannot contain more than ¼ tank of fuel or five (5) gallons of fuel whichever is less.
- **All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.**
- **Batteries shall be disconnected. Connections shall be taped to prevent arching. A master battery disconnect switch is acceptable.**
- Adding or removing fuel, on site, is prohibited.
- Liquid petroleum fuel tanks shall be removed.
- Vehicles shall not be moved during show hours.
- Tents or trailers inside the exhibit hall must have a working smoke detector.

Exhibit Inspections

The Portland Fire & Rescue will conduct compliance inspections during event. These inspections may include:

- A walk-through inspection with show management or it's authorized representatives prior to the move in/set-up period.
- Inspection of the exhibits during move-in/set-up period.
- Once the exhibit has opened, periodic inspections may be made to insure compliance with all fire regulations.

NOTE: Complete set of Fire Safety Requirements available in the show office. Fire Regulations subject to change. Companies found in violation of the Fire Safety Requirements may be fined.

Security

Outside perimeter security is provided on the following schedule:

Wednesday, May 16, 5:00 p.m.

Thursday, May 17, 7:30 a.m.

Thursday, May 17, 6:00 p.m. until

Friday, May 18, 7:30 a.m.

Friday, May 18, 4:00 p.m. until

Saturday May 19, 8:00 a.m.

Every reasonable precaution will be taken to protect your property. However, neither the Northwest Fire Equipment Dealers Association Inc., its official contractors, nor the management of the Portland Metropolitan Exposition Center is responsible for your property in the event of theft, accident, vandalism, or other causes of damage to property.

With your assistance, your company and the Conference can be assured of a successful show if you follow a few simple precautions:

1. Ship equipment in locked trunks or crates, making sure all labels are properly filled out and displayed on the trunks and crates to be stored.
2. If cartons are used, be sure they are securely taped or banded. DO NOT mark the contents of the container on the outside.
3. Ship your materials with a qualified trucker or forwarder. Be sure to furnish your shipping company with accurate and complete bills of lading.
4. If possible, do not leave your booth unattended during the set-up period and NEVER leave your exhibit unstaffed during show hours, even for a short period of time.
5. Run wire or cable through as many items as possible and lock.
6. Report any suspicious person(s) in the exhibit area to show staff.
7. Report any thefts to the show office immediately. IF necessary, a uniformed police officer may be called in to make an official report.
8. Pack as quickly as possible at the close of the show. Under NO circumstances should you leave your exhibit space unattended during move-out. This is the time that presents the most potential danger of theft.

Booth Information

Booth Construction & Arrangement

No part of an exhibit shall extend outside of the exhibit space boundary. All materials and display products and services must be contained within space assigned to the exhibitor per the completed agreement.

The Portland Fire & Rescue safety regulations in conjunction with the insurance carriers must be observed.

Combustible materials, flammable oils or gases and explosive materials are not permitted without the written approval of the Fire Marshal.

No exhibit space may span an aisle by roofing or floor covering without the prior arrangement with the Northwest Fire & Rescue Exposition Show management.

All floor space must be protected from any possibility of damage to floor finish, i.e., oils or other substances that could drip from apparatus and/or portable motors. **In addition, for the safety of the public, spray-on polish enhancement products (for tires, vinyl or rubber) may NOT be used in any building.**

There are no height restrictions as long as the display is within the exhibit space and does not block the view of adjoining booths.

Booth Equipment

Each 10 x 10 booth includes the following equipment:

- 8' high drape back wall and 3' high draped side rails.
- One (1) 8' table with white table cloth. *
- Two (2) chairs are provided for each booth
- One (1) 600 watt electrical outlet (5 amps). If you have special electrical needs, fill out the Electrical Services Rental Order Form found under Exhibitor Services. Special electrical hook-ups will need to be paid directly to Hollywood Lights.
- General exhibit hall lighting, air conditioning and/or heating during exhibit hours.
- Daily aisle cleaning.
- Night time only perimeter security

Round tables will be provided free of charge to any company willing to host a lunch table within their assigned space. These tables may be decorated in any fashion, but may not be used to display products. Please invite your customers to join you for lunch.

Booth Move-In & Set-Up

Move-In

Booths will be available for move-in and set-up by 8:00 a.m. Thursday, May 17. You may drive in and unload your equipment and materials at your booth until 11:30 a.m. At 11:45 a.m. you will be asked to remove all vehicles from the exhibit halls so that the apparatus can be moved in. You may continue to have materials moved to your booth by the forklift. A forklift and driver will be available all day to assist you in moving and lifting materials. We will be open for move-in and set-up until 6:00 p.m.

Exhibitor Lounge & Lunch

Lunch will be provided for exhibitors on Thursday, May 17, between 11:30 a.m. and 1:30 p.m. Doughnuts and coffee will be supplied on both Friday and Saturday morning. Refreshments will be available in the exhibitor lounge next to the show office during show hours.

Booth Dismantling

No packing of equipment, literature or dismantling of exhibits until after the official closing of the show at 2:00 p.m., Saturday, May 19. Failure to comply will cost you your place on the Priority List and/or your exhibit space for the 2013 Expo show. As soon as the large apparatus is off the floor, crates will be delivered by forklift to your booth and exhibitors will be able to drive other vehicles into the exhibit halls for loading.

All exhibits must be dismantled, packed and cleared from the Exhibit Hall by 5:00 p.m. Saturday, May 19.

Bargain Barn

Back by popular demand is our "Bargain Barn". Exhibitors are encouraged to use this space to offer discounted, discontinued, or sale items. An unskirted 8' table will be **\$50**. Each exhibitor will be responsible to "man" their own discount area. If you would like to reserve a space/order a table, please email Susan at cruiseme3@wvi.com.

Our Bargain Barn area will also be offered to fire departments in the Northwest (at no charge) who wish to sell surplus items or apparatus. We encourage you to spread the word to your customers to take advantage of this opportunity. If they are interested, please direct them to Susan at cruiseme3@wvi.com.

Apparatus Move-In

All apparatus will be cleaned before leaving the staging area and ready one hour before move-in **which is scheduled to begin at 12:00 noon**. The washing area is located in the loading docks located at the rear of Hall D. For your convenience, hoses and water will be available in the staging area. **NO silicon based cleaning products will be allowed in the Exhibit Halls!!!** The staging area will be located in the rear parking lot behind the Expo hall. The staging officer will be lining apparatus up in the order they will be entering the exhibit halls. Check with the staging officer for your place in line. Please be on time.

Area A, B, and G	North Door Move-in
Area M and S	South Door Move-in
Area C and H	North Door Move-in
Area N and T	South Door Move-in
Area D and I	North Door Move-in
Area O, U, and V	South Door Move-in
Area E and J	North Door Move-in
Area P and W	South Door Move-in
Area F and K	North Door Move-in
Area X and Q	South Door Move-in
Area L	North Door Move-in
Area R	South Door Move-in

Outside apparatus space will be available for additional units not in the exhibit halls, equal to the amount of space purchased in the exhibit halls, as well as used equipment. **Final placement of outside space will be under the direction of the Expo Staff and will be done after all inside apparatus is in the exhibit halls.**

Exhibitor Lounge & Lunch

Lunch will be provided for exhibitors on Thursday, May 17, between 11:30 a.m. and 1:30 p.m. Doughnuts and coffee will be supplied on both Friday and Saturday morning. Refreshments will be available in the exhibitor lounge during show hours.

Apparatus Move-Out

Apparatus will move-out of the buildings in reverse order from move-in.

Advertising & Promotion

The 5th Alarm

The Northwest Fire & Rescue Exposition official newspaper, *The Fifth Alarm*, will be published for distribution as a tool for exhibiting companies to use for advertising new product lines and individual company sale coupons. Also included in the paper will be information concerning the upcoming show, floor plan of the show and a list of all exhibitors and phone numbers. The newspaper is distributed to all fire departments, ambulance companies, rescue squads, and search and rescue personnel in Oregon, Washington, Idaho, Montana and Northern California, Alaska, and British Columbia. We also mail to members of the Oregon and Washington Fire Mechanics. We have a total circulation of over 5,600 and growing!

Advertising in *The 5th Alarm* is available to all Northwest Fire & Rescue exhibitors for a small fee. Prices will be the same for both black/white advertising and full color advertising.

The prices are as follows:

	Size	Member Price	Non-Member Price
Full page	(7 3/8" W x 9 5/8" H)	\$220/per issue	\$300/per issue
Half page	(7 3/8" W x 4 3/4" H)	\$115/per issue	\$150/per issue
Quarter Page	(3 1/2" W x 4 3/4" H)	\$60/per issue	\$75/per issue
Third Page	(7 3/8" W x 3" H)	\$80/per issue	\$100/per issue

We continue to enhance our 5th Alarm publication. Again this year we are including articles under the heading "For the Good of the Department". We have some outside sources for articles, members of the fire/EMS service who are willing to contribute in their area of expertise. We would also like to request each of our exhibitors to consider submitting at least one article to be published in one of our seven editions. Some topic ideas for your consideration: generic specifications when ordering apparatus, importance of debriefing, NFPA standards, current issues with interoperability, emission standards, health issues in the fire service, etc. Please submit your articles to Susan at cruiseme3@wvi.com.

Company profiles/history, announcements of recent deliveries of apparatus or equipment, new employees, new business location, etc. will continue to be included with your company name—phone numbers will not be listed. We can however direct the reader to your advertisement in that same edition. These type of articles will be used as space is available.

Please refer to The 5th Alarm Insertion Order Form for specific deadlines and mail out/distribution dates.

Website

The show maintains a web page showing each exhibitor booth and information to contact the exhibitor. Attendees can log on to our web site and contact our exhibitor's web pages directly,

or those that cannot attend the show can tour the exhibit halls from their computer! Log on to www.northwestfirerescue.com.

Show Programs

Show Programs will be available for attendees. They will contain a map of the show floor and each business's vital information.

Ticket Distribution

Your part as a vendor is to help advertise the Expo and establish early sales leads. The show management will supply exhibitors with **FREE Admission Tickets**. Our goal is to attract potential buyers for your products, and we have been very successful in attracting the "decision makers" in the fire service industry. Your job is to distribute these **FREE tickets** to all your contacts and customers. We have found that those companies that aggressively distribute tickets report more sales and potential sales during the Expo than the companies that don't take advantage of this advertising tool. Please limit the distribution of tickets to customers, not employees or friends. Please contact us to request tickets.

Posters

Again, your part as a vendor is to help advertise the Expo. The show management will supply exhibitors with 2012 show posters. You are encouraged to distribute these posters to all your contacts/customers.

Limited supplies of posters have been printed so that you may easily hand deliver or mail to your customers. To request postcards please contact our office.

Exhibitor Badges

Policies

All personnel who are representative of the exhibiting company must register as an "Exhibitor". Those persons requiring Exhibitor Badges at the Northwest Fire and Rescue Exposition Show will be required to show identification that show their affiliation with the exhibiting company.

Badge Order Form (online form available)

Completed Badge Form must be returned to Northwest Fire & Rescue Exposition Show Management by May 4, 2012. NOTE: If Badge Form is not returned by above date, exhibitors will have to wait for their badge to be printed at the show site. Badges will not be mailed out.

Badge Pick-Up, for pre-orders badges

Badges including plastic holders can be picked up at the show office on Thursday, May 17, 8:00 a.m. through 6:00 p.m.

Badge Order Form

Please return the following information as soon as possible.

Company Name (Name printed on badges)

Representatives Names:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Remit to Northwest Fire Equipment Dealers Association, 4790 Drift Creek Rd., Sublimity, OR 97385, or fax to 503-769-4072 by May 4.

Parking Pass Order Form

Exhibitor Parking Passes are required to park in the Exhibitor Parking Lot on show days—May 18th and 19th. Each company will receive one 2-day parking pass to the show. Additional parking passes can be purchased for \$14, prior to the show by filling out the following form and returning it, with payment. We will forward the purchased parking passes to your company at the address listed below. Or, exhibitors may purchase parking passes at the Portland Exposition Center business office, second floor D Hall, on Thursday, May 17, 2012.

Parking passes will not be required on move-in day.

Company _____

Submitted by: _____

Address _____

Phone _____

2-day Pass:

_____ @ \$14 = _____

Total Payment due: _____

Remit to Northwest Fire Equipment Dealers Association, 4790 Drift Creek Rd., Sublimity, OR 97385 by May 4, 2012.

Outside Apparatus Space Form

Company Name _____

Description of Equipment

Size of Space Required

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Outside Apparatus Space

Outside apparatus space will be available to each exhibitor equal to the amount of inside space paid. Outside space assignments will be on a first come, first serve basis. See the outside coordinator for location instructions. To request outside space, fill out the enclosed form and fax or mail to show management.

Please remit the following information to: Northwest Fire Equipment Dealers Association, 4790 Drift Creek Rd., Sublimity, OR 97385, or fax to 503-769-4072 by May 4, 2012. Outside apparatus space will be assigned on a first come, first serve basis.

Lead Retrieval Order Form

Northwest Fire & Rescue Expo May 18 - 19, 2012

SCANNERS SCAN THE BARCODE OF YOUR IMPORTANT LEADS, NEW SALES CONTACTS AND EVERYONE THAT WALKS INTO YOUR BOOTH! LEADS ARE IMPORTABLE TO POPULAR DATABASE PROGRAMS, SUCH AS EXCEL, ACT!, GOLDMINE, WORD AND ACCESS. CHOOSE FROM ONE OF THE SCANNERS BELOW.

Qty.	Item Description	Pre-Show Price Each	On-site Price Each	Total
	HANDISCAN – Battery-operated, hand-held scanner that captures contact information (name, co. name, address, phone, fax and email)	\$ 55.00	\$ 85.00	
	Z-Best Scanner– Battery-operated, hand-held scanner that captures the contact information, as well as follow-up codes to list lines, products, etc.	\$ 95.00	\$ 145.00	
	Mailing Labels of your scanned leads (mailed after the show)	\$ 40.00	\$ 50.00	

Leads will be emailed to email address given below.

Order Total \$ _____

PAYMENT METHOD *Visa, Mastercard, American Express or Check* Checks payable to **Action Registration, Inc**

CREDIT CARD #

Expiration Date: _____

SIGNATURE _____

TODAYS DATE _____

Authorized Signature

Agrees to accept responsibility for charges as indicated above. Action Registration, Inc will show on your statement.

Liability for lack of performance is limited to refund of services and items ordered.
 Full payment must be received by May 10, 2011 or on-site price will be charged.
 No refunds will be given for equipment not picked up and/ or utilized by booth personnel.
 Cancellations of orders prior to move-in will be subject to a \$ 35.00 administration fee. Orders canceled after move-in are non-refundable.

CONTACT INFORMATION *Please fill out form completely.* **Booth #** _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

ORDERED BY _____ TITLE _____



SEND ORDERS TO:

Mail to: 13504 NE 84th St., Suite 103-284
 Vancouver, WA 98682

OR

Fax to: 360-254-3581

For more information or questions, please contact Lori at lori@actionreg.com or call 360-314-4900

Decorator Service

Trade Show Supply House will provide decorator service. See their information on the following pages.

Drayage Service

Drayage service will be provided through Trade Show Supply House. Contracts and instructions for shipping your booth materials to and from the Expo Center are enclosed. **If you are shipping by private truck or by another carrier, materials and supplies cannot arrive before Thursday, May 17th and you will be responsible for arranging pick-up following the show.**

Electrical Service

Hollywood Lights, of Portland, will provide electrical service. Each booth will come equipped with a 600 watt 120 volt outlet. Open spaces will be provided with on 600 watt 120 volt outlet if needed. For special electrical need above what is provided, see the Electrical Services Rental Order Form.

Extension cords and outlet strips will be available for loan in the show office, provided by the Northwest Fire & Rescue Expo. Please return to the office at the close of the show.

Forklift Service

Northwest Fire and Rescue Expo staff will provide forklift service. A forklift with a driver will be provided to assist all exhibitors in the move-in and set-up process. The first priority of the forklift will be to deliver the drayage freight to the booths and removing of storage crates. The forklift will then be available to help any exhibitor moving or lifting materials. Storage of shipping crates will be provided. During move-out, crates will be returned to your booth when the apparatus has cleared the exhibit halls.

There is no additional cost for forklift use.

**NW FIRE AND RESCUE EXPOSITION
May 18-19, 2012
Portland Exposition Center**

Dear Exhibitor,

Trade Show Supply House is pleased to have been selected as the official contractor for the 2011 NW Fire and Rescue Exposition in Portland, Oregon. We are available to assist you with any decorating, freight, labor, porter service, or graphics needs you may have and to help make your participation in this event a success.

Show Management is providing the following for each booth space in the Exhibit Hall:

Booth Size:	10' X 10' and Bulk
Package to include:	One 8' High Backwall, Two 8' High Siderails, One 8'x30" skirted table, two plastic side chairs and one 7"x44" ID sign
Drape Colors:	Black
Table skirt Color:	Black

Please order early to take advantage of the pre-order discount. Ordering early not only saves you money, but it ensures that you will receive the color and items of your choice. Also, by ordering in advance you avoid the possibility of waiting in line at show-site to place your order.

To qualify for the 20% "Pre-Order" discount, full payment must be received on or before:

May 7, 2012

**Please note: All orders must be pre-paid as Trade Show Supply House does not invoice.
Payment is required for all services PRIOR to delivery.**

If you have any questions regarding **Telephone Service**, please contact The Expo Center directly at (503) 736-5200

In addition, if you have any questions regarding **Electrical Service**, please contact Hollywood Lights directly.

Again, we are pleased to be able to offer our assistance and look forward to working with you to make your participation in this event a success.

Sincerely,

Trade Show Supply House, Inc

Trade Show Supply House, Inc.

P.O. Box 999 Vancouver, WA 98666
PHONE (360) 624-4498 FAX (360) 576-9224
tradeshowsupplyhouse@comcast.net

RENTAL ORDER FORM EXCLUSIVELY FOR: NW FIRE AND RESCUE EXPOSITION

May 18-19, 2012

TERMS:

ALL ORDERS RECEIVED BY: **May 7, 2012** WILL BE GIVEN A 20% DISCOUNT TO BE CALCULATED AT THE BOTTOM OF THIS ORDER FORM. **ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT IN FULL.** *ALL EQUIPMENT IS ON A RENTAL BASIS ONLY, WHICH INCLUDES DELIVERY TO AND PICK UP FROM BOOTH.

Qty	Description	Amount	Qty	Description	Amount
	4' BARE TABLE 30" HIGH	\$25.00		4' SKIRTED TABLE	\$50.00
	6' BARE TABLE 30" HIGH	\$35.00		6' SKIRTED TABLE	\$60.00
	8' BARE TABLE 30" HIGH	\$45.00		8' SKIRTED TABLE	\$70.00
	4' BARE COUNTER TABLE 42" HIGH	\$35.00		4' SKIRTED COUNTER TABLE 42"H	\$60.00
	6' BARE COUNTER TABLE 42" HIGH	\$45.00		6' SKIRTED COUNTER TABLE 42"H	\$70.00
	8' BARE COUNTER TABLE 42" HIGH	\$55.00		8' SKIRTED COUNTER TABLE 42"H	\$80.00
	◆ *BARE TABLES ARE TOPPED W/ VINYL			◆ ALL TABLES ARE 30" WIDE	
	48" ROUND TABLE 30" HIGH	\$25.00		TABLE SKIRT ONLY 30"H	\$25.00
	60" ROUND TABLE 30" HIGH	\$35.00		TABLE SKIRT ONLY 42"H	\$30.00
	72" ROUND TABLE 30" HIGH	\$45.00			
	COCKTAIL ROUND 30"H x 30"D	\$35.00		LINEN (ALL ROUND TBLS)	\$25.00
	COCKTAIL ROUND 42"H x 30"D	\$40.00			
Qty	Description	Amount	Qty	Description	Amount
	9' X 10' Booth Carpet	\$ 90.00		PLASTIC SIDE CHAIR	\$10.00
	9' X 20' Booth Carpet	\$180.00		WASTEBASKET	\$ 8.00
	9' X 30' Booth Carpet	\$270.00		BARSTOOL	\$35.00
	9' X 40' Booth Carpet	\$350.00		PADDED SIDE CHAIR	\$20.00
	CARPET PADDING PER SQ/FT	\$.60			
	SKIRT COLORS AVAILABLE (circle choice)			SUBTOTAL	\$
	BLUE, WHITE, BLACK, RED, BURGUNDY,				
	GREEN, TEAL			-20% Pre-Order (By 5/7)	\$
	CARPET COLORS AVAILABLE (circle choice)			TOTAL PAGE 2	\$
	BLUE, RED, BLACK, GREEN, CHARCOAL				
PLEASE CONTACT US AT 360.624.4498 FOR SPECIAL REQUESTED RENTAL ITEMS NOT LISTED ON THIS FORM OR IF LABOR SERVICE IS NEEDED.			Payment Information CHECK VISA MASTERCARD AMEX *Please refer to Credit Charge Authorization form included in this packet when paying by Visa, MasterCard or AMEX.		

EXHIBITOR INFORMATION

COMPANY: _____

CONTACT: _____

BOOTH #: _____

PHONE: _____

**Trade Show
Supply House, Inc.**

P.O. Box 999 Vancouver, WA 98666
PHONE (360) 624-4498 FAX (360) 576-9224
tradeshowsupplyhouse@comcast.net

**MATERIAL HANDLING ORDER FORM EXCLUSIVELY FOR:
NW FIRE AND RESCUE EXPOSITION
May 18-19, 2012**

MATERIAL HANDLING TERMS

**We will accept your shipment, deliver it to your booth space on the day set-up begins.
**After the show is completed we will remove re-crated freight from your booth and place it with a common carrier for outbound shipping.
**All freight handled by Trade Show Supply House Representatives is subject to Material Handling Service Charge.
**All freight and shipping charges incurred are the sole responsibility of the exhibitor and are not included in Material Handling Service Charge.

**All Material Handling Service Charges must be received prior to Acceptance of any shipments by Trade Show Supply House, Inc.

**Material Handling For All Direct Shipments To Expo Center
Will be handled by Show Management!!**

**Material Handling Service Charges For All Advanced Shipments To TSH Warehouse
Are Billed at \$45.00 per cwt of 100 pounds, ie;
\$0.45 per pound with a 200 pound minimum.**

***Please note: Pre-Order Discount does not apply to Material Handling Charges**

Please note: Last day for shipments to arrive at the warehouse is May 15, 2012

ADDRESS ALL SHIPMENTS AS FOLLOWS:

Direct Shipments to Expo Should be as follows:

NW FIRE AND RESCUE
(YOUR COMPANY NAME & BOOTH NUMBER)
PORTLAND EXPOSITION CENTER
2060 NORTH MARINE DRIVE
PORTLAND, OR 97217

Advanced Shipments to TSH Warehouse Should be as follows:

NW FIRE AND RESCUE
(YOUR COMPANY NAME AND BOOTH #)
C/O TRADE SHOW SUPPLY HOUSE, INC.
17402 NE DELFEL ROAD
RIDGEFIELD, WA 98642

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

NUMBER OF BOXES SHIPPED	TOTAL WEIGHT	CARRIER'S NAME IE: UPS, FED-EX	PO#/TRACKING#/SHIPPEE#
-------------------------	--------------	-----------------------------------	------------------------

SHIPPED FROM:

RETURN SHIPMENT TO: (If same, indicate SAME)

NOTE: OUR COMPANY DOES NOT RETURN SHIPMENTS VIA UPS, ONLY COMMON CARRIERS. IF YOU WOULD LIKE TO USE UPS TO RETURN YOUR SHIPMENT IT WILL BE YOUR RESPONSIBILITY TO CALL YOUR UPS REPRESENTATIVE TO MAKE ARRANGEMENTS. THANK YOU.

COMPANY: _____ **BOOTH #:** _____

TOTAL PAGE 3 \$ _____

Trade Show Supply House, Inc.

P.O. Box 999 Vancouver, WA 98666
 PHONE (360) 624-4498 FAX (360) 576-9224
 tradeshowsupplyhouse@comcast.net

**SIGN AND BANNER HANGING ORDER FORM EXCLUSIVELY FOR:
 NW FIRE AND RESCUE EXPOSITION
 MAY 18-19, 2012**

SIGN AND BANNER HANGING SERVICES:

Trade Show Supply House, Inc. must have an authorized signature and the following information completed in order to hang your sign or banner.

Company Name		Booth Number	
Address	City	State	Zip Code
Telephone	Fax		
Authorized Contact Signature	Authorized Contact – Print	Date	

BANNER HANGING SUPERVISED LABOR:

RESERVE BANNER HANGING BELOW. STARTING TIME WILL ONLY BE GUARANTEED FOR ADVANCED ORDERS. PLEASE CHECK IN AT OUR SERVICE DESK AT YOUR SCHEDULED TIME TO CONFIRM BANNER HANGING.

Name of Supervisor _____

BANNER HANGING RATE \$150/HR - ONE HOUR MINIMUM (INCLUDES OPERATOR)
BANNER REMOVAL RATE \$150/HR – ½ HOUR MINIMUM \$75 (INCLUDES OPERATOR)
ADDITIONAL CREW LABOR RATES:
STANDARD LABOR \$60/HR 8:00AM - 5:00PM M-F (ONE HOUR MINIMUM)
OVERTIME LABOR \$90/HR AFTER 5:00PM M-F AND ALL DAY SAT. & SUN. (ONE HR MIN)
HANGING POLES (IF NOT PROVIDED) \$1.00 PER LINEAR FOOT

Please fill in the start time requested and **estimate** the number of hours needed below.

Hours Needed	Date Needed	Requested Time	Total

***PLEASE NOTE: PRE-ORDER DISCOUNT DOES NOT APPLY TO ANY LABOR CHARGES**

COMPANY: _____ BOOTH #: _____

TOTAL Page 4: \$ _____

ELECTRICAL SERVICES RENTAL FORM

EVENT: 05/18/2012 - 05/19/2012
 REGISTRATION DATE: 08/08/2011 - 05/18/2012
 EARLY REGISTRATION END DATE: 05/04/2012



NW FIRE & RESCUE EXPO

PHONE: 503.232.8855
 FAX: 503.517.8686

**PAYMENT MUST ACCOMPANY ORDER. THANK YOU.

Hollywood Lights, Inc. 5251 SE McLoughlin Blvd. Portland, OR 97202 Venue: Portland Expo Center **Online Ordering at www.hollywoodlights.biz . Select "Order Forms". Enter Event Code: FIRR		QUANTITY	QUANTITY 24 HOUR (double rate)	PRE-ORDER DISCOUNT PRICE	LATE- ORDER STANDARD PRICE	AMOUNT
120 VOLT DUPLEX RECEPTACLE						
0 - 600 WATTS / 5 AMPS			\$68.00	\$85.00		
601 - 1200 WATTS / 10 AMPS			\$88.00	\$110.00		
1201 - 1800 WATTS / 15 AMPS			\$108.00	\$135.00		
1801 - 2400 WATTS / 20 AMPS			\$128.00	\$160.00		
2401 - 3600 WATTS / 30 AMPS			CALL	CALL		
208 VOLT SINGLE PHASE						
0 - 15 AMP 208 VOLT			\$146.00	\$182.50		
16 - 30 AMP 208 VOLT			\$166.00	\$207.50		
31 - 50 AMP 208 VOLT			\$275.00	\$343.75		
OTHER _____ VOLT _____ AMPS			CALL	CALL		
208 VOLT THREE PHASE						
0 - 15 AMP 208 VOLT			\$175.00	\$218.75		
16 - 30 AMP 208 VOLT			\$205.00	\$256.25		
31 - 50 AMP 208 VOLT			\$325.00	\$406.25		
OTHER _____ VOLT _____ AMPS			CALL	CALL		
ELECTRICAL ACCESSORY RENTAL						
15 AMP 120 VOLT POWER STRIP			\$17.00	\$21.25		
25' 120 VOLT EXTENSION CORD			\$17.00	\$21.25		
15 AMP 120 VOLT GFCI WHIP			\$21.00	\$26.25		
50 AMP 208 VOLT GFCI (HOT TUB)			\$56.00	\$70.00		
50 AMP 208 - 230 VOLT TRANSFORMER			\$61.00	\$76.25		
OTHER			CALL	CALL		
SPOT OR FLOODLIGHTS						
300 WATT FLOOD () OR SPOT ()			\$68.00	\$85.00		
500 WATT ARM FLOODLIGHT			\$68.00	\$85.00		
1000 WATT SPOTLIGHT (ceiling mount)			CALL	CALL		
LABOR RATES	MON-FRI 8:00AM-5:00PM EVENINGS & WEEKENDS HOLIDAYS	\$60 PER HOUR \$90 PER HOUR (CALL) \$120 PER HOUR (CALL)	LABOR : MISC \$ TAX (%) \$			
					TOTAL: \$	

COMPANY NAME :

ADDRESS : CITY : STATE :

ORDERED BY : TEL : ZIP CODE :

SIGNATURE : FAX : BOOTH #(S) :

I authorize Hollywood Lights, Inc. to debit my credit card for the charges listed above and for any additional charges incurred.

Circle one: Visa Mastercard Discover American Express CVV : EXP. DATE : /

CREDIT CARD # : CARDHOLDER:

(Card Holder Billing Address if different than above): AUTH. SIGNATURE :

ALL DISCREPANCIES MUST BE SETTLED BEFORE CLOSE OF SHOW TO RECEIVE FUNDS DATE: _____ CASH: _____ CHECK: _____ CHECK: # _____

GENERAL INFORMATION

Rental Information:

1. Material and equipment provided by this order shall be and shall remain the property of Hollywood Lights, Inc. and shall be removed ONLY by Hollywood Lights personnel at the close of the show.
2. Credit will not be given for service installed as requested in this order even though not used.
3. Exhibitors are not allowed to share power.
4. Outlets are located at the back center of each 10' x 10' booth space. Booths measuring 10' x 20' or larger must order an outlet for each 10' x 10' section if electrical service is required for each.
5. Bulk space and large oversized booth electrical information should be mapped out on drawings to indicate location of outlets. Labor charges apply to these booths.
6. Electrical power is on continually during move in. On show days, power is turned on 30 minutes before show opening and turned off at show closing. If you need power on 24 hours, YOU MUST ORDER 24 HOUR SERVICE. Any exhibitor wishing early turn on or late turn off of electrical to booths, must make special arrangements with the show management and Hollywood Lights, Inc.
7. Wall, column and permanent building utility outlets are not part of your booth space and are not to be used. If services are found to be used which have not been purchased, they will be charged at twice the LATE ORDER rate.
8. Exhibitor holds Hollywood Lights, Inc. harmless for any and all losses of power beyond Hollywood Lights Inc. control, including but not limited to: losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, Exhibitor equipment not compatible with GFCI outlets or overloads caused by exhibitor.
9. All Electrical Equipment must comply with Federal, State and Local Codes. Hollywood Lights, Inc. is required to refuse connection where the exhibitor wiring is not in accordance with electrical codes.

Labor Information:

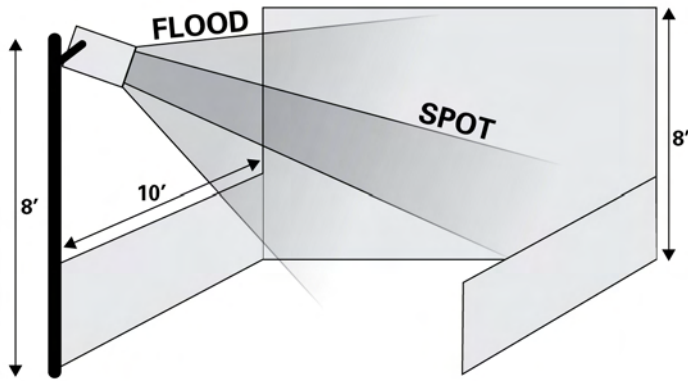
10. Labor charges apply to the following:
 - A) All 208 volt or higher
 - B) All 120 volt outlets above 20 amps
 - C) Power needed other than back wall
 - D) Electrician to tape down cords
 - E) Overhead service requests
11. There is a 1 hour minimum labor charge on all 208-volt orders. Material charges may apply. This includes wiring of our pigtail into your machine or removing your plug and putting ours on. If you require services not posted, please call for a quote.
12. The electricians will not connect any exhibit that does not meet the electrical code. Hollywood Lights, Inc. is not responsible for problems arising from unlabeled, mislabeled and the use of non-standard wiring practices on equipment.

Payment Information:

13. Orders must be received with payment by the pre-order deadline date to receive discounted rate. All other orders will be charged the Standard Rate. Orders received without payment will not be processed. Orders received after the pre-order deadline date will be charged as a late order. Phone orders cannot be accepted.
14. Charges for electrical services must be paid prior to the opening of the show (in US funds) EXHIBITORS are not billed for services provided. (Power will be disconnected for non payment.)

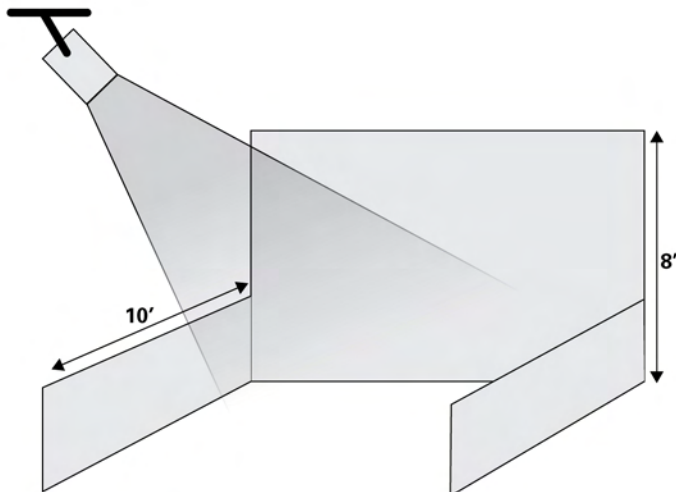
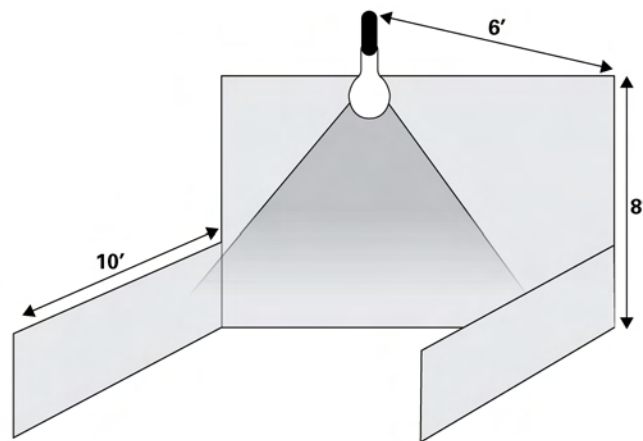
ALL DISCREPANCIES MUST BE SETTLED BEFORE CLOSE OF SHOW

LIGHTING INFORMATION



300-WATT FLOOD
LIGHT OR SPOT
LIGHT MOUNTS ON
8-FOOT UPRIGHT AT
FRONT CORNER OF
BOOTH.

500-WATT FLOOD LIGHT
ATTACHES TO BACKWALL
AND EXTENDS OUT OVER
BOOTH #.
**THIS IS OUR MOST POPULAR
LIGHT.**



500-WATT AND 1000-WATT
QUARTZ SPOTLIGHT
INSTALLED OVERHEAD IN
CEILING. THESE UNITS WORK
WELL FOR LIGHTING SPECIFIC
MACHINERY.

Exhibitor Lodging

A block of rooms have been reserved for exhibitors at these hotels:

Portland North Harbour – Courtyard on the Columbia
1231 North Anchor Way
Portland, OR 97217
503-735-1818, 800-321-2211

Standard King/Double **\$105.00 plus tax**

Portland North Harbour – Fairfield Inn & Suites
1200 North Anchor Way
Portland, OR 97217
800-228-2800

Standard King/Double **\$95.00 plus tax**

The Portlander Inn
10350 N. Vancouver Way
Portland, OR 97217
503-345-0300 – Option 1 for Hotel
800-523-1193

Single Occupancy **\$69.95 plus tax**
Each additional adult **\$10.00**

Room reservations must be made before April 1, 2012.

NW Fire & Rescue Show 2012

at the EXPO Center



Call and book your reservation today!
North Harbour Courtyard by Marriott

503.735.1818

1231 N Anchor Way

Portland, OR 97217

Show Rate starting at \$105.00 plus tax
(Limited time and subject to availability)

- Less than a mile to the Expo Center with complimentary shuttle (based on availability)
- On site restaurant open for breakfast, lunch and dinner
- Newly renovated Courtyard Lounge featuring stunning river views, great drinks and superb service
- Indoor pool and Jacuzzi
- 24 hour fitness center
- Complimentary parking for hotel guests
- Gorgeous views of the Columbia River & Mt. Hood

Enter group code NOWNOWA for King Bed
or NOWNOWB for Two Double Bed

NW Fire & Rescue Show 2012

at the EXPO Center



Call and book your reservation today!

North Harbour Fairfield Inn & Suites by Marriott

503.286.6336

1200 N Anchor Way

Portland, OR 97217

Show Rate starting at \$95.00 plus tax

(Limited time and subject to availability)

- Less than a mile to the Expo Center with complimentary shuttle (based on availability)
- On site restaurant open for breakfast, lunch and dinner
- Newly renovated Courtyard Lounge featuring stunning river views, great drinks and superb service
- Indoor pool and Jacuzzi
- 24 hour fitness center
- Complimentary parking for hotel guests
- Gorgeous views of the Columbia River & Mt. Hood

Enter group code **NOWNOWA** for King Bed
or **NOWNOWB** for Two Double Bed



**Welcomes The 2012
Northwest Fire & Rescue Exposition!**

Portland Expo Center
Portland, OR
May 18th & 19th, 2012

**Special Exposition Flyer Rate of
\$69.95 + Tax**

Single or Double Occupancy.

***Each additional adult \$10.00 per day.**

Please call (800) 523-1193 for reservations!

Come and enjoy The Portlander Inn along with our Game Arcade, 24-hour convenience store, 24-hour full service restaurant, the Ponderosa Lounge featuring live entertainment on Friday & Saturdays, an 80-seat theater showing first run movies at just \$3.00 admission, Moe's Deli & Barista, 24-hour Laundromat plus much more!

We offer free shuttle service to the Portland Expo Center located just minutes away from our hotel!

**The Portlander Inn
10350 N. Vancouver Way
Portland, Oregon 97217
(503) 345-0300 option 1 for the hotel
www.portlanderinn.com**

WE LOOK FORWARD TO WELCOMING YOU!