



Exhibitor Information Packet & Show Order Forms

May 14 & 15, 2020

Portland Expo Center

General Show Information

Show Location & Office Hours

Portland Expo Center - 2060 N. Marine Drive, Portland, Oregon 97217 - Exhibit Hall D

The show office is located in Meeting Room D101 and will be staffed during the following hours:

Wednesday, May 13, from 8:00 a.m. to 6:00 p.m.

Thursday, May 14, from 7:30 a.m. to 4:30 p.m.

Friday, May 15, from 7:30 a.m. to 2:30 p.m.

Exhibitor Food Options

Lunch tickets will be included with exhibitor name badges. These can be redeemed at the concession stand for a free lunch option each day of the show. Donuts and coffee will be supplied on both Thursday and Friday morning in the Exhibitor Lounge located in D201, upstairs in the lobby of Hall D.

Important Dates

March 10, 2020	Remaining booth rent due
March 31	Passport Program participation deadline
April 10	Deadline for articles & advertisements for Show Edition of The 5th Alarm .
April 13	Exhibitors are encouraged to make lodging reservations .
April 30	Exhibitor form deadline! Turn in forms for Name Badges & Parking Passes.
May 1	Early Order Deadline for Show Contractors
May 13	Show Set-Up and Move-In
May 14-15	2020 Northwest Fire & Rescue Exposition

Booth Move-In & Set-Up

Move-In

Booths will be available for move-in and set-up by 8:00 a.m. Wednesday, May 13. 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. We will be open for move-in and set-up until 6:00 p.m.

Booth Dismantling

No packing of equipment, literature or dismantling of exhibits until after the official closing of the show at 2:00 p.m., Friday, May 15. Failure to comply will cost your place on the Priority List and/or your exhibit space for the 2020 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 equipment and apparatus must wait for the aisle carpet to be removed before exiting the building.

All exhibits must be dismantled and cleared from the Exhibit Hall by 7:00 p.m. Friday, May 15.

2020 Show Schedule

Wednesday, May 13

8:00 a.m. Booth Set-Up
12:00 p.m. Large Apparatus Move-In
6:00 p.m. Exhibit Halls Close

Thursday, May 14

7:30 a.m. Booth Set-Up. All booths must be completed by 8:30 a.m.
9:00 a.m. Show Floor Opens
9:00 a.m. "What is situational awareness and why does it matter?"
Dr. Richard Gasaway - Rooms D202-204
11:30 a.m. Lunch Service (until 1:00 p.m.)
4:00 p.m. Show Floor Closes

Friday, May 15

7:30 a.m. Buildings Open to Exhibitors
8:00 a.m. Exhibitor Meeting (Exhibitor Lounge, Room D201)
9:00 a.m. Show Floor Opens
11:30 a.m. Lunch Service (until 1:00 p.m.)
2:00 p.m. Show Floor Closes
2:00 p.m. - 7:00 pm - Exhibit Dismantling:

All exhibits remaining after 7:00 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, and the Northwest Fire Equipment Dealers Association, Inc. will not be responsible for any damage or theft of exhibits after 7:00 p.m., Friday, May 15.

Security

The NW Fire & Rescue Expo will provide outside perimeter security is provided on the following schedule:

Wednesday, May 13, 6:00 p.m. until
Thursday, May 14, 7:30 a.m.

Thursday, May 14, 4:00 p.m. until
Friday, May 15, 7:30 a.m.

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

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.**

Booth Equipment

Each 10 x 10 booth includes the following equipment:

- 8' high drape back wall and 3' high draped side rails.
- Two (2) chairs are provided for each booth
- One (1) 500 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

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

No refunds are made for cancellations after January 1, 2020. Space not claimed or occupied by 8:00 a.m. Thursday, May 14 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 except individually wrapped candies.

Apparatus Move-In

All apparatus will be cleaned and ready one hour before move-in, which begins at 12:00 noon. The wash area is located in the loading docks at the rear of Hall D. The staging area is located in the rear parking lot behind the Expo hall. Staff will be lining apparatus up in the order they will be entering the exhibit halls. **Please be on time.**

Area A, B, and F	South Door Move-in
Area J	North Door Move-in
Area G, C, and D	South Door Move-in
Area K	North Door Move-in
Area H and E	South Door Move-in
Area L	North Door Move-in
Area I, O, and P	South Door Move-in
Area M	North 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.

Staging information will be sent out to all large space exhibitors prior to the show.

NO silicon based cleaning products will be allowed in the Exhibit Halls!

Apparatus Move-Out - Apparatus will move-out of the buildings in reverse order from move-in.
Do Not Drive Over Aisle Carpet

Exhibitor Lodging

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

Portland North Harbour – Courtyard

1231 North Anchor Way, Portland, OR 97217
503-735-1818
Rate: \$159/night

Portland North Harbour – Fairfield Inn & Suites

1200 North Anchor Way, Portland, OR 97217
800-286-6336
Rate: \$139/night

The Best Western Inn at the Meadows

1215 N. Hayden Meadows, Portland, OR 97217
503-286-9600
Rate: \$110/night

Exhibitors are encouraged to make motel reservations prior to April 13, 2020

NOTE: be wary of any third party attempting to make hotel reservations for you, they charge additional fees and are not sanctioned by the NW Fire & Rescue Expo.

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.

Show Contractors/Services

Decorator & Drayage Service

The General Service Contractor for the NW Fire Expo is Fern Expo.

All confirmed exhibitors will automatically be receiving an introduction email from Fern Expo with instructions on setting up your password so you can order all show services and items for your booth online. Please email the Fern Expo Exhibitor Services Department at exhibitorservices@fernexpo.com should you have any questions or if you need to have the introduction email and instructions for online ordering re-sent to you.

Drayage service will also be provided through Fern Expo. Contracts and instructions for shipping your booth materials to and from the Expo Center are enclosed. ***Fern Expo will handle any forklift operations required to move your shipment from the carrier to your booth space.***

Electrical Service

Edlen Electrical Exhibition Services will provide electrical service. Each booth will come equipped with a 5 amp 120 volt outlet. **For special electrical needs above what is provided, the order form is included as an attachment, available on the Fern Expo website, and also on our website.**

Lead Retrieval Service

Action Registration will be handling our registration services again this year. If you would like to use their Lead Retrieval Service, you can do so by utilizing this [LINK](#).

Exhibitor Badge Order Form

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 provide identification that show their affiliation with the exhibiting company.

Badges will be included in your Move-In Packet, available in the Show Office.
Badges will not be mailed out.

Please return the following information as soon as possible.

Company Name (Name printed on badges)

Representatives Names:

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Please return to:

Email: nwfireexpo@gmail.com or fax to (503) 769-8946 by April 30, 2020

Parking Pass Order Form

Exhibitor Parking Passes are required to park in the Exhibitor Parking Lot on show days - May 14 & 15. **Parking passes will not be required on move-in day.**

The Portland Expo Center's front parking lot has a cost of \$10/day with *no return privileges*. It is recommended for exhibitors to use the back, exhibitor-only, parking lot which requires this 2-day parking pass and allows for re-entry into the lot during the day.

One parking pass is provided at not cost and additional parking passes can be purchased below.

Company _____

Submitted by: _____

Address _____

Phone _____

Total number of Parking Passes needed:

One parking pass at no cost

___ additional passes @ \$18: _____ Remittance Amount

Please remit to:

Email: nwfireexpo@gmail.com or fax to (503) 769-8946 by April 30, 2020.

Additional Company Listing

List the dealers, representatives, or subsidiary companies exhibiting in your booth. These will be included in our exhibitor list and Show Program under the company listed on the booth rental contract.

Return this form to our office before April 10, 2020 for inclusion in the Show Program.

Company Name as listed on Show Contact:

Additional company names (please specify if dealer, representative, etc):

Please return to:

Email: nwfireexpo@gmail.com or fax to (503) 769-8946 by April 10, 2020.

Passport Program Participation Form

Participation in the 2020 Passport Program is voluntary; if you would like to participate, please return this form to our office by March 31, 2020.

Each participating vendor will have their company name and booth location printed on an entry form. Attendees will receive the form upon entry to the show. Attendees must find each participating vendor and receive a validating stamp next to that vendor's name; upon receiving stamps from all participating vendors, the entry form may be turned in to a specified location for a chance to win the daily prize.

The prize drawing will take place half an hour prior to the close of the show on each show day. Attendees must be present to win and may enter only once each day.

Vendor participation cost is \$50. Fees cover the cost of the prize and entry form printing.

Company _____

Submitted by: _____

Address _____

Phone _____

Yes, my company would like to participate in the 2020 Passport Program at a cost of \$50.

Please remit to:

Email: nwfireexpo@gmail.com or fax to (503) 769-8946 by **March 31, 2020**.