

2019 PACIFIC NORTHWEST SECTION PGA MERCHANDISE SHOW

Oregon Convention Center Portland, OR

October 15-16, 2019



Contract for Exhibit Space

Primary Company: _____ Company Phone: _____

Company Web Site: _____ Company Fax: _____

Company Address: _____
(Street) (City) (State) (Zip)

Primary Contact: _____

Phone: _____ E mail: _____

Check all that apply	Booth Space	Payment received after 8/15/19	Booth Package Includes
<input type="checkbox"/>	10 x 10	\$770.00	Fully draped booth with Carpeting One (1) wastebasket One (1) 6' draped table Two (2) stacking side chairs One (1) 7" x 44" two-line ID sign
<input type="checkbox"/>	10 x 20	\$1,305.00	
<input type="checkbox"/>	10 x 30	\$1,825.00	
<input type="checkbox"/>	10 x 40	\$2,225.00	
<input type="checkbox"/>	20 x 20	\$2,225.00	
Additional Options			
<input type="checkbox"/>		\$200.00	Ad in Merchandise Show Directory
	Total:	\$	

Payment Information:

Please send checks to and payable to
 Pacific Northwest PGA
 PO Box 14819
 Tumwater, WA 98511

*****DEADLINE: ALL BOOTHS MUST BE PAID IN FULL BY SEPTEMBER 12th*****

Ads for Merchandise Show Directory - Full page available for \$200- indicate above

Contact Marlena Cannon: mcannon@pgahq.com

Power/Internet/Phone - order by October 9th

For Power, Internet or Phone please call or email me and I will get that form over to you.

Return signed contract with payment to:

Pacific Northwest Section PGA, PO Box 14819, Tumwater, WA 98511

Fax: 360-456-6745

Email: ahinzpeter@pgahq.com

QUESTIONS: Angela Hinzpeter, Merchandise Show Director: 1-800-688-4653 or ahinzpeter@pgahq.com

TERMS OF CONTRACT
Pacific Northwest Section PGA
MERCHANDISE SHOW 2019

1. Booth Space

The Pacific Northwest Section PGA reserves the right to reject any applicant for space and has, at all times, the right to regain the immediate possession of any space by refunding to the applicant or exhibitor the amount he/she has paid for space minus expenses incurred by the PGA Section.

The aisles belong to the show. Neither exhibitors nor advertising material shall protrude into the aisles. Height limits will be in effect. If your booth exceeds 8 feet high, you must obtain approval from the Show Director. The Pacific Northwest Section PGA reserves the right to assign, designate, or change your booth location.

2. Payment

Payment for exhibitor's booth space shall accompany the signed Contract for Exhibit Space. All booths must be paid in full by contract deadline, September 12, 2019.

Unpaid balances are subject to a service charge computed at the rate of 1% per month, or higher if allowed by law, and may be charged on all sums due on September 30, 2019. The service charge shall be due and payable on October 1, 2019 and will continue to accrue on the unpaid balance at the rate of 1% per month or the maximum allowable by law, whichever is higher.

3. Refunds

In the event that a vendor needs to cancel his/her booth prior to the show, the following refund schedule will be administered. Cancellations: more than thirty (30) days prior to the opening show date – \$100.00 cancellation fee; fourteen (14) days to thirty (30) days prior to the opening show date – 50% of total booth cost refunded; less than fourteen (14) days prior to the opening show date – no refund.

4. Hours of Operation

Move in	Monday, October 14	12:00 pm – 7:00 pm
Move in	Tuesday, October 15	6:00 am – 8:45 am
Show	Tuesday, October 15	9:00 am – 5:00 pm
Show	Wednesday, October 16*	10:00 am – 2:00 pm
	<i>*Open for appointments only from 8:00-10:00 am</i>	
Move out	Wednesday, October 16	2:01 pm – 6:00 pm

NO EXHIBITOR WILL BREAK DOWN OR REMOVE THEIR EXHIBIT UNTIL 2:01 PM ON WEDNESDAY, OCTOBER 16, 2019.

5. Security Services

Exhibitors are urged to insure their exhibits at their own expense. The Pacific Northwest Section PGA will not be responsible for any injury that may occur at exhibits, to any exhibitor's employee, or for the loss of or damage to any material from causes whatsoever, whether in transit, or during the show, regardless of whether the management provides attendants, guards, or night watchmen.

6. Indemnification/Responsibility Clause

Exhibitor assumes responsibility and agrees to indemnify and defend the **Pacific Northwest Section PGA** and the **Greater Tacoma Convention and Trade Center** and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

The Exhibitor understands that neither the **Pacific Northwest Section PGA** nor the **Greater Tacoma Convention and Trade Center** maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

7. Assignment Prohibited

Exhibitor shall not assign any portion of its booth space to any individual partnership, corporation, company, firm or entity, without the prior written consent of the Pacific Northwest Section PGA.

Multiple booth discounts are available to affiliated exhibitor/companies and are subject to approval by the Pacific Northwest Section PGA.

The Pacific Northwest Section PGA understands that exhibitors may wish to schedule additional meetings and/or host private receptions over our show dates. You will be expected to pay for the use of any space requested at the Greater Tacoma Convention and Trade Center at published rates.

8. Important Deadlines

Early Payment Discount	August 15, 2019
Contract Deadline	September 06, 2019
Directory Ad Artwork due	September 01, 2019
Final Directory Information/Updates	September 10, 2019

9. Pets

No pets or animals will be permitted inside the Expo Center during move in, show hours, or move out.

10. Drayage

Provided by DWA Trade Show & Exposition Services:
 503-228-6800 / www.dwatradeshow.com

I agree to and accept the responsibility to ensure all others associated with my companies and exhibit space will comply with these terms.

Primary Company _____

Authorized Signature _____ **Date** _____

Print Name _____

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Use this form to provide information if you have **I COMPANY WITH MULTIPLE REPRESENTATIVES.**
Please complete all information and data as we use this information for our Show Directory.

*****PLEASE NOTE: Incomplete information here means incomplete information in the Show Directory.*****
Directory information will also be included in the online member handbook and Section app.
If a rep doesn't want their address listed in the directory, leave blank or use company address.

Company: _____ Company Phone: _____
Company Web Site: _____ Company Fax: _____
Company Address: _____
(Street) (City) (State) (Zip)

Rep 1:

Name: _____ Email: _____
Cell Phone: _____ Fax: _____
Rep Address: _____
(Street) (City) (State) (Zip)

Rep 2:

Name: _____ Email: _____
Cell Phone: _____ Fax: _____
Rep Address: _____
(Street) (City) (State) (Zip)

Rep 3:

Name: _____ Email: _____
Cell Phone: _____ Fax: _____
Rep Address: _____
(Street) (City) (State) (Zip)

Rep 4:

Name: _____ Email: _____
Cell Phone: _____ Fax: _____
Rep Address: _____
(Street) (City) (State) (Zip)

Rep 5:

Name: _____ Email: _____
Cell Phone: _____ Fax: _____
Rep Address: _____
(Street) (City) (State) (Zip)

Please print additional forms if you have more Representatives to list.

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Use this form to provide information if you are **1 REPRESENTATIVE WITH MULTIPLE COMPANIES.**
Please complete all information and data as we use this information for our Show Directory.

*****PLEASE NOTE: Incomplete information here means incomplete information in the Show Directory.*****

Name: _____ Email: _____
Cell Phone: _____ Fax: _____
Address: _____
(Street) (City) (State) (Zip)

Company 1:

Company: _____ Company Phone: _____
Company Web Site: _____ Company Fax: _____
Company Address: _____
(Street) (City) (State) (Zip)

Company 2:

Company: _____ Company Phone: _____
Company Web Site: _____ Company Fax: _____
Company Address: _____
(Street) (City) (State) (Zip)

Company 3:

Company: _____ Company Phone: _____
Company Web Site: _____ Company Fax: _____
Company Address: _____
(Street) (City) (State) (Zip)

Company 4:

Company: _____ Company Phone: _____
Company Web Site: _____ Company Fax: _____
Company Address: _____
(Street) (City) (State) (Zip)

Company 5:

Company: _____ Company Phone: _____
Company Web Site: _____ Company Fax: _____
Company Address: _____
(Street) (City) (State) (Zip)

Please print additional forms if you have more Companies to list.

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BOOTH SIGN ORDER FORM:

Please return this with your contract

Each 10 x 10 space purchased comes with one 7" x 44" sign capable of printing 2 lines of text with up to 25 characters per line.

Please complete the order form below to match the booth size you are purchasing.

10x10 booth receives 1 sign

10x20 booth receives 2 signs

10x30 booth receives 3 signs

10x40 or 20x20 receives 4 signs

Please complete carefully to ensure your companies are listed exactly as you wish on your booth sign.

Return with our contract.