

Northwest Rental Conference 2018

Seaside, Oregon

Dear Prospective Exhibitor,

Thank you for considering displaying in the Northwest Rental Conference.

This letter will explain the guidelines that must be followed to register and display at the Northwest Rental Conference in 2018.

REGISTRATION INFORMATION:

- A registration form to be completed along with full payment.
- Payment can be in the form of a check or credit card.
- If you wish to pay by credit card, we will issue you an invoice that will be emailed to you for payment by credit card.
- We must have a signed contract.
- We require a Certificate of Insurance naming the Northwest Rental Conference Association as additionally insured.
- **Please read additional notes on the proper format of the Certificate.**

FACILITY INFORMATION:

- The Exhibit Hall is the Seaside Civic and Convention Center located at 415 1st Street, Seaside, Oregon.
- Booth size is 10' wide by 8' deep.
- Electricity is provided at no charge
- Wi-Fi is provided at no charge
- A table and 2 chairs are available at no charge
- Table size is 8' x 30"
- Table will be dressed in a white linen on top and black table skirt
- Pipe and drape in the hall will be all black.
- Floor surface is polished stained concrete.
- We will provide plastic to place under equipment that may leak oil or other liquids
- The move-in door dimensions are 11' high x 11' wide.

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FREIGHT POLICY:

- The shipping location will be sent to you once your registration is accepted and all registration fees are paid. You will be billed for freight at the show.
- Shipments for the conference will be accepted from October 8th thru October 12th. All items must be received by October 12th to insure that they can be transported to the show. Items shipped to our receiving facility will be transported to the convention hall on Sunday, October 14th for distribution to your booth.
- **A receiving charge of \$25.00 per pallet will be assessed for freight shipped in to our shipping location. A \$50.00 charge per piece for larger non-palletized items trucked into to our shipping location will also be assessed.**
- **DO NOT ship products directly to the Seaside Civic and Convention Center.**

MOVE-IN / MOVE-OUT PROCESS:

- You will be responsible for helping move your product from the off loading area of the exhibit hall to your booth. We will provide dollies and pallet jacks for you to move the freight to your booth. A forklift will be available onsite as well.
- **There is a mandatory Exhibitor Meeting, Sunday, October 14th at 10:00 am.** Booth setup will begin after the meeting and will continue until 5:00 PM. All equipment **MUST** be moved in on Sunday. **No equipment may be moved in on Monday.**
- **For fire safety reasons, fuel levels should be less than ¼ tank, fuel caps must be taped and battery cables must be disconnected.**
- No breakdown is allowed before 3:00 pm on Tuesday. Breakdown is from 3:00 until 6:00 pm on Tuesday.

DOOR PRIZES:

- There will be door prizes given away at the Exhibitor Appreciation Dinner on Monday Night. If you wish to donate door prizes, we request that the items have a minimum value of \$50.00
- **Drawing prizes will be awarded to Attendees only.**
- Please drop prizes off at the Registration Desk during open hours or at the Atrium podium by 5:45 pm on Monday

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ATTENDEE LIST:

- If you would like an attendee list for the show, please stop by the registration desk and leave your e-mail address. We will send out an excel spreadsheet approximately a week after the completion of the show to all who have displayed at the show and provided an email address.

If you need further assistance, please call or email me.

Sincerely;

Dave Dworschak

NWRC, Registrar

dave.d@nwrentalconference.com

C: 503.407.9865

**Northwest Rental Conference Association
Exhibitor Contract for 2018 Seaside, Oregon.**

For purposes of this contract, Northwest Rental Conference Association shall be referred to as NWRCA, We, Our, or Us.

Exhibitors shall be referred to as Exhibitor, You or Your. The Northwest Rental Conference event itself shall be referred to as NWRC or Event.

Assumption of Risk.

Exhibitor voluntarily agrees to assume all risk and releases and discharges NWRCA and it's directors, officers and volunteers from any and all liabilities and claims arising from Exhibitor's actions or negligence at the Event, including without limitation, any and all claims arising from or in connection with NWRCA's negligence (other than our intentional misconduct).

Hold Harmless / Indemnification.

Exhibitor assumes all risk associated with the possession, use, transportation and storage of Exhibitor's property and equipment. Accordingly, Exhibitor hereby waives any and all liens and claims arising from or associated with, and agree to indemnify, defend and hold harmless NWRCA from and against any and all liabilities, claims, damages, losses, cost and expenses (including without limitations, attorney fees, claims for bodily injury(ies), including death, property damage, loss of time and or convenience) resulting from or arising in connection with attendance, possession, use, transportation, or storage at the Event, regardless of the cause and including injuries and/or damages suffered by Exhibitor, your employees and any third party(ies), except to the extent directly resulting from NWRCA's intentional misconduct.

Insurance.

Exhibitor agrees to maintain commercial general liability insurance with a minimum limit of \$1,000,000. per occurrence during the term of the Event, and shall name Northwest Rental Conference Association, its officers, directors and volunteers as additional insureds. All such insurance shall be primary, and include waiver of subrogation against NWRCA. Exhibitor agrees to provide NWRCA a proper certificate of insurance no later than 15 days prior to the start of the Event. Any insurance NWRCA carries will be deemed to be in excess of Exhibitor's insurance.

I / we agree to the terms of this contract.

Exhibitor

X_____
Signature

Print Name

Date

Instructions to aid in obtaining a compliant Certificate of Insurance.

Please see the sample Certificate:

#1 This is your company name and should match how you register for the Northwest Rental Conference on the registration form.

#2 The address as circled is the way that the certificate holder should be listed.

#3 The wording here should be pretty much exactly as listed. Please send a copy of the contract and note the highlighted section. This is the proper wording that needs to be included in this box.

This in Most cases should not cost you anything more for your insurance.

If there is a cost, please contact Dave Dworschak @ 503/407-9865 for other possible low cost options for this coverage.



CERTIFICATE OF LIABILITY INSURANCE

2017-700C

DATE (MM/DD/YYYY)
8/22/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367		CONTACT NAME: Wendy Delgado PHONE (A/C, No, Ext): (800) 578-8802 E-MAIL ADDRESS: wdelgado@pomsassoc.com FAX (A/C, No): (818) 449-9321	
INSURED [Redacted Name] [Redacted Address] [Redacted City, State, Zip]		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Valley Forge Insurance Company	NAIC # 20508
		INSURER B: Nationwide Mutual Ins Co/ALLIED	NAIC # 23787
		INSURER C: Continental Casualty Company	NAIC # 20443
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL172746119 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	Y	6023868498	2/14/2017	2/14/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			ACP BA 3017559651	2/14/2017	2/14/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ combined single limit \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6023868484	2/14/2017	2/14/2018	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Auto Physical Damage			ACP BA 3017559651	2/14/2017	2/14/2018	Comp Deductible \$500 Coll Deductible \$500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Northwest Rental Conference Association, its officers, directors, and volunteers are named as additional insureds per the attached endorsement. Primary non-contributory wording applies per the attached endorsement. Waiver of Subrogation apply in favor of the Additional Insured per the attached endorsement.

CERTIFICATE HOLDER Northwest Rental Conference Association 2274 Columbia Blvd St. Helens, OR 97051-1699	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Wendy Delgado/WDELGA <i>[Signature]</i>
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Northwest Rental Conference 2018 - Seaside, Oregon

Exhibitor Registration Request Form - October 14-16, 2018

By e-mail: Registration@NWRentalConference.com

By MAIL: *Send form with payment to:* Northwest Rental Conference
2274 Columbia Blvd.
St. Helens, OR 97051-1699

Company _____

Telephone _____

Name _____

Email _____

Address _____

Website _____

Mailing Address _____

Exhibitor(s) you'd like to be locate adjacent to _____

City, State Zip _____

Each 10'w x 8'd BOOTH includes a BADGE and MEALS for 1 PERSON (Dinner on Sunday, Lunch & Dinner on Monday, and Lunch on Tuesday)

OPTIONAL EVENTS...

Golf Tournament – Sunday, Oct. 14 | 9:00 am – 2:00 pm | \$75

Seafood Boil – Sunday, Oct. 14 | 12:30 pm – 3:00 pm | \$20

(Check schedule before event as times may change without notice)

Products Exhibited

Products Exhibited	Item	Cost	Quantity	Extended
_____	Booth Electricity	\$N/C X	_____	= _____ 0
_____	Table and 2 Chairs	\$N/C X	_____	= _____ 0
_____			TOTAL	= _____ 0

PAYMENT in Full required to process registration Print or type FIRST and LAST Name (as it will appear on the Badge) Check Selections for each name. <i>Make copies as needed for additional Names</i>	Conference Registration			Optional		TOTAL
	Booth + Badge w/Meals	Badge w/Meals	Badge Only	Golf	Seafood Boil	
1.	\$600	\$175	\$25	\$75	\$20	
2.	\$600	\$175	\$25	\$75	\$20	
3.	\$600	\$175	\$25	\$75	\$20	
4.	\$600	\$175	\$25	\$75	\$20	
5.	\$600	\$175	\$25	\$75	\$20	
Only if paying by credit card, please include your email address. We will send you via email a secure credit card invoice. (DO NOT put your Card # on this form)						Total Enclosed Payment Type: (Please Check one) Credit Card Check
Email of credit card holder: _____ PLEASE NOTE – Your booth space is NOT guaranteed until you receive a confirmation letter from the NWRC. If you don't hear from us in 3 business days please call 503/407-9865.						