

Northwest Rental Conference 2019

Spokane, Washington

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 2019.

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 additional insured.
- **Please read additional notes on the proper format of the Certificate.**

FACILITY INFORMATION:

- The Exhibit Hall is the Spokane Convention Center located at 334 W Spokane Falls Blvd. Spokane, WA 99201.
- Booth size is 10' wide by 10' deep.
- Electricity is available for \$45.
- Wi-Fi is provided at no charge.
- A table and 2 chairs are available for \$30
- 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 carpeted.
- We will provide plastic to place under equipment that may leak oil or other liquids
- The move-in door dimensions are approximately 12' high x 12' 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 14th thru October 18th. All items must be received by October 18th 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 19th 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 Spokane Convention Center.**

MOVE-IN / MOVE-OUT PROCESS:

- You will be responsible for helping move your product from the 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 19th at 10:00 am.** Booth setup will begin immediately after the meeting and will continue until 5:00 PM. All equipment **MUST** be moved in on Sunday. **Hand carry items only may be moved in on Monday.**
- **For fire safety reasons, fuel levels must be less than ¼ tank. Fuel caps must be taped and battery cables must be disconnected. Please note: Battery disconnect switch does NOT constitute disconnecting the battery cable.**
- No breakdown is allowed before 3:00 pm on Tuesday. Breakdown is from 3:00 until 6:00 pm on Tuesday. Only carry out items may be removed from the floor during show hours.

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.**

2274 Columbia Blvd. | St. Helens, Oregon 97051

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- Please drop prizes off at the Registration Desk during open hours or at the Room 111 podium by 5:45 pm on Monday

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.

Sincerely;

Dave Dworschak

NWRC, Registrar

dave.d@nwrentalconference.com

C: 503.407.9865

**Northwest Rental Conference Association
Exhibitor Contract for 2019 Spokane, Washington.**

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 submit this and the following page to your insurance agent.

Please see the sample Certificate attached:

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

#2 Commercial General Liability should be a minimum of \$1,000,000.00/ per occurrence and \$2,000,000.00 aggregate.

#3 Automotive Liability should be a minimum of \$1,000,000.

#4 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.

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

This certificate should not cost you anything if your company uses standard insurance. If you are using non-standard insurance and there is an additional fee, please check <https://www.insurance4exhibitors.com>

If you have further questions, please contact Dave Dworschak @ 503/407-9865 for assistance.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/02/2018

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 have ADDITIONAL INSURED provisions or 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: Anna Andonian PHONE (A/C, No, Ext): (800) 578-8802 E-MAIL ADDRESS: aandonian@Pomsassoc.com	FAX (A/C, No): (818) 449-9321
	INSURER(S) AFFORDING COVERAGE	
INSURED #1 [REDACTED]	INSURER A: The Ohio Casualty Insurance Company	NAIC # 24074
	INSURER B: American Fire & Casualty Insurance Co	NAIC # 24066
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1019 PKG/AUTO/UMB **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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	#2 BKO (19) 58388150	02/14/2018	02/14/2019	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 - COMB/OP AGG \$ 2,000,000
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> AUTOS ONLY			#3 BAA (19) 58388150	02/14/2018	02/14/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			USA (19) 58388150	02/14/2018	02/14/2019	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				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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.

#4

CERTIFICATE HOLDER Northwest Rental Conference Association 2274 Columbia Blvd St. Helens OR 97051-1699 #5	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
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Northwest Rental Conference 2019 - Spokane, Washington

Exhibitor Registration Request Form - October 20-22, 2019

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 _____
 Name _____
 Address _____
 Mailing Address _____
 City, State Zip _____

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

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

OPTIONAL EVENT...

Steam Plant Kitchen Brewery & Wineries Tour –
 Sunday, Oct. 20 | 12:00 pm – 4:00 pm | \$35

Check schedule before event as times may change without notice

Products Exhibited	<u>Item</u>	<u>Cost</u>	<u>Quantity</u>	<u>Extended</u>
_____	Booth Electricity	\$45	X _____	= _____
_____	Table and 2 Chairs	\$30	X _____	= _____
_____	Total Electricity + Table & Chairs			= _____

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	Steam Plant Brewery Tour	
1.	\$600	\$175	\$25	\$35	
2.	\$600	\$175	\$25	\$35	
3.	\$600	\$175	\$25	\$35	
4.	\$600	\$175	\$25	\$35	
5.	\$600	\$175	\$25	\$35	

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)

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 within 3 business days please call 503/407-9865.

Total Electricity & Tables

Total Enclosed

Payment Type: (Please Check one)
Credit Card Check