



Seattle Gift Show
Washington State Convention Center
February 2-5, 2019
S02029

Advance Price Deadline: January 18, 2019

FURNITURE & ACCESSORIES ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

TO VIEW RENTAL ITEMS, PLEASE SEE OUR WEBSITE!

CHAIRS				
Quantity	Description	Advance	Standard	Total
	¹¹⁰ Plastic Side Chair	\$25.00	\$45.00	
	¹²⁰ Fabric Side Chair	\$36.00	\$51.00	
	¹³⁰ Fabric Arm Chair	\$40.00	\$58.00	
	¹⁴⁰ Barstool	\$55.00	\$75.00	
	¹²⁶ Steno Chair without Arms	\$85.00	\$105.00	

ACCESSORIES				
Quantity	Description	Advance	Standard	Total
	²²⁰ Wastebasket	\$10.00	\$13.00	
	²³⁰ Aluminum Easel	\$29.00	\$39.00	
	²⁴⁰ Chrome Stanchion	\$25.00	\$31.00	
	²⁴¹ Velour Rope/6'	\$18.00	\$25.00	
	²⁵⁴ Magazine Rack/6 slot	\$54.00	\$67.00	
	²⁵⁷ Waterfall Bag Rack	\$51.00	\$66.00	
	²⁵⁸ Chrome Signholder	\$51.00	\$66.00	
	²⁶⁰ Coat Tree	\$36.00	\$46.00	
	¹⁴ 8' Upright with Base	\$13.00	\$20.00	
	¹⁵ 6' - 10' Extension Bar	\$13.00	\$20.00	
	²⁵⁶ Garment Rack	\$49.00	\$65.00	

TABLE TOP RISERS - 8" Deep (Includes white vinyl covering)				
Quantity	Description	Advance	Standard	Total
	²⁷¹ 4' Single Tier, 8" or 15"	\$45.00	\$55.00	
	²⁷³ 6' Single Tier, 8" or 15"	\$56.00	\$65.00	
	²⁷² 4' Double Tier, 8" and 15"	\$65.00	\$75.00	
	²⁷⁴ 6' Double Tier, 8" and 15"	\$76.00	\$92.00	

CUSTOM DRAPE - 4' Minimum Order (includes frame)				
Quantity	Description	Advance	Standard	Total
	¹¹⁰⁰ 3' High Drape/Per LF	\$10.00	\$13.00	
	¹¹⁰⁵ 8' High Drape/Per LF	\$14.00	\$18.00	

Available Drape Colors: ₁Blue ₂Red ₃Green ₄Silver
 ₅Burgundy ₆White ₇Black ₈Teal ₉Plum ₁₁Beige

PERFBOARD/TACKBOARD - 4' x 8' Panels (Perfboard rental does not include hardware)				
Quantity	Description	Advance	Standard	Total
	²⁸⁰ Perfboard	\$135.00	\$180.00	
	²⁸¹ Tackboard/Grey Fabric	\$135.00	\$180.00	

Vertical Horizontal (Please check your choice of installation)

TABLES				
Quantity	Description	Advance	Standard	Total
	²¹⁰ Coffee Table/18X36X17H	\$40.00	\$50.00	
	²¹¹ Side Table/17x17x17H	\$35.00	\$44.00	
	²⁰⁰ Cocktail Round/30Hx36D	\$85.00	\$105.00	
	²⁰⁵ Cocktail Pedestal/42Hx36D	\$95.00	\$115.00	
	⁵⁰⁰ 5' Round Undraped/30H	\$35.00	\$42.00	
	⁵⁰¹ 5' Round w/Linen/30H	\$56.00	\$65.00	
	¹⁰⁰⁰ 54" Linen / Square	\$25.00	\$35.00	
	¹⁰⁰¹ 90" Linen / Round	\$35.00	\$45.00	

Select Linen Color: Blue White Black Plum

DISPLAY TABLES - 30" High x 24" Wide (Check color below / 6' & 8' tables skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	^{424S} 4' Skirted Table	\$69.00	\$87.00	
	^{624S} 6' Skirted Table	\$80.00	\$98.00	
	^{824S} 8' Skirted Table	\$86.00	\$107.00	
	^{424U} 4' Unskirted Table	\$35.00	\$45.00	
	^{624U} 6' Unskirted Table	\$45.00	\$56.00	
	^{824U} 8' Unskirted Table	\$50.00	\$65.00	
	¹⁰¹⁰ 4th Side Skirt-30"	\$30.00	\$45.00	

DISPLAY COUNTERS - 42" High x 24" Wide (Check color below / 6' & 8' counters skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	^{424SC} 4' Skirted Counter	\$80.00	\$104.00	
	^{624SC} 6' Skirted Counter	\$91.00	\$118.00	
	^{824SC} 8' Skirted Counter	\$102.00	\$129.00	
	^{424UC} 4' Unskirted Counter	\$40.00	\$50.00	
	^{624UC} 6' Unskirted Counter	\$50.00	\$65.00	
	^{824UC} 8' Unskirted Counter	\$60.00	\$75.00	
	¹⁰¹¹ 4th Side Skirt-42"	\$49.00	\$59.00	

SERPENTINE TABLES - 30" Wide (Check color below / serpentine tables skirted 3 sides only)				
Qty.	Description	Advance	Standard	Total
	^{430SS} Small Skirted Serpentine	\$ 94.00	\$117.00	
	^{530SS} Large Skirted Serpentine	\$108.00	\$135.00	
	^{430US} Small Unskirted Serpentine	\$ 49.00	\$ 61.00	
	^{530US} Large Unskirted Serpentine	\$ 59.00	\$ 73.00	
	¹⁰¹⁰ 4th Side Skirt-30"	\$ 30.00	\$ 45.00	

Select Skirt Color: ₁Blue ₂Red ₃Green ₄Silver
 ₅Burgundy ₆White ₇Black ₈Teal ₉Plum ₁₀Gold

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Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone		Fax	E-mail	
Authorized Contact Signature		Authorized Contact-Please Print	Date	

RETURN TO: DWA Trade Show & Exposition Services
6700 NE 59th Place Portland, Oregon 97218
Telephone: 503/228-6800 Fax: 503/595-1470
E-mail: csr@dwa tradeshow.com
http://www.dwa tradeshow.com

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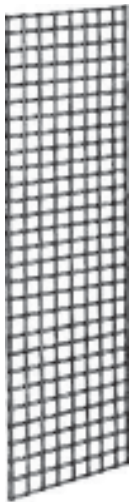
Total Rentals Ordered	\$
Add 10.1% Sales and/or Use Tax	\$
PAYMENT ENCLOSED	\$

GRID PANEL & MINI GRID RENTAL ORDER FORM

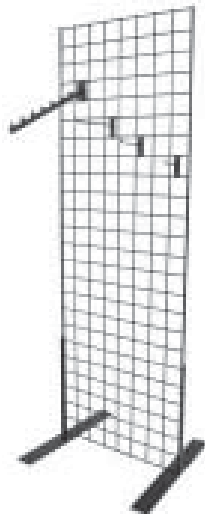
KEEP ORIGINAL & SEND COPY TO DWA

(AVAILABILITY GUARANTEED ONLY IF ORDERED IN ADVANCE.)

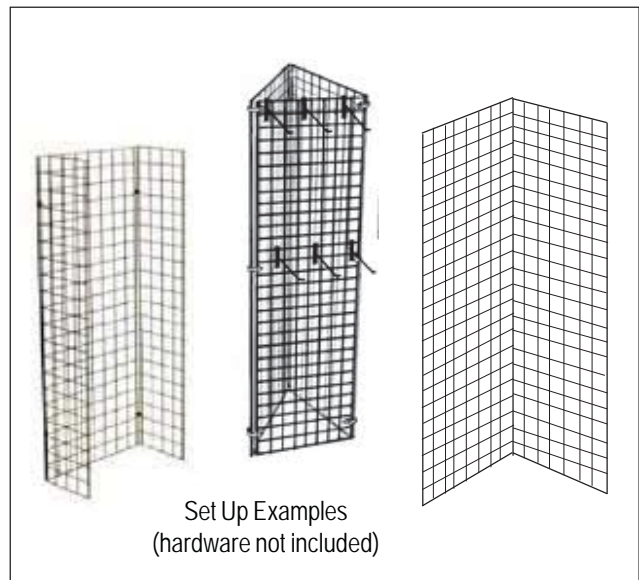
Quantity	Description	Advance	Standard	Total
9800	GRID PANEL, 2' X 8', Black / Per Panel Each panel is 2' x 8' with a 3" x 3" grid. At least two panels are needed to be free standing. Feet must be rented to have a 2' x 8' free standing unit.	\$37.00	\$58.00	
9801	GRID PANEL FEET / Per Set of Two Feet are needed if you want to make one panel free standing.	\$18.00	\$25.00	



Grid Panel



Grid Panel w/Feet
(hardware not included)



Set Up Examples
(hardware not included)

Grid Panels will be delivered to your booth. You are responsible for set up. Labor may be ordered for assistance in assembling free standing units. Hardware for Grid Panels is not included. Please see Labor Order Form.

GRID PANELS MAY NOT BE HUNG FROM BOOTH BACKWALL FRAME OR DRAPES.

Prices include delivery, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank. **Cancellation Policy:** Items cancelled will be charged 25% of original price prior to move-in, 50% after move-in and 100% after installation.

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Total Rentals Ordered	\$
Add 10.1% Sales and/or Use Tax	\$
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CARPET, PADDING & VISQUEEN ORDER FORM
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STANDARD BOOTH CARPET
 Rental includes installation, front-edge taping and pick up at the close of the show.

Quantity	Size	Advance	Standard	Total
	₉₁₀ 9' X 10' 16 oz. Booth Carpet	\$105.00	\$150.00	
	₉₂₀ 9' x 20' 16 oz. Booth Carpet	\$210.00	\$300.00	
	₉₃₀ 9' x 30' 16 oz. Booth Carpet	\$315.00	\$450.00	
	₉₄₀ 9' x 40' 16 oz. Booth Carpet	\$420.00	\$600.00	

Select Carpet Color:

₁Blue ₂Red ₃Green
 ₄Gray ₇Black ₈Teal
 ₉Plum

STANDARD CUSTOM CUT BOOTH CARPET
 Includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee color selection.

Quantity	Size	Advance	Standard	Total
	₉₇₅ 16 oz. Custom Carpet/sq. ft.	\$ 1.95'	\$ 3.00'	

Select Carpet Color:

₁Blue ₂Red ₃Green
 ₄Gray ₇Black ₈Teal
 ₉Plum

Price for carpet includes delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

CARPET PADDING

Quantity	Size	Advance	Standard	Total
	₉₇₃ Foam Padding/sq. ft.	\$ 0.90'	\$ 1.30'	

Cancellation Policy:
 Custom size booth carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

VISQUEEN PLASTIC COVERING FOR PROTECTION

Rental includes one-time installation and removal.

Quantity	Size	Advance	Standard	Total
	₉₇₂ Plastic Covering/sq. ft.	\$ 0.80'	\$ 1.18'	

Please include a layout diagram in the box below for installation of your carpet if your carpet size is different from your booth size to avoid any unnecessary delays or costs.

Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank. **Cancellation Policy:** Items cancelled will be charged at 25% of original price prior to move-in, 50% after move-in begins and 100% after installation. **IMPORTANT NOTE:** Please do not hang any items from our drape backwall. DWA will not be responsible for any damage which may occur to exhibitor equipment that is placed on our drape backwall.

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Total of Items Ordered	\$	
Add 10.1% Sales and/or Use Tax	\$	
PAYMENT ENCLOSED		\$

SILK PLANTS & FLORAL ARRANGEMENTS

Quantity	Description	Advance	Standard	Total
9500	3' to 4' Tall Plant (Spath, Dieffenbachia/Ivy, Dracaena) circle selection	\$57.00	\$71.00	
9501	5' to 6' Tall Plant (Areca Palm, Ficus) circle selection	\$85.00	\$98.00	
9502	30" Hydrangea (Blue)	\$37.00	\$47.00	
9505	15" Geraniums (Pink or Red)	\$23.00	\$31.00	
9507	6" (1-1/2' wide) Fern	\$16.00	\$25.00	
9508	8" (2-1/2' wide) Fern	\$25.00	\$35.00	
9509	Floral Arrangement (call for quotes)	Upon Request	Not Available	



Please Note: Photos are not to scale.

Rental items are the responsibility of the exhibitor. Unless other arrangements have been made all items are to be left in booth at end of show. Substitutions (same size, different plant) may be necessary due to availability and at the discretion of DWA. Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank. **Cancellation Policy:** Items cancelled will be charged at 25% of original price prior to move-in, 50% after move-in begins and 100% after installation.

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Total of Items Ordered	\$
Add 10.1% Sales and/or Use Tax	\$
PAYMENT ENCLOSED	
	\$

LOUNGE / RECEPTION FURNISHINGS

Quantity	Description	Advance	Standard	Total
	9211 Black Bonded Leather Loveseat (60" long x 36" wide x 33" high)	\$399.00	Not Available	
	9212 Black Bonded Leather Sofa (82" long x 36" deep x 33" high)	\$435.00		
	9213 Black Bonded Leather Chair (40" long x 36" deep x 33" high)	\$295.00		
	9214 Black Coffee Table (46.5" long x 29.5" wide x 18" high)	\$139.00		
	9219 Black End Table (21.58" x 21.58" x 19.58" high)	\$119.00		
	9215 Black Guest Chair	\$ 75.00		
	9216 Nils Chair-Charcoal or White Fabric / Circle Color Choice	\$ 85.00		
	9217 Wire & Wood Shelf Unit (66.5" long x 12" deep x 62" high)	\$155.00		
	9220 White Blixt Bar Stool	\$ 75.00		
	9225 Glass Showcase/Locking (64-1/8" tall x 14-3/8" deep x 16-3/4" wide)	\$ 175.00		



Black Loveseat



Black Sofa



Black Chair



Black Coffee Table



Black End Table



White Blixt Bar Stool



Wire & Wood Shelf



Nils Chair



Black Guest Chair



Glass Showcase/Locking

Prices include installation, rental and removal. Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank. **Cancellation Policy:** Items cancelled will be charged at 25% of original price prior to move-in, 50% after move-in begins and 100% after installation.

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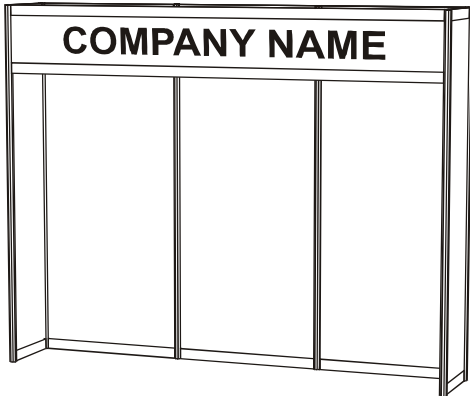
Total of Items Ordered	\$	
Add 10.1% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED		\$

MODULAR DISPLAY SYSTEM ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

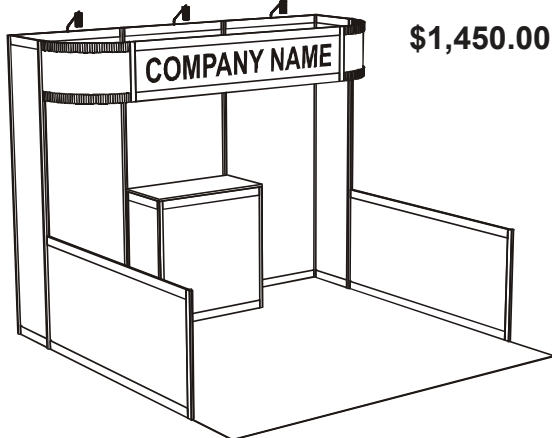
PLEASE CHECK YOUR SELECTION

\$1075.00 #1



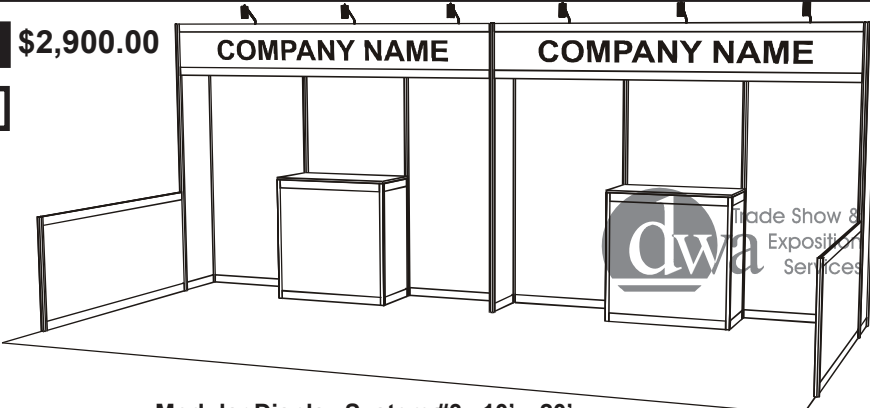
Modular Display System #1 - 10' Backwall
 One White Header with Black Copy

\$1,450.00 #2



Modular Display System #2 - 10' x 10'
 One White Header with Black Copy
 One 1 Meter Counter with Sliding Doors
 Three Arm Lights
 Standard Booth Carpet

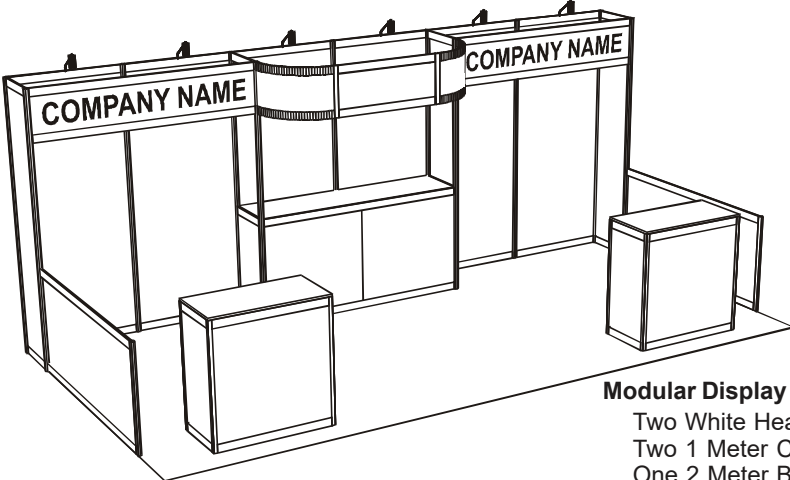
#3 \$2,900.00



Modular Display System #3 - 10' x 20'
 Two White headers with Black Copy
 Two 1 Meter Counters with Sliding Doors
 Six Arm Lights
 Standard Booth Carpet

**PLEASE FILL OUT
 ORDER FORM ON
 PAGE TWO.**

\$3,500.00 #4



Modular Display System #4 - 10' x 20'
 Two White Headers with Black Copy
 Two 1 Meter Counters with Sliding Doors
 One 2 Meter Built-In Counter with Sliding Doors
 Six Arm Lights
 Standard Booth Carpet



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MODULAR DISPLAY SYSTEM ORDER FORM

Page Two

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Modular Display Systems Include - Installation and dismantling labor - Standard header copy (black)	PLEASE SELECT ONE TYPE OF BACKGROUND PANEL COLOR: Fabric: <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Blue Hardwall: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Blue
------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PLEASE SELECT CARPET COLOR CHOICE: (For Modular Display Systems #2, #3, and #4 Only)
 Grey Blue Red Teal Black Forest Green Plum

INDICATE YOUR HEADER COPY:

INDICATE SECOND HEADER COPY: (For Modular Display Systems #3 & #4 Only)

ACCESSORIES				QUICK TIPS FOR EASY EXHIBITING	
	Quantity		Advance	Standard	
Arm Lights	_____		\$ 38.00	\$ 46.00	* Consider ordering floral accessories to enhance your exhibit on the Plant Order Form enclosed. * If you are shipping literature or products, please refer to the Material Handling Order Form to arrange for delivery of those items to your exhibit. * If you have any questions or need assistance in completing your order, please call us and ask for the Customer Service Department. * Remember to order in advance to save time and money. Orders received after the Deadline Date or without payment will cost you up to an additional 30% over prices indicated and are subject to availability.
Literature Pockets	_____ Letter		\$ 15.00	\$ 15.00	
Light Boxes	_____ Small		\$200.00	N/A	
	_____ Medium		\$250.00	N/A	
	_____ Large		\$325.00	N/A	
Counters	_____ 1 Meter		\$200.00	\$275.00	
	_____ 2 Meter		\$250.00	\$325.00	
	_____ Curved		\$250.00	\$325.00	
Shelves (40" x 12")	_____ Straight		\$ 30.00	\$ 40.00	
	_____ Angle		\$ 38.00	\$ 48.00	
Wirewall Panels	_____ Black		\$225.00	N/A	

Please note: Furniture, vacuum service and electricity are not included in above price. Header copy will be black. For special lettering and/or logo work, please call for a quote.

Cancellation Policy: Items cancelled after move-in begins will be charged 100%. Any custom display panels or graphics cancelled after start of construction will be charged 100%.

ALLOW TWO WEEKS FOR ORDER PROCESSING AND UNIT PREPARATION. CALL FOR AVAILABILITY AND PRICING AFTER TWO WEEKS

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone		Fax	E-mail	
Authorized Contact Signature		Authorized Contact-Please Print	Date	

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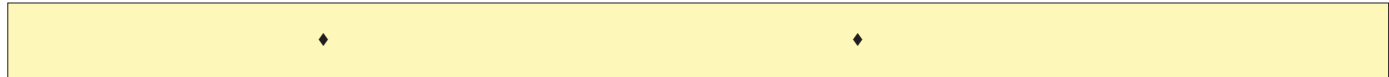
MDS # _____	\$ _____
Additional Items	\$ _____
Add 10.1% Sales and/or Use Tax	\$ _____
PAYMENT ENCLOSED	\$ _____



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ENVIRONMENTALLY FRIENDLY TABLE TOP DISPLAY ORDER FORM

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Display prices below are all based on print-ready artwork being provided to DWA. Please refer to the Graphic Files Submission Guidelines form for all file specifications and FTP upload procedures. If you would like DWA to design your display for you, graphic design labor charges will apply. Please contact our Customer Service Department at 503-228-6800 with any questions.

Quantity	Size	Advance	Standard	Total
	⁸⁰¹⁷ 24" x 60" Table Top Display	\$135.00	\$225.00	\$
	⁸⁰¹⁸ 32" x 72" Table Top Display	\$180.00	\$285.00	\$
	⁸⁰¹⁹ 36" x 84" Table Top Display	\$210.00	\$325.00	\$
	⁸⁰²⁰ Graphic Design Labor, per hour	\$ 75.00	\$ 95.00	\$
	⁸⁰¹⁵ Carrying Envelope made from nylon reinforced vinyl	\$ 45.00	\$ 60.00	\$

SIGN ORDER POLICY
 Table top displays cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after Advance Price Deadline will be charged at Rush Charge prices.

Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank.

Company Name	Booth Number			All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address	City	State	Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature	Authorized Contact-Please Print		Date	

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Total of Items Ordered	\$
Add 10.1% Sales and/or Use Tax	\$
PAYMENT ENCLOSED	\$

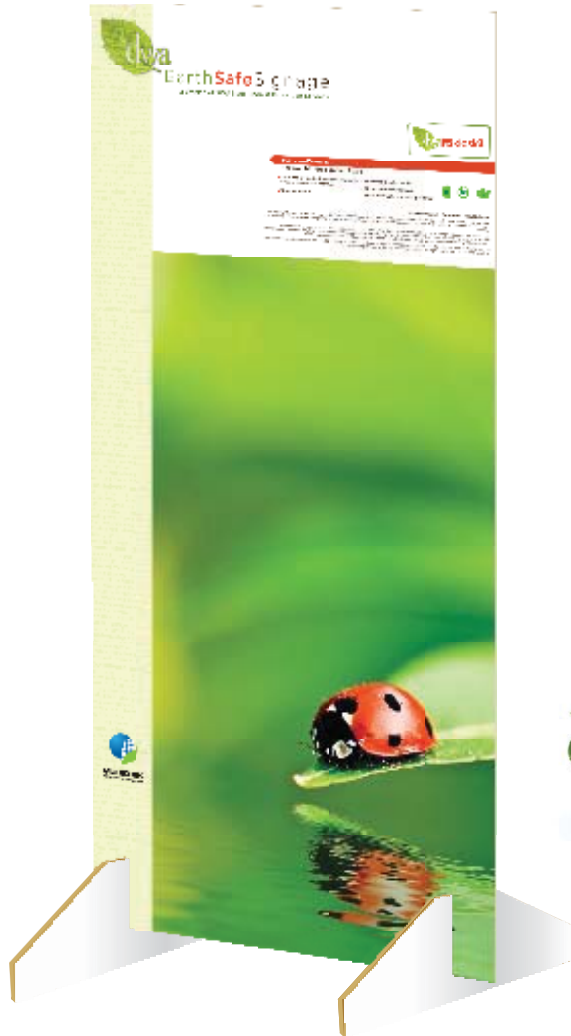
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ENVIRONMENTALLY FRIENDLY CARDBOARD KIOSK DISPLAY ORDER FORM

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DWA Freestanding Kiosk #3 is a 100% recyclable/biodegradable display but also durable enough for multiple uses. Made entirely with FalconBoard, a rigid graphic board that prints vibrant graphics in a satiny finish. Custom-made sizes.

More about FalconBoard...

Hexacomb® Falconboard is the only graphic display board made from reusable, renewable and 100% recyclable kraft paper honeycomb material. Falconboard offers designers and printers a truly recyclable, environmentally-conscious product that helps divert millions of pounds of waste from landfills.

Falconboard consists of a SFI® certified, natural kraft core with white clay-coated or natural linerboard facings. Produced with up to 20% chlorofluorocarbon-free recycled paper content, Falconboard emits zero volatile organic compounds (VOCs). These qualities make for an excellent "green" alternative to traditional foam boards made from polyethylene (PE), polystyrene (PS) or polyvinylchloride (PVC).

Falconboard's printing capabilities equal that of foam boards, including use of wide format and digital solutions. Its unique structure can handle the most demanding of graphic display requirements due to its high rigidity and dimensional stability.

Display prices below are all based on print-ready artwork being provided to DWA. Please refer to the Graphic Files Submission Guidelines form for all file specifications and FTP upload procedures. If you would like DWA to design your display for you, graphic design labor charges will apply. Please contact our Customer Service Department at 503-228-6800 with any questions.

Quantity	Size	Advance	Standard	Total
	8109 36" x 84" Kiosk Display w/feet	\$ 245.00	\$325.00	\$
	8112 36" x 75" Kiosk Display w/feet	\$ 215.00	\$295.00	\$
	8020 Graphic Design Labor, per hour	\$ 75.00	\$ 95.00	\$

SIGN ORDER POLICY
 Kiosk displays cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after Advance Price Deadline will be charged at Rush Charge prices.

Include Sales and/or Use Taxes as indicated. Make payment in U.S funds drawn on a U.S. bank.

Company Name		Booth Number	
Billing Address		City	State Zip Code
Telephone	Fax	E-mail	
Authorized Contact Signature	Authorized Contact-Please Print	Date	

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Total of Items Ordered	\$
Add 10.1% Sales and/or Use Tax	\$
PAYMENT ENCLOSED	\$

STANDARD SIGN & BANNER ORDER FORM

KEEP ORIGINAL & SEND COPY TO DWA

STANDARD SIGNS

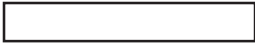
Signs are full-color digital graphics laminated and mounted to foamcore.


Quantity	Size	Advance	Standard	Total
	8001 7" x 11"	\$ 30.00	\$ 45.00	
	8002 7" x 44"	\$ 50.00	\$ 85.00	
	8003 11" x 14"	\$ 50.00	\$ 85.00	
	8004 14" x 22"	\$ 54.00	\$ 85.00	
	8005 22" x 28"	\$ 75.00	\$ 105.00	
	8006 28" x 44"	\$108.00	\$ 145.00	
	8009 3' x 8' w/base, single-sided	\$325.00	\$ 450.00	
	8011 Grommet, per piece	\$ 1.00	\$ 1.50	
	8013 Easel Back, per piece	\$ 7.00	\$ 10.00	
	8021 Banner	Call for Quote	Call for Quote	
	8020 Designer Labor, per hour (for specific/custom design needs)	\$ 75.00	Call for Quote	

SIGN ORDER POLICY
 Signs cancelled or changed after work has been started will be charged at 100% of the original price. Orders received after Advance Price Deadline will be charged at Standard prices.

Please indicate here if you would like us to call you and provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics, or any other items.

Choose sign orientation:
 (Check appropriate box)

 Horizontal

 Vertical

Use Your Judgement for Sign Layout

Specify sign copy and indicate colors here. Please print clearly, if more space is needed attach a separate piece of paper.



In order to ensure that your graphic images come out at the highest quality, send EPS vector art whenever possible. Photo-based or bitmap art should be in TIFF format and should be at least 600 dpi at 1/8th size. All colors in files and links should be set up and specified as CMYK (no RGB or spot colors). Include all screen and printer fonts used in your artwork (true type fonts) or convert all text to curves. Always include a hard copy or PDF file of your artwork.

Company Name		Booth Number		All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.
Billing Address		City	State Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature	Authorized Contact-Please Print	Date		

RETURN TO: DWA Trade Show & Exposition Services
 6700 NE 59th Place Portland, Oregon 97218
 Telephone: 503/228-6800 Fax: 503/595-1470
 E-mail: csr@dwa-tradeshow.com
 http://www.dwa-tradeshow.com

Total Graphics Ordered	\$	
Add 10.1% Sales and/or Use Tax	\$	
PAYMENT ENCLOSED	\$	



Seattle Gift Show
Washington State Convention Center
February 2-5, 2019
S02029
Advance Price Deadline: January 18, 2019

GRAPHICS FILE SUBMISSION GUIDELINES

Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Print-ready PDF is the only acceptable file type without incurring graphic design charges. Any in-house work that is needed to modify files provided by client to a print ready state will be billed at \$65.00 per hour with a half-hour minimum. Any files that must be opened in their native application and exported to the required file types below do not conform to this specification.

FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS or TIFF with a minimum resolution of 300 dpi at 50% OF THE FINAL PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEG's are less desirable but can be accepted if the resolution is 300 dpi or higher. Company logos should always be sent in a vector-based format to ensure a crisp, clean logo print. Placed images are to be embedded rather than linked. If files are linked, be sure to send the linked sites.

PLEASE DO NOT submit GIF files, Word (.doc) files, Power Point (ppt.) files, Publisher files, InDesign files or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

PAGE LAYOUT / IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolutions will produce superior results. Image should be flattened, no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with our Graphics Department, Native files can be sent if any changes or additions are anticipated but these should not be considered as the primary print files.

FONTS

All fonts should be converted to outlines or paths. Text should be converted to outlines to ensure kerning, leading and font size stay exactly as designed. Send font files if there is an anticipation of any changes or additions. Any in-house changes will be billed as described above.

PROOFING

A clean, hard copy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is without correction applied. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

BLEED

Graphics must include one-eighth inch of bleed for products mounted on the following substrates: Dibond, aluminum, plywood, sintra and acrylics.

COLOR MODE

Files may be submitted in CMYK or RGB. You may also include PMS colors in your graphics (Coated palettes only). Although PMS colors will be run as 4-color process, keep them as spot colors in your documents to ensure a more accurate match.

CRITICAL COLORS

All Pantone and critical call out values must be specified in writing to DWA at the time of submission. Please note that approximate matching of any one color requires additional time and resources, and an additional charge may apply. DWA cannot guarantee that the colors on your final print will match the colors produced by your monitor – monitors produce a greater range of color, brightness and saturation than any printer.

SENDING FILES

Files can be sent on CD-ROM or DVD (recommended for extremely large, high resolution files) or posted to your FTP site or any online file transmission site i.e., Dropbox. For information on our web based file transfer services, contact us at signs@dwa tradeshow.com or at 503-595-1465. Smaller files (-10MB) can be emailed directly to signs@dwa tradeshow.com.



Seattle Gift Show
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PAYMENT POLICIES & CREDIT CARD CHARGE AUTHORIZATION
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Please complete the information requested and return payment in full with this form and your orders.

VISA MASTERCARD AMERICAN EXPRESS DISCOVER Personal Corporate

Account Number																	
Expiration Date			/			Three or Four Digit Security Code											
Cardholder's Name										Please Print							
Cardholder's Billing Address										City							
State					Zip					Country							
Cardholder's Signature																	

ADVANCE PRICING

To qualify for advance pricing, orders must be received on or before the advance price deadline with payment in full. Late orders and orders without payment will be charged at standard prices.

PAYMENT FOR SERVICES

DWA requires payment in full at the time services are ordered. If paying by credit card, for your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling not covered by your initial order and orders placed at exhibit site by your company representative.

METHOD OF PAYMENT

DWA accepts MasterCard, Visa, Discover, American Express, cash and check. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank. Your cancelled check/bank statement and copies of the order form(s) are your receipts. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

TAX EXEMPT

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the DWA office for this show. DWA must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

ADJUSTMENTS, CANCELLATIONS AND REFUNDS

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

CALCULATION OF ORDERS

Furniture, Accessories, Carpet.....	\$		TOTAL FROM EACH ORDER FORM
Signs.....	\$		
Labor/Forklift.....	\$		
Material Handling.....	\$		
Other DWA Services (please specify) _____	\$		
Other DWA Services (please specify) _____	\$		
Other DWA Services (please specify) _____	\$		
TAX ID #93-0642167			
	TOTAL ORDER	\$	
	Charge my credit card in the amount of	\$	
I have enclosed check number _____ dated _____ in the amount of		\$	

Company Name		Booth Number	
Billing Address		City	State Zip Code
Telephone		Fax	E-mail
Authorized Contact Signature		Authorized Contact-Please Print	Date

All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.