



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

SHIPPING INSTRUCTIONS/ MATERIAL HANDLING INFORMATION

DWA Trade Show & Exposition Services is prepared to receive your shipment either in advance at our local warehouse or at the exhibit site. See below for services covered by DWA. You may ship via YRC FREIGHT or the carrier of your choice.

For charges associated with these services, please refer to the Material Handling Order Form. Rates are based on the incoming weight of the shipments. DWA must have payment before forwarding freight.

For uncrating, unskidding, positioning, and reskidding equipment, please refer to the In-Booth Forklift Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your equipment.

ADVANCE SHIPMENTS TO DWA WAREHOUSE *CRATES, CARTONS, FIBER CASES ONLY*

- Rates Include:
- ✓ Unloading crated freight. The warehouse cannot receive uncrated shipments.
 - ✓ Storing at the warehouse for up to 30 days.
 - ✓ Reloading onto trucks and delivery to the exhibit site.
 - ✓ Unloading freight and delivery to your booth.
 - ✓ Picking up, storing and returning empty shipping containers.
 - ✓ Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

NAME OF EVENT
 YOUR COMPANY NAME
 YOUR BOOTH NUMBER
 C/O DWA/YRC Freight
 12855 48th Avenue South
 Tukwila, WA 98168

IMPORTANT!
 Last day for shipments to arrive at the advance
 warehouse without surcharge is
January 28, 2019
 The warehouse will receive shipments Monday through
 Friday during the hours of 8:00am to 4:00pm.

DIRECT SHIPMENTS TO EXHIBIT SITE

- Rates Include:
- ✓ Unloading freight and delivery to your booth.
 - ✓ Picking up, storing and returning empty shipping containers.
 - ✓ Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

NAME OF EVENT
 YOUR COMPANY NAME
 YOUR BOOTH NUMBER
 C/O DWA Trade Show & Exposition Services
 Facility Name
 Facility Street Address
 Facility City, State, Zip

IMPORTANT!
 First day for shipments to arrive at the
 exhibit site is
January 31, 2019

OUTGOING SHIPMENTS

Shipping information, bills of lading and labels will be available at the DWA Service Desk. Exhibitors selecting nonofficial carriers will need to make their own arrangements for pickup.

RETURN TO WAREHOUSE (Optional)

- After the show, DWA can:
- ✓ Deliver freight to the warehouse.
 - ✓ Store freight.

Call the DWA Customer Service Department at 503/228-6800 or stop in during the show at the DWA Service Desk for assistance.

Please read the DWA "Limits of Liability and Responsibility" for important information on freight handling.

Washington State Convention Center

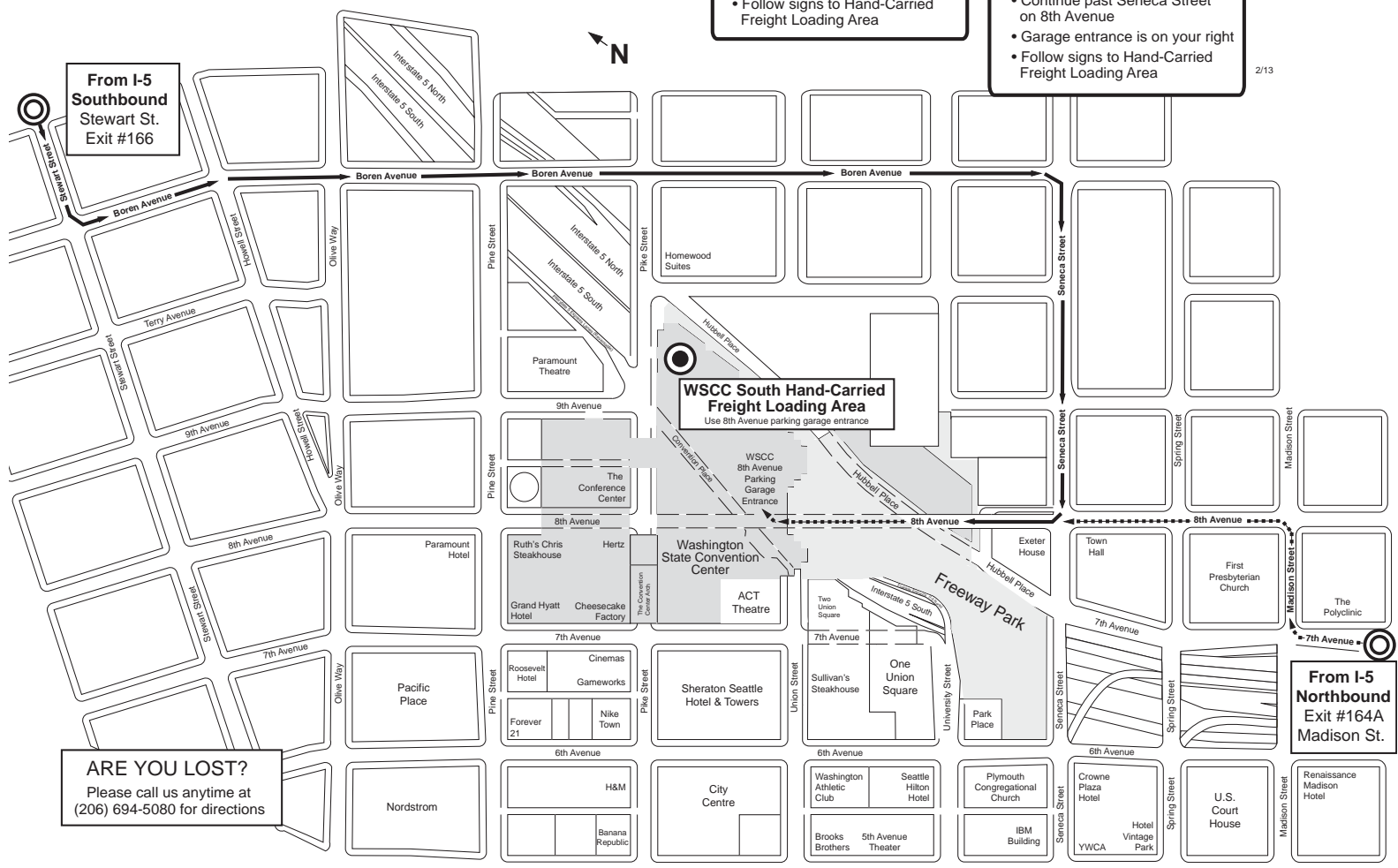
SOUTH HAND-CARRIED FREIGHT LOADING AREA

LOAD AND UNLOAD - ONE HOUR LIMIT IN LOADING ZONES

Maximum Vehicle Height 6' 5" • No Full-Size Vans • No Trailers
 Contact show management for hours of operation for your event

- FROM I-5 SOUTHBOUND**
- Interstate 5 Southbound
 - Stewart Street exit (#166)
 - Left on Boren Avenue
 - Right on Seneca Street
 - Right on 8th Avenue
 - Garage entrance is on your right
 - Follow signs to Hand-Carried Freight Loading Area

- FROM I-5 NORTHBOUND and I-90 WESTBOUND**
- Interstate 5 Northbound
 - Madison Street exit (#164A) takes you to 7th Avenue
 - Right on Madison Street
 - Left on 8th Avenue
 - Continue past Seneca Street on 8th Avenue
 - Garage entrance is on your right
 - Follow signs to Hand-Carried Freight Loading Area



ARE YOU LOST?
 Please call us anytime at
 (206) 694-5080 for directions

From I-5 Northbound Exit #164A Madison St.

**Washington State Convention Center
NORTH HAND-CARRIED FREIGHT LOADING AREA
LOAD AND UNLOAD ONLY - ONE HOUR LIMIT**

Maximum Vehicle Height 9' 8" • No Full-Size Vans • No Trailers
Contact show management for hours of operation for your event

- FROM I-5 SOUTHBOUND**
- Interstate 5 Southbound
 - Stewart Street exit (#166)
 - Left on Boren Avenue
 - Right on Pine Street
 - Left on 9th Avenue
 - Entrance is on your right

- FROM I-5 NORTHBOUND and I-90 WESTBOUND**
- Interstate 5 Northbound
 - Madison Street exit (#164A) takes you to 7th Avenue
 - Right on Madison Street
 - Left on 8th Avenue
 - Continue on 8th Avenue
 - Right on Pike Street
 - Left on Boren Avenue
 - Left on Pine Street
 - Left on 9th Avenue
- Entrance is on your right

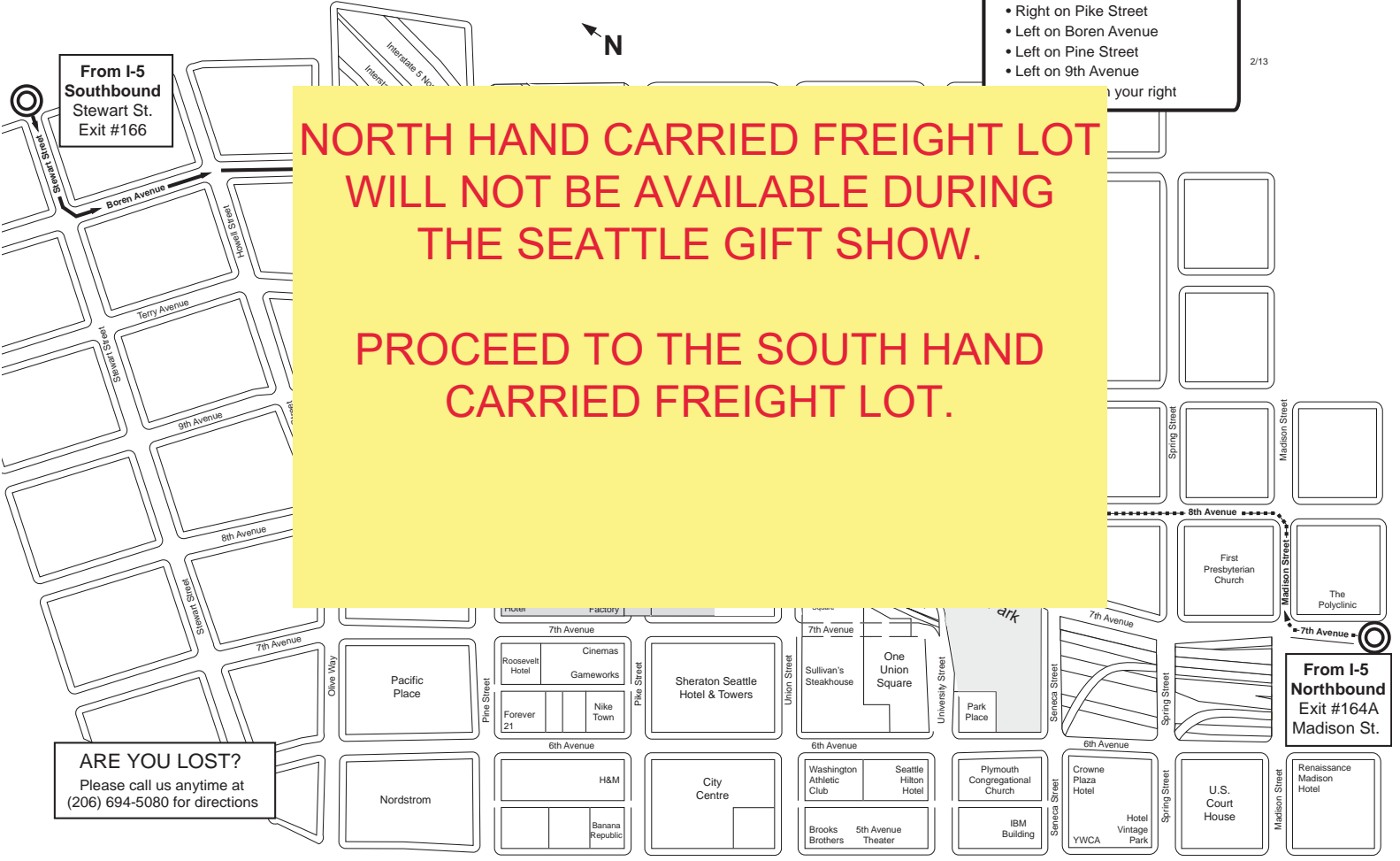
2/13

**NORTH HAND CARRIED FREIGHT LOT
WILL NOT BE AVAILABLE DURING
THE SEATTLE GIFT SHOW.
PROCEED TO THE SOUTH HAND
CARRIED FREIGHT LOT.**

From I-5 Southbound
Stewart St.
Exit #166

ARE YOU LOST?
Please call us anytime at
(206) 694-5080 for directions

From I-5 Northbound
Exit #164A
Madison St.



RUSH!

EXHIBITION FREIGHT

FROM:

WAREHOUSE SHIPMENT

TO:

EXHIBITING COMPANY

Seattle Gift Show

NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES

YRC Freight

12855 48th Avenue South

Tukwila, WA 98168

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

WAREHOUSE SHIPMENT

TO:

EXHIBITING COMPANY

Seattle Gift Show

NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES

YRC Freight

12855 48th Avenue South

Tukwila, WA 98168

Carrier _____

Number _____ of _____ pieces



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FROM:

WAREHOUSE SHIPMENT

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Seattle Gift Show

NAME OF EXHIBITION

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C/O DWA TRADE SHOW & EXPO SERVICES

YRC Freight

12855 48th Avenue South

Tukwila, WA 98168

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Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

WAREHOUSE SHIPMENT

TO:

EXHIBITING COMPANY

Seattle Gift Show

NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES

YRC Freight

12855 48th Avenue South

Tukwila, WA 98168

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY
Seattle Gift Show
NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES
Washington State Convention Center
705 Pike Street
Seattle, Washington 98101

SHIPMENT WILL BE ACCEPTED BEGINNING: January 31, 2019

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY
Seattle Gift Show
NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES
Washington State Convention Center
705 Pike Street
Seattle, Washington 98101

SHIPMENT WILL BE ACCEPTED BEGINNING: January 31, 2019

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY
Seattle Gift Show
NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES
Washington State Convention Center
705 Pike Street
Seattle, Washington 98101

SHIPMENT WILL BE ACCEPTED BEGINNING: January 31, 2019

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY
Seattle Gift Show
NAME OF EXHIBITION

BOOTH NUMBER

C/O DWA TRADE SHOW & EXPO SERVICES
Washington State Convention Center
705 Pike Street
Seattle, Washington 98101

SHIPMENT WILL BE ACCEPTED BEGINNING: January 31, 2019

Carrier _____

Number _____ of _____ pieces





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**MATERIAL HANDLING
 ORDER FORM**
 KEEP ORIGINAL & SEND COPY TO DWA

ARRIVAL DATES FOR SHIPMENTS - PLEASE SCHEDULE SHIPPING CAREFULLY TO MINIMIZE SURCHARGES!

ADVANCE: January 28, 2019

Last day for crated shipments to arrive at advance warehouse without surcharge. A 25% (\$31.00 minimum) late arrival surcharge based on the below rates will apply to each shipment received at the warehouse after this date.

SHOW SITE: January 31, 2019

First day for shipments to arrive at exhibit site.

MATERIAL HANDLING RATES
 Rates are round-trip, per shipment. Use incoming weight only and round up to the next 100 lbs. Rates below are guaranteed if inbound shipments are received at the DWA warehouse or exhibit site before 4:00 PM weekdays. **Late shipments to warehouse are subject to surcharges.** Certified Weight Tickets are required for each shipment.

ADVANCE SHIPMENTS TO WAREHOUSE
 Advance shipments are shipments that can be received at the warehouse up to 30 days prior to the event, delivered to the exhibit site and can be unloaded at the dock and delivered to the booth with no additional handling required. Empty containers will be returned at the close of the show. When packed, the crated materials will be picked up at the booth and loaded onto outbound carriers. Late arrival charges additional, see above for details.

	SHIPMENT WEIGHT X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Crated and/or Skidded Materials	lbs.	⁶⁰⁰¹ \$62.00	⁶⁰⁰⁰ \$124.00	\$

DIRECT SHIPMENTS TO EXHIBIT SITE
INCLUDED IN BOOTH PACKAGE

UNCRATED SHIPMENTS
 Includes shipments that are not in crates, cases, or boxes and/or are unskidded without proper lifting bars or hooks. Empty containers will be returned at the close of the show.

	SHIPMENT WEIGHT X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
Uncrated and/or Unskidded-Advance	lbs.	⁶⁰¹³ \$82.00	⁶⁰¹² \$164.00	\$

CRATED SHIPMENTS REQUIRING SPECIAL HANDLING
 Includes shipments that are loaded and/or packed in such a manner as to require additional handling such as ground loading, side door loading, constricted space loading, designated piece loading, or stacked shipments. Late arrival charges additional, see above for details.

	SHIPMENT WEIGHT X	RATE/100 LBS.	MIN.CHARGE	ESTIMATED CHARGES
To Warehouse	lbs.	⁶⁰⁴¹ \$79.00	⁶⁰⁴⁰ \$158.00	\$

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@dwatradeshow.com
 http://www.dwatradeshow.com

Total Estimated Charges	\$
PAYMENT ENCLOSED	\$

Invoicing will be done from the actual weight, not the above estimates.



We get your show on the *Road* or in the *Air*

YRC Freight is the Show's Recommended Carrier

Let YRC Freight assist in handling your **Ground, Air** and **Expedited** shipping needs. Just stop by the Exhibitor's Service Desk and speak with our Trade Show Specialist from YRC Freight

YRC Freight's Services Advantages:

Time Critical - Any Need, Any Speed, Guaranteed.

- By Noon, By 5pm, Hour Window
- Guaranteed, By Noon, By 5 pm, Multiday Window

Standard Ground – The most reliable standard ground service in the Exhibit industry

Caravan Service – Conveniently transports your exhibit materials from show to show

Any Size Shipment – We have the ability to move everything from small packages to full truckloads at competitive prices

Sealed Exhibit – Is a safe, secure, guaranteed option to move your shipments and you only pay for the space you need.

World Class Customer Service – Our Exhibit customer service offers 24/7 support for your exhibit shipping needs at 1-800-531-EXPO (3976)

Don't worry if you are a first time user with YRC Freight, because we can establish competitive pricing for your outbound shipment right on the spot!

Contact us at 1- 800-531-EXPO (3976), yrcfreight.com or exhibit.services@yrcfreight.com



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**STORAGE SERVICE
 ORDER FORM**
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STORAGE SERVICE

FULL SERVICE ADVANTAGES

Keep your exhibit materials on the West Coast
 Avoid double handling and unnecessary shipping costs.

DWA Trade Show & Exposition Services has 75,000 square feet of warehouse space available in the Northwest with facilities and services for:

- ◆ Receiving & holding your equipment and/or display materials
- ◆ Tracing shipments
- ◆ Outbound shipping and local deliveries
- ◆ Year round accessibility (If using your carrier for transport, pick up and delivery must be scheduled with DWA at least 72 hours in advance)
- ◆ Installation and dismantling labor for events
- ◆ Complete, personalized labor supervision
- ◆ Graphics and design
- ◆ Carpentry to refurbish shipping and display materials

STORAGE RATES:

Delivery from Show Site to DWA warehouse for storage	\$9.50 per cwt./\$95.00 minimum
Warehouse handling in and out	\$7.00 per cwt./\$40.00 minimum
Storage per month	\$7.00 per cwt./\$40.00 minimum

YES, We are interested in storing our exhibit materials in Portland, Oregon. Please contact the customer service representative at the telephone number below.

Company Name		Booth Number		<i>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</i>	
Address		City	State		Zip Code
Telephone		Fax			PO#
Authorized Contact Signature		Authorized Contact-Please Print			Date

RETURN TO: DWA Trade Show & Exposition Services
 6700 NE 59th Place, Portland, OR 97218
 Telephone: 503/228-6800 Fax: 503/228-6808
 E-mail: csr@dwa tradeshow.com

Total Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED	\$	



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**LABOR
ORDER FORM**
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LABOR SERVICES (Please indicate services desired)

DWA SUPERVISED (OK to proceed without exhibitor/display house supervision) Please check all that apply. Please complete information needed on page two of labor form.

- Installation
 Exhibits are set up prior to exhibitor's arrival under the direction of DWA supervisors.
 A 25% (\$30.00 minimum) surcharge will be added to the labor rates below for this supervision.
- Dismantle
 Exhibits are dismantled after show closing under the direction of DWA supervisors.
 A 25% (\$30.00 minimum) surcharge will be added to the labor rates below for this supervision.

EXHIBITOR SUPERVISED (Do not proceed without exhibitor/display house supervision) Exhibitor will supervise: (Please check all that apply)

- Installation
 Exhibitor will need ___ workers on (date) _____ at (time) _____ AM PM for (hours) _____
- Dismantle
 Exhibitor will need ___ workers on (date) _____ at (time) _____ AM PM for (hours) _____

Starting time can be guaranteed only in those instances where labor is requested for the start of the working day, which is 8:00 am. **Check in at the DWA service desk to pick up your labor.**

LABOR RATES

		ADVANCE	STANDARD
Straight Time	between 8:00 am and 4:30 pm weekdays	\$65.00 per hr	\$72.00 per hr
Overtime	before 8:00 am and after 4:30 pm weekdays and all day Saturdays and Sundays	\$94.50 per hr	\$108.00 per hr

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked. Labor canceled without 24 hour notice shall be charged a one (1) hour cancellation fee per worker.

	No. of workers	x	Hours per worker	=	Total worker hours	at Rate	Total
Installation						\$ _____ /hr.	\$ _____
Dismantle						\$ _____ /hr.	\$ _____

The minimum charge for labor is one (1) hour per worker. After one hour, labor is charged in one-half (1/2) hour increments. Gratuities in any form, including cash and gifts are prohibited.

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

Estimated Labor Services Ordered	\$	
Add 25% (\$30 min.) for Install Supervision	\$	
Add 25% (\$30 min.) for Dismantle Supervision	\$	
Add 10.1% Sales and/or Use Tax	\$	
PAYMENT ENCLOSED	\$	

(SEE PAGE TWO)



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**LABOR
 PAGE TWO**
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INBOUND FREIGHT INFORMATION

CARRIER _____ SHIPPED BY _____ DATE _____
 NUMBER OF PIECES _____ WEIGHT _____ PRO NUMBER _____
 ARRIVAL DATE _____ SHIPPED TO: WAREHOUSE SHOWSITE

SET UP INFORMATION FOR DWA INSTALLATION

SET UP DRAWINGS ATTACHED RENTAL CARPET COLOR
 SET UP DRAWINGS WITH EXHIBIT OWN CARPET COLOR
 CASE/CRATE NUMBER _____ PADDING
 NUMBER OF WORKERS REQUIRED FOR SET-UP _____ APPROXIMATE TIME FOR SET-UP _____
 FORKLIFT ORDERED HRS _____ TIME _____ SPECIAL EQUIPMENT REQUIRED _____

DID YOU ORDER

ELECTRICAL YES NO ELECTRICAL UNDER CARPET YES NO
 ELECTRICAL DRAWINGS ATTACHED SENT TO THE OFFICIAL ELECTRICAL CONTRACTOR W/EXHIBIT

OUTBOUND FREIGHT INFORMATION

IMPORTANT: You must make arrangements for outbound shipping and contact the carrier of your choice.

OUTBOUND FREIGHT CHARGES PREPAID COLLECT BILL TO _____
 CONSIGNED TO _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 SECOND CONSIGNEE _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 DWA STORAGE
 METHOD SHOWCARRIER AIR FREIGHT VANLINE OTHER _____
 CARRIER (IF KNOWN) _____
 CONTACT _____ PHONE _____

EMERGENCY CONTACT INFORMATION / SHOWSITE CONTACT

NAME _____ TITLE _____
 TELEPHONE _____
 OTHER MEANS OF CONTACTING THIS PERSON _____
 CONTACT'S HOTEL _____ ARRIVAL _____ DEPARTURE _____
 PURCHASING AUTHORIZATION YES NO