



Presented by:



To ensure a smooth move-in and a successful event, the following is an Exhibitor Checklist to help you make final preparations before the event.

- ❑ **PAYMENT** Make sure that we have received full payment prior to the event. Participation will not be permitted unless account is paid in full. OSEIA accepts the following major credit cards: Visa, MasterCard OR mail payments to arrive **NO LATER THAN Friday, April 23, 2010 to: OSEIA 3855 SW 153rd Drive Beaverton, OR 97006**

- ❑ **EXPO HOURS**

Thursday, April 29, 2010	
Exhibitor Move In	12:00pm – 6:00pm
Friday, April 30, 2010	
Exhibitor Move In Continues	9:00am – 1:00pm
Expo Open	2:00pm – 6:30pm
Saturday, May 1, 2010	
Expo Open	10:00am – 6:00pm
Sunday, May 2, 2010	
Expo Open	10:00am – 4:00pm
Exhibitor Move Out	4:00pm – 9:00pm

Exhibitors will be allowed in the exhibit hall after 9:00am on Friday, April 30th to complete final set up details.

- ❑ **SCHEDULED MOVE-IN TIME** Exhibitor move-in is scheduled for Thursday, April 29, 2010 from 12 noon until 6 pm at the Oregon Convention Center (OCC), **Hall E**, 777 NE Martin Luther King Jr. Boulevard, Portland, Oregon, 97232, 1-800-791-2250. For directions to the Oregon Convention Center, visit the OCC web site at <http://www.oregoncc.org>. You have until 1pm on April 30th to complete your move in.

All vehicles must be unloaded immediately and then removed from the loading bay. For security reasons while parked in the loading bay, one person must remain with the vehicle at all times. Exhibitors may handle their own freight subject to the following conditions: Material can be hand-carried to and from the booth via accepted freight entrances or transport of larger items can be done using two-wheeled hand trucks or four-wheeled mover type dollies, both provided by the exhibitor. If you have special requirements, please check with the Move-In Coordinator at the main loading ramp before you pull your vehicle into the loading bay. Due to liability and safety issues, children are not allowed in the facility during move-in.

- ❑ **SCHEDULED MOVE-OUT TIME** Exhibitor move-out begins at 4:00pm on Sunday, May 2nd after the close of the exhibit hall. You may begin to dismantle your booths at 4:00pm. Move-out must be complete by 9pm that evening.

- ❑ **PRE-EVENT MARKETING** All exhibitors and sponsors are eligible for a specific number of discount coupons (hard copy and electronic form) to invite clients and/or prospects to the Northwest Solar Expo & Clean Technology Showcase as a value add for participating. Please contact us at seanl@prosperaevents.com if you have not received your discount coupons.

VIP Reception on Friday, April 30th from 5:00pm – 6:30pm all NW Solar Expo attendees, exhibitors, speakers and sponsors are invited to enjoy this reception.

- ❑ **EXHIBITOR REGISTRATION** To make your registration experience quick and easy, it is strongly recommended that ALL exhibitors pre-register their booth staff for the event at the official web site: www.nwsolarexpo.com by Friday, April 23, 2010.

Click on **Register Now**, and then choose **Exhibitor** to register your booth staff (at no cost) for access to the Exhibit Hall.

A few important reminders about exhibitor registration:

- Exhibitors will NOT be allowed in the event area during the expo without an official badge.
- Badges will NOT be mailed in advance.
- All badges must be picked up in the event registration area (outside Hall E) at the following times:

Thursday, April 29 (Move In Day)	12pm to 6pm
Friday, April 30	9am – 6pm
Saturday, May 1	9:30am – 6pm
Sunday, May 2	9:30am – 4pm

- ❑ **PROFESSIONAL TRAINING CONFERENCE** Your exhibitor registration (which allows you access to the Exhibit Hall) does NOT include access to the Professional Training Conference Sessions taking place April 27 – 30, 2010. These sessions require separate registration and payment. To register for the Professional Training Conference please visit www.nwsolarexpo.com

- ❑ **LEAD RETRIEVAL TECHNOLOGY** To enhance your event experience, we offer lead retrieval and information management services through Action Registration. Action's portable, lead collection technology allows you to collect and qualify leads right in your booth and have a complete database of your contacts emailed to you shortly after the event. For more information on the Action Registration lead retrieval system, please review the order form located in your exhibitor service kit or to order online, visit www.actionreg.com

IMPORTANT NOTE: The lead retrieval solution will work ONLY for Professional Training Conference attendees (who have bar-coded badges and who will primarily attend the expo on Friday, April 30, 2010 but may attend on Saturday and Sunday as well.) The solution will NOT work for public expo attendees on Saturday and Sunday as they will not have individually bar-coded badges.

- ❑ **DECORATING SERVICES** Each 10'x10' booth space includes: black/blue and gold 8' tall back drape, black 3' side divider drape, black carpet, two chairs, one 6' draped table (black) and one wastebasket; however, if you require additional furnishings, electrical service, internet service, audio visual equipment, booth cleaning, etc. these services are available to order using the forms in your exhibitor service kit from DWA Tradeshow and Expositions. If you have not received your service kit, and are a confirmed NW Solar Expo exhibitor, please contact DWA Tradeshow & Exposition Services at 503-228-6800.

Or, you may order decorating services online at www.dwatradeshow.com

1. Select **Online Ordering** from the Home Page (on the left side of the page)
2. Select show location **Portland**
3. Enter the show code: **Q483T6S** (case sensitive) under NW Solar Expo
4. Begin entering your order

❑ **SHIPPING MATERIALS TO SHOW SITE**

Below is IMPORTANT information about shipping you event materials (display, brochures, etc.) directly to the event.

DWA will receive shipments at the exhibit facility starting: Thursday, 4/29/10 at 8am

If you are shipping your materials **directly** to the Oregon Convention Center, the truck must arrive between 8am - 6:00pm on Thursday, April 29th OR between 8am – 12pm on Friday, April 30th.

Shipments arriving before April 29th may be refused by the facility.

The address for shipping directly to the show is:

NW Solar Expo
Exhibiting Company Name & Booth #
c/o DWA Trade Show & Exposition Services
Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland, Oregon 97232

❑ **SHIPPING MATERIALS TO THE ADVANCED WAREHOUSE**

If you are shipping your materials in advance of NW Solar Expo, DWA (our decorating company) will accept crated, boxed or skidded materials through **Tuesday, April 27, 2010.**

DWA will receive shipments at the advanced warehouse from: Now through 4/27/2010

The address for advanced shipments is:

NW Solar Expo
Exhibiting Company Name & Booth #
c/o DWA Trade Show & Exposition Services
3720 NW Yeon
Portland, Oregon 97210

To avoid additional after deadline charges, materials must arrive by Tuesday, April 27, 2010. The warehouse will receive shipments Monday through Friday from 8:00am - 4:00pm PST only.

❑ **ELECTRICAL, INTERNET, AUDIO VISUAL AND TELECOMMUNICATION**

To order electrical, internet, audio visual and/or telecommunication services from the Oregon Convention Center click www.oregonccc.org (click on Exhibitor Services) or call OCC at 503-235-7578. These services are optional and are not included with your booth space.

- ❑ **FOOD AND BEVERAGE** If you would like to provide snacks, hors d'oeuvres, etc. at your booth, remember that ARAMARK is the exclusive caterer at the Oregon Convention Center. Only sample sizes of food and beverage are allowed, distribution must be approved and only the manufacturer or distributor of a product may dispense food samples.

Please see the "Conditions and Regulations" section of the OCC website at http://live.oregoncc.org/ex_services_orders/c&r.htm for sampling details or call Aramark at 503-731-7906 to place a food and beverage order.

- ❑ **HOST HOTEL**



Courtyard Portland Downtown/Lloyd Center, 435 NE Wasco Street, Portland, Oregon 97232 is located two blocks north of the Oregon Convention Center and offers 202 spacious guest rooms and suites, featuring a comfortable sitting area, large work desk, two phones with data ports, FREE high-speed internet access and in-room coffee.

To confirm the **SPECIAL NW SOLAR EXPO RATE of \$119.00 single/double occupancy + 12.5 % tax** call 503-234-3200 or 800-321-2211 and ask for the Solar Expo group rate.

Please confirm your reservation by Monday, April 5, 2010. After April 5, rooms and rates are based upon availability.

- ❑ **AUTOMOBILE POLICY** If you plan on displaying a vehicle in your booth please be aware of the following Fire Marshal requirements: vehicles must be limited to ¼ tank of fuel (or less), gas cap must be either locked or taped in place and battery cables must be taped or batteries removed and plastic must be placed under the vehicle. In addition, please advise your event contact if you are planning on displaying a vehicle in your booth.

We look forward to a successful event and encourage you to contact us with any questions at (503) 570-6295.