

# *Oregon Party Rentals, Inc.*

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1950 SW Badger Avenue #104  
Redmond, OR 97756  
Telephone: (541) 923-5500  
Fax: (541) 550-3866



CENTRAL OREGON SPORTSMEN'S SHOW  
March 12 – March 15, 2020

Deschutes County Fair and Expo Center  
Redmond, Oregon

**Oregon Party Rentals, Inc.**

2498 S. Hwy. 97, #F35, Redmond, OR 97756

(541) 923-5500 (541) 550-3866 Fax

Central Oregon Sportsmen's Show

Deschutes Co. Fair &amp; Expo Center

Mar 12 – Mar 15, 2020

**Central Oregon Sportmen's Show**

Advance Price Deadline: Feb. 25, 2020

Welcome exhibitors to the Central Oregon Sportsmen's Show, March 12-15, 2020 at the Deschutes County Fair and Expo Center in Redmond, Oregon. Oregon Party Rentals is pleased to have been selected as your official convention services contractor. In addition to furniture, carpet, drape, and linens, we offer labor and freight handling services. Our goal is to help you make your show participation a success!

HOW TO CONTACT US:	Oregon Party Rentals 1950 SW Badger Ave. Suite 104 Redmond, OR 97756	Phone: 541-923-5500 Fax: 541-550-3866 Email: party@bendcable.com
BOOTH INFORMATION:	Back and Sidewall Drape (Downstairs) Back and Sidewall Drape (Upstairs)	Blue & White Red & White
BOOTH PACKAGE	Show Management is providing each exhibitor with one Booth Identification Sign. Please Note: Bulk space does not come with back wall drape.	
ADVANCE PRICE DEADLINE	The last day to receive Oregon Party Rentals advance pricing is February 17, 2017.	

Please review our payment policy carefully. As a reminder, Oregon Party Rentals requires payment in full at the time the order is placed. Take advantage of our advance order prices. Just return your order form with payment by fax, email or mail so that we receive it no later than February 25, 2020

If you have any questions about our services or would like assistance in completing the order form, please contact our customer service at 541-923-5500.

**Freight Handling:** Oregon Party Rentals can receive your prepaid show freight and deliver it to your booth space. Please read the Freight Handling order form for further information and for Freight Handling rates. Be sure to complete and return the Freight Handling Order Form to Oregon Party Rentals prior to shipping.

**Advance Shipping Address:** Central Oregon Sportsmen's Show  
(YOUR COMPANY NAME)  
% Oregon Party Rentals  
2152 SW Jericho Lane  
Culver, OR 97734

*Last day to receive advance freight at the Redmond warehouse without a surcharge is March 6, 2020*

**Direct Shipping Address:** Central Oregon Sportsmen's Show  
(YOUR COMPANY NAME)  
% Oregon Party Rentals  
Deschutes Co. Fair & Expo Center  
3800 SW Airport Way  
Redmond, OR 97756

*All direct shipments must be prepaid and consigned to Oregon Party Rentals and scheduled to arrive during official exhibitor move in hours only. First day to receive freight at the exhibit site is March 9, 2020*

**Oregon Party Rentals**

2152 SW Jericho Lane, Culver, OR 97734

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Deschutes Co. Fair & Expo Center

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**PAYMENT POLICES & CREDIT CARD**

**CHARGE AUTHORIZATION**

Advance Price Deadline: Feb. 25, 2020

Please provide all the information requested and return your payment in full, with this form and your orders.

VISA       MASTERCARD       DISCOVER       AMERICAN EXPRESS

Account Holder													
Account Number													
Expiration Date			---			SECURITY CODE							
Cardholder=s Signature													

**ADVANCE PRICING**

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

**PAYMENT FOR SERVICES**

Oregon Party Rental requires payment in full at the time the services are ordered. If paying by credit card, for your convenience, we will use this authorization form to charge your account for services, which may include labor and freight handling not covered in your initial order.

**METHOD OF PAYMENT**

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

**TAX EXEMPT**

Oregon has no sales tax.

**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.

**Oregon Party Rental**

**CALCULATION OF ORDERS**

Furniture, Accessories, Carpet		\$
Cleaning		\$
Labor/Forklift		\$
Material Handling		\$
Other services (please specify)		\$
Other services (please specify)		\$
TOTAL ORDER		\$
Charge my card in the amount of \$ _____		
I have enclosed check number _____ dated _____ in the amount of \$ _____		
COMPANY NAME	BOOTH#	<b><i>ALL ORDERS ARE GOVERNED BY OREGON PARTY RENTALS PAYMENT POLICY AND LIMITS OF LIABILITY AND RESPONSIBILITY.</i></b>
ADDRESS		
TELEPHONE	FAX#	
SIGNATURE	PRINT NAME	

**Return to: Oregon Party Rentals. (541) 550-3866 FAX email: party@bendcable.com**

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Central Oregon Sportsmen's Show

Deschutes Co. Fair & Expo Center

**Mar 12 – Mar 15, 2020**

**EQUIPMENT  
RENTALS**

**BOOTH#**

Advance Price Deadline: February 25, 2020

CHAIRS & ACCESSORIES					CARPET					
Qty	Description	Advance	Standard	Total	Qty	Description	Advance	Standard	Total	
	Folding Chair	5.00	8.00			10'x10' or 10'x12'	90.00	125.00		
	Fabric Chair	20.00	25.00			10'x20' or 12'x20'	160.00	190.00		
	Barstool	10.00	15.00			10'x30' or 12'x30	225.00	285.00		
	Barstool w/back	31.00	39.00			Special Cut /SF	2.25	2.95		
	Pad for Barstool	5.00	7.00			Foam Pad/SF	1.00	1.50		
	30" Round Table	24.00	28.00		Available Carpet Colors: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Grey					
	30" Round Cocktail	30.00	33.00							
	Easel	18.00	23.00		DISPLAY TABLES - 30" High x 30" Wide by Length Check below for color of draped tables					
	Stanchion	10.00	15.00		Qty	Description	Advance	Standard	Total	
	White Chain	7.00	10.00			4' Undraped Table	18.00	23.00		
	Wastebasket	7.00	12.00			6' Undraped Table	23.00	29.00		
CUSTOM DRAPE						8' Undraped Table	28.00	35.00		
Qty	Description	Advance	Standard	Total		4' Draped Table	37.00	47.00		
	3' High Drape per LF	2.00	3.00			6' Draped Table	45.00	56.00		
	8' High Drape per LF	4.00	5.00			8' Draped Table	56.00	65.00		
Available Drape Colors: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Black						48"Round Draped Table	35.00	45.00		
MISCELLANEOUS EQUIPMENT						Table Skirt only	28.00	35.00		
Qty	Description	Advance	Standard	Total		Table Linen Only	20.00	30.00		
	6'-10' Ext. Pole	5.00	7.00		Available Skirt Colors: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gm <input type="checkbox"/> White <input type="checkbox"/> Burg <input type="checkbox"/> Blk					
	8' Upright	5.00	7.00		DISPLAY COUNTERS (42" High x 30" Wide)					
	3' Upright	5.00	7.00		Qty	Description	Advance	Standard	Total	
						4" Undraped Counter	25.00	31.00		
	Base	5.00	7.00			6' Undraped Counter	32.00	40.00		
COMPANY NAME						8' Undraped Counter	39.00	49.00		
ADDRESS						4' Draped Counter	44.00	55.00		
CITY		ST	ZIP			6' Draped Counter (3 sides)	52.00	65.00		
TELEPHONE		FAX				8' Draped Counter (3 sides)	60.00	75.00		
BOOTH NUMBER						Counter Skirt Only (3 sides)	30.00	37.00		
AUTHORIZED SIGNATURE						Linen Top Only	20.00	30.00		
Return to: Oregon Party Rentals 1950 SW Badger Ave. #104 Redmond, OR 97756 (541) 923-5500 (541) 550-3866 Fax party@bendcable.com					TOTAL RENTALS ORDERED \$ _____ PAYMENT ENCLOSED \$ _____			All orders are governed by Oregon Party Rental's <i>Payment Policy and</i> Limits of Liability and Responsibilities		

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Central Oregon Sportsmen's Show

Deschutes Co. Fair & Expo Center Mar 12 – Mar 15, 2020

**LIMITS OF LIABILITY  
AND RESPONSIBILITY**

**BOOTH#**

**Advance Price Deadline: Feb. 25, 2020**

**All orders are governed by the Oregon Party Rentals, Payment Policy and Limits of Liability and Responsibility.**

1. Oregon Party Rentals, and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment, damages to uncrated materials, materials packed improperly, glass breakage or concealed damage. Claims for loss or damage must be submitted to Oregon Party Rentals, by the close of the show. No suit or action will be brought against Oregon Party Rentals or its subcontractors more than six months after the cause of action occurs.
2. Oregon Party Rentals, and its subcontractors will not be responsible for loss of, disappearance of, or damage to the Exhibitor's booth, nor are Oregon Party Rentals and its subcontractors responsible for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. All bills of lading covering outgoing shipments submitted to Oregon Party Rentals, or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. It is agreed Oregon Party Rentals, and its subcontractors are not insurers. Insurance, if any will be obtained by Exhibitor. Amounts payable by Oregon Party Rentals, hereunder are based on the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further agreed that Oregon Party Rentals and its subcontractors do not provide for full liability should loss or damages occur. In the event that Oregon Party Rentals should be found liable for loss or damage to Exhibitor's equipment, the liability will be limited to the specific article that was physically lost or damaged. Such liability will be limited to a sum equal to \$.30 per pound/per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph will apply if loss or damage, regardless of cause of origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Oregon Party Rentals, or its subcontractors or their employees.
4. At the close of the show, if carriers fail to pick up or refuse to accept shipment, Oregon Party Rentals, reserves the right to reroute such shipment or move shipment to our warehouse pending advice from Exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling. Thus, in order to expedite removal of materials from the show site, Oregon Party Rentals, will have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by Exhibitor, materials will be taken to Oregon Party Rentals' warehouse to await Exhibitor's shipping instructions, and Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Oregon Party Rentals, assume no liability as a result of such re-routing or handling.
5. Oregon Party Rentals, and its subcontractors will not be liable for shipments received without receipts, freight bills, or bill of lading, such as UPS or van lines, these shipments will be delivered to the booth without any guarantee of piece count or condition. No liability will be assumed for such shipments. Shipments received on separate days will be treated as separate minimum shipments.
6. Oregon Party Rentals, and its subcontractors will not be held liable, to any extent whatsoever, for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or Exhibitor personnel which may make it impossible or impractical to exhibit same.
7. The Exhibitor agrees in the event of a dispute with Oregon Party Rentals, and its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Oregon Party Rentals, for freight handling services are any other services provided by Oregon Party Rentals and its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Oregon Party Rentals, prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Oregon Party Rentals, and its subcontractors will be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
8. Oregon Party Rentals, and its subcontractors will not be responsible for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppage of any kind, fire, theft, windstorm, water, vandalism, act of God, mysterious failure of power or utilities, or other events.
9. The Exhibitor agrees, in connection with the receipt, handling, and temporary storage and reloading of its freight, that Oregon Party Rentals, and its subcontractors will provide these services as Exhibitor's agent and not as mailer or shipper. If any employee of Oregon Party Rentals and its subcontractors will sign a delivery receipt, a bill of lading, or other document, the parties agreed that Oregon Party Rentals, and its subcontractors will do so as the Exhibitor's agents, and the Exhibitor accepts the responsibility thereof.
10. Empty storage labels will be available at the Oregon Party Rentals, Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for empty storage only and Oregon Party Rentals and its subcontractors assume no responsibility or liability or loss or damage to contents while containers are in storage for mislabeled containers.
11. Rates are subject to Union contract changes and rates effective at the time of the show. Rates include Social Security, Worker's Compensation insurance, and Public Liability Insurance. Oregon Party Rentals and its subcontractors will not be responsible for loss, delay, or damage due to strikes, lockouts, or work stoppages of any kind.
12. Please ship early and ship prepaid. Oregon Party Rentals will not accept collect shipments.
13. Forklift and laborer time schedules are provided as estimates and Oregon Party Rentals, and its subcontractors will not be responsible for any delays encountered.

EXHIBITOR ACCEPTANCE OF TERMS STATED ABOVE IN LIMITS OF LIABILITY & RESPONSIBILITY AND IN THE PAYMENT POLICIES:

Signature

Printed Name

Company

Date

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Central Oregon Sportsmen's Show  
Deschutes Co. Fair & Expo Center  
Mar 12 – Mar 15, 2020

**CLEANING ORDER FORM**

Advance Price Deadline: February 25, 2020

**BOOTH CLEANING SERVICES (Please check your selections)**

**VACUUMING**

- Before Show Opens Only ..... (cost per square foot per day) ..... \$ .50
- Daily\* ..... (cost per square foot per day) ..... \$ 4 5

**PERIODIC PORTER SERVICE**

Porter Service - (, will empty wastebaskets at two hour intervals, show hours only for the duration of event. Vacuuming not included. Calculate by your booth size.)

- 0 to 500 square feet per day \$39.00
- 501 to 1500 square feet per day \$49.00
- 1502 to 3000 square feet per day \$59.00
- 3001 square feet and higher per day \$69.00

Hourly Porter Service - (Use for booth ice removal, booth wipe down, Hourly rates below)

- We will require porter service. Please contact us at our booth before show opening.

STRAIGHT TIME	Between 8:00 a.m. and 4:30 PM Monday thru Friday	\$50.00
OVERTIME	Before 8:00 a.m. and after 4:30 PM and all day Saturday, Sunday & Holidays	\$75.00

**CALCULATION OF ORDER** - Vacuuming will be invoiced on the total are of your booth, 100 SF minimum.

\*Calculate 4 days when ordering daily service. Booth Dimensions \_\_\_\_\_ L x \_\_\_\_\_ W = \_\_\_\_\_ SF

SERVICE	SQ FT (100 SF MIN)	RATE	DAYS	TOTAL
Vacuuming				\$
Periodic Porter Service				\$
Other				\$
COMPANY NAME		BOOTH#		<b>ALL ORDERS ARE GOVERNED BY OREGON PARTY RENTALS PAYMENT POLICY AND LIMITS OF LIABILITY AND RESPONSIBILITY.</b>
ADDRESS				
TELEPHONE	FAX	DATE		

Vacuuming	\$
Porter Service	\$
Total	\$
PAYMENT ENCLOSED	\$

AUTHORIZED CONTACT SIGNATURE	PRINT AUTHORIZED CONTACT NAME
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**RETURN TO: Oregon Party Rentals**  
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REDMOND, OR 97756  
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Central Oregon Sportsmen's Show

**FREIGHT HANDLING**

**ORDER FORM**

**Deschutes Co. Fair & Expo Center Mar 12 – Mar 15, 2020**

**Advance Price Deadline: Feb. 25, 2020**

**ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS - Please read carefully!**

**Advance: February 21.**

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

**Show-site: Mar 09, 2020**

First day for shipments to arrive at the exhibit hall.

**ADVANCE SHIPMENTS TO WAREHOUSE/RATES**

Round-trip rates, per shipment. Use incoming weight only and round up to the next 100 pounds. (Crates, cartons, fiber cases) Advance shipments may be shipped to our warehouse up to 30 days prior to the event. Shipments will be accepted, stored, and delivered to your booth prior to exhibitor move-in. Prior to show opening. Oregon Party Rentals will pick up empty containers and store for duration of the event. Oregon Party Rentals will then reload freight for return to your specified destination.

Make out the bill of lading and consign as follows: SHIPMENT IS \_\_\_\_\_ LBS. X \$75.00 PER 100 LBS. (200 LB. MIN) = \$ \_\_\_\_\_  
Name of Exhibiting Company  
Name of Event, Your Booth Number  
c/o Oregon Party Rentals, 2152 SW Jericho Lane, Culver, OR 97734

**SHOW -SITE SHIPMENTS**

Round-trip rates, per shipment. Use incoming weight only and round up to the next 100 pounds. Show-site shipments are shipped directly to the event facility. Shipments consigned to Oregon Party Rentals will be accepted, stored, and delivered to your booth prior to exhibitor move-in. Prior to show opening, Oregon Party Rentals will pick up empty containers and store for the duration of the event. Oregon Party Rentals will then reload freight for return to your specified destination.

Make out the bill of lading and consign as follows:  
Name of Exhibiting Company  
Name of Event, Your Booth Number  
c/o OREGON PARTY RENTALS  
Deschutes Co. Fair & Expo Center, 3800 SW Airport Way, Redmond, OR 97756  
SHIPMENT IS \_\_\_\_\_ LBS. X \$75.00 PER 100 LBS. (200 LB. MIN)

\*Consignment: All shipments must be consigned to Oregon Party Rentals., to enable us to accept them for handling. Convention Centers and hotels will not accept direct shipments consigned to them as they do not have the facilities for receiving or storing freight.

**SMALL PACKAGE SHIPMENT/RATES**

Round-trip rates/ per shipment. Maximum weight per shipment for this service is 50 lbs. Oregon Party Rentals will receive shipments and deliver directly to your booth. Once the show has closed and you have completed the appropriate shipping information, we will move your materials from your booth to the loading dock and onto the designated shipper=s vehicle.

First carton per small package shipment \$ 45.00  
Additional cartons \_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_  
Total small package shipment \$ \_\_\_\_\_

Cartons and envelopes received without documentation will be delivered without a guarantee of piece count or condition.

COMPANY NAME		BOOTH NUMBER		<b>All Orders are governed by Oregon Party Rentals, Payment Policy and Limits of Liability and Responsibility</b>
ADDRESS	CITY	ST	ZIP	
TELEPHONE	FAX			
AUTHORIZED CONTACT SIGNATURE				
AUTHORIZED CONTACT-PLEASE PRINT		DATE		

RETURN TO: OREGON PARTY RENTALS  
1950 SW Badger Ave. #104  
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*Invoicing will be done from the actual weight*

Total Estimated Charges	\$
PAYMENT ENCLOSED	\$

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Central Oregon Sportsmen's Show

Deschutes Co. Fair &amp; Expo Center

Mar 12 – Mar 15, 2020

**IN-BOOTH FORKLIFT****ORDER FORM**

Advance Price Deadline: February 25, 2020

**LABOR & FORKLIFT RATES**

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning and reskidding equipment and machinery will need to estimate the needs below. A forklift is required for moving equipment of materials weighing over 200 pounds or more. If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Hourly rates	Times	Forklift* w/operator	Laborer
Straight Time	Between 8:00 a.m. to 4:30 p.m. weekdays and all day	\$75.00 per hour	\$40 per hour
Overtime	Before 8:00 a.m. and after 4:30 p.m. weekdays and all day Saturdays, Sundays, and holidays	\$125.00 per hour	\$60 per hour

**\*3,000 lbs. maximum capacity. Larger forklift and crane service is available by advance request.**

The minimum charge for equipment and driver is one (1) hour per driver and forklift. Work exceeding the one (1) hour minimum will be charged in half (2) hour increments. Forklift service canceled without 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the laborers and equipment at the time confirmed, a one hour late charge per laborer and forklift apply.

**FORKLIFT SERVICES**

Reserve forklifts and/or labor below. Starting times can be guaranteed for advance orders only. Please have a representative at your booth at the scheduled time to supervise the work to be done. Due to liability, forklift rental is not available without an authorized Oregon Party Rentals., operator.

We will need the following services:

Exhibitor will supervise: (Please check all that apply)

 **Installation**

Exhibitor will need \_\_\_\_\_ forklift (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_

 **Dismantle\***

Exhibitor will need \_\_\_\_\_ forklift (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_

\*Please allow time for return of empty containers.

Describe work to be done: \_\_\_\_\_

**CALCULATION OF ORDER**

To guarantee forklifts and laborers, we must receive your order by the deadline date. Please use the formula below to calculate your advance payment. Final invoicing will be done from the actual hours worked.

	No. of forklifts X	Hours per forklift =	Total Forklift Hours	at Rate	Total
Installation					

COMPANY NAME	BOOTH NUMBER			<i>All Orders are governed by Oregon Party Rental's Payment Policy and Limits of Liability and Responsibility</i>
ADDRESS	CITY	ST	ZIP	
TELEPHONE	FAX			
AUTHORIZED CONTACT SIGNATURE				
AUTHORIZED CONTACT-PLEASE PRINT			DATE	
			Total Services Ordered	\$
			PAYMENT ENCLOSED	\$