



Presented by  **LEUPOLD®**

March 11 - 14, 2021
First Interstate Bank Center and
Deschutes County Fair & Events Center
Redmond, Oregon

EXHIBITOR'S MANUAL

Briefly written to advise you of your rights, restrictions and requirements.
Please read carefully and save for future reference.

O'LOUGHLIN
TRADE SHOWS
A DIVISION OF TO-RO ENTERPRISES, INC.

2021 CENTRAL OREGON SPORTSMEN'S SHOW

March 11-14, 2021

Deschutes County Fair & Expo – First Interstate Bank Center

3800 SW Airport Way
Redmond, Oregon 97756

541-548-2711

Show Hours

Thursday, March 11th.....12:00 pm to 8:00 pm

Friday, March 12th 12:00 pm to 8:00 pm

Saturday, March 13th 10:00 am to 8:00 pm

Sunday, March 14th 10:00 am to 4:00 pm

Show Office: 541-504-5626

Produced by:

O'LOUGHLIN TRADE SHOWS

PO Box 80750

Portland, Oregon 97280-1750

Phone: 503-246-8291

Toll Free: 800-343-6973

Fax: 503-246-1066

www.thesportshows.com

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SHOW PREPARATION

Schedule

FINAL PAYMENT REMINDER - November 6th, 2020

Final Payment was due on or before November 6th, 2020. Please make arrangements as soon as possible if your balance is outstanding. Your exhibitor credentials will not be given out until payment has been received in full and must be picked up at the show office during move-in.

MOVE-IN DAYS – Tuesday, March 9th & Wednesday, March 10th

Move-in will be from 12:00 pm to 8:00 pm Tuesday, March 9th and from 8:00 am to 8:00 pm Wednesday, March 10th. All exhibits must be in place no later than 8:00 pm on Wednesday, March 10th. **No vehicular traffic will be allowed in the building after that time. There will be no placing, moving, altering or dismantling of a display after 9:00 am on Thursday, March 11th. If you cannot adhere to this schedule, please contact Show Management immediately.**

If you have any display items that requires special handling due to size, weight, etc., and feel there will be problems during your move-in, please contact Show Management now. The show does not supply hand-trucks, dollies, brooms or vacuums.

All boats must be completely drained outside. No boats are allowed in the building with water in them. Pets are not allowed in the building. City ordinance prohibits any pets being loose in the buildings unless they are part of a show display. Please do not bring children to move-in or move-out, as you are personally responsible if they are injured or if they damage another person's property.

Fork Lift Services

O'Loughlin Trade Shows **does not** provide fork lift services for move-in or move-out. Due to insurance policies along with the facility requirements all fork lift service **must be contracted in advance through the Show Decorator**. Please contact: Oregon Party Rental at 541-923-5500 or Fax 541-550-3866.

Exhibitor Early Admittance

One (1) hour prior to show time, the Deschutes County Fair & Expo-First Interstate Bank Center and the Show Office will be open. Electrical power will be turned on at this time. **You must have your Wrist Bands, Exhibitor Work Passes or Tickets in order to enter the show at this time.** If you have a circumstance that requires admittance at an earlier time, you **MUST** sign the early admittance list by stopping by the Show Office prior to the show closing the night before. To enter the buildings before public show hours, come through the Exhibitor's Entrance located at the South Security Gate.

Show Office

The Show Office is located in the lobby of the First Interstate Bank Center and the telephone number will be 541-504-5626, effective Tuesday, March 9th. The Show Office **will not page** any individual or firm **during public show hours**. The Show Office hours are from 8:00 am to 8:00 pm during the week of the show. No office supplies, stationery, cleaning equipment, etc. will be available at the Show Office.

Ordering Show Services

DECORATOR

The Show will be using blue & white drapes down stairs and red and white drapes upstairs. If you would like special color drapes other than those furnished by Show Management, you will be charged by the Show Decorator. **The Show Decorator is Oregon Party Rental. You may contact them at 541-923-5500** for rental of drapes, carpets, furniture, sign-making, and cleaning of displays. Please be advised; if not ordered in advance, services and equipment will be subject to "floor order" rates. See attached decorator kit. [Please click here to download this form.](#)

ELECTRICAL-LIGHTING

Each booth and bulk space is furnished with one (1) fused 120-volt duplex receptacle outlet of up to 5 amps capacity without charge. **For additional electrical or lighting requirements, contact Hollywood Lights at 503-232-9001.** If not ordered in advance, services and equipment will be subject to "floor order" rates. [Please click here to download this form.](#)

TELEPHONES

The Deschutes County Fair & Expo–First Interstate Bank Center will install individual business telephones if you desire. **To inquire, please call 541-548-2711.** Your order must be placed **15 days in advance** of the show. Please advise the Show Office of your exhibit telephone number so we may forward any calls that come in for you.

AUDIO-VISUAL

If you have any additional audio and visual needs, please contract Audio Visions Plus at 541-312-6464. [Please click here to download this form.](#)

INTERNET ACCESS

Free internet access is available at the Deschutes County Fair and Expo-First Interstate Bank Center. Please call Bend Broadband Technical Support at 541-312-6600 Option 1 for instructions on how to access the WIFI at the Expo Center.

HOTELS

The Redmond area “Host Hotels” are:

Redmond Comfort Suites

2243 SW Yew Avenue
Redmond, Oregon 97756
541-504-8900

Super 8 Motel

3600 SW 21st Place
Redmond, OR 97756
541-548-8881

Eagle Crest Resort

1522 Cline Falls Highway
Redmond, OR 97756
541-923-9654

Additional Hotels

Motel 6

2247 S. Hwy 97
Redmond, OR 97756
541-923-2100
For Reservations Call 800-4-Motel 6

Sleep Inn & Suites

1847 N. Hwy 97
Redmond, OR 97756
541-504-1500

Please reference the Central Oregon Sportsmen’s Show. Make your reservations **early**.

EXHIBITOR INSURANCE

As per the Terms and Conditions section of the contract of which you signed, each exhibitor shall secure and maintain liability insurance, see item 18 on the back of contract. Shahinian Insurance Inc., is pleased to offer exhibitors/vendors discounted exhibitor liability insurance while participating in any O’Loughlin Sportsmen’s show. This program is affordable and easy to purchase. To expedite coverage please call Shahinian Insurance Inc., at 800-457-2231. [Please click here to download this form.](#)

EXHIBITOR PASSES, TICKETS

Exhibitor Credentials – Wrist-Bands & Work Passes

Exhibitors will be provided Exhibitor Wrist Bands which are designed to wear around either wrist for the duration of the show- and One-time Work Passes. The wrist band **must** be securely attached around the wrist in order for the gate attendant to allow you entry into show. **No Exceptions!** If new wrist bands are used by persons other than those immediately connected with staffing of exhibits, those persons will be asked to leave.

Due to COVID-19, OHA Restrictions and Social Distancing Measures the number of Exhibitor Wrist Bands and One-time Work Passes will be issued as follows: the first 8'x10' booth space will receive two (2) Exhibitor Wrist Bands and four (4) One-time Work Passes; one (1) additional wrist band for each additional 8'x10' of space will be issued thereafter. The One-time Work Passes will be valid for this show only!

Bulk, Outside and Larger space exhibitors: your sales representative will be contacting you to request the number of staff members working your exhibit space. The number of Exhibitor Wrist Bands and One-time Entry Work Passes will be agreed upon at this time with your sales representative.

We **do not** mail Exhibitor Wrist Bands and Work Passes. Both forms of credentials must be picked up at the Show Office Tuesday and Wednesday during move-in hours. **Wrist Bands and One-time Work Passes will not be issued until exhibitor space is paid in full.**

Please Note: After Noon opening day, March 11th, no more Exhibitor Wrist Bands or One-time Entry Work Passes will be issued unless prior arrangements with Show Management have been made ahead of your late arrival time. If you need additional passes you will have to purchase Guest Passes at the Show Office during show hours.

Organizations, Associations And Non-Profits

Due to COVID-19, OHA Restrictions and Social Distancing Measures, No more than 6 people per day and only 2 people at the booth at any given time! A list of the staff working your booth **must** be broken down by day. ID will be required for entrance to the show at the Will Call booth located at the Main Gate. This list must be submitted to the Show Office or to your sales rep during regular move-in hours **before** the opening day or mailed to our office prior to the show. Your sales representative will provide you a form that lists time slots for each of the show days. [Click here to download this form.](#)

“Be My Guest” Tickets

You, the exhibitor, may purchase these discounted tickets for any interested customers who would like to return to your display to further discuss your products, services, etc. The tickets will be available at the Show Office all show days for \$5.00 each. **No Refunds.**

Will Call Instructions

1. Wristbands, Passes, or Tickets must be placed in a sealed envelope that you have furnished. No loose wristbands, passes or tickets will be accepted.
2. Each envelope is for a single pick-up and **all** contents will be given to the person requesting the envelope with proper ID.
3. The person's name **and** company who is to receive the wristbands, passes or tickets is to be **printed** on the envelope.
4. No wristbands, passes, tickets will be held in the Show Office after move-in. You are entirely responsible for their distribution. The Show Management will not be responsible for wristbands, passes or tickets once they have been picked up and signed for.
5. Will Call is located at the Main Entrance of the Deschutes County Fair and Expo Center-First Interstate Bank Center and is open one (1) hour prior to Show opening.

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EXHIBITS

Exhibitor Specifications

DISPLAY REGULATIONS

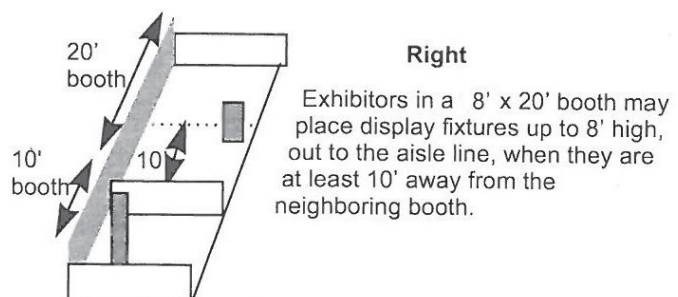
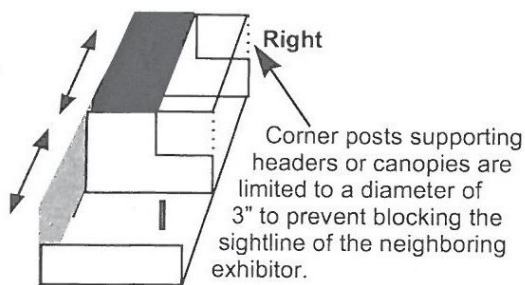
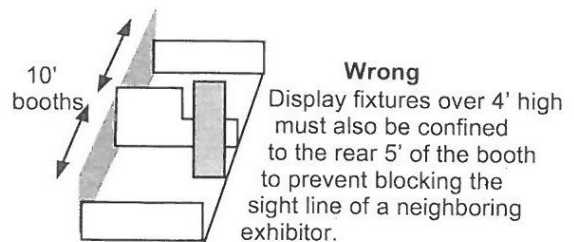
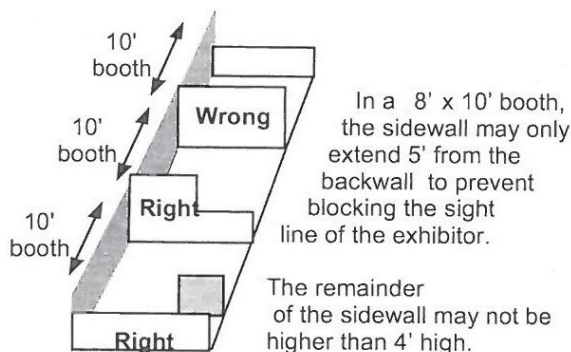
Standard Booth Definition: One or more standard 8' x 10' booth(s) in a straight line. Each booth is furnished with one (1) 5 amp electrical outlet.

Display rules and regulations specify what an exhibitor can and cannot do with their booth space. These are based on the physical characteristics of the Exhibit Hall, the intent to be equally fair to all exhibitors and the concern for the safety of all attendees. Show management has provided the following design layouts to make sure each exhibitor is within show guidelines. A quick review of these booth regulations can save you costly and potentially embarrassing changes on site.

Booth Design

- Booth back walls may not exceed 10' height, plus 2' for signs (the backside of any such signs must be properly covered).
- All display fixtures over 4' in height and placed within 10' of an adjoining exhibitor must be confined to an area that is at least 5' from the aisle. The back of any such sidewalls must be covered so as not to appear unsightly.
- Exhibitors using canopies or false ceilings over their exhibit may use vertical supports up to 3" in width in the corner of their space. Vertical supports that are strictly decorative will not be permitted if in conflict with the rules stated above.
- Nothing may be suspended from the ceiling in a standard booth.

Intent: Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the space size. Exhibitors with larger space (30' or more) should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others.



Proper Aisle Flow

The aisles are property of the Show Management, and must be free for easy flow of traffic throughout the entire show. Aisles must not be obstructed at any time.

Sound

Noise level from any demonstrations or sound systems **must be kept to a minimum**. Under **no** circumstances will the following be allowed in the Show: megaphones, loud speakers, microphones, side show tactics, or undignified methods of attracting attention. All sound systems and demonstrations **must** be strictly approved by Show Management prior to the show. **No exceptions!!!**

Signage

No signs are to be hung over the aisles as they are the property of the Show Management. **No helium balloons.**

Merchandise Sales

If you are selling items that are to be hand carried, please issue your customer a **Bill of Sale**. This will serve as proof of ownership in the event of questioning by a doorman.

Exhibitor Re-Stock and Early Admittance

Everyone is allowed entry into the show (1) hour prior to show time on a daily basis. **You MUST sign the early admittance list the night before at the show office if you need additional time more the (1) hour prior time allowed. Entry is at the South Security Gate.**

PARKING

Exhibitor Parking

Attention Exhibitors: During Show hours there will be **no parking on the grass** anywhere inside the Expo Grounds. **No Exceptions!**

Free parking is available in the designated Exhibitor parking areas. (See Floor Plan – page 4)

North, South & Middle Sister Exhibitors: Parking is available by the main entrance of the Show in parking lots B & C. (See Floor Plan - page 4)

First Interstate Bank Center Exhibitors: You must park behind the Events Center's south side lot. Both your Exhibitor Credentials and Exhibitor Parking Pass must be shown at the South Security Guard House to gain access to this parking lot. Credentials and Parking Passes must be picked up at the show office during move-in hours.

RV Parking

Overnight RV Park: The RV park lot is located at the South Security Gate. The fee is \$45.49 for a 30 amp and \$49.91 for a 50 amp, tax included - per night with the full hookup capabilities. Provided is water and dump. Also included is Wi-Fi, and showers/laundry are on site. Please arrange to pay in advance and pick up overnight parking passes at the Deschutes County Fair & Expo-First Interstate Bank Center Administration's Office. The Expo Center's phone number is 541-548-2711.

Showers and Laundry

The Deschutes County Fair and Expo-First Interstate Bank Center also provides showers and laundry services for those exhibitors using the RV Park and Dry Camp. The showers and laundry services will be available at 8:00 am daily.

If you have any further questions regarding to parking, please contact the Deschutes County Fair & Expo-First Interstate Bank Center at 541-548-2711.

FACILITY

Receipt of Exhibits

ADVANCED SHIPMENTS – March 1st thru March 5th

Oregon Party Rental will accept all shipments between Monday, March 1st and Friday March 5th 2021. It **must** be addressed to:

Exhibitor Name
Booth Number and Building
Oregon Party Rental
2152 SW Jericho Ln.
Culver, OR. 97734

DIRECT SHIPMENTS – March 8th thru March 10th

The Deschutes County Fair & Expo Center **will not** accept any shipments prior to March 8th, 2021. It **must** be addressed to:

Exhibitor Name
Central Oregon Sportsmen's Show
Booth Number and Building
C/O Oregon Part Rental
Deschutes County Fair & Expo – First Interstate Bank Center
3800 SW Airport Way
Redmond, OR 97756

All shipments are to be **prepaid** and consigned to Oregon Party Rental and must be scheduled to arrive during Exhibitor move-in days. If you have any questions, please call Oregon Party Rental at 541-923-5500.

PALLETS

The Deschutes County Fair & Expo – First Interstate Bank Center **will not discard** pallets you want to leave behind. You are responsible for your pallets and will be charged \$5.00 for each pallet left behind in your exhibit space.

SWEEPING

The Deschutes County Fair & Expo- First Interstate Bank Center's crew will sweep the building at 9:00 am on opening day, March 11th. It is mandatory that all packing cases are removed and vitally important you observe this "clean up" deadline, as debris not ready for removal by this hour will be picked up at your expense.

Neither the Deschutes County Fair & Expo Center or Show Management have brooms or vacuum cleaners available.

SMOKING

Smoking is prohibited in the Deschutes County Fair & Expo-First Interstate Bank Center buildings by law.

LIQUOR & FOOD

Only licensed caterers and selected concessionaires may bring or serve foods, alcoholic or other beverages on the premises of the Deschutes County Fair & Expo-First Interstate Bank Center. If you have any questions, please contact Butch Graham at the Deschutes County Fair & Expo-First Interstate Bank Center at 541-548-2711 – Ext.7935.

MUSIC

You must not play music in any form without the proper license of copyrighted music. You, the Exhibitor, shall

protect, defend, indemnify and hold harmless the Show Management and Deschutes County Fair & Expo-First Interstate Bank Center from and against any and all claims, damages, losses and expenses including attorney fees arising out of or resulting from performance of live or recorded music or other copyrighted works with the exhibit, or the offices, contractors, licenses, agents, employees, guests, invitees or visitors of Exhibitors.

STORAGE

You are expected to arrange for storage of empty crates off premises at your own expense. Fire Marshal Regulations prohibit the storage of boxes, crates, packing materials etc. and not more than one day's supply of literature in your display.

SOUVENIRS

The Show Management requests that you do not distribute yardsticks or other items in that category in order to avoid possible injury. Due to building regulations, no helium inflated balloons or gummed stickers are allowed in the building.

WATCHMEN

The Show Management will provide necessary watchmen during the life of the show. No other persons will be permitted in the building after the closing hour. Show Management and the Deschutes County Fair & Expo-First Interstate Bank Center cannot guarantee against loss of any nature (See your insurance policy). Be sure to pack away small and valuable items each night.

LIABILITY

You are solely responsible for the space you have leased. Please read the **TERMS AND CONDITIONS** on the back of your show contract. You have agreed to reimburse the Deschutes County Fair & Expo-First Interstate Bank Center for any damage to the floors, walls or equipment occurring in the space you have leased. Automobiles, trucks and similar conveyance shall have a drip pan or protective material under them to safeguard the floor from dirt, oil, stains etc. All matters not covered in these conditions are subject to the decision of the Show Management.

Note: No sprays on tires – it makes the floors slippery and presents a possible liability!

MOVE-OUT

Fork Lift Services

O'Loughlin Trade Shows does not provide fork lift services for move-in or move-out. Due to insurance policies along with the facility requirements, all fork list service must be contracted in advance through the Show Decorator. Please contact: Oregon Party Rental at 541-923-5500.

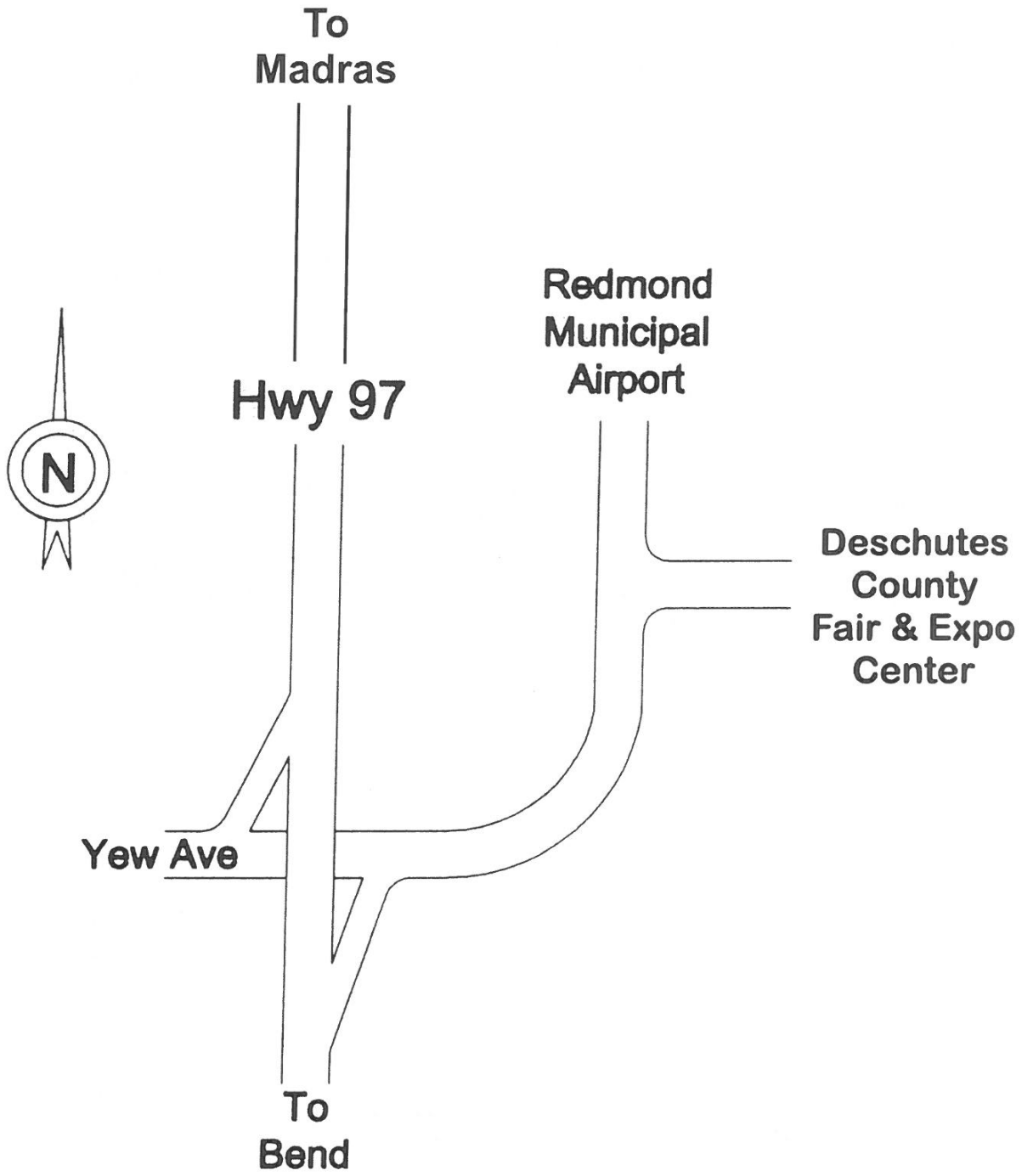
Specifications

Exhibits cannot be disassembled or moved out until the show is over. The public pays to see an entire show. You may begin move-out at approximately 4:30 P.M. on Sunday, March 14th.

Please do not bring children or pets to move-in or move-out, as you will be personally responsible if they are injured or if they damage another person's property.

No vehicles will be allowed in the building until the Decorator has removed the aisle carpets. Please be courteous and do not block the truck entrances. Your patience is appreciated as some displays must be removed before any vehicles and/or trailers come in the building.

Please Note: Due to time restrictions and building use, all exhibits must be removed in their entirety no later than Noon, Monday, March 15th. **No Exceptions!**



LOCAL SERVICES

Following is a list of services in close proximity to the Deschutes County Fair & Expo –First Interstate Bank Center which is located at 3800 SW Airport Way, Redmond, OR 97756 - 541-548-2711

Banks

Wells Fargo Bank	6147 SW 6 th St	Redmond, OR	541-548-4595
Bank of America	552 SW 6th St	Redmond, OR	541-548-6116
US Bank	314 SW 6th St	Redmond, OR	541-548-1071
Chase Bank	568 SW 5th St	Redmond, OR	541-548-2123

Additional ATM's

Fred Meyer	944 SW Veterans Way	Redmond, OR	541-504-5100
Safeway	1705 S Hwy 97	Redmond, OR	541-504-4160

Western Union

Fred Meyer's	944 SW Veterans Way	Redmond, OR	541-504-5100
Safeway	1705 S Hwy 97	Redmond, OR	541-504-4160

Post Office

USPS	618 NW Hemlock Ave	Redmond, OR	541-923-0829
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Copies

The UPS Store	946 SW Veterans Way-Ste.102	Redmond, OR	541-504-8600
C & L Copy Center	1210 SW Highland Ave	Redmond, OR	541-504-9334
Kinko's/FedEx	61 NW Oregon Ave #102,	Bend, OR	541-317-5915

Specialty Packaging, Shipping, Fax

The UPS Store	946 SW Veterans Way-Ste.102	Redmond, OR	541-504-8600
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Office Supply

Staples	63485 N Hwy 97 #C, Bend	Bend, OR	541-312-2880
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Hardware Stores

Ace Hardware	660 NE 3rd St. Ste. 1,	Bend, OR	541-389-9094
Parr Lumber	1311 SE Wilson Ave	Bend, OR	541-385-7277
Home Depot	300 NW Quince Ave	Redmond, OR	541-516-3990

Emergency or Medical Services

St. Charles Health System	1253 NW Canal Blvd	Redmond, OR	541-548-8131
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Placeholder for Redmond Fire & Safety Inspection for Events
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Placeholder for Redmond Fire & Safety Inspection for Events
(Electrical diagram)