



101st Annual Conference & Exhibition

Exhibitor Bulletin #1

April 17, 2008

2 pages total

Thank you for your participation in the 101st Annual Air & Waste Management Association (AWMA) Conference & Exhibition. To assist in your final preparations, from now until move-in you will be receiving regular bulletins detailing specific areas requiring your attention, upcoming deadlines, and planning tips.

Please take a minute to read these bulletins carefully or forward them to the appropriate individuals responsible for your exhibit arrangements. Please inform [Tracy Barton](#) or [Alison Lizzi](#) if the bulletins should be sent to another individual.

General Show Information

The show will take place in Exhibit Halls C&D of the Oregon Convention Center, located at 777 NE MLK, Jr. Blvd, Portland, OR 97232. Phone: 800-791-2250

Each 10' x 10' booth includes the following standard equipment:

8' high backwall drape	Colors: Hunter Green/Grey
3' high sidewall drapes	Color: Hunter Green
(1) 7" x 44" Identification Sign	Company Name and Booth Number

The exhibit hall is not carpeted. It is **required** that you carpet your booth. You may either bring your own carpet or rent carpet (see George Fern order form in the **Show Decorator** Section of [Exhibitor Service Manual](#)). The aisles will be carpeted (Color: Maroon).

Move-in and Build-up

Monday, June 23 8:00 a.m. – 5:00 p.m.

Exhibit Hours (All exhibits must be staffed during exhibit hours):

Tuesday, June 24 10:30a.m. – 5:30 p.m.

Wednesday, June 25 8:30 a.m. – 6:00 p.m.

Thursday, June 26 8:30 a.m. – 12:00 p.m.

Note: Exhibitors will be admitted starting at 8:00 am each day and may stay until one-half (1/2) hour after the Exhibition closes each evening.

Dismantle / Show Close

Thursday, June 26 12:00 p.m. – 7:00 p.m.

Exhibitor Manual

Exhibitor Service Manual notifications were emailed the first of March. The Service Kit is once again available online this year and you should have received a notification with a passcode to access the George Fern forms online.

The online Service Kit contains all the necessary information to complete your preparation for the show. Topics included are: General Information, Rules & Regulations, Promotional Opportunities, Shipping Information, Show Decorator Forms, and Utilities & Additional Services.

Deadline Dates / Order Forms

Each exhibitor bulletin will contain a running list of the upcoming deadlines. Please note that many of the service contractors offer a discounted advance rate. Check service providers for their advance rate date. Please be sure to retain a copy of your completed order forms (provided in **Show Decorator Forms** and **Utilities & Additional Services** Sections of Exhibitor Service Manual) and provide copies of these forms to on-site personnel for reference in the event of any discrepancies.

Certificate of Insurance

All contracted exhibitors are required to submit a certificate of insurance to A&WMA prior to the start of the show. A description of the limits of the certificate is detailed in the **Rules & Regulations** Section of the Exhibitor Service Manual under **Exhibitor Service Insurance Requirements**. Your insurance company should be able to provide this certificate at no additional charge. The certificate should show proof of your company's general liability coverage and should name the *Air & Waste Management Association* and the *Oregon Convention Center* as Additional Insured.

Please submit your Certificate of Insurance to [Alison Lizzi](#) by **May 12, 2008**.

Contacts / Questions

If you have any questions or require assistance at any time, please contact one of the following individuals:

Alison Lizzi
Sales & Meetings Coordinator
(412) 904-6003
alizzi@awma.org

Tracy Barton
Annual Conference Exhibit Sales
(412) 904-6014 or direct (503) 891-2335
tbarton@awma.org

Deadlines [ESM = [Exhibitor Service Manual](#)]

April 21: FINAL - Exhibitor Description Form (to be listed in Final Program)

May 12: New Business & Technology Center Space Reservation
(above forms in the ESM - Promotional Opportunities & Helpful Hints Section)

May 15: Certificates of Insurance (ESM – Rules & Regulations Section)

Upcoming Deadlines!

May 27: Lead Retrieval Orders (ESM – Electrical, Internet & Other Services Section) – *Advance Rate*

May 28: Exhibitor Housing Reservations (ESM – General Information Section)

June 5: George E. Fern Orders (ESM – Show Decorator Forms Section) – *Advance Rate*
Carpet/ Furniture/ Equipment Rental / Floral / Labor / Payment Authorization /
Rigging / Signage / Shipping Orders

June 6: Convention Center Orders (ESM – Electrical, Internet & Other Services Section) – *Advance Rate*
Cleaning & Porter Service Order
Electric / Utilities / Telephone Service / Internet / Cable TV

June 2: Exhibitor Registration (ESM – General Information Section)

June 6: International Shipment Arrival Deadline (sea freight: ESM - Shipping Information Section)

June 13: International Shipment Arrival Deadline (air freight: ESM – Shipping Information Section)

June 18: Audio / Visual / Computer Rental Orders – *Advance Rates*

June 20: Exhibitor Registrations – FINAL deadline for badge pickup on site.

June 20: LAST DAY for Shipment to arrive at the Advance Warehouse (ESM – Show Decorator Section)

Don't Forget!

- Take advantage of the online 'downloadable/printable' VIP Buyers Invitation to include in all your pre-conference marketing activities. All of the A&WMA promotional opportunities are listed in this section of the online [Exhibitor Service Manual](#).
- Sign up for the A&WMA Golf Tournament to benefit the Student Scholarship Program. Great networking opportunity and plenty of prizes. See additional information on the Annual Conference website: www.awma.org/ACE2008/golf_auction.htm.