

MOTHER EARTH NEWS FAIR
LINN COUNTY EXPO CENTER
EXHIBITOR KIT
ALBANY, OREGON
AUGUST 4-5, 2018



IMPORTANT DATES!

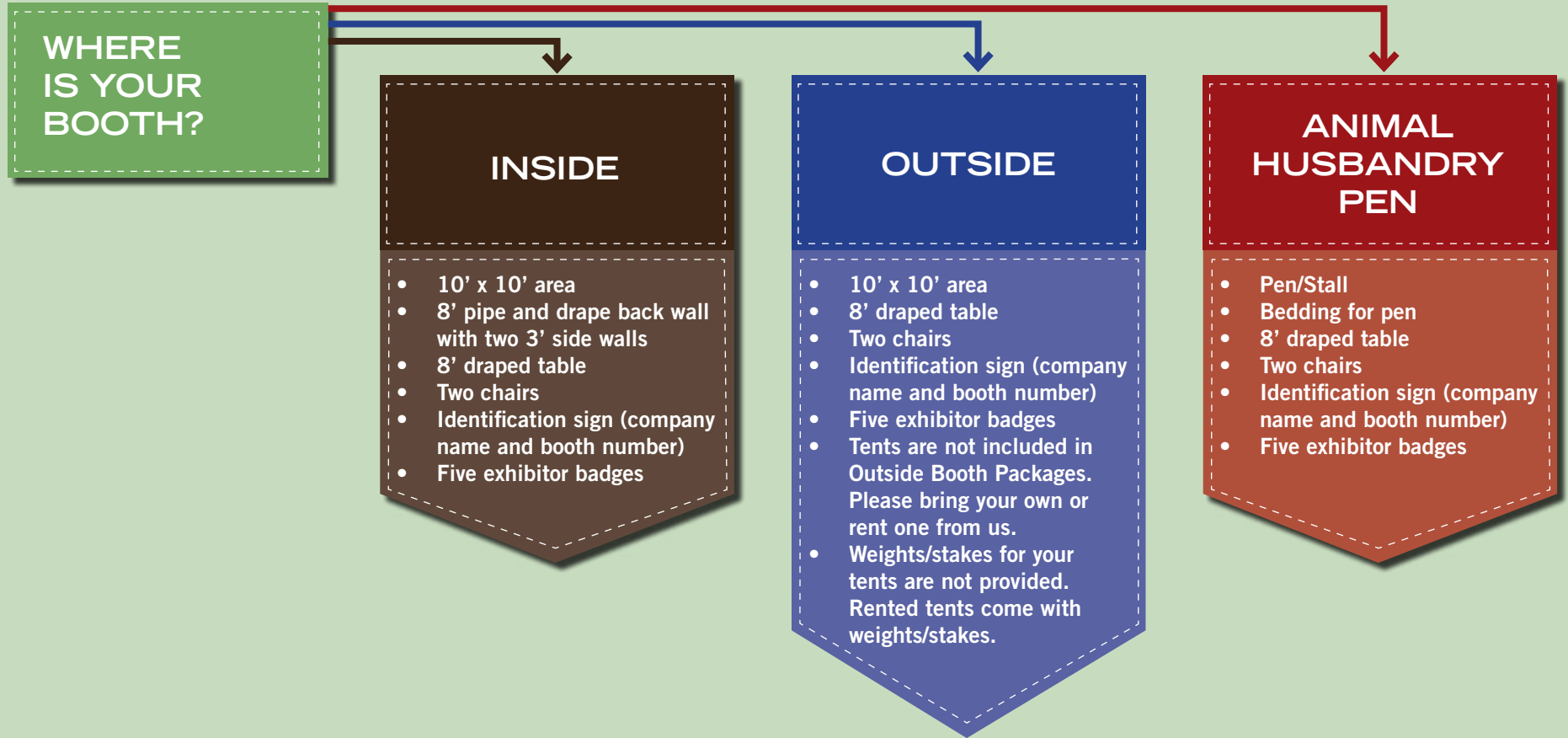
July 16, 2018
Electric request deadline

July 31, 2018
Advance Shipping Deadline

August 3, 2018
Ship Direct to Site (ONLY DAY)

June 30, 2018
Food Sampling COI

WHAT IS INCLUDED IN YOUR BOOTH PACKAGE?



WILL YOU NEED ANY ADDITIONAL FURNISHINGS?

More than **one** table?
More than **two** chairs?
Carpet for your booth?

YES!

Additional furnishings must be ordered through our service contractor, DWA Trade Show & Exposition Services.

www.dwatradeshow.com

Password: MEN2018

HOW ARE YOUR BOOTH MATERIALS GETTING TO AND FROM THE VENUE?

I NEED TO SHIP MY MATERIALS

DO YOU WANT TO SHIP TO THE ADVANCE WAREHOUSE?

Material Handling fees will be higher for shipments sent to the warehouse to account for storage fees and shipping from the warehouse to the show site. Shipping to the warehouse ensures you can set up your booth as soon as exhibitor move-in begins.

LAST DATE TO ARRIVE: JULY 31

ADVANCE WAREHOUSE SHIPPING ADDRESS:
Mother Earth News Fair
COMPANY NAME - BOOTH #
c/o DWA
6700 NE 59th Place
Portland, Oregon 97218

DO YOU WANT TO SHIP TO THE SHOW SITE?

Keep in mind that there is often a lapse of time from when your freight is received and the time your freight arrives in your booth area on the show floor.

Freight to the show site will only be accepted on FRIDAY AUG. 3, 2018. Shipments arriving before this date may be refused by the facility.

DIRECT SHOW SITE SHIPPING ADDRESS:
Mother Earth News Fair
COMPANY NAME - BOOTH #
c/o DWA
Linn County Fair & Expo Center
3700 Knox Butte Road
Albany, Oregon 97322

I'LL BRING MY MATERIALS WITH ME

Bring your own cart to assist with move in and move out. A limited number of carts will be available at the information desk.

Park your vehicle immediately after unloading. We'll give you a map showing where to park when you check in. (See page 5)

OUTBOUND FREIGHT SHIPPING MUST BE ORDERED THROUGH OUR SERVICE CONTRACTOR,
DWA TRADE SHOW & EXPOSITION SERVICES.

<http://www.dwatradeshow.com>

503-228-6800

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.

WHAT ARE THE MOVE IN PROCEDURES?

MOVE IN HOURS

**Friday, August 3,
8 a.m. - 6 p.m.**

DIRECTIONS

**Linn County Expo Center
3700 Knox Butte Road
Albany, Oregon 97322**

From Eugene, OR, get on I-105 E. Follow I-5 N to Albany. Take exit 234 from I-5 N. Turn right onto Knox Butte. Rd E. Destination will be on the right.

From Portland, OR, get on I-405SE. Follow I-5 S to Albany. Take exit 234A from I-5 S. Turn right onto Knox. Butte Rd E. Destination will be on the right.

CHECK IN

Check in and pick up your badges at the information desk located in entry way of the southeast corner of the Willamette Event Center (look for signs).

PARK

EXHIBITOR PARKING LOT
Exhibitor parking is behind the Santiam building. We'll give you a map to exhibitor parking when you check in.

Move your vehicle out of the loading zone promptly after unloading. Please set up after you park.

WHAT ARE THE HOURS OF THE FAIR?



FAIR HOURS:

SATURDAY, AUGUST 4, FROM 9 A.M. - 6 P.M.

SUNDAY, AUGUST 5, FROM 9 A.M. - 5 P.M.

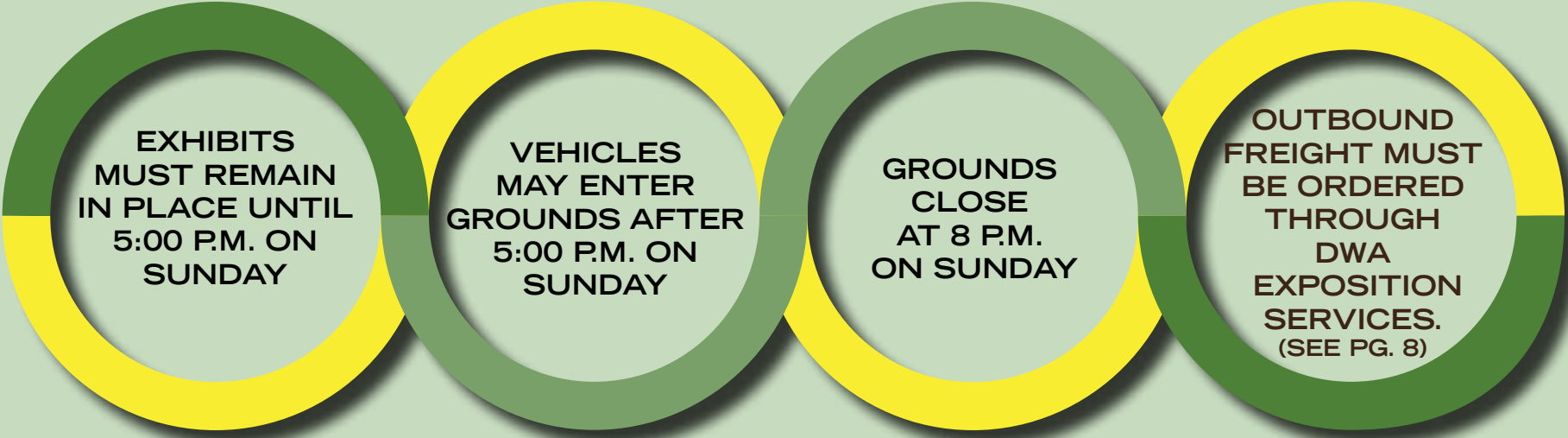
MOVE IN HOURS:

FRIDAY, AUGUST 3 FROM 9 A.M. - 6 P.M.

MOVE OUT HOURS:

SUNDAY, AUGUST 5 FROM 5 P.M. - 8 P.M.

WHAT ARE THE MOVE OUT PROCEDURES?



EXHIBITS
MUST REMAIN
IN PLACE UNTIL
5:00 P.M. ON
SUNDAY

VEHICLES
MAY ENTER
GROUNDS AFTER
5:00 P.M. ON
SUNDAY

GROUNDS
CLOSE
AT 8 P.M.
ON SUNDAY

OUTBOUND
FREIGHT MUST
BE ORDERED
THROUGH
DWA
EXPOSITION
SERVICES.
(SEE PG. 8)

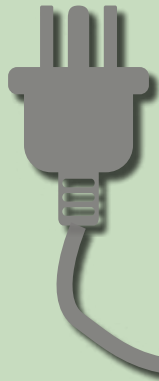
WHERE DO YOU PARK DURING THE FAIR?

EXHIBITOR PARKING LOT

Please be courteous of other exhibitors setting up and move your vehicle to exhibitor parking after you unload. Exhibitor vehicles will only be permitted in the attendee parking lots on Friday, August 3. On Saturday morning, park your vehicle in exhibitor parking on the north side of the Santiam building. We'll give you a map to exhibitor parking when you check in.

Please do not park in the Attendee parking lots during Fair hours. We need all of this parking for your customers!

DO YOU NEED ELECTRICITY?



**ELECTRIC
REQUEST
DEADLINE:
JULY 16, 2018**

**INFORM YOUR
EXHIBITOR EVENT
COORDINATOR YOU
NEED ELECTRICAL**

Judy Massey:

jmassey@ogdenpubs.com

Allison Stapleton

astapleton@ogdenpubs.com

**BRING A
100-FOOT-LONG
EXTENSION
CORD
TO REACH
THE NEAREST
OUTLET.**

HOW DO YOU PAY SALES TAX?

The state of Oregon does not have a sales tax. Additionally, businesses from outside of Oregon are not required to obtain a Foreign Business Corporation License if conducting business within a 30-day period. For more information you can call the Oregon Secretary of State's Corporation Division at 1-503-986-2200. Additional details can be found on the Oregon State Legislature website.

<https://www.oregonlegislature.gov/>

WILL YOU BE SAMPLING FOOD?

Exhibitors that wish to sample food or beverages must submit a Certificate of Insurance (COI) form unless food is factory-sealed when sample is given. Ogden Publications, Inc. requires that the form specifies a minimum limit of \$1,000,000 and names MOTHER EARTH NEWS as additional insured.

COI must read: Ogden Publications, Inc, d/b/a Ogden Publications is named as additional insured with regard to the MOTHER EARTH NEWS FAIR, August 4-5, 2018.

Submit Certificate of Insurance by June 30, 2018.

Melissa Bame
Ogden Publications
1503 SW 42nd St.
Topeka, KS 66609
Fax: 785-274-4305
Phone: 785-274-4306
Email: mbame@ogdenpubs.com

Details of Oregon's food safety guidelines can be found on the Oregon Department of Agriculture's Website. <http://www.oregon.gov/ODA/programs/FoodSafety/Pages/Default.aspx>

Exhibitors sampling food must submit an insurance form unless food is factory sealed when sample is given.



HOW DO YOU PLACE AN ORDER WITH OUR SERVICE CONTRACTOR?

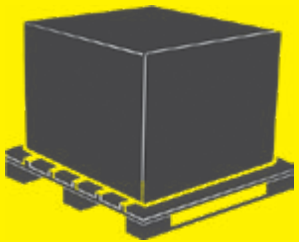
NEED ANY ADDITIONAL FURNISHINGS?

More than *one* table?

More than *two* chairs?

Carpet for your booth?

Crate storage?



Additional furnishings
must be ordered through
DWA Trade Show Services.

DWA TRADE SHOW & EXPOSITION SERVICES

1. Go to DWA Trade Show & Exposition Service's website at <http://www.dwatradeshow.com>
2. Select "Online Ordering" from the Home Page
3. Set up an account (if you have an account already select that option)
4. Enter the show code MEN2018
5. You will be taken to the Show Information page where you will need to enter your booth number and company name
6. Begin entering your order

DWA EXPOSITION SERVICES LOOKS FORWARD TO BEING OF SERVICE TO YOU. IF YOU HAVE ANY QUESTIONS, PLEASE GIVE THEM A CALL AT 503-228-6800, MENTION THE UPCOMING MOTHER EARTH NEWS FAIR, AND ONE OF THEIR CUSTOMER SERVICE REPS WILL BE HAPPY TO ASSIST YOU.

RULES AND REGULATIONS

- Exhibitors are required to abide by city and state ordinances, including all necessary health and fire permits.
- No open flame is allowed inside the building without a fire permit from the Fire Department. This includes burning of candles or incense.
- Aisles and exits must be kept clear and free of all obstacles. Literature must be kept within booths.
- Exhibitors shall not stand in the aisles to hand out literature or place chairs or other furniture in the aisles.
- No solicitation of any kind is allowed outside of booth.
- Individuals are not allowed to bring alcoholic beverages onto premises.
- Keep music, microphones, or other noise-producing items to a level that does not disturb other exhibitors.
- Make sure that every product you are selling is listed on your contract AND that you have verbally informed your exhibitor event coordinator of any product that you intend to represent.
- Use only professional signage.
- Be on time! Make sure your booth is fully set up before show opening each day.
- DO NOT break down your exhibit space until 5:00 p.m. on Sunday.
- All food giveaways and sampling requires compliance with all necessary North Carolina Health Department regulations.
- Literature on display shall be limited to reasonable quantities in the booth (two-day supply).
- Reserve supplies shall be kept in booth.
- Helium balloons and confetti are prohibited.
- The facility's no smoking policy is strictly enforced.
- The house paging system is available only for emergencies and show announcements. Individual paging will not be provided.
- Vacuuming and emptying of waste bins are not included in booth rental.
- Do not nail, screw, staple, pin, glue, tack, or tape any material directly to the fabric, walls, steel frame, or carpeting. Please note that the use of pins, staples, tape, or other adhesives to affix materials to the drapery back walls and hardware is not permitted. Sign hooks are available at the Information Desk.
- Damaged draperies and hardware will be considered as purchased by the exhibitor and the exhibitor will be charged accordingly. Do not attempt to display heavy materials from the booth structures. Mother Earth News Fair will accept no liability for damage or injury resulting from misuse of this equipment.
- Exhibitors are responsible for the security of their booth items. Mother Earth News Fair and the Western North Carolina Agricultural Center assume no liability. Although security is provided overnight, exhibitors are advised to bring coverage materials to protect their goods.
- Leave No Trace Policy: If your booth is not clean and free of materials, with the exception of freight packaged and labeled for shipment, you may be charged a fine of \$50 to offset the costs associated with cleanup.
- Displays may not reach heights higher than 8 feet.
- Mother Earth News Fair has the right to close an exhibit that fails to comply with the policies above.

CAN YOU BRING YOUR DOG?

Pets are strictly prohibited from the Fairgrounds and Parking Lots (including parked cars). Service animals, dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability, are welcome on the Fairgrounds.

If you are traveling long-distance with your pet(s), please contact a pet kennel in the area.

Here is a link to Google search for dog kennel Albany Oregon
<https://goo.gl/vRmsV7>

2018 MOTHER EARTH NEWS FAIR DATES*

Belton, Texas
February 17-18

Asheville, North Carolina
April 28-29

Frederick, Maryland
June 2-3

Albany, Oregon
August 3-4

Seven Springs, Pennsylvania
September 14-16

Topeka, Kansas
October 13-14

* Dates are tentative and subject to change

EXHIBITOR STAFF

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Associate Producer
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