



PACIFIC EXPOSITION DECORATING COMPANY



**United States Geological Survey (USGS) Conference 2012
Portland Marriott Downtown Waterfront – Portland, OR
September 24 – 27, 2012**

Dear Exhibitor,

Pacific Exposition Decorating Company is looking forward to serving you as the official service contractor for the [USGS Conference 2012](#). Our goal is to help make sure your show participation is a success.

Show management has provided each **10' x 10' Booth Space** with 8' high pipe and drape backwall, 3' high draped side rail dividers, (1) 6' skirted table, (2) chairs, (1) 500-watt electrical outlet, and (1) booth identification sign. Please review the on-line exhibitor kit carefully as it contains order forms for the many services offered by PEDCO (including furniture, carpet, shipping, signage and labor).

You may order Furniture and Accessories, Carpet, Rental Exhibits, Graphics, Material Handling and many other services with our convenient, online, secure shopping cart. Our order forms are also available as a downloadable .pdf (Adobe Acrobat), or call 503-417-8000 and we can fax or mail a kit. Links are available for the Electrical, Telephone, and Internet providers that will be servicing the facility on our website.

When visiting our website for Online Ordering or down-loadable forms please use the following instructions:

Web address: www.pacificexposition.com

Select **Exhibitors – Events** - choose **USGS Conference 2012** and log-in by entering:

PASSWORD: **exhibit**

To qualify for advance pricing, full payment must be included with your orders and received on or before **September 17th**. Shipments to advance warehouse should be received no later than **September 21st**, and direct shipments to Portland Marriott Downtown Waterfront on **exhibitor move-in day only, Monday September 24th**.

Inbound and outbound door-to-door shipping is easy with PEDCO Logistics. Call 503-417-8000 or email shipping@pacificexposition.com for an overnight, second day, third day or standard ground quote. You'll like our service and our pricing!

For all questions regarding the conference's policies, space assignments, display limitations and event schedules please contact Stacie Young at 808.587.2441 or by email at stmyoung@usgs.gov. All questions regarding e-services, shipping, labor, furniture, carpet, signs and cleaning should be directed to PEDCO at 503-417-8000 or toll free at 866-99PEDCO or via email at csr@pacificexposition.com.

We look forward to serving you.

Sincerely,

Pacific Exposition Decorating Company

United States Geological Survey (USGS) Conference 2012
Portland Marriott Downtown Waterfront - Portland, OR
September 24 – 27, 2012

BOOTH EQUIPMENT:

Size of Booth: 10' x 10'

(1) 6' Skirted Table

(2) Chairs

(1) 500-watt Electrical Outlet*

(1) Booth Identification Sign

**If you require additional electrical, please use the Event Power & Lighting Order Form included in the Exhibitor Kit; contact information listed below.*

SHOW COLORS:

Booth Drape: Black

Table Skirt: Black

MOVE-IN DATES & HOURS:

Monday, September 24th, 1:00 pm – 5:00 pm

SHOW DATES & HOURS:

Monday, September 24th, 5:00 pm – 6:00 pm

Tuesday, September 25th, 8:00 am – 4:30 pm

Wednesday, September 26th, 8:00 am – 4:30 pm

Thursday, September 27th, 8:00 am – 4:00 pm

MOVE-OUT DATES & HOURS:

Thursday, September 27th, 4:00 pm

AV, INTERNET & TELEPHONE CONTRACTOR:

Portland Marriott Downtown Waterfront

Event Planning Department

Tel: 503-226-7600

Fax: 503-226-1209

ELECTRICAL CONTRACTOR:

Event Power & Lighting, Inc.

Tel: 360-225-3830

Fax: 360-225-4741

**Please Note: (1) 500-watt Electrical Outlet is included with booth package.*

FOLIAGE CONTRACTOR:

Goose Hollow Gardens

Tel: 503-228-8107

Web: www.goosehollowgardens.com

DEADLINE TO ORDER PACIFIC EXPO SERVICES AT DISCOUNT RATES: September 17, 2012

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed here, please contact our Exhibitor Services Department at (503) 417-8000 or email at csr@pacificexposition.com. We look forward to serving you!

Pacific Exposition Decorating Company

WAYS TO ORDER: ON-LINE at www.pacificexposition.com or:

BY MAIL:

We can mail the order forms to you or email them in .pdf format. They are also available for down-load. We want to make it easy for you! Please call if we can help:

PH (503) 417-8000

MAIL ORDER FORMS TO:

Pacific Expo
330 SE Division Place
Portland, OR 97202

BY FAX:

We can fax the order forms to you or email them in .pdf format. They are also available for down-load. We want to make it easy for you! Please call if we can help:

PH (503) 417-8000

FAX FORMS TO:

(503) 417-8001

Our FAX line is open 24 hours