



PNCWA 2011

Building Professional Excellence in Water Quality™

Annual Conference & Exhibition September 18-21

HILTON VANCOUVER WASHINGTON

301 West Sixth Street
Vancouver, WA 98660

EXHIBITOR INFORMATION

PNCWA Conference Tradeshow September 19 & 20, 2011

SCHEDULE:

The exhibits are open Monday Sept 19, 5:00 - 7:00 PM; and Tuesday Sept. 20, 8:00 AM - 7:00 PM.

Day	Date	Event	Hours
Sunday	9/18/11	Conference Meet & Greet Reception	5:00 - 7:00 PM
Monday	9/19/11	Exhibit Setup Times	12:00 Noon – 5:00 PM
Monday Evening	9/19/11	Exhibitors Opening Reception	5:00 PM – 7:00 PM
Tuesday Day	9/20/11	Exhibits open all day	8:00 AM – 5:00 PM
Tuesday Afternoon	9/20/11	Dessert for everyone on floor	12:45 PM – 1:15: PM
Tuesday Evening	9/20/11	Beer tasting & Closing Reception	5:15 PM – 7:00 PM
Tuesday Evening	9/20/11	Exhibit Break Down	7:00 PM – 9:00 PM

Exhibit Hall: Heritage Ballroom

Flooring: The exhibit area will be fully carpeted in multi-colored hotel carpet with red, gold, white and black tones.

Shipping: Hotel will accept shipments and materials up to three (3) days prior to Tradeshow or Event.

Shipments arriving more than three days before the start of your conference will be subject to return or storage fees.

Oversize or heavy items will be subject to additional charges

Direct Shipments to:

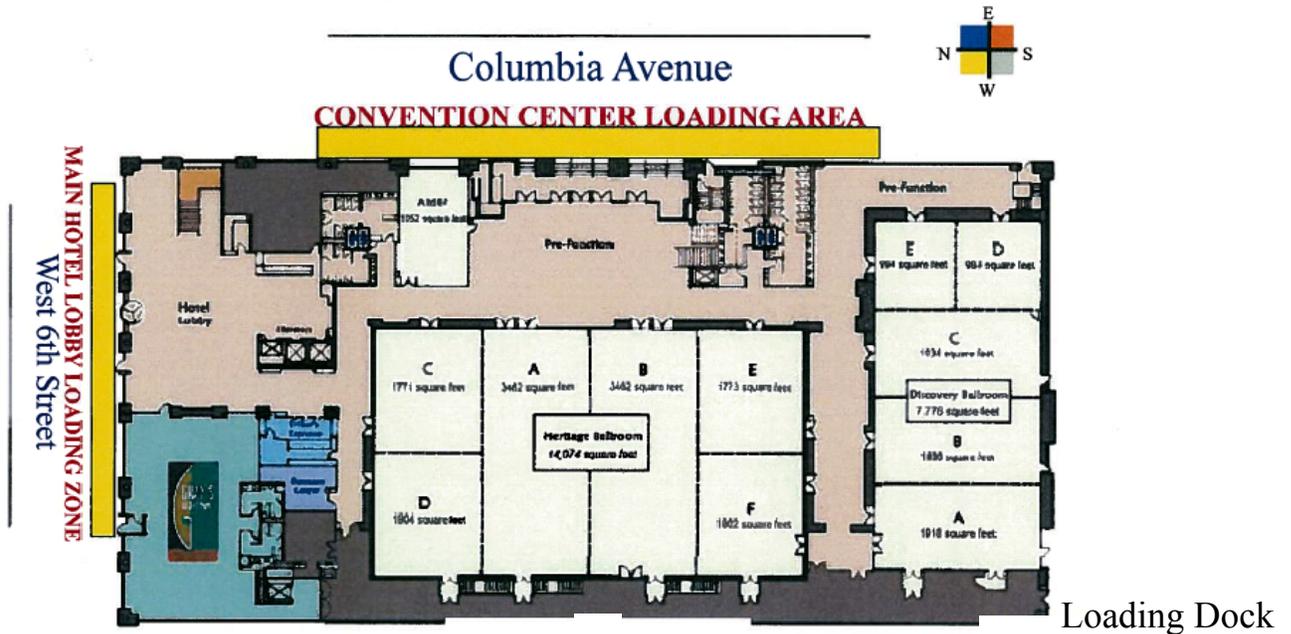
Company or Agent Name (and Booth # if known)
PNCWA Conference Tradeshow
c/o Hilton Vancouver Washington
301 West Sixth Street
Vancouver WA 98660
Attn: Tenly Mabrouk, Event Manager

Payment Policy: Payment is required with all equipment and shipping orders. To pay by credit card, fax your order to Tenly Mabrouk, Events Manager, Hilton Vancouver Washington, with the attached Fax Cover Sheet and Credit Card form.

Contacts: Tenly Mabrouk, Senior Events Manager
Hilton Vancouver Washington
Direct: 360-828-4317
e-mail: tenly.mabrouk@hilton.com

EXHIBIT AND PRODUCTION GUIDELINES

Exhibitor Loading:



Small Vehicle Parking while unloading: Passenger cars, trucks, or vans may be temporarily left at the Columbia Street Loading Zone as they are unloaded, and should leave the area as soon as loading or unloading is complete.

Loading Dock: For very large deliveries, the hotel Loading Dock is located at the Southwest Corner of the building for access to the Ballroom and/or Exhibit Hall. Please notify the Hotel as soon as possible of your schedule of load-in/load-out times including any sub-contractors that you have hired.

The Loading Dock is 3' high and 30' wide.

The Loading Dock has 2 bays. The largest bay will accommodate a tractor-trailer 26' in length and 12' in height.

The other bay(s) will accommodate a tractor-trailer no longer than 26' long and 12' high.

Truck Parking: Upon approval of the loading dock manager, trucks and containers may be temporarily parked at the Hotel Loading Dock and must be removed as soon as they are emptied. Vehicles used in the delivery, transportation, or storage of equipment cannot be left on Hotel property overnight. Parking is prohibited by the city. Arrangements for removal of vehicles or containers will remain the responsibility of the contractor/vendor. Any vehicles left on Hotel property overnight, without written hotel approval, will be towed at the vendor's expense.

Based on availability, permit truck parking is available through the City of Vancouver Parking Division:

City of Vancouver Parking Services

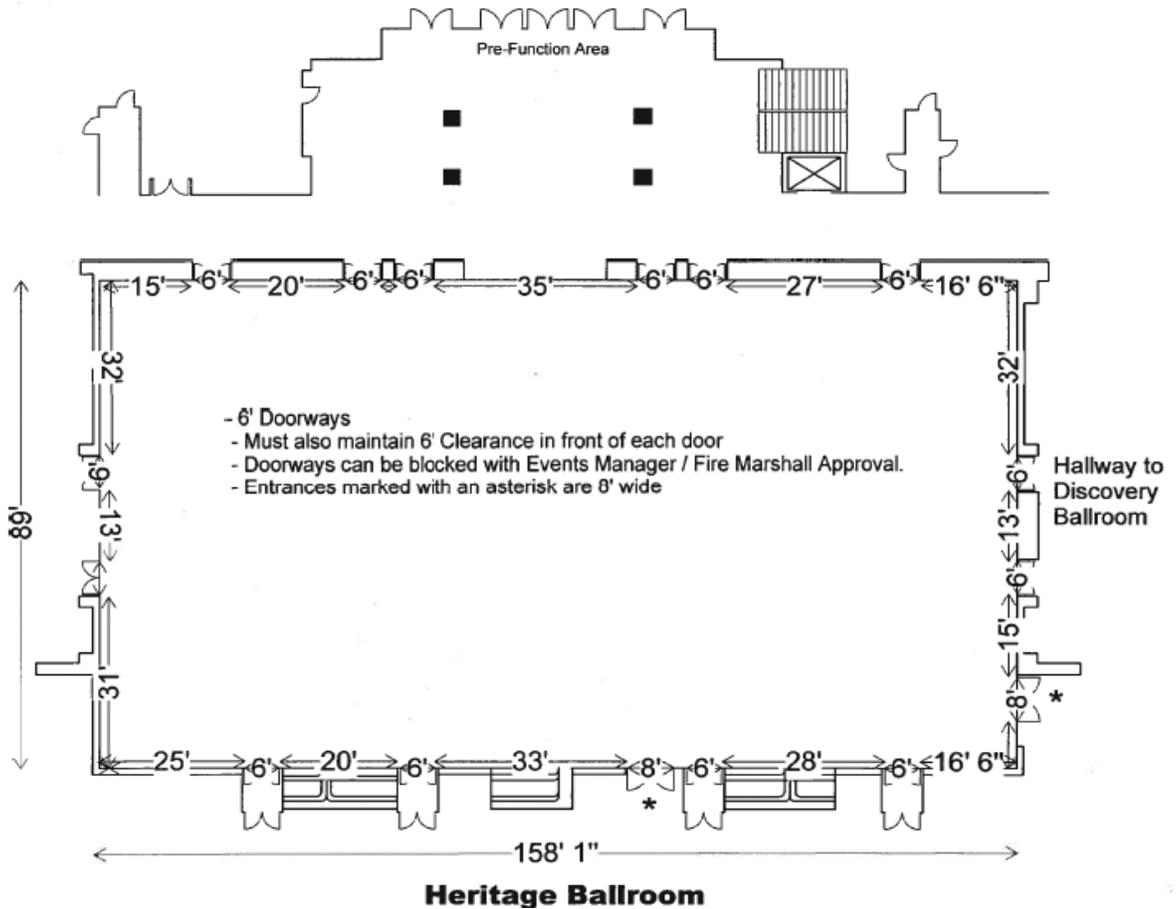
360.696.8159 (Direct)

360.619.1294 (Fax)

All charges for the permits will be responsibility of the vendor.

Moving Equipment: PNCWA has contracted with the Hilton to provide a pallet jack at no cost for Exhibitors for moving in and out. If you require a forklift, please contact PNCWA, 208 455 8381 to make arrangements and for costs.

Door Dimensions:



Storage: Arrangements for storage for vendors/exhibitors/contractors may be made with the Hotel Events team. No equipment or cases are to remain in the “back of the house” areas at any time. Any empty cases are to be stored with the hotel or removed from the hotel and brought back for load-out.

Electrical: PNCWA2011 Exhibitor booths are provided standard 110 outlets. Any “extra” electrical requirements must be ordered through the Hilton with the included order form, and PSAV will be the preferred provider for all “EXTRA” Electrical equipment, and the labor to install, operate and remove such equipment.

Exits: At no time may any egress to a designated exit be blocked or have any obstruction. No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.

Heating: Use of Candles, fuels for heating food such as Sterno®, or cooking stations using butane are subject to federal, state and local regulations, which shall be adhered to. It is the responsibility of vendor/contractor to obtain and pay for all permits. Permits must be submitted to Hotel Event Services offices 10 days prior to event.

Theatrical Displays: Fog, Smoke, or Mist machines are not permitted in any meeting space. These machines will activate the hotel’s Emergency Alarm System

Rigging: No motors, trussing, lighting or audio may be attached or “rigged” to the ceiling or walls in any of the Hilton Vancouver Washington meeting space.

OSHA: It is the responsibility of each exhibitor to ensure that work by them is conducted in a manner that will not pose any potential safety hazard to either guests or Hilton employees and meet Hotel, State and OSHA fire and safety codes.

Safe Work Practices: It is the responsibility of the exhibitors to ensure that their equipment cords, packaging or crates wherever they may be located (including back of the house) are secured in such a manner that it will not pose any potential safety hazard to either Guests or Hilton employees and meet Hotel, State and OSHA fire and safety codes.

1. Aisles and emergency exits shall be kept free of debris at all times and maintain a minimum width of 6’.
2. Floors shall be kept clean and dry.
3. Floors and platforms shall be kept free of projections, obstructions, holes and loose boards.
4. Machinery and equipment shall be arranged to maintain a 6’ wide aisle for safe egress from building.
5. Exits shall never be blocked or obstructed.
6. Fire extinguishers shall not be blocked or obstructed at any time.
7. Safety devices and guards shall not be removed and/or will be replaced before operating any machine.
8. All control buttons and switches shall be properly identified as to its function and purpose.
9. All control buttons and switches shall be color-coded.
10. All emergency equipment shall be inspected regularly and kept in good working order.
11. All unsafe work conditions shall be reported to Hotel Security.
12. Report all accidents or illnesses immediately to PNCWA registration desk or in an emergency, “55” is the Hilton in-house emergency line.
13. Report any safety device that is missing or inoperative i.e. machine guards, emergency stop buttons.
14. Oily rags and containers that contained flammable liquid shall be disposed of in covered metal containers immediately after use and emptied each day.
15. A qualified person shall perform all maintenance of equipment.
16. Horseplay and running are forbidden.
17. Vendors/Contractors shall use proper lifting techniques as outlined in the Back Injury Prevention Program, to avoid over extension when lifting.
18. Personal firearms or other weapons are not allowed on property.
19. Vendors/Contractors must report all unsafe work practices to the PNCWA registration desk or Hotel Security.
20. Vendors/Contractors must know the Hotel's fire evacuation procedures and must follow appropriate directions from their supervisor and/or Hotel Security.
21. An MSDS (Material Safety Data Sheets) shall be provided to Hotel Security for any chemicals that will be used or brought onto the property.
22. Vendors/Contractors shall refer to container label or MSDS for recommended personal protective equipment for any hazardous chemical or substance being used.
23. Vendors/Contractors who require the use of the forklift must be certified and be in possession of certification when driving vehicle.

FAX COVER SHEET

To: Tenly Mabrouk, Senior Events Manager	Date:
Hilton Vancouver Washington	Number of Pages:
301 West 6th Street	
Vancouver, WA 98660	
Phone: 360-828-4317	
Fax: 360-828-4309	

PNCWA Tradeshow July 19 & 20, 2011
From:
Exhibitor Company:
Booth or Table Number:
Phone Number:
Fax Number:
E-Mail:
On-site Contact:
On-site Contact Phone:

The Hilton Family



HILTON VANCOUVER WASHINGTON

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: (360)828-4395

**SALES/CATERING MANAGER
NAME Tenly Mabrouk**

ATTN: ACCOUNTS RECEIVABLE

HOTEL USE ONLY:

Authorized Amount: Approval Code:	Date:
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CARDHOLDER - Please complete the following section and sign/date below.

Guest / Group Name:			
Check-In / Event Date:			
Name of Person/Group Making Reservation:		Phone:	
Cardholder Name as it Appears on Credit Card:			
Cardholder Billing Address:			
City:	State:	Zip:	
Daytime /Business Telephone: Evening Telephone:			
Credit Card Number:		Expiration Date:	
Credit Card Type: (Circle one)	Visa/MasterCard	American Express	Discover JCB
Diners Club			
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):	
I agree to cover the following categories of charges: (Please circle) All Charges Room & Tax Food & Beverage Parking Internet			
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____			
DIRECT BILL ACCOUNT PAYMENTS ONLY: (For direct billing customers paying by credit card)			
Name on Invoice/Statement _____		Date on Invoice/Statement _____	
Invoice/Statement Number _____		Authorized Amount \$ _____	

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____ Date: _____

ADDITIONAL EQUIPMENT

All Audio Visual Prices are per day.

Any equipment or technician canceled within 24 hours of a function's start time will be billed at the full price.

All equipment will be subject to a 20% Service Charge and 8.1% Sales Tax

Miscellaneous Equipment	Qty	DAILY RATE	# Days	Total
Additional 6' Tables		\$25.00 each		
Additional Small Trashcan		\$10.00 each		
Power at 20-amp Circuit (includes power strip or cord)		\$40.00 per day		
Additional Power Cord		\$10.00 per day		
Additional Power Strip		\$10.00 per day		
Wired or Wireless High-Speed Internet Connection		\$20.00 per day		
Phone line		\$100.00 per day		
Conference Speakerphone		\$95.00		
Desk Phone		\$30.00		
Banners, hotel staff to hang		\$25.00 each		
Flipchart w/Markers		\$50.00		
Tripod Easel		\$25.00		
Office Equipment		Call for details		
Audio / Video Equipment	Qty	DAILY RATE	# Days	Total
DVD Player		\$75.00		
DVD / VCR and 27" Monitor package		\$195.00		
27" Color Monitor (NOT for computer use)		\$110.00		
42" Rolling Cart w/Black Drape		\$25.00		
CD Player		\$60.00		
Cassette Player - Stereo, (requires sound system)		\$50.00		
Wired Handheld Microphone		\$40.00		
Wireless Microphone: Handheld or Lavalier (circle one)		\$120.00		
Speaker w/stand for above microphones, Required		\$75.00		
Sound System with (2) powered speakers, (2) stands		\$175.00		
Desktop Computers		Please call for rates		
Laptop Computers		Please call for rates		
18"-20" Flat Screen Computer Data Monitor		Please call for rates		
32" LCD Screen Computer Data Display		\$550.00		
42" Plasma Screen Computer Data Display *		\$550.00		
* Requires 2 Technicians to setup and dismantle.		See Below		
LCD Data/Video Projector (3000 Lumens)		\$500.00		
LCD Data/Video Projector (6000 Lumens)		\$900.00		
Screens -- 5 ft., 6 ft., 7 ft., 8 ft.		\$50.00		
Rental Totals	PRE-PAYMENT IS REQUIRED ON ALL ORDERS			
EQUIPMENT TOTAL				
Service Charge on all equipment rentals of 20%				
Sales Tax at 8.2%				
* Additional Labor charges apply, please call for details				