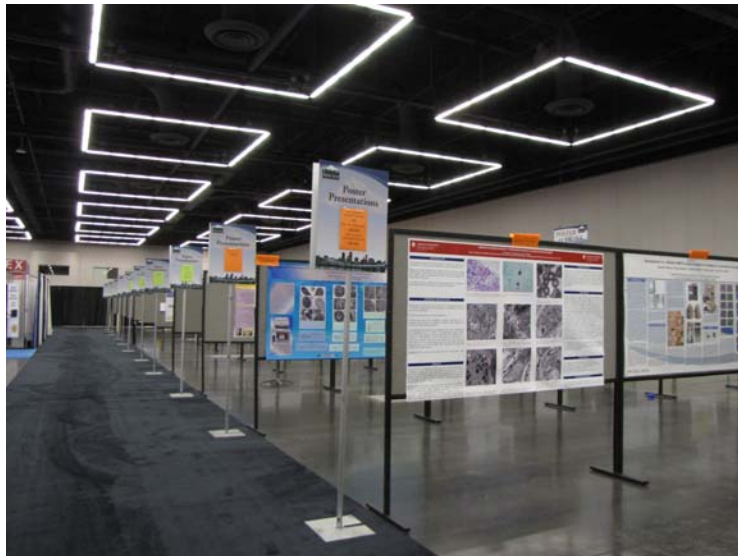


*CERF 2015*  
November 9-12, 2015  
Oregon Convention Center

# *Presentation Poster Printing Services*



**Eliminate shipping costs!**  
Order your Presentation Posters in advance through  
DWA and have your posters waiting for you at the event.  
No need to ship in advance or carry posters with you  
while you travel!





CERF 2015  
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S11095

Advance Price Deadline: October 26, 2015\*

\*Please call for price and availability if ordering after deadline date.

**PRESENTATION POSTER &  
TABLE ORDER FORM**  
KEEP ORIGINAL & SEND COPY TO DWA

**PRESENTATION POSTERS**  
Signs are full-color digital graphics printed on Photo Satin, a semi-gloss low glare poster paper.

Quantity	Size	Price (each)	Total
	91" x 45"	\$150.00 (excludes design time)	
	45" x 45"	\$ 75.00 (excludes design time)	
	22" x 28"	\$ 30.50 (excludes design time)	
	24" x 36"	\$ 36.00 (excludes design time)	
	Designer Labor (if requested)	\$ 65.00 per hour	

Please call if you would like more information and pricing on signs, cut-out letters, logos, custom displays or any special orders.

Choose sign orientation:  
(Check appropriate box)

 Horizontal

 Vertical

 Use Your Judgement for Sign Layout

**POSTER ORDER POLICY**

Posters cancelled or changed after work has been started will be charged at 100% of the original price.  
Orders received after Advance Price Deadline will be charged an additional 30%.

**IF ORDERING POSTERS WITHOUT ART WORK PLEASE COMPLETE BELOW.**  
Please note that design labor will be incurred with this option.  
Specify sign copy and indicate colors here. Please print clearly, if more space is needed attach a separate piece of paper.

In order to ensure that your graphic images come out at the highest quality, send EPS vector art whenever possible. Photo-based or bitmap art should be in TIFF format and should be at least 600 dpi at 1/8th size. All colors in files and links should be set up and specified as CMYK (no RGB or spot colors). Include all screen and printer fonts used in your artwork (true type fonts) or convert all text to curves. Always include a hard copy or PDF file of your artwork.

**COCKTAIL TABLES**

Quantity	Description/Size	Price	Total
	Cocktail Round/30" H x 36" D	\$62.00	

Presenter	Poster Position/Day			<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
Billing Address	City	State	Zip Code	
Telephone	Fax	E-mail		
Authorized Contact Signature	Authorized Contact-Please Print	Date		

RETURN TO: DWA Trade Show & Exposition Services  
3721 NW Front Avenue, Portland, Oregon 97210  
Telephone: 503/228-6800 Fax: 503/595-1470  
E-mail: csr@dwa tradeshow.com  
http://www.dwa tradeshow.com

Total Ordered	\$	
Add 00% Sales and/or Use Tax	\$	-0-
PAYMENT ENCLOSED	\$	

## Graphic Files Submission Guidelines

Please follow the following specifications when submitting artwork for signage to be printed by DWA.

If you need to send elements for signage being designed by DWA, please contact Della Reece in our graphics department.

Email: [dreece@dwatradeshow.com](mailto:dreece@dwatradeshow.com) or Phone: 503-228-6800 ext.124

### File Specs for Submission

- PDF for Pre-Press or PDF/X-1
- All text converted to outlines/curves
- CMYK color build (no PMS or RGB)
- Include any bleed, crop and/or fold marks (otherwise signs will PDF crop to page size)

### FTP Upload Instructions

To send your files please copy and paste the link below into your browser, then type Password below in the space provided. Remember to type in your Email address at the website. Message is optional.

NOTE: Due to problems in the past, please upload and send only one file at a time.

[http://www.dwatradeshow.com/file\\_upload.shtml](http://www.dwatradeshow.com/file_upload.shtml)

**PASSWORD: dwasigns**





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**PAYMENT POLICIES & CREDIT CARD CHARGE AUTHORIZATION**  
KEEP ORIGINAL & SEND COPY TO DWA

Advance Price Deadline: October 26, 2015\*

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Please complete the information requested and return payment in full with this form and your orders.

VISA     MASTERCARD     AMERICAN EXPRESS     DISCOVER     Personal     Corporate

Account Number																		
Expiration Date			/			Three or Four Digit Security Code												
Cardholder's Name																Please Print		
Cardholder's Billing Address														City				
State						Zip						Country						
Cardholder's Signature																		

**ADVANCE PRICING**

To qualify for advance pricing, orders must be received on or before the advance price deadline with payment in full. Late orders and orders without payment will be charged at standard prices.

**PAYMENT FOR SERVICES**

DWA requires payment in full at the time services are ordered. If paying by credit card, for your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling not covered by your initial order and orders placed at exhibit site by your company representative.

**METHOD OF PAYMENT**

DWA accepts MasterCard, Visa, Discover, American Express, cash and check. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank. Your cancelled check/bank statement and copies of the order form(s) are your receipts. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

**TAX EXEMPT**

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the DWA office for this show. DWA must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

**ADJUSTMENTS, CANCELLATIONS AND REFUNDS**

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

**CALCULATION OF ORDERS**

Furniture, Accessories, Carpet.....	\$	
Signs.....	\$	
Labor/Forklift.....	\$	
Material Handling.....	\$	
Other DWA Services (please specify)_____	\$	
Other DWA Services (please specify)_____	\$	
Other DWA Services (please specify)_____	\$	

TOTAL FROM EACH ORDER FORM

TAX ID #93-0642167

TOTAL ORDER \$ \_\_\_\_\_

Charge my credit card in the amount of \$ \_\_\_\_\_

I have enclosed check number \_\_\_\_\_ dated \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Company Name		Booth Number		<b>All orders are governed by DWA's Payment Policy and Limits of Liability and Responsibility.</b>
Billing Address		City	State      Zip Code	
Telephone		Fax	E-mail	
Authorized Contact Signature		Authorized Contact-Please Print	Date	



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**LIMITS OF LIABILITY &  
RESPONSIBILITY**

Advance Price Deadline: October 26, 2015\*

\*Please call for price and availability if ordering after deadline date.

**All orders are governed by the DWA Payment Policy and Limits of Liability & Responsibility.  
Please read carefully.**

1. DWA and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, damage to uncrated materials, materials packed improperly, glass breakage or concealed damage. Claims for loss or damage must be submitted to DWA by the close of the show. No suit or action shall be brought against DWA or its subcontractors more than six months after the cause of action accrues.
2. DWA and its subcontractors are not responsible for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are DWA and its subcontractors responsible for Exhibitor's freight before it is picked up from Exhibitor's booth for loading after the show. Exhibitors must submit a DWA bill of lading for all outbound shipments. All bills of lading covering outgoing shipments submitted to DWA or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. It is agreed that DWA and its subcontractors are not insurers. Insurance, if any, shall be obtained by Exhibitor. Amounts payable by DWA hereunder are based on the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further agreed that DWA and its subcontractors do not provide for full liability should loss or damage occur. In the event that DWA should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound/per article with a maximum liability of \$50.00 per item or \$1,000 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause of origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by DWA, its subcontractors or their employees.
4. At the close of show, if carriers fail to pick up or refuse to accept shipment, DWA reserves the right to reroute such shipment or move shipment to our warehouse pending advice from Exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling. Thus, in order to expedite removal of materials from the show site, DWA shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by Exhibitor, materials will be taken to DWA's warehouse to await Exhibitor's shipping instructions, and Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. DWA assumes no liability as a result of such rerouting or handling.
5. DWA and its subcontractors shall not be liable for shipments received without receipts, freight bills or bill of lading, such as UPS or van lines, these shipments will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Shipments received on separate days will be treated as separate minimum shipments.
6. DWA and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or Exhibitor personnel which may make it impossible or impractical to exhibit same.
7. The Exhibitor agrees, in the event of a dispute with DWA or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to DWA for freight handling services or any other services provided by DWA or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay DWA prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against DWA or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
8. DWA and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that DWA and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of DWA or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that DWA or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Empty Storage labels will be available at the DWA Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for empty storage only, and DWA and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
11. Rates are subject to Union contract changes and rates effective at time of show. Rates include Social Security, Worker's Compensation Insurance and Public Liability Insurance. DWA and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.
12. Please ship early and ship prepaid. DWA will not accept collect shipments.