BECOME A 2017 EERI ANNUAL MEETING EXHIBITOR

Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR 97201
March 7-10, 2017

As an EERI Subscribing Member you can reserve a complimentary exhibit space at the 2017 EERI Annual Meeting.

My 1st choice is exhibit space: #___________, 2nd choice: #___________, and 3rd choice: #___________

See map on subsequent page for exhibit space choices.

Company/Organization Name: __________________________________________________________

Contact Person: ______________________________________________________________________

Display Attendant: ____________________________________________________________________

Phone: ______________________________________________________________________________

Fax: ________________________________________________________________________________

Email: ______________________________________________________________________________

Setup will be on Tuesday, March 7 from noon to 5:00 PM. Take down any time, but no later than Friday, March 10, 2017 at 5:00 PM.

If you require any electrical or audio visual equipment, you must make your own arrangements with the hotel with the attached order form. Please do not send it in until you have a confirmed exhibit space number.

Please email or fax this form to Juliane Lane as soon as possible. Contact Juliane for assistance.

Juliane Lane
510-451-0905 office
510-451-5411 fax
juliane@eeri.org
BECOME A 2017 EERI ANNUAL MEETING SPONSOR

Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR  97201
Tuesday, March 7 – Friday, March 10, 2017

Yes! I would like to sponsor an event during the 2017 EERI Annual Meeting.
*Please contact EERI if you would like to be the sole sponsor of any event.*

Benefits of sponsorship and descriptions of events follow the form.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Amount</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Reception</td>
<td>Tuesday, March 7</td>
<td>$3000</td>
<td>□</td>
</tr>
<tr>
<td>Breakfast</td>
<td>Wednesday, March 8</td>
<td>$1500</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Thursday, March 9</td>
<td>$1500</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Friday, March 10</td>
<td>$1500</td>
<td>□</td>
</tr>
<tr>
<td>Lunch</td>
<td>Wednesday, March 8</td>
<td>$2000</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Thursday, March 9</td>
<td>$2000</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Friday, March 10</td>
<td>$2000</td>
<td>□</td>
</tr>
<tr>
<td>Poster Session</td>
<td>Wednesday, March 8</td>
<td>$1000</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Thursday, March 9</td>
<td>$1000</td>
<td>□</td>
</tr>
<tr>
<td>Coffee Break</td>
<td>Wednesday, March 8, AM</td>
<td>$750</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Wednesday, March 8, PM</td>
<td>$750</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Thursday, March 9, AM</td>
<td>$750</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Thursday, March 9, PM</td>
<td>$750</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Friday, March 10, AM</td>
<td>$750</td>
<td>□</td>
</tr>
<tr>
<td>Seismic Design Competition</td>
<td>Tohoku Sponsor</td>
<td>$5000</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Loma Prieta Sponsor</td>
<td>$2000</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Northridge Sponsor</td>
<td>$1000</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>South Napa Sponsor</td>
<td>$500</td>
<td>□</td>
</tr>
<tr>
<td>Post-Earthquake Evaluation Workshop</td>
<td>Tuesday, March 7</td>
<td>$1000</td>
<td>□</td>
</tr>
</tbody>
</table>
EVENT NAME ____________________________________________________________

Exhibit Setup Date ____________________ Exhibit Tear Down Date ____________________

Company/Exhibitor ______________________________________ Booth# ___________________

Contact Name ____________________________________________

E-mail Address ____________________________________________

Address _________________________________________________________________________

City __________________________ State __________ Zip ______________

Phone# ______________________________ Fax # ____________________________

A 24% Service Charge applies to all items with the exception of labor.
UNIQUE.CREATIVE.INNOVATIVE www.encore-us.com p: 503-499-6379 f: 503-499-6393 e: eventspdx@encore-us.com
Exhibit Guide

**110/120 VOLT**

*Note: All Power is “Per Show” inclusive of labor. A 24% service charge applies.*

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Set Date</th>
<th>Strike Date</th>
<th>Show Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Watts (5 amps)</td>
<td>_______</td>
<td>_______</td>
<td>$90.00</td>
<td>=$_______</td>
</tr>
<tr>
<td>1000 Watts (10 amps)</td>
<td>_______</td>
<td>_______</td>
<td>$120.00</td>
<td>=$_______</td>
</tr>
<tr>
<td>2000 Watts (20 amps)</td>
<td>_______</td>
<td>_______</td>
<td>$150.00</td>
<td>=$_______</td>
</tr>
</tbody>
</table>

**208/220 VOLT** – *Call for quote*

**Additional Labor If Needed (Minimum Charge for Orders – 1 hour)**

110/120 VOLT outlet prices power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. All island booths will require labor. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please add an estimated 1 hour minimum to the order.

- **Straight Time (per hour)**
  - Monday - Saturday, 7:00 am – 5:00 pm: $75.00
- **Overtime (per hour)**
  - Monday - Saturday, 5:00 pm - 7:00 am (All day Sunday): $112.50
- **Holiday**: $150.00

**ADDITIONAL INFORMATION**

- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- NO refunds will be applied to electrical services cancelled after installation.

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEMS</th>
<th>SHOW RATE</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Extension/Power Strip Combo</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ELECTRICAL TOTAL**

A 24% Service Charge applies to all items with the exception of labor.
**Exhibit Guide**

**AUDIO EQUIPMENT** (daily charge)

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEMS</th>
<th>DAILY RATE</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JBL Powered Loudspeaker w/Stand</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SM-58 Hardwire Microphone w/Stand</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UHF Wireless Microphone (Handheld or Lavaliere)</td>
<td>$140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CD Player</td>
<td>$65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 Channel Mono Mixer</td>
<td>$55.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All microphones, laptop audio, MP3 players, etc. must have an audio mixer and house sound patch/speaker.*

**VIDEO EQUIPMENT** (daily charge)

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEMS</th>
<th>DAILY RATE</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HD Flat Panel Display Package: (Includes: HD 52&quot; Flat Panel LCD Display, Display Stand, Video &amp; Power Cabling, Set &amp; Strike Labor)</td>
<td>$550.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HD Flat Panel Video Package: (Includes: HD 46&quot; Flat Panel LCD Display, Display Stand, DVD or VCR Player, Set &amp; Strike Labor)</td>
<td>$475.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VGA Cable (for PC, projectors and monitors)</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMPUTER, INTERNET & PHONE EQUIPMENT** (daily charge)

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEMS</th>
<th>DAILY RATE</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PC Laptop Computer</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hardwire Internet Connection (single user)</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wireless Internet Connection (single user)</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Polycom Speaker Phone</td>
<td>$185.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone w/DID Analog Line (Domestic Calling)</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone w/DID Analog Line (International Calling)</td>
<td>$175.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Phone setup charges do not include usage fees.*

<table>
<thead>
<tr>
<th></th>
<th>Enter →</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Charge</td>
<td>x 24%</td>
<td></td>
</tr>
<tr>
<td>Labor (service charge does not apply)</td>
<td>Enter →</td>
<td>$</td>
</tr>
</tbody>
</table>

**GRAND TOTAL** $
Exhibit Guide

CREDIT CARD AUTHORIZATION

Please make your selection below and email or fax completed to:
Encore Event Technologies:
FAX: (503) 499.6393
EMAIL: eventspdx@encore-us.com

I authorize Encore Event Technologies & Marriott Downtown Waterfront to charge my credit card for:

Date of Function _________________________________________________________

Name of Event/Group: _________________________________________________________________

Type of Card (Check One):
American Express _________________    Visa ________________     MasterCard ________________

Card Holder Name: ____________________________________________________________________

Card Holder Address: ___________________________________________________________________

Card Number: ________________________________________________________________________

Expiration Date: _______ _______ CCID:__________ Total Estimated Charges: $ _________________

Phone Number: ___________________________________ Date: ___________________________

Signature: _________________________________________________________________________

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day’s rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day’s rental plus handling charges.

2. Risk of Loss: Rental Equipment is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee’s care of possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.

3. Insurance for the subject equipment is Lessee’s responsibility.

4. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.

5. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site to the number listed in the bottom header. Absolutely no credits will be issued after show closing.

Please make checks payable to: Portland Marriott Downtown Waterfront

A 24% Service Charge applies to all items with the exception of labor.
EERI 2017 ANNUAL MEETING
March 7-10, 2017
Portland Marriott Downtown Waterfront
Portland, Oregon

Triumph Expo & Events Inc. is proud to be your general services contractor for the EERI 2017 ANNUAL MEETING.

HOW TO USE THIS EXHIBITOR KIT: On the left side of the screen is a list of topics covered in this kit. Click on the topic of interest and it will take you to the relevant pages/forms.

ORDERING ONLINE: Click HERE and then click on the link to the EERI 2017 ANNUAL MEETING
(or copy and paste this link into your browser: http://www.triumphexpo.com/exhibitor.shtml)

USERNAME: 9490

PASSWORD: Efficient (case sensitive)

As the show contractor, our goal is to provide you with professional exhibit-related products and services to help you maximize your participation in this event.

We are also available to all exhibitors for quick, convenient and personal service. If you'd like to contact our Exhibitor Services department for information on any of our products or services, please do so at any time using the contact information below:

Your Exhibitor Services and Logistics Specialist
Triumph Expo & Events, Inc.
Phone: 503-417-8000
Fax: 206-431-4846
esr@triumphexpo.com
DEADLINES

ADVANCE SHIPPING: FRIDAY, MARCH 3, 2017 4:00 PM
DIRECT SHIPPING: NOT PERMITTED

SCHEDULE

EXHIBITOR MOVE IN: TUESDAY, MARCH 7, 2017 12:00 PM - 5:00 PM
SHOW DATES/TIMES: WEDNESDAY, MARCH 8, 2017 8:00 AM - 8:00 PM
THURSDAY, MARCH 9, 2017 8:00 AM - 8:00 PM
FRIDAY, MARCH 10, 2017 8:00 AM - 12:00 PM
EXHIBITOR MOVE OUT: FRIDAY, MARCH 10, 2017 12:00 PM - 5:00 PM
CARRIER CHECK-IN DEADLINE: FRIDAY, MARCH 10, 2017 4:00 PM

Empty crates will be returned beginning at 12:00 PM on FRIDAY.
All exhibitor materials must be removed from the facility by 5:00 PM.

Please note that UPS Ground, FedEx Ground and DHL do NOT pick up from the show floor. Any freight left on the show floor will be re-routed via Triumph Transportation or returned to the warehouse at the exhibitor’s expense.

INCLUDED FURNISHINGS: Tabletop Exhibit Space
Two Side Chairs*
Black 8’ high back drape
One 8’ skirted table*
*Furnishings provided by the Portland Marriott Downtown Waterfront

EXHIBIT HALL FLOORING: The exhibit area will be carpeted.

PAYMENT POLICY: Payment is required with all orders. Online orders must be paid at the time of order. To pay by credit card, scan and email your order to esr@triumphexpo.com or fax to 206-431-4846. Orders paid by check must include credit card information or your order will not be processed.
FREIGHT/MATERIAL HANDLING FEES

20 LBS or less per shipment (small package) $ 41.00

SMALL PACKAGES: Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. (Shipments above 20 lbs are subject to rates below)

OFF-TARGET: Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of $0.27/lb off-target fee (Minimum 200 lb). This will be added automatically to the invoice.

ADVANCE SHIPMENTS (21-200 lbs)

Drivers with inbound shipments must check into the Triumph warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

<table>
<thead>
<tr>
<th>CRATED MATERIALS</th>
<th>MATERIALS W/ SPECIAL HANDLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 154.00 Minimum Charge</td>
<td>$ 182.00 Minimum Charge</td>
</tr>
<tr>
<td>$ 0.77 each add'l pound over 200 lbs</td>
<td>$ 0.91 each add'l pound over 200 lbs</td>
</tr>
</tbody>
</table>

ADVANCE SHIPMENT DEADLINE DATE: MARCH 3, 2017

DIRECT SHIPMENTS ARE NOT ACCEPTED FOR THIS EVENT

PRICES INCLUDE receiving, freight, checking for damage and piece count, delivery to booth, storage of empty containers and load out of shipment to preferred carrier. Use the table below to estimate your material handling charge.

SPECIAL HANDLING: Any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation. (i.e. express carriers such as UPS, Fed Ex or DHL).

RETURN TO WAREHOUSE: Exhibitors will be charged 27 cents per pound ($162 minimum for any shipment that must be returned to the warehouse plus 27 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the TRIUMPH warehouse if 3rd party carrier fails to pick up at show site's designated times. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

IMPORTANT: All calculations above are regarded as estimates only. All shipments will be invoiced based on actual weight. By signing this form or by shipping freight either advance or direct, you are entering into a contract with Triumph. Carefully read the Material Handling Terms and Conditions Sheet that accompanies this form.

CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES

ADVANCE SHIPMENT

Total Estimated Weight (200 lbs minimum) lbs x Rate = $

Total Estimated Fees $

TOTAL $
1. DEFINITIONS. For purposes of this contract, “TE&E” means Triumph Expo & Events Inc. and its employees, agents, directors and assigns, affiliated companies, related entities. The term “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC") Further, it is hereby understood and agreed that the “EXHIBITOR” is in fact the “Shipper” for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

2. PACKAGING AND CRATES. TE&E shall not be responsible for damage to loose uncrated materials, packaged or shipped in purchased materials, glassware, dishware, fragile materials, glassware, concealment, damaged, carpets in bags or poly, or materials improperly packed. In addition TE&E shall not be responsible for crates and packaging which are unsuitable for handling or transportation by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. TE&E assumes no responsibility for:
   - Error in the above procedures
   - Removal of containers with old empty labels & without TE&E labels
   - Improper information on empty labels

4. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR's materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS BEFORE SAME HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT THE SHOW SITE. TE&E recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENTS. Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT THE SHOW SITE. TE&E highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to TE&E by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to TE&E and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S APPOINTED CARRIER. SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT INCLUDING ANY TE&E DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. TE&E loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. TE&E ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from the show site, TE&E shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the materials by the pickup date. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR’S shipping instructions and EXHIBITOR agrees to be reasonable for charges relating to such rerouting and handling. IN NO EVENT SHALL TE&E BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to secure himself with these terms and conditions TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. TE&E’S RESPONSIBILITIES. TE&E shall be responsible only for those services which it directly provides. TE&E assumes no responsibility for any persons, parties or carriers not under TE&E's control. TE&E shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond TE&E’s reasonable control nor for ordinary wear & tear in the handling of materials.

9. INSURANCE. It is understood that TE&E is not an insurer. Any insurance shall be obtained by EXHIBITOR in amount determined by TE&E. TE&E agrees to provide TE&E with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to TE&E immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR’S materials are delivered to the carrier for transportation from the show site or from TE&E’S warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against TE&E more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR chances will be paid to and shall be paid, on Quarterly payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claims against TE&E shall be considered a separate transaction, and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY TE&E if found liable for any loss. TE&E’s sole and exclusive MAXIMUM LIABILITY for loss or damage to EXHIBITOR’S materials and EXHIBITOR’S sole and exclusive remedy shall be limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to TE&E for material handling services. The extent of TE&E’s liability shall be limited to the specific article in question, and in any event, TE&E’s maximum liability shall be limited to $30.00 per pound per article with a maximum of $50.00 per item or $500.00 per shipment.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. TE&E’s liability shall be limited to any loss or damage which results solely from TE&E’S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR’S shipments or which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall TE&E be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, during, or after the show, or are alleged as a result of tortious conduct, failure of the equipment or services of TE&E or breach of any of the provision of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if TE&E has been advised or has noticed the possibility of such damages or for any delayed delivery or for any inability to perform EXHIBITOR’S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of or interruption of business, or any consequential or indirect economic losses.

11. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN KING COUNTY, WASHINGTON.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend TE&E and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential liability, and any of such expenses (including but not attorneys’ fees and investigation costs) on account of personal injury or death, damage to property or equipment, and/or loss of profits arising out of or contributed to by, any of the following: EXHIBITOR’S negligence supervision of any labor secured through TE&E or the negligent handling of such such labor. any of EXHIBITOR’S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TE&E’s equipment.

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to TE&E for material handling services, waives and releases all claims against TE&E its employees, agents, directors and officers with respect to all matters for which TE&E has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties.

THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR

THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR

*THE EXHIBITOR’S MATERIALS ARE DELIVERED BY A CARRIER TO TE&E’S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH TE&E IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR

*AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.
SHIPPING INFORMATION

ADVANCE SHIPPING ADDRESS: Company Name and Booth Number
EERI 2017 ANNUAL MEETING
Triumph Expo & Events
330 SE DIVISION PLACE
PORTLAND, OR 97202

ADVANCE SHIPMENTS ACCEPTED UP TO 30 DAYS BEFORE MOVE IN

ADVANCE SHIPPING DEADLINE: 4:00 PM on MARCH 3, 2017

“Material Handling Fees” apply to all shipments. See “Material Handling” page for details.

DIRECT SHIPPING: NOT PERMITTED

Triumph Expo & Events and Show Management will NOT be responsible for any early direct shipments that may be refused by the facility or incur additional fees.
OUTBOUND SHIPPING INFORMATION

- Do I have a carrier coming to pick up my freight, or is Triumph shipping for me?
- How many shipments do I have (how many destination addresses are there)?
- How soon does my shipment need to arrive at its destination?

SHIPPING WITH TRIUMPH

Pre-ordering your shipping with Triumph using the Inbound/Outbound Shipping Request form in this kit saves you time and confusion, by ensuring your material handling agreement/bill of lading and labels are already complete and waiting for you at move out. Simply pick them up from our service desk, pack your materials and turn the MHA/BOL back in. It’s that simple!

MATERIAL HANDLING AGREEMENT/BILL OF LADING: Pick up your MHA/BOL from the service desk at move out. It will already be complete. On-site shipping requests are processed in the order they are received.

LABELS: Custom printed labels are provided to exhibitors using Triumph Transportation at no charge. Pre-orders are available for pick up at move out. On-site orders are processed in the order they are received.

METHOD OF PAYMENT: A major credit card is required on file to guarantee all shipping. This must be on file before the shipment can leave our warehouse/show site.

TRACKING: Tracking information for TRIUMPH shipments is available 1-2 business days following the close of an event. Please include your company name, booth number and the name of your event when requesting this information.

BILLING OF SHIPPING CHARGES: Shipping will be billed and an updated invoice will be sent after the shipment has been delivered to its destination.

SHIPPING WITH ALL OTHER CARRIERS

MATERIAL HANDLING AGREEMENT/BILL OF LADING: All outbound shipments from the show MUST have a Triumph material handling agreement/bill of lading. This form gives us permission to release your freight to your carrier. Failure to complete an MHA/BOL can result in a delay in shipping.

LABELS: Exhibitors using other carriers may use the outbound shipping labels provided in this kit.

DRAYBACK: If freight is left on the floor without turning in properly completed Triumph MHA/BOL to the service desk, it will be returned to the warehouse and a fee will be assessed for this. This fee is a minimum of $162 (up to 600 lbs) and 27 cents per each additional pound.

WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?: PORTLAND MARRIOTT DOWNTOWN WATERFRONT
1401 SW NAITO PARKWAY
PORTLAND, OR 97201

WHAT TIME DOES MY CARRIER NEED TO ARRIVE?: All carriers MUST be checked in by 4:00 PM on MARCH 10, 2017. After 4:00 PM, freight will be re-routed according to the information given on the MHA/BOL.
<table>
<thead>
<tr>
<th>CARRIER</th>
<th>BOOTH #</th>
<th>NO. OF PIECES</th>
<th>TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OUTBOUND**

FROM: EERI 2017 ANNUAL MEETING
Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR 97201

DO NOT DELAY

FROM: EERI 2017 ANNUAL MEETING
Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR 97201

DO NOT DELAY

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE. A TRIUMPH MATERIAL HANDLING AGREEMENT IS REQUIRED FOR ALL SHIPMENTS LEAVING THE BUILDING. WITHOUT A MATERIAL HANDLING AGREEMENT, FREIGHT WILL NOT BE LOADED ONTO ANY CARRIER. FREIGHT WILL BE RETURNED TO THE WAREHOUSE FOR PROCESSING AND ADDITIONAL FEES MAY BE ASSESSED.
**INBOUND / OUTBOUND SHIPPING REQUEST**

for Triumph Transportation Only - (SHOW CARRIER)

**INBOUND (Shipping TO the Event)**

Minimum charges apply per shipment

<table>
<thead>
<tr>
<th>PICK-UP ADDRESS:</th>
<th>Insurance: □ Inbound □ Outbound □ Both □ Neither</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pick-up Date: ___________ Shipment Ready By: _____ am/pm</td>
</tr>
<tr>
<td></td>
<td>□ Loading Dock □ Lift Gate Needed</td>
</tr>
</tbody>
</table>

Hours your dock is opened for pickup:

Dock opened: ______ am/pm  Dock closed: ______ am/pm

Contents of Freight / Comments / Special Instructions:

Contact Name ___________________________ Ph ___________ E-mail ___________________________

---

**LIST EACH PIECE**

<table>
<thead>
<tr>
<th>Carton/Crate/Pallet/Fibercase</th>
<th>DIMENSIONS IN INCHES</th>
<th>WT. (LBS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE: Carton</td>
<td>Lx 24” Wx 12” Hx 12”</td>
<td>135 lbs</td>
</tr>
<tr>
<td>Carton/Crate/Pallet/Fibercase</td>
<td>Lx Wx Hx</td>
<td></td>
</tr>
<tr>
<td>Carton/Crate/Pallet/Fibercase</td>
<td>Lx Wx Hx</td>
<td></td>
</tr>
<tr>
<td>Carton/Crate/Pallet/Fibercase</td>
<td>Lx Wx Hx</td>
<td></td>
</tr>
<tr>
<td>Carton/Crate/Pallet/Fibercase</td>
<td>Lx Wx Hx</td>
<td></td>
</tr>
</tbody>
</table>

Total Pieces: ___________________________ Total Weight: ___________________________

Are the pallets/skids stackable?  YES □ NO □ If additional insurance, declared value is $______________

**OUTBOUND (Shipping FROM the Event)**

Minimum charges apply per shipment

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approx. Weight: ___________ Total No. of Pieces ___________</td>
</tr>
</tbody>
</table>

Crates □ Cartons □ Fiber Cases □ Other: 

Contents of Freight / Comments / Special Instructions:

Contact Name ___________________________ Ph ___________ E-mail ___________________________

Date Freight Must be Received at Destination ___________________________

---

Once your shipment is packed and ready to be picked up, please return the outbound material handling form to the Triumph Exhibitor Services Specialist. Shipments without this paperwork will be returned to the Triumph warehouse at the exhibitor's expense. Triumph does not accept responsibility for any exhibitor property left on the floor unattended.

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates:

- Oversize Shipments: weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY)
- Re-Delivery: Requiring additional delivery attempts when original delivery during normal business hours failed
- Inside Delivery: Delivery including a flight of stairs or an elevator
- Lift Gate: Truck required when no elevated dock or forklift is available

---

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various jurisdictions, we ask that you read the following.

**EXHIBIT HALL INSTALLATION & DISMANTLING:**
Triumph Expo & Events Inc. has an agreement with the local Carpenters Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. This applies to exhibit display structures and not company products or machinery. Products may be placed by exhibitors regardless of booth size. Labor can be ordered by returning the installation and dismantle labor order form or at the showsite service desk.

**MATERIAL HANDLING / DRAYAGE:**
Triumph Expo & Events Inc. will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Carpenter’s Union. This is not applicable to materials that can be carried by one person.

**SAFETY:**
Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Triumph Expo & Events Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

**TIPPING:**
Triumph Expo & Events Inc. requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all Triumph Expo & Events Inc. employees.
EXHIBITOR FAQ

WHAT IS MATERIAL HANDLING?  
Material handling is a fee which covers the time, equipment and labor to receive your freight, check it for damage, and record it on the shipping log. It also covers bringing your items to show site and delivering them to your booth, as well as storage of your empty containers and returning them to you after the show. Finally, it covers the labor to return your shipment to the loading dock to leave the facility.

CAN I PHONE IN MY ORDER?  
The short answer is no. We don’t accept phone orders because authorization is needed in order to process a credit card payment. For scanned or faxed orders, this is the signature provided on the payment form. For online orders, an electronic signature is provided with the payment method.

WHAT IS INCLUDED WITH MY BOOTH SPACE?  
On the QUICK FACTS page, there is a section titled INCLUDED FURNISHINGS, which details the show colors, as well as any furnishings or amenities (such as power) that are included with the booth package you purchased from show management.

WHY CAN’T I SHIP DIRECTLY TO SHOW SITE?  
In many instances, smaller venues, such as hotels or exhibit halls that do not employ a full-time staff, direct shipping is not available. These locations are wonderful for hosting events, but simply do not have the capacity or staff to accept and store freight for events. If you choose to attempt to ship directly to show site in these cases, you run the risk of your freight being lost, misplaced or refused altogether. That can mean that your freight will not make it to your booth in time to exhibit in the event.

CAN I EXCHANGE THE TABLE IN MY BOOTH FOR ANOTHER ITEM/CHANGE THE SKIRT COLOR, ETC?  
The furnishings included with your booth are part of a package that is paid for by show management and are not eligible for any trades, exchanges or credits. If you do not wish to use the furnishings provided, you can set them in the aisles during move in and our crew will pick them up from you. If you wish to have another item instead of those provided, you may use the forms provided in this kit to order those items.

HOW DO I SEND MY SHIPMENT AFTER THE SHOW?  
The simplest method is to use Triumph Transportation. Exhibitors who ship with Triumph receive printed labels and bills of lading for their shipments and can communicate directly with their exhibitor services rep about the status of their shipment. If your company is using another freight carrier, your on-site rep will need to complete a bill of lading for each outbound shipment. Please keep in mind that parcel carriers (FedEx Ground, UPS Ground, and DHL) do NOT come to show site and your on-site rep will need to take the shipment to a local office to send.

If you would like us to bring your shipment back to our warehouse for your carrier to pick up, we do offer that service. The minimum charge is $162 for up to 600 lbs and 27 cents per each additional pound.
PAYMENT SUMMARY

EXHIBITOR INFORMATION
I acknowledge and accept responsibility for the accuracy of this order and payment for all services provided.

Prepared by (Print Name)_________________________________________ Date__________________________
Signature_________________________________________ Booth #(s) __________________________
Company Name_________________________________________
Address______________________________________________________________________________
City_________________________ State ________ Zip ________ Phone________________
Fax # ______________________ E-mail ________________________________

CREDIT CARD AUTHORIZATION
I authorize Triumph Expo & Events Inc. to debit my credit card for the charges on this invoice and for additional charges incurred. (Non-payment due to Declined Credit Cards and NSF Checks are subject to additional fees - See Payment Terms & Conditions)

Visa [ ] Mastercard [ ] American Express [ ] Check [ ] Check# __________________
Account # ___________________________ Expiration Date __________________________

Printed Name on Card______________________________
Credit Card Holder E-mail (REQUIRED)___________________________
Authorized Signature_________________________________________

ORDER FORMS
Tables, Counters and Risers $ __________________
Chairs, Fabric and Accessories $ __________________
Carpeting $ __________________
Graphics and Signage $ __________________
TRU-X Modular Exhibits $ __________________
TRU-X Accessories $ __________________
Installation and Dismantle Labor $ __________________
Freight/Material Handling $ __________________
Cleaning Services $ __________________

TOTAL $ __________________

PAYMENT MUST ACCOMPANY ALL ORDERS
To receive discount pricing, checks or credit card information must be received before discount deadline. Please make check payable to:
Triumph Expo & Events Inc

FOR ALL CHECK ORDERS
Credit card authorization must be provided for any additional fees incurred.
PAYMENT and LABOR - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH DEFINES THE RESPECTIVE PARTIES’ RESPONSIBILITIES.

The terms and conditions set forth below become a part of the contractual agreement between TRIUMPH EXPO & EVENTS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

* WHEN THE INVOICE SUMMARY FORM IS SIGNED OR
* WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.; OR
* WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TRIUMPH EXPO & EVENTS INC.

DEFINITIONS

The name Triumph Expo & Events Inc. shall be construed within the meaning of this contract as Triumph Expo & Events Inc. ("TE&E"), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Triumph Expo & Events Inc. may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TE&E except where specifically identified as a sale. All TE&E rentals include delivery, installation and removal from EXHIBITOR’s booth. In case of labor cancellation, a one-hour “per person, per hour” charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all TE&E furniture rental items including Custom Carpetsing, Custom-Cut Carpet, TRU-X Rental Exhibits. It is EXHIBITOR’s responsibility to advise TE&E personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. IF EXHIBITOR is exempt from payment of sales tax, Triumph Expo & Events Inc. requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claim against TE&E shall be considered a separate transaction, and shall be resolved on its own merits. TE&E reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’s estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that TE&E may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF TRIUMPH EXPO & EVENTS INC.

RESPONSIBILITIES: TE&E shall be responsible for the performance of labor provided under this option. TE&E cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under TE&E’s direct supervision and control. In no event shall TE&E be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. TE&E shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond TE&E’s reasonable control.

INDEMNIFICATION: TE&E agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to TE&E employees, or property damage arising out of work performed by labor provided by and supervised by TE&E, except when Exhibitor exercises direction and/or control over the work being performed.

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through TE&E in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TE&E Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend TE&E from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to TE&E employees, and/or property damage arising out of work performed by labor provided by TE&E, BUT supervised by EXHIBITOR. Further, EXHIBITOR’s indemnification of TE&E includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by TE&E to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO TE&E’S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH TE&E. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH TE&E.