

General Information

Booth Equipment

Each 10'x10' booth will be set with 8' high black back drape, 3' high black side dividers, one (1) 6' black skirted table, two (2) chairs, one (1) wastebasket and a 7" x 44" one-line identification sign.

Each 10'x20' booth will be set with 8' high black back drape, 3' high black side dividers, two (2) 6' black skirted tables, four (4) chairs, one (1) wastebasket and a 7" x 44" one-line identification sign.

Audio/Visual and Electric Needs

To place an order for A/V or electrical service, please use the link below. For any questions or concerns, please call 503-235-7578 or email servicedesk@oregoncc.org

A/V or Electrical Orders - <https://www.oregoncc.org/exhibitors/order-services>

Exhibit Hall Carpet

The exhibit area is not carpeted, however the aisles are carpeted Tuxedo (gray with black specks). To enhance the appearance of your booth, rental carpet is available through Heritage Trade Show Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, March 11th, 2020.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, February 28th, 2020. To avoid late fees all shipments to the advanced warehouse must arrive no later than Friday, March 20th, 2020.

Show Schedule

Exhibitor Move-In

Saturday	March 28 th	8:00 a.m. - 5:00 p.m.
Sunday	March 29 th	8:00 a.m. - 5:00 p.m.

Exhibit Hours

Monday	March 30 th	1:00 p.m. - 6:30 p.m.
Tuesday	March 31 st	10:00 a.m. - 3:00 p.m.

Exhibitor Move-Out

Tuesday	March 31 st	3:00 p.m. - 7:00 p.m.
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- Empty crates and containers will begin being returned at 3:00 p.m., Tuesday, March 31st.
- All carriers must check-in no later than 5:00 p.m. on Tuesday, March 31st. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 5:00 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

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Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
C/O UPS Freight
1025 NE Columbus Blvd.
Portland, OR 97211

FOR: ACSA 2020

Heritage will accept exhibit materials beginning Friday, February 28th, 2020 at the above address. Material arriving after Friday, March 20th, 2020 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number
C/O Heritage Trade Show Services
Oregon Convention Center
777 NE Martin Luther King Jr. Blvd.
Portland, OR 97232

FOR: ACSA 2020

Freight will be accepted at show site beginning at 8:00 a.m. on Saturday, March 28th, 2020. See the Material Handling Instructions within this kit for additional information.

Service Center Hours

The Heritage Exhibitor Service Center will be staffed during exhibitor move-in and exhibitor move-out.

Assistance

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services at 314-534-8500.

We Appreciate Your Business