



# FARWEST SHOW

## 2017 Exhibitor Checklist

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### **SECURE YOUR BOOTH SPACE:**

- Sign your Booth Contract
- Pay your deposit
- Pay in full – By April 30<sup>th</sup>

### **INCREASE YOUR EXPOSURE:** – Opportunities to increase your presence **OPEN TO ALL EXHIBITORS**

- Growing Trends Showcase** – A FREE extra opportunity to showcase plant material at the show. For more information contact Kristen at [kurban@oan.org](mailto:kurban@oan.org) or 503.582.2011.
- Sponsorships** – Creatively customized to meet your marketing and sales goals. For more information contact Allan at [aniemi@oan.org](mailto:aniemi@oan.org) or 503.582.2005.

### **BEFORE THE SHOW:**

- Move-In Pass** – These are **emailed** to all exhibitors in June.
- Download the Farwest Show Mobile App** – Plan, Explore and Connect
- Submit your Show Specials Listing**
  - Submit any time before the show to be included on the show website and mobile app
- Show Guide Form** – These are emailed to all exhibitors in June. Due July 1, 2017
  - Your company listing as it will appear in Farwest Edition of *Digger Magazine*
  - This listing will also be included in the Farwest mobile app
- Book your Hotel** – Discounted rates are available until July 31, 2017 and subject to availability. Penalty fees apply to reservations cancelled after June 30, 2017.
- Register your staff and invite guests – Registration opens in April.** Early bird rates offered on seminars, tours and expo passes through July 31, 2017.
- Invite your customers** – All exhibitors receive FREE unlimited expo passes for your customers. Your complimentary code will be emailed to you in June.
- Booth Furnishings** – Place order with DWA, Farwest Show Decorator. Take 5% off if you place your order by July 1. DWA also coordinates advanced shipping of your booth to the show. [www.dwatradeshow.com](http://www.dwatradeshow.com)
- Don't forget your Parking Pass** – Pre-order with registration for \$40 (Exhibitor lot is under the bridge north of the loading dock Wednesday-Friday, Aug 23-25) and pick it up during show move-in days: Monday/Tuesday Aug 21, 22 in the Farwest Show Office in Room C-120.
- Booth Hanging Signs** – Order a new or have your own sign hung over your booth. Sign size allowances are based on booth size.

**Order Utilities** – Need water, electricity, A/V, internet or phone service? Order from the Oregon Convention Center [www.oregoncc.org/exhibitors](http://www.oregoncc.org/exhibitors)

**Lead Retrieval Unit** – Reserve your Lead Retrieval Unit when you register your staff, or at the Show Office. (Link to 2017 Form coming soon)

Visit [www.FarwestShow.com](http://www.FarwestShow.com) for more details  
or contact Kristen Urban [kurban@oan.org](mailto:kurban@oan.org)

**AT THE SHOW:** New Show Schedule

**NEW SHOW DAYS and HOURS**  
**AUGUST 23-25, 2017**

Noon - 5pm Wednesday
10am - 5pm Thursday
10am - 2pm Friday

**Exhibitor Move-In** – Monday/Tuesday Aug 21-22. Your move-in assignment was emailed in June. The move-in pass notes the earliest you may begin move-in to the show.

**Chairman's Exhibitor Breakfast** – Friday Morning 8:45-9:45, Aug. 25, in the 1000 Aisle – Join us for a friendly cup of coffee, continental breakfast and Q & A session.

**Exhibitor Move-Out** – Begins at close of show, Friday 2pm-9pm. Wait for the carpet to be rolled up before the empties (Racks and pallets) will be returned and garbage service to begin.

**AFTER THE SHOW:**

**Secure your 2018 Booth** – Guarantee next year's booth space by signing your contract at the show. Pay in full by Sept 30, 2017 to receive 10% discount.

**Relocate your 2018 Booth Space** – To apply for relocation we must receive your deposit and signed contract by Sept 30, 2017.