

To ensure a smooth move-in and a successful event, the following is an Exhibitor Checklist to help you make final preparations.

- ❑ **PAYMENT** Make sure that we have received full payment prior to the event. Participation will not be permitted unless account is paid in full. InnoTech accepts the following major credit cards: Visa, MasterCard, and American Express OR mail payments to arrive **NO LATER THAN Friday, April 11, 2008 to:**
Prospera Events, LLC P.O. Box 4068 Wilsonville, OR 97070

- ❑ **EVENT HOURS** **Wednesday, April 16, 2008**

Conferences	9:00am – 4:30pm
Exhibitor Move In	12:00pm – 7:00pm

Thursday, April 17, 2008

Conferences	7:30am – 4:30pm
Exhibits Open – 1 Day Only	9:00am - 4:30pm
InnoTech Happy 45-Minutes	1:45pm - 2:30pm

Exhibitors will be allowed in the exhibit hall after 7:00am on Thursday, April 17th to complete final set up details.

- ❑ **SCHEDULED MOVE-IN TIME** Exhibitor move-in is scheduled for Wednesday, April 16, 2008 from 12 noon until 7 pm at the Oregon Convention Center (OCC), **Hall E**, 777 NE Martin Luther King Jr. Boulevard, Portland, Oregon, 97232, 1-800-791-2250. For directions to the Oregon Convention Center, visit the OCC web site at <http://www.oregoncc.org>. You have until 7pm on April 16th to complete your move in.

NEW!! InnoTech is in Hall E this year.

All vehicles must be unloaded immediately and then removed from the loading bay. For security reasons while parked in the loading bay, one person must remain with the vehicle at all times. Exhibitors may handle their own freight subject to the following conditions: Material can be hand-carried to and from the booth via accepted freight entrances or transport of larger items can be done using two-wheeled hand trucks or four-wheeled mover type dollies, both provided by the exhibitor. If you have special requirements, please check with the Move-In Coordinator at the main loading ramp before you pull your vehicle into the loading bay. Due to liability and safety issues, children are not allowed in the facility during move-in.

- ❑ **SCHEDULED MOVE-OUT TIME** Exhibitor move-out begins at 4:30pm on Thursday, April 17th after the close of the exhibit hall. You may begin to dismantle your booths at 4:30pm. Move-out must be complete by 8pm that evening.

- ❑ **PRE-EVENT MARKETING** All exhibitors and sponsors are eligible for a specific number of complimentary passes (hard copy and electronic form) to invite clients and/or prospects to InnoTech as a value add for participating. Please contact us at seanl@prosperaevents.com if you have not received your complimentary passes.

- ❑ **INNOTECH HAPPY 45-MINUTES** On **Thursday, April 17th** from **1:45pm – 2:30pm** all InnoTech attendees, exhibitors, speakers and sponsors are invited to enjoy the InnoTech Happy Hour, a networking tradition with free beer, wine and prizes inside Hall E.
- ❑ **EXHIBITOR REGISTRATION** To make your registration experience quick and easy, it is strongly recommended that ALL exhibitors pre-register their booth staff for the event at the official web site: www.innotechoregon.com by Friday, April 11, 2008.

Click on **Register Now**, and then choose **Exhibitor**.

A few important reminders about exhibitor registration:

- Exhibitors will NOT be allowed in the event area on April 17 without an official badge.
- Badges will NOT be mailed in advance.
- All badges must be picked up in the on-site registration area (outside Hall E) at the following times:

Wednesday, April 16th (Exhibitor Move In)	12pm to 6pm
Thursday, April 17th (Exhibit Day)	7am to 4:30pm

- ❑ **LEAD RETRIEVAL TECHNOLOGY** To enhance your event experience, we offer lead retrieval and information management services through Exgenex. Exgenex's portable, lead collection technology allows you to collect and qualify leads right in your booth and have a complete database of your contacts emailed to you shortly after the event. For more information on the Exgenex lead retrieval system, please review the order form located in your exhibitor service kit or to order online, visit www.exgenex.com
- ❑ **DECORATING SERVICES** Each 10'x10' booth space includes: black carpet, two chairs, one 6' draped table (black) and one wastebasket; however, if you require additional furnishings, electrical service, internet service, audio visual equipment, booth cleaning, etc. these services are available to order through the forms in your exhibitor service kit from DWA Tradeshow and Expositions. If you have not received your service kit, and are a confirmed InnoTech exhibitor, please contact DWA Tradeshow & Exposition Services at 503-228-6800.

Or, you may order decorating services online at www.dwatradeshow.com

1. Select **Online Ordering** from the Home Page (on the left side of the page)
2. Select show location **Portland**
3. Enter the show code: **WQQQ7CB** (case sensitive) under InnoTech.
4. Begin entering your order

❑ **SHIPPING MATERIALS TO SHOW SITE**

Below is IMPORTANT information about shipping you event materials (display, brochures, etc.) directly to the event.

DWA will receive shipments at the exhibit facility starting: Wednesday, 4/16/08 at 8am

If you are shipping your materials **directly** to the Oregon Convention Center, the truck must arrive between 8am - 5:00pm on Wednesday, April 16th.

Shipments arriving before this date may be refused by the facility.

The address for shipping to show site is:

InnoTech Oregon
Exhibiting Company Name & Booth #
c/o DWA Trade Show & Exposition Services
Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland, Oregon 97232

❑ SHIPPING MATERIALS TO THE ADVANCED WAREHOUSE

If you are shipping your materials in advance of InnoTech, DWA (our decorating company) will accept crated, boxed or skidded materials through **Friday, April 11, 2008**.

DWA will receive shipments at the advanced warehouse from: Now through 4/11/08

The address for advanced shipments is:

InnoTech Oregon
Exhibiting Company Name & Booth #
c/o DWA Trade Show & Exposition Services
3720 NW Yeon
Portland, Oregon 97210

To avoid additional after deadline charges, materials must arrive by Friday, April 11, 2008. The warehouse will receive shipments Monday through Friday from 8:00am - 4:00pm PST only.

❑ ELECTRICAL, INTERNET, AUDIO VISUAL AND TELECOMMUNICATION

To order electrical, internet, audio visual and/or telecommunication services from the Oregon Convention Center click www.oregoncc.org (click on Exhibitor Services) or call them at 503-235-7578.

- ❑ FOOD AND BEVERAGE** If you would like to provide snacks, hors d'oeuvres, etc. at your booth, remember that ARAMARK is the exclusive caterer at the Oregon Convention Center. Only sample sizes of food and beverage are allowed, distribution must be approved and only the manufacturer or distributor of a product may dispense food samples.

Please see the "Conditions and Regulations" section of the OCC website at http://live.oregoncc.org/ex_services_orders/c&r.htm for sampling details or call Aramark at 503-731-7906 to place a food and beverage order.

- ❑ TRADESHOW DISPLAYS, GRAPHICS, GIVEAWAYS & PRINTING** Offering everything from signs and banners to complete trade show and point-of-purchase displays systems, printing of your event materials, fun giveaways and more, **Point Signage & Display Systems** has the answer. Contact Point today at info@pointsigns.com or 503-682-1322.

☐ **HOST HOTEL**



Courtyard Portland Downtown/Lloyd Center, 435 NE Wasco Street, Portland, Oregon 97232 is located two blocks north of the Oregon Convention Center and offers 202 spacious guest rooms and suites, featuring a comfortable sitting area, large work desk, two phones with data ports, FREE high-speed internet access and in-room coffee.

To confirm the **SPECIAL INNOTECH RATE of \$144.00 single/double occupancy + 12.5 % tax**; call 503-234-3200 or make reservations online by clicking on www.marriott.com/pdxcl and enter one of the following codes:

KING ROOM

INNINNA

DOUBLE QUEEN ROOM

INNINNB

Please confirm your reservation by Tuesday, March 25, 2008. After March 25, rooms and rates are based upon availability.

DUE TO A LARGE CITY WIDE CONVENTION DURING THIS WEEK THE HOTEL WILL SELL OUT. PLEASE BOOK EARLY!

- ☐ **AUTOMOBILE POLICY** If you plan on displaying a vehicle in your booth please be aware of the following Fire Marshal requirements: vehicles must be limited to ¼ tank of fuel (or less), gas cap must be either locked or taped in place and battery cables must be taped or batteries removed and plastic must be placed under the vehicle. In addition, please advise your event contact if you are planning on displaying a vehicle in your booth.

We look forward to a successful event and encourage you to contact us with any questions at (503) 570-6295.