



PNBA'S
TRADE SHOW -- NORTHWEST

Produced By:



Shipping Instructions

SHIP TO:

**JayCatt Event Management
c/o Downtown Mini Storage
1475 Railroad Blvd.
Eugene, OR 97402-4119**

Information for publishers and reps shipping books and display materials to Trade Show – Northwest::

- Materials and books should be shipped so as to arrive **between July 12th and September 6th**. Shipments will be received between the hours of **10 AM and 6 PM Monday through Friday**.
- **PLEASE:** Put the exhibiting representative's name on **EVERY CARTON** of exhibit materials you send! This will make it easier for our staff to deliver the exhibit materials to your set up location. For author signing stock, please include **AUTHOR NAME** and **PUBLISHER!** The back of this sheet contains sample shipping labels.
- JayCatt Event Management has loading dock and forklift capability at our receiving location. Please note that there will be an additional charge for large displays and crates or cartons weighing in excess of 100 pounds.
- **JayCatt** or **PNBA** will provide **OUTGOING** shipping and freight service. If you feel you need palletized materials or display freight shipments (large shipment via truck) please contact **JayCatt** for assistance prior to September 1st.
- JayCatt Event Management is not responsible for "lost shipments" or "missing cartons." **We cannot guarantee access to shipments arriving after September 6th!** If you expect that your shipment will arrive "late," please call **JayCatt** (541.741.1009) for shipping advice.
- Drayage and handling charges require **JayCatt Event Management** to charge **\$6.00 per unit (carton)**. These charges will be billed to you shortly after the show dates. We have made every effort to keep this cost to you as low as possible. (Standard drayage charges in the area normally run between \$7 to \$11 per carton).
- **Do NOT ship any materials directly to the Oregon Convention Center** - Cartons will be returned at sender's expense as they cannot be stored or tracked at the Convention facility!

Questions? Please call Jaycatt Exhibit Administration Office at **541.741.1009** or **541.517.5685**. All exhibit and PNBA forms, letters, applications, e-mail and general information is available on our website:

www.JayCatt.com

GENERAL EXHIBITOR INFORMATION:

Exhibitor set-up: **1-6 PM FRIDAY, September 10** and **6:30 to 9:30 AM on SATURDAY, September 11**

Exhibits open: **9:30 to 4:30 SATURDAY, September 11** and **9:30 to 2 pm on SUNDAY, September 12**

1. There will be no smoking permitted in the exhibit hall or in the meeting rooms.
2. Exhibitors displaying audio or video products must keep the noise levels at a minimum.
3. Exhibitors are requested to wear their badges at all times to enter the exhibit hall.