

**EXHIBITOR
FAQs**

Revised 1.16.2019

BIOCYCLE WEST COAST 19**CATALYZING ORGANICS RECYCLING****APRIL 1, 2, 3, 4, 2019 • PORTLAND, OREGON • RED LION HOTEL ON THE RIVER****Conference Venue**

Red Lion Hotel On The River
909 N. Hayden Island Drive
Portland, OR 97217
(503) 283-4466

BioCycle WEST COAST19 will be held at the Red Lion Hotel On The River where exhibits will be located in the hotel ballroom.

**Airport Transportation
And Parking**

- Taxi/Uber from airport to hotel
- Complimentary parking at Red Lion Hotel

Hotel Room Reservations

Please request BioCycle Conference Discounted Room Rates.
Standard Guestroom:
\$138 + tax/night — single/double
Premium Guestroom:
\$148 + tax/night — single/double
[Reserve Online/Call \(503\) 283-4466](#)

Audiovisual Services

For televisions, large monitors, etc.:
[Download PSAV Form](#) and submit to:
Andrew Guzie:
aguzie@PSAV.com
Wayne Andrews:
mandrews@PSAV.com
or call 503-978-4548

**Exhibit Registration Includes**

A maximum of two companies/organizations permitted to share one exhibit space.

Exhibit registration fee of \$1895 includes:

- One 10' (wide) x 7' (deep) booth space (located in carpeted ballroom)
 - Free WiFi access in conference area
 - 8' Back Drape and 3, 3' Side Drape
 - 6' Skirted Table, 2 chairs and wastebasket
 - (1) Booth Identification Sign
 - Two Conference registrations (includes attendance of sessions, lunches, breakfasts)
- Electricity (5 AMP, 120 volt): additional \$115**

This Is A Tabletop Show This is NOT an equipment show.

Preferred materials are pop-up banners, free-standing floor displays, literature, video monitors.

If you plan to display light equipment, adherence to these parameters is required:

- Maximum weight for crate/content: 1,000 lbs.
- Crates should be no larger than 5' long x 3' deep x 4' wide.
- All shipments are subject to receiving/storage fees.
- Electricity limited to one 5 AMP, 120 volt outlet for use with computer, screen, exhibit lights.
- Equipment may not run, produce any noise or odor and is not permitted to hold water.

Exhibit Shipping

DWA Trade Show & Exposition Services is the official drayage, shipping and decorator for BioCycle WEST COAST19 and we strongly encourage using DWA for a smooth shipping experience. An email directly from DWA will be forthcoming and will include the Exhibitor Kit. Alternatively, shipping may be done directly, using the "self-shipping" instructions on [next page](#).

Exhibit Ballroom Schedule

Exhibit Ballroom open all day during Conference sessions on Tuesday & Wednesday, April 2 & 3.
Continental breakfast, Buffet lunch and Coffee breaks, held in Exhibit Ballroom

Exhibit Set Up And Registration

**Monday, April 1
2:00 PM – 7:00 PM**

All exhibits must be completely set up by 7:00 PM on Monday, April 1

Tuesday, April 2, 2019

7:30 – 9:00 AM	Continental breakfast
10:15 – 11:00 AM	Coffee break
12:15 – 1:45 PM	Buffet lunch
3:30 – 4:15 PM	Refreshment break
6:30 – 9:30 PM	Celebrating BioCycle 60 Dinner

Wednesday, April 3, 2019

7:30 – 8:30 AM	Continental breakfast
9:45 – 10:30 AM	Coffee break
12:15 – 1:45 PM	Buffet lunch
3:30 – 4:00 PM	Refreshment break
4:15 PM	Tear down

Cancellation Policy

Refund	If Cancelled By
\$1,895.00	January 2, 2019
\$1,421.25	January 21, 2019
\$0.00	January 22, 2019

Questions?

Teri Sorg-McManamon
610-967-4135 ext. 33
advert@jgpress.com

Terms And Conditions

By registering to exhibit, your company/organization agrees to follow the Terms and Conditions set forth by The JG Press, Inc. (dba BioCycle). The BioCycle WEST COAST19 Conference venue is a hotel ballroom wherein exhibit space is limited to pop-up and freestanding floor displays. Exhibitors wishing to display "light equipment" — refer to the Light Equipment Parameters above. Contact Teri Sorg-McManamon, 610.967.4135, ext. 33 with a detailed description including weight and dimensions of equipment to be displayed within allotted exhibit space.

Equipment or devices producing noise or odors are not permitted. If these requirements are not met, The JG Press, Inc. reserves the right to require modification of any exhibit.

It is the responsibility of the exhibiting company to pay for additional charges incurred. At no time should any miscellaneous expenses be the responsibility of The JG Press, Inc.

Certificate of Insurance

BioCycle Conference exhibitors assume responsibility and agree to indemnify and defend The JG Press, Inc. (dba BioCycle) and Red Lion Hotel On The River and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither The JG Press, Inc. nor the Red Lion Hotel On The River maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Send Certificate Of Insurance to
Teri Sorg-McManamon at advert@jgpress.com

Alternative Self-Shipping To Venue

IMPORTANT: Red Lion Hotel On the River Shipping Department HOURS:
Private freight companies should plan to deliver and/or pick-up shipments
between 8:00AM and 3:00PM - (PST/Pacific Standard Time).

Please be aware that third party delivery trucks need to have a LIFT GATE and
must not be longer than 40' in length and no higher than 13' 11" in height. There
is no fork lift. However, there is a pallet jack onsite. Ship material SO IT ARRIVES
NO EARLIER THAN Wednesday, March 27.

ADDRESS SHIPPING LABELS:

Red Lion Hotel On The River
909 N Hayden Island Drive
Portland, OR 97217

HOLD FOR: Guest Name and Exhibitor company,
BioCycle WEST COAST19, April 1-4

Alternative Return Self-Shipping

Exhibitors responsible for return freight via UPS, Fed
Express or private freight company. Please have your
shipper numbers, labels and form available on site for
return freight.

Private freight companies should plan to pickup return
shipments on Thursday, April 4 between 8:00 AM and
3:00 PM. For specific questions, contact Red Lion Hotel
Purchasing/Shipping Department — Damian Palacio,
503-978-4590.

