



APRIL 14-15  
RIVERPLACE HOTEL  
1510 SW HARBOR WAY PORTLAND, 97201

## EXHIBITOR PROSPECTUS

### ATTENDEES

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Attendees at this conference include Pathologists from throughout Washington, Oregon, Idaho, and Montana States as well as British Columbia, CAN. Anticipated attendance is 60-80 attendees.

### SCHEDULE

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#### Friday

4:00-5:00PM

You may be able to set up on Friday night. Please confirm with Darla White 206-956-3642 after March 30, 2018. Otherwise move in will be on Saturday morning. Must be fully set up and ready to go by 7am.

#### Saturday

7:30-4:45 PM

Breakfast, Lunch and break times (see brochure)  
Meeting followed by short wine social (1 hour)

#### Sunday

8:00-10:45 AM

Continental Breakfast see brochure for break times.  
You may break down after the last break on Sunday at 10:45am if you wish.

### FULL SCHEDULE (SEE BROCHURE)

### LOCATION

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RiverPlace Hotel  
1510 SW Harbor Way  
Portland, OR 97201

### LODGING RESERVATIONS

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Limited number of rooms Available at RiverPlace Hotel

Group room rates start at \$259

Must reserve by March 13, 2018 (based on availability) Be sure to mention PNWSP

#### **To reserve via phone:**

Call our reservations line at 1-888-869-3108

Request the "Pacific Northwest Society of Pathologists 2018" group rate

Book within the room block: 4/13/18-4/15/18

**To book online:**

Open link and select dates within the room block:

<https://gc.synxis.com/rez.aspx?Hotel=56148&Chain=10179&arrive=4/13/2018&depart=4/15/2018&adult=1&child=0&group=041318PACIF>

Booth Space

Exhibitors will receive one clothed and skirted, six foot table and two chairs. Table top displays only.

## REPRESENTATIVE REGISTRATION

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A standard exhibit includes two meeting registrations for two exhibit representatives. Exhibit representatives will not be admitted without a name badge. Extra vendor reps are \$100 each.

See the schedule (subject to change) for a complete list of opportunities to network with attendees.

## EXHIBITOR SHIPPING AND STORAGE

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Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel/Restaurant. Any material being sent to the Hotel/Restaurant must be marked as follows:

- Hold for arrival- PNWSP April 14, 2018
- Your complete return address
- Number of Boxes (Example: 1 of 2, 2 of 2 and so on)
- Address Packages to Charlotte Reisen
- RiverPlace Hotel, 1510 SW Harbor Way, Portland OR 97201

## ELECTRICAL HOOKUP

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Electrical hook up is available upon request. Please note on exhibitor agreement.

## SHOW MANAGEMENT QUESTIONS

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Darla White  
PNWSP Association Executive  
Ph 206-956-3642; Fax 206-441-5863;  
Email [ddw@wsma.org](mailto:ddw@wsma.org)

## LIABILITY

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It is agreed that exhibitors hereby agree to protect, indemnify, and defend and hold PNWSP and RiverPlace Hotel and their employees and agents harmless against all third-party claims, losses and damages to persons or property, government charges or fines and attorney's fees to the extent directly caused by negligence or willful misconduct of exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises or any part thereof.

In addition, exhibitor acknowledges that the PNWSP does not maintain insurance coverage for exhibitor's property or injury to exhibitor or its representatives, agents, employees, licensees or invitees. It is recommended that exhibitor obtain adequate insurance coverage, at its own expense, for property loss or damage and liability for personal injury.

## CANCELLATION OR POSTPONEMENT OF CONFERENCE

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In the event the conference is postponed due to any occurrence not occasioned by the conduct of PNWSP or that such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this contract, then the performance of such parties under this contract shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the conference, each party hereby releases the other from all obligations under this contract.

Any exhibitor desiring to cancel exhibit space for the conference shall notify Darla White of the PNWSP in writing either by mail or email send to [ddw@wsma.org](mailto:ddw@wsma.org). An administrative fee of \$100.00 is withheld on refunds. No refunds are made on cancellations after March 13, 2018.

## EXHIBIT PRACTICES AND REGULATIONS

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The PNWSP reserves the right to restrict exhibits, without refund, that have been falsely submitted, and to terminate an agreement if payment is not received within 10 days of receipt of agreement.

Distribution of literature, samples, etc. in the exhibit area by firms not participating as a registered exhibitor is prohibited.

No exhibitor shall sublet, assign, or share any of the space allocated to him. Exhibitor representatives must be employees or designated agents of the exhibiting company. Exhibitor representatives may not represent other companies other than the company contracting for the exhibit space.

Solicitations or demonstrations by exhibitors must be confined within the bounds of their own respective booths.

Aisle space shall not be used for exhibit purposes. Display signs and displays are also prohibited in any of the public space or elsewhere on the premises of the conference and lodging facilities.

Social activities sponsored by an exhibitor that might conflict with the conference schedule must be cleared with the show management.

Electronic and other apparatus must be operated so that the noise will not interfere with other exhibitors. No musical presentations are allowed, live or mechanical, without the written authorization of Conference Management.

All display materials and decorations must comply with requirements of the local fire authorities. Display fabrics must be nonflammable.

Care must be taken by the exhibitor not to deface or destroy any part of the exhibit area. In the event of property damage caused by him/her, the exhibitor will be held responsible.

Use of the name "PNWSP" or that of any officer of said associations, in recommendation or endorsement of a product or service, are expressly prohibited.

Animals or pets, with the exception of ADA Service Animals, are not permitted on the exhibit floor for this event.