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## **NCECA Resource Hall**

March 22 - 25, 2017

Oregon Convention Center, Portland, Oregon

07-03137-17

### **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. Fern cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see a Customer Service Representative at the Fern Service Desk or the Display Labor Service order form included in this Exhibitor Service Manual.

### **UNION JURISDICTION DISPLAY SET-UP AND DISMANTLE**

Exhibitors may install and dismantle their own booths that are no larger than 200 net square feet, provided they are full time employee(s). Where power tools, battery operated tools and ladders are required in the installation and dismantling of booths or where booths are larger than 200 net square feet, labor must be ordered through Fern.

### **MATERIAL HANDLING**

Exhibitors may load and unload non-commercial automobiles, station wagons, mini-vans, SUVs, and non-commercially registered 4-wheel pick-up trucks and vans. Exhibitors may use their own equipment, including but not limited to carts, dollies, luggage carriers, and 2-wheel hand trucks. The use of any motorized or hydraulic devices (pallet jack) is prohibited.

Charges for material handling services are reflected on the Material Handling and Freight Service order form included in this Exhibitor Service Manual.

### **GRATUITIES**

Fern requests that exhibitors do not offer gratuities to our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the Fern Service Desk.

### **INSURING YOUR PRODUCT**

It is understood that Fern is not an insurer, and that insurance, if any, should be obtained by the exhibitor. Please refer to the Limits of Liabilities included in this Exhibitor Services Manual.