



## PACIFIC EXPOSITION DECORATING COMPANY

*seattle  
wedding  
show*

**2012 Seattle Wedding Show**  
**Washington State Convention & Trade Center**  
**January 7 – 8, 2012**

Dear Exhibitor,

Pacific Exposition Decorating Company is looking forward to serving you as the official service contractor for the [2012 Seattle Wedding Show](#). Our goal is to help make sure your show participation is a success.

Show management has provided each **5' x 10' Draped Exhibit Space** with (1) 4' skirted table, (1) chair, (1) wastebasket, and (1) booth identification sign. Show management has provided each **10'x10' Draped Exhibit Space** with (1) 8' skirted table, (1) chair, (1) wastebasket, and (1) booth identification sign. Show management has provided each **15'x10' Draped Exhibit Space** with (1) 8' skirted table, (1) chair, (1) wastebasket, and (1) booth identification sign. Please review the on-line exhibitor kit carefully as it contains order forms for the many additional services offered by PEDCO (including furniture, shipping, signage and labor). **PLEASE NOTE: All Exhibit Spaces, regardless of size, will receive (1) complimentary 500-watt electrical outlet. Exhibitors also have the option of replacing the package table with one 4', 6', or 8' skirted table at no additional charge if ORDERED BEFORE December 30, 2011.**

You may order Furniture and Accessories, Carpet, Rental Exhibits, Graphics, Material Handling and many other services with our convenient, online, secure shopping cart. Our order forms are also available as a downloadable .pdf (Adobe Acrobat), or call 503-417-8000 and we can fax or mail a kit. Links are available for the Electrical, Telephone, and Internet providers that will be servicing the facility on our website.

When visiting our website for Online Ordering or down-loadable forms please use the following instructions:

**Web address:** [www.EPacificExpo.com](http://www.EPacificExpo.com)

Select "**E-Services**" - "**Exhibitors**" and choose "**2012 Seattle Wedding Show**" then log in by entering:

**USERNAME:** **wedding12**

**PASSWORD:** **pacific**

To qualify for advance pricing, full payment must be included with your orders and received on or before **December 30th**. Shipments to advance warehouse should be received no later than **January 4th**, and direct shipments to Washington State Convention & Trade Center on **exhibitor move-in days only**.

Inbound and outbound door-to-door shipping is easy with PEDCO Logistics. Call 503-417-8000 or email [shipping@pacificexposition.com](mailto:shipping@pacificexposition.com) for an overnight, second day, third day or standard ground quote. You'll like our service and our pricing!

For all questions regarding the convention's policies, space assignments, display limitations and event schedules please contact Howard Jensen at 425-744-6509 or by email at [howard@weddingshow.com](mailto:howard@weddingshow.com). All questions regarding e-services, shipping, labor, furniture, carpet, signs and cleaning should be directed to PEDCO at 503-417-8000 or toll free at 866-99PEDCO or via email at [csr@pacificexposition.com](mailto:csr@pacificexposition.com).

We look forward to serving you.

Sincerely,

Pacific Exposition Decorating Company

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**BOOTH EQUIPMENT:**

**5' x 10' Exhibit Space**

- (1) 4' Skirted Table
- (1) Chair
- (1) Wastebasket
- (1) Booth Identification Sign

**10' x 10' Exhibit Space**

- (1) 8' Skirted Table
- (1) Chair
- (1) Wastebasket
- (1) Booth Identification Sign

**15' x 10' Exhibit Space**

- (1) 8' Skirted Table
- (1) Chair
- (1) Wastebasket
- (1) Booth Identification Sign

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**SHOW COLORS:**

Booth Drape: White  
Table Skirt: White  
Aisle Carpet: Silver\*

**\*Exhibit spaces are NOT CARPETED. Carpet may be ordered through Pacific Expo.**

**MOVE-IN DATES & HOURS:**

Thursday, January 5<sup>th</sup>, 11:00 am – 1:00 pm **(Sponsors Only)**  
Thursday, January 5<sup>th</sup>, 1:00 pm – 6:00 pm  
Friday, January 6<sup>th</sup>, 10:00 am – 6:00 pm  
Saturday, January 7<sup>th</sup>, 8:00 am – 10:00 am  
**All exhibits must be set up and ready by 10:00 am Saturday!**

**SHOW DATES & HOURS:**

Saturday, January 7<sup>th</sup>, 10:00 am – 5:30 pm  
Sunday, January 8<sup>th</sup>, 10:30 am – 5:00 pm

**MOVE-OUT DATES & HOURS:**

Sunday, January 8<sup>th</sup>, 5:30 pm – 9:00 pm

**COMMUNICATION SERVICES CONTRACTOR:**

CCPI, A Smart City Company  
Phone: 888-446-6911  
Fax: 702-943-6001  
<http://www.ccpi.net/wsctc>

**ELECTRICAL SERVICES CONTRACTOR:**

Edlen Electrical Exhibition Services  
Phone: 206-781-2411  
Fax: 206-781-2270  
E-mail: [seattle@edlen.com](mailto:seattle@edlen.com)

**DEADLINE TO ORDER SERVICES AT DISCOUNT RATES: December 30<sup>th</sup>, 2011**

**We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed here, please contact our Exhibitor Services Department at (503) 417-8000 or email at [csr@pacificexposition.com](mailto:csr@pacificexposition.com). We look forward to serving you!**  
**Pacific Exposition Decorating Company**

**WAYS TO ORDER: [ON-LINE at www.EPacificExpo.com](http://www.EPacificExpo.com) or:**

<b>BY MAIL:</b>	<b>BY FAX:</b>
<p>We can fax the order forms to you or email them in .pdf format. They are also available for download. We want to make it easy for you! Please call if we can help:</p> <p align="center"><b>PH (503) 417-8000</b></p> <p><b>MAIL ORDER FORMS TO:</b></p> <p align="center">Pacific Expo 330 SE Division Place Portland, Oregon 97202</p>	<p>We can fax the order forms to you or email them in .pdf format. They are also available for download. We want to make it easy for you! Please call if we can help:</p> <p align="center"><b>PH (503) 417-8000</b></p> <p><b>FAX FORMS TO:</b></p> <p align="center">(503) 417-8001</p> <p align="center">Our FAX line is open 24 hours</p>