



ORDER FORM

Mail Original Order Form To:
 Peter Corvallis Productions, Inc.
 2204 N. Clark Ave.
 Portland, Oregon 97227
 503.222.1664 tel 503.222.1047 fax

Show name NW Aviation Conference
Location Western Washington Fairgrounds
Show date February 25-26, 2010

Company name _____ Booth # _____
 Contact name _____ Phone _____ Fax _____
 Address _____ City _____ State _____ Zip _____

**IF PAYING BY CREDIT CARD PLEASE FILL OUT ATTACHED CREDIT CARD AUTHORIZATION FORM.
 NO EQUIPMENT WILL BE DELIVERED WITH OUT PAYMENT IN ADVANCE!**

ADVANCE SHIPMENTS

Peter Corvallis Productions, Inc/Convention & Trade Show Services Company will receive crated / boxed shipments at our warehouse prior to the show and will provide 30 days storage.

Fees

\$35.00 per 100 pounds
 200 pound minimum charge per exhibitor for shipped materials.

DIRECT SHIPMENTS

Peter Corvallis Productions, Inc/Convention & Trade Show Services Company will receive your shipment at the show location. **SHIPMENTS MUST ARRIVE ONLY DURING INSTALLATION & EXHIBITOR SET-UP HOURS.** If shipments arrive during unscheduled hours PCP/Convention & Trade Show Services Co. will not be responsible for missing freight.

Fees

\$30.00 per 100 pounds
 200 pound minimum charge per exhibitor for shipped materials.

FREIGHT HANDLING SERVICES

Includes Advance & Direct Shipments

Delivery to booth space _____ Removal of packages ready for shipping from booth _____
 Removal & storage of empty packaging materials _____ Outbound arrangements made with preferred shipper. _____

SHIPPING INFORMATION REQUIRED

SHIP TO ADDRESS:
 PETER CORVALLIS PRODUCTIONS/
 CONVENTION & TRADE SHOW SERVICES COMPANY
 2204 n. Clark Ave.
 Portland, Oregon 97227
 503. 222.1664

SHOW NAME: NW Aviation Conference

EXHIBITOR NAME: _____

BOOTH # _____

RE-FORWARDING SHIPMENT INSTRUCTIONS

SHIP TO ADDRESS:
 Company _____
 Contact _____
 Address _____
 City/state/zip _____
 Telephone _____

Total Pieces _____
Approximate Weight _____
Special instructions _____

Forward Via Truck Air Freight other UPS Fed/Express UPS/FED Ex Account number _____

**FREIGHT MUST ARRIVE IN PORTLAND PRIOR TO FEBRUARY 15 2010 OR THERE WILL BE ADDITIONAL FREIGHT .
 FEES GET FREIGHT TO SHOW SITE.**



Peter Corvallis Productions

S I N C E 1 9 5 9

2204 N. Clark Ave · Portland, OR 97227
p (503) 222-1664 · f (503) 222-1047

CREDIT CARD AUTHORIZATION FORM

Please fax the signed and completed form back to us on our secured fax machine at
503-222-1664.

Company Name: _____

Contact Name: _____

Phone: _____

Address: _____

City/State/Zip: _____

Order/Tradeshow name: _____

Event date: _____

I, _____, authorize Peter Corvallis
Productions, Inc to charge my credit card account in the amount of \$ _____
(includes shipping, labor and/or taxes if applicable).

Signature of Authorized User: _____

Date: ____ / ____ / ____

Type of Card: VISA MASTERCARD AMEX DISCOVER

Card Number: _____

Expiration date: _____ **3-digit CVV2/CVC2 code:** _____

Your completion of this authorization form helps us to protect you, our valued customer from credit card fraud. All information entered on this form will be kept strictly confidential.

★
Audio Visual
Rentals & Services

★
Special Events
Company

★
Convention and
Trade Show Services