



FB INTERNATIONAL, INC  
 1 Raritan Road, Oakland, NJ 07436  
 TEL : +1 (201) 337-1985  
 FAX : +1 (201) 337-4848  
 EMAIL: customerservice@fbinternational.net

Oregon  
 Convention Center in  
 Portland, OR  
 October 26-27, 2022



## Exhibiting Quick Facts

**Deadline to receive Advance Rates:** **Friday September 16, 2022** See our Additional Order Form for more info

**Booth Package:**  
 (Examples)

10x15: Veloce Fabric System Structure, 2 LED arm lights, 1 tables, 3 chairs, 2 t-racks, 1 waste basket, 1 company logo

10x30: Veloce Fabric System Structure, 4 LED arm lights, 2 tables, 6 chairs, 3 t-racks, 1 waste basket, 1 company logo

**To check the full set of options available, please refer to the individual schematics and to your Show Organizer Sales Representative**

**Carpet Color:** Booth carpet will be Alma blue color carpet

**Show Colors:** Backwall - White Fabric Sidewall - White Fabric  
**\* No form of tape, double sided included, will adhere to the fabric walls. Please contact FB International Inc. for wall hanging options**

**Exhibitor Move In:** Hall C: Tuesday October 25, 2022: 1pm - 5pm

**\* All exhibitors must be fully installed by 5pm Tuesday October 25, 2022**

**Show Days:** Wednesday October 26, 2022 9am - 5pm

Thursday October 27, 2022 9am - 4pm

**Exhibitor Move Out:** Thursday October 27, 2022 4pm - 10pm

**\* Empties will be returned approximately 2 hours after the show is closed**

**Reroute Freight:** Friday October 28, 2022 12pm (noon)

**\* All exhibitor material must be removed from the facility by 12pm (noon) on Friday October 28, 2022. Any remaining material will be brought to the FB International warehouse to await disposition at exhibitor's expense.**

**Move-Out Note:** All carriers must check in by 9am on Friday October 28, 2022 to ensure freight is removed by the deadline.

**FB International Service Desk:** Staff will be available for any furniture/booth/shipping/graphic inquiries.

Tuesday October 25, 2022 1pm - 5pm

Wednesday October 26, 2022 9am - 5pm

Thursday October 27, 2022 9am -10pm

**Labor Information:** If you are using FB International labor to assist in your Installation/Dismantling of your booth please fill out and submit the Labor Order Form. Please note rates, hours, and instructions reflected on said forms. Exhibitors supervising labor are required to pick up and release labor at the FB International Service Desk.

**Overtime Charges:** Please be advised that overtime charges for any type of labor will apply anytime after 4:00pm.



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**Exhibiting Quick Facts**

**Excessive Trash and Booth Abandonment:**

Any materials left in and/or around your booth booth, by the end of the allotted move out time, without shipping labels will be considered abandoned and deemed trash. The exhibitor will be charged accordingly for the removal and disposal of said items. Charges may include dismantle labor, forklift labor, and or dumpster fees.

**Advance Warehouse Shipment:**

Materials should be shipped to arrive at our warehouse NO LATER THAN Thursday October 3, 2022. Freight received after this date WILL NOT BE ACCEPTED! FB International is not liable for any shipment received after OCTOBER 3RD. If you can not keep to the deadline please ship directly to show site.

Functional Fabrics Fair  
 (Your company name and booth #  
 and amount of pieces)  
 FB International Inc.  
 3266 Palm Parkway  
 Las Vegas, NV 89014

See our Shipping & Drayage form for complete details

**Direct Shipment to Facility:**

Shipments will be received at the exhibit facility on Tuesday October 25, 2022 between 8am - 4pm

Functional Fabrics Fair  
 (your company name and booth #)  
 FB International Inc  
 c/o Oregon Convention Center  
 777 NE Martin Luther King Jr Blvd.  
 Portland, OR 97232

See our Shipping & Dryage form for complete details

**\* Please note: Any materials received by FB International are subject to material handling charges and are the exhibitor's responsibility. This applies to all items not ordered through the Official Show Vendors. Please refer to the Material Handling Forms for rates**

**Assistance:**

We want you to have a successful show. If you are having trouble finding what you need or if we can be of assistance, please email our Customer Service Department at customerservice@fbinternational.net

**Remounting of Graphic:**

If you wish to have your existing graphics remounted for the next show, please take your graphics back with you at the end of the show. Visit the service desk on the morning of the last day of the show for help with the removal of your graphics. Kindly email customerservice@fbinternational.net for detailed information regarding deadline dates, shipping addresses and remounting fees.