



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
 November 17-18, 2021



Exhibiting Quick Facts

Deadline to receive Advance Rates: **Friday October 1, 2021** See our Additional Order Form for more info

Booth Package:
 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

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 A-A1: Tuesday, November 16, 2021 : 4pm - 9pm
*** All exhibitors must be fully installed by 9pm Tuesday November 16th**

Show Hours: Wednesday, November 17, 2021 10am - 6pm
 Thursday, November 18, 2021 10am - 5pm

Exhibitor Move Out: Thursday, November 18, 2021 5pm - 10pm
 Friday, November 19, 2021 8am - 12pm (noon)
*** Empties will be returned approximately 2 hours after aisle carpet is removed Thursday, November 18th**

Reroute Freight: Friday, November 19, 2021 12pm (noon)
*** All exhibitor material must be removed from the facility by 12pm (noon) on Friday, November 19th. 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 11am on Friday, November 19th to ensure freight is removed by the dead-line

FB International Service Desk: Staff will be available for any furniture/booth/shipping/graphic inquiries
 Tuesday, November 16, 2021 1pm - 9pm
 Wednesday, November 17, 2021 9am - 6pm
 Thursday, November 18, 2021 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 4:30pm



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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 October 29, 2021. Freight received after this date will incur a 25% late handling fee. FB International is not liable for any shipment received after October 29th. 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, November 16, 2021 between 8am - 2pm

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