



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 1-2, 2023



Exhibiting Quick Facts

Deadline to receive Advance Rates: **September 15, 2023** 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 European needle punched 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: October 31, 2023: 1pm - 5pm

*** All exhibitors must be fully installed by 5pm of October 31, 2023**

Show Days: Wednesday, November 1, 2023 9am - 6pm

Thursday, November 2, 2023 9am - 5pm

Exhibitor Move Out: Thursday, November 2, 2023 5pm - 10pm

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

Reroute Freight: Friday November 3, 2023 12pm (noon)
*** All exhibitor material must be removed from the facility by 12pm (noon) on Friday November 3, 2023. 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 November 3, 2023 to ensure freight is removed by the deadline. **FB International Service Desk:** Staff will be available for any furniture/booth/shipping/graphic inquiries.

October 31, 2023	1pm - 5pm
November 1, 2023	9am - 5pm
November 2, 2023	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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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 16, 2023. Freight received after this date WILL NOT BE ACCEPTED! FB International is not liable for any shipment received after October 16, 2023. 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 October 31, 2023 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.