



FB INTERNATIONAL, INC  
116 Lehigh Drive, Fairfield, NJ 07004  
TEL : +1 (201) 337-1985

EMAIL: customerservice@fbinternational.net

Oregon  
Convention Center in  
Portland, OR  
April 17-18, 2024



## Exhibiting Quick Facts

**Deadline to receive Advance Rates:** **Friday March 8, 2024** 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 carpet, blue color; Footwear pavilion will have green 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 B&C: April 16, 2024: 1pm - 5pm

**\* All exhibitors must be fully installed by 5pm Tuesday April 16, 2024**

**Show Days:** Wednesday April 17, 2024 9am - 6pm

Thursday April 18, 2024 9am - 5pm

**Exhibitor Move Out:** Thursday April 18, 2024 5pm - 10pm

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

**Reroute Freight:** Friday April 19, 2024 12pm (noon)

**\* All exhibitor material must be removed from the facility by 12pm (noon) on Friday April 19, 2024. 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 April 19, 2024 to ensure freight is removed by the deadline.

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

Tuesday April 16, 2024 1pm - 5pm

Wednesday April 17, 2024 8am - 6pm

Thursday April 18, 2024 8am -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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**FUNCTIONAL  
FABRIC FAIR**  
POWERED BY PERFORMANCEDAYS  
MUNICH | NEW YORK | PORTLAND

## 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 Monday April 1, 2024.** Freight received after this date WILL NOT BE ACCEPTED! FB International is not liable for any shipment received after April 1, 2024.

*If you can not keep to the deadline please ship directly to show site.*

Functional Fabrics Fair Portland 2024

(Your company name and booth #  
and amount of pieces)

See our Shipping & Drayage form for complete details

FB International Inc.

80 North Mojave RD, Suite 160  
Las Vegas, NV 89101

**Shipments will be received at the exhibit facility on Tuesday, April 16, 2024 between 8am - 4pm**

### Direct Shipment to show site:

Functional Fabrics Fair Portland 2024

(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 wall graphic:

***If you wish to have your existing graphics remounted for the next show, please read the following instructions:***

Exhibitors need to send the graphics to our Las Vegas warehouse, within the deadlines of the graphics submission and using the labels made for the material handling.

Exhibitors must advise FB by email, adding a photo of the graphics, the size and position of the graphics on the booth.

The remount process has a fee of \$315.00/each graphic. The charge is including the cost of the frame rental, transportation and installation at the show; please see the related form to fill.

At the end of the show, exhibitors can remove their wall graphics and take them. The frame will belong to FB and needs to be rented each edition.

Exhibitors can visit the service desk on the morning of the last day of the show for help with the removal of the graphics.

Kindly email customerservice@fbinternational.net if you need any further assistance.