

EXHIBITOR MANUAL

Revised 9.19.2017

BIOCYCLE REFOR17

17TH ANNUAL CONFERENCE
RENEWABLE ENERGY FROM ORGANICS RECYCLING
Anaerobic Digestion · Composting · Biogas Markets · Food Waste · Manure · Low Carbon Fuels

October 16-19, 2017
Portland, Oregon
Red Lion Hotel On The River

BioCycleREFOR.com

American biogas Council
Official Conference Of The American Biogas Council

Conference Venue

Red Lion Hotel On The River
909 N. Hayden Island Drive
Portland, OR 97217
(503) 283-4466

BIOCYCLE REFOR17 will be held at the Red Lion Hotel On The River where exhibits will be located in the hotel ballroom.

Airport Transportation And Parking

- Taxi/Uber from airport to hotel
- Complimentary parking at Red Lion Hotel

Hotel Room Reservations

Please request BioCycle Conference Discounted Room Rates.
Standard Guestroom:
\$129 + tax/night — single/double
Premium Guestroom:
\$139 + tax/night — single/double
[Reserve Online/Call \(503\) 283-4466](#)

Audiovisual Services

For televisions, large monitors, etc.:
Andrew Guzie:
aguzie@PSAV.com
Wayne Andrews:
mandrews@PSAV.com
or call 503-978-4548

Questions?

Teri Sorg-McManamon
610-967-4135 ext. 33
advert@jgpress.com

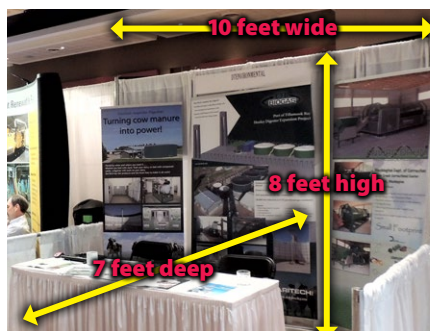


Exhibit Registration Includes

A maximum of two companies/organizations permitted to share one exhibit space.

Exhibit registration fee of \$1795 includes:

- One 10' (wide) x 7' (deep) booth space (located in carpeted ballroom)
- Free WiFi access in conference area
- 8' Back Drape and 3, 3' Side Drape
- 6' Skirted Table, 2 chairs and wastebasket
- (1) Booth Identification Sign
- Two Conference registrations (includes attendance of sessions, lunches, breakfasts)

Electricity (5 AMP, 120 volt): additional \$115

This Is A Tabletop Show This is NOT an equipment show.
Preferred materials are pop-up banners, free-standing floor displays, literature, video monitors.

If you plan to display light equipment, adherence to these parameters is required:

- Maximum weight for crate/content: 1,000 lbs.
- Crates should be no larger than 5' long x 3' deep x 4' wide.
- All shipments are subject to receiving/storage fees.
- Electricity limited to one 5 AMP, 120 volt outlet for use with computer, screen, exhibit lights.
- Equipment may not run, produce any noise or odor and is not permitted to hold water.

Exhibit Shipping

IMPORTANT: Red Lion Hotel On the River Shipping Department HOURS:
Private freight companies should plan to deliver and/or pickup shipments between 8:00AM and 3:00PM - (PST/Pacific Standard Time).

Please refer to the hotel map on page 2 of this file for delivery and pickup location.

Please be aware that third party delivery trucks need to have a LIFT GATE and must not be longer than 40' in length and no higher than 13' 11" in height. There is no fork lift. However, there is a pallet jack onsite. Ship material SO IT ARRIVES NO EARLIER THAN Wednesday, October 11.

ADDRESS SHIPPING LABELS:

Red Lion Hotel On The River
909 N Hayden Island Drive
Portland, OR 97217

HOLD FOR: Guest Name and Exhibitor company, BIOCYCLE REFOR17, October 16-19

Return Exhibit Shipping

Exhibitors responsible for return freight via UPS, Fed Express or private freight company. Please have your shipper numbers, labels and form available on site for return freight.

Private freight companies should plan to pickup return shipments on Thursday, October 19 between 8:00 AM and 3:00 PM (see map on page 2 of this file for pick-up location). For specific questions, contact Red Lion Hotel Purchasing/Shipping Department — Damian Palacio, 503-978-4590.

Exhibit Ballroom Schedule

Exhibit Ballroom open all day during Conference sessions on Tuesday & Wednesday, October 17 & 18. Continental breakfast, Buffet lunch and Coffee breaks, held in Exhibit Ballroom

Exhibit Setup And Registration

Monday, October 16
3:00 PM – 8:00 PM

All exhibits must be completely set up by 8:00 PM on Monday, October 16

Tuesday, October 17, 2017

7:30 – 9:00 AM	Continental breakfast
10:15 – 11:00 AM	Coffee break
12:15 – 1:45 PM	Buffet lunch
3:30 – 4:15 PM	Refreshment break

Wednesday, October 18, 2017

7:30 – 8:30 AM	Continental breakfast
10:15 – 11:00 AM	Coffee break
12:15 – 1:45 PM	Buffet lunch
3:30 – 4:00 PM	Refreshment break
4:15 PM	Tear down

Cancellation Policy

Refund	If Cancelled By
\$1,795.00	July 1, 2017
\$1,346.25	July 30, 2017
\$0.00	July 31, 2017

Questions?

Teri Sorg-McManamon
610-967-4135 ext. 33
advert@jgpress.com

Terms And Conditions

By registering to exhibit, your company/organization agrees to follow the Terms and Conditions set forth by The JG Press, Inc. (dba BioCycle). The BIOCYLE REFOR17 Conference venue is a hotel ballroom wherein exhibit space is limited to pop-up and freestanding floor displays. Exhibitors wishing to display "light equipment" — refer to the Light Equipment Parameters above. Contact Teri Sorg-McManamon, 610.967.4135, ext. 33 for a detailed description including weight and dimensions of equipment to be displayed within allotted exhibit space.

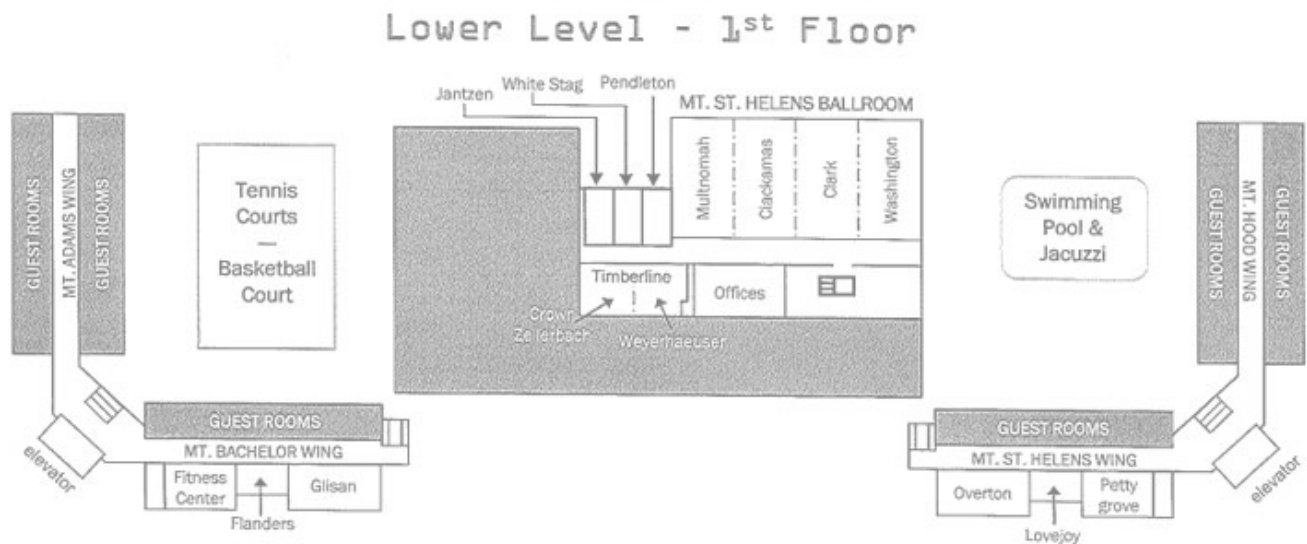
Equipment or devices producing noise or odors are not permitted. If these requirements are not met, The JG Press, Inc. reserves the right to require modification of any exhibit.

It is the responsibility of the exhibiting company to pay for additional charges incurred. At no time should any miscellaneous expenses be incurred by The JG Press, Inc.

Certificate of Insurance

BioCycle Conference exhibitors assume responsibility and agree to indemnify and defend The JG Press, Inc. (dba BioCycle) and Red Lion Hotel On The River and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither The JG Press, Inc. nor the Red Lion Hotel On The River maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

(Send to Teri Sorg-McManamon at advert@jgpress.com)



Lower level meeting rooms can only be accessed through the 2nd floor WING elevators and stairs