



Exhibitor Quick Facts

Schedule At-A-Glance

- Tours: Tuesday, March 26
- Education: Wednesday, March 27 - Thursday, March 28
- Location: Oregon Convention Center, Portland, OR
- Expo: Halls C & D
- Food: Hall B

Exhibitor Move-In

Monday, March 25 | 1:00 PM - 7:00 PM

Tuesday, March 26 | 8:00 AM - 3:30 PM

Show Hours

Tuesday, March 26 | 4:00 PM - 7:00 PM

Wednesday, March 27 | 9:00 AM - 6:00 PM

Thursday, March 28 | 9:00 AM - 3:30 PM

Exhibitor Move-Out

Thursday, March 28 | 3:30 PM - 10:00 PM

Exhibitor Portal

The [Exhibitor Portal](#) is your Exhibitor Resource Center. Exhibitors can quickly find links to all relevant sites/documents to plan your exhibit at IMTC, including registration, lead retrieval, housing, the Exhibitor Service Manual (ESM), sponsorship & account information.

Login with your email address and organization's password. Email [Julie Parmley](#) for assistance with your password.

Shipping

Freight must be received at the advance warehouse between February 19 - March 21, 2024 and cannot arrive at show site prior to March 25, 2024. Rates include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes, and skids.

Any exhibitor order placed through Fern's OneView exhibitor portal will be refunded 100% should the exhibitor cancel services prior to seven days before show opening*

*Discounted charges apply to received freight and exhibits or graphics already in production.

Cancellation within seven days of the show opening will be charged at 100% of prevailing rate. Cancellation after installation will be charged 100% of prevailing rate. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

To check on your freight arrival, please call Fern Exhibitor Services at (800) 774-1251 ext. 1.

Advance & Direct Shipping Label Examples

Labels are found in Fern's portal, under the shipping tab.

EXHIBIT MATERIAL RUSH ADVANCE WAREHOUSE

To: Mass Timber MGMT Test Booth
c/o Fern
Fern Expo & Event
6700 NE 59th Place
Portland, OR 97218

International Mass Timber Conference 2024

Booth Number: TEST

Must Arrive Between:
2/19 - 3/21/2024 | 8am-4pm M-F



EXHIBIT MATERIAL RUSH EVENT SITE

To: Mass Timber MGMT Test Booth
c/o Fern
Oregon Convention Center
777 NE Martin Luther King Blvd Jr
Portland, OR 97232

International Mass Timber Conference 2024

Booth Number: TEST

Cannot Arrive Before:
3/25/2024



Freight Delivery

Loading and unloading of materials via the main entrances of OCC is prohibited. All material must be delivered and/or received through the designated loading areas, via Fern Exposition Services. Fern will manage the loading areas alongside the OCC to ensure a timely, safe and proficient move in and move out for all exhibitors.

Move-in/out Methods

- Exhibitors bringing in a POV (privately owned vehicle IE: minivan, passenger car, pickup truck) may hand-carry or unload their own freight using a hand truck or dolly into the exhibit facility.
- Time at the loading dock is limited so please plan accordingly.
- Cart service will be offered for a nominal charge for exhibitors who need additional help moving their freight to their booth.

- Any exhibitors needing a pallet jack, forklift, etc., or freight arriving with a logistics carrier, will need to order Material Handling through Fern.

Multi-Level Booths

If you plan to bring an overly tall (multi-level, etc) and/or overly heavy booth display, please send detailed information and drawings by February 20 for review by Show Management, Fern Expo, and the fire marshall. Certain displays may require early move in and/or special equipment handling and other considerations. If you are not sure if this applies to your booth display, submit a support ticket and Show Management will be happy to discuss with you.

<https://masstimberconference.zohodesk.com/portal/en/newticket?departmentId=38684700000006907>

Included in your Booth

- 8' high Black Back Drape
- 3' high Black Side Drape
- One (1) Black Skirted Table
- Two (2) Side Chairs
- One (1) Wastebasket
- One (1) ID Sign

**Exhibitor badges are required for access to the expo hall during move-in/move out and are not included in the purchase of your booth space. They must be purchased separately through Cvent.*

Official Vendors

Best Practice Tip: Look for the Official Vendor seal to ensure you're doing business with a contracted vendor for the International Mass Timber Conference.

- General Service Contractor : Fern
- Housing : MCI
- Oregon Convention Center
 - Catering (Levy)
 - Cleaning
 - Electrical
 - Utilities
 - Audio Visual
 - Rigging
- Floor Plan, Exhibitor Portal & Mobile : Map Your Show
- Registration & Lead Retrieval: Cvent



Vehicle Display

Please contact Show Management if you are planning to display a vehicle in your booth. Vehicles displayed inside the OCC cannot contain more than ¼ tank of fuel, the gas cap must be either a locking type or taped in place, battery cables must be disconnected and taped and keys are to be left onsite.

Contact Us

For assistance with your booth or any other questions regarding the Mass Timber Conference, please visit our [FAQ center](#) or [submit a ticket](#) to our team.