

**PREPAREDNESS**  
SUMMIT

**EXHIBITOR  
SERVICE MANUAL**

**Cleveland Convention Center  
Hall C  
March 23 - 28 / 2024**

## Online Marketplace

**Expo Convention Contractors** has been chosen as the Official Service Contractor for the **2024 Preparedness Summit**.

We are prepared to assist you in every way possible to ensure a successful marketing presentation for your company. Expo has an online marketplace that provides an easy way for you to order all of your show services. Our system is user friendly and visually driven, making it easy to navigate.

You still have the option to download the PDF Exhibitor Manual, but you must first log in to the online marketplace. Below are instructions for how you can access our online marketplace or download your PDF Exhibitor Manual.

- Once you have successfully registered for a booth with the show manager, Expo will receive your contact information. We will then email you a unique temporary password, as well as link to our storefront (<https://expocci.boomerecommerce.com/>).
- When you log in for the first time, you will be prompted to update your password, keeping your order and payment information confidential and accessible only to you. If you were an exhibitor last year or have logged into our storefront before, your password will be whatever you changed it to the last time you logged in. You always have the option to reset your password from the login page.
- After you have logged in, you will be directed to your Event Homepage. Here you will find important show dates and times, booth equipment, shipping deadlines and shipping addresses.
- From your Event Homepage, you will also notice a menu on your left hand side. From these menu options you can start shopping to place your order online, print shipping labels, access subcontractor forms and download your PDF Exhibitor Manual.
- Freight shipments will incur a material handling charge. Please see the Shipping Information section of the online marketplace for posted rates. By having a credit card on file prior to move-in, Expo can deliver your shipment to your booth space in a timely manner.
- All remaining balances are to be paid prior to the show. If you have an open balance after the show has closed, a 25% administrative charge will be accessed to your invoice.
- **Please pay special attention to the deadline dates for placing your order and shipping your booth materials. The deadline date to receive Advance Warehouse freight is March 18, 2024 and Direct to Show shipments will be accepted on March 23, 2024.**
- Please call our Exhibitor Service Department if you need assistance. We're here to help! You can reach us at (305) 751.1234 or by email at [info@expocci.com](mailto:info@expocci.com)

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ALL ORDERS CAN ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com/>)

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check the completed pages

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## Expo Quick Facts

*Deadline date to receive discounted rates:* March 8, 2024

### SCHEDULE

#### Exhibitors Move in

Sunday, Monday,	March 24, March 25,	12:00 pm - 5:00 pm 8:00 am - 11:00 am (Exhibitors must be present at booth from 11:00 am to 12:00 pm for inspection.)
--------------------	------------------------	--------------------------------------------------------------------------------------------------------------------------

**All Empties must be labeled and ready for pick-up by 11:00 am on Monday, March 25, 2024.**

*Show hours:* Exhibitor Access will be at 8:00 am Daily with Credentials

Monday, Tuesday, Wednesday,	March 25, March 26, March 27,	12:00 pm - 6:30 pm 9:30 am - 3:30 pm 9:30 am - 3:30 pm
-----------------------------------	-------------------------------------	--------------------------------------------------------------

#### *Exhibitor move-out:*

Wednesday,	March 27,	3:30 pm - 7:00 pm
------------	-----------	-------------------

A Bill of Lading Must be Filled out at the Expo Exhibitor Desk Before Leaving Your Materials in your Booth.

*Reroute freight:* Thursday, March 28, 2:00 pm

### SHOW COLORS

8'ft Back Drape: WHITE/ GRAY/ PURPLE/ GRAY/ WHITE      3' S/R: WHITE      Table Drape: WHITE

### OVERTIME CHARGES

Please be advised that overtime charges will apply during MOVE-IN and MOVE-OUT before **8:00 am** and after **4:30pm** Monday-Friday and ALL DAY on Saturday and Sunday.

### CARPET COLOR

The booth area is **NOT** carpeted, You may carpet your booth area in any offered color, please see our enclosed Carpeting form for color selection and pricing.

### BOOTH CLEANING

All rental carpet is delivered clean to your booth space but during setup, carpet may become dirty. The first day's vacuuming is included for carpets rented from EXPO CONVENTION CONTRACTORS. We aren't responsible for the ones not ordered through us. If you want your booth vacuumed prior to opening of the show you must place an order. [Check out Cleaning Form.](#)

### ASSISTANCE

We want you to have a successful show. If you can't find what you are looking for or if we can be of assistance, please call our Exhibitor Sales & Service Department at 305.751.1234. or email [info@expocci.com](mailto:info@expocci.com).

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## Expo Quick Facts

*Deadline date to receive discounted rates:* March 8, 2024

### ADVANCE WAREHOUSE SHIPMENT

Materials should be shipped to arrive at our warehouse beginning **February 22, 2024** but **NO LATER THAN, March 18, 2024**. Freight received before or after these dates will incur a 25% early/late handling fee.

Preparedness Summit 2024

**Your Company Name and Booth #**

Expo Convention Contractors c/o TForce Freight  
3495 Brecksville Road, Richfield, OH 44286

See our Material Handling forms for more details. Shipping Labels Provided.

### DIRECT SHIPMENT TO FACILITY; (CARPET/HANGING SIGNS AND MATERIAL HANGING)

**Shipments received before or after March 22 2024 between 8:00 am and 12:00 pm and March 25, 2024 between 8:00 am and 11:00 am will incur an additional 25% handling fee.**

Preparedness Summit 2024

**Your Company Name and Booth #**

Expo Convention Contractors c/o Cleveland Convention Center  
300 Lakeside Ave. E. Cleveland, OH. 44113

See our Material Handling forms for more details. Shipping Labels Provided.

### MOVE OUT

Please plan your hotel and travel arrangements accordingly.

We highly recommend packing your small items before leaving your booth at the close of the show.

All freight must be labeled and a Bill of Lading filled out and returned to the Expo service desk before leaving the show floor.

### IMPORTANT INFORMATION FOR CARRIERS

Check in for move-out by 3:00 pm **on Wednesday 27, 2024**. Exhibitors need to be clear by 7:00 pm.

Check in for move-out by 11:00 am **on Thursday 28, 2024**. Exhibitors need to be clear by 2:00 pm.

### BULK TRASH REMOVAL

Exhibitors are responsible for move-out of all freight. Exhibitors with third-party labor providers are responsible for ensuring that all crates, cartons, and materials brought into the event get properly removed after the show concludes. Failure to do so can result in a disposal.

### BOOTH EQUIPMENT

- 1- 10'x10' Tuxedo / Pepper Carpet
- 1- Pepper -8' ft. Backwall
- 1- 3' ft. White SideRail
- 1- 6' Table Draped (white)
- 2- Chairs
- 1- Wastebasket
- 1- ID Sign

**IF YOU WANT TO ADD GRAPHICS, ADDITIONAL FEATURES, OR ANY SPECIFIC REQUIREMENTS TO MAKE YOUR BOOTH UNIQUE, PLEASE CONTACT US.**

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## Payment Policy

**NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO EXPO.**

### ADVANCE AND/OR FLOOR ORDERS

All Orders require ADVANCE PAYMENT for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to EXPO. You may prepay with a check written on your company, but a credit card is required by EXPO to ensure any unexpected charges, such as additional freight, clean-up costs, etc., are paid at the time the Show closes.

### THIRD PARTY ORDERS

If you choose to contract work to a Display or Exhibit house/company and/or require services from EXPO, the Payment Policy presented above shall apply. EXPO must be notified, in writing, a non-official contractor form and COI must be submitted, from exhibiting company of any other display or exhibit company involved in the set up or breakdown of exhibits. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit Expo's Third Party Payment Policy prior to placing order.

### DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR

EXPO's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to EXPO. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor provides an additional form of payment prior to the charge being processed. EXPO is not responsible for any damage or loss of your freight, **please secure round trip insurance from your company insurance carrier.**

### ALL CHARGES

All charges/costs requested by Exhibitor MUST be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All checks must be drawn on a U.S. bank, and there will be a minimum charge of \$39 for each NSF check written to EXPO.

### ADJUSTMENTS/REFUNDS

Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. EXPO will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by EXPO.

**Refunds:** A 6% processing fee will be added to all orders prior to refunding a credit balance of any type.

### SALES TAX

Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide EXPO with its tax exempt certificate prior to orders being processed. If not provided and exhibitors requests tax to be removed a 6% processing fee will apply before refund.

### CANCELLATION POLICY

**On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee.** In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, EXPO will be entitled to a fee equal to the percentage of work completed by EXPO. This percentage will be determined solely by EXPO. In the event the deposit received exceeds the percentage of work completed, EXPO will refund the excess deposit.

### COLLECTION POLICY

In the event this contract is turned over to an attorney for collection or dispute, EXPO will be entitled to reasonable attorney fees.

**Return via fax 305-751-1298 or email [info@expocci.com](mailto:info@expocci.com) We accept American Express, Visa, MasterCard and Discover for your convenience. No checks will be accepted at show site.**

Exhibitor:	Contact name:	Booth #:
Address:		
City:	State:	Zip:
Phone:	Email:	Country:
Credit Card Used For Payment: No.:		Expires:
Security Code:	(The 3 numbers on back of card or for Amex the 4 numbers on the front)	
Billing Address for credit card:		
City:	State:	ZIP CODE:
Credit Card Holder (Print Name as it appears on card):		
Card Holder Signature:		

\*\*\*\*\*Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.

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## Terms and Conditions

### PAYMENT POLICY:

**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment.

Regular prices will apply to all show site orders. Floor orders are limited to availability.

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from EXPO, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening. Ultimately the exhibitor is responsible for payment if the third party's payment is declined.

**Invoices:** Prior to close of show, an Invoice will be prepared and delivered to your booth for your review. Credits will be issues at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The Exhibitor understands that there will be a 10% monthly (120% per year) finance charge on past due accounts and agrees to pay all costs incurred by EXPO Convention Contractors, Inc. while endeavoring to collect this account.

**Outbound Services:** All outbound services will be processed on your credit card. A copy of the receipt and invoice will be emailed within 10 days of the close of the show.

**International Customers:** International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:** A \$30 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of EXPO. The customer shall be held financially responsible for any damage to EXPO equipment used by the customer.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** On-site exchanges and cancellations of any orders/furnishings will be assessed a 100% pick-up fee.

**Refunds:** A 6% processing fee will be added to all orders prior to refunding a credit balance of any type, all credits will be done post show.

### DEFINITIONS AND EXPO RESPONSIBILITIES:

The name "EXPO" shall be construed within the meaning of this contract as EXPO Convention Contractors and its employees, officers, agents, and assigns including any subcontractors EXPO may appoint. The term "exhibitor" refers to any party who contracts for services with EXPO. EXPO shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. EXPO assumes no responsibility for any person, parties, or other contracting firms not under EXPO's direct supervision and control. EXPO shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond EXPO's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, EXPO personnel will unload all vendor materials from the loading docks to the booths.

**INDEMNIFICATION:** The exhibitor agrees to indemnify, forever hold harmless and defend EXPO and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through EXPO or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of EXPO equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

**CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES:** Exhibitor agrees that any and all claims for loss or damage shall be submitted to EXPO prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against EXPO more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between EXPO and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for EXPO services as an offset against the amount of the alleged loss or damage. Any claim against EXPO shall be considered a separate transaction and shall be resolved on its own merit. EXPO'S LIMITS OF LIABILITY.

**EXPO'S LIMITS OF LIABILITY:** If found liable for any loss or damage, EXPO's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which EXPO specifically acknowledges receipt in writing. EXPO shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

**INBOUND AND OUTBOUND SHIPMENTS:** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. EXPO is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. EXPO shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. EXPO assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. EXPO loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. EXPO assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the moveout deadline after a show, EXPO shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

Based on show move-in/moveout schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond EXPO's control may be moved into the exhibit hall on overtime. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the EXPO Service Desk.

**PACKAGING, CRATES AND EMPTY CONTAINERS:** EXPO shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. EXPO shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. EXPO shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. EXPO assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty".

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## Third Party Payment

**THIS FORM IS TO BE FILLED OUT ONLY IF YOU HAVE HIRED A THIRD PARTY TO SET UP YOUR BOOTH.**

### THIRD PARTY PAYMENT CONDITIONS

This form must be completed and signed by BOTH PARTIES and returned to EXPO prior to placing any orders. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion. If charges have been billed to the wrong party and EXPO was not provided with the completed Third Party Payment Policy prior to the order being placed, any refund must be settled between the exhibiting firm and third party.

**PLEASE INDICATE WHICH ITEMS/SERVICES ARE TO BE INVOICED TO THE THIRD PARTY:**

All Expo Services	Booth Cleaning	Booth Labor
Freight Handling	Furniture/Carpet	Other (Specify)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Expo prior to the close of the show. (Signature required below.)

Authorized Firm Representative Signature:

We accept American Express, Visa, MasterCard and Discover Card for your convenience.  
A non-official contractor form and COI must accompany the Third Party Payment form.

### EXHIBITING COMPANY

Exhibiting Company:		Booth #:	
Address:			
City:	State:	Country:	Zip:
Email:	Contact/s:		
Credit Card Used For Payment: No.:	Expires:		
Security Code:	[The 3 numbers on back of card or for Amex the 4 numbers on the front]		
Billing Address for credit card:			
City:	State:	ZIP CODE:	
Credit Card Holder (Print Name):	Card Holder Signature:		

\*\*\*\*\*Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.

**On-site exchanges/cancelations of any orders/furnishings will be assessed a 100% pick - up fee.**

### THIRD PARTY

Exhibiting Company:		Booth #:	
Address:			
City:	State:	Country:	Zip:
Email:	Contact/s:		
Credit Card Used For Payment: No.:	Expires:		
Security Code:	[The 3 numbers on back of card or for Amex the 4 numbers on the front]		
Billing Address for credit card:			
City:	State:	ZIP CODE:	
Credit Card Holder (Print Name):	Card Holder Signature:		

\*\*\*\*\*Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show. **On-site exchanges/cancelations of any orders/furnishings will be assessed a 100% pick - up fee. A non-official contractor form and COI must accompany the third Party Payment form.**

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## Tables

### Draped Tables



	Qty	Advance Price	Standard Price	
2' x 4' - 30" H		\$ 168.50	\$ 211.00	
2' x 6' - 30" H		\$ 186.50	\$ 233.00	
2' x 8' - 30" H		\$ 222.00	\$ 277.50	
2' x 4' - 42" H		\$ 239.50	\$ 300.00	
2' x 6' - 42" H		\$ 257.50	\$ 322.00	
2' x 8' - 42" H		\$ 293.00	\$ 366.50	
4th sided skirt 30"		\$ 65.00	\$ 81.50	
4th sided skirt 42"		\$ 65.00	\$ 81.50	

PLEASE CHECK  
COLOR CHOICE

White

Grey

Black

Red

Blue

Teal

Gold

Peach

Burgundy

Amount

If no drape color is selected the designer  
show color will be provided.

### Undraped tables



	Qty	Advance Price	Standard Price	
2' x 4' - 30" H		\$ 126.50	\$ 158.00	
2' x 6' - 30" H		\$ 139.50	\$ 174.50	
2' x 8' - 30" H		\$ 166.50	\$ 208.00	
2' x 4' - 42" H		\$ 179.50	\$ 224.50	
2' x 6' - 42" H		\$ 193.00	\$ 241.00	
2' x 8' - 42" H		\$ 219.00	\$ 273.50	

Amount

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### 36" Round Table



	Qty	Advance Price	Standard Price
30" High		\$ 217.50	\$ 272.00
42" High		\$ 232.50	\$ 290.50
Amount			

### Chrome Square Table



Qty	Advance Price	Standard Price
	\$ 198.50	\$ 248.50
Amount		

Company Name:

Booth #:

Amount

7.5% TAX

Amount Due

Please return via fax along with payment policy form 305-751-1298 or email to [info@expocci.com](mailto:info@expocci.com)

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## Chairs and Stools



Black Side Chair		
Qty	Advance Price	Standard Price
	\$ 99.50	\$ 124.50

Amount



White Stool with back		
Qty	Advance Price	Standard Price
	\$ 168.50	\$ 211.00

Amount



Gray Side Chair		
Qty	Advance Price	Standard Price
	\$ 106.00	\$ 132.50

Amount



Black Stool with back		
Qty	Advance Price	Standard Price
	\$ 144.00	\$ 180.50

Amount

Company Name:  
Booth #:

Amount	<input type="text"/>
7.5% TAX	<input type="text"/>
Amount Due	<input type="text"/>

NEED  
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| Fax: 305-751-1298

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Discount deadline:  
March 8, 2024

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## Flooring

Booth Dimensions (ft.)	(Ft.) LENGTH X WIDTH = Sq. Ft.	
what is your booth size	X	=

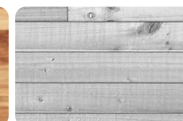
### Wood Vinyl

SELECT YOUR WOOD VINYL

EXPO WOOD VINYL				
Qty	Item	Discount Price	Regular Price	Total Price
	10'x 10'	\$ 611.50	\$ 764.00	
	10'x 20'	\$ 1,222.00	\$ 1,528.00	
	10'x 30'	\$ 1,833.50	\$ 2,292.00	
	10'x 40'	\$ 2,444.50	\$ 3,055.50	

Medium  
Oak Wood

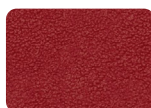
Silver  
Wood



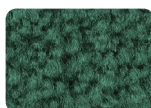
### Carpets

SELECT CARPET COLOR CHOICE

Red



Green



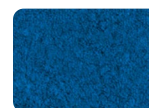
Black



Grey



Blue



EXPO CLASSIC CARPET				
Qty	Item	Discount Price	Regular Price	Total Price
	10'x 10'	\$ 159.00	\$ 199.00	
	10'x 20'	\$ 328.50	\$ 410.50	
	10'x 30'	\$ 487.00	\$ 609.00	
	10'x 40'	\$ 636.50	\$ 795.50	

EXPO CUSTOM CUT CARPET			
BOOTH SIZE: LENGTH X WIDTH = Sq. Ft. X =	Discount Price	Regular Price	Total Price
Do you want Expo Classic Carpet?	\$ 5.20	\$ 6.50	
Do you want Expo Plush Carpet?	\$ 6.80	\$ 8.50	

### Padding and Visqueen

Qty	Item	Discount Price	Regular Price	Total Price
	1/2" Padding	\$ 1.50	\$ 1.80	
	1" Padding	\$ 2.11	\$ 2.65	
	Visqueen	\$ 0.90	\$ 1.10	

Company Name:

Booth #:

Amount	
7.5% TAX	
Amount Due	

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## Accessories




Sign Holder			
	Qty	Advance Price	Standard Price
NO Graphic		\$ 154.50	\$ 193.00
Single Graphic		\$ 209.00	\$ 261.00
Double Graphic		\$ 264.50	\$ 330.50
Amount			



Floor Easel		
Qty	Advance Price	Standard Price
	\$ 42.50	\$ 53.00
Amount		



Adjustable Arm Rack		
Qty	Advance Price	Standard Price
	\$ 84.50	\$ 106.00
Amount		



2 Way Waterfall Rack		
Qty	Advance Price	Standard Price
	\$ 106.50	\$ 133.00
Amount		



Mini Refrigerator		
20" L x 20" D x 34" H		
Qty	Advance Price	Standard Price
	\$ 419.00	\$ 523.50
Amount		



Black Retractable Rope Stranchions		
Qty	Advance Price	Standard Price
	\$ 63.50	\$ 78.50
Amount		



Wastebasket		
14" L x 10" W x 15" H		
Qty	Advance Price	Standard Price
	\$ 46.50	\$ 58.00
Amount		

Company Name:  
Booth #:

Amount	
7.5% TAX	
Amount Due	

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## Accessories



Black / White Arm Light with Bulb			
	Qty	Advance Price	Standard Price
BLACK		\$ 87.50	\$ 109.50
WHITE		\$ 97.50	\$ 121.50

\*Electricity not included.  
\*Only for hard walls.


Amount



White Shelves			
	Qty	Advance Price	Standard Price
1 Meter		\$ 64.50	\$ 80.50
2 Meter		\$ 95.00	\$ 118.00
3 Meter		\$ 131.00	\$ 164.00

\*Please send layout and heights.  
\*Only for hard walls.


Amount



6 Track Lights with Two Cans			
	Qty	Advance Price	Standard Price
Track		\$ 383.50	\$ 479.50
Additional Can		\$ 104.00	\$ 130.50


\*Electricity not included.  
\*Only for hard walls.

Amount



Literature Rack 11"W x 15"D X 60"H		
Qty	Advance Price	Standard Price
	\$ 251.50	\$ 314.00

Amount



TV Rentals			
	Qty	Advance Price	Standard Price
43" TV		\$ 610.50	\$ 763.00
55" TV		\$ 836.50	\$ 1,045.00

\*Electricity not included.  
\*Can be installed on hard walls. Installation not included, please see labor page for rate.  
\*Please contact us for other sizes.

Amount



Rolling TV Stand		
Qty	Advance Price	Standard Price
	\$ 230.50	\$ 288.50

\*TV not included.

Amount

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Company Name:  
Booth #:

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7.5% TAX	
Amount Due	


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## Cabinets



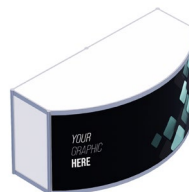
1 meter Cabinet with Sliding Doors & Lock			
	Qty	Advance Price	Standard Price
Front graphic		\$ 494.00	\$ 617.50
WHITE		\$ 379.00	\$ 473.50
Graphic Size	37 15/16"W x 35 7/8"H		
Amount	<input type="text"/>		




2 meter Cabinet with Sliding Doors & Lock			
	Qty	Advance Price	Standard Price
Front graphic		\$ 705.50	\$ 881.50
WHITE		\$ 444.00	\$ 555.50
Graphic Size	77"W x 35 7/8"H		
Amount	<input type="text"/>		




1 meter Curved Cabinet with Sliding Doors & Lock			
	Qty	Advance Price	Standard Price
Front graphic		\$ 472.50	\$ 591.00
WHITE		\$ 426.00	\$ 532.50
Graphic Size	42 1/8"W x 35 7/8"H		
Amount	<input type="text"/>		




2 meter Curved Cabinet with Sliding Doors & Lock			
	Qty	Advance Price	Standard Price
Front graphic		\$ 705.50	\$ 881.50
WHITE		\$ 444.00	\$ 555.50
Graphic Size	85 5/8"W x 35 7/8"H		
Amount	<input type="text"/>		



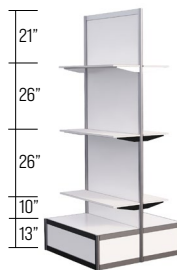
1 meter Diagonal Curved Cabinet without door			
	Qty	Advance Price	Standard Price
Front graphic		\$ 554.00	\$ 692.50
WHITE		\$ 426.00	\$ 532.50
Graphic Size	60 1/8"W x 35 7/8"H		
Amount	<input type="text"/>		



2 meter Curved Corner Cabinet with Sliding Doors & Lock			
	Qty	Advance Price	Standard Price
Graphic		\$ 705.50	\$ 881.50
WHITE		\$ 444.00	\$ 555.50
Graphic Size	Front: 38 15/16"W x 35 7/8"H Both Sides: 29 5/8"W x 35 7/8"H		
Amount	<input type="text"/>		



1 meter Gondola Single Sided with 3 Shelves			
	Qty	Advance Price	Standard Price
Straight Shelves		\$ 438.50	\$ 548.00
Angled Shelves		\$ 506.50	\$ 633.50
Amount	<input type="text"/>		



1 meter Gondola Double Sided with 6 Shelves			
	Qty	Advance Price	Standard Price
Straight Shelves		\$ 548.50	\$ 685.50
Angled Shelves		\$ 656.50	\$ 820.00
Amount	<input type="text"/>		

Company Name:  
Booth #:

Amount
7.5% TAX
Amount Due

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## Show Cases

*\*Electricity not included.*




Solid Wall Cases			
	Qty	Advance Price	Standard Price
WHITE		\$ 901.00	\$ 1,126.50
BLACK		\$ 901.00	\$ 1,126.50
Size	70"W x 18"D x 84"H		

Amount




See Thru Wall Cases			
	Qty	Advance Price	Standard Price
WHITE		\$ 927.00	\$ 1,158.50
BLACK		\$ 927.00	\$ 1,158.50
Size	70"W x 18"D x 84"H		

Amount




Classic Black Showcase			
	Qty	Advance Price	Standard Price
4 Feet		\$ 568.50	\$ 710.50
5 Feet		\$ 568.50	\$ 710.50
6 Feet		\$ 568.50	\$ 710.50
Size	20"D x 42"H		

Select view   Half   Quarter  
Amount



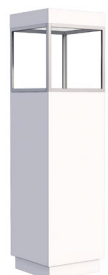
Tower Cases TCS1639			
	Qty	Advance Price	Standard Price
WHITE		\$ 785.50	\$ 981.50
BLACK		\$ 785.50	\$ 981.50
Graphic Size	39"W x 16"D x 79"H		

Amount



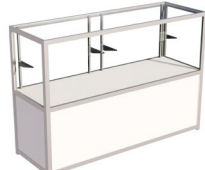
Standard White			
	Qty	Advance Price	Standard Price
4 Feet		\$ 691.00	\$ 863.00
5 Feet		\$ 691.00	\$ 863.00
6 Feet		\$ 691.00	\$ 863.00
Size	20"D x 38"H		

Select Color   White   Black  
Select view   Full   Half   Quarter  
Amount




Museum Case 2020			
	Qty	Advance Price	Standard Price
WHITE		\$ 759.50	\$ 949.50
BLACK		\$ 759.50	\$ 949.50
Graphic Size	20"W x 20"D x 72"H		

Amount



Elite White			
	Qty	Advance Price	Standard Price
4 Feet		\$ 733.50	\$ 917.00
5 Feet		\$ 733.50	\$ 917.00
6 Feet		\$ 733.50	\$ 917.00
Size	20"D x 415/16"H		

Select Color   White   Black  
Select view   Full   Half   Quarter  
Amount



Tower Cases TCS2020			
	Qty	Advance Price	Standard Price
LIGHT GREY		\$ 759.50	\$ 949.50
BLACK		\$ 759.50	\$ 949.50
Graphic Size	20"W x 20"D x 79"H		

Amount

Company Name:  
Booth #:

Amount
7.5% TAX
Amount Due

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## Graphics



Pull up Banner		
Qty	Advance Price	Standard Price
	\$ 422.50	\$ 528.50
Graphic Size	33 1/2" x 80"	


Amount



1 - meter B-Matrix Panel with Graphic on PVC		
Qty	Advance Price	Standard Price
	\$ 707.00	\$ 883.50
Graphic Size	38" x 91"	

\*NO Frame Included


Amount



2 - meter B-Matrix Panel with Graphic on PVC		
Qty	Advance Price	Standard Price
	\$ 1,414.00	\$ 1,767.50
Graphic Size	74 14/16" x 96"	

\*Frame Included

Amount



3 - meter B-Matrix Panel with Graphic on PVC		
Qty	Advance Price	Standard Price
	\$ 2,121.00	\$ 2,651.50
Graphic Size	115 7/16" x 96"	

\*Frame Included

Amount

Printing Price Per SQ-FT for any custom size is \_\_\_\_\_ \$ 20.60

- Send the files to print in one of these formats: EPS, PDF, TIFF, JPEG (High Quality).
- Convert all fonts to outlines.
- Send Graphic Files ready to print to [graphics@expocci.com](mailto:graphics@expocci.com)
- The pricing above appeals for PVC, Foamboard and Banner.
- Fabric and Custom cut to be quoted.

Company Name:  
Booth #:

Amount	<input type="text"/>
7.5% TAX	<input type="text"/>
Amount Due	<input type="text"/>

Please return via fax along with payment policy form 305-751-1298 or email to [info@expocci.com](mailto:info@expocci.com)

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## Turnkey Rental Form

### EXPO HARD WALL BOOTH OPTIONS

All our standard hardwall Custom Booths on the next few pages come in White and with Graphics.

Qty	Item	Advance Price	Standard Price	TOTAL
	Turnkey Rental Booth 101	\$ 4,618.00	\$ 6,234.50	
	Turnkey Rental Booth 102	\$ 3,780.00	\$ 5,103.00	
	Turnkey Rental Booth 103	\$ 4,979.00	\$ 6,722.00	
	Turnkey Rental Booth 105	\$ 5,189.00	\$ 7,005.50	
	Turnkey Rental Booth 201	\$ 6,321.00	\$8,533.50	
	Turnkey Rental Booth 202	\$ 7,131.00	\$ 9,627.00	

All orders made after deadline will incur a 30% late fee.  
Electrical is Not Included.

7.5% TAX	
Amount Due	

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**Do you want something  
different than the standard  
booth?**

Call our Custom  
Design Department

**305-751-1234**

We will custom design a booth to best  
show off your product! or leave us a  
message to our email

**info@expocci.com**

*(Insert Header Sign Copy in Box)*

(Black Helvetica Letters are Standard in Box)

Additional Requests:

Company name:

Booth #:

Contact name:

Email:

Phone:

Fax:

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## Turnkey Rental Booth

### Turnkey Rental Booth 101

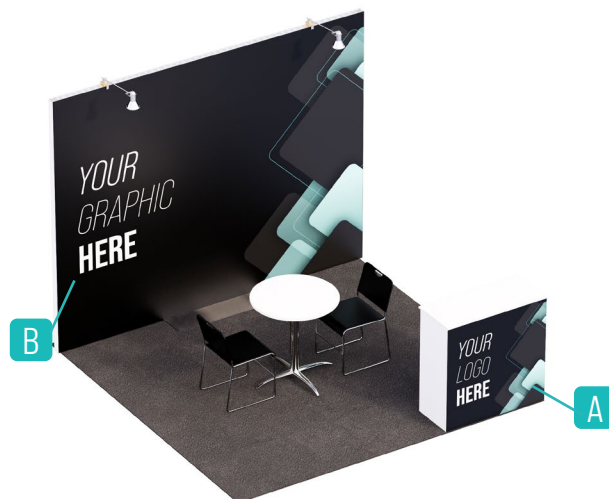


#### Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 - 11/64"W X 95 - 13/64"H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8"W x 38 - 1/2"H)
- B. Graphic-Fabric (size: 41 - 1/4" W X 95 - 3/16"H)
- C. Graphic-Fabric (size: 58 - 9/16" W X 95 - 3/16"H)

- 1 - Storage Closet 1 1/2m W X 1m D
- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights (**Electrical is Not Included**)
- Delivery, Installation & Dismantle

### Turnkey Rental Booth 102



#### Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 - 11/64"W X 95 - 13/64"H
- 1 - 1m Counter Storage with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8"W x 38 - 1/2"H)
- B. Graphic-Fabric (size: 117 - 11/64" W X 95 - 3/16"H)

- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights (**Electrical is Not Included**)
- Delivery, Installation & Dismantle

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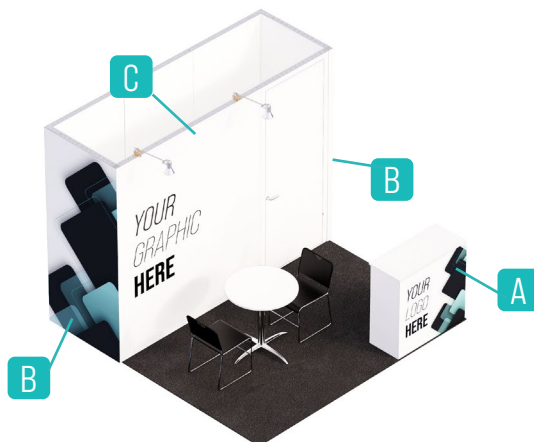
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## Turnkey Rental Booth

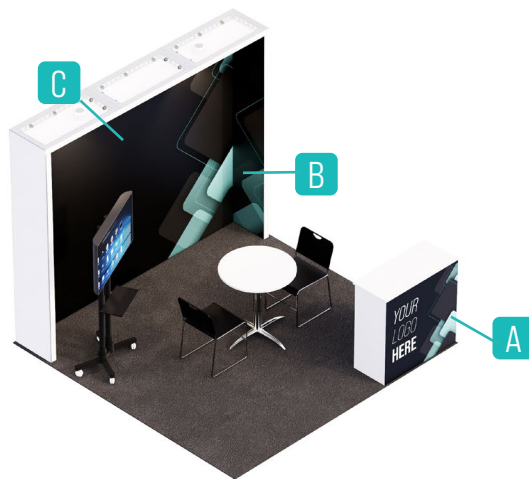
### Turnkey Rental Booth 103



#### Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 - 11/64"W X 95 - 13/64"H
- 1 - 1m Counter Storage with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8"W x 38 - 1/2"H)
- B. 2 Side Graphics-Fabric (size: 41 - 1/2" W X 95 - 3/16"H)
- C. Graphic-Fabric (size: 80 - 9/16" W X 95 - 3/16"H)
- 1 - Storage Closet 3m W X 1m D
- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle

### Turnkey Rental Booth 105



#### Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 - 11/64"W X 95 - 13/64"H
- 1 - 1m Counter Storage with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8"W x 38 - 1/2"H)
- B. 2 Side Graphics-Fabric (size: 1/2m - 19.53" W X 95 - 3/16"H)
- C. Graphic-Fabric (size: 117 - 11/64" W X 95 - 3/16"H)
- 1/2m 19.53"D Sides and Ceiling Structure.
- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**
- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Ceiling lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle

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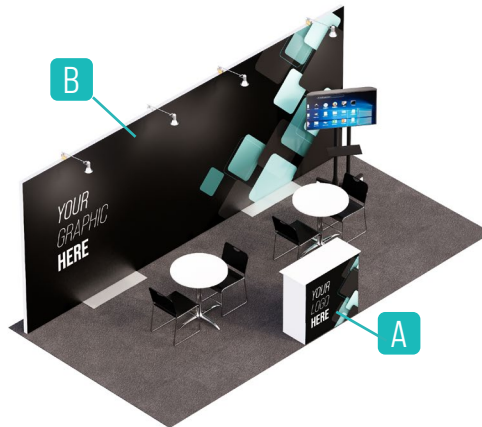
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## Turnkey Rental Booth

### Turnkey Rental Booth 201

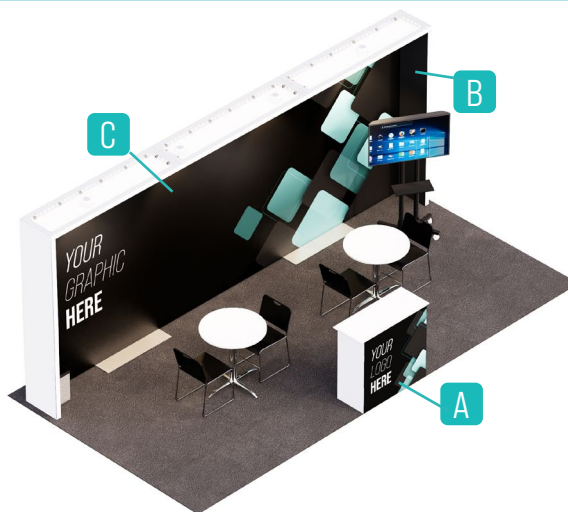


#### Included items:

- 10' x 20' Black Carpet
- 1 - 6m beMatrix Backwall 234 - 21/64"W X 95 - 13/64"H
- 1 - 1m Counter Storage with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8"W x 38 - 1/2"H)
- B. Graphic-Fabric (size: 234 - 21/64"W X 95 - 13/64"H)

- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**
- 2 - Round Tables 30" / 4 Black Chairs
- 1 - Wastebasket
- 4 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle

### Turnkey Rental Booth 202



#### Included items:

- 10' x 20' Black Carpet
- 1 - 6m beMatrix Backwall 234 - 21/64"W X 95 - 13/64"H
- 1 - 1m Counter Storage with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8"W x 38 - 1/2"H)
- B. 2 Side Graphics-Fabric (size: 1/2m - 19.53" W X 95 - 3/16"H)
- C. Graphic-Fabric (size: 234 - 21/64"W X 95 - 13/64"H)

- 1/2m 19.53"D Sides and Ceiling Structure.
- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**
- 2 - Round Tables 30" / 4 Black Chairs
- 1 - Wastebasket
- 4 - White Ceiling lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle

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## Material Handling Authorization

### Please complete the following information:

We plan to ship to: Advance Warehouse      Direct to Show Site  
We plan to ship on (date):  
Our material should arrive on (date):  
Carrier name:      Pro#:       
Origin shipment (City, state):  
Please provide a contact name and number for any questions  
EXPO may have in regards to this shipment.  
Name:      Phone:     

### Please indicate number of pieces and the estimated weight

# of pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	

Total weight:

100 pound minimum charge per shipment

### Computation of Material Handling Services

The following services, whether used completely, or in part, are offered as a package. When recording weight, the actual weight is the number you use unless less than 100lbs For example: 185 lbs = 185 x RATE = \$ Amount or minimum charge, whichever is greater.

Advance Shipment	\$1.87 per pound	Direct Shipment	\$1.95 per pound
<b>Advance Shipping Address:</b> Expo Convention Contractors c/o TForce Freight 3495 Brecksville Road, Richfield, OH 44286		<b>Direct Shipping Address:</b> EXPO Convention Contractors. C/O Cleveland Convention Center 300 Lakeside Ave. E. Cleveland, OH. 44113	
Deadline Date is:      March 18, 2024		Will not be accepted prior to:      March 23, 2024	
Shipments received after this date will incur an additional 25% late handling fee.		Shipments received before this date will incur an additional 25% handling fee.	

Advance Shipment Rates Include:  
Unloading crated material.  
Storing at EXPO's warehouse for up to 30 days.  
Unloading materials and delivery to your booth  
Removing of empty shipping containers from your booth, storing during show,  
returning at close of show.  
Reloading materials onto outbound transportation.

Direct Shipment Rates Include:  
Unloading materials when received and delivery to your booth  
Removing of empty shipping containers from your booth, storing during show,  
returning at close of show.  
Reloading materials onto outbound transportation.

**EXPO Warehouse Hours are**  
Monday through Friday; 8:30am to 3:30pm.  
Holidays excluded.

**Small Package Fee**  
(per shipment 1 - 50 pounds) - \$197.00  
100 lb. minimum charge per shipment

**Straight Time Hours**  
Monday through Friday; 8:00am to 4:30pm  
**Overtime Hours**  
Monday through Friday before 8:00am & after  
4:30pm - All day Saturday, Sunday & Holidays.

**Additional Surcharges based on inbound weight:**  
Warehouse shipment Delivered after the deadline date. Add 25% to above  
rates. Show Site Shipment Delivered Off Target, not on exhibitor set-up day.  
Add 25% to above rates. Overtime, inbound and/or outbound. Add 25% to  
above rates.

For Credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at Showsite and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or Reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to Charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the showsite.

EXPO is **not responsible** for any damage or loss of your freight. Please secure roundtrip insurance coverage from your company insurance carrier. If you have any questions about material handling, please contact EXPO Convention Contractors' Exhibitor Service department.

### Please complete the following and return to EXPO along with the Shipping Instructions form:

Company Name:      Booth #  
Contact Name:      Email:  
Authorized Signature:     

Signature also indicates you read and accept the Payment Policy and Term and Conditions, signed and returned to expo. Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form INCLUDED in this Manual.

Please return via fax along with payment policy form 305-751-1298 or email to [info@expocci.com](mailto:info@expocci.com)

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## Shipping Instructions

### ALL SHIPMENTS MUST ARRIVE PRE-PAID

#### SHIPPING INSTRUCTIONS PRIOR TO SHOW

(Payment Must be on file when recieved for Material Handling Charges)

1. Expo Convention Contractors. MUST have a credit card on file or the shipments will be held until one is received. If no payment is on file this may delay the delivery of your materials to your booth and setup.
2. Shipments must be consigned to EXPO Convention Contractors, Inc. The hotel and/or convention site do not have the facilities to receive such shipments and they will be refused.
3. All shipments must be properly labeled and addressed to the warehouse or facility. Exhibits left without a Bill of Lading filled out will be forced through our house carrier eLogistics and will be returned to our warehouse and held for disposition at an additional charge, EXPO is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.
4. All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration picked up for removal after the exhibition's close.
5. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
6. Expo Convention Contractors, as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$50.00 per crate, box or carton is assessed for any shipment not handled by Expo Convention Contractors, Inc., when Expo is required to handle storage of empty containers.
7. Remove all expired shipping labels before shipping to avoid confusion.
8. Collect shipments are not accepted and will be refused upon delivery.

#### SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION/TRADESHOW

You MUST fill out a BOL at show-site or request a pre-printed BOL)

1. You must fill out a Bill of Lading at the Expo Service Desk at the close of the show or request a pre-printed Bill of Lading at least one week prior to show open. We will not turn over materials to your carrier without a Bill of Lading.
2. Your account must have a zero balance we must have payment on file for any outbound handling charges or your freight will not be turned over to your carrier. Outbound handling charges, i.e. Overtime move-out, special handling, return to warehouse, reroute shipping charges, etc.
3. If your freight carrier does not check- in on time, your freight will be rerouted through our preferred carrier eLogistics and shipping charges will apply. If available and chosen on the Bill of Lading, freight may be returned to our warehouse at an additional charge for your carrier to pick up at a later date.
4. Exhibitor routing of outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo Convention Contractors, will reroute said shipments.

#### INSURANCE

(This Form Must Be Signed and Returned with the Material Handling Authorization)

Expo Convention Contractors is not responsible for the count or content of material after it has been placed in the exhibit areas. Exhibitor agrees to hold harmless Expo Convention Contractors, Inc. from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material. Please make certain all materials are properly insured against "ALL RISK" from the time your materials leave your facility until they are returned back to your facility after the show.

### USE OUR IN-HOUSE PREFERRED CARRIER FOR ALL YOUR SHIPPING NEEDS



#### MAKE SHIPPING TO AND FROM YOUR TRADESHOW EFFORTLESS

Email info@expocci.com for a preliminary shipping quote, all of the following is needed:

- Company Name, Contact Name/Phone Number, Show Name/Booth #, Pickup Address
  - Destination Address, City, State, Zip.
  - Approximate Weight, Number of Pieces, Type of Pieces in Shipment, i.e., skid, carton, crate, Dimensions, Business Hours
  - Is there a Loading Dock, Does Driver have to go in Building and/or Elevator, Residential Area
- We will respond with a preliminary quote based on estimated weight and above information within 24 hours when requested Sunday-Thursday. Our service is ground 5-7 business day shipping only.

#### Authority to Handle and Billing instructions. Acceptance of all terms and conditions herein stated

Company name:

Booth #:

Address:

Attention:

Phone:

Fax:

City:

State:

Zip code:

Authorized by (please print):

Title:

Signature:

Convention/Tradeshow:

To ensure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer.

Please return via fax along with payment policy form 305-751-1298 or email to info@expocci.com

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| Fax: 305-751-1298

ALL ORDERS CAN ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:  
February 22, 2024



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## Material Handling Information

### Special Handling

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

Rate as shown on Material Handling Authorization Form

### Overtime

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond EXPO's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the EXPO Service Desk AND the driver has checked in.

Surcharge: 25%

### Late shipments

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

Surcharge: 25%

### Uncrated Shipments

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show and is based on the weight of the shipment handled.

Rate as shown on Material Handling Authorization Form

### Off Target Deliveries

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

Surcharge: 25%

### Padded Van Deliveries

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

Surcharge: \$8.50/CWT

### Marshaling Yard

Where EXPO Convention Contractors, as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, EXPO may charge a fee per shipment processed through the marshaling yard.

Surcharge: Maximum \$21.50

### Reweigh of shipments

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

Surcharge: \$26.50 per forklift load

### Envelope Deliveries

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

Surcharge: \$26.50 per envelope

### Accessible Storage

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There is a one hour labor rate charge for each time the accessible storage is accessed. There will be no charge to return material to the booth at the close of the show.

Surcharge: Based on applicable Labor rate (refer to labor order form)

### Special Handling

Shipments arriving at the warehouse during Expo show move-in days and/or Exhibitor Move-in Days will be charged a Special Handling Fee. This fee will be based on the shipment received and the Delivery Location. The minimum charge will be \$250.00. Please see the Expo Quick Facts for Delivery Days, Times and Location.

Surcharge: BASED ON WEIGHT OF MATERIALS AND LOCATION

### Return to Warehouse

Crated materials only, uncrated materials will not be accepted at warehouse. Return to warehouse will be charged after Material Handling and Overtime Charges.

Surcharge: \$15.00 per CWT, Minimum \$ 50.00

### Mobile Spotting Fee

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if EXPO determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by EXPO personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

Surcharge: \$397.50 round trip ST Charge/ \$690.00 round trip OT charge

If you have any questions about material handling, please contact EXPO Customer Service department.

ALL ORDERS CAN ALSO BE PLACED THROUGH OUR SECURE  
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## Material Handling Q & A

### Questions and Answers

#### What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

#### What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

#### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

#### What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to 'What is material handling?' for the full definition.)

#### Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

#### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means 100 lbs.

### Important facts about advance shipments

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

EXPO will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 3:30pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

### Material Handling Charges

#### What determines how much I am charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

#### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 185 lbs. = 185 lbs X RATE = \$ Amount or minimum charge, whichever is greater.

#### Will there be any additional charges?

Additional charges may apply.  
Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

### Material Handling Charges

#### What are specialized carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service AND do not have a certified weight ticket included with shipment. This applies to packages weighing under 100 lbs.

#### How do I calculate my specialized carrier shipment?

Charges for specialized carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged? 3 x per carton rate = \$ amount charged (plus any additional fees that may apply).

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore, you may be charged per each delivery, and minimum charges may apply.

### Crated - Uncrated - Special Handling

#### What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/ reloaded with no special handling required.

#### What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

#### What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

### Important facts about direct shipments

#### What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.  
Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.  
**All shipments must be prepaid, no collect on delivery shipments will be accepted.**

### Liability Insurance

#### What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

### Outbound shipments

You must complete an EXPO Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a EXPO customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information.

If your carrier fails to pick up your shipment, EXPO will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

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## Advance Shipping Labels

<p><b>TO:</b> Expo Convention Contractors c/o TForce Freight 3495 Brecksville Road, Richfield, OH 44286</p> <p><b>FOR: Preparedness Summit 2024</b> Receiving Hours: M - F 8:30 am - 3:30 pm</p>	<p><b>First day freight can arrive w/o a surcharge</b></p> <p>February 22, 2024</p> <p><b>Last day freight can arrive w/o a surcharge</b></p> <p>March 18, 2024</p>
<h3>ADVANCE WARE HOUSE</h3>	
<p>Company Name:</p> <p>Contact name:</p> <p>Contact phone:</p> <p><b>BOOTH #:</b></p>	

<p><b>TO:</b> Expo Convention Contractors c/o TForce Freight 3495 Brecksville Road, Richfield, OH 44286</p> <p><b>FOR: Preparedness Summit 2024</b> Receiving Hours: M - F 8:30 am - 3:30 pm</p>	<p><b>First day freight can arrive w/o a surcharge</b></p> <p>February 22, 2024</p> <p><b>Last day freight can arrive w/o a surcharge</b></p> <p>March 18, 2024</p>
<h3>ADVANCE WARE HOUSE</h3>	
<p>Company Name:</p> <p>Contact name:</p> <p>Contact phone:</p> <p><b>BOOTH #:</b></p>	

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## Direct Shipping Labels

 <b>TO:</b> EXPO Convention Contractors <b>C/O Cleveland Convention Center 300 Lakeside Ave. E. Cleveland, OH. 44113</b>  <b>FOR: Preparedness Summit</b> Receiving Hours: M - F 8:00 am - 3:00 pm	 <b>WILL NOT BE ACCEPTED PRIOR TO</b> <div>March 23, 2024</div>
<h3>DIRECT SHIPPING</h3>	
Company Name: Contact name: Contact phone: <b>BOOTH #:</b>	

 <b>TO:</b> EXPO Convention Contractors <b>C/O Cleveland Convention Center 300 Lakeside Ave. E. Cleveland, OH. 44113</b>  <b>FOR: Preparedness Summit</b> Receiving Hours: M - F 8:00 am - 3:00 pm	 <b>WILL NOT BE ACCEPTED PRIOR TO</b> <div>March 23, 2024</div>
<h3>DIRECT SHIPPING</h3>	
Company Name: Contact name: Contact phone: <b>BOOTH #:</b>	

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## Labor

LABOR INFORMATION				Discount Price	Standard Price
Straight Time	Monday - Friday	8:00 am - 4:30 pm		\$94.00	\$ 117.50
Over Time	Monday - Friday	4:30 pm - 8:00 am		\$ 139.00	\$ 174.00
	Saturday - Sunday	All Day			
Double Time	Holidays	All Day		\$ 185.50	\$ 232.00

Expo Supervisory Fee is 30% of total cost or \$60.00, whichever is greater.

### Please note

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- If Labor order is cancelled within 24 hours of scheduled services, total charges will be assessed.

Is Labor for assembling sign for hanging?	YES	NO
Is Labor for laying your own carpet?	YES	NO

## Installation

Your Supervisor's name: Cell phone #:				ExpoSupervision?	YES	NO
Date	Start Time	Numbre of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

## Dismantle

Your Supervisor's name: Cell phone #:				Expo supervision?	YES	NO
Date	Start Time	Numbre of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Please complete this section if you have chosen EXPO to supervise your installation and/or dismantling.

### Set up information for installation

Please check all that apply and provide information where requested:

Booth Size:	X	
Forklift required:	YES	NO
Carpet is?	OWNED	RENTED FROM EXPO
Carpet padding?	YES	NO
Drawings	FAXED TO EXPO	SHIPPED W/EXHIBIT CRATES

### Electrical Information

Electrical should go under the carpet( diagram is attached)  
Electrical drawings are attached  
Electrical drawings are with exhibit in crate number  
Electrical drawings were sent to the official contractor

### Services you have ordered (please check all that apply)

Electrical Booth	Furniture
Cleaning	Telephone/ Internet
A/V Equipment	

### Inbound Freight Information

Carrier Company Name:  
# of pieces: Weight of shipment  
is Shipment?: Crated Uncrated  
Tracking/Pro#: Estimated arrival date:  
Shipment to arrive at: Warehouse Show site

### Inbound Freight Information

Carrier Company Name:  
Delivery Shipment to:  
Address:  
City-State-Zip:  
Type of service (air, vanline, ground, etc)  
If for any reason your shipment is not picked up by your carrier, please choose one of the following options.  
(Initial beside preferred option)  
Force Freight through EXPO'S preferred carrier:  
Send shipment back to EXPO warehouse: (\$50.00 min. fee.)

Company Name:

Booth #:

Please return via fax along with payment policy form 305-751-1298 or email to [info@expocci.com](mailto:info@expocci.com)

ALL ORDERS CAN ALSO BE PLACED THROUGH OUR SECURE  
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Discount deadline:  
March 8, 2024

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## Cleaning Form

*PLEASE INDICATE THE SERVICES NEEDED*

All rates Based on Gross Booth/Display Area, 100 square feet Minimum.

**Food service Cleaning is Mandatory every 2 hours when you serve food in your booth.**

### Booth Sanitizing Wipe Down

CHECK IF NEEDED	Rate Sq. Ft.	Booth Size Sq. Ft.	# Days (# days needed)	Total Due
	\$ 0.77			

Specify Dates Needed:

### Carpet Vacuuming

CHECK IF NEEDED	Rate Sq. Ft.	Booth Size Sq. Ft.	# Days (# days needed)	Total Due
	\$ 0.77			

Specify Dates Needed:

### Porter Service - Trash Removal [2 hour intervals]

CHECK IF NEEDED	# of Booths	Rate	Times per Day	# Days (# days needed)	Total Due
	1 - 5 Booths	\$ 77.50			
	6 - 15 Booths	\$ 95.50			

Specify Dates Needed:

### Exhibit Cleaning

CHECK IF NEEDED	# of Days	Rate	Specify Date Needed	Total Due
	Daily	\$ 43.50		
	1 Time Only	\$ 57.00		

Specify Dates Needed:

Company Name:

Contact Name:

Email:

Fax:

Amount	0
7.5% TAX	
Amount Due	

Booth #:

Phone:

NEED ANYTHING?

Phone: 305-751-1234

| Fax: 305-751-1298

Please return via fax along with payment policy form 305-751-1298 or email to [info@expocci.com](mailto:info@expocci.com)

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## Non-Official Contractor

For Exhibitors intending to use a third party contractor for any services including payment, its own labor or contract for such services separately from EXPO, please read the following restrictions, requirements, and restraints. A non-official service contractor is any company, other than the designated official contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the Show. Use of a non-official contractor who requires any of the following services is not permitted: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering. NOTE: A valid and current copy of Exhibitor's contractor's Certificate of Insurance naming **Expo Convention Contractors, 2024 Preparedness Summit Show and The Cleveland Convention Center** as "Additionally Insured" must accompany this document. If these documents are not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction. Insurance minimum limits/requirements are:

(a) Commercial liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations and independent contractors. (b) Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles, including loading and unloading hazards. (c) Workers' compensation and employer's liability coverage as required by Florida Statute.

### Note:

Complete this form only if your company is using a Service Contractor other than EXPO Convention Contractors, Inc. to pay for services, unpack, erect, assemble, dismantle or pack your display. The local union claims jurisdiction over the erection, dismantling, repair and building of all exhibits. If using another service contractor they must use the local union labor either through their own contract or direct hire through Expo Convention Contractors.

### PLEASE COMPLETE

(Exhibiting Company Name)

(EAC Company Name)

Will indemnify and hold harmless EXPO Contractors, from and against any bodily injury or property damage liability claims, judgments, damages, costs or expense, including reasonable attorney fees, arising out of or occasioned by the operations performed by except for occurrences or accidents caused by the sole negligence of EXPO Convention Contractors, or for occurrences or accidents by any other party.

Exhibiting Company name:

Booth #:

Address:

City:

State:

Country:

Zip:

Telephone:

Fax:

Authorized On-Site Representative:

Cell Phone:

(Please Print)

Name of service firm:

Address:

Contact name:

Email Address:

Telephone:

On-site Cell Phone:

Authorized On-Site Supervisor:

### Note:

This form must be returned with a valid and current Certificate of Insurance naming EXPO Convention Contractors Inc., Show Management and Show Location from above as "Additionally Insured" by **March 18, 2024**

The COI Must have ALL Additionally Insured named, Exhibitor Name and Booth # (see Sample COI for reference).

**Labor Source**

EXPO LABOR

Local Union Direct  
Contract

Other

Please return via fax along with payment policy form 305-751-1298 or email to [info@expocci.com](mailto:info@expocci.com)

ALL ORDERS CAN ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:  
March 8, 2024





**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00 MED EXP (Any one person) \$ 1,000,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 1,000,000.00 PRODUCTS - COMP/OP AGG \$ 1,000,000.00 \$	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ 1,000,000.00 AGGREGATE \$ 1,000,000.00 \$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additionally Insured: EXPO Convention Contractors, Inc., Show Management  
Proper Name from Non-Official Form and Location.

Exhibiting Company Name and Booth #.

## CANCELLATION

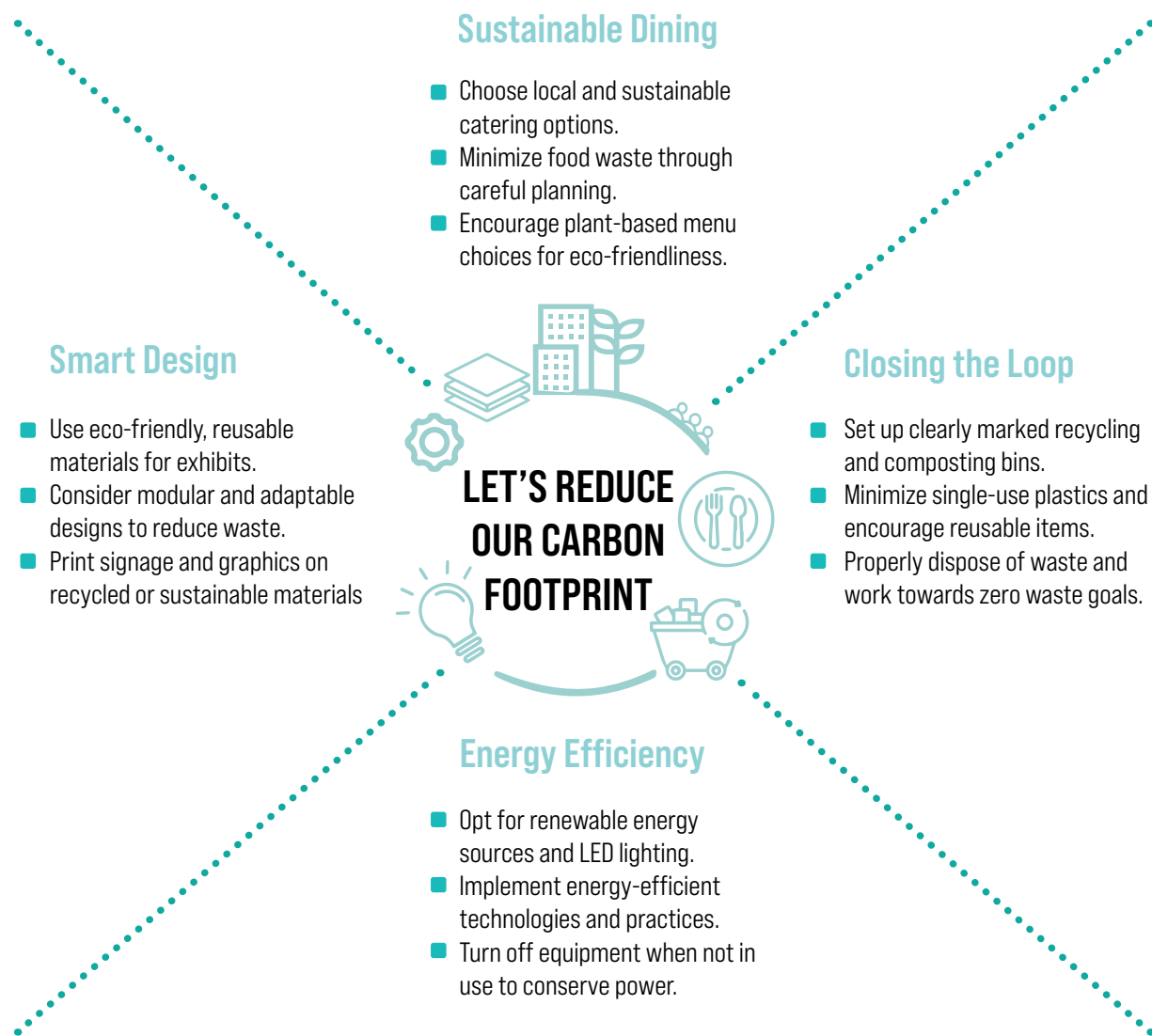
<p>Expo Convention Contractors, Inc.  15959 NW 15th Avenue  Miami, Florida 33169</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>
	<p>AUTHORIZED REPRESENTATIVE</p>

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## Sustainability Awareness

LET'S MAKE OUR IMPACT EVEN GREATER.

Our work generates numerous social and economic impacts as we foster connections, drive innovation, facilitate learning, and introduce new opportunities to our world. It is now our responsibility to **promote a sustainable industry** through collective action.



NEED

**A CUSTOM  
BOOTH?**

click here

NEED

**SHIPPING  
TO AND FROM  
A TRADESHOW?**

**e**LOGISTICS

click here

NEED ANYTHING?

Phone: 305-751-1234  
| Fax: 305-751-1298

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**A CUSTOM  
BOOTH?**

click here

NEED  
**SHIPPING  
TO AND FROM  
A TRADESHOW?**



click here

NEED ANYTHING?

Phone: 305-751-1234  
| Fax: 305-751-1298

## West Coast Area Work Rules and Union Regulations

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

### *DECORATORS UNION*

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

### *TEAMSTER UNION*

The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

EXPO is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

### *ELECTRICAL UNION*

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208 volt & higher services, panels, motors and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand labor used in the exhibit area will be supplied through EXPO with exception of their company representative/supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

### *SAFETY*

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. EXPO is not responsible for injuries cause by improper use of furniture.

### *TIPPING*

We request that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when union employees have fifteen minute paid breaks. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

### *EXPO HOLD HARMLESS AGREEMENT/ VEHICLE SPOTTING*

The Association and Exhibitor will hold harmless Expo Convention Contractors, Inc. for any damage or injury resulting from vehicle spotting. Damage or injury to vehicle/Driver/3rd Party Personnel/Display.

**IN GENERAL:** Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to an Expo Convention Contractors, Inc. management representative.

ALL ORDERS CAN ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)



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Specialty Furnishings Order Form

Please complete the following

Qty	Item	Description	Pice	Total

Check or credit card must accompany order.

25% cancellation will be applied if cancelled 7 days prior to event opening.  
100% cancellation will be applied if canceled 3 days prior to delivery.  
All show site orders are subject to a 30% Late Fee.

Amount	
7.5% TAX	
Amount Due	

Thank you for your order!

Company Name:  
Contact Name:  
Phone #:

Booth #:  
Email:  
Mobile:

Please return via fax along with payment policy form 305-751-1298 or email to [info@expocci.com](mailto:info@expocci.com)

ALL ORDERS CAN ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:  
March 8, 2024

NEED  
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BOOTH?

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NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?



click here

NEED ANYTHING?

Phone: 305-751-1234  
| Fax: 305-751-1298



**expo**  
convention  
contractors

SPECIALTY FURNISHINGS

2024

**TRADESHOW  
FURNISHINGS  
CATALOG**

2024 SPECIALTY FURNISHINGS PRICE LIST

# BLANC

Bright White Leather



**Blanc Sofa**  
75"W x 35"D x 35"H  
Item #18228-0847  
Advance Price: \$1,127.25  
Standard Price: \$1,409.00



**Blanc Loveseat**  
54"W x 35"D x 35"H  
Item #18167-0614  
Advance Price: \$1,076.00  
Standard Price: \$1,345.00



**Blanc Chair**  
33"W x 35"D x 35"D  
Item #18284-0834  
Advance Price: \$899.00  
Standard Price: \$1,123.75



**Blanc Bench Ottoman**  
48"W x 24"D x 18"H  
Item #18024-0072  
Advance Price: \$540.00  
Standard Price: \$675.00



**Blanc Cube Ottoman**  
17"Square x 17"H  
Item #18184-0274  
Advance Price: \$189.00  
Standard Price: \$236.25

# FUNCTION

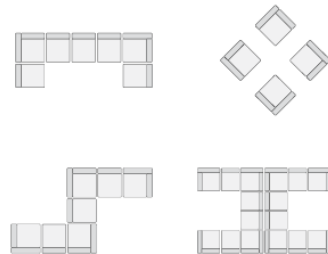
Modular Seating Collection  
White Leather



**Function Armless Chair**  
28" Square x 29"H  
Item #18284-0554  
Advance Price: \$575.25  
Standard Price: \$719.00



**Function Corner**  
28"Square x 29"H  
Item #18066-0016  
Advance Price: \$618.25  
Standard Price: \$773.00



## CONTINENTAL

Modular Seating Collection  
White Leather



**Continental Curved Loveseat**  
82"W x 34"D x 31"H  
Item #18303-0006  
Advance Price: \$1,111.00  
Standard Price: \$1,388.75



**Continental Reverse Curved Loveseat**  
72"W x 34"D x 31"H  
Item #18304-0002  
Advance Price: \$1,076.00  
Standard Price: \$1,345.00



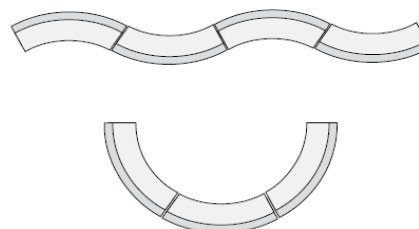
**Continental Curved Bench**  
70"W x 26"D x 19"H  
Item #18184-0283  
Advance Price: \$564.25  
Standard Price: \$705.25



**Continental Wedge Ottoman**  
30"W x 34"D x 19"H  
Item #18296-0006  
Advance Price: \$478.00  
Standard Price: \$597.50



**Continental Half Moon Ottoman**  
33"W x 19"D x 19"H  
Item #18184-0284  
Advance Price: \$478.00  
Standard Price: \$597.50



## SOPHISTICATION

Modular Seating Collection  
White Leather



**Sophistication Sofa**  
72"W x 31"D x 48"H  
Item #18228-0674  
Advance Price: \$1,111.00  
Standard Price: \$1,388.75



**Sophistication Loveseat**  
48"W x 31"D x 48"H  
Item #18167-0466  
Advance Price: \$750.75  
Standard Price: \$938.50



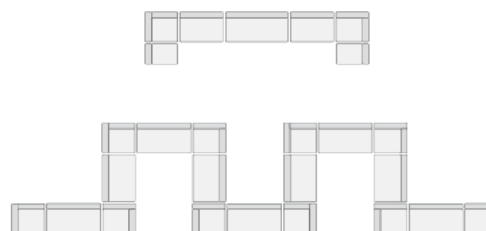
**Sophistication Chair**  
24"W x 31"D x 48"H  
Item #18284-0563  
Advance Price: \$564.25  
Standard Price: \$705.25



**Sophistication Corner**  
31"Square x 48"H  
Item #18066-0017  
Advance Price: \$564.25  
Standard Price: \$705.25



**Sophistication Ottoman**  
31"Square x 19"H  
Item #18184-0130  
Advance Price: \$424.00  
Standard Price: \$530.00





## BOCA

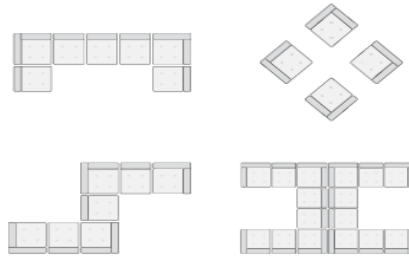
Modular Seating Collection  
Black Leather



**Boca Armless Chair**  
22"W x 27"D x 30"H  
Item #18284-0786  
Advance Price: \$575.25  
Standard Price: \$719.00



**Boca Corner**  
27"W x 27"D x 30"H  
Item #18066-0026  
Advance Price: \$618.25  
Standard Price: \$773.00



## METRO

Black Leather



**Metro Sofa**  
85"W x 35"D x 35"H  
Item #18228-0602  
Advance Price: \$926.25  
Standard Price: \$1,157.75



**Metro Loveseat**  
60"W x 35"D x 35"H  
Item #18167-0467  
Advance Price: \$892.50  
Standard Price: \$1,115.75



**Metro Chair**  
35"Square x 35"H  
Item #18284-0482  
Advance Price: \$696.50  
Standard Price: \$870.75



**Metro Bench Ottoman**  
60"W x 24"D x 17"H  
Item #18024-0008  
Advance Price: \$478.00  
Standard Price: \$597.50



**Metro Square Ottoman**  
40"Square x 17"H  
Item #18184-0179  
Advance Price: \$478.00  
Standard Price: \$597.50



**Metro Cube Ottoman**  
18"Square x 18"H  
Item #18184-0128  
Advance Price: \$189.00  
Standard Price: \$236.25

## SUAVE MIDNIGHT

Midnight Suede



**Suave Midnight Sofa**  
77"W x 36"D x 33"H  
Item #18228-0085  
Advance Price: \$811.25  
Standard Price: \$1,014.00



**Suave Midnight Loveseat**  
54"W x 36"D x 33"H  
Item #18167-0069  
Advance Price: \$704.75  
Standard Price: \$881.00



**Suave Midnight Chair**  
32"W x 36"D x 33"H  
Item #18284-0151  
Advance Price: \$529.25  
Standard Price: \$661.50

## GRAMMERCY

Modular Seating Collection  
Charcoal Leather



**Grammery Sofa**  
82"W x 36"D x 36"H  
Item #18228-0605  
Advance Price: \$1,031.50  
Standard Price: \$1,289.50



**Grammery Loveseat**  
57"W x 36"D x 36"H  
Item #18167-0469  
Advance Price: \$899.25  
Standard Price: \$1,124.00



**Grammery Chair**  
28"W x 36"D x 36"H  
Item #18284-0485  
Advance Price: \$575.25  
Standard Price: \$776.50



**Grammery Corner**  
36"Square x 36"H  
Item #18066-0015  
Advance Price: \$661.50  
Standard Price: \$827.00



**Grammery Square Ottoman**  
40"Square x 17"H  
Item #18184-0033  
Advance Price: \$478.00  
Standard Price: \$597.50



**Grammery Round Ottoman**  
46"Round x 17"H  
Item #18184-0036  
Advance Price: \$478.00  
Standard Price: \$597.50

## MONTANA MOCHA

Mocha Tan Fabric



**Montana Mocha Sofa**  
79"W x 35"D x 34"H  
Item #18228-0784  
Advance Price: \$872.25  
Standard Price: \$1,090.25



**Montana Mocha Loveseat**  
57"W x 35"D x 34"H  
Item #18167-0573  
Advance Price: \$766.75  
Standard Price: \$958.50



**Montana Mocha Chair**  
35"Square x 34"H  
Item #18284-0704  
Advance Price: \$591.50  
Standard Price: \$739.50

## CHANDLER

Red Leather



**Chandler Sofa**  
76"W x 37"D x 35"H  
Item #18228-0795  
Advance Price: \$926.25  
Standard Price: \$1,157.75



**Chandler Loveseat**  
53"W x 37"D x 35"H  
Item #18167-0581  
Advance Price: \$892.50  
Standard Price: \$1,115.50



**Chandler Chair**  
31"W x 37"D x 35"H  
Item #18284-0717  
Advance Price: \$696.50  
Standard Price: \$870.75



**Chandler Bench Ottoman**  
60"W x 24"D x 17"H  
Item #18024-0062  
Advance Price: \$478.00  
Standard Price: \$597.50

## EVOKE



**Evoke Sofa**  
81"W x 35"D x 27"H  
Item #13229-0007  
Advance Price: \$1,400.00  
Standard Price: \$1,750.00



**Evoke Chair**  
33"W x 35"D x 27"H  
Item #13041-0015  
Advance Price: \$750.75  
Standard Price: \$938.50



**Evoke Cocktail Table**  
48"W x 24"D x 18"H  
Item #13054-0011  
Advance Price: \$478.00  
Standard Price: \$597.50



**Evoke Cube Ottoman**  
18"Square x 18"H  
Item #13110-0008  
Advance Price: \$301.00  
Standard Price: \$376.25



**Evoke End Table**  
24"W x 28"D x 25"H  
Item #13110-0009  
Advance Price: \$424.00  
Standard Price: \$530.00

## NIKO

Grey Microfiber



**Niko Sofa**  
81"W x 30"D x 38"H  
Item #18228-0858  
Advance Price: \$1,146.25  
Standard Price: \$1,432.75



**Niko Loveseat**  
58"W x 30"D x 38"H  
Item #18167-0622  
Advance Price: \$1,047.50  
Standard Price: \$1,309.50



**Niko Chair**  
31"W x 30"D x 38"H  
Item #18284-0856  
Advance Price: \$872.25  
Standard Price: \$1,090.25

# STAGE CHAIRS



**Midnight Stage Chair**  
Midnight Microfiber  
25"W x 26"D x 37"H  
Item #18284-0478  
Advance Price: \$345.75  
Standard Price: \$432.25



**Chamois Stage Chair**  
Beige Microfiber  
25"W x 26"D x 37"H  
Item #18284-0807  
Advance Price: \$345.75  
Standard Price: \$432.25



**Buckskin Stage Chair**  
Tan Microfiber  
25"W x 26"D x 37"H  
Item #18284-0476  
Advance Price: \$345.75  
Standard Price: \$432.25



**Empire Chair**  
Leather  
28"W x 32"D x 32"H  
Item #18284-0621 (black)  
Item #18284-0564 (white)  
Advance Price: \$618.25  
Standard Price: \$772.75



**Monarch Chair**  
Bright White Leather  
28"Square x 30"H  
Item #18284-0785  
Advance Price: \$396.00  
Standard Price: \$495.00

## OTTOMANS



**Essentials Storage Ottoman**  
48"W x 24"D x 20"H  
Item #18184-0192  
Advance Price: \$661.50  
Standard Price: \$827.00



**Grammercy Banquette**  
60"Round x 19"H (2 pieces)  
Item #18011-0010  
Advance Price: \$1,400.00  
Standard Price: \$1,750.00



**Essentials Banquette High Top**  
60"Round x 48"H (2 pieces)  
Item #18011-0011  
Advance Price: \$1,400.00  
Standard Price: \$1,750.00



**Essentials Turning Bed**  
96"W x 48"D x 36"H (2 pieces)  
Item #02082-0032  
Advance Price: \$1,682.25  
Standard Price: \$2,102.75

## BANQUETTES

## TURNING BEDS

# STOOLS



**Criss Cross Stool**  
15"W x 19"D x 41"H  
Item #05237-0038 (espresso)  
Item #05237-0039 (white)  
Advance Price: \$317.25  
Standard Price: \$396.50



**Colin Stool**  
20"W x 19"D x 46"H  
Item #05237-0305  
Advance Price: \$266.00  
Standard Price: \$332.50



**Hourglass Stool**  
18"W x 20"D x 43"H  
Item #05237-0270 (black)  
Item #05237-0271 (white)  
Advance Price: \$328.00  
Standard Price: \$410.00



**Euro Bar Stool**  
22"W x 24"D x 42"H  
Item #05237-0270  
Advance Price: \$301.00  
Standard Price: \$376.25



**Clara Stool**  
17"W x 21"D x 41"H  
Item #05237-0298  
Advance Price: \$317.25  
Standard Price: \$396.50



**Marcus Bar Stool**  
17"W (at base) x 29"H  
Item #05237-0215  
Advance Price: \$240.50  
Standard Price: \$300.75



**Vienna Stool**  
17" Square x 39"H  
Item #05237-0264 (Gray)  
Item #05237-0263 (Orange)  
Item #05237-0262 (Teal)  
Advance Price: \$353.75  
Standard Price: \$442.25



**Black Milo Bar Stool**  
Item #99-05237-01



**California Wine Milo Bar Stool**  
Item #99-05237-02



**Chartreuse Milo Bar Stool**  
Item #99-05237-06



**Chocolate Milo Bar Stool**  
Item #99-05237-04



**Jade Milo Bar Stool**  
Item #99-05237-05



**Victory Blue Milo Bar Stool**  
item #99-05237-06



**White Milo Bar Stool**  
Item #99-05237-06

**Milo Bar Stool**  
20"W x 21"D x 41"H  
Advance Price: \$301.00  
Standard Price: \$376.25

# CAFÉ TABLES



**Red Spectrum Café Table**  
24"Square x 30"H  
Item #05036-0033  
Advance Price: \$363.25  
Standard Price: \$454.00



**Blue Spectrum Café Table**  
24"Square x 30"H  
Item #05036-0034  
Advance Price: \$363.25  
Standard Price: \$454.00



**Purple Spectrum Café Table**  
24"Square x 30"H  
Item #05036-0035  
Advance Price: \$363.25  
Standard Price: \$454.00



**Green Spectrum Café Table**  
24"Square x 30"H  
Item #05036-0036  
Advance Price: \$363.25  
Standard Price: \$454.00



**Fuze Café Table**  
36"Square x 30"H  
Item #05036-0039  
Advance Price: \$379.25  
Standard Price: \$474.00



**Blanco Square Café Table**  
White/Chrome  
24"Square x 30"H  
Item #05036-0008  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aspen Dining Table**  
White/Brushed Steel  
72"W x 30"D x 30"H  
Item #05090-0001  
Advance Price: \$802.00  
Standard Price: \$1,002.50



**Brio Dining Table**  
Reclaimed Grey Stone  
Finish/Brushed Bronze  
26"W x 48"D x 30"H  
Item #05088-0505  
Advance Price: \$1,076.00  
Standard Price: \$1,345.00



**Euro Café Table**  
Black/Black  
30"Round x 30"H  
Item #99-05036-01  
Advance Price: \$336.25  
Standard Price: \$420.25

**Euro Café Table**  
Black/Black  
36"Round x 30"H  
Item #99-05036-02  
Advance Price: \$345.75  
Standard Price: \$432.25



**Park Ave Café Table**  
Maple/Chrome  
30"Round x 30"H  
Item #99-05036-07  
Advance Price: \$336.25  
Standard Price: \$420.25

**Park Ave Café Table**  
Maple/Chrome  
36"Round x 30"H  
Item #99-05036-08  
Advance Price: \$345.75  
Standard Price: \$432.25



**City Café Table**  
Maple/Black  
30"Round x 30"H  
Item #99-05036-14  
Advance Price: \$336.25  
Standard Price: \$420.25

**City Café Table**  
Maple/Black  
36"Round x 30"H  
Item #99-05036-15  
Advance Price: \$345.75  
Standard Price: \$432.25

# BAR TABLES



**Fuze Bar Table**  
36"Square x 42"H  
Item #99-05245-22  
Advance Price: \$379.25  
Standard Price: \$474.00



**Blanco Square Bar Table**  
White/Chrome  
24"Square x 42"H  
Item #99-05245-12  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aspen Bar Table - White**  
72"W x 26"D x 42"H  
Item #05204-0001  
Advance Price: \$934.25  
Standard Price: \$1,168.00



**Red Spectrum Bar Table**  
24"Square x 42"H  
Item #99-05245-20  
Advance Price: \$400.00  
Standard Price: \$495.00



**Blue Spectrum Bar Table**  
24"Square x 42"H  
Item #99-05245-21  
Advance Price: \$400.00  
Standard Price: \$495.00



**Purple Spectrum Bar Table**  
24"Square x 42"H  
Item #99-05245-18  
Advance Price: \$400.00  
Standard Price: \$495.00



**Green Spectrum Bar Table**  
24"Square x 42"H  
Item #99-05245-19  
Advance Price: \$400.00  
Standard Price: \$495.00



**Park Ave Bar Table**  
Maple/Chrome  
30" Round x 42"H  
Item #99-05245-07  
Advance Price: \$336.25  
Standard Price: \$420.25

**Park Ave Bar Table**  
Maple/Chrome  
36" Round x 42"H  
Item #99-05245-08  
Advance Price: \$345.75  
Standard Price: \$432.25



**City Bar Table**  
Maple/Black  
30" Round x 42"H  
Item #99-05245-14  
Advance Price: \$336.25  
Standard Price: \$420.25

**City Bar Table**  
Maple/Black  
36" Round x 42"H  
Item #99-05245-15  
Advance Price: \$345.75  
Standard Price: \$432.25



**Euro Bar Table**  
Black/Black  
36"Round x 42"H  
Item #99-05245-02  
Advance Price: \$345.75  
Standard Price: \$432.25



**Zinc Bar Table**  
24" Round x 42"H  
Item #05202-0049  
Advance Price: \$503.50  
Standard Price: \$629.50



## COCKTAIL TABLES



**Tribeca Cocktail Table**  
48"W x 28"D x 19"H  
Item #12055-0008  
Advance Price: \$353.75  
Standard Price: \$442.25



**Novel Cocktail Table**  
46"W x 15"D x 16"H  
Item #18024-0011  
Advance Price: \$478.00  
Standard Price: \$597.50



**Fuze Cocktail Table**  
40"Square x 16"H  
Item #12055-0453  
Advance Price: \$407.75  
Standard Price: \$509.75



**Cube Cocktail Table**  
24"Square x 16"H  
Item #12055-0285 (black)  
Item #12055-0286 (white)  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria Cocktail Table Red**  
44"W x 20"D x 18"H  
Item #99-12050-05  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table Green**  
44"W x 20"D x 18"H  
Item #99-12050-03  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table Blue**  
44"W x 20"D x 18"H  
Item #99-12050-06  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table Purple**  
44"W x 20"D x 18"H  
Item #99-12050-04  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table White**  
44"W x 20"D x 18"H  
Item #99-12050-01  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table Charcoal**  
44"W x 20"D x 18"H  
Item #99-12050-02  
Advance Price: \$353.75  
Standard Price: \$442.25

## END TABLES



**Tribeca End Table**  
24"W x 28"D x 22"H  
Item #12107-0008  
Advance Price: \$336.25  
Standard Price: \$420.25



**Novel End Table**  
15"Square x 16"H  
Item #18024-0010  
Advance Price: \$424.00  
Standard Price: \$530.00



**Fuze End Table**  
24"Square x 23"H  
Item #12107-0512  
Advance Price: \$363.25  
Standard Price: \$454.00



**Cube End Table**  
24"Square x 21"H  
Item #12107-0296 (black) Item #12107-0297 (white)  
Advance Price: \$345.75  
Standard Price: \$432.25



**Aria End Table Red**  
24"W x 20"D x 22"H  
Item #99-12304-05  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table Green**  
24"W x 20"D x 22"H  
Item #99-12304-03  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table Blue**  
24"W x 20"D x 22"H  
Item #99-12304-06  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table Purple**  
24"W x 20"D x 22"H  
Item #12304-0007  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table White**  
24"W x 20"D x 22"H  
Item #12304-0002  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table Charcoal**  
24"W x 20"D x 22"H  
Item #12304-0001  
Advance Price: \$336.25  
Standard Price: \$420.25

# CHARGED



**Essentials Turning Bed - Charged**  
96"W x 48"D x 25"H  
Item #22100-0001  
Advance Price: \$1,865.75  
Standard Price: \$2,332.25  
\*Exhibitor responsible for power source.



**Boca Armless Chair - Charged**  
22"W x 27"D x 30"H  
Item #22050-0001  
Advance Price: \$652.00  
Standard Price: \$815.00  
\*Exhibitor responsible for power source.



**Boca Corner - Charged**  
27"W x 27"D x 30"H  
Item #22051-0001  
Advance Price: \$704.75  
Standard Price: \$881.00  
\*Exhibitor responsible for power source.



**Conference Table White - Charged**  
96"W x 43"D x 30"H  
Item #22200-0001  
Advance Price: \$1,470.25  
Standard Price: \$1,838.00  
\*Exhibitor responsible for power source.



**Aspen Cocktail Table - Charged**  
48"W x 24"D x 18"H  
Item #22002-0002  
Advance Price: \$618.25  
Standard Price: \$773.00  
\*Exhibitor responsible for power source.



**Aspen Bar Table - Charged**  
72"W x 26"D x 42"H  
Item #22001-0001  
Advance Price: \$1,092.25  
Standard Price: \$1,363.25  
\*Exhibitor responsible for power source.



**Patrice Tablet Chair - Charged**  
28"W x 31"D x 31"H  
Item #18284-0861  
Advance Price: \$680.50  
Standard Price: \$850.75  
\*Exhibitor responsible for power source.



**Lincoln Bench - Charged**  
59"W x 39"D x 17"H  
Item #22052-0001  
Advance Price: \$1,031.50  
Standard Price: \$1,289.50  
\*Exhibitor responsible for power source.

## BARS



**VIP Glow Bar 4\***  
48"W x 24"D x 42"H (Bar)  
13"D x 18"H (Shelf)  
Item #05012-0075  
Advance Price: \$1,031.50  
Standard Price: \$1,289.25



**VIP Glow Bar 6\***  
72"W x 24"D x 42"H (Bar)  
13"D x 18"H (Shelf)  
Item #05012-0076  
Advance Price: \$1,224.50  
Standard Price: \$1,530.75



**Bar**  
48"W x 16"D x 42"H (Bar)  
Item #05012-0054 - White  
Item #05012-0053 - Black  
Advance Price: \$564.25  
Standard Price: \$705.25

\*VIP Glow Bars - Frosted Plexi with Built-in Wireless LED Kit

## CUBE OTTOMANS



■ Cherry



■ Cromwell



■ Grape



■ Lemon



■ Lime



■ Mango

### Rubix Cube Ottomans 18"Square x 18"H

- Cherry  
Item #18184-0294
- Cromwell  
Item #18184-0295
- Mango  
Item #18184-0298
- Grape  
Item #18184-0296
- Lemon  
Item #18184-0293
- Lime  
Item #18184-0297

Advance Price: \$193.00  
Standard Price: \$241.25

## PEDESTALS



### Display Pedestals 42"

14"Square x 42"H  
Item #12091-0030 (white)  
Item #12091-0023 (black)  
Advance Price: \$460.50  
Standard Price: \$575.75

24"Square x 42"H  
Item #12091-0004 (black)  
Advance Price: \$557.50  
Standard Price: \$697.00

18"Square x 42"H  
Item #12091-0002 (black)  
Advance Price: \$513.00  
Standard Price: \$641.25



### Display Pedestals 36"

14"Square x 36"H  
Item #12091-0031 (white)  
Item #12091-0024 (black)  
Advance Price: \$390.25  
Standard Price: \$488.00

24"Square x 36"H  
Item #12091-0033 (white)  
Item #12091-0034 (black)  
Advance Price: \$557.50  
Standard Price: \$697.00



### Display Pedestals 30"

14"Square x 30"H  
Item #12091-0032 (white)  
Item #12091-0025 (black)  
Advance Price: \$363.25  
Standard Price: \$454.00

24"Square x 30"H  
Item #12091-0003 (black)  
Advance Price: \$529.25  
Standard Price: \$661.50

18"Square x 30"H  
Item #12091-0001 (black)  
Advance Price: \$372.50  
Standard Price: \$465.75

## OFFICE SEATING



**Tamiri Hi-Back Leather Chair**  
25"W x 27"D x 45"H  
Item #14136-0002  
Advance Price: \$424.00  
Standard Price: \$530.00



**Tamiri Mid-Back Leather Chair**  
27"Square x 39"H  
Item #14176-0007  
Advance Price: \$372.50  
Standard Price: \$465.75



**Tamiri Guest Leather Chair**  
25"W x 26"D x 37"H  
Item #14128-0002  
Advance Price: \$345.75  
Standard Price: \$432.25



**Accord Leather Chair**  
25"Square x 37"H  
Item #14136-0081 (Black)  
Item #14136-0010 (White)  
Advance Price: \$529.25  
Standard Price: \$661.50



**Goal Task Chair**  
25"Square x 39"H  
Item #14250-0013  
Advance Price: \$283.50  
Standard Price: \$354.50



**Goal Task Chair Armless**  
21"W x 25"D x 39"H  
Item #14250-0014  
Advance Price: \$258.00  
Standard Price: \$322.50



**Goal Drafting Stool**  
25"W x 24"D x 48"H  
Item #14307-0003  
Advance Price: \$301.00  
Standard Price: \$376.25



**Goal Drafting Stool Armless**  
21"W x 24"D x 48"H  
Item #14307-0004  
Advance Price: \$283.50  
Standard Price: \$354.50

## CONFERENCE TABLES



**42"Round Conference Table**  
42"Round x 29"H  
Item #14062-0105 (Black)  
Item #14062-0106 (Mahogany)  
Advance Price: \$468.50  
Standard Price: \$585.75



**Command 6' Conference Table**  
72"W x 36"D x 31"H  
Item #14062-0300 (White)  
Item #14062-0297 (Black)  
Item #14062-0303 (Sirona)  
Advance Price: \$837.00  
Standard Price: \$1,046.25



**Command 8' Conference Table**  
96"W x 48"D x 31"H  
Item #14062-0301 (White)  
Item #14062-0298 (Black)  
Item #14062-0304 (Sirona)  
Advance Price: \$899.00  
Standard Price: \$1,123.75



**Command 10' Conference Table**  
120"W x 48"D x 31"H  
Item #14062-0302 (White)  
Item #14062-0299 (Black)  
Item #14062-0305 (Sirona)  
Advance Price: \$1,031.50  
Standard Price: \$1,289.50

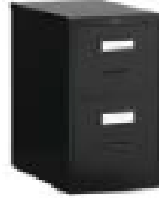
## OFFICE FURNITURE



**Computer Kiosk**  
*24"Square x 42"H*  
Item #14309-0001 (Black)  
Item #14179-0005 (White)  
Advance Price: \$688.50  
Standard Price: \$860.75



**2 Drawer Letter Size File**  
*15"W x 25"D x 29"H*  
Item #14148-0001  
Advance Price: \$232.25  
Standard Price: \$290.50



**2 Drawer Legal Size File**  
*18"W x 25"D x 29"H*  
Item #14147-0001  
Advance Price: \$301.00  
Standard Price: \$376.25



**2 Drawer Lateral File**  
*36"W x 18"D x 27"H*  
Item #14143-0006  
Advance Price: \$310.50  
Standard Price: \$388.25

## MISCELLANEOUS ITEMS



**Alto Literature Rack - Black**  
*11"W x 10"D x 57"H*  
Item #14308-0005  
Advance Price: \$275.00  
Standard Price: \$343.75



**Nero Literature Rack - Black**  
*15"W x 12"D x 54"H*  
Item #14308-0009  
Advance Price: \$275.00  
Standard Price: \$343.75



**Argento Literature Rack**  
*15"W x 12"D x 54"H*  
Item #14308-0010  
Advance Price: \$275.00  
Standard Price: \$343.75





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### CONTACT INFO

COMPANY NAME

CONTACT NAME

PHONE NUMBER

E-MAIL

SHOW NAME

PICKUP ADDRESS

BUSINESS HOURS

### INSTRUCTIONS

Please fill out this area of the form to the best of your knowledge in regards to your company's pick-up/destination address. This section does not pertain to the tradeshow advance or direct shipping address.

Is there a Loading Dock? ☒ YES ☐ NO

Residential Area? ☐ YES ☐ NO

Does the driver need to go in the Building? ☐ YES ☐ NO

Does the driver need to go in elevator? ☐ YES ☐ NO

PICK UP LOCATION ☐ Office ☐ Dock ☐ Other

Our service is a 5-7 business day ground shipping service only, Monday-Friday

High Cost Delivery Areas: NYC - Special Rates May Apply CA - Surcharge Applies

### PICKUP DATE

DATE SHIPMENT MUST ARRIVE AT DESTINATION

NUMBER OF PIECES

Type of Shipment ☐ Pallet / Skid ☐ Fiber Case ☒ Carton

☐ Crate ☐ Other

Dimensions

Aprox. Weight

### DESTINATION ADDRESS

SHOW NAME

BOOTH #

COMPANY NAME

ADDRESS

SIGNATURE

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