



Exhibitor Service Manual

Expo Convention Contractors, Inc. has been chosen as the Official Service Contractor for the **NACCHO 360**. 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 a 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 June 30, 2023.**
- ◆ 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.

PAGE

DEADLINE DATE TO RECEIVE DISCOUNTED RATES:**SCHEDULE:****EXHIBITOR MOVE-IN:****EXHIBIT HOURS:****EXHIBITOR MOVE-OUT:****REROUTE FREIGHT:**

MOVE-OUT NOTE: All carriers must check-in no later than **4:00pm on Wednesday, July 12, 2023 at Sheraton Denver Downtown, 1550 Court Place, Denver, CO 80202.**

All freight must be labeled and a Bill of Lading filled out and returned to the Expo service desk before leaving the show floor. Any exhibitors without a credit card on file will be rerouted through our house carrier eLogistics.

If your carrier does not check-in by 4:00pm your freight will be rerouted through our preferred carrier eLogistics.

Any exhibitors without a credit card on file freight will be rerouted and held until paid in full.

BOOTH EQUIPMENT:

Each 10' x10' booth area will be provided with an 8' background drape, 3' high side drape, one 6' skirted table, two chairs, one wastebasket booth identification sign (7" x 44").

SHOW COLORS:

Back Drape:

Side Drape:

Table Drape:

CARPET COLOR:

The booth area has multicolor ballroom carpet. You may carpet your booth area in any offered color, please see our enclosed Carpeting form for color selection and pricing.

ADVANCE WAREHOUSE SHIPMENT:

Materials should be shipped to arrive at our warehouse beginning **June 9, 2023 but NO LATER THAN June 30, 2023.**

Freight received before or after these dates will incur a 25% early/late handling fee.

Your Company Name and Booth #

See our Shipping & Drayage form for complete details.

Please note Materials must be picked up at **Sheraton Denver Downtown, 1550 Court Place, Denver, CO 80202, Wednesday, July 17, 2023**, carrier check-in by 4:00pm or the freight will be rerouted through our preferred carrier eLogistics.

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.

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

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:	Country:
Phone:		Email:	
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.

DISCOUNT DEADLINE:

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, Inc., Inc. 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."

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 Code:
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:	Country:	Zip Code:
Credit Card Holder (Print Name):		Signature:	

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

THIRD PARTY

Third Party Company Name:			Booth #:
Address:			
City:	State:	Country:	Zip Code:
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:	Country:	Zip Code:
Credit Card Holder (Print Name):		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/cancellations 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.

DRAPED TABLES



	Qty	Advance Price	Standard Price
2' x 4' - 30" H		\$199.00	\$248.75
2' x 6' - 30" H		\$220.00	\$275.00
2' x 8' - 30" H		\$241.00	\$301.25
2' x 4' - 42" H		\$246.50	\$308.25
2' x 6' - 42" H		\$268.00	\$335.00
2' x 8' - 42" H		\$286.00	\$357.50
4th sided skirt 30"		\$85.50	\$107.00
4th sided skirt 42"		\$85.50	\$107.00
Amount			

- ☐ White
- ☐ Grey
- ☐ Black
- ☐ Red
- ☐ Blue
- ☐ Teal
- ☐ Gold
- ☐ Peach
- ☐ Burgundy

Please check color choice

UNDRAPED TABLES

	Qty	Advance Price	Standard Price
2' x 4' - 30" H		\$132.00	\$165.00
2' x 6' - 30" H		\$153.00	\$191.25
2' x 8' - 30" H		\$175.00	\$218.75
2' x 4' - 42" H		\$182.00	\$227.50
2' x 6' - 42" H		\$205.00	\$256.25
2' x 8' - 42" H		\$225.00	\$281.25
Amount			

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



30" Round Table

	Qty	Advance Price	Standard Price
30" High		\$260.00	\$325.00
42" High		\$295.00	\$368.75
Amount			



Chrome Square Table

	Qty	Advance Price	Standard Price
		\$298.00	\$372.50
Amount			

Subtotal \$

8.81% Tax \$

Amount Due \$

Company Name:

Booth #:

Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com



White Stool with Back

Qty	Advance Price	Standard Price
	\$252.75	\$316.00
Amount		



Upholstered Grey Side Chair

Qty	Advance Price	Standard Price
	\$140.00	\$175.00
Amount		



Upholstered Grey Arm Chair

Qty	Advance Price	Standard Price
	\$175.00	\$218.75
Amount		



Grey Padded Counter Stool

Qty	Advance Price	Standard Price
	\$210.00	\$262.50
Amount		

Subtotal \$

8.81% Tax \$

Amount Due \$

Company Name:

Booth #:

Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com



BOOTH DIMENSIONS

What is your booth size (ft.) $\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Sq. Ft.}}{\text{Sq. Ft.}}$

EXPO CLASSIC CARPET

Please Select Color Choice: <input type="checkbox"/> Red <input type="checkbox"/> Gray <input type="checkbox"/> Teal <input type="checkbox"/> Black <input type="checkbox"/> Pepper <input type="checkbox"/> Burgundy <input type="checkbox"/> Blue <input type="checkbox"/> Blue Jay				
Qty.	Item	Discount Price	Regular Price	Total Price
	10' x 10'	\$280.00	\$350.00	
	10' x 20'	\$500.00	\$625.00	
	10' x 30'	\$755.00	\$943.75	
	10' x 40'	\$900.00	\$1,125.00	

EXPO WOOD VINYL

Please Select Color Choice: <input type="checkbox"/> Dark Oak <input type="checkbox"/> Medium Oak <input type="checkbox"/> Blackwood <input type="checkbox"/> Greywood				
Qty.	Item	Discount Price	Regular Price	Total Price
	10' x 10'	\$1,166.00	\$1,457.50	
	10' x 20'	\$2,332.00	\$2,915.00	
	10' x 30'	\$3,498.00	\$4,372.50	
	10' x 40'	\$4,664.00	\$5,830.00	

EXPO CUSTOM CUT CARPET

Please Select Color Choice: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy			
Booth Size: $\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Sq. Ft.}}{\text{Sq. Ft.}}$	Discount Price	Regular Price	Total Price
Do you want Expo Classic Carpet	\$5.75	\$7.25	
Do you want Expo Plush Carpet	\$7.50	\$9.50	

PADDING & VISQUEEN

Sq. Ft.	Item	Discount Price	Regular Price	Total Price
	1/2" Padding	\$2.00	\$2.50	
	1" Padding	\$3.50	\$4.50	
	Visqueen	\$1.50	\$2.00	

Subtotal \$

8.81% Tax \$

Amount Due \$

Company Name:

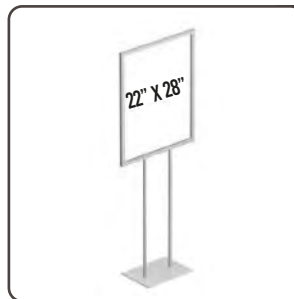
Booth #:

Please return via fax along with payment policy form to 305.751.1298 or email to info@expocci.com



Floor Easel

Qty	Advance Price	Standard Price
	\$79.75	\$100.00
Amount		



Sign Holder

	Qty	Advance Price	Standard Price
No graphic		\$179.50	\$224.50
Single Graphic		\$259.00	\$323.75
Double graphic		\$338.50	\$423.25
Amount			



Adjustable Arm Rack

Qty	Advance Price	Standard Price
	\$160.00	\$200.00
Amount		



2-Way Waterfall Rack

Qty	Advance Price	Standard Price
	\$160.00	\$200.00
Amount		



Drawing Bowl

Qty	Advance Price	Standard Price
	\$34.00	\$42.50
Amount		



**Black Retractable
Rope Stanchions**

Qty	Advance Price	Standard Price
	\$152.00	\$190.00
Amount		

***MINIMUM ORDER: 2**



**Wastebasket
14"L x 10"W x 15"H**

Qty	Advance Price	Standard Price
	\$41.00	\$51.25
Amount		



**Mini Refrigerator
20"L x 20"D x 34"H**

Qty	Advance Price	Standard Price
	\$484.00	\$605.00
Amount		

Subtotal \$

8.81% Tax \$

Amount Due \$

Company Name:

Booth #:

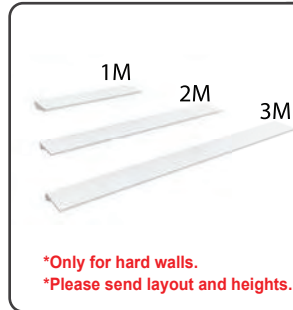
Please return via fax along with payment policy form to 305.751.1298 or email to info@expocci.com



Black / White Arm Light with Bulb

	Qty	Advance Price	Standard Price
Black		\$72.00	\$90.00
White		\$80.00	\$100.00
Amount			

*Electricity not included.



White Shelves

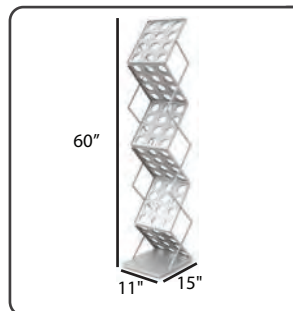
	Qty	Advance Price	Standard Price
1 Meter		\$84.50	\$105.75
2 Meter		\$111.00	\$138.75
3 Meter		\$143.00	\$178.75
Amount			



6' Track Lights with Two Cans

	Qty	Advance Price	Standard Price
Track		\$326.75	\$408.50
Additional Can		\$82.50	\$103.25
Amount			

*Electricity not included.



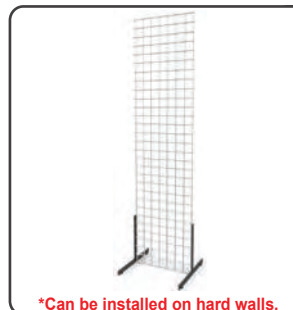
Literature Rack 11"W x 15"D x 60"H

Qty	Advance Price	Standard Price
	\$267.00	\$333.75
Amount		



Pegboard Panel

	Qty	Advance Price	Standard Price
2' x 8' - Vertical		\$191.00	\$238.75
2' x 8' - Horizontal		\$191.00	\$238.75
4' x 8' - Vertical		\$255.00	\$318.75
4' x 8' - Horizontal		\$255.00	\$318.75
Amount			



Free Standing Chrome Grid

Qty	Advance Price	Standard Price
	\$219.50	\$274.50
Amount		

Subtotal \$

8.81% Tax \$

Amount Due \$

Company Name:

Booth #:

Please return via fax along with payment policy form to 305.751.1298 or email to info@expocci.com



1 meter Cabinet with Sliding Doors & Lock

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$586.00	\$732.50	38\"W x 36\"H
White		\$490.25	\$613.00	
Amount				



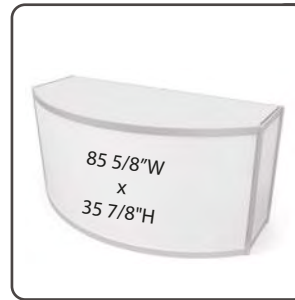
2 meter Cabinet with Sliding Doors & Lock

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$877.25	\$1,096.50	77\"W x 36\"H
White		\$688.00	\$860.00	
Amount				



1 meter Curved Cabinet with Sliding Doors & Lock

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$847.50	\$1,059.50	42\"W x 36\"H
White		\$731.00	\$913.75	
Amount				



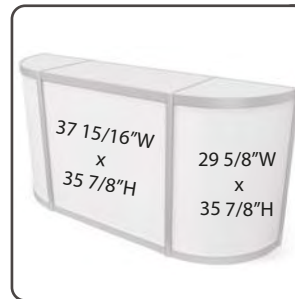
2 meter Curved Cabinet with Sliding Doors & Lock

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$1,161.50	\$1,452.00	86\"W x 36\"H
White		\$928.50	\$1,160.75	
Amount				



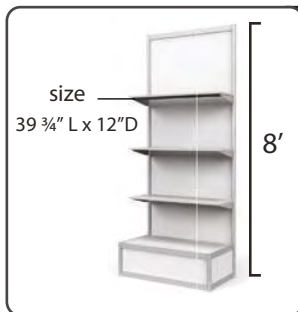
1 meter Diagonal Curved Cabinet without Doors

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$847.50	\$1,059.50	60\"W x 36\"H
White		\$731.00	\$913.75	
Amount				



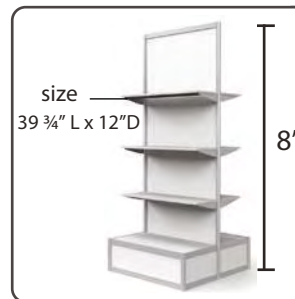
2 meter Curved Corners Cabinet with Sliding Doors & Lock

	Qty	Advance Price	Standard Price	Graphic Size
Graphic		\$1,058.50	\$1,323.25	Front: 38\"W x 36\"H Both Sides: 29 5/8\"W x 36\"H
White		\$822.00	\$1,027.50	
Amount				



1 meter Gondola Single Sided with 3 Shelves

	Qty	Advance Price	Standard Price
Straight Shelves		\$383.25	\$479.00
Angled Shelves		\$442.25	\$552.75
Amount			



1 meter Gondola Double Sided with 6 Shelves

	Qty	Advance Price	Standard Price
Straight Shelves		\$452.00	\$565.00
Angled Shelves		\$541.25	\$676.50
Amount			

Subtotal \$

8.81% Tax \$

Amount Due \$

Company Name:

Booth #:

Please return via fax along with payment policy form to 305.751.1298 or email to info@expocci.com



Solid Wall Cases
72"W x 18"D x 75"H

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		\$742.00	\$927.50
Black <input type="checkbox"/>		\$742.00	\$927.50
Amount			



See-Thru Wall Cases
72"W x 20"D x 75"H

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		\$763.25	\$954.00
Black <input type="checkbox"/>		\$763.25	\$954.00
Amount			



Quarter View Showcase
18"D x 37"H

	Qty	Advance Price	Standard Price	Select Color
4 Feet		\$604.00	\$755.00	<input type="checkbox"/> White <input type="checkbox"/> Black
5 Feet		\$604.00	\$755.00	
6 Feet		\$604.00	\$755.00	
Amount				

SAMPLE: QUARTER VISION



Tower Case
36"W x 16"D x 76"H

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		\$650.00	\$812.50
Black <input type="checkbox"/>		\$650.00	\$812.50
Amount			



Full View Showcase
18"D x 37"H

	Qty	Advance Price	Standard Price	Select Color
4 Feet		\$604.00	\$755.00	<input type="checkbox"/> White <input type="checkbox"/> Black
5 Feet		\$604.00	\$755.00	
6 Feet		\$604.00	\$755.00	
Amount				

SAMPLE: FULL VISION



Museum Case
30"W x 20"D x 72"H

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		\$625.50	\$782.00
Black <input type="checkbox"/>		\$625.50	\$782.00
Amount			



Half View Showcase
18"D x 37"H

	Qty	Advance Price	Standard Price	Select Color
4 Feet		\$604.00	\$755.00	<input type="checkbox"/> White <input type="checkbox"/> Black
5 Feet		\$604.00	\$755.00	
6 Feet		\$604.00	\$755.00	
Amount				

SAMPLE: HALF VISION



Tower Case
21"W x 21"D x 80"H

	Qty	Advance Price	Standard Price
Light Gray <input type="checkbox"/>		\$625.50	\$782.00
Black <input type="checkbox"/>		\$625.50	\$782.00
Amount			

***Electricity not included**

Subtotal \$

8.81 % Tax \$

Amount Due \$

Company Name:

Booth #:

Please return via fax along with payment policy form 305.751.1298 or email to info@expocci.com



1 meter Directional with Graphics

Qty	Advance Price	Standard Price	Graphic Size
	\$481.00	\$601.25	38"x 91"
Amount			

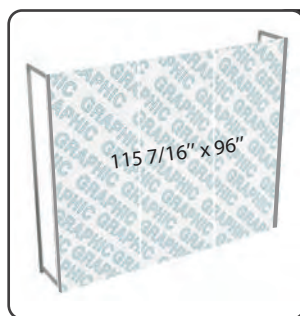
***Frame included.**



1 meter Graphic on PVC

Qty	Advance Price	Standard Price	Graphic Size
	\$481.00	\$601.25	38"x 91"
Amount			

***NO frame included.**



3 meter Overlay Graphic on 3/16" Ultramount

Qty	Advance Price	Standard Price	Graphic Size
	\$1,522.75	\$1,903.50	115 7/16" x 96"
Amount			

***Frame included.**



Graphic Posters on 3/16" Ultramount

Qty	Advance Price	Standard Price	Graphic Size
	\$140.00	\$175.00	20"x 30"
	\$180.00	\$225.00	24"x 36"
	\$252.00	\$315.00	36"x 48"
Amount			

***NO frame included.**



3 meter Digital Banner

Not Available to Order 2 Weeks Prior to Move-in

Qty	Advance Price	Standard Price	Graphic Size
	\$1,522.75	\$1,903.50	115 7/16" x 96"
Amount			

***Frame included.**



Pull up Banner

Qty	Advance Price	Standard Price	Graphic Size
	\$504.00	\$630.00	33"x 84"
Amount			

PRINTING PRICE PER SQ-FT FOR ANY CUSTOM SIZE IS: \$22.90

- After Advance Deadline Date 30% will be added to Custom Size Price Above.
- Send the files to print in one of this formats: EPS, PDF, TIFF, JPEG (High Quality).
- Convert all fonts to outlines.
- Send Graphic Files ready to print to info@expocci.com

Subtotal \$

8.81% Tax \$

Amount Due \$

Company Name:

Booth #:

Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com

EXPO HARD WALL BOOTH OPTIONS

All our standard hardwall Custom Booths on the next few pages come in White.
available colors:



Black



Grey



Blue



Green



Beige

Do you want something different than the same old booth? Call our Custom Design Department! We will custom design a booth to best show off your product!

For more information call our Design Team at 305.751.1234
or email info@expocci.com

QTY	ITEM	WHITE HARDWALL		COLOR HARDWALL		COLOR CHOICE	TOTAL
		ADVANCE PRICE	STANDARD PRICE	ADVANCE PRICE	STANDARD PRICE		
	Turnkey Rental Booth 101	\$3,223.25	\$4,190.25	\$3,389.25	\$4,406.00		
	Turnkey Rental Booth 102	\$3,223.25	\$4,190.25	\$3,389.25	\$4,406.00		
	Turnkey Rental Booth 103	\$3,444.75	\$4,478.25	\$3,611.75	\$4,695.25		
	Turnkey Rental Booth 105	\$1,760.75	\$2,289.00	N/A	N/A		
	Turnkey Rental Booth 201	\$5,225.50	\$6,793.25	\$5,559.50	\$7,227.50		
	Turnkey Rental Booth 202	\$5,919.00	\$7,694.75	\$6,298.50	\$8,188.00		

All orders made after deadline will incur a 30% late fee.

8.81% Tax \$

Electrical is Not Included.

Amount Due \$

(Insert Header Sign Copy in Box)

Black Helvetica Letters are Standard

Additional Requests: _____

Company Name:

Booth #:

Contact Name:

Email:

Phone:

Fax:

Please return via fax along with payment policy form 305.751.1298 or email to info@expocci.com



Turnkey Rental Booth 101

INCLUDED ITEMS:

10' x 10' Grey carpet
1 - Company logo/name header (size: 85 5/8" x 10"H)
1 - Custom curved counter with doors for storage and your graphic logo on counter (size: 60 1/8" x 35 7/8"H)
1 - Table
3 - Chairs
1 - Wastebasket
3 - Arm lights (Electrical is Not Included)
Delivery, Installation & Dismantle

White HW Advance Price \$3,223.25/Standard Price \$4,190.25

Color HW Advance Price \$3,389.25/Standard Price \$4,406.00



Turnkey Rental Booth 102

INCLUDED ITEMS:

10' x 10' Grey carpet
1 - Company logo/name header (size: 96 1/2" x 10"H)
3 - Built-in counters with doors for storage
1 - Table
3 - Chairs
1 - Wastebasket
3 - Arm lights (Electrical is Not Included)
Delivery, Installation & Dismantle

White HW Advance Price \$3,223.25/Standard Price \$4,190.25

Color HW Advance Price \$3,389.25/Standard Price \$4,406.00



Turnkey Rental Booth 103

INCLUDED ITEMS:

10' x 10' Grey carpet
1 - Company logo/name header (size: 85 5/8" x 10"H)
2 - Built-in Counters with doors for storage
4 - Clear shelves lit from above
1 - Table
3 - Chairs
1 - Wastebasket
3 - Arm lights (Electrical is Not Included)
Delivery, Installation & Dismantle

White HW Advance Price \$3,444.75/Standard Price \$4,478.25

Color HW Advance Price \$3,611.75/Standard Price \$4,695.25



Turnkey Rental Booth 105

INCLUDED ITEMS:

- 10' x 10' Gray carpet
- 1 - Metal frame (size 10' W x 8' H)
- 3 - Graphics (size 2.5' W x 7' H)
- 3 - Arm lights - (Electrical is Not included)
- Delivery, Installation & Dismantle

Advance Price \$1,760.75/Standard Price \$2,289.00



Turnkey Rental Booth 201

INCLUDED ITEMS:

- 10' x 20' Grey carpet
- 1 - Company logo/name header (size: 85 5/8" x 10"H)
- 1 - Curved counter w/doors & logo (size: 42 1/8" x 35 7/8"H)
- 4 - Shelves
- 1 - Table
- 3 - Chairs
- 1 - Wastebasket
- 6 - Arm lights (Electrical is Not Included)
- Delivery, Installation & Dismantle

White HW Advance Price \$5,225.50/Standard Price \$6,793.25

Color HW Advance Price \$5,559.50/Standard Price \$7,227.50



Turnkey Rental Booth 202

INCLUDED ITEMS:

- 10' x 20' Grey carpet
- 1 Company logo/name header (size: 77"x 10"H)
- Meeting area with plexi & graphics (size: 1- 77"x 20"H, 1- 77" x 34"H)
- 1 - Counter with company logo (size: 37 15/16" x 35 7/8"H)
- 2 - Table
- 6 - Chairs
- 1 - Wastebasket
- 6 - Arm lights (Electrical is Not Included)
- Delivery, Installation & Dismantle

White HW Advance Price \$5,919.00/Standard Price \$7,694.75

Color HW Advance Price \$6,298.50/Standard Price \$8,188.00

DISCOUNT DEADLINE:

Please complete the following information:

We plan to ship to: _____ Advance Warehouse

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (City, state): _____

Please provide a contact name and number for any questions EXPO may have in regards to this shipment.

Name: _____ Phone: _____

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 200lbs

For example: 185 lbs = 185 x RATE = \$ Amount or minimum charge, whichever is greater.

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

200 pound minimum charge per shipment

Advance Shipment \$2.50 per pound

Advance Shipping Address:

Deadline Date is:

Shipments received after this date will incur an additional 25% late 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.

Description	Weight x Per Pound Rate =	Estimated Total Cost
	x per pound =	
	x per pound =	

**200 lb. minimum
charge per
shipment**

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.

EXPO Warehouse Hours are

Monday through Friday; 8:30am to 3:30pm.

Holidays excluded.

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.

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 show site.

EXPO is **not responsible** for any damage or loss of your freight. Please secure round trip insurance coverage from your company insurance carrier.

If you have any questions about material handling, please contact EXPO Convention Contractors, Inc. Exhibitor Service department.

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

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

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return 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.

Tel: 305.751.1234 Fax: 305.751.1298 OR email to info@expocci.com

DISCOUNT DEADLINE:

SHIPPING INSTRUCTIONS PRIOR TO SHOW - ALL SHIPMENTS MUST ARRIVE PRE-PAID

(Payment Must be on file when received for Material Handling charges)

1. Expo Convention Contractors, Inc. 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/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, Inc., 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.



**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.

SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION /TRADESHOW

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

EXPO CONVENTION CONTRACTORS, INC. WILL REROUTE ALL OUTBOUND SHIPMENTS UNLESS SPECIAL ARRANGEMENTS ARE MADE.

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 the materials to your carrier without a Bill of Lading.
2. Your account must have a zero balance and 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, Inc. will reroute said shipments.

INSURANCE

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

Expo Convention Contractors, Inc. 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.

AUTHORITY TO HANDLE & BILLING INSTRUCTIONS. ACCEPTANCE OF ALL ITEMS 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 to 305.751.1298 or email to info@expocci.com

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

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.

OVERTIME

Surcharge: 25%

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.

LATE SHIPMENTS

Surcharge: 25%

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.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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.

OFF-TARGET DELIVERIES

Surcharge: 25%

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.

PADDED VAN DELIVERIES

Surcharge: \$8.00/CWT

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.

MARSHALING YARD

Surcharge: Maximum \$20.00

Where EXPO Convention Contractors, Inc. 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.

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

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.

EMPTY CRATE STORAGE

Surcharge: \$35.00 per piece

A charge per crate, carton or skid applies when EXPO handles the storage and return of empties from a shipment not received by EXPO and therefore not subject to material handling charges.

ENVELOPE DELIVERIES

Surcharge: \$25.00 per envelope

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

ACCESSIBLE STORAGE

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

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.

SPECIAL HANDLING

Surcharge: BASED ON WEIGHT OF MATERIALS AND LOCATION

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.

Return to Warehouse Service Fee After Show after Material Handling and Overtime Charges:

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

(crated materials only, uncrated materials will not be accepted at warehouse)

MOBILE SPOTTING FEE

Surcharge: \$375.00 round trip ST Charge/\$650.00 round trip OT charge

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.

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

MATERIAL HANDLING Q & A

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 per 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'm 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: 285 lbs. = 300 lbs./100 lbs. = 3 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 50 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 a 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).

ADVANCED SHIPPING LABELS



ADVANCE WAREHOUSE

Company Name: _____

Contact Name: _____

Contact Phone #: _____

Booth #: _____

For:

Receiving Hours: M-F 8:30am - 3:00pm

First day freight can arrive w/o a surcharge:

Last day freight can arrive w/o a surcharge:



ADVANCE WAREHOUSE

Company Name: _____

Contact Name: _____

Contact Phone #: _____

Booth #: _____

For:

Receiving Hours: M-F 8:30am - 3:00pm

First day freight can arrive w/o a surcharge:

Last day freight can arrive w/o a surcharge:

Labor Information			Discount Price	Standard Price
Straight Time	Monday - Friday	8:00 am - 4:30 pm	\$135.00	\$168.75
Over Time	Monday - Friday Saturday & Sunday	4:30 pm - 8:00 am All Day	\$222.25	\$278.00
Double Time	Holidays	All Day	\$270.00	\$337.50

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 <input type="checkbox"/>	No <input type="checkbox"/>
Is Labor for laying your own carpet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

INSTALLATION						
Your Supervisor's Name: Cell Number:				Expo Supervision? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

DISMANTLE						
Your Supervisor's Name: Cell Number:				Expo Supervision? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Date	Start Time	Number 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Carpet is?	<input type="checkbox"/> Owned <input type="checkbox"/> Rented from EXPO
Carpet padding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drawings?	<input type="checkbox"/> Faxed to EXPO <input type="checkbox"/> Shipped w/exhibit crates

Inbound Freight Information	
Carrier Company Name: _____	
# of pieces: _____	Weight of Shipment : _____
Is Shipment?	<input type="checkbox"/> Crated <input type="checkbox"/> Uncrated
Tracking/Pro#: _____	
Estimated arrival date: _____	
Shipment to arrive at: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site	

Electrical Information:	
<input type="checkbox"/> Electrical should go under the carpet (diagram is attached) <input type="checkbox"/> Electrical drawings are attached <input type="checkbox"/> Electrical drawings are with exhibit in crate number <input type="checkbox"/> Electrical drawings were sent to the official contractor	
Services You Have Ordered (please check all that apply):	
<input type="checkbox"/> Electrical <input type="checkbox"/> Booth Cleaning <input type="checkbox"/> A/V Equipment	<input type="checkbox"/> Furniture <input type="checkbox"/> Telephone/Internet

Outbound Freight Information	
Carrier Company Name: _____	
Delivery Shipment To : _____	
Address : _____	
City, State, Zip: _____	
Type of Service (air, van line, ground, etc.) : _____	
<i>If for any reason your shipment is not picked up by your carrier, please choose one of the following options: (Initial beside preferred option)</i>	
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

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				
	Rate	Booth Size	# Days	Total
<input type="checkbox"/> (Check if Needed)	\$1.08. per sq. ft.	X <input type="text"/> (# Sq. Feet)	X <input type="text"/> (# Days Needed)	= \$ <input type="text"/> Total Due
Specify Dates Needed:				
Food Services Cleaning - to include trash/food removal & sweeper/vacuum				
	Rate	Booth Size	# Days	Total
<input type="checkbox"/> (Check if Needed)	\$58.50 per hour (one hour minimum)	X <input type="text"/> (# Sq. Feet)	X <input type="text"/> (# Days Needed)	= \$ <input type="text"/> Total Due
Specify Dates Needed:				
Carpet Vacuuming				
	Rate	Booth Size	# Days	Total
<input type="checkbox"/> (Check if Needed)	Vacuuming \$1.08 per sq. ft.	X <input type="text"/> (# Sq. Feet)	X <input type="text"/> (# Days Needed)	= \$ <input type="text"/> Total Due
Specify Dates Needed:				
Porter Service - Trash Removal (2 hour intervals)				
	Rate	Times Per Day	# Days	Total
<input type="checkbox"/> (Check if Needed)	1 - 5 Booths:\$180.00 @	<input type="text"/> (Number Intervals Per Day)	X <input type="text"/> (Total Number Days)	= \$ <input type="text"/> Total Due
<input type="checkbox"/> (Check if Needed)	6 - 15 Booths:\$193.25 @	<input type="text"/> (Number Intervals Per Day)	X <input type="text"/> (Total Number Days)	= \$ <input type="text"/> Total Due
Specify Dates Needed:				

Subtotal \$

8.81% Tax \$

Amount Due \$

Company Name:

Booth #:

Contact Name:

Phone:

Email:

Fax:

Please return via fax along with payment policy form to 305.751.1298 or email to info@expocci.com

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 Inc., NACCHO (National Association of County & City Heath Officials) and Sheraton Denver Downtown** 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, Inc.

PLEASE COMPLETE:

	Will indemnify and hold harmless EXPO Contractors, Inc. 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, Inc., or for occurrences or accidents by any other party.
(Exhibiting Company Name)	
(EAC Company Name)	

Exhibitor Company Name:		Booth #:	
Address:			
City:	State:	Country:	Zip:
Telephone:		Fax:	
Authorized On-Site Representative:		Cell Phone:	
(Please Print)			

Name of Service Firm:			
Address:			
City:	State:	Country:	Zip:
Contact Name:		Telephone:	
Email Address:		On-Site Supervisor	
On-Site Cell Phone:			

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

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

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 caused 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.



TRADESHOW FURNISHINGS CATALOG

BLANC

Bright White Leather



Blanc Sofa
75"W x 35"D x 35"H
Item #18228-0847
Advance Price: \$1,058.25
Standard Price: \$1,322.75



Blanc Loveseat
54"W x 35"D x 35"H
Item #18167-0614
Advance Price: \$1,010.25
Standard Price: \$1,262.75



Blanc Chair
33"W x 35"D x 35"D
Item #18284-0834
Advance Price: \$843.75
Standard Price: \$1,054.75



Blanc Bench Ottoman
48"W x 24"D x 18"H
Item #18024-0072
Advance Price: \$507.00
Standard Price: \$633.75



Blanc Cube Ottoman
17"Square x 17"H
Item #18184-0274
Advance Price: \$178.00
Standard Price: \$222.50

WHISPER

White Leather



Whisper Sofa
87"W x 37"D x 35"H
Item #18228-0607
Advance Price: \$1,010.25
Standard Price: \$1,262.75



Whisper Loveseat
61"W x 37"D x 35"H
Item #18167-0471
Advance Price: \$968.50
Standard Price: \$1,210.75



Whisper Chair
35"W x 37"D x 35"H
Item #18284-0487
Advance Price: \$803.50
Standard Price: \$1,004.25



Whisper Bench Ottoman
60"W x 24"D x 17"H
Item #18024-0003
Advance Price: \$448.50
Standard Price: \$560.75



Whisper Square Ottoman
40"Square x 17"H
Item #18184-0034
Advance Price: \$448.50
Standard Price: \$560.75



Whisper Round Ottoman
46"Round x 17"H
Item #18184-0038
Advance Price: \$448.50
Standard Price: \$560.75



Whisper 1/4 Round Ottoman
34"W x 19"D x 17"H
Item #18184-0030
Advance Price: \$275.50
Standard Price: \$344.50



Whisper Banquette
59"Round x 38"H (2 pieces)
Item #18011-0001
Advance Price: \$1,340.50
Standard Price: \$1,643.00

FUNCTION

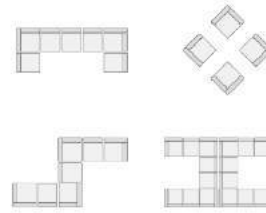
Modular Seating Collection
White Leather



Function Armless Chair
28"Square x 29"H
Item #18284-0554
Advance Price: \$539.50
Standard Price: \$674.50



Function Corner
28"Square x 29"H
Item #18066-0016
Advance Price: \$580.00
Standard Price: \$724.75



CONTINENTAL

Modular Seating Collection
White Leather



Continental Curved Loveseat
82"W x 34"D x 31"H
Item #18303-0006
Advance Price: \$1,042.50
Standard Price: \$1,303.25



Continental Reverse Loveseat
72"W x 34"D x 31"H
Item #18304-0002
Advance Price: \$1,010.25
Standard Price: \$1,262.75



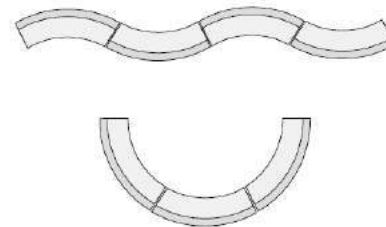
Continental Curved Bench
70"W x 26"D x 19"H
Item #18184-0283
Advance Price: \$529.25
Standard Price: \$661.50



Continental Wedge Ottoman
30"W x 34"D x 19"H
Item #18296-0006
Advance Price: \$450.00
Standard Price: \$562.50



Continental Half Moon Ottoman
33"W x 19"D x 19"H
Item #18184-0284
Advance Price: \$450.00
Standard Price: \$562.50



SOPHISTICATION

Modular Seating Collection

White Leather



Sophistication Sofa
72"W x 31"D x 48"H
Item #18228-0674
Advance Price: \$1,042.50
Standard Price: \$1,303.25



Sophistication Loveseat
48"W x 31"D x 48"H
Item #18167-0466
Advance Price: \$704.50
Standard Price: \$880.75



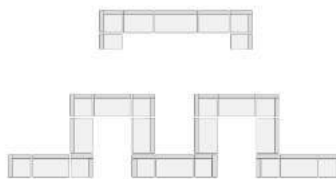
Sophistication Chair
24"W x 31"D x 48"H
Item #18284-0563
Advance Price: \$529.25
Standard Price: \$661.50



Sophistication Corner
31"Square x 48"H
Item #18066-0017
Advance Price: \$529.25
Standard Price: \$661.50



Sophistication Ottoman
31"Square x 19"H
Item #18184-0130
Advance Price: \$398.00
Standard Price: \$497.25



BOCA

Modular Seating Collection

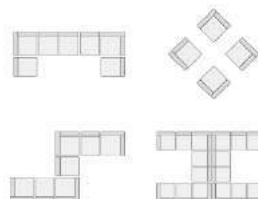
Black Leather



Boca Armless Chair
22"W x 27"D x 30"H
Item #18284-0786
Advance Price: \$539.50
Standard Price: \$674.50



Boca Corner
27"W x 27"D x 30"H
Item #18066-0026
Advance Price: \$580.00
Standard Price: \$725.00



SUAVE MIDNIGHT

Midnight Suede



Suave Midnight Sofa
77"W x 36"D x 33"H
Item #18228-0085
Advance Price: \$762.00
Standard Price: \$952.25



Suave Midnight Loveseat
54"W x 36"D x 33"H
Item #18167-0069
Advance Price: \$661.75
Standard Price: \$827.25



Suave Midnight Chair
32"W x 36"D x 33"H
Item #18284-0151
Advance Price: \$497.00
Standard Price: \$620.75

METRO

Black Leather



Metro Sofa

85"W x 35"D x 35"H

Item #18228-0602

Advance Price: \$869.75

Standard Price: \$1,087.25



Metro Loveseat

60"W x 35"D x 35"H

Item #18167-0467

Advance Price: \$837.25

Standard Price: \$1,046.50



Metro Chair

35"Square x 35"H

Item #18284-0482

Advance Price: \$654.00

Standard Price: \$817.50



Metro Bench Ottoman

60"W x 24"D x 17"H

Item #18024-0008

Advance Price: \$448.50

Standard Price: \$560.75



Metro Square Ottoman

40"Square x 17"H

Item #18184-0179

Advance Price: \$448.50

Standard Price: \$560.75

GRAMMERCY

Modular Seating Collection

Charcoal Leather



Grammery Sofa

82"W x 36"D x 36"H

Item #18228-0605

Advance Price: \$968.50

Standard Price: \$1,210.75



Grammery Loveseat

57"W x 36"D x 36"H

Item #18167-0469

Advance Price: \$843.75

Standard Price: \$1,054.50



Grammery Chair

28"W x 36"D x 36"H

Item #18284-0485

Advance Price: \$539.50

Standard Price: \$674.50



Grammery 1/4 Round Ottoman

34"W x 19"D x 17"H

Item #18184-0028

Advance Price: \$275.50

Standard Price: \$344.50



Grammery Corner

36"Square x 36"H

Item #18066-0015

Advance Price: \$621.50

Standard Price: \$776.75



Grammery Round Ottoman

46"Round x 17"H

Item #18184-0036

Advance Price: \$448.50

Standard Price: \$560.75



Grammery Square Ottoman

40"Square x 17"H

Item #18184-0033

Advance Price: \$448.50

Standard Price: \$560.75



Grammery Bench Ottoman

60"W x 24"D x 17"H

Item #18024-0002

Advance Price: \$448.50

Standard Price: \$560.75



Grammery Banquette

59"Round x 38"H (2 pieces)

Item #18011-0002

Advance Price: \$1,314.50

Standard Price: \$1,643.00

PARMA

Brown Leather



Parma Sofa
79"W x 37"D x 36"H
Item #18228-0789
Advance Price: \$869.75
Standard Price: \$1,087.25



Parma Loveseat
56"W x 37"D x 36"H
Item #18167-0577
Advance Price: \$837.25
Standard Price: \$1,046.50



Parma Chair
33"W x 37"D x 36"H
Item #18284-0710
Advance Price: \$654.00
Standard Price: \$817.50



Parma Bench Ottoman
60"W x 24"D x 17"H
Item #18024-0061
Advance Price: \$448.50
Standard Price: \$560.75

MONTANA MOCHA

Mocha Tan Fabric



Montana Mocha Sofa
79"W x 35"D x 34"H
Item #18228-0784
Advance Price: \$819.00
Standard Price: \$1,023.75



Montana Mocha Loveseat
57"W x 35"D x 34"H
Item #18167-0573
Advance Price: \$720.25
Standard Price: \$900.25



Montana Mocha Chair
35"Square x 34"H
Item #18284-0704
Advance Price: \$555.25
Standard Price: \$694.00

MADISON

Fabric



Madison Sofa
86"W x 34"D x 34"H
Item #18228-0823
Advance Price: \$1,010.00
Standard Price: \$1,262.50



Madison Chair
33"W x 34"D x 34"H
Item #18284-0794
Advance Price: \$589.00
Standard Price: \$736.25



Madison Bench - Sky
48"W x 24"D x 17"H
Item #18184-0256
Advance Price: \$414.75
Standard Price: \$518.50



Madison Ottoman - Apricot
24"Square x 17"H
Item #18184-0252
Advance Price: \$265.25
Standard Price: \$331.50



Madison Ottoman - Sand Dollar
24"Square x 17"H
Item #18184-0255
Advance Price: \$265.25
Standard Price: \$331.50



Madison Ottoman - Sunflower
24"Square x 17"H
Item #18184-0254
Advance Price: \$265.25
Standard Price: \$331.50



Madison Ottoman - Willow
24"Square x 17"H
Item #18184-0253
Advance Price: \$265.25
Standard Price: \$331.50

CHANDLER

Red Leather



Chandler Sofa
76"W x 37"D x 35"H
Item #18228-0795
Advance Price: \$869.75
Standard Price: \$1,087.25



Chandler Loveseat
53"W x 37"D x 35"H
Item #18167-0581
Advance Price: \$837.25
Standard Price: \$1,046.50



Chandler Chair
31"W x 37"D x 35"H
Item #18284-0717
Advance Price: \$654.00
Standard Price: \$817.50



Chandler Bench Ottoman
60"W x 24"D x 17"H
Item #18024-0062
Advance Price: \$448.50
Standard Price: \$560.75

EVOKE

Coffee Resin Frame/Tan Cushions if Applicable



Evoke Sofa
81"W x 35"D x 27"H
Item #13229-0007
Advance Price: \$1,314.50
Standard Price: \$1,643.00



Evoke Chair
33"W x 35"D x 27"H
Item #13041-0015
Advance Price: \$704.50
Standard Price: \$880.75



Evoke Cocktail Table
48"W x 24"D x 18"H
Item #13054-0011
Advance Price: \$448.50
Standard Price: \$560.75



Evoke Cube Ottoman
18"Square x 18"H
Item #13110-0008
Advance Price: \$282.00
Standard Price: \$352.75



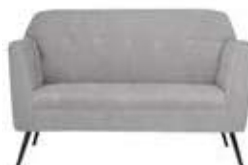
Evoke End Table
24"W x 28"D x 25"H
Item #13110-0009
Advance Price: \$398.00
Standard Price: \$497.25

NIKO

Grey Microfiber



Niko Sofa
81"W x 30"D x 38"H
Item #18228-0858
Advance Price: \$1,076.50
Standard Price: \$1,345.50



Niko Loveseat
58"W x 30"D x 38"H
Item #18167-0622
Advance Price: \$984.25
Standard Price: \$1,230.25



Niko Chair
31"W x 30"D x 38"H
Item #18284-0856
Advance Price: \$819.00
Standard Price: \$1,023.75

STAGE CHAIRS



Midnight Stage Chair
Midnight Microfiber
25"W x 26"D x 37"H
Item #18284-0478
Advance Price: \$323.75
Standard Price: \$405.00



Chamois Stage Chair
Beige Microfiber
25"W x 26"D x 37"H
Item #18284-0807
Advance Price: \$323.75
Standard Price: \$405.00



Buckskin Stage Chair
Tan Microfibr
25"W x 26"D x 37"H
Item #18284-0476
Advance Price: \$323.75
Standard Price: \$405.00



Empire Chair - Leather
28"W x 32"D x 32"H
Item #18284-0621 (black)
Item #18284-0564 (white)
Advance Price: \$580.00
Standard Price: \$725.00



Monarch Chair - Bright White Leather
28"Square x 30"H
Item #18284-0785
Advance Price: \$370.50
Standard Price: \$463.25

CAFÉ CHAIRS



Clara Chair
18"W x 21"D x 35"H
Item #05035-0048
Advance Price: \$210.00
Standard Price: \$262.50



Leslie Chair
17"W x 21"D x 31"H
Item #05035-0008
Advance Price: \$210.00
Standard Price: \$262.50



Criss Cross Chair
17"W x 21"D x 35"H
Item #05035-0010 (espresso)
Item #05035-0011 (white)
Advance Price: \$210.00
Standard Price: \$262.50



Elio Chair
17"Square x 33"H
Item #05035-0023
Advance Price: \$210.00
Standard Price: \$262.50



Caprice Chair
25"W x 24"D x 32"H
Item #14233-0025
Advance Price: \$210.00
Standard Price: \$262.50



Colin Chair
22"W x 19"D x 33"H
Item #05035-0052
Advance Price: \$210.00
Standard Price: \$262.50



Black

Silk Back Armless Chair
17"W x 18"D x 34"H
Item #05035-0024/05034-0001
Advance Price: \$210.00
Standard Price: \$262.50



White

Silk Back Armless Chair
17"W x 18"D x 34"H
Item #05035-0024/05034-0002
Advance Price: \$210.00
Standard Price: \$262.50



Blue

Silk Back Armless Chair
17"W x 18"D x 34"H
Item #05035-0024/05034-0003
Advance Price: \$210.00
Standard Price: \$262.50



Green

Silk Back Armless Chair
17"W x 18"D x 34"H
Item #05035-0024/05034-0005
Advance Price: \$210.00
Standard Price: \$262.50



Purple

Silk Back Armless Chair
17"W x 18"D x 34"H
Item #05035-0024/05034-0004
Advance Price: \$210.00
Standard Price: \$262.50



Red

Silk Back Armless Chair
17"W x 18"D x 34"H
Item #05035-0024/05034-0006
Advance Price: \$210.00
Standard Price: \$262.50

STOOLS



Criss Cross Stool
15"W x 19"D x 41"H
Item #05237-0038 (espresso)
Item #05237-0039 (white)
Advance Price: \$297.75
Standard Price: \$372.25



Colin Stool
20"W x 19"D x 46"H
Item #05237-0305
Advance Price: \$249.75
Standard Price: \$312.00



Hourglass Stool
18"W x 20"D x 43"H
Item #05237-0270 (black)
Item #05237-0271 (white)
Advance Price: \$308.25
Standard Price: \$385.25



Clara Stool
17"W x 21"D x 41"H
Item #05237-0298
Advance Price: \$297.75
Standard Price: \$372.25



Marcus Bar Stool
17"W (at base) x 29"H
Item #05237-0215
Advance Price: \$225.00
Standard Price: \$281.25



Caprice Stool
25"W x 26"D x 44"H
Item #05237-0169
Advance Price: \$308.25
Standard Price: \$385.25



Silk Back Stool
17"W x 18"D x 42"H
Item #05237-0219/05034-0001
Advance Price: \$282.25
Standard Price: \$352.75



Silk Back Stool
17"W x 18"D x 42"H
Item #05237-0219/05034-0002
Advance Price: \$282.25
Standard Price: \$352.75



Silk Back Stool
17"W x 18"D x 42"H
Item #05237-0219/05034-0003
Advance Price: \$282.25
Standard Price: \$352.75



Silk Back Stool
17"W x 18"D x 42"H
Item #05237-0219/05034-0005
Advance Price: \$282.25
Standard Price: \$352.75



Silk Back Stool
17"W x 18"D x 42"H
Item #05237-0219/05034-0004
Advance Price: \$282.25
Standard Price: \$352.75



Silk Back Stool
17"W x 18"D x 42"H
Item #05237-0219/05034-0006
Advance Price: \$282.25
Standard Price: \$352.75

CAFÉ TABLES



Fuze Café Table
36"Square x 30"H
Item #05036-0039
Advance Price: \$356.25
Standard Price: \$445.25



Blanco Square Café Table
White/Chrome
24"Square x 30"H
Item #05036-0008
Advance Price: \$314.75
Standard Price: \$393.25



Spectrum Café Table
24"Square x 30"H
Item #05036-0033
Advance Price: \$350.00
Standard Price: \$437.50



Spectrum Café Table
24"Square x 30"H
Item #05036-0034
Advance Price: \$350.00
Standard Price: \$437.50



Spectrum Café Table
24"Square x 30"H
Item #05036-0035
Advance Price: \$350.00
Standard Price: \$437.50



Spectrum Café Table
24"Square x 30"H
Item #05036-0036
Advance Price: \$350.00
Standard Price: \$437.50

BAR TABLES



Fuze Bar Table
36"Square x 42"H
Item #05036-0039
Advance Price: \$356.25
Standard Price: \$445.25



Blanco Square Bar Table
White/Chrome
24"Square x 42"H
Item #05036-0008
Advance Price: \$314.75
Standard Price: \$393.25



Euro Bar Table
Black/Black
36"Round x 42"H
Item #05036-0004
Advance Price: \$323.75
Standard Price: \$404.50



Zinc Bar Table
24" Round x 42"H
Item #05202-0049
Advance Price: \$472.00
Standard Price: \$590.00



Spectrum Bar Table - Red
24"Square x 42"H
Item #05036-0033
Advance Price: \$390.00
Standard Price: \$487.50



Spectrum Bar Table - Blue
24"Square x 42"H
Item #05036-0034
Advance Price: \$390.00
Standard Price: \$487.50



Spectrum Bar Table - Purple
24"Square x 42"H
Item #05036-0035
Advance Price: \$390.00
Standard Price: \$487.50



Spectrum Bar Table - Green
24"Square x 42"H
Item #05036-0036
Advance Price: \$390.00
Standard Price: \$487.50



Aspen Bar Table - White
72"W x 26"D x 42"H
Item #05204-0001
Advance Price: \$877.50
Standard Price: \$1097.00

COCKTAIL TABLES



Tribeca Cocktail Table
48"W x 28"D x 19"H
Item #12055-0008
Advance Price: \$331.50
Standard Price: \$414.50



Novel Cocktail Table
46"W x 15"D x 16"H
Item #18024-0011
Advance Price: \$448.50
Standard Price: \$560.75



Fuze Cocktail Table
40"Square x 16"H
Item #12055-0453
Advance Price: \$382.25
Standard Price: \$477.75



Cube Cocktail Table - Black
24"Square x 16"H
Item #12055-0285 (black)
Item #12055-0286 (white)
Advance Price: \$314.75
Standard Price: \$393.25



Aria Cocktail Table - Red
44"W x 20"D x 18"H
Item #12050-0004
Advance Price: \$331.50
Standard Price: \$414.50



Aria Cocktail Table - Green
44"W x 20"D x 18"H
Item #12050-0007
Advance Price: \$331.50
Standard Price: \$414.50



Aria Cocktail Table - Blue
44"W x 20"D x 18"H
Item #12050-0005
Advance Price: \$331.50
Standard Price: \$414.50



Aria Cocktail Table - Purple
44"W x 20"D x 18"H
Item #12050-0006
Advance Price: \$331.50
Standard Price: \$414.50



Aria Cocktail Table - White
44"W x 20"D x 18"H
Item #12050-0003
Advance Price: \$331.50
Standard Price: \$414.50

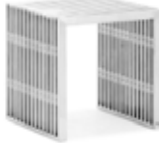


Aria Cocktail Table - Charcoal
44"W x 20"D x 18"H
Item #12050-0002
Advance Price: \$331.50
Standard Price: \$414.50

END TABLES



Tribeca End Table
24"W x 28"D x 22"H
Item #12107-0008
Advance Price: \$314.75
Standard Price: \$393.25



Novel End Table
15"Square x 16"H
Item #18024-0010
Advance Price: \$398.00
Standard Price: \$497.25



Fuze End Table
24"Square x 23"H
Item #12107-0512
Advance Price: \$340.75
Standard Price: \$425.75



London End Table
24"Square x 23"H
Item #12107-0493
Advance Price: \$340.75
Standard Price: \$425.75



Zanzibar Table
17"Square x 17"H
Item #12003-0039
Advance Price: \$349.75
Standard Price: \$437.25



Cube End Table
24"Square x 21"H
Item #12107-0296 (black)
Item #12107-0297 (white)
Advance Price: \$323.75
Standard Price: \$404.75



Aria End Table - Red
24"W x 20"D x 22"H
Item #12304-0006
Advance Price: \$314.75
Standard Price: \$393.25



Aria End Table - Green
24"W x 20"D x 22"H
Item #12304-0005
Advance Price: \$314.75
Standard Price: \$393.25



Aria End Table - Blue
24"W x 20"D x 22"H
Item #12304-0004
Advance Price: \$314.75
Standard Price: \$393.25



Aria End Table - Purple
24"W x 20"D x 22"H
Item #12304-0007
Advance Price: \$314.75
Standard Price: \$393.25



Aria End Table - White
24"W x 20"D x 22"H
Item #12304-0002
Advance Price: \$314.75
Standard Price: \$393.25



Aria End Table - Charcoal
24"W x 20"D x 22"H
Item #12304-0001
Advance Price: \$314.75
Standard Price: \$393.25

CHARGED



Essentials Turning Bed - Charged
96"W x 48"D x 25"H
Item #22100-0001
Advance Price: \$1,752.50
Standard Price: \$2,190.50
*Exhibitor responsible for power source.



Boca Armless Chair - Charged
22"W x 27"D x 30"H
Item #22050-0001
Advance Price: \$612.50
Standard Price: \$765.50
*Exhibitor responsible for power source.



Boca Corner - Charged
27"W x 27"D x 30"H
Item #22051-0001
Advance Price: \$661.75
Standard Price: \$827.25
*Exhibitor responsible for power source.



Conference Table 8' White - Charged
96"W x 43"D x 30"H
Item #22200-0001
Advance Price: \$1,380.75
Standard Price: \$1,725.75
*Exhibitor responsible for power source.



Aspen Cocktail Table - Charged
48"W x 24"D x 18"H
Item #22002-0002
Advance Price: \$580.00
Standard Price: \$724.75
*Exhibitor responsible for power source.



Aspen Bar Table - Charged
72"W x 26"D x 42"H
Item #22001-0001
Advance Price: \$1,025.75
Standard Price: \$1,282.25
*Exhibitor responsible for power source.



Patrice Tablet Chair - Charged
28"W x 31"D x 31"H
Item #18284-0861
Advance Price: \$683.50
Standard Price: \$798.00
*Exhibitor responsible for power source.



Lincoln Bench - Charged
59"W x 39"D x 17"H
Item #22052-0001
Advance Price: \$968.50
Standard Price: \$1,210.75
*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: \$968.50
Standard Price: \$1,210.75

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



VIP Glow Bar 6'
72"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Item #05012-0076
Advance Price: \$1,149.25
Standard Price: \$1,436.50



Agile Bar
48"W x 16"D x 42"H (Bar)
Item #05012-0054 (white)
Item #05012-0053 (black)
Advance Price: \$550.00
Standard Price: \$687.50

CUBE OTTOMANS



■ Cherry



■ Cromwell



■ Grape

Rubix Cube Ottomans
18"Square x 18"H

■ Cherry
■ Cromwell
■ Grape
■ Lemon
■ Lime
■ Mango

Advance Price: \$177.00
Standard Price: \$221.00



■ Lemon



■ Lime



■ Mango



Bright White Leather
Blanc Cube Ottoman
17"Square x 17"H
Item #18184-0274
Advance Price: \$177.00
Standard Price: \$221.00



White Leather
Whisper Cube Ottoman
18"Square x 18"H
Item #18184-0129
Advance Price: \$177.00
Standard Price: \$221.00



Black Leather
Metro Cube Ottoman
18"Square x 18"H
Item #18184-0128
Advance Price: \$177.00
Standard Price: \$221.00

OTTOMANS

BANQUETTES

TURNING BEDS



Essentials Storage Ottoman
48"W x 24"D x 20"H
Item #18184-0192
Advance Price: \$621.50
Standard Price: \$776.75



Essentials Banquette Flat Top
60"Round x 19"H (2 pieces) Item
#18011-0010
Advance Price: \$968.50
Standard Price: \$1,210.75



Essentials Banquette High Top
60"Round x 48"H (2 pieces)
Item #18011-0011
Advance Price: \$1,314.50
Standard Price: \$1,643.25



Essentials Turning Bed
96"W x 48"D x 36"H (2 pieces)
Item #02082-0032
Advance Price: \$1,579.50
Standard Price: \$1,974.50

OFFICE SEATING



Tamiri Hi-Back Leather Chair
25"W x 27"D x 45"H
Item #14136-0002
Advance Price: \$398.00
Standard Price: \$497.25



Tamiri Mid-Back Leather Chair
25"W x 27"D x 39"H
Item #14176-0007
Advance Price: \$349.75
Standard Price: \$437.25



Tamiri Guest Leather Chair
25"W x 27"D x 37"H
Item #14128-0002
Advance Price: \$323.75
Standard Price: \$404.75



Goal Task Chair
25"W x 24"D x 39"H
Item #14250-0013
Advance Price: \$265.25
Standard Price: \$331.50



Goal Task Chair Armless
21"W x 24"D x 39"H
Item #14250-0014
Advance Price: \$242.00
Standard Price: \$302.25



Enterprise High-Back Chair
24"W x 26"D x 39"H
Item #14136-0016
Advance Price: \$350.00
Standard Price: \$437.50

Fabric



Enterprise Mid-Back Chair
24"W x 26"D x 39"H
Item #14176-0008
Advance Price: \$323.75
Standard Price: \$404.75

Fabric



Enterprise Guest Chair
24"W x 26"D x 39"H
Item #14128-0023
Advance Price: \$303.00
Standard Price: \$378.75

Fabric



Goal Drafting Stool
25"W x 24"D x 48"H
Item #14307-0003
Advance Price: \$282.25
Standard Price: \$352.75



Goal Drafting Stool Armless
21"W x 24"D x 48"H
Item #14307-0004
Advance Price: \$265.25
Standard Price: \$331.50

CONFERENCE TABLES



42"Round Conference Table
42"Round x 29"H
Item #14062-0105 (black)
Item #14062-0106 (mahogany)
Advance Price: \$439.50
Standard Price: \$549.25



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: \$785.25
Standard Price: \$981.50



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: \$843.75
Standard Price: \$1,054.75



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: \$968.50
Standard Price: \$1,210.75



OFFICE FURNITURE



Locking Pedestal
24"Square x 42"H
Item #14309-0001 (black)
Item #14179-0005 (white)
Advance Price: \$646.50
Standard Price: \$808.25



5 Shelf Bookcase
36"W x 12"D x 72"H
Item #14029-0098 (black)
Item #14029-0091 (mahogany)
Advance Price: \$621.50
Standard Price: \$777.00



2 Drawer Lateral File
36"W x 18"D x 27"H
Item #14143-0006
Advance Price: \$291.25
Standard Price: \$364.00



2 Drawer Letter Size File
15"W x 25"D x 29"H
Item #14148-0001
Advance Price: \$217.25
Standard Price: \$271.50



2 Drawer Legal Size File
18"W x 25"D x 29"H
Item #14147-0001
Advance Price: \$282.25
Standard Price: \$352.75

PEDESTALS



Display Pedestals 42"

14"Square x 42"H
Item #12091-0030 (white)
Item#12091-0023 (black)
Advance Price: \$431.75
Standard Price: \$539.50

24"Square x 42"H
Item #12091-0004 (black)
Advance Price: \$522.75
Standard Price: \$653.25

18"Square x 42"H
Item #12091-0002 (black)
Advance Price: \$481.00
Standard Price: \$601.25



Display Pedestals 36"

14"Square x 36"H
Item #12091-0031(white)
Item#12091-0024(black)
Advance Price: \$365.50
Standard Price: \$456.75

24"Square x 36"H
Item #12091-0033(white)
Item#12091-0034(black)
Advance Price: \$522.75
Standard Price: \$653.25



Display Pedestals 30"

14"Square x 30"H
Item#12091-0032(white)
Item#12091-0025(black)
Advance Price: \$340.75
Standard Price: \$425.75

24"Square x 30"H
Item #12091-0003 (black)
Advance Price: \$496.75
Standard Price: \$620.75

18"Square x 30"H
Item #12091-0001 (black)
Advance Price: \$349.75
Standard Price: \$437.25

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

Item #	Description	Qty.	Price	Total

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- Flipchart Packages
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