

TABLE OF CONTENTS

<u>Page</u>	
2-3	Show Information / Critical Dates
4	Official General Services Contractor / EDC Information
5	Shipping Information
6	Exhibitor Designated Contractors Information
7	Exhibitor Designated Contractors Registration Form
8	Limits of Liability
9	Union Regulations
10	Safety Tips
11-13	Payment Forms
14	Order Summary Form
15-16	Freight Handling / Drayage Information Pages
17	Freight Handling Form
18-19	Shipping Labels
20-21	ABF Freight Systems Information
22	Standard Carpet / Floor Covering Forms
23	Custom Cut Carpet / Floor Covering Forms
24	Standard Furniture and Accessories Order Form
25-55	Custom Furniture and Accessories Catalog
56-57	Custom Furniture and Accessories Order Forms
58	Signage Form
59	Installation and Dismantle Labor Form
60	In-Booth Forklift Form
61	Booth Cleaning Order Form
62	Accessible Storage Order Form
63-64	Exhibit Booth Packages, Rentals and Accessories
65-66	Electrical Information and Order Form
67	Audio Visual Order Form
68-69	Internet/Phone Order Form
70	Floral Order Form

Welcome

We are pleased that **U.S. Tradeshows** has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success. Please review our payment policy carefully. As a reminder, **U.S. Tradeshows** requires payment in full at the time you place your order, along with a **payment/charge authorization**. This may be used to cover items such as labor and freight handling not included with your initial payment.

Take advantage of our **substantial price discounts!** Just return your order with payment by the discount price deadline(s) on the order forms and use the lower price. Please contact our Exhibitor Services Department with questions. If you have a special request, just call! We will do our best to provide you with all your show needs and appreciate the opportunity to serve you.

Show Information

Back wall drape color: Blue / White
 Side wall drape color: White
 Hotel Ballroom is Carpeted

Exhibit Booth Package includes:

Booth Size: 10'x10'
 6' table, skirted blue
 2 chairs, 1 wastebasket
 One-line ID Sign provided per booth

Important Dates

Discount Deadline Date: Friday, March 31, 2017

Advance Shipments:	<u>Monday, March 20, 2017</u>	May begin arriving to the advanced warehouse
	<u>Friday, April 7, 2017</u>	Last day to arrive at the advanced warehouse without a surcharge
Direct Shipments:	<u>Monday, April 17, 2017</u>	8:00pm to 5:00pm
	(Direct shipments that arrive before the 17th will be refused by the hotel)	
Installation:	<u>Monday, April 17, 2017</u>	8:00am to 7:00pm
	(If travel plans cause you to arrive later in the evening, please contact John Halverson at US Tradeshows to help accommodate your needs.)	
	Welcome Reception:	8:30pm to 10:00pm
Trade Show Hours:	<u>Tuesday, April 18, 2017</u>	8:00am to 6:00pm
	Cocktail Mixer:	6:00pm to 7:30pm
	<u>Wednesday, April 19, 2017</u>	8:00am to 1:00pm
Dismantle:	<u>Wednesday, April 19, 2017</u>	1:00pm to 4:00pm
Outbound carrier check-in:	<u>Wednesday, April 19, 2017</u>	3:00pm
Conference Hours:	<u>Monday, April 17, 2017</u>	8:00am – 12:00pm EPA SPCC Short Course 1:00pm – 5:00pm FRP Short Course
	<u>Tuesday, April 18, 2017</u>	8:15am – 6:00pm AST Conference
	<u>Wednesday, April 19, 2017</u>	8:30am – 5:30pm AST Conference 1:30pm – 5:00pm Tanks 101 Course
	<u>Thursday, April 20, 2017</u>	8:30am – 12:00pm Tanks 101 Course 9:00am – 12:15pm AST Conference



Additional Show information

Advanced Warehouse Shipping Address:

C/O US Tradeshows
NISTM
ABF Freight System, Inc.
3732 Bryn Mawr Street
Orlando, Florida 32808

Show site Direct Shipping Address:

C/O US Tradeshows
NISTM
Rosen Shingle Creek
9939 Universal Blvd
Orlando, FL 32819

Attention Exhibitors:

Shipments that arrive direct at show site prior to:

Monday, April 17th

May be refused by the hotel!! If you need to ship your booth early, ship it to the advanced warehouse to avoid any problems!

Exhibitor Service Center: Come visit our service desk for any tradeshow related needs. Order Furniture, Cleaning, Freight Handling, and Labor.

Union Information Only full time employees of the exhibiting company and/or union labor can be permitted to work inside the exhibit hall to assist all aspects of your exhibit setup and dismantle. **Tipping is strictly** prohibited and SOLICITATION AND/OR ACCEPTANCE of tips by any of our employees is forbidden.



SHOW OFFICIAL GENERAL SERVICES CONTRACTOR

US Tradeshows has been appointed as the Show Official General Services Contractor to oversee and ensure that the installation and removal of the tradeshow is conducted in an efficient manner and within standard practices. US Tradeshows will provide and distribute labor to exhibitors who are in need, in addition to providing adequate general show site labor to install the tradeshow event. US Tradeshows will also provide exclusive freight handling services as well as typical trade show rental items & labor. The loading docks, exhibit floor, aisles, service corridors and storage areas are under the control and sole jurisdiction of US Tradeshows.

EXHIBITOR DESIGNATED CONTRACTORS (EDC)

An exhibitor may choose to appoint an EDC to handle the installation and removal of their exhibit. This appointed EDC will be permitted to perform these duties only if the following criterion can be satisfied by the EDC:

1. The exhibiting company must inform both show management and US Tradeshows, in writing, of their intention to use an EDC no later than 30 days prior to the first move-in day of the event. The exhibiting company must provide the name of the EDC, address and telephone number.
2. The exhibiting company must provide written proof that the Exhibitor Designated Contractor carries a proper & current certificate of insurance with a minimum of \$2,000,000 liability coverage, including property damage, and \$1,000,000 Auto Liability coverage to show management and US Tradeshows at least 14 days prior to the first show day of the event.
3. The EDC will not be permitted to provide the following services: drayage/material handling services, electrical supply or installation, plumbing, telephone, and cleaning services. These services are the exclusively provided by the SHOW OFFICIAL GENERAL SERVICES CONTRACTOR and/or the facility or one of their appointed vendors. The above stated regulations are required to satisfy licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors are only permitted to provide material and equipment they own and are to be used in their exhibit space.
4. The EDC being utilized by the exhibiting company must provide a current certificate of insurance with at least the minimum limits listed below:
 - a) Not less than \$1,000,000 Comprehensive General Liability, with respect to injuries to any one person in an occurrence.
 - b) \$2,000,000 Comprehensive General Liability with respect to injuries to more than one person in any occurrence.
 - c) Not less than \$1,000,000 of individual and/or aggregate coverage. Workers' Compensation Insurance including employee liability coverage.
 - d) \$1,000,000 Auto liability insurance
 - e) US Tradeshows must be named as additional insured.

Any exhibitor who does not have a certificate of insurance on file in the US Tradeshows office 10 days prior to the show will be automatically assessed a \$150 fee which will be charged to your credit card.

5. The EDC will abide to following conditions:
 - a) All rules and regulations of the show as well as all union rules and regulations.
 - b) Must possess all permits and business licenses, current Worker's Compensation Insurance required by the City & State governments as well as the convention facility management before work can begin, and will provide Show Management written evidence of compliance to the above referenced. Will also provide evidence that it possesses applicable & current labor contracts and must comply with all labor agreements and practices. All information must be received in the US Tradeshows office no later than 14 days prior to the show.
 - c) The EDC will not commit or allow anyone in its employment to commit any acts that could lead to work stoppages, strikes, or labor problems.
 - d) Will share any reasonable cost with US Tradeshows related to its operation, including overtime pay for stewards, restoration of exhibit space to its original condition prior to move-in, etc.
 - e) Will ensure that all employees of the EDC working on the exhibition wear identification badges at all times.
 - f) The EDC may under no circumstances solicit business at the convention facility. They must be prepared to show evidence that they have been contracted by the Exhibiting company to work in their booth.
 - g) Must confine its operations to the exhibit booth area of its clients. EDC service desks are not permitted nor are storage areas. Any other work facilities that the EDC intends on using will not be located anywhere in the convention facility. The show aisles and public space are under no circumstances considered part of the Exhibitor's booth space.
 - h) Must coordinate all of its activities with US Tradeshows and show management.



Shipping information / Freight Handling Services

Exhibitors have a choice of two shipping locations.

Please label all pieces of freight and consign them as follows:

<p>Advanced Warehouse Shipping Address:</p> <p>NISTM c/o U.S. Tradeshows ABF Freight System, Inc. 3732 Bryn Mawr Street Orlando, Florida 32808</p>	<p>Show site Direct Shipping Address: (Not to arrive before Monday April 17, 2017)</p> <p>NISTM c/o U.S. Tradeshows Rosen Shingle Creek 9939 Universal Blvd Orlando, Florida 32819</p>
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US Tradeshows will only accept pre-paid shipments. COD shipments will be refused. Crates, cartons, and fiber cases only will be accepted at the advanced warehouse. Rolled carpet and padding will also be accepted in the advanced warehouse, but with a 25% special handling fee added to the drayage charge.

Bill of Lading

All shipments must be accompanied by a bill of lading or shipping tally indicating the number of pieces in the shipment, weight, and type of merchandise. Material handling charges will be based on the weight of the freight. Certified weight tickets are required for all shipments. Private vehicles arriving without certified weight tickets will either be sent to a weigh station, or a weight estimate will be made by US Tradeshows. Charges will be based on this estimation and no adjustments can be made. If your shipment contains mixture of crated and uncrated items, please have two shipping tallies, differentiating between crated and uncrated. Clearly identify the weights on each the shipping tallies. Otherwise, US Tradeshows will classify the entire load as uncrated and bill the exhibitor the uncrated rate. No adjustments will be made. All shipments must be consigned to US Tradeshows in order for us to accept them for handling. The convention facilities and hotels do not accept advanced shipments as they have no storage space, and the shipment will be refused.

Labor and Equipment

Labor and equipment for unloading and loading are included with US Tradeshows freight handling rates for services. Labor and equipment will be available for uncrating, unskidding, recrating, and reskidding machinery and/or equipment of exhibitors. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Empty Labels

Shipping cartons will be picked up, stored, and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the US Tradeshows Exhibitor Service Center® and are for *empty storage only*.

Outgoing Shipments

Shipping information, bills of lading and labels will be available at the US Tradeshows Exhibitor Service Center. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup.

<p>Last day for shipments to arrive at the advance warehouse without surcharge.</p> <p>Friday, April 7, 2017</p>	<p>First day for shipments to arrive at the exhibit site.</p> <p>Beginning at 1:00 pm</p> <p>Monday, April 17, 2017</p>
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Exhibitor Designated Contractor Information **Submission Deadline Date: Friday, March 31, 2017**

Please read and review the following information.

Then print, sign and return One Form for each contractor to US Tradeshows.

Only US Tradeshows may provide the following services: Material Handling / Drayage - Furniture Rental - Cleaning Services - Further, only US Tradeshows or the Event Facility, depending on agreement between the two, may provide the following: Rigging - Building Services and Utilities, including, but not limited to, electrical supply or installation, plumbing, or telephone services

As the official show contractor, US Tradeshows will provide all standard tradeshow services, including installation and dismantle labor. But exhibitors may appoint an Exhibitor Designated Contractor (EDC) to provide installation and dismantle services providing that all of the following conditions are met:

The Exhibitor Designated Contractor (EDC) must provide the following insurance certification, naming US Tradeshows as additionally insured, by the deadline date:

- a. Not less than \$1,000,000 Comprehensive General Liability, with respect to injuries to any one person in an occurrence.
- b. \$2,000,000 Comprehensive General Liability, including property damage, as well as in respect to injuries to more than one person in any occurrence.
- c. Not less than \$1,000,000 of individual and/or aggregate coverage. Workers' Compensation Insurance including employee liability coverage.
- d. \$1,000,000 Auto liability insurance
- e. US Tradeshows must be named as additionally insured.

The EDC must abide by all of the show rules and regulations and all pertinent union regulations

All Employees of EDC must wear approved name badges at all times while on the show floor. Additionally, EDC may under no circumstances solicit business at the convention facility. They must be prepared to show evidence that they have been contracted by the Exhibiting company to work in their booth.

In order for EDC employees to incur expenses on behalf of the exhibiting company, a Third Party Payment Form must be completed and on-file with the US Tradeshows Services Desk. The exhibiting company agrees that they will ultimately be responsible for all charges in connection with the exhibitor's booth.

EDC Must possess all permits and business licenses, current Worker's Compensation Insurance required by the City & State governments as well as the convention facility management before work can begin, and will provide Show Management written evidence of compliance to the above referenced. Will also provide evidence that it possesses applicable & current labor contracts and must comply with all labor agreements and practices. All information must be received in the US Tradeshows office no later than 14 days prior to the show.





19th Annual International Aboveground Storage Tank Conference & Trade Show
April 18-20, 2017 Rosen Shingle Creek Resort | Orlando, Florida

The EDC will not commit or allow anyone in its employment to commit any acts that could lead to work stoppages, strikes, or labor problems.

Will share any reasonable cost with US Tradeshows related to its operation, including overtime pay for stewards, restoration of exhibit space to its original condition prior to move-in, etc.

Must confine its operations to the exhibit booth area of its clients. EDC service desks are not permitted nor are storage areas. Any other work facilities that the EDC intends on using will not be located anywhere in the convention facility. The show aisles and public space are under no circumstances considered part of the Exhibitor's booth space.

Must coordinate all of its activities with US Tradeshows and show management.

Exhibitor Designated Contractor Form

Submission Deadline Date: Friday, March 31, 2017

EXHIBITING COMPANY must submit this form for each outside contractor to be providing labor services by the deadline date. If this form is not submitted by the deadline date, the EDC will not be allowed to work in the exhibit hall, with the exception of supervising the labor provided by the official show contractor, US Tradeshows.

PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN TO US TRADESHOWS BY THE DEADLINE DATE

EXHIBITING COMPANY NAME _____ BOOTH # _____.

NAME OF EXHIBITOR DESIGNATED CONTRACTOR (EDC) _____.

SERVICES TO BE PERFORMED _____.

EDC COMPANY CONTACT NAME _____ PHONE # _____.

EXHIBITNG COMPANY CONTACT NAME _____ PHONE # _____.

EXHIBITING COMPANY REPRESENTATIVE SIGNATURE _____.



Limits of Liability

1. US Tradeshows and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, including but not limited to glass breakage, concealed damage as determined by US Tradeshows or delay to uncrated freight or improperly packed freight.
2. Inbound/ outbound shipments: Due to the possibility of exhibitor materials being delivered prior to exhibitor move-in, and/or after the departure of the exhibitor, US Tradeshows and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. US Tradeshows or its subcontractors will check the booth materials against the outbound shipping form submitted by the Exhibitor at the time of pickup from the booth and notated where discrepancies exist.
3. 14 days advance notice has been given to US Tradeshows for any booth materials that require special equipment for handling. In the event this notice is not submitted, US Tradeshows and its subcontractors shall not be liable for any damage incurred.
4. US Tradeshows and its subcontractors shall not be liable for any damage, loss or delay due to events beyond their reasonable control including but not limited to lockouts or work stoppages, strikes and/or labor disputes, vandalism, windstorm, fire, theft, water, acts of God, failure of power or utilities, and other events of force majeure.
5. US Tradeshows and/or its subcontractors shall be paid in full for any services rendered up to the point of occurrence of any of the above.
6. US Tradeshows and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
7. US Tradeshows does not insure the Exhibitor's materials in the event of damage or loss through performance or nonperformance of services by US Tradeshows, or from negligence of US Tradeshows, its subcontractors or their respective employees. Furthermore, US Tradeshows does not provide for full replacement value should damage or loss occur. **US Tradeshows strongly urges all exhibitors to obtain their own insurance for any and all exhibit materials from the moment it leaves your property until the moment it returns.** US Tradeshows and its subcontractor's liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, regardless of the replacement value of the exhibitors' property. The above stated is agreed between the exhibitor and US Tradeshows that this is the exclusive remedy.
8. Should a loss or damage occur to an exhibitor's material or an injury to exhibitor's personnel that causes it to be impractical or impossible for an exhibitor to exhibit their materials, US Tradeshows and its subcontractors shall not be liable to any extent for any incidental, indirect, special or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from said losses.
9. US Tradeshows must be notified in writing, within 60 days, of any action, or claim brought against US Tradeshows or its subcontractors. US Tradeshows will not be bound to honor said claim or action brought against US Tradeshows or its subcontractors if notified after 60 days following incident.
10. US Tradeshows and its subcontractors shall have no liability for shipments received, handled, stored or reloaded without receipts, shipping documents or specified unit counts on receipts or shipping documents. US Tradeshows or its subcontractors will act as agent for the exhibitor but will not as bailee or shipper. US Tradeshows or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof. Such shipments shall be delivered to the booth without guarantee of piece count or condition.
11. US Tradeshows will supply upon request, empty labels for exhibitors to affix to their empty crates, cartons or containers. It is the sole responsibility of the exhibitor or its representatives to affix the labels to their crates, cartons or containers. It is understood that these labels are only used for EMPTY STORAGE ONLY, and that US Tradeshows and its subcontractors assume no responsibility or liability for damage or loss to the contents while containers are in storage or for any mislabeled containers.
12. **If the exhibitors' carrier fails to check in by the appointed carrier check in time, and/or in order to expedite removal of freight from the show site, US Tradeshows reserves the authority to change designated carriers. If the exhibitor does not indicate on the outbound shipping form, a designated carrier, freight may be taken to a warehouse and force shipped on a carrier determined by US Tradeshows. The Exhibitor agrees to be responsible for payment for shipping and handling charges for said materials. US Tradeshows assumes no liability as a result of rerouting or handling of these materials.**
13. US Tradeshows assumes no liability or responsibility for dry or cold storage. Products storage is at the sole risk of the exhibitor.
14. In the event of a dispute with US Tradeshows or its subcontractors related to any loss or damage to any of the Exhibitor's freight or materials, the Exhibitor agrees to pay US Tradeshows prior to the close of the show for all services rendered & equipment rendered. US Tradeshows and the exhibitor further agrees that any claim the Exhibitor may have against US Tradeshows or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits. An exhibitor or any agent of the exhibitor placing of an order for equipment and/or services shall be construed as an offer subject to acceptance and approval of US Tradeshows in its sole discretion. Participation in any US Tradeshows event or show, legally binds the Exhibitor and its agents to the terms and conditions set forth in Sections 1 through 13 below.
To reiterate, US Tradeshows strongly urges all exhibitors to obtain insurance to cover any and all equipment and property from the moment the shipment leaves their possession until the moment the shipment returns to their possession, including storage and display time at show site. Any and all transit claims should be referred to your carrier.



EXHIBIT LABOR JURISDICTIONS

EXHIBIT SET-UP/DISMANTLE – DECORATING JURISDICTIONS

US Tradeshows will have labor available to assist you in the movement of your equipment and the set-up and dismantle of your booth. In the event that installation, dismantling and cleaning of prefabricated exhibits and displays is performed, it must be done by either full time employees of the exhibiting company, or labor provided by US Tradeshows through the **IATSE Local Union**. Should the exhibitor choose to employ US Tradeshows labor to install/dismantle their display, they fill out the appropriate labor order forms and mail to US Tradeshows accompanied by payment. Should an exhibitor choose to install/dismantle their display, **they must be prepared to provide proof of full time employment**. All mechanical equipment including Forklifts, Pallet Jacks, Scooters, Genie Lifts, as well as all other equipment mechanical in nature on the trade show floor must be under the care, custody and control of **US Tradeshows**.

FREIGHT HANDLING JURISDICTIONS

US Tradeshows is the exclusive freight handling service for the trade show through the use of IATSE Local Union. Receiving and handling all exhibit materials and empty crates, managing the dock area and coordinating vehicle traffic fall under the same jurisdiction. It is imperative that US Tradeshows have complete control of the loading dock areas at all times in order to help ensure a safe and efficient operating environment. If you wish to unload or load, you must report to a US Tradeshows representative in order to be dispatched to the dock area. Please do not leave your vehicles unattended in the loading areas, as they will be towed at owners' expense. Please make arrangements with US Tradeshows to store empty crates. **Only full-time employees of Exhibiting Companies, who are prepared to provide proof of full-time employment**, are allowed to perform the following duties:

1. Hand carry items to booth or use personally owned **two wheel** carts
2. Packing/unpacking of boxes, equipment, merchandise etc.
3. Calibrating/fine tuning company equipment
4. Setup/dismantle of signs and graphics
5. You may plug in your equipment to the electrical service once it has been delivered, however, any hard wiring must be done by a licensed electrician.

GRATUITIES are not acceptable! Please do not offer!

GENERAL comments or questions?

Any questions, concerns or grievances concerning hired labor from US Tradeshows should be directed to a US Tradeshows representative, not the hired labor. Please feel free to contact us regarding clarification on any trade show related issue. Thank you.



Safety Tips!!!

In order to provide for a safe and pleasurable working environment, US Tradeshows would like to partner with our exhibitors in implementing the following safety practices.

- No smoking, except in designated areas
- No standing on tables, chairs, furniture or other unapproved devices
- Please be very aware of your surroundings! Forklifts, carts, and other heavy equipment will be constantly moving through the aisles and docks and may pose as a harm to oneself. Furthermore, all mechanized equipment and carts are to be used only by authorized US Tradeshows staff and their subcontractors
- Please dispose of refuse in an appropriate manner and clean up and report any spills on the show floor.
- Please be aware of the hazards of electrical cords, wire and light fixtures as electrocution could result.
- Cords and wire can cause a tripping hazard so please secure or remove any such items from walkways.
- Please report any noticeable smoke, burning smells, or fire immediately. Notice where fire alarms, strobes and exits are located in the event of a fire for notification or evacuation purposes.
- Remember not to leave any valuable or personal items unattended or unsecured.
- Above all, please use common sense and courtesy to others. If you have any questions or concerns, please notify US Tradeshows. Have a safe and successful show.



Payment Policy

US Tradeshows requires full payment, including tax, at the time services are ordered. A credit card authorization form must be filled out and sent in with your initial order.

US Tradeshows accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be assessed a \$25 service charge for any returned checks. **A finance charge of 1.5% per month (18% per annum) will be added to any outstanding invoices**

International Exhibitors

US Tradeshows requires 100% pre-payment for all advance orders. Payment must be rendered by cash, company check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard or Visa Credit Cards.

Third Party Billing

Each exhibiting company is responsible for all charges incurred with their participation in this event. If the exhibitor chooses to appoint an outside agent to handle their exhibit, the appointed agent must be prepared to pay in full for all services rendered prior to the close of the show. **US Tradeshows** reserves the right to initiate collection action against the exhibitor if the authorized **third party** does not pay the outstanding balance in full. See Third Party Billing Request form.

Tax Exemption

If you are **tax exempt** in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please provide the certificate prior to the discount deadline date.

Invoice Adjustments and Order Cancellations

ABSOLUTELY NO ADJUSTMENTS WILL BE MADE TO YOUR INVOICE FOLLOWING THE CLOSE OF THE SHOW. In the event that some items, services and/or labor are cancelled, there will be applicable cancellation fees. Please refer to order forms for detailed information. Bank wire transfer information below:



Order Summary

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

Discount Deadline Date: Friday, March 31, 2017

Calculation of Orders

Freight Handling (order form # A100)	\$
Standard Carpet (order form # A 200)	\$
Standard Carpet (order form # A 300)	\$
Furniture & Accessories (order form # A400)	\$
Custom Furniture (order form # A500)	\$
Signs (order form # A600)	\$
Labor (order form # A700)	\$
In-Booth Forklift Labor (order form # A800)	\$
Cleaning (order form # A900)	\$
Accessible Storage (order form #A1000)	\$
Rental Booths (order form #A1100)	\$

Sub-Total Balance Owed: \$ _____

Sales Tax – 6.5%: \$ _____

Grand Total: \$ _____

Charge my credit card in the amount of: \$ _____

Enclosed is a check in the amount of: \$ _____



FRIEGHT HANDLING INFORMATION PAGE

What is Freight Handling / Drayage?

Freight Handling or "Drayage" consists of:

- Receiving your shipment(s) at either the Advance Receiving Warehouse or Show Site
- Delivering your shipment to your booth space
- Storing your empty containers and returning them to your booth at the close of the show
- Providing you with an Outbound Materials handling Form at our Exhibitor Services Desk
- Once your chosen shipping company arrives, we will gather your shipment(s), deliver them to your shipper(s), fill out all required shipping paperwork and assist your shipper in loading out your materials.

May exhibitors unload their own booth materials?

- US Tradeshows utilizes Union Personnel for all freight and labor needs
- In our agreement with the Union Local(s) it is outlined that exhibitors may unload their own materials as long as the following guidelines are adhered to:
- Materials may be unloaded by up to Two Full-Time Employees of the Exhibiting Companies Only, and must be completed in two trips by hand-carrying or using a personally-owned two-wheeled cart only.



- Materials must arrive at the event facility in a *Personally Owned Vehicle Only*.

Personally Owned Vehicles consist of:
Vehicles:

The following are not considered personally-Owned



- If exhibiting companies are unable to meet the above criteria, then their shipments will be unloaded and delivered to their booth space by the union freight personnel and the shipments will be charged according to the Freight Rate Schedule (Form A100)

FRIEGHT HANDLING INFORMATION PAGE Continued

How do I arrange for my Outbound Shipping?

- If you have no pre-determined shipper, **ABF Freight Systems** is official show carrier. They do not need to be called beforehand for pick up.
- You are welcome to use any shipper you desire, but if you are using a shipping company other than **ABF**, **it is your responsibility to contact your shipper** and let them know you will have an outgoing shipment that needs to be picked up at the show site following the close of the show.
- Most shippers require at least 24 hour notification before your shipment needs to be picked up.
- **Pack and label your materials** for shipping to their next destination and leave them in your booth.
- **Fill out the Outbound Materials Handling Form** (Available at the US Tradeshows Service Desk.)
- **Return your completed form to US Tradeshows.**
- Your freight will be turned over to your shipper when they check in.
- **If your shipper does not show up**, your freight will be sent via **ABF** and will be delivered COD.



FREIGHT HANDLING (Form A100)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

- Crated:** Material that is skidded or is in any type of shipping container that can be loaded and unloaded at the dock with no additional handling required.
- Special Handling:** Material delivered by a carrier in such a manner that it requires additionally handling, such as ground loading, side door unloading, constricted space loading, designated piece loading, and stacked shipments.
- Uncrated:** Material that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.
- Straight time rate:** Monday-Friday, between the hours of 8am-4:30pm.
- Overtime rate:** Monday-Friday 4:30pm-8:00am, all day Saturday, Sunday and holidays. (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during the above listed times.)

Warehouse shipment	SHIPMENT WEIGHT	RATE per 100 LBS	200 LB MINIMUM /SHIPMENT	ESTIMATED CHARGES
Crated or skidded shipment		\$ 64.00	\$ 128.00	\$
Special handling shipment		\$ 74.00	\$ 148.00	\$
Show site shipment				
Crated or skidded shipment		\$ 60.00	\$120.00	\$
Special handling shipment		\$ 68.00	\$ 136.00	\$
Uncrated or pad wrapped shipment		\$ 87.00	\$ 174.00	\$
Overtime charge				

- A 25% overtime surcharge for every occurrence will be assessed if:**
- inbound drivers check in after 2:00 PM weekdays causing shipments to be unloaded on overtime
 - inbound shipments are unloaded on Saturdays, Sundays, and holidays
 - outbound shipments are loaded on overtime
 - warehouse freight must be moved to the exhibit site on overtime due to scheduling conflict beyond the control of US Tradeshows.
 - freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of US Tradeshows.

Late to warehouse charge: (in addition to above rates)

A 25% (\$30 minimum) late to warehouse surcharge will be assessed if freight is received at the advanced warehouse after the deadline date listed on the show information page.

Small package shipments: (Total Shipment Under 40 Lbs.) 1st PACKAGE \$ 30.00 ADDT'L PACKAGES \$ 15.00 \$ _____

Advanced shipment rates are inclusive of the following items:		
*Unloading crated freight.	TOTAL ESTIMATED CHARGES	\$ _____
*Storing in the warehouse for up to 30 days at no charge.	Late to warehouse charge (25%)	\$ _____
*Reloading onto trucks and delivery to the exhibit site.	Overtime Surcharge-inbound (25%)	\$ _____
*Reloading freight for return to your specified destination.	Overtime Surcharge-outbound (25%)	\$ _____
*Removing, storing, and returning empty shipping containers.	GRAND TOTAL	\$ _____

Please enter Grand Total on ORDER SUMMARY FORM

Note: Certified weight tickets measuring the weight of your vehicle unloaded and loaded must be documented with certified weight tickets to ensure accurate billing. US Tradeshows will only unload shipments when your driver submits certified weight tickets at the exhibition site.





ADVANCED WAREHOUSE SHIPMENT



FROM:

TO:

EXHIBITING COMPANY NAME

NISTM

NAME OF CONVENTION

BOOTH NUMBER

C/O: US TRADESHOWS
ABF FREIGHT SYSTEMS, INC.
3732 BRYN MAWR STREET
ORLANDO, FLORIDA 32808 *ph: 407-295-1331*

SHIPPER/CARRIER NAME

NUMBER _____ OF _____ PIECES

ROOM NAME

SHIPMENTS SHOULD
ARRIVE BETWEEN
March 20, 2017 – April 7, 2017

CUT HERE AND AFFIX THE LABELS TO YOUR BOXES, CRATES, OR SKIDS FOR SHIPPING

CUT HERE AND AFFIX THE LABELS TO YOUR BOXES, CRATES, OR SKIDS FOR SHIPPING



ADVANCED WAREHOUSE SHIPMENT



FROM:

TO:

EXHIBITING COMPANY NAME

NISTM

NAME OF CONVENTION

BOOTH NUMBER

C/O: US TRADESHOWS
ABF FREIGHT SYSTEMS, INC.
3732 BRYN MAWR STREET
ORLANDO, FLORIDA 32808 *ph: 407-295-1331*

SHIPPER/CARRIER NAME

NUMBER _____ OF _____ PIECES

ROOM NAME

SHIPMENTS SHOULD
ARRIVE BETWEEN
March 20, 2017 – April 7, 2017



DIRECT



SHOW SITE SHIPMENT

FROM:

TO:

EXHIBITING COMPANY NAME

NISTM

NAME OF CONVENTION

BOOTH NUMBER

C/O: US TRADESHOWS
Rosen Shingle Creek
9939 Universal Blvd
Orlando, FL 32819

SHIPPER/CARRIER NAME

NUMBER ____ OF ____ PIECES

ROOM NAME

SHIPMENTS SHOULD
ARRIVE ON
Monday, April 17, 2017

CUT HERE AND AFFIX THE LABELS TO YOUR BOXES, CRATES, OR SKIDS FOR SHIPPING

CUT HERE AND AFFIX THE LABELS TO YOUR BOXES, CRATES, OR SKIDS FOR SHIPPING



DIRECT



SHOW SITE SHIPMENT

FROM:

TO:

EXHIBITING COMPANY NAME

NISTM

NAME OF CONVENTION

BOOTH NUMBER

C/O: US TRADESHOWS
Rosen Shingle Creek
9939 Universal Blvd
Orlando, FL 32819

SHIPPER/CARRIER NAME

NUMBER ____ OF ____ PIECES

ROOM NAME

SHIPMENTS SHOULD
ARRIVE ON
Monday, April 17, 2017

TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

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ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? Yes No

Would you like an ABF Trade Show coordinator to call you with a quote or information? Yes No

Please send me a detailed information packet on ABF's Trade Show Service.

Please fax completed form back to 800-836-3320.

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tradeshow@abf.com

(800) 654-7019





19th Annual International Aboveground Storage Tank Conference & Trade Show
April 18-20, 2017 Rosen Shingle Creek Resort | Orlando, Florida

Standard Floor coverings (Form A200)

EXHIBITING COMPANY NAME

BOOTH NUMBER

AUTHORIZED BY (SIGNATURE)

DATE

Discount Deadline Date: Friday, March 31, 2017

Carpet rental includes installation with front edge taping & carpet removal at the close of the show.
Standard booth carpet is to be used only for booths up to 10' in depth and 30' in length.
Custom Cut Carpet is required for all booths longer than 30' or for booths configured as an island or peninsula.
Standard booth carpets are 9' wide to provide space at the rear of the booth for electricity.

Item #	Description	Discount Price	Regular Price
1001	Standard <u>9' x 10'</u> Booth Carpet	\$139.00	\$ 193.00
1002	Carpet Padding for <u>9' x 10'</u> Carpet	\$ 90.00	\$ 180.00
1003	Double Padding for <u>9' x 10'</u> Carpet	\$135.00	\$ 270.00
1004	Standard <u>9' x 20'</u> Booth Carpet	\$270.00	\$ 365.00
1005	Carpet Padding for <u>9' x 20'</u> Carpet	\$180.00	\$ 360.00
1006	Double Padding for <u>9' x 20'</u> Carpet	\$270.00	\$ 540.00
1007	Standard <u>9' x 30'</u> Booth Carpet	\$390.00	\$ 552.00
1008	Carpet Padding for <u>9' x 30'</u> Carpet	\$270.00	\$ 540.00
1009	Double Padding for <u>9' x 30'</u> Carpet	\$405.00	\$ 810.00

Standard Carpet Color: Please circle selection (If no color is indicated, Gray or Black will be provided)

Black Blue Gray Green Tan

Carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Item	Description	Discount Price	Regular Price
1010	Visqueen Plastic Covering	\$.25 per sq/ft	\$.35 per sq/ft

Place order below

Item	Description	Price

1. Total All Items Ordered \$ _____

Please enter Total on ORDER SUMMARY FORM



Custom Floor coverings (Form A300)

CUSTOM-CUT CARPET

EXHIBITING COMPANY NAME _____

BOOTH NUMBER _____

AUTHORIZED BY (SIGNATURE) _____

DATE _____

Discount Deadline Date: Friday, March 31, 2017

Item	Description	Discount Price per sq.ft	Regular Price per sq.ft
1011	16 oz. Custom-cut Black Blue Gray Green Tan	\$ 3.75	\$ 5.50
1012	26 oz. Plush Black Blue Gray Green Tan	\$ 4.75	\$ 6.50
1013	50 oz. Ultra Plush Black Blue Gray Green Tan	\$ 5.75	\$ 7.25
1014	Carpet Padding	\$ 1.00 per sq/ft	\$ 2.00 per sq/ft
1015	Double Carpet Padding per sq/ft	\$ 1.50 per sq/ft	\$ 3.00 per sq/ft

All custom orders must be received by the Deadline Date above to guarantee delivery and color selection.

100 sq. feet minimum required for custom-cut orders.

All carpet cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

Place order below

Item	Description	Price
1011	16 oz. Custom-cut <div style="display: flex; justify-content: space-between; margin-top: 5px;"> _____ X _____ X _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Booth Width Booth Length Price Per Sq/Ft </div>	\$ _____
1012	26 oz. Plush <div style="display: flex; justify-content: space-between; margin-top: 5px;"> _____ X _____ X _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Booth Width Booth Length Price Per Sq/Ft </div>	\$ _____
1013	50 oz. Ultra Plush <div style="display: flex; justify-content: space-between; margin-top: 5px;"> _____ X _____ X _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Booth Width Booth Length Price Per Sq/Ft </div>	\$ _____
1014	Carpet Padding <div style="display: flex; justify-content: space-between; margin-top: 5px;"> _____ X _____ X _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Booth Width Booth Length Price Per Sq/Ft </div>	\$ _____
1015	Double Carpet Padding <div style="display: flex; justify-content: space-between; margin-top: 5px;"> _____ X _____ X _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Booth Width Booth Length Price Per Sq/Ft </div>	\$ _____

1. Total All Items Ordered \$ _____

Please enter Total on ORDER SUMMARY FORM



Furniture & Accessories (Form A400)

EXHIBITING COMPANY NAME _____

BOOTH NUMBER _____

AUTHORIZED BY (SIGNATURE) _____

DATE _____

Discount Deadline Date: Friday, March 31, 2017

BOOTH FURNITURE

<i>Item #</i>	<i>Description</i>	<i>Discount price</i>	<i>Regular</i>
<i>Price</i>			
2001	Plastic Contour Chair	\$45.00	\$ 55.00
2002	Deluxe Padded Chair	\$55.00	\$ 65.00
2003	Padded Counter High Stool	\$75.00	\$ 89.00
2004	Padded Counter High Stool- Black/Chrome Diner style	\$85.00	\$100.00

DISPLAY TABLES

<i>Item #</i>	<i>Description</i>	<i>Discount price</i>	<i>Regular Price</i>
2011	Skirted 4' Table (<i>Skirted 4 Sides</i>)	\$ 86.00	\$ 109.00
2012	Skirted 6' Table	\$ 108.00	\$ 139.00
2013	Skirted 8', Table	\$ 116.00	\$ 138.00
2014	4th Side Skirted, Optional	\$ 10.00	\$ 15.00
2015	30" round x 28"H- Black top Café table	\$ 85.00	\$ 99.00

DISPLAY COUNTERS

<i>Item #</i>	<i>Description</i>	<i>Discount price</i>	<i>Regular Price</i>
2021	Skirted 4' Counter (<i>Skirted 4 Sides</i>)	\$ 92.00	\$ 115.00
2022	Skirted 6' Counter	\$ 117.00	\$ 139.00
2023	Skirted 8' Counter	\$ 123.00	\$ 145.00
2024	4th Side Skirted, optional	\$ 10.00	\$ 15.00
2025	30" round x 40"H- Black top Café table	\$ 98.00	\$ 118.00
2026	30" round x 40"H Black/Chrome Diner Café table	\$100.00	\$ 135.00

Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides

Table / Counter Skirt Color: Circle color selection (If no color is indicated, Blue will be provided):

Black Blue Green Red White

CUSTOM BOOTH DRAPE

<i>Item #</i>	<i>Description</i>	<i>Discount price</i>	<i>Regular Price</i>
2031	Linear Ft. of Back Drape per ft.	\$10.00	\$ 16.00
2032	Linear Ft. of Side Drape per ft.	\$ 9.00	\$ 13.50

8' H Back Drape and 36"H Side Drape — 4 feet minimum order

BOOTH ACCESSORIES

<i>Item #</i>	<i>Description</i>	<i>Discount price</i>	<i>Regular Price</i>
2041	22" x 28" Chrome Sign Holder	\$ 40.00	\$ 52.00
2042	Easel	\$ 25.00	\$ 32.00
2045	Ticket Tumbler	\$ 60.00	\$ 78.00
2046	Refrigerator	\$ 180.00	\$ 235.00
2047	Wastebasket	\$ 15.00	\$ 20.00
2048	4' x 8' Tack board	\$ 100.00	\$ 130.00
2049	Bag Stand	\$ 75.00	\$ 90.00
2050	Literature Stand	\$ 55.00	\$ 75.00

<i>Item #</i>	<i>Description</i>	<i>Quantity</i>	<i>Price</i>	<i>Total</i>
				\$ _____
				\$ _____
				\$ _____
1. Total All Items Ordered				\$ _____

Please enter Total on ORDER SUMMARY FORM



TRADE SHOW FURNISHINGS

Product Guide



Featuring:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



Power Up In Style.

Denotes Powered Products



ROMA 
SFAPWR Sofa, Powered
(white vinyl) 78" L 31" D 33" H



ROMA 
CHR PWR Chair, Powered
(white vinyl) 37" L 31" D 33" H



Powered Seating

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.

Powered Seating

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

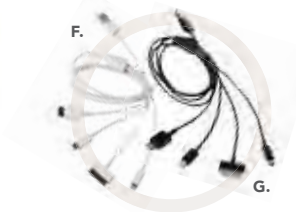


**A) NPLCHP
Naples Chair, Powered**
(black vinyl)
36"L 30"D 28"H

**B) NPLSOP
Naples Sofa, Powered**
(black vinyl)
87"L 30"D 28"H

**C) NPLLOP
Naples Loveseat, Powered**
(black vinyl)
62"L 30"D 28"H

Powered Tables



Charging adapters are available to rent for all powered products.

**A) G30BWP
G30 Bar Table, Powered**
(white top)
72"L 26"D 42"H

**B) G30DWP
G30 Café Table, Powered**
(white top)
72"L 26"D 30"H

**C) G30CWP
G30 Cocktail Table, Powered**
(white top)
72"L 26"D 18"H

**D) C1WP
Sydney Cocktail Table, Powered**
(white, brushed steel)
48"L 26"D 18"H

**E) C1YP
Sydney Cocktail Table, Powered**
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPTW (white)
G) ADAPTB (black)

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38" RND 51"H



BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72" RND 51"H



BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72" RND 18"H



BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H




WHT12 Half Bench Ottoman
(white vinyl)
39"L 22.5"D 18"H



Detail of Electrical Charging Outlet

Powered Pedestals

 Denotes AC and USB charging outlets

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



A. | B. 



C. | D. 

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

Powered Locking Pedestal

- A) PDL36W** (white)
24"L 24"D 36"H
- B) PDL42W** (white)
24"L 24"D 42"H
- C) PDL36B** (black)
24"L 24"D 36"H
- D) PDL42B** (black)
24"L 24"D 42"H


Charging Adapters

- E) ADAPTW** (white)
- F) ADAPTB** (black)

Charging adapters are available to rent for all powered products.

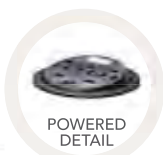


Powered Tech Desk

 Denotes AC and USB charging outlets



A. 



B. 



C.

A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

Charging Adapter D) ADAPTB (black)

Charging adapters are available to rent for all powered products.



Soft Seating Collections

HOPI
HOPCH Chair
(gray linen)
21"L 25"D 34"H

HOPI
HOPLV Loveseat
(gray linen)
48"L 25"D 34"H



SILVERADO
C1E Cocktail Table
(glass, chrome)
36" Round 17"H


Soft Seating Collections



FAIRFAX

A) FAIRSW Sofa
(white vinyl, brushed metal)
62"L 27"D 30"H

B) FAIRCW Chair
(white vinyl, brushed metal)
30"L 27"D 30"H

Available in Power 



ROMA

A) CHR003 Chair
(white vinyl)
37"L 31"D 33"H
CHRPWR (Powered)

B) SFA003 Sofa
(white vinyl)
78"L 31"D 33"H
SFAPWR (Powered)



C. 

NAPLES

A) NPLCHR Chair
(black vinyl)
36"L 30"D 28"H
NPLCHP (Powered)

B) NPLLOV Loveseat
(black vinyl)
62"L 30"D 28"H
NPLLOP (Powered)

C) NPLSOF Sofa
(black vinyl)
87"L 30"D 28"H
NPLSOP (Powered)

Soft Seating Collections



HEATHROW

HS008 Sectional 3pcs

(black vinyl)
72"L 48"D 28"H



HCH08 Heathrow Chair

(black vinyl)
24"L 24"D 28"H



HC008 Heathrow Corner Chair

(black vinyl)
24"L 24"D 28"H



HEA08 Heathrow Sofa

(black vinyl)
48"L 24"D 28"H

Soft Seating Collections



A.



B.

ALLEGRO

- A) CHR002 Chair**
(blue fabric)
36"L 34.5"D 30"H
- B) SFA002 Sofa**
(blue fabric)
73"L 34.5"D 30"H



A.



B.

TANGIERS

- A) TANSOF Sofa**
(beige textured)
78"L 37"D 36"H
- B) TANCHR Chair**
(beige textured)
34"L 37"D 36"H



A.



B.



C.

KEY LARGO

- A) KEYCHR Chair**
(black fabric)
35"L 35"D 34"H
- B) KEYLOV Loveseat**
(black fabric)
57"L 35"D 34"H
- C) KEYSOF Sofa**
(black fabric)
79"L 35"D 34"H



A.

B.

C.

SOUTH BEACH

- A) SO1 Sofa**
(platinum suede)
69"L 29"D 33"H
- B) OTS Ottoman**
(platinum suede)
25"L 31"D 18"H
- C) SO2 Sofa Sectional 3pc.**
(platinum suede)
152"L 40"D 33"H

Accent Chairs



SWANSON

SWAN Swivel Chair
(white vinyl)
28" L 25" D 30" H

KEY WEST

OCB Chair
(black)
31" L 31" D 31" H



MADDEN

MADGRY Arm Chair
(light gray vinyl)
27" L 32" D 33" H



Accent Chairs



A.



B.



C.



D.

**A) BCW
Madrid Chair**
(white vinyl)
30"L 30"D 31"H

**B) OCH
Madrid Chair**
(black vinyl)
30"L 30"D 31"H

**C) LABREA
La Brea Swivel Chair**
(charcoal gray, fabric)
35"L 27"D 40"H

**D) CCE
Ice Chair**
(transparent, chrome)
17.25"L 20"D 32"H

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)



ZENITH
ZENCHR Chair
(white, chrome)
18.5"L 22"D 32"H



LAGUNA
LMCHR Chair
(maple, chrome)
18"L 19"D 34"H



MALBA
MALGRY Chair
(gray)
20"L 20"D 32"H



MALBA
MALGRN Chair
(green)
20"L 20"D 32"H

Group Seating

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.

Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 31"H

D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

H) XC3

Luxor Guest Chair

(black vinyl)

27"L 28"D 40"H

I) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H

K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





VIBE CUBE
 18"L 18"D 18"H

A) VIB09 (white vinyl)	F) VIB02 (blue vinyl)
B) VIB10 (black vinyl)	G) VIB08 (orange vinyl)
C) VIB07 (beige vinyl)	H) VIB06 (gold/bronze vinyl)
D) VIB04 (red vinyl)	I) VIB01 (green vinyl)
E) VIB05 (yellow vinyl)	J) VIB03 (pink vinyl)

D.

H.

I.

J.

E.

F.

G.

Ottomans

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

ENDLESS Square

34"L 34"D 15"H

A) END02B (black)

B) END02W (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

C) END01B (black)

D) END01W (white)

Bench Ottomans

60"L 20"D 18"H

E) BNO08 (black vinyl)

F) BNO75 (white vinyl)

G) SAL Sally Stool

(white)

12" Round 17"H

H) CUBL20 Edge

LED Cube Ottomans

(white plastic)

20"L 20"D 20"H

A/C power only

I) WHT12 Half Bench

(white vinyl)

39"L 22.5"D 18"H

J) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

K) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

Marche Swivel



Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009 (pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006 (rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

- A) ALC100 (glass, chrome)
- B) ALC200 (wood, chrome)



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

- C) ALE100 (glass, chrome)
- D) ALE200 (wood, chrome)

GEO

Cocktail Table

A) C1C (glass, chrome)

50"L 22"D 16"H

B) C1FWB (wood, black)

47"L 24"D 17"H



C.



D.



GEO

End Table

C) E1C (glass, chrome)

26"L 26"D 20"H

D) E1FWB (wood, black)

20"L 20"D 21"H

Styles & Shapes

Available in Power 



A. 

B. 



C.

D.



E.

F.



G.

H.



I.

J.



K.

L.



M.



N.



O.

SYDNEY

(brushed steel)

Cocktail Tables

48"L 26"D 18"H

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

End Tables

27"L 23"D 22"H

C) E1W (white)

D) E1Y (black)

REGIS

(brushed metal)

E) REGBEN Bench Table

47"L 15.5"D 16"H,

F) REGOTT End Table

16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)

G) E1E End Table

24" Round 22"H

H) C1E Cocktail Table

36" Round 17"H

OLIVER

(walnut finish)

I) EOLI End Table

22" Round 22"H

J) COLI Cocktail Table

47"L 27"D 19"H

RUSTIC

(wood)

K) ETBL E-Table

21"L 15.5"D 27.5"H

L) TMBTBL Timber Table

16" Round 17"H

M) NEMSAC

Mosaic Tables, Set of 3

(wood, metal)

12"L 14"D 16"H

16.5"L 15"D 18"H

20.5"L 16"D 20"H

N) AURA

Aura Round Table

(white metal)

15" Round 22"H

O) CUBTBL Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

Café Tables



A) 30SBHC 30" Round Café Table
(liquid steel blue top, chrome hydraulic base)
30" RND 29"H

B) RSTDIN Rustique Chair w/Arms
(gunmetal)
20"L 18"D 31"H

30" Round Café Tables
Standard Black Base
30" Round 29"H
A) ZTB (red top)
B) ZTH (liquid steel blue top)

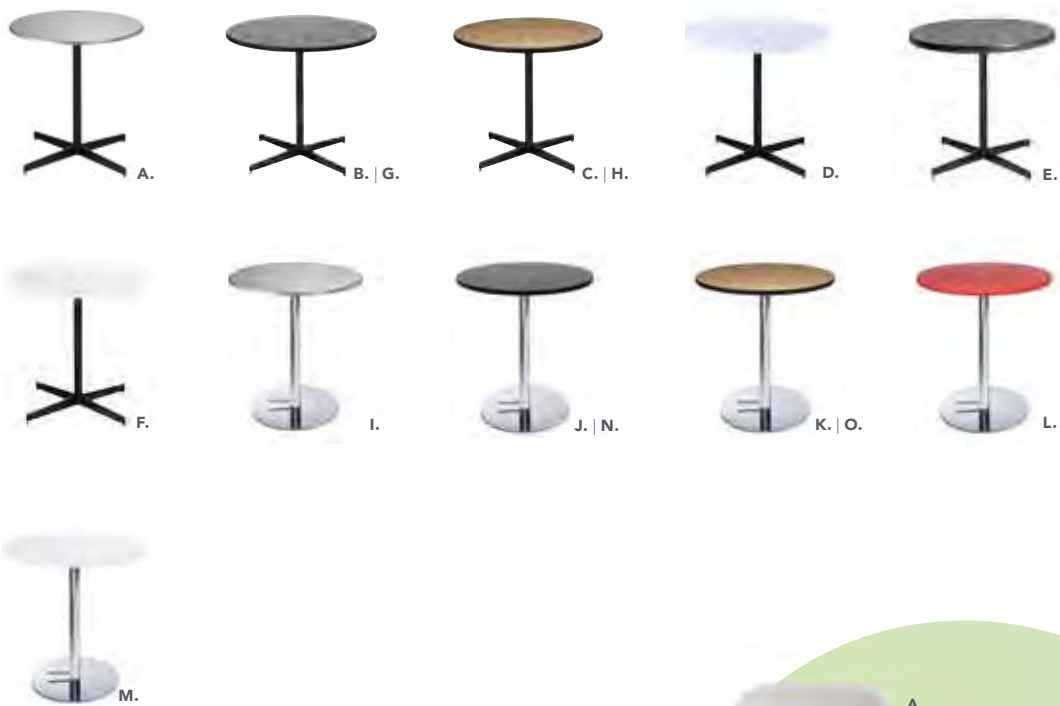
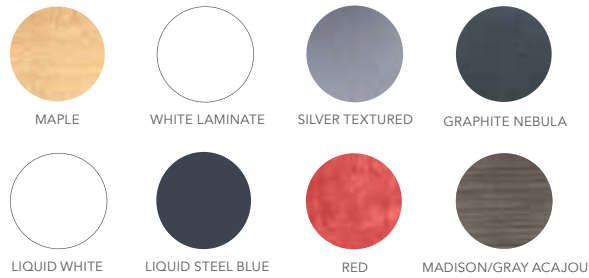
Hydraulic Chrome Base
30" Round 29"H
C) LIQ009 (liquid white top)
D) 30MAHC (Madison gray acajou top)

Malba Chair
20"L 20"D 32"H
E) MALGRN (green)



Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



Café Tables

Standard Black Base

30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) LIQ004 (liquid white)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTO (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

Café Tables

Hydraulic Chrome Base

30" Round 29"H

- I) 30STHC (silver textured)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

- M) 36WTHC (white laminate)
- N) 36GRHC (graphite nebula)
- O) 36MTHC (maple)

See additional options on page 21.

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

- A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Bar Tables



A) LIQ010
30" Round Bar Table
(liquid white, chrome hydraulic base)
30"RND 45"H

B) APS12
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H

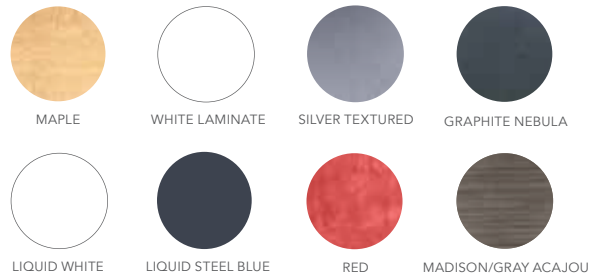
C) 30SBHB
30" Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30"RND 45"H

D) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H



Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



Bar Tables

Standard Black Base
30" Round 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) LIQ003 (liquid white)
- F) VTH (liquid steel blue)

36" Round 42"H

- G) VTW (white laminate)
- H) VTN (graphite nebula)
- I) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" Round 45"H

- J) 30GRHB (graphite nebula)
- K) 30MTHB (maple)
- L) 30STHB (silver textured)
- M) 30BRHB (red)

36" Round 45"H

- N) 36WTHB (white laminate)
- O) 36GRHB (graphite nebula)
- P) 36MTHB (maple)

See additional options on page 23.



Q) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H

R) VTA 30" Round Bar Table w/ Standard Black Base (Madison/gray acajou) 30" RND 42"H

Barstools



A.

C.

B.

D.

LIFT BARSTOOLS

- 15" Round 23–33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.

Apex Barstools

- 21"L 21"D 33"H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS75 (white vinyl)
D) APS12 (blue ultra suede)

Zoey Barstools

- 15"L 16"D 26-30.5"H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

Banana Barstools

- 21"L 22"D 30"H
G) BSS (black, chrome)
H) BST (white, chrome)

Oslo Barstools

- 17"L 20"D 30"H
I) BSD (blue)
J) BSC (white)

K) BSL Gin Barstool

- (maple, chrome)
 16"L 16"D 29"H

L) BCE Ice Barstool

- (transparent, chrome)
 16"L 14"D 33"H

M) XBAR Christopher Barstool

- (white vinyl, chrome)
 19"L 15"D 41"H

N) BS001 Shark Barstool

- (white, chrome)
 22"L 19"D 34-44"H

O) BSR Syntax Barstool

- (black, chrome)
 23"L 19"D 32"H

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

- P) ZENBAR Zenith Barstool** (white, chrome) 19"L 20"D 44"H
Q) RSTSTL Rustique Barstool (gunmetal) 13"L 13"D 30"H
R) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H



Conference Tables



PWRUSB

Powered Conference Table Module
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin and Work Tables.



42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

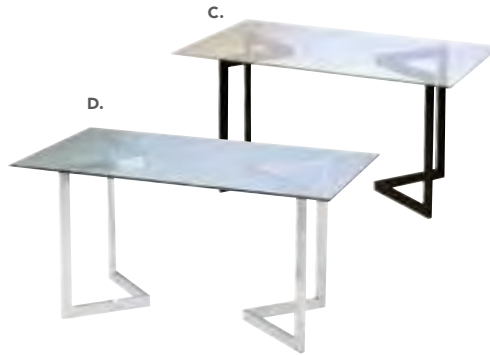
96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H



Styles & Shapes



Geo Rounded Square Tables

42"L 42"D 29"H
A) CE1 (glass, chrome)
B) CF1 (glass, black)

Geo Rectangular Tables

60"L 36"D 29"H
C) CF2 Geo (glass, black)
D) CE2 Geo (glass, chrome)

Conference Tables

(graphite nebula)

E) CB3 8'
 96"L 48"D 29"H
F) CB2 6'
 72"L 42"D 29"H

Conference Tables

(granite)

G) C508GR 8'
 96"L 44"D 29"H
H) CT10GR 10'
 120"L 46"D 29"H
I) CT06GR 6'
 72"L 36"D 29"H

J) MERLIN

Merlin Multi Use Table

(gray laminate, black)
 46"L 29"D 30"H
K) WD3 Work Table
 (white laminate, white)
 48"L 24"D 30"H

Mix & Match

Create the right look. Choose from a wide selection of Conference Chairs for the perfect style.

L) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
M) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



Executive Seating



A.



B.



C.



D.



E.



F.

Pro Executive Mid Back Chair
24"L 22"D 40"H Adjustable
A) PROMDB (black vinyl)
B) PROMID (white vinyl)

C) PROGB Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H

D) XC1 Luxor High Back Executive Chair
(black vinyl)
27"L 28"D 47"H Adjustable

E) XC2 Luxor Mid Back Executive Chair
(black vinyl)
27"L 28"D 41"H Adjustable

F) SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H

Style & Comfort

Create the right look. Choose from a wide selection of Executive Seating for the perfect style.

G) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
H) PROEXE Pro Executive High Back Chair (white classic vinyl) 25"L 24"D 48"H Adjustable.



Communal Tables

G30

Powered Tables



- A) G30BWP G30 Bar Table, Powered (white top) 72"L 26"D 42"H.
- B) G30DWP G30 Café Table, Powered (white top) 72"L 26"D 30"H.
- C) G30CWP G30 Cocktail Table, Powered (white top) 72"L 26"D 18"H.
- D) BSD Oslo Barstool (blue) 17"L 20"D 30"H.

Denotes AC and USB charging outlets

G30 Communal Tables

(maple tops)

- E) Bar Table
72"L 26"D 42"H
- G30BMS (solid top)
- G30BMW (grommet holes)
- F) Café Table
72"L 26"D 30"
- G30DMS (solid top)
- G30DMW (grommet holes)
- G) Cocktail Table
72"L 26"D 18"H
- G30CMS (solid top)
- G30CMW (grommet holes)

TABLE TOP OPTIONS

(G30 Powered Tables only available in white)



MAPLE



WHITE



(ADAPTW)

Charging adapters are available to rent for all G30 Powered Table Products.

(Choose from solid top tables or with grommet holes)



G30 Communal Tables

(white tops)

- 72"L 26"D 42"H
- H) Bar Table
G30BWS (solid top)
- G30BWW (grommets)
- I) Café Table
72"L 26"D 30"H
- G30DWS (solid top)
- G30DWW (grommets)
- J) Cocktail Table
72"L 26"D 18"H
- G30CWS (solid top)
- G30CWW (grommets)

K) MERLIN

Merlin Multi Use Table

(gray laminate, black)
46"L 29"D 30"H

L) WD3 Work Table

(white laminate, white)
48"L 24"D 30"H

Office Essentials

A.



D.

MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) BC8 Madison Bookcase

(gray acajou) 36"L 12"D 72"H

D) SWAN Swanson Swivel Chair

(white vinyl) 28"L 25"D 30"H

C.



B.




DESK BACK



CREDENZA BACK

POWERED PEDESTALS

 Denotes AC and USB charging outlets

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



A. 



B. 

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

A) Powered Locking Pedestal
(white)
PDL36W 24"L 24"D 36"H
PDL42W 24"L 24"D 42"H

B) Powered Locking Pedestal
(black)
PDL36B 24"L 24"D 36"H
PDL42B 24"L 24"D 42"H

Charging Adapters
C) ADAPTW (white)
D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

ACCENT LAMPS



A.




B.

A) LA15 Mason Floor Lamp
(brushed silver)
18" Round 55"H

B) LA14 Mason Table Lamp
(brushed silver)
16" Round 26"H

TECH COLLECTION

 Denotes AC and USB charging outlets



A. 



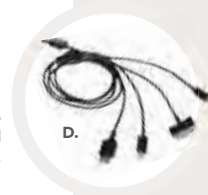
B. 



C.

A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H
B) TECH Tech Desk, Powered
(black metal, laminate)
60"L 30"D 30"H
C) TECH3 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

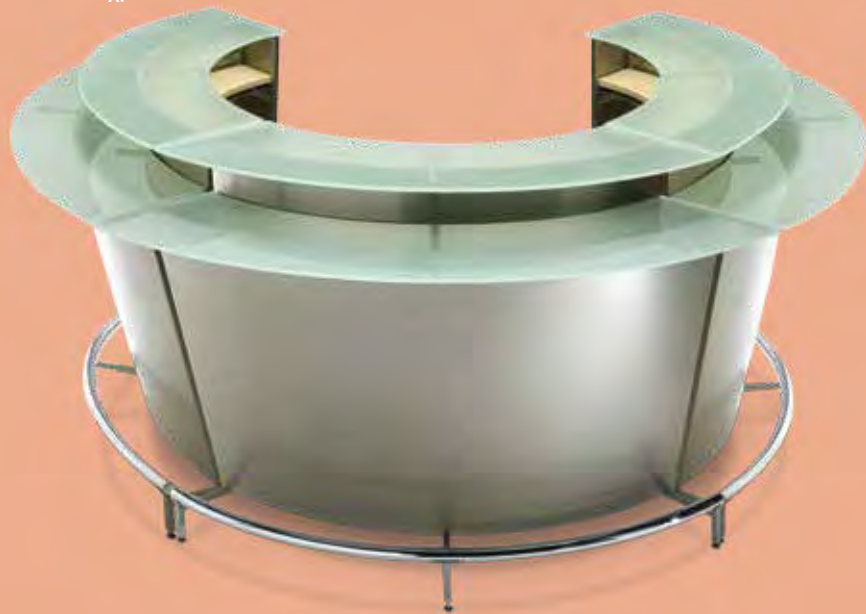
Charging Adapters
D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

Show Essentials

A.



MARTINI BAR

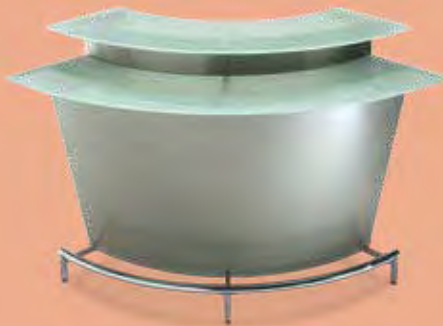
A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars
100"L 100"D 45"H

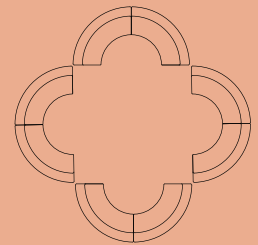
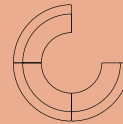
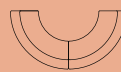
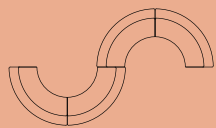
B) BR1 Martini Bar

(gray metal, frosted glass top)
67"L 22"D 45"H

B.



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.



A.



B.


A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



A. 

B. 

(BACK VIEW)

Mobile Tablet Stands
Include 3 AC and 2 USB
Charging Outlets



C.

D.

E.

TABLET STANDS

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR
Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF
Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBPNTN
Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H

Custom Furniture and Accessories

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

Discount Deadline Date: March 31, 2017

Item:	Description:	Price:
Order Total:		
Late Order Fee (after March 31) add 30%		
Total All Items Ordered		
Please Enter Total on ORDER SUMMARY FORM (pg 14)		

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.
CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
POWERED					
BNQTL7		Center Cone, Powered	White Vinyl	\$ 679	
ADAPT8		Charging Adapter	Black	\$ 24	
ADAPT9		Charging Adapter	White	\$ 23	
BNQ417		Full Banquette, Powered	White Vinyl	\$ 2154	
G30BWP		G30 Bar Table, Powered	White Top	\$ 744	
G30DWP		G30 Café Table, Powered	White Top	\$ 589	
G30CWP		G30 Cocktail Table, Powered	White Top	\$ 423	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 609	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 848	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 977	
PWRUSB		Powered Conference Table Module	Black	\$ 72	
CHRPWR		Roma Chair, Powered	White Vinyl	\$ 609	
SFAPWR		Roma Sofa, Powered	White Vinyl	\$ 977	
C1YP		Sydney Powered Cocktail Table	Black, Brushed Steel	\$ 345	
C1WP		Sydney Powered Cocktail Table	White, Brushed Steel	\$ 345	
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric	\$ 474	
SFA002		Allegro Sofa	Blue Fabric	\$ 676	
FAIRC02		Fairfax Chair	White Vinyl, Brushed Metal	\$ 331	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	\$ 459	
HCH08		Heathrow Chair	Black Vinyl	\$ 494	
HC008		Heathrow Corner Chair	Black Vinyl	\$ 536	
HS008		Heathrow Sectional	Black Vinyl, 3 Pieces	\$ 1698	
HEA08		Heathrow Sofa	Black Vinyl	\$ 648	
HOPCH		Hopi Chair	Gray Linen	\$ 224	
HOPLV		Hopi Loveseat	Gray Linen	\$ 350	
KEYCHR		Key Largo Chair	Black, Fabric	\$ 300	
KEYLOV		Key Largo Loveseat	Black, Fabric	\$ 353	
KEYSOF		Key Largo Sofa	Black, Fabric	\$ 463	
NPLCHR		Naples Chair	Black Vinyl	\$ 564	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 677	
NPLSOF		Naples Sofa	Black Vinyl	\$ 809	
CHR003		Roma Chair	White Vinyl	\$ 528	
SFA003		Roma Sofa	White Vinyl	\$ 773	
SO2		South Beach Sectional, 3pcs	Platinum Suede	\$ 1538	
SO1		South Beach Sofa	Platinum Suede	\$ 644	
TANCHR		Tangiers Chair	Beige Textured	\$ 417	
TANSOF		Tangiers Sofa	Beige Textured	\$ 648	
ACCENT CHAIRS					
CCE		Ice Chair	Transparent, Chrome	\$ 213	
OCB		Key West Chair	Black	\$ 387	
LABREA		La Brea Swivel Chair	Charcoal Gray, Fabric	\$ 400	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	\$ 413	
OCH		Madrid Chair	Black	\$ 703	
BCW		Madrid Chair	White	\$ 624	
SWAN		Swanson Swivel Chair	White Vinyl	\$ 348	

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso	\$ 268	
OCMTAU		Meeting Chair	Taupe Fabric	\$ 264	
OCMWHT		Meeting Chair	White Vinyl	\$ 243	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	\$ 299	
CS8		Berlin Chair	Black, White	\$ 119	
CS9		Berlin Chair	Red, White	\$ 119	
SC3		Brewer Chair	Onyx, Black	\$ 164	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 99	
DUET		Duet Chair	Black, Chrome	\$ 69	
LMCHR		Laguna Chair	Maple, Chrome	\$ 139	
XC3		Luxor Guest Chair	Black Vinyl	\$ 327	
MALGRY		Malba Chair	Gray	\$ 107	
MALGRN		Malba Chair	Green	\$ 107	
SC10		Razor Armless Chair	White	\$ 82	
RSTDIN		Rustique Chair w/ arms	Gunmetal	\$ 142	
CS4		Syntax Chair	Black, Chrome	\$ 194	
CH002		Wendy Chair	Clear Acrylic	\$ 112	
ZENCHR		Zenith Chair	White, Chrome	\$ 157	
OTTOMANS					
BNQ08		Bench Ottoman	Black Vinyl	\$ 399	
BNQ75		Bench Ottoman	White Vinyl	\$ 399	
CUBL20		Edge LED Cube Ottoman	White, Plastic	\$ 185	
END01B		Endless Curved Ottoman	Black	\$ 404	
END01W		Endless Curved Ottoman	White	\$ 404	
END02B		Endless Square Ottoman	Black	\$ 347	
END02W		Endless Square Ottoman	White	\$ 347	
WHT12		Half Bench Ottoman	White Vinyl	\$ 353	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 175	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 175	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 175	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 175	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 175	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 175	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 175	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 175	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 175	
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 175	
BNQR17		Ottoman Ring	White Vinyl	\$ 1657	
BNQ7		Quarter Curve Ottoman	White Vinyl	\$ 463	
SAL		Sally Stool/Ottoman	White	\$ 87	
OTS		South Beach Wedge Ottoman	Platinum Suede	\$ 307	

Additional Ottomans On Pg 2

Page 1 TOTAL \$ 0

SHOW NAME:		BOOTH:
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CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
OTTOMANS (continued)					
VIB07		Vibe Cube Ottoman	Beige Vinyl, Waterproof	\$ 132	
VIB10		Vibe Cube Ottoman	Black Vinyl, Waterproof	\$ 132	
VIB02		Vibe Cube Ottoman	Blue Vinyl, Waterproof	\$ 132	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl, Waterproof	\$ 132	
VIB01		Vibe Cube Ottoman	Green Vinyl, Waterproof	\$ 132	
VIB08		Vibe Cube Ottoman	Orange Vinyl, Waterproof	\$ 132	
VIB03		Vibe Cube Ottoman	Pink Vinyl, Waterproof	\$ 132	
VIB04		Vibe Cube Ottoman	Red Vinyl, Waterproof	\$ 132	
VIB09		Vibe Cube Ottoman	White Vinyl, Waterproof	\$ 132	
VIB05		Vibe Cube Ottoman	Yellow Vinyl, Waterproof	\$ 132	
ACCENT TABLES					
ALC100		Alondra Cocktail Table	Glass, Chrome	\$ 314	
ALC200		Alondra Cocktail Table	Wood, Chrome	\$ 314	
ALE100		Alondra End Table	Glass, Chrome	\$ 227	
ALE200		Alondra End Table	Wood, Chrome	\$ 227	
AURA		Aura Round Table	White Metal	\$ 140	
ETBL		E Table	Wood	\$ 173	
CUBTBL		Edge LED Cube Table	White, Plastic, Plexi Top	\$ 187	
C1C		Geo Cocktail Table	Glass, Chrome	\$ 244	
C1FWB		Geo Cocktail Table	Wood, Black	\$ 275	
E1C		Geo End Table	Glass, Chrome	\$ 239	
E1FWB		Geo End Table	Wood, Black	\$ 239	
NEMSAC		Mosaic Tables	Set of 3	\$ 274	
COLI		Oliver Cocktail Table	Walnut Finish	\$ 232	
EOLI		Oliver End Table	Walnut Finish	\$ 200	
REGBEN		Regis Bench/Table	Brushed Metal	\$ 278	
REGOTT		Regis End Table	Brushed Metal	\$ 199	
C1E		Silverado Cocktail Table	Glass, Chrome	\$ 272	
E1E		Silverado End Table	Glass, Chrome	\$ 249	
C1Y		Sydney Cocktail Table	Black, Brushed Steel	\$ 273	
C1W		Sydney Cocktail Table	White, Brushed Steel	\$ 273	
E1Y		Sydney End Table	Black, Brushed Steel	\$ 239	
E1W		Sydney End Table	White, Brushed Steel	\$ 239	
TMBTBL		Timber Table	Wood	\$ 167	
CAFE TABLES W/ STANDARD BLACK BASE					
ZTJ		30" Round Café Table	Graphite Nebula Top	\$ 218	
ZTH		30" Round Café Table	Liquid Steel Blue Top	\$ 218	
LIQ004		30" Round Café Table	Liquid White Top	\$ 347	
ZTK		30" Round Café Table	Maple Top	\$ 218	
ZTB		30" Round Café Table	Red Top	\$ 218	
ZTG		30" Round Café Table	Silver Textured Top	\$ 218	
ZTA		30" Round Madison Café Table	Gray Acajou	\$ 218	
ZTN		36" Round Café Table	Graphite Nebula Top	\$ 234	
ZTP		36" Round Café Table	Maple Top	\$ 234	
ZTQ		36" Round Café Table	White Laminate Top	\$ 234	
CAFE TABLES W/ HYDRAULIC BASE					
30GRHC		30" Round Café Table	Graphite Nebula Top	\$ 289	
30SBHC		30" Round Café Table	Liquid Steel Blue Top	\$ 322	
LIQ009		30" Round Café Table	Liquid White Top	\$ 437	
30MTHC		30" Round Café Table	Maple Top	\$ 289	
30BRHC		30" Round Café Table	Red Top	\$ 289	
30STHC		30" Round Café Table	Silver Textured Top	\$ 289	
30MAHC		30" Round Madison Café Table	Gray Acajou	\$ 282	
36GRHC		36" Round Café Table	Graphite Nebula Top	\$ 318	
36MTHC		36" Round Café Table	Maple Top	\$ 318	
36WTHC		36" Round Café Table	White Laminate Top	\$ 318	
BAR TABLES W/ STANDARD BLACK BASE					
VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 238	
VTH		30" Round Bar Table	Liquid Steel Blue Top	\$ 238	
LIQ003		30" Round Bar Table	Liquid White Top	\$ 325	
VTK		30" Round Bar Table	Maple Top	\$ 238	
VTB		30" Round Bar Table	Red Top	\$ 238	
VTG		30" Round Bar Table	Silver Textured Top	\$ 238	
VTA		30" Round Madison Bar Table	Gray Acajou	\$ 232	
VTN		36" Round Bar Table	Graphite Nebula Top	\$ 258	
VTP		36" Round Bar Table	Maple Top	\$ 258	
VTW		36" Round Bar Table	White Laminate Top	\$ 258	
BAR TABLES W/ HYDRAULIC BASE					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 290	
30SBHB		30" Round Bar Table	Liquid Steel Blue Top	\$ 290	
LIQ010		30" Round Bar Table	Liquid White Top	\$ 437	
30MTHB		30" Round Bar Table	Maple Top	\$ 290	
30BRHB		30" Round Bar Table	Red Top	\$ 290	
30STHB		30" Round Bar Table	Silver Textured Top	\$ 290	
30MAHB		30" Round Madison Bar Table	Gray Acajou	\$ 282	
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 315	
36MTHB		36" Round Bar Table	Maple Top	\$ 315	
36WTHB		36" Round Bar Table	White Laminate Top	\$ 315	
BARSTOOLS					
APS08		Apex Barstool	Black Vinyl	\$ 215	
APS12		Apex Barstool	Blue Ultra Suede	\$ 215	
APS59		Apex Barstool	Red Vinyl	\$ 215	
APS75		Apex Barstool	White Vinyl	\$ 215	
BSS		Banana Barstool	Black, Chrome	\$ 239	
BST		Banana Barstool	White, Chrome	\$ 239	

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
BARSTOOLS (continued)					
XBAR		Christopher Barstool	White Vinyl, Chrome	\$ 172	
BSL		Gin Barstool	Maple, Chrome	\$ 187	
BCE		Ice Barstool	Transparent, Chrome	\$ 258	
LMBAR		Laguna Barstool	Maple, Chrome	\$ 175	
ROLLBL		Lift Barstool	Black Vinyl	\$ 207	
ROLLGY		Lift Barstool	Gray Vinyl	\$ 207	
ROLLRD		Lift Barstool	Red Vinyl	\$ 207	
ROLLWH		Lift Barstool	White Vinyl	\$ 207	
BSD		Oslo Barstool	Blue	\$ 254	
BSC		Oslo Barstool	White	\$ 254	
RSTSTL		Rustique Barstool	Gunmetal	\$ 129	
BS001		Shark Barstool	White, Chrome	\$ 308	
BSR		Syntax Barstool	Black, Chrome	\$ 212	
ZENBAR		Zenith Barstool	White, Chrome	\$ 155	
BS003		Zoey Barstool	Black, Chrome	\$ 283	
BS002		Zoey Barstool	White, Chrome	\$ 283	
CONFERENCE TABLES					
MERLIN		Merlin Multi Use Table	Gray Laminate, Black	\$ 334	
WD3		Work Table	White Laminate, White	\$ 320	
CB8		42" Rnd Madison Conference Table	Gray Acajou	\$ 162	
CB1		42" Round Table	Graphite Nebula	\$ 372	
CONF42		42" Round Table	White Laminate	\$ 372	
CB2		6' Conference Table	Graphite Nebula	\$ 444	
CT06GR		6' Table	Granite	\$ 455	
CB3		8' Conference Table	Graphite Nebula	\$ 524	
C508GR		8' Table	Granite	\$ 524	
CT10GR		10' Table	Granite	\$ 787	
CF2		Geo Table, Rectangle	Glass, Black	\$ 437	
CE2		Geo Table, Rectangle	Glass, Chrome	\$ 437	
CF1		Geo Table, Rounded Square	Glass, Black	\$ 308	
CE1		Geo Table, Rounded Square	Glass, Chrome	\$ 308	
MADC05		Madison 5' Table	Gray Acajou	\$ 452	
MADC08		Madison 8' Table	Gray Acajou	\$ 902	
MADC10		Madison 10' Table	Gray Acajou	\$ 902	
EXECUTIVE CHAIRS					
SY1		Altura Steno Chair	Black Crepe	\$ 194	
XC1		Luxor High Back Executive Chair	Black Vinyl	\$ 389	
XC2		Luxor Mid Back Executive Chair	Black Vinyl	\$ 364	
PROGB		Pro Executive Guest Chair	Black Vinyl	\$ 244	
PROEXB		Pro Executive High Back Chair	Black Vinyl	\$ 349	
PROEXE		Pro Executive High Back Chair	White Classic Vinyl	\$ 349	
PROMDB		Pro Executive Mid Back Chair	Black Vinyl	\$ 228	
PROMID		Pro Executive Mid Back Chair	White Classic Vinyl	\$ 228	
G30 COMMUNAL TABLES W/ SOLID TOPS					
G30BMS		G30 Communal Bar Table	Maple Top	\$ 644	
G30BWS		G30 Communal Bar Table	White Top	\$ 644	
G30DMS		G30 Communal Café Table	Maple Top	\$ 515	
G30DWS		G30 Communal Café Table	White Top	\$ 515	
G30CMS		G30 Communal Cocktail Table	Maple Top	\$ 360	
G30CWS		G30 Communal Cocktail Table	White Top	\$ 360	
G30 COMMUNAL TABLES W/ GROMMET HOLES					
G30BMW		G30 Communal Bar Table	Maple Top	\$ 644	
G30BWW		G30 Communal Bar Table	White Top	\$ 644	
G30DMW		G30 Communal Cafe Table	Maple Top	\$ 515	
G30DWW		G30 Communal Cafe Table	White Top	\$ 515	
G30CMW		G30 Communal Cocktail Table	Maple Top	\$ 360	
G30CWW		G30 Communal Cocktail Table	White Top	\$ 360	
OFFICE & PRODUCT DISPLAY					
TECH3		3 Drawer File Cabinet on Castors	Black Metal, Laminate	\$ 140	
CR8		Madison Credenza	Gray Acajou	\$ 482	
J08		Madison Executive Desk	Gray Acajou	\$ 569	
TECH		Tech Desk, Powered	Black Metal, Laminate	\$ 440	
TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate	\$ 539	
BC8		Madison Bookcase	Gray Acajou	\$ 412	
PDL36B		Powered Locking Pedestal, 36"	Black	\$ 487	
PDL36W		Powered Locking Pedestal, 36"	White	\$ 487	
PDL42B		Powered Locking Pedestal, 42"	Black	\$ 579	
PDL42W		Powered Locking Pedestal, 42"	White	\$ 579	
LAMPS					
LA15		Mason Floor Lamp	Brushed Silver	\$ 213	
LA14		Mason Table Lamp	Brushed Silver	\$ 139	
BARS					
BR1		Martini Bar	Gray Metal, Frosted Glass Top	\$ 1264	
BRC		Martini Bar Circle	3 Martini Bars	\$ 3639	
MOBILE TABLE STANDS					
TBSTND		Mobile Tablet Stand	Black	\$ 132	
TBSTDW		Mobile Tablet Stand	White	\$ 132	
TBBCHR		Brochure Holder	Black	\$ 62	
TBSHLF		Charging Shelf	Black	\$ 62	
TBPNTN		Wireless Printer Holder	Black	\$ 62	
REFRIGERATORS					
R1R		Refrigerator, Large	White, 14.0 cubic feet	\$ 840	
RTQ		Refrigerator, Small	White, 4.0 cubic feet	\$ 295	

Page 2 TOTAL \$

Signage order form (Form A600)

Discount Deadline Date: Friday, March 31, 2017

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

All standard signs are digitally produced on foam core or cardstock. Standard sign include up to 10 words in Helvetica Medium and a selection of colors.

DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	QTY	TOTAL PRICE
7" x 11"	\$35.00	\$ 65.00		
7" x 44"	\$45.00	\$ 85.00		
22" x 28"	\$87.00	\$ 168.00		
28" x 44"	\$99.00	\$ 193.00		
Additional Words Cost per Word	\$ 1.00	\$ 1.00		
Easel Back	\$ 5.00	\$ 9.00		

1. Total All Items Ordered \$ _____

Please enter Total on ORDER SUMMARY FORM

Indicate:

Circle Background Color: White, Black, Red, Blue, Green, Yellow

Circle: Vertical or Horizontal

Copy Color: White, Black, Red, Blue, Green, Yellow

Sketch diagram / sign layout below



Labor: Installation/Dismantle order form (Form A700)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

Labor Rates:

Straight time rate: Monday-Friday, between the hours of 8am-4:30pm.....\$ 60.00 per person per hour
 Overtime rate: 6:00am-8:00am & 4:30pm-12:00am Monday-Friday
 6:00am-12:00am Saturday & Sunday.....\$ 90.00 per person per hour

All labor has a 1 hour minimum, with 1/2 hour increments thereafter. Labor ordered onsite will be subject to a 25% surcharge.

Please estimate the number of workers and hours per worker needed below. Invoice will be calculated according to actual hours worked.

Move-in labor:

DATE	Number of workers	Start/End times	Total Worker hours x Labor rate=	Labor Charge
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____

Move-in labor total \$ _____

Move-out labor:

DATE	Number of workers	Start/End times	Total Worker hours x Labor rate=	Labor Charge
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____

Move-out labor total \$ _____

If the exhibitor chooses to have US Tradeshows unpack display, assemble, dismantle and re-pack the display, there will be a supervision charge of 25% (\$50.00 min.)

Move-in labor total	\$ _____
Move-out labor total	\$ _____
Supervision	\$ _____
Total Labor Ordered	\$ _____

Please enter Total on ORDER SUMMARY FORM

Labor: Starting time can be only guaranteed when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the Exhibitor Service Desk one-half (1/2) hour before time requested. Labor cancelled without 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.



In-booth Forklift (Form A800)

EXHIBITING COMPANY NAME _____

BOOTH NUMBER _____

AUTHORIZED BY (SIGNATURE) _____

DATE _____

Forklift Labor Rates:

Straight time rate: Monday-Friday, between the hours of 8am-4:30pm.....\$ 150 per forklift person per hour
 Overtime rate: 6:00am-8:00am & 4:30pm-12:00am Monday-Friday
 6:00am-12:00am Saturday & Sunday.....\$ 225 per forklift person per hour
 Double time rate: 12:00am-6:00am and recognized holidays.....\$ 300 per forklift person per hour

All labor has a 1 hour minimum, with 1/2 hour increments thereafter. Labor ordered onsite will be subject to a 25% surcharge. Please estimate the number of forklifts and hours per worker needed below. Invoice will be calculated according to actual hours worked.

Move-in labor:

DATE	Number of workers	Start/End times	Total Worker hours x Labor rate=	Labor Charge
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____

Move-in labor total \$ _____

Move-out labor:

DATE	Number of workers	Start/End times	Total Worker hours x Labor rate=	Labor Charge
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____
___/___/___	_____	Start time ___:___ AM PM End time ___:___ AM PM	_____ x _____ = \$	_____

Move-out labor total \$ _____

If the exhibitor chooses to have US Tradeshows unpack display, assemble, dismantle and re-pack the display, there will be a supervision charge of 25% (\$50.00 min.)

Move-in labor total \$ _____

Move-out labor total \$ _____

Supervision \$ _____

Total Labor Ordered \$ _____

Please enter Total on ORDER SUMMARY FORM

Forklift Labor: Equipment and labor cancelled without 24 hour notice will be charged a one (1) hour cancellation fee per worker & forklift. All rates are subject to change if necessitated by increased labor and/or material costs. If exhibitor fails to use the laborers and equipment at the time confirmed, a one (1) hour "No Show" charge per laborer and forklift will apply. Starting times can be guaranteed only when labor is requested for a starting time of 8:00am. Confirm labor and forklifts by 2:30pm the day before requested. Please have a representative pick up the crew at the Exhibitor Service Desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the Exhibitor Service Desk and approve the work order.



Booth Cleaning order form (Form A900)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

Booth Vacuuming(Includes emptying your wastebasket nightly)

Daily vacuuming..... cost per square foot per day \$.25
 Before Show Opens Only cost per square foot \$.30

Example:

SQ. FT.	X	RATE	X	NO. OF DAYS	=	Vacuuming Total
100 sq.ft		\$.30		2	=	\$ 60.00

Vacuuming order						
SQ. FT.	X	RATE	X	NO. OF DAYS	=	Vacuuming Total
_____	X	_____	X	_____	=	\$ _____

Periodic Porter Service order						
SQ. FT.	X	RATE	X	NO. OF DAYS	=	Periodic Porter Total
0 - 500 sq. ft		\$ 60.00		_____	=	\$ _____
501 - 1500 sq. ft		\$ 80.00		_____	=	\$ _____
1501 - 3000 sq. ft		\$ 100.00		_____	=	\$ _____
3001 square feet and higher per day <i>Call for Quote</i>						

Vacuuming total \$ _____

Periodic Porter Service total \$ _____

Total All Lines \$ _____

Please enter Total on ORDER SUMMARY FORM



Accessible Storage Order form (Form A1000)

US Tradeshows will have a storage area for exhibitor's samples, literature and the like. This area will be secured. Should an exhibitor choose to store items in this secured storage, items will be stored and retrieved by a US Tradeshows representative at a 1/2 hour minimum. The hourly rate for moving material will be:

- Straight time rate: Monday-Friday, between the hours of 8am-4:30pm.....\$ 60.00 per person per hour
- Overtime rate: 6:00am-8:00am & 4:30pm-12:00am Monday-Friday
6:00am-12:00am Saturday & Sunday.....\$ 90.00 per person per hour
- Double time rate: 12:00am-6:00am and recognized holidays.....\$120.00 per person per hour

Please visit the Exhibitor Service Desk to place order onsite

If a forklift is required to move the materials a **\$75.00 fee will be added**. US Tradeshows will not be liable for any injury, damage, loss, theft or destruction, including, but not limited to, damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by our servants, agents, employees, or others), failures to act, breach of contract, breach of warranty, water, condensation, fires, floods, acts of God, or any act beyond our sole control. US Tradeshows is not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turn-over goods at any particular time or place whatsoever; however, such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale's, commissions or brokerage, nor for any freight or demurrage. We agree to follow the above procedures in shipment and movement of storage material.



Exhibit Booth Rental (Form A600)

EXHIBITING COMPANY NAME	BOOTH NUMBER
AUTHORIZED BY (SIGNATURE)	DATE

Discount Deadline Date: Friday, March 31, 2017

All Rental Exhibit Packages include the following:

- Freight Handling / Drayage
 - Installation and Dismantle Labor
 - Exhibit Back Wall Structure
 - Exhibit Graphics per renderings
 - (4) Hours of Design Time for graphic placement
 - Should additional time be required, DesignTime is \$ 97.50/hr
- Electricity is Not Included with rental booths. Electrical service must be ordered separately.



“10 x 10 RENTAL BOOTH A”

- Includes:
- Back wall graphics
 - Side wing graphics
 - Header graphics
 - (1) Locking reception counter
 - No lighting is included

Exhibit Rental Package Cost: \$ 4,975.00



“10X10 RENTAL BOOTH B”

- Includes:
- LED Puck down lighting (LIT CANOPY)
 - (1) Literature holder
 - (1) 32” Monitor and bracket
 - (1) Locking reception counter

Exhibit Rental Package Cost: \$ 5,955.00



Exhibit Booth Rental (Form A600) Page 2



“10 x 20 RENTAL BOOTH C”

Includes:

- Back wall graphics
- Side wing graphics
- Header graphics
- (2) Locking reception counter
- No lighting is included

Exhibit Rental Package Cost: \$ 9,485.00



“10 x 20 RENTAL BOOTH D”

Includes:

- LED Puck down lighting (LIT CANOPY)
- (4) Blade Counters
- (4) 32” Monitor and bracket
- (2) Locking reception counter

Exhibit Rental Package Cost: \$ 14,780.00

All Graphic elements for booth rentals must be submitted in an approved format by the Order Deadline Date or Rush Surcharges will apply. Failure to meet the deadline may result in booth unavailability.

Description	Quantity	Price (Discount/Regular)	Total
10 x 10 Rental Booth A	_____	_____	_____
10 x 10 Rental Booth B	_____	_____	_____
10 x 20 Rental Booth C	_____	_____	_____
10 x 20 Rental Booth D	_____	_____	_____
1 Meter Counter	_____	_____	_____
2 Meter Counter	_____	_____	_____
Computer Kiosk	_____	_____	_____

Total All Items Ordered \$ _____

Please enter Total on ORDER SUMMARY FORM





POWER DISTRIBUTION EXHIBITOR ORDER FORM

PSAV is proud to serve as the exclusive in-house provider for Power Distribution Services at Rosen Shingle Creek. As part of our comprehensive electrical safety program, the facility has been equipped with industry standard single pole or pin and sleeve devices to eliminate bare wire connections. All power distribution must be UL/ETL listed to meet all local and state codes.

Show Name:		Start Date		End Date		Booth #	
Company Name							
On-Site Contact				Telephone Number			
Company Address							
City & State					Zip Code		
Ordered by				Print Cardholders Name			
Credit Card #				Exp Date		Billing Zip Code	
Cardholder Signature				Email address			

PAYMENT MUST ACCOMPANY ALL ORDERS 21 DAYS PRIOR TO SHOW FOR ADVANCE PRICING

ELECTRICAL OUTLETS (Standard placement is the back of an inline booth)

120 VOLT	QTY	Advance Price	Standard Price	Cost
5 amp (500 watts)		\$115.00	\$160.00	
10 amp (1000 watts)		\$175.00	\$245.00	
15 amp (1500 watts)		\$200.00	\$285.00	
20 amp (2000 watts)		\$225.00	\$325.00	

ELECTRICAL SERVICE CONNECTIONS *REQUIRES LABOR AND DIAGRAM

208 VOLT Single Phase * Requires Labor

208 VOLT Single Phase * Requires Labor	QTY	Advance Price	Standard Price	Cost
20 AMPS		\$375.00	\$530.00	
30 AMPS		\$465.00	\$665.00	
60 AMPS		\$625.00	\$890.00	
100 AMPS		\$780.00	\$1,105.00	

208 VOLT Three Phase * Requires Labor

208 VOLT Three Phase * Requires Labor	QTY	Advance Price	Standard Price	Cost
20 AMPS		\$515.00	\$735.00	
30 AMPS		\$675.00	\$965.00	
60 AMPS		\$920.00	\$1,310.00	
100 AMPS		\$1,165.00	\$1,670.00	
200 AMPS		\$1,740.00	\$2,175.00	
400 AMPS		\$2,565.00	\$3,265.00	

PRICES LISTED ARE FOR EXHIBIT BOOTHS ONLY

SPECIAL INSTRUCTIONS / PLUG TYPE FOR 208V SERVICE

EXTENSION CORD (power outlet not included)

EXTENSION CORD (power outlet not included)	QTY	Price	Cost
25' Extension Cord		\$30.00	
Power Strip (6 plugs)		\$30.00	

LABOR *non-standard outlet locations, island booths and 208V

ST Mon-Fri 8:00AM-5:00PM except Holidays		\$95.00	
OT Mon-Sun 5:01PM-12:00AM		\$142.50	
DT Mon-Sun 12:01AM- 8:00AM and Holidays		\$190.00	

There is a minimum of (1 1/2) one and one half hours for hook-up, and (1) one hour dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services. Standard location is the back of the booth.

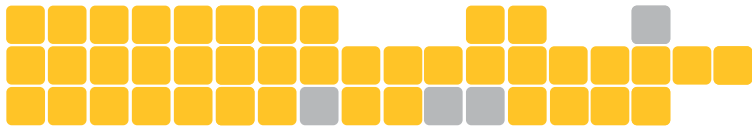
FULL PAYMENT IS DUE PRIOR TO SHOW OPENING

Subtotal	0.00
24% Service Charge applies to ALL orders	\$ 0.00
6.5% Florida Sales Tax	\$ 0.00
TOTAL DUE	\$

REMITTANCE:

PSAV
 9939 Universal Blvd
 Orlando, FL 32819
 Phone: 407.996.4473
 Fax orders: 855.817.4462
 Email orders: RSCExhibits@psav.com





BOOTH LAYOUT FORM

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

DATE OF SHOW: _____

BACK OF BOOTH (INDICATE ADJACENT BOOTH #)

INDICATE ADJACENT BOOTH #

INDICATE ADJACENT BOOTH #

FRONT OF BOOTH (INDICATE ADJACENT BOOTH #) _____

Each square is _____ feet, since my booth is _____ feet wide by _____ feet long.

Utilities under carpet? _____

There is a minimum of (1 1/2) one and one half hours for hook-up, and (1) one hour dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services. Standard location is the back of the booth.

ISLAND BOOTHS
 A scaled floor plan *must* accompany orders showing locations of electrical outlets, connections and lighting equipment.



REGULATION AND GENERAL INFORMATION

1. For all Equipment supplied, read the ratings from the metal plate attached to the unit (See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

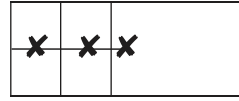
0	V120 PH1	0	120V SinglePhase	10	V230	0	230Volts
	Hz60		= 60Cycle		A30		= 30Amps
0	W1000	0	1000Watts	0	PH3	0	3 Phase

2. Separate locations require separate outlets (500 watt min.)

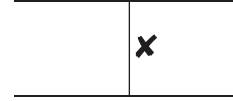
POWER LOCATIONS:) (Indicate location of outlet

WHERE WILL MY OUTLET BE LOCATED?

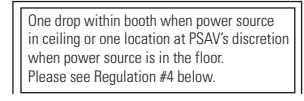
Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



INLINE BOOTHS – PENINSULA



BACK-TO-BACK PENINSULA BOOTHS



ISLAND BOOTHS

One drop within booth when power source in ceiling or one location at PSAV's discretion when power source is in the floor. Please see Regulation #4 below.

- Orders must be received with payment a minimum of twenty-one (21) days prior to scheduled event set up for Advance Price. Orders received less than twenty-one (21) days prior to scheduled event set up or without payment will be charged at the Standard Prices.
- PSAV electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a PSAV electrician. PSAV will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a PSAV electrician.
- A separate outlet must be ordered for each location where electricity is needed.
- Rates listed for all connections include bringing the service to booth in the most convenient manner for PSAV and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
- Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
- Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
- All equipment regardless of source of power, must comply with Federal, State, and local codes. PSAV reserves the right to inspect all electrical devices and connections to insure compliance with all codes. PSAV is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
- Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at standard price for each piece of equipment to be connected.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
- All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- A \$25.00 service charge will be assessed for all returned checks and credit cards.
- Material and equipment furnished by PSAV for this service order is furnished on a rental basis and remains the property of PSAV and shall be removed ONLY by PSAV Employees. Price also includes all necessary disposable supplies.
- PSAV Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
- Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by a PSAV Employee prior to close of event.
- Credit will not be given for service installed and not used.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay PSAV its attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
- Exhibitor holds PSAV harmless for any and all losses of power beyond PSAV's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
- As the official Electrical Contractor, PSAV will be responsible for:
 - All under carpet distribution of electrical wiring
 - All motor and equipment hook-ups requiring hardware connections
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
- In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
 - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

SIGNATURE: BY SIGNING YOU INDICATE THAT YOU UNDERSTAND THE TERMS AND CONDITIONS.





PSAV Audiovisual Exhibitor Order Form

PSAV is proud to serve as exclusive provider for A.V. services for NISTM 2017 at the Rosen Shingle Creek.

SHOW NAME:			START DATE:	END DATE:	# SHOW DAYS:
COMPANY NAME:			DELIVERY DATE/TIME		PICK UP DATE/TIME
ON-SITE CONTACT NAME:			ON-SITE CONTACT PHONE #		ROOM / EXHIBIT BOOTH #:
STREET ADDRESS:			CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT CARDHOLDER'S NAME:		BILLING ZIP CODE:
AMEX	MCARD	CC#:	EXP DATE:		
VISA	CHECK				
CARDHOLDER'S SIGNATURE:*			EMAIL ADDRESS (PLEASE PRINT):		

	Day Rate	Show Rate	Qty	#Days	Total		Day Rate	Show Rate	Qty	#Days	Total
Video Equipment						Video Equipment					
Specialty Cables upon request											
Unit includes a 6' VGA cable											
21" LCD Flat Screen Monitor *	\$175.00	\$350.00				3x4 LED Wall **					
32" Flat Monitor/Video/PC capable*	\$350.00	\$650.00				Priced upon request					
46" LCD Screen and Cables ***	\$675.00	\$1,350.00				Blue Ray Player	\$135.00	\$280.00			
55" LCD Screen and Cables* **	\$895.00	\$1260.00				DVD Player	\$95.00	\$190.00			
60" LCD Screen and Cables* **	\$1150.00	\$2,300.00				Audio Equipment					
70" LCD Monitor* **	\$1195.00	\$2,390.00				Powered Speaker with Tripod	\$150.00	\$300.00			
90" LCD Monitor* **	\$3,250.00	\$6,500.00				4 channel Mixer	\$75.00	\$150.00			
Additional labor requirements						Wireless Mic	\$225.00	\$450.00			
32" - 70" Touchscreen ***						Lighting					
Priced upon request						Atmospheric LED 5 light pkg.	\$325.00	\$700.00			
42"-70" Smart T.V. ***						Additional Lighting options available.					
Priced upon request						Laptops					
*Monitor Chrome Plasma Stands 72"H	\$150.00	\$150.00				Laptops: all laptops Windows		\$275.00			
Please note we do not provide just the stand						XP Office 2010 RW/DVD					
*Monitor Wall Brackets	\$95.00	\$180.00									
25' VGA Cable	\$50.00	\$75.00									
VGA DA	\$135.00	\$270.00									
** May require Additional Labor/Install						Orders less than 10 days prior to show start date	\$100.00	\$100.00			
						Orders requested Onsite	\$150.00	\$150.00			
Advance Show rates cut off 10 days prior to start of Show.						Total Equipment Rental					
<p>Please Fax your orders to 866-225-1303 For custom meeting specifications and pricing, Contact our Sales Dept. RSCExhibits@psav.com Day of Show Onsite Contact: 407-616.4556 Learn More About Exhibitor Services</p>						24% Service Charge					
						<i>Includes basic set up and removal of equipment</i>					
						6.5% Sales Tax					
						<i>On Equipment and Service Charge</i>					
						GRAND TOTAL					

EXHIBITOR PRE-ORDER TECHNOLOGY FORM

ALL ORDERS MUST BE RECEIVED A MINIMUM OF 14 DAYS PRIOR TO EVENT'S START DATE TO RECEIVE PRE-ORDER PRICING.

Event Name: _____ Install Date and Time: _____ On-Site Contact: _____
 Booth Name and #: _____ Removal Date and Time: _____ On-Site Contact Cell #: _____

SHARED WIRELESS INTERNET – <small>Prices are per booth, per day. Connections capped at a maximum speed of 1Mbps.</small>	Daily Pre-Order Rate	Daily Rack Rate	Days	Total
1-3 Wireless Connections	\$300	\$375		
4-6 Wireless Connections	\$450	\$550		
7-10 Wireless Connections	\$600	\$700		
11-15 Wireless Connections	\$750	\$900		
<i>For more than 15 wireless users in a booth please call for pricing.</i>				

PLEASE NOTE THE FOLLOWING:

- ❖ Dedicated bandwidth recommended for VOIP, video streaming, or video conferencing.
- ❖ No additional devices (access points, routers, switches, hubs, etc.) are allowed without approval from Millennium Technology Group.
- ❖ Any unauthorized equipment will be disconnected.

WIRED INTERNET/ DEDICATED BANDWIDTH – <small>Prices are per booth, per day using private IP addresses.</small>	Daily Pre-Order Rate	Daily Rack Rate	Days	Total
1Mbps Dedicated Connection	\$800	\$900		
1.54Mbps Dedicated Connection	\$1,200	\$1,350		
3Mbps Dedicated Connection	\$2,100	\$2,250		
5Mbps Dedicated Connection	\$3,000	\$3,200		
10Mbps Dedicated Connection	\$4,000	\$4,250		
Static IP (One Time Fee)	\$150/each		-	
Add Wireless Access to Dedicated Bandwidth (One Time Fee)	\$150	\$250	-	
Additional connections within the same booth (One Time Fee)	\$50	\$75	-	

DESKTOPS	Price	Qty.	Total
Lenovo Think Centre M58 – 20"	\$250		
Dell OptiPlex 980 – 20"	\$340		
Apple Mac Mini Core 2	\$295		
Apple iMac Core 2 Duo – 24"	\$385		
Apple iMac Core i7 – 27"	\$645		

LAPTOPS	Price	Qty.	Total
Lenovo Edge E520	\$195		
Lenovo T510	\$245		
Lenovo W510	\$345		
Apple Mac Book Pro – 15.4"	\$295		
Apple iPad	\$185		

PLEASE NOTE THE FOLLOWING:

❖ Rental Equipment prices are for the length of the show (Up to seven days).

❖ Additional \$150 fee for all orders placed on site, service charge and applicable taxes will be applied.

HD MONITORS – <small>Includes a table stand. Cables not included.</small>	Price	Qty.	Total
24" Dell LCD	\$245		
32" Sony Bravia LED	\$350		
40" Sony Bravia LED	\$550		
46" Sony Bravia LED	\$650		
55" Sony Bravia LED	\$795		
65" Samsung LED	\$1,195		
70" Sharp LED	\$1,695		

DIGITAL SIGNAGE PACKAGES – <small>Includes a monitor, laptop, and dual pole stand with a laptop tray.</small>	Price	Qty.	Total
40" LED Digital Signage Package	\$750		
46" LED Digital Signage Package	\$850		
55" LED Digital Signage Package	\$995		
65" LED Digital Signage Package	\$1,395		
70" LED Digital Signage Package	\$1,895		
80" LED Digital Signage Package	\$2,395		
<i>Digital Signage Packages do not include internet.</i>			

❖ Millennium **does not** supply power. For power needs please contact the exhibition company.

❖ If Manufacturer or Model listed is not available an equivalent will be provided. Prices subject to change without notice. Please call to verify rate and availability.

❖ Orders cancelled with less than 72 hours' notice will incur a 50% cancellation fee. Orders cancelled on site will incur a 100% cancellation fee.

TOUCH SCREEN MONITORS – <small>Includes a table stand. Cables and laptop not included.</small>	Price	Qty.	Total
Planar 23"	\$325		
ELO 32"	\$550		
ELO 40"	\$895		
HP 42"	\$1,150		
ELO 46"	\$1,250		
ELO 55"	\$1,650		
Samsung 65"	\$2,595		
Samsung 70"	\$2,995		

MONITOR ACCESSORIES – <small>Monitors do not include cables or dual pole stands.</small>	Price	Qty.	Total
HDMI or VGA Cable (circle one) – 5ft	\$5		
HDMI or VGA Cable (circle one) – 25ft	\$25		
Dual Pole Stand – *Only available on monitors 32" or larger	\$85		
Dual Pole Stand with Laptop Tray – *Only available on monitors 32" or larger	\$95		

TELECOMMUNICATION SERVICES: Additional phone options and International calling available. Please call for assistance.

CISCO Digital Phones – <small>Installation Fee of \$150 included in first day pricing.</small>	Qty.	Single Day Rate	Add'l Days	Days	Total
DID 7911 or 7912 – Single Phone Line		\$250	\$100		
Analog Line (DID) – Digital line converted to analog via ATA for Credit Card and Fax machines only.		\$250	\$100		

INTERNET SUBTOTAL	\$	RENTAL EQUIPMENT SUBTOTAL	\$	TELECOMMUNICATION SUBTOTAL	\$
		24% Service Fee	\$	24% Service Fee	\$
24% Service Fee	\$	SUBTOTAL	\$	14.45% Communication Tax (on Daily Usage Amount x Total # of Days)	\$
		6.5% Sales Tax (on Rental Equipment & Service Fee)	\$	SUBTOTAL	\$
INTERNET GRAND TOTAL	\$	RENTAL EQUIPMENT GRAND TOTAL	\$	6.5% Sales Tax (on Communication Usage & Service Fee)	\$
		TELECOMMUNICATION GRAND TOTAL	\$		

BOOTH DIAGRAM

Mark "X" where connections should be located.



If paying by check a copy of the check and order form must be received before install date.

An order form must be signed, completed, and submitted for your order to be processed. Once your order has been received a sales manager will contact you to collect payment. **Please note that your order is not complete until payment has been received.**

Print: _____ Sign: _____ Date: _____

Please note that by signing on the line above you are agreeing to the technology terms and conditions on page 2.

Fax or Email order to Millennium Technology Group Attn: Convention Technology Sales Address: 9939 Universal Blvd, Orlando, FL 32819
 Phone: (407) 996-5865 On-Site Support: (407) 996-2589 Fax: (407) 996-5866 Email: ConventionTechnologySales@MTG-FL.com

TECHNOLOGY
TERMS AND CONDITIONS
LIMITATION OF LIABILITY

EXCEPT FOR CLAIMS FOR PHYSICAL INJURY TO PERSONS, MILLENNIUM TECHNOLOGY GROUP (MTG) AND ITS SUPPLIERS OR SUBCONTRACTORS WILL NOT BE LIABLE FOR ANY SPECIAL, OR CONSEQUENTIAL DAMAGES OR FOR LOSS, DAMAGE OR EXPENSE DIRECTLY OR INDIRECTLY ARISING FROM CUSTOMER'S USE OR INABILITY TO USE THE SYSTEM EITHER SEPARATELY OR IN COMBINATION WITH OTHER EQUIPMENT OR SOFTWARE OR FOR COMMERCIAL LOSS OF ANY KIND (INCLUDING LOSS OF BUSINESS PROFITS) BASED UPON BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE, STRICT TORT OR ANY OTHER LEGAL THEORY WHETHER OR NOT MTG OR ITS SUPPLIERS OR ITS SUBCONTRACTORS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. IN NO EVENT SHALL LIABILITY EXCEED A REFUND OF AMOUNTS ACTUALLY PAID TO MTG BY COMPANY FOR THEIR NETWORK ATTACHMENT.

NO WARRANTIES ARE MADE OTHER THAN PROVIDING YOU WITH OUR EQUIPMENT IN GOOD WORKING ORDER. YOU ACKNOWLEDGE THAT BOTH THE EQUIPMENT AND THE MANUFACTURERS OF SAID EQUIPMENT ARE ACCEPTABLE TO YOU. YOU FURTHER ACKNOWLEDGE THAT WE HAVE NOT MADE AND DO NOT MAKE ANY WARRANTY EITHER EXPRESSED OR IMPLIED INCLUDING BUT NOT LIMITED TO: A) THE FITNESS OR DESIGN OF THE EQUIPMENT; B) THE MERCHANTABILITY OF THE EQUIPMENT OR IT'S FITNESS FOR ANY PARTICULAR PURPOSE; C) ANY PATENT, COPYRIGHTS OR TRADE SECRET INFRINGEMENTS AND D) THE COMPLIANCE OF THE EQUIPMENT WITH ANY REQUIREMENTS OF LAW, RULES, SPECIFICATIONS OR CONTRACT.

1. **CONDITION FOR PROCESSING SERVICE CONTRACT/ON-TIME INSTALLATION:** (a) Payment for service must accompany contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of form. (d) Complete Floor Plan itemizing location of connections in booth must be designated on form or customer provided diagram(s) 3 days before move-in date (g) Orders /changes received on day of show move-in will be worked after other orders are complete.
2. **TERM:** The rental shall commence on the day the equipment/services are delivered to you and shall continue until the equipment/services are returned, complete and in good working order.
3. **TITLE:** You acknowledge that the equipment/services rented by you belongs to us and that you cannot sell, pledge, mortgage or otherwise dispose of the equipment
4. **LOCATION:** The equipment shall be kept at the location you have provided us and may not be moved or relocated without our prior written permission. In the event of loss, you agree to promptly reimburse us for the replacement cost of such equipment and claims for all losses and injuries caused by such equipment.
5. **USAGE:** You may use our equipment, but you may not abuse it. In particular, you must provide a suitable location, including appropriate electrical power, for our equipment and comply with the manufacturer's operating instructions. If any software is supplied with the property, you agree to be bound by all applicable licenses and copyright laws and, with regard to Microsoft products, you further acknowledge that use of the Microsoft software accompanying our equipment is governed by Microsoft's End User License Agreement attached hereto.
6. **USE OF NETWORK CONNECTIONS:** a) The network attachment to be provided by MTG may be used only by the employees of the company, its agents and consultants while performing service for the company and will not be resold or distributed to other companies. The services being provided by MTG will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MTG services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. b) Users of MTG services shall not disrupt any of the MTG or other associated networks in part or as a whole. MTG services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. c) All devices for which MTG directly or indirectly provides Internet/Network connectivity must pay a connection charge or purchase a MTG assigned IP address. d) The choice of Internet Service Provider (ISP) is at the sole discretion of MTG e) MTG is the exclusive provider of all wired and wireless data services. f) Wired/Wireless Devices not authorized by MTG are strictly prohibited. Anyone wishing to showcase wireless products must contact MTG three weeks in advance of their show to investigate the potential of MTG engineering a customized cohesive network operating without interference g) Rates listed include a single IP address via DHCP, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.
7. **REPAIRS:** During the term of rental, we are responsible for the maintenance of our equipment resulting from every day wear and tear. If the equipment malfunctions, you must notify us immediately and we will, at our discretion, repair or replace the defective equipment in a timely manner. If the equipment is damaged in any manner you will be responsible for all costs, including but not limited to service fees, repair fees, or full replacement costs.
8. **CREDIT APPROVAL:** We are not obliged to deliver the equipment unless and until your credit is approved by us.
9. **PAYMENT:** Payment & Order forms must be received no later than 14 days prior to the first day of the event to avoid Pre-Order Penalty Fee of \$100. If ordering on site or after event move-in has started there is a \$150 On Site Order Fee that will be applied. Pricing listed on this contract does not include Federal, State, Local or other Taxes. Taxes/Tax surcharges will be included in your final bill. Checks must be received a minimum of ten days prior to the first day of service.
10. **LATE CHARGES:** If any payments have not been made by the conclusion of the event, we may impose a late charge of 1.5% per month.
11. **WIRELESS SPECIFIC:** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
12. **INTERNET PERFORMANCE DISCLAIMER:** MTG does not guarantee the performance, routing, or throughput, either expressed or implied, of any data connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.
13. **INTERNET SECURITY DISCLAIMER:** MTG does not provide security, such as but not limited to firewalls etc. for any data connection(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold MTG; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
14. **VIRUS PROTECTION REQUIREMENT – WARNING –** MTG requires that all devices directly or indirectly accessing MTG's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device, which adversely impacts MTG's Network, will be disconnected from the network with or without prior notice at MTG's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution.
15. **RENEWALS AND RATE CHANGES:** The rental will automatically be renewed for successive rental periods following the initial rental term. However, we reserve the right to adjust our rate provided we have given you written notice of such changes prior to the pricing change becoming effective.
16. **CANCELLATIONS & ADJUSTMENTS:** No adjustments to invoices will be made after the close of the Event. Claims will not be considered unless filed in writing by Exhibitor/Client prior to close of Show/Event. All orders cancelled within 72 hours of the first day to the Event whether it be by the Exhibitor, due to the cancellation of an Event or their non-participation, will be charged a cancellation fees equal to 50% - 100% of the total order, based on the status of move-in, work performed and/or MTG set-up costs or expenses. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed /quoted. Credit will not be given for service installed and not used.
17. **GENERAL PROVISIONS:** a) This contract is the entire agreement between you and MTG and cannot be changed except in writing and signed by both parties. b) The laws of the State of Florida shall govern this Agreement between you and MTG. c) Although you do not have the right to assign this Agreement, we do. If we exercise this right, we may direct you to make all future payments to another party at their address. d) You hereby waive trial by jury in any action or proceeding pertaining to this Rental Agreement. e) Paragraph headings are for convenience only.