

# EXHIBITOR SERVICE MANUAL



## Texas Jail Association 2024 Jail Management Issues Conference

Galveston Island  
Convention Center  
Exhibit Hall B

September 9-11, 2024



## [TABLE OF CONTENTS / QUICK LINKS](#)

### GENERAL INFORMATION

[Quick Facts](#)

[Limits & Liabilities](#)

[Online Ordering Instructions](#)

[Credit Card Authorization & Agreement Form](#)

### FURNITURE & CARPETING

[Furniture Rental Order Forms](#)

[Table Rental Order Form](#)

[Specialty Furniture Catalog](#)

[Specialty Furniture Pricing](#)

[Carpet Rental Order Form](#)

[Cleaning Service Order Form](#)

### CUSTOM/TURNKEY EXHIBITS & GRAPHICS

[Turnkey Modular Exhibit Rental](#)

[Counter Options](#)

[Graphics Order Form](#)

### MATERIAL HANDLING & SHIPPING

[Material Handling Information](#)

[Material Handling Order Form](#)

[Cart Service Order Form](#)

[Storage](#)

[Shipping Labels](#)

[LibertyCFS](#)

### LABOR

[Union Jurisdiction & Rules](#)

[Labor Service Form](#)

[Supervised Installation & Dismantle Information](#)

[Forklift/Rigging](#)

[EAC / Third Party Billing](#)

[Sample COI](#)

### OTHER SERVICES

[Electrical Order Form](#)

[Audio Visual Services](#)

Show Name: Texas Jail Association 2024 Jail Management Issues Conference

Show Dates: September 9-11, 2024

Show Venue: Galveston Island Convention Center

Deadline to Receive Discount Pricing: Monday, August 26, 2024



## QUICK FACTS

### EVENT SCHEDULE:

	Day	Date	Time
Exhibitor Move-In	Monday	September 9, 2024	1:00 PM - 4:00 PM
Show Hours	Monday	September 9, 2024	4:00 PM - 5:30 PM
	Tuesday	September 10, 2024	7:30 AM - 3:00 PM
	Wednesday	September 11, 2024	7:30 AM - 10:30 AM
Exhibitor Move-Out	Wednesday	September 11, 2024	10:30 AM - 2:00 PM

### BOOTH PACKAGE:

Each 10' x 10' booth will be provided with:

- 8' - **BLUE/GRAY** backwall drape
- 3' - **BLUE** sidewall drapes
- 1 - 6' x 30" **BLUE** skirted table
- 2 - Side chairs
- 1 - Wastebasket
- ID Sign

Exhibit Hall Carpet

This facility **is not** carpeted

Exhibitors may order booth carpet/padding for specific color choices. Please see the **Carpet Rental Order Form** for pricing and options.

### SHIPPING:

Materials should be shipped to ARRIVE at our warehouse **no later than: Monday, September 2, 2024**. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

### ADVANCE WAREHOUSE:

Texas Jail Association 2024 Jail Management Issues Conference  
Exhibiting Company Name / Booth Number  
c/o AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053

**Warehouse Hours (Monday - Friday):** 9:00 AM - 3:00 PM

### DIRECT TO FACILITY:

Galveston Island Convention Center  
Texas Jail Association 2024 Jail Management Issues Conference  
Exhibiting Company Name / Booth Number  
c/o AEX Convention Services  
5600 Seawall Blvd  
Galveston, TX 77551

Shipments will be received at the exhibit facility **ONLY** on: **Monday, September 9, 2024 between 1:00 PM - 4:00 PM.**

**Move-Out Note:** All carriers must check in no later than **12:00 PM, Wednesday, September 11, 2024** or freight will be shipped via the house carrier.

### Customer Service

Phone: (609) 272-1600 / Fax: (609) 272-1680  
Email: [Orders@AEXServices.com](mailto:Orders@AEXServices.com)

### Show Management

Sharese Hurst  
Phone: (936) 294-1687  
Email: [sharese@shsu.edu](mailto:sharese@shsu.edu)

**DEFINITIONS AND RESPONSIBILITIES:** The Terms and Conditions set forth become a part of the contract between AEX Convention Services, LLC. ("AEX Convention Services") and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met: (1) An Exhibitor's materials are delivered to the Contractor's Advance Warehouse or to an event site; (2) The Authorization and Agreement Form is accepted or signed; (3) An order for labor, services and/or rental equipment is placed by the Exhibitor with the contractor; (4) Work is performed on behalf of Exhibitor by labor secured through the contractor. For purposes of this contract, the name "the contractor" shall be construed with the meaning of AEX Convention Services, LLC. ("AEX Convention Services"), DBA the contractor and its employees, directors, officers, agents, assigns, affiliates, and related entities including any subcontractors the contractor may hire. The contractor shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. The contractor does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under the contractor's direct supervision and control.

**PAYMENT TERMS:** Full payment, including applicable tax, is due in advance or at event. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of the contractor except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person requested, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. A 100% pick-up fee will be applied to all on site exchanges or cancellations. If the event is canceled because of reasons beyond the contractor's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. It is Exhibitor's responsibility to advise the contractor of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, the contractor requires an exemption certificate for the state in which the services are to be provided. Should there be any unpaid balance after the close of the event, terms will be net, due and payable upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month (annual rate 18%), and future orders will be on a pre-paid basis only. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of New Jersey. In the event of any dispute between the Exhibitor and the contractor relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to the contractor for its services, as an offset against the amount of any alleged loss or damages. Any claim against the contractor shall be considered a separate transaction, and shall be resolved on its own merits. The contractor reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that the contractor may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the contractor hereby provides notice that it reserves the right, and Exhibitor authorizes the contractor, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor's account.

**INDEMNIFICATION:** Exhibitor agrees to indemnify and forever hold harmless the contractor and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following: (1) Exhibitor's negligent supervision of any labor secured through the contractor, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC); (2) Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of the contractor's equipment. (3) Exhibitor's violation of Federal, State, County or Local ordinances; (4) Exhibitor's violation of event regulations and/or rules as published and set forth by facility, show management, or the contractor.

**CLAIM(S) FOR LOSS:** Exhibitor agrees that any and all claims for loss or damage must be submitted to the contractor immediately at the show site, as well as in writing to [csr@aexservices.com](mailto:csr@aexservices.com) at the time of the potential claim for loss or damage. In any case not later than thirty (30) days after the conclusion of the event (for purposes of claim reporting, the "conclusion" of the event is the earlier of the conclusion date of the event or the time when Exhibitor's materials are delivered to the carrier for transportation from the event site or from the contractor's warehouse). All claims reported after the thirty (30) day period will be rejected. In no event shall a suit or action be brought against the contractor more than one (1) year after the date of loss or damage occurred. If found liable for any loss, the contractor's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to the lesser of \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less, and in no event shall exceed the total rental fees paid by exhibitor to the contractor for the event.

**INBOUND AND OUTBOUND SHIPMENTS:** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's booth. Additionally, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials before same have been picked up for reloading at the conclusion of the event. All Material Handling Agreements submitted to the contractor by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to the contractor and the actual count of such items in the booth at the time of pickup. Exhibitor agrees to accept and be bound by the contractor's count.

**PACKAGING, CRATES, & EMPTY CONTAINERS:** the contractor shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, the contractor shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or its representative. All previous labels must be removed. The contractor assumes no responsibility for error in the above procedures, removal of containers with old empty labels and without the contractor labels, or improper information on the empty labels. The contractor will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

**SEVERABILITY:** If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

**NO ORAL MODIFICATION OR WAIVERS:** The Limits and Liabilities are the complete and final agreement between Exhibitors and the contractor. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.

## ORDER NOW!

Follow these simple steps to order Online:

1. **Go To:** <https://TexasExpo.boomerecommerce.com/>
2. **Login** using your email address and password
  - a. **New Users:** Username = Email address you've provided to Show Management  
Password = You will receive an email containing a temporary password to create your own unique password to use
  - b. **Previous Users:** Username = Your email address  
Password = Your pre-existing password
3. Find **Texas Jail Association 2024 Jail Management Issues Conference** from the list of My Events on the left side of the Dashboard.
4. Click the **"Shop Now"** button to begin ordering.

For questions contact:  
AEX Convention Services  
609.272.1600  
[Orders@AEXServices.com](mailto:Orders@AEXServices.com)



Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.

Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

Personal Card  Corporate Card

AMEX  VISA  MASTERCARD  DISCOVER  CHECK\*

Card Number:

16 digit card number input boxes

Exp. Date:

MMYY expiration date input boxes

\*A credit card authorization is required to be held on file regardless of the method of payment selected.

Are you tax exempt for the state in which this event is held?  Yes  No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
• All balances must be paid by the conclusion of the event.
• For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
• A final invoice will be prepared and can be requested by contacting Exhibitor Services.
• If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here

X

Authorized Signature

# FURNITURE RENTAL ORDER FORM



### FURNITURE

Item #	Description	Discount	Standard	Qty.	Total
F10	Plastic Side Chair	\$ 98.00	\$137.25	_____	\$ _____
F20	Padded Side Chair	\$148.00	\$207.25	_____	\$ _____
F30	Padded Arm Chair	\$168.00	\$235.25	_____	\$ _____
F40	Padded Counter Stool	\$175.00	\$245.00	_____	\$ _____
F60	Cocktail Table 30"H	\$245.00	\$343.00	_____	\$ _____
F70	Cocktail Table 42"H	\$245.00	\$343.00	_____	\$ _____
F3104	Black Spandex Drape 42" Cocktail Table	\$ 46.75	\$ 65.50	_____	\$ _____



(actual products may vary)

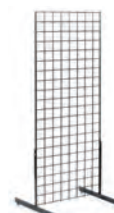
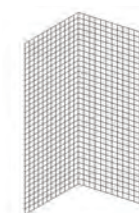
### ACCESSORIES

Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$225.00	\$315.00	_____	\$ _____
F100	Wastebasket	\$ 30.00	\$ 42.00	_____	\$ _____
F110	Easel	\$ 65.00	\$ 91.00	_____	\$ _____
F120	Chrome Sign Frame (22" W x 28" H)	\$138.25	\$193.50	_____	\$ _____
F130	Waterfall Bag Rack	\$230.00	\$322.00	_____	\$ _____
F150	Chrome Bag Holder	\$162.50	\$227.50	_____	\$ _____
F160	Chrome Clothes Tree	\$125.00	\$175.00	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$230.00	\$322.00	_____	\$ _____

### GRID WALL

Each Panel is 2' x 8' with a 3" x 3" grid.

At least two panels are needed to be free standing without the use of feet.



Item #	Description	Discount	Standard	Qty.	Total
F550	2' x 8' Grid Wall	\$166.50	\$233.00	_____	\$ _____
F5501	Pair of feet	\$ 65.25	\$ 91.25	_____	\$ _____

### TACK BOARD

Item #	Description	Discount	Standard	Qty.	Total
F640	Style A - 4' w x 8' h Panel	\$286.00	\$400.50	_____	\$ _____
F660	Style B - 8' w x 4' h Panel	\$286.00	\$400.50	_____	\$ _____



Vertical to Floor

Style B  
Horizontal off Floor  
(30" Off the Floor)

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0914-T

TABLE RENTAL ORDER FORM



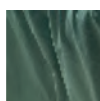
Blue



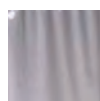
Burgundy



Black



Green



Gray



Red



White



Yellow

(actual colors may vary)

**DISPLAY TABLES** (Price includes top covered with white vinyl and 3 sides skirted)

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$172.50	\$241.50	_____	\$ _____
4' L x 24" W x 42" H	\$223.50	\$313.00	_____	\$ _____
6' L x 24" W x 30" H	\$196.25	\$274.75	_____	\$ _____
6' L x 24" W x 42" H	\$254.75	\$356.75	_____	\$ _____
8' L x 24" W x 30" H	\$237.50	\$332.50	_____	\$ _____
8' L x 24" W x 42" H	\$289.50	\$405.25	_____	\$ _____
4th Side Skirt 30"	\$ 58.25	\$ 81.50	_____	\$ _____
4th Side Skirt 42"	\$ 65.25	\$ 91.25	_____	\$ _____

Please select skirt color:

Blue       Burgundy  
 Black       Green  
 Gray       Red  
 White       Yellow  
 Un-skirted

Undraped Tables - 25% off of skirted rate.

**TABLETOP RISERS -12"w x 8"h** (Covered in white vinyl)

Description	Discount	Standard	Qty.	Total
4' Long, Single Step Riser	\$ 85.00	\$119.00	_____	\$ _____
6' Long, Single Step Riser	\$105.00	\$147.00	_____	\$ _____

**MASKING DRAPE** (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 27.00	\$ 37.75	_____	\$ _____
8' Background Drape	\$ 30.75	\$ 43.00	_____	\$ _____

Please select drape color:

Blue       Burgundy  
 Black       Green  
 Gray       Red  
 White       Yellow

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0914-T





SELECTION



DESIGN

TRUSTED



SOLUTIONS



MODERN




SERVICE

To place your order for speciality furniture please email:

[Orders@AEXServices.com](mailto:Orders@AEXServices.com)



# Power Up In Style.

Denotes Powered Products 

## Powered Seating

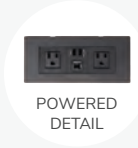
Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.



**HEDGE**  
HDG4FT  
4' Boxwood Hedge  
46"L 9"D 47"H




**NAPLES**   
NPLSOP  
Naples Sofa, Powered  
(black vinyl)  
87"L 30"D 33.25"H



**NAPLES**   
NPLCHP  
Naples Chair, Powered  
(black vinyl)  
36"L 30"D 33.25"H




**NAPLES**   
NPLLOP  
Naples Loveseat, Powered  
(black vinyl)  
62"L 30"D 33.25"H




## Powered Tables

Use  
**Ventura 6'**  
**Bar or Café Tables**  
in your design to  
facilitate conversations  
while social  
distancing.



  
**Ventura Powered  
Bar Tables**  
72.25"L 26.25"D 42"H  
(silver frame)  
A) VNTBLK (black top)  
B) VNTWHT (white top)




  
**Ventura Powered  
Café Tables**  
72.25"L 26.25"D 30"H  
(silver frame)  
C) VNTCBK (black top)  
D) VNTCWH (white top)




**Please Note:** Customer 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.

# Take Charge.

Denotes Powered Products 

## Powered Tables


Empower attendees at your next show with functional charging furniture 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.

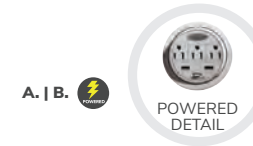
**SYDNEY**   
**Sydney Powered Cocktail Tables**  
 48"L 26"D 18"H (brushed steel)  
**E) C1WP** (white)  
**F) C1YP** (black)



**Please Note:** Customer 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.

## Powered Pedestals

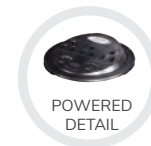
Denoted AC and USB charging outlets 



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

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

## Powered Tech Desk



A. 



**A) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet**  
 (black metal, laminate)  
 60"L 30"D 30"H

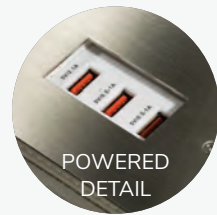
**B) TECH Tech Desk, Powered**  
 (black metal, laminate)  
 60"L 30"D 30"H

**C) TECH3 3 Drawer File Cabinet on Castors**  
 (black metal, laminate)  
 16"L 20"D 28"H

# Take Charge.

## Powered Tech Tablet Chair

Create an engaged learning environment at your next exhibit with the exclusive, powered Tech Tablet Chair. The soft dove gray vinyl chair features a removable white swivel tablet, an under-seat shelf for personal storage and an in-arm charging panel with three USB ports. An additional AC outlet is located at the base of the chair.




A. 

- A) TCHGRY Tech Tablet Chair  
(gray vinyl, white metal tablet, chrome base)  
30.5"L 29"D 33.5"H
- B) TCHP Tech Chair, No Tablet




**Please Note:** Customer 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.

## Powered Products

Denoted AC and USB charging outlets 

## Wireless Charging Table



-  **CUBPOW Wireless Charging Table, Powered**  
(white, AC plug-in)  
20"L 20"D 18"H  
Mobile devices must have Qi wireless charging capability.



## Village Charging Hub

- VILHUB Village Charging Hub**  
(cream)  
12"L 12"D 28.25"H



**Please Note:** Customer 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.

# Soft Seating

Create Engaging Booth Environments

## VALENCIA

**VALCHA Chair**  
(spice orange velvet)  
28"L 30.5"D 31"H  
**VALSOF Sofa**  
(coffee brown velvet)  
63"L 30.5"D 31"H

## MARCHE

**MAR001 Swivel Ottoman**  
(Forest Green Vinyl)  
17"RND 18"H



Valencia Sofa & Chair 10 'x10' Booth

## HEDGE

**HDG4FT**  
4' Boxwood Hedge  
46"L 9"D 47"H



## VALENCIA

**A) VALCHA Chair**  
(spice orange velvet)  
28"L 30.5"D 31"H  
**B) VALSOF Sofa**  
(coffee brown velvet)  
63"L 30.5"D 31"H

## Soft Seating Collections



## BAJA

**A) BSFWHT Sofa**  
(white vinyl)  
86"L 28"D 30"H

**B) BCHWHT Chair**  
(white vinyl)  
36"L 30.5"D 28"H

**C) BLVWHT Loveseat**  
(white vinyl)  
61"L 30.5"D 28"H



## STERLING

**A) STESOF Sofa**  
(gray fabric)  
82"L 33.5"D 32"H

**B) STECHA Chair**  
(gray fabric)  
33"L 33.5"D 32"H




## KEY LARGO

**A) KEYSOF Sofa**  
(black fabric)  
79"L 35"D 34"H

**B) KEYCHR Chair**  
(black fabric)  
35"L 35"D 34"H

**C) KEYLOV Loveseat**  
(black fabric)  
57"L 35"D 34"H

# Soft Seating

Denotes Powered Products 

## Create Engaging Booth Environments



**HEDGE**  
**HDG4FT**  
 4' Boxwood Hedge  
 46"L 9"D 47"H

**PALM BEACH**  
**PALSOF Sofa**  
 (white vinyl, brushed metal)  
 69"L 29"D 33"H


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

Palm Beach Sofa & Swanson Chairs 10 'x10' Booth



**PALM BEACH**  
**PALSOF Sofa**  
 (white vinyl, brushed metal)  
 69"L 29"D 33"H

## Soft Seating Collections

Available in Power 

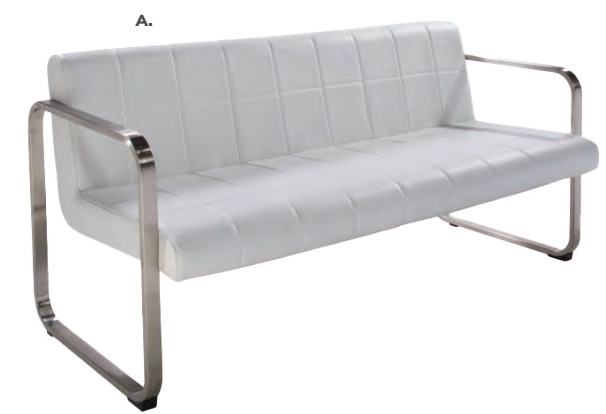


A.



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.

**FAIRFAX**  
**A) FAIRCW Sofa**  
 (white vinyl, brushed metal)  
 62"L 26"D 30"H  
**B) FAIRCW Chair**  
 (white vinyl, brushed metal)  
 27"L 26"D 30"H



B.



A.

**NAPLES**  
**A) NPLCHR Chair**  
 (black vinyl)  
 36"L 30"D 33.25"H  
**NPLCHP** (Powered)



C.

**B) NPLSOF Sofa**  
 (black vinyl)  
 87"L 30"D 33.25"H  
**NPLSOP** (Powered)  
**C) NPLLOV Loveseat**  
 (black vinyl)  
 62"L 30"D 33.25"H  
**NPLLOP** (Powered)

# Accent Chairs

## Create Space

Swivel chairs maximize functionality and allow you to engage safely with those all around. They're particularly helpful in smaller spaces!



**BOWCHA**  
Bowery Swivel Chair  
(ochre fabric, chrome)  
29.75"L 31"D 27.25"H



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



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



**WENCHA**  
Wentworth Chair  
(brown vinyl)  
32.1"L 26"D 31.5"H

# Meeting & Stage Chairs



**Marina Chair**  
17.5"L 19.5"D 35"H  
A) MARCWH (white vinyl)  
B) MARCBK (black vinyl)  
C) MARCBB (brown fabric)



**OCMWHT**  
Meeting Chair  
25.5"L 23.5"D 34"H  
(white vinyl)

# Accent Chairs

## Accent Chair Styles



**Madrid**  
BCW Chair  
(white, chrome)  
30"L 30"D 31"H



**Montreal**  
MONCHA Chair  
(blue, black metal)  
30"L 23.25"D 30"H



Accent Tables | pg 11



**Lena**  
LENCHA Chair  
(moss green leather, bronze)  
27"L 25"D 31"H



**FAIRCW**  
Fairfax Chair  
(white vinyl, brushed metal)  
27"L 26"D 30"H



**A) MNCHCH**  
Munich Armless Chair  
(gray fabric)  
22.5"L 27"D 28.5"H



A.



B.

C.



D.



E.



F.

**B) CNTCHR**  
Century Chair  
(gray velvet)  
30"L 30"D 31"H

**C) ATHCHA**  
Atherton Chair  
(distressed brown leather,  
blackened steel)  
27"L 31"D 30"H

**D) PROGB**  
Pro Executive  
Guest Chair  
(black vinyl)  
24"L 26"D 36"H

**E) PASCHR**  
Pasadena Chair  
(white molded plastic  
w/ chrome tower base)  
27"L 25"D 26"H

**F) STECHA**  
Sterling Chair  
(gray fabric)  
33"L 33.5"D 32"H



# Group Seating

## Lounges

Carefully designed lounges deliver a safe and effective setting for casual and relaxed connections. The strategic placement of other furniture pieces—like coffee tables, room dividers, and large plants—helps to maintain order and preserve social distancing protocols while delivering comfortable and safe networking.

### ZENITH

**A) ZENCHR Chair**  
(white, chrome)  
18.25"L 22"D 32"H

**B) 30MAHC  
Madison Hydraulic  
Café Table**  
(chrome base, gray  
acajou top)  
30"RND 29"H



### LAGUNA

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

**D) 30WHHC  
Round Café Table**  
(white laminate top,  
chrome hydraulic base)  
30" RND 29"H



### MALBA

20"L 20"D 32"H

**A) 810131 Chair** (gray)  
**B) 810130 Chair** (green)



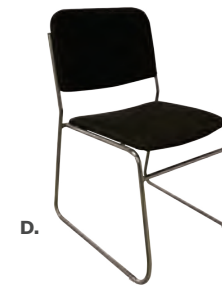
### MARINA

17.5"L 19.5"D 35"H

**A) MARCWH** (white vinyl)  
**B) MARCBK** (black vinyl)  
**C) MARCBR** (brown fabric)  
**D) MARCBE** (ocean blue fabric)  
**E) MARCRD** (red fabric)



## Styles & Shapes



## Mix & Match

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

**I. F10 Malaga Side Chair**  
(gray) 18"W x 17.75"D x 33"H



**A) XCHR  
Christopher Chair**  
(white vinyl, chrome)  
17"L 19"D 35"H

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

**C) LUCHCL  
Lucent Chair**  
(frosted, acrylic)  
19.5"L 19.75"D 32.5"H

**D) F20  
Bradford Padded Side Chair**  
Black Fabric  
25"L 24"D 32"H

**E) F30  
Bradford Padded Arm Chair**  
Black Fabric  
25"L 24"D 32"H

**F) SC10  
Razor Armless Chair**  
(white)  
15.38"L 15.5"D 30.5"H

**G) BLDCSB  
Blade Chair**  
(sky blue)  
20.5"L 19"D 30.5"H

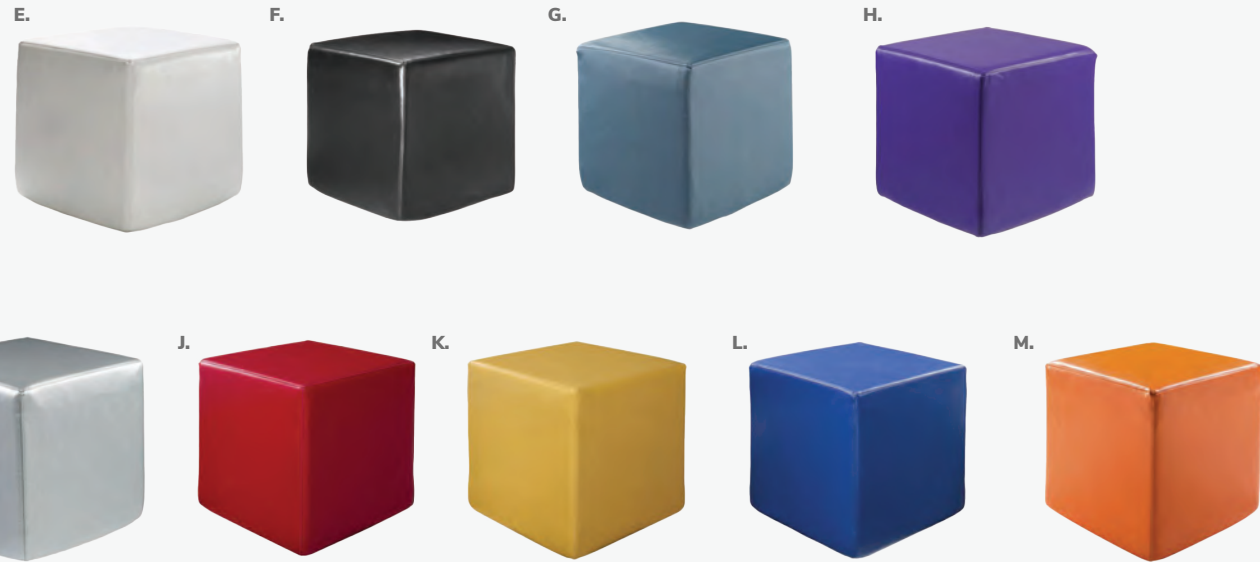
**H) BLDCRD  
Blade Chair**  
(red)  
20.5"L 19"D 30.5"H

# Ottomans

## Vibe Cube

18"L 18"D 18"H

- A) VIB01 (citrus green vinyl)
- B) VIB16 (spice orange vinyl)
- C) VIB17 (desert rose vinyl)
- D) VIB15 (taupe vinyl)
- E) VIB09 (white vinyl)
- F) VIB10 (black vinyl)
- G) VIB11 (steel blue vinyl)
- H) VIB13 (purple vinyl)
- I) VIB12 (silver vinyl)
- J) VIB04 (red vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

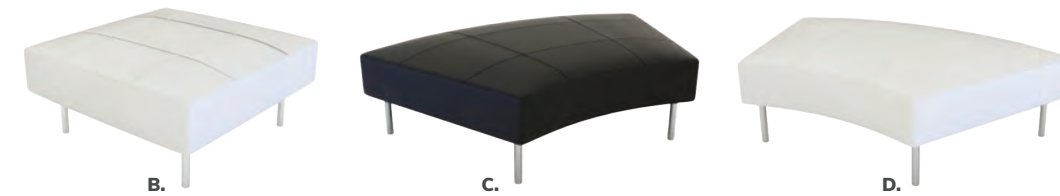


## Beverly Bench Ottomans



- Beverly Bench**  
60"L 20"D 18"H
- A) BVLYWH (white vinyl)
  - B) BVLYBK (black vinyl)
  - C) BVLYGR (gray fabric)
  - D) BVLYRD (red fabric)
  - E) BVLYOB (ocean blue fabric)
  - F) BVLYLN (linen fabric)
  - G) BVLYBN (brown fabric)

## Styles & Shapes



- 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) END02B (white)

# Ottomans

## Beverly Small Bench Ottomans

30"L 20"D 18"H

- A) BVSMOR (orange fabric)
- B) BVSMGN (olive green fabric)
- C) BVSMWH (white vinyl)
- D) BVSMBK (black vinyl)
- E) BVSMBL (ocean blue fabric)
- F) BVSMBN (brown fabric)
- G) BVSMGY (gray fabric)
- H) BVSMNL (linen fabric)
- I) BVSMVL (lavender fabric)
- J) BVSMRD (red fabric)
- K) BVSMYL (yellow fabric)



## Marche Swivel Ottomans



- Marche Swivel Ottomans**  
17" RND 18"H
- A) MAR001 (white vinyl)
  - B) MAR005 (red fabric)
  - C) MAR016 (Ivory Faux Sheep Fur)
  - D) MAR009 (pear yellow fabric)
  - E) MAR007 (plum fabric)
  - F) MAR010 (blue fabric)
  - G) MAR002 (gray fabric)
  - H) MAR006 (rose quartz fabric)
  - I) MAR003 (linen fabric)
  - J) MAR004 (raspberry fabric)
  - K) MAR008 (meadow green fabric)
  - L) MAR011 (orange fabric)
  - M) MAR015 (black vinyl)
  - N) MAR012 (forest green vinyl)
  - O) MAR013 (teal velvet)
  - P) MAR014 (distressed brown vinyl)

# Accent Tables

## Tables and Meeting Rooms

When you want to facilitate more in-depth conversations and provide work surfaces, be sure to use appropriately-sized tables. As always, create generous aisleways between meetings spaces; this will help individuals feel comfortable networking.



MESA

- A) MESETW End Table  
20.5"RND 21.25"H (wood top, bronze)
- B) MESCTW Cocktail Table  
32.25"RND 17.25"H (wood top, bronze)
- C) MESETG End Table  
24"RND 21.25"H (glass top, bronze)
- D) MESCTG Cocktail Table  
36"RND 17.25"H (glass top, bronze)
- E) MESETB End Table  
20.5"RND 21.25"H (black top, bronze)
- F) MESCTB Cocktail Table  
32.25"RND 17.25"H (black top, bronze)

## Styles & Shapes



### ALONDRA

**Cocktail Table**  
47"L 24"D 16"H  
A) ALC100 (glass, chrome)  
B) ALC200 (wood, chrome)

**End Table**  
20"L 20"D 20"H  
C) ALE100 (glass, chrome)  
D) ALE200 (wood, chrome)

### GEO

**Cocktail Table**  
50"L 22"D 16"H  
A) C1C (glass, chrome)  
B) C1FWB (wood, black)

**End Table**  
26"L 26"D 20"H  
C) CE2 (glass, chrome)  
D) E1FWB (wood, black)

# Accent Tables

## Tables and Meeting Rooms

### TAOS SIDE TABLES

15.75"L 15.75"D 24"H

- A) TAOBWH**  
(white top, bronze)
- B) TAOSBK**  
(black top, bronze)
- C) TAOSWD**  
(wood top, bronze)



### SEDONA SIDE TABLE

15.75"L 15.75"D 24"H

- D) SEDBWH**  
(white top, bronze)
- E) SEDBBK**  
(black top, bronze)
- F) SEDBWD**  
(wood top, bronze)



## Styles & Shapes



Available in Power

### SYDNEY

- Cocktail Tables**  
(brushed steel)  
48"L 26"D 18"H
- A) C1W** (white)
- C1WP** (powered)
- B) C1Y** (black)
- C1YP** (powered)
- C) SYDBEC** (blue)
- D) SYDWDC** (wood)

- End Tables**  
27"L 23"D 22"H
- E) E1W** (white)
- F) E1Y** (black)
- G) SYDBEE** (blue)
- H) SYDWDE** (wood)

### REGIS

- (brushed metal)
- I) REGBEN Bench Table**  
47"L 15.5"D 16"H
- J) REGOTT End Table**  
16"L 15.5"D 16.5"H

### SILVERADO

- (glass, chrome)
- K) E1E End Table**  
24" RND 22"H
- L) C1E Cocktail Table**  
36" RND 17"H

### WIRELESS

- M) Charging Table, Powered**
- N) CUBPOW**  
(white, AC plug-in)  
20"L 20"D 18"H

### AURA

- Round Table**
- N) AURA**  
(white metal)  
15" Round 22"H

# Café Tables



**A) 30BEHC Blue Hydraulic Café Table**  
(chrome base, blue top) 30" RND 29"H  
**B) MALGRY Malba Chair**  
(gray) 20"L 20"D 32"H



**A) 30MAHC Madison Hydraulic Café Table**  
(chrome base, gray acajou top) 30" RND 29"H  
**B) MALGRN Malba Chair**  
(green) 20"L 20"D 32"H

**HDG7FT 7' Boxwood Hedge**  
36.5"L 12"D 84"H



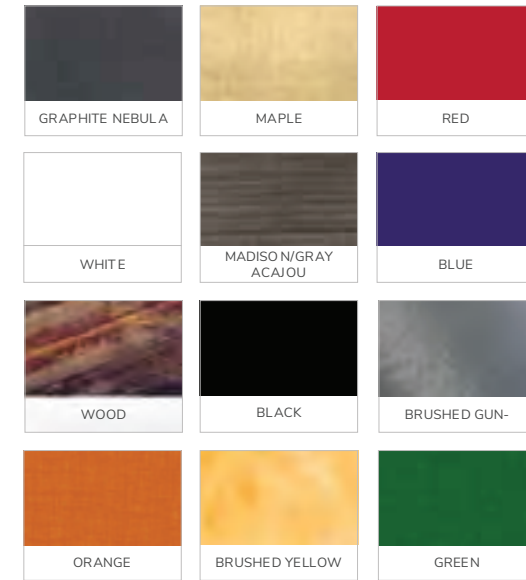
**30" Round Café Table**  
**A) 30BEC Standard Black Base** (blue top) 30" RND 29"H  
**B) LUCHCL Lucent Chair** (frosted, acrylic) 19.5"L 19.75"D 32.5"H



**A) 30OSHC Hydraulic Cafe Table**  
(orange top, chrome) 30" RND 29"H  
**B) LMCHR Laguna Chair**  
(maple, chrome) 18"L 19"D 34"H

## Customize and Create

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



## Café Tables

**Standard Black Base**  
30" RND 29"H

- A) 30WH29 (white)** also available
- ZTA** (Madison/gray acajou)
- 30EBC** (blue)
- 30WDBC** (wood)
- 30BKSC** (black)
- 30AGBC** (brushed gunmetal)
- 30YSHC** (brushed yellow)
- 30GSBC** (green)
- 30OSBC** (orange)

36" RND 29"H  
**36BKSB (black)**

## Café Tables

**Hydraulic Chrome Base**  
30" RND 29"H

- B) 30GRHC** (graphite nebula) also available
- 30MTHC** (maple)
- 30BRHC** (red)
- 30BEHC** (blue)
- 30WDBB** (wood)
- 30WHHC** (white)
- 30BKHC** (black)
- 30AGHC** (brushed gunmetal)
- 30YSBC** (brushed yellow)
- 30GSHC** (green)
- 30OSHC** (orange)

36" RND 29"H  
**36WTHC** (white)  
**36GRHC** (graphite nebula)  
**36MTHB** (maple)  
**36BKHC** (black)

## Mix & Match

Create your look. Choose from a wide variety of tables and seating options.



**C) BLDCRD Blade Chair**  
(red) 20.5"L 19"D 30.5"H

**D) MARCWH Marina Chair**  
(white vinyl) 17.5"L 19.5"D 35"H



**E. F30 Bradford Padded Arm Chair**  
Black Fabric  
25"L 24"D 32"H

**F. F60 Vaspoli Cocktail Table**  
Black / Chrome  
30" RND 30"H

**G. F10 Malaga Side Chair**  
(gray) 18"W x 17.75"D x 33H"

# Bar Tables

## A) 30WHHB 30" Round Bar Table

(white top, chrome hydraulic base) 30" RND 45"H

## B) BLDBRD Blade Barstool (red)

20.5"L 20.125"D 40.5"H



## C) RSTSQT Rustique Square Metal Bar Table

(gunmetal) 23.75"L 23.75"D 41.25"H

## D) RSTSTL Rustique Barstool

(gunmetal) 13"L 13"D 30"H



## E) 30BEHB 30" Round Bar Table

(blue top, chrome hydraulic base) 30" RND 45"H

## F) LMBAR Laguna Barstool (maple, chrome)

18"L 20"D 47"H



## G) F70 Vaspoli Cocktail Table Black / Chrome

30" RND 42"H

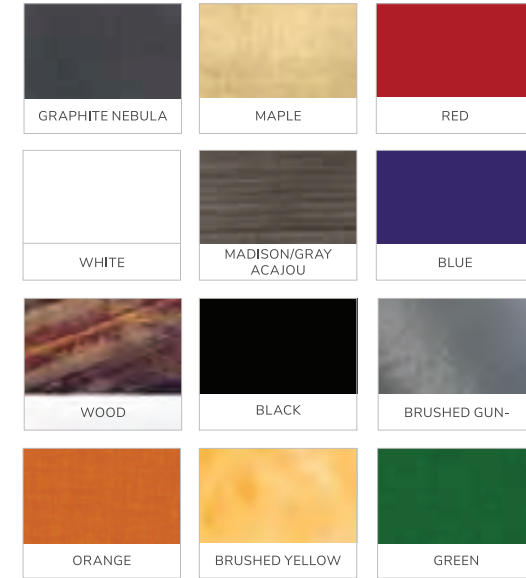
## H) XBAR Christopher Barstool (white vinyl, chrome)

19"L 15"D 41"H



## Customize and Create

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



## Bar Tables

Standard Black Base  
30" RND 42"H

## A) 30WH42 (white)

B) 30YBBB (brushed yellow)  
also available

## VTA

(Madison/gray acajou)

30AGBB (brushed gunmetal)

30BKSB (black)

30GSBB (green)

30OSBB (orange)

30BEBB (blue)

30WDBB (wood)

36" RND 42"H

36BKSB (black)

## Bar Tables

Hydraulic Chrome Base  
30" RND 45"H

## C) 30BRHB (red)

also available

30MTHB (maple)

30GRHB

(graphite nebula)

30AGHB (brushed gunmetal)

30BKHB (black)

30GSHB (green)

30OSHB (orange)

30YSHB (brushed yellow)

30BEHB (blue)

30WDHB (wood)

30BKHB (black)

36" RND 45"H

36WTHB (white)

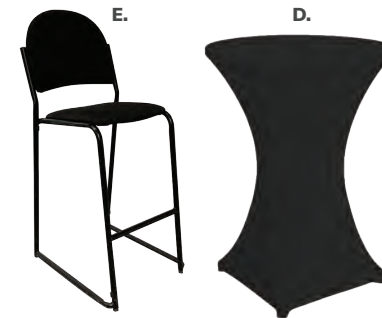
36GRHC (graphite nebula)

36MTHC (maple)

36BKHC (black)

## Style & Design

Choose from a variety of table top colors and styles for the perfect look.



## D) F75 Vaspoli Cocktail Table with Black Linen

Black / Chrome  
30" RND 42"H

## E) F40 Bradford Padded Stool

Black Fabric  
25"L 26"D 44"H

F) LUBSCL Lucent Barstool  
(frosted, acrylic) 22"L 22.5"D 45.5"H

G) F70 Vaspoli Cocktail Table  
Black / Chrome  
30" RND 42"H

H) BS002 Zoey Barstools  
(white, chrome)  
15"L 16"D 30-34.75"H



# Barstools

## LIFT Barstools

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



## Marina Barstools



**Marina Barstools**  
 21"L17.5"D41.5"H

- A) MARBBE** (ocean blue fabric)  
**B) MARBBR** (brown fabric)  
**C) MARBRD** (red fabric)  
**D) MARBWH** (white vinyl)  
**E) MARBBK** (black vinyl)

All frames brushed metal



# Barstools

## Mix & Match

**A) BS002**  
**Zoey Barstools**  
 (white, chrome)  
 15"L 16"D 30-34.75"H

**Banana Barstools**  
 21"L 22"D 41.75"H  
**B) BSS (black, chrome)**  
**C) BST (white, chrome)**

**D) XBAR**  
**Christopher Barstool**  
 (white vinyl, chrome)  
 19"L 15"D 41"H

**E) BS001**  
**Shark Barstool**  
 (white, chrome)  
 22"L 19"D 34-44"H

**F) ZENBAR**  
**Zenith Barstool**  
 (white, chrome)  
 19"L 20"D 44"H

**G) LUBSCL**  
**Lucent Barstool**  
 (frosted, acrylic)  
 22"L 22.5"D 45.5"H



## Barstools Styles & Shapes



**H) LMBAR**  
**Laguna Barstool**  
 (maple, chrome)  
 18"L 20"D 47"H

**Blade Barstool**  
 20.5"L 20.125"D 40.5"H  
**I) BLDBRD (red)**  
**J) BLDBSB (sky blue)**

**K) F40 Bradford Padded Stool**  
 Black Fabric  
 25"L 26"D 44"H

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

# Conference Tables

## 42" Round Conference Table

42"RND 29"H  
**A) CONF42** (white laminate)  
**B) CB8** (Madison/gray acajou)  
**C) 42BKCT** (black top, black)



**Atomic Round Tables**  
 (glass, chrome)  
**42ATO** 42" RND 30"H  
**36ATO** 36" RND 30"H



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

## Geo Tables



**Geo Rectangular Tables**  
 60"L 36"D 29"H  
**E) CF2** (glass, black)  
**F) CE2** (glass, chrome)

**Geo Rounded Square Tables**  
 42"L 42"D 29"H  
**G) CE1** (glass, chrome)  
**H) CF1** (glass, black)

## Work Space



**I) WD3 Work Table**  
 (white laminate, white)  
 48"L 24"D 30"H

# Conference Tables

## Madison

(Madison/gray acajou)  
**A) MADC05 5' Table**  
 60"L 48"D 29"H

**B) MADC08 8' Table**  
 96"L 60"D 29"H

**C) MADC10 10' Table**  
 120"L 48"D 29"H



**GENCHA Genesis Chair**  
 (black fabric, black)  
 27.5"L 27.5"D 40-43.5"H Adjustable

## Black Rectangular Conference Table



**Black Rectangular Conference Table**  
 (black top, silver)

**A) BKCT5N 5' Table**  
 60"L 48"D 29"H  
**BKCT5P Powered**

**B) BKCT8N 8' Table**  
 96"L 48"D 29"H  
**BKCT8P Powered**

**C) BKCT10N 10' Table**  
 120"L 48"D 29"H  
**BKCT10P Powered**

**CUPCHA Cupertino Mid Back Chair**  
 (black vinyl, chrome)  
 27"L 30.5"D 40-43"H Adjustable.

# Executive Seating

## Pro Executive High Back Chair

25"L 24"D 48"H  
**A) PROEXE** (white vinyl)  
**B) PROEXB** (black vinyl)  
 Adjustable height



## Cupertino Mid Back Chair

**A) CUPCHA** (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.

## Genesis Chair

**B) GENCHA** (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

## Pro Executive Mid Back Chair

24"L 22"D 40"H  
**A) PROMID** (white vinyl)  
**B) PROMDB** (black vinyl)  
 Adjustable height



## Pro Executive Guest Chair

24"L 22"D 36"H  
**PROGB** (black vinyl)



## Task Stool

**TASKST**  
 (black fabric)  
 27.5"L 27.5"D 32.75"-40.25"H  
 Adjustable height



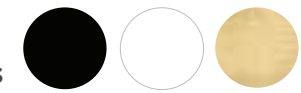
# Communal and Powered Tables

Denotes AC and USB charging outlets



POWERED DETAIL

## Table Top Options



Colors not available in all table options. Please check options listed to the right.

## Bar Tables



810860  
 Laguna Barstool  
 (maple, chrome)  
 18"L 20"D 47"H

## Ventura Powered Bar Tables

(silver frame)  
 72.25"L 26.25"D 42"H

**A) VNTBLK** (black top)  
**B) VNTWHT** (white top)

## Ventura Communal Bar Tables

(silver frame)  
 72.25"L 26.25"D 42"H

Maple Top  
**B) VNTMNP** (solid)  
**VNTBMW** (grommets)  
 White Top  
**C) VNTBWW** (grommets)  
**VNTWNP** (solid)

Black Top  
**VNTBNP** (solid)

## Café Tables



## Ventura Powered Café Tables

(silver frame)  
 72.25"L 26.25"D 30"H

**A) VNTCBK** (black top)  
**B) VNTCWH** (white top)

## Ventura Communal Café Tables


(silver frame)  
 72.25"L 26.25"D 30"H

Maple Top  
**C) VNTCMN** (solid)  
**VNTCMW** (grommets)  
 White Top  
**D) VNTCWW** (grommets)  
**VNTCWN** (solid)

Black Top  
**E) VNTCBN** (solid)

**Please Note:** Customer 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.

# Office Essentials

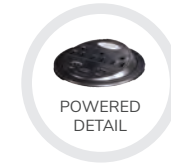
Denotes AC and USB charging outlets 



## MADISON

**A) JD8 Madison Executive Desk**  
(gray acajou) 60"L 30"D 29"H

**B) PROEXE Pro Executive High Back Chair**  
(white classic vinyl) 25"L 24"D 48"H Adjustable



**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



**Please Note:** Customer 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.

## Lighting & Shelving




## SHELVING

**A) PSHCCS Posh Shelving**  
(chrome, acrylic)  
36"L 18"D 72"H


**B) BC8 Madison Bookcase**  
(gray acajou)  
36"L 12"D 72"H

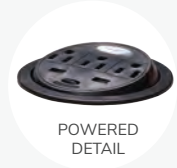
# Show Essentials

Denotes AC and USB charging outlets 

## Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

 **Midtown Powered Counter**  
60"L 18"D 42"H (pewter/glass)  
**MTCPUL** (unlighted)  
**MTCLPI** (lighted with plug-in)



**HDG7FT 7' Boxwood Hedge**  
36.5"L 12"D 84"H



**LMBAR Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H



## Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

**Midtown Bar**  
60"L 18"D 42"H (pewter)  
**A) MTBUUL** (unlighted)  
**B) MTBLPI** (lighted with plug-in)  
**C) BS002 Zoey Barstools**  
(white, chrome)  
15"L 16"D 30-34.75"H



**Please Note:** Customer 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.

# Show Essentials

## Greenery and Dividers

Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

### HEDGE

- A) HDG7FT  
7' Boxwood Hedge  
36.5"L 12"D 84"H
- B) HDG4FT  
4' Boxwood Hedge  
46"L 9"D 47"H



## Miramar Dividers



**Miramar Dividers**  
(molded plastic)  
**A) MIRWHT** (white)  
**Vertical:** 63"L 23"D 83"H  
**Horizontal:** 83"L 23"D 63"H

**B) 30BEHB**  
**30" Round Bar Table**  
(blue top, chrome hydraulic base)  
30" RND 45"H  
**C) LMBAR Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H



DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		Show Date:	
Venue:			

**AEX SERVICES**  
 3089 English Creek Ave.  
 Egg Harbor Township, NJ 08234  
 (609) 272-1600  
 Please email order forms to:  
 orders@aexservices.com

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION	
<b>Order Total:</b>	
Ordering within 14 days of show open?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Late Order Fee: (Add 30% of Order Total)	
State Tax: (excluding NV, CA & OR)	0.00%
<b>TOTAL DUE:</b>	
<small>*To better protect your data, we no longer accept credit card information via email or fax. All credit card payments must be made through our secure online payment portal or over the phone.          After your order has been processed, you will receive a confirmation PDF with a link and PIN to pay online. If you would like to pay over the phone, please call 1-844-855-0735 M-F between 7am - 5pm PST after you receive your confirmation.</small>	

**PAYMENT:** In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.  
**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.

NEW 2024	
SHOW NAME:	BOOTH:

CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL
<b>POWERED</b>						
BKCT5P	5'	Table, Powered	Black Top, Silver	\$ 637	\$ 829	
C5PWR	5'	Table, Powered	White Top, Silver	\$ 637	\$ 829	
BKCT8P	8'	Table, Powered	Black Top, Silver	\$ 1314	\$ 1708	
C8PWR	8'	Table, Powered	White Top, Silver	\$ 1314	\$ 1708	
BKCT10P	10'	Table, Powered	Black Top, Silver	\$ 1314	\$ 1708	
C10PWR	10'	Table, Powered	White Top, Silver	\$ 1314	\$ 1708	
P30BWH	30"	Bar Table, Powered	White Top, Black	\$ 826	\$ 1073	
P30CWH	30"	Cafe Table, Powered	White Top, Black	\$ 826	\$ 1073	
ADCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 431	\$ 560	
ADCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 431	\$ 560	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 874	\$ 1136	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 1081	\$ 1406	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 1277	\$ 1660	
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$ 442	\$ 574	
TCHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	\$ 442	\$ 574	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 1127	\$ 1465	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 1127	\$ 1465	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 919	\$ 1195	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 919	\$ 1195	
CUBPOW		Wireless Charging Table	White, AC Plug In	\$ 508	\$ 660	
VILHUB		Village Charging Hub	Cream	\$ 339	\$ 440	
<b>SOFT SEATING COLLECTIONS</b>						
CHR002		Allegra Chair	Blue Fabric, Brushed Metal	\$ 706	\$ 917	
SFA002		Allegra Sofa	Blue Fabric, Brushed Metal	\$ 911	\$ 1184	
BCHWHT		Baja Chair	White Vinyl	\$ 706	\$ 917	
BLWHT		Baja Loveseat	White Vinyl	\$ 893	\$ 1161	
BSFWHT		Baja Sofa	White Vinyl	\$ 1072	\$ 1393	
COCHTR		Cordoba Chair	Taupe Fabric, Black	\$ 563	\$ 732	
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 807	\$ 1049	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 480	\$ 624	
FAIRSOF		Fairfax Loveseat	White Vinyl, Brushed Metal	\$ 618	\$ 804	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 480	\$ 624	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 563	\$ 732	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 618	\$ 804	
MONCHA		Montreal Chair	Blue, Black Metal	\$ 706	\$ 917	
MONLOV		Montreal Loveseat	Blue, Black Metal	\$ 893	\$ 1161	
NPLCHR		Naples Chair	Black Vinyl	\$ 706	\$ 917	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 893	\$ 1161	
NPLSOF		Naples Sofa	Black Vinyl	\$ 1072	\$ 1393	
PALSOF		Palm Beach Sofa	White Vinyl	\$ 911	\$ 1184	
STECHEA		Sterling Chair	Gray Fabric	\$ 874	\$ 1136	
STESOF		Sterling Sofa	Gray Fabric	\$ 1277	\$ 1660	
VALCGN		Valencia Chair	Green Fabric	\$ 480	\$ 624	
VALCOT		Valencia Chair	Oat Fabric	\$ 480	\$ 624	
VALCHA		Valencia Chair	Spice Orange Velvet	\$ 480	\$ 624	
VALSOF		Valencia Loveseat	Coffee Brown Velvet	\$ 618	\$ 804	
VALVOT		Valencia Loveseat	Oat Fabric	\$ 618	\$ 804	
<b>ACCENT CHAIRS</b>						
ATHCHA		Atherton Chair	Brown Leather, Black Metal	\$ 648	\$ 843	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 648	\$ 843	
BNMCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 375	\$ 487	
BNMCOW		Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	\$ 375	\$ 487	

CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL
<b>ACCENT CHAIRS (continued)</b>						
BNMCOB		Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$ 375	\$ 487	
BNMCSW		Brooklyn Meeting Chair	White Vinyl, Oak-look Base	\$ 375	\$ 487	
CNTCHR		Century Chair	Gray Velvet	\$ 648	\$ 843	
LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 563	\$ 732	
LENCHA		Lena Chair	Moss Green Leather, Bronze	\$ 563	\$ 732	
BCW		Madrid Chair	White Vinyl, Chrome	\$ 648	\$ 843	
MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$ 442	\$ 574	
SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 442	\$ 574	
TRCHCO		Terrace Accent Chair	Cognac Leather, Black	\$ 600	\$ 780	
WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$ 442	\$ 574	
<b>GROUP SEATING</b>						
BLDCBK		Blade Chair	Black	\$ 93	\$ 120	
BLDCRD		Blade Chair	Red	\$ 93	\$ 120	
BLDCSB		Blade Chair	Sky Blue	\$ 93	\$ 120	
SC3		Brewer Chair	Onyx, Chrome	\$ 160	\$ 207	
CCSCAZ		Chelsea Chair	Azure Blue, Black Swivel Base w/	\$ 160	\$ 207	
CCSCBK		Chelsea Chair	Black, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCSCYL		Chelsea Chair	Goldenrod Yellow, Black Swivel Base w/	\$ 160	\$ 207	
CCSCGY		Chelsea Chair	Gray, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCSCOR		Chelsea Chair	Orange, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCSCWL		Chelsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCBTAZ		Chelsea Chair	Azure Blue, Black Tower Base	\$ 160	\$ 207	
CCBTBK		Chelsea Chair	Black, Black Tower Base	\$ 160	\$ 207	
CCBTYL		Chelsea Chair	Goldenrod Yellow, Black Tower Base	\$ 160	\$ 207	
CCBTGY		Chelsea Chair	Gray, Black Tower Base	\$ 160	\$ 207	
CCBTOR		Chelsea Chair	Orange, Black Tower Base	\$ 160	\$ 207	
CCBTWL		Chelsea Chair	Walnut-look, Black Tower Base	\$ 160	\$ 207	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 160	\$ 207	
DUET		Duet Stack Chair	Black, Chrome	\$ 93	\$ 120	
LMCHR		Laguna Chair	Maple, Chrome	\$ 160	\$ 207	
LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 243	\$ 315	
MALGRY		Malba Chair	Gray, Chrome	\$ 93	\$ 120	
MALGRN		Malba Chair	Green, Chrome	\$ 93	\$ 120	
MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 187	\$ 244	
MARCBR		Marina Chair	Brown Fabric, Brushed Metal	\$ 187	\$ 244	
MARCBE		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 187	\$ 244	
MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 187	\$ 244	
MARCWH		Marina Chair	White Vinyl, Brushed Metal	\$ 187	\$ 244	
PASCHR		Pasadena Chair	White Molded Plastic, Chrome	\$ 375	\$ 487	
SC10		Razor Armless Chair	White	\$ 93	\$ 120	
RSTDIN		Rustique Chair w/ Arms	Gunmetal	\$ 160	\$ 207	
CS4		Syntax Chair	Black, Chrome	\$ 225	\$ 292	
ZENCHR		Zenith Chair	White, Chrome	\$ 160	\$ 207	
<b>OTTOMANS</b>						
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 405	\$ 526	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 405	\$ 526	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 405	\$ 526	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 405	\$ 526	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 405	\$ 526	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 405	\$ 526	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 405	\$ 526	
BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$ 339	\$ 440	
BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$ 339	\$ 440	



SHOW NAME:							BOOTH:						
CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL	CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL
<b>OTTOMANS (continued)</b>							<b>ACCENT TABLES (continued)</b>						
BVSMBN		Beverly Small Bench Ottoman	Brown Fabric	\$ 339	\$ 440		MESETW		Mesa End Table	Barnwood Top, Bronze	\$ 243	\$ 315	
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$ 339	\$ 440		REGBEN		Regis Bench/Table	Brushed Metal	\$ 339	\$ 440	
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$ 339	\$ 440		REGOTT		Regis End Table	Brushed Metal	\$ 299	\$ 389	
BVSMNL		Beverly Small Bench Ottoman	Linen Fabric	\$ 339	\$ 440		SEDBBK		Sedona Side Table	Black Top, Bronze	\$ 167	\$ 217	
BVSMVL		Beverly Small Bench Ottoman	Lavender Fabric	\$ 339	\$ 440		SEDBWH		Sedona Side Table	White Top, Bronze	\$ 167	\$ 217	
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$ 339	\$ 440		SEDBWD		Sedona Side Table	Wood Top, Bronze	\$ 167	\$ 217	
BVSMRD		Beverly Small Bench Ottoman	Red Fabric	\$ 339	\$ 440		C1E		Silverado Cocktail Table	Glass Top, Chrome	\$ 310	\$ 402	
BVSMVH		Beverly Small Bench Ottoman	White Vinyl	\$ 339	\$ 440		E1E		Silverado End Table	Glass, Chrome	\$ 243	\$ 315	
BVSMYL		Beverly Small Bench Ottoman	Yellow Fabric	\$ 339	\$ 440		TAOBKH		Taos Side Table	Black Top, Bronze	\$ 167	\$ 217	
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$ 525	\$ 682		TAOBWH		Taos Side Table	White Top, Bronze	\$ 167	\$ 217	
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 525	\$ 682		TAOBWD		Taos Side Table	Wood Top, Bronze	\$ 167	\$ 217	
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 460	\$ 597		TMBTBL		Timber Table	Wood	\$ 167	\$ 217	
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 460	\$ 597		<b>CAFÉ TABLES W/ STANDARD BLACK BASE</b>						
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 243	\$ 315		30BKSC		30" Round Cafe Table	Black Top	\$ 273	\$ 354	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 243	\$ 315		30BEBC		30" Round Cafe Table	Blue Top	\$ 273	\$ 354	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 243	\$ 315		30AGBC		30" Round Cafe Table	Brushed Gunmetal Top	\$ 273	\$ 354	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 243	\$ 315		30YSBC		30" Round Cafe Table	Brushed Yellow Top	\$ 273	\$ 354	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 243	\$ 315		ZTJ		30" Round Cafe Table	Graphite Nebula Top	\$ 273	\$ 354	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 243	\$ 315		ZTA		30" Round Cafe Table	Gray Acajou Top	\$ 273	\$ 354	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 243	\$ 315		30GSBC		30" Round Cafe Table	Green Top	\$ 273	\$ 354	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 243	\$ 315		ZTK		30" Round Cafe Table	Maple Top	\$ 273	\$ 354	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 243	\$ 315		30OSBC		30" Round Cafe Table	Orange Top	\$ 273	\$ 354	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 243	\$ 315		ZTB		30" Round Cafe Table	Red Top	\$ 273	\$ 354	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 243	\$ 315		30WH29		30" Round Cafe Table	White Top	\$ 273	\$ 354	
MAR012		Marche Swivel Ottoman	Forest Green Vinyl	\$ 243	\$ 315		30WDBC		30" Round Cafe Table	Barnwood Top	\$ 273	\$ 354	
MAR013		Marche Swivel Ottoman	Teal Velvet	\$ 243	\$ 315		36BKSC		36" Round Cafe Table	Black Top	\$ 282	\$ 367	
MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$ 243	\$ 315		ZTN		36" Round Cafe Table	Graphite Nebula Top	\$ 282	\$ 367	
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 243	\$ 315		ZTP		36" Round Cafe Table	Maple Top	\$ 282	\$ 367	
MAR016		Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$ 243	\$ 315		ZTQ		36" Round Cafe Table	White Top	\$ 282	\$ 367	
MAR020		Marche Swivel Ottoman	Olive Faux Sheep Fur	\$ 243	\$ 315		<b>CAFÉ TABLES W/ HYDRAULIC CHROME BASE</b>						
MAR021		Marche Swivel Ottoman	Terracotta Faux Sheep Fur	\$ 243	\$ 315		30MAHC		30" Round Cafe Table	Gray Acajou Top	\$ 337	\$ 439	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 130	\$ 168		30BRHC		30" Round Cafe Table	Red Top	\$ 337	\$ 439	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 130	\$ 168		30WHHC		30" Round Cafe Table	White Top	\$ 337	\$ 439	
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 130	\$ 168		30WDHC		30" Round Cafe Table	Barnwood Top	\$ 337	\$ 439	
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 130	\$ 168		30BKHC		30" Round Cafe Table	Black Top	\$ 337	\$ 439	
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 130	\$ 168		30BEHC		30" Round Cafe Table	Blue Top	\$ 337	\$ 439	
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 130	\$ 168		30AGHC		30" Round Cafe Table	Brushed Gunmetal Top	\$ 337	\$ 439	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 130	\$ 168		30YSHC		30" Round Cafe Table	Brushed Yellow Top	\$ 337	\$ 439	
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 130	\$ 168		30GRHC		30" Round Cafe Table	Graphite Nebula Top	\$ 337	\$ 439	
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$ 130	\$ 168		30GSHC		30" Round Cafe Table	Green Top	\$ 337	\$ 439	
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$ 130	\$ 168		30MTHC		30" Round Cafe Table	Maple Top	\$ 337	\$ 439	
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$ 130	\$ 168		30OSHC		30" Round Cafe Table	Orange Top	\$ 337	\$ 439	
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 130	\$ 168		36BKHC		36" Round Cafe Table	Black Top	\$ 395	\$ 513	
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$ 130	\$ 168		36GRHC		36" Round Cafe Table	Graphite Nebula Top	\$ 395	\$ 513	
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$ 130	\$ 168		36MTHC		36" Round Cafe Table	Maple Top	\$ 395	\$ 513	
VIB21		Vibe Cube Ottoman	Caramel Vinyl	\$ 130	\$ 168		36WTHC		36" Round Cafe Table	White Top	\$ 395	\$ 513	
VIB22		Vibe Cube Ottoman	Navy Vinyl	\$ 130	\$ 168		<b>BAR TABLES W/ STANDARD BLACK BASE</b>						
<b>ACCENT TABLES</b>							30BKSB		30" Round Bar Table	Black Top	\$ 273	\$ 354	
ADCTBK		Adelaide Cocktail Table	Black Top, Silver	\$ 310	\$ 402		30EBFB		30" Round Bar Table	Blue Top	\$ 273	\$ 354	
ADCTGL		Adelaide Cocktail Table	Glass Top, Silver	\$ 310	\$ 402		30AGBB		30" Round Bar Table	Brushed Gunmetal Top	\$ 273	\$ 354	
ADCTWH		Adelaide Cocktail Table	White Top, Silver	\$ 310	\$ 402		30YBBB		30" Round Bar Table	Brushed Yellow Top	\$ 273	\$ 354	
ADETBK		Adelaide End Table	Black Top, Silver	\$ 299	\$ 389		VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 273	\$ 354	
ADETGL		Adelaide End Table	Glass Top, Silver	\$ 299	\$ 389		VTA		30" Round Bar Table	Gray Acajou Top	\$ 273	\$ 354	
ADETWH		Adelaide End Table	White Top, Silver	\$ 299	\$ 389		30GSBB		30" Round Bar Table	Green Top	\$ 273	\$ 354	
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$ 375	\$ 487		VTK		30" Round Bar Table	Maple Top	\$ 273	\$ 354	
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$ 375	\$ 487		30OSBB		30" Round Bar Table	Orange Top	\$ 273	\$ 354	
ALE100		Alondra End Table	Glass Top, Chrome	\$ 299	\$ 389		VTB		30" Round Bar Table	Red Top	\$ 273	\$ 354	
ALE200		Alondra End Table	Brandy Maple Top, Chrome	\$ 299	\$ 389		30WH42		30" Round Bar Table	White Top	\$ 273	\$ 354	
AURA		Aura Round Table	White Metal	\$ 167	\$ 217		30WDDB		30" Round Bar Table	Barnwood Top	\$ 273	\$ 354	
C1C		Geo Cocktail Table	Glass Top, Chrome	\$ 310	\$ 402		36BKSB		36" Round Bar Table	Black Top	\$ 282	\$ 367	
C1FWB		Geo Cocktail Table	Brandy Maple Top, Black	\$ 310	\$ 402		VTN		36" Round Bar Table	Graphite Nebula Top	\$ 282	\$ 367	
E1C		Geo End Table	Glass Top, Chrome	\$ 243	\$ 315		VTP		36" Round Bar Table	Maple Top	\$ 282	\$ 367	
E1FWB		Geo End Table	Brandy Maple Top, Black	\$ 243	\$ 315		VTW		36" Round Bar Table	White Top	\$ 282	\$ 367	
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$ 310	\$ 402		<b>BAR TABLES W/ HYDRAULIC CHROME BASE</b>						
MESCTG		Mesa Cocktail Table	Glass Top, Bronze	\$ 310	\$ 402		30KBHB		30" Round Bar Table	Black Top	\$ 337	\$ 439	
MESCTW		Mesa Cocktail Table	Barnwood Top, Bronze	\$ 310	\$ 402		30BEHB		30" Round Bar Table	Blue Top	\$ 337	\$ 439	
MESETB		Mesa End Table	Black Top, Bronze	\$ 243	\$ 315		30AGHB		30" Round Bar Table	Brushed Gunmetal Top	\$ 337	\$ 439	
MESETG		Mesa End Table	Glass Top, Bronze	\$ 243	\$ 315		30YSHB		30" Round Bar Table	Brushed Yellow Top	\$ 337	\$ 439	
<b>BAR TABLES W/ HYDRAULIC CHROME BASE (continued)</b>							<b>CONFERENCE TABLES (continued)</b>						
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 337	\$ 439		CB8		42" Round Madison Table	Gray Acajou, Black	\$ 450	\$ 585	
30GSHB		30" Round Bar Table	Green Top	\$ 337	\$ 439		CONF42		42" Round Table	White Top	\$ 450	\$ 585	
30MTHB		30" Round Bar Table	Maple Top	\$ 337	\$ 439		42BKCT		42" Round Table	Black Top, Silver	\$ 450	\$ 585	
30OSHB		30" Round Bar Table	Orange Top	\$ 337	\$ 439		BKCT5N		5' Table	Black Top, Black	\$ 563	\$ 732	
30BRHB		30" Round Bar Table	Red Top	\$ 337	\$ 439		CONF5		5' Table	White Top, Silver	\$ 563	\$ 732	
30WHHB		30" Round Bar Table	White Top	\$ 337	\$ 439		BKCT8N		8' Table	Black Top, Silver	\$ 1032	\$ 1342	
30WDHB		30" Round Bar Table	Barnwood Top	\$ 337	\$ 439		CONF8		8' Table	White Top, Silver	\$ 1032	\$ 1342	
30MAHB		30" Round Bar Table	Gray Acajou Top	\$ 337	\$ 439		BKCT10N		10' Table	Black Top, Silver	\$ 1032	\$ 1342	
36BKHB		36" Round Bar Table	Black Top	\$ 395	\$ 513		CONF10		10' Table	White Top, Silver	\$ 1032	\$ 1342	
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 395	\$ 513		CF2		Geo Table, Rectangle	Glass Top, Black	\$ 563	\$ 732	
36MTHB		36" Round Bar Table	Maple Top	\$ 395	\$ 513		CE2		Geo Table, Rectangle	Glass Top, Chrome	\$ 563	\$ 732	
36WTHB		36" Round Bar Table	White Top	\$ 395	\$ 513		CF1		Geo Table, Rounded Square	Glass Top, Black	\$ 337	\$ 439	
<b>BAR TABLE</b>							CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 337	\$ 439	
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 355	\$ 462		MADC05		Madison 5' Table	Gray Acajou, Chrome	\$ 563	\$ 732	
<b>BARSTOOLS</b>							MADC08		Madison 8' Table	Gray Acajou, Chrome	\$ 1032	\$ 1342	
BSS		Banana Barstool	Black, Chrome	\$ 310	\$ 402		MADC10		Madison 10' Table	Gray Acajou, Chrome	\$ 1032	\$ 1342	
BST		Banana Barstool	White, Chrome	\$ 310	\$ 402		WD3		Work Table	White Top, White	\$ 347	\$ 451	
BLDBBK		Blade Barstool	Black	\$ 142	\$ 184		<b>EXECUTIVE CHAIRS</b>						
BLDBRD		Blade Barstool	Red	\$ 142	\$ 184		ACHBCB		Ace High Back Chair	Black Vinyl, Chrome	\$ 310	\$ 402	
BLDBSB		Blade Barstool	Sky Blue	\$ 142	\$ 184		ACEHCB		Ace High Back Chair	White Vinyl, Chrome	\$ 310	\$ 402	
CBSBAZ		Chelsea Barstool	Azure Blue, Black Tower Base	\$ 216	\$ 281		ACMBCB		Ace Mid Back Chair	Black Vinyl, Chrome	\$ 292	\$ 379	
CBSBBK		Chelsea Barstool	Black, Black Tower Base	\$ 216	\$ 281		ACEMBC		Ace Mid Back Chair	White Vinyl, Chrome	\$ 292	\$ 379	
CBSBYL		Chelsea Barstool	Goldenrod Yellow, Black Tower Base	\$ 216	\$ 281		CUPCHA		Cupertino Mid Back Chair	Black Vinyl	\$ 292	\$ 379	
CBSBGY		Chelsea Barstool	Gray, Black Tower Base	\$ 216	\$ 281		GENCHA		Genesis Chair	Black	\$ 216	\$ 281	
CBSBOR		Chelsea Barstool	Orange, Black Tower Base	\$ 216	\$ 281		PROGB		Pro Executive Guest Chair	Black Vinyl, Chrome	\$ 282	\$ 340	
CBSBWL		Chelsea Barstool	Walnut-look, Black Tower Base	\$ 216	\$ 281		TASKST		Task Stool	Black Fabric, Black	\$ 187	\$ 244	



XBAR	Christopher Barstool	White Vinyl, Chrome	\$ 243	\$ 315
KABSWH	Kamden Barstool	White Vinyl, Chrome	\$ 287	\$ 373
LMBAR	Laguna Barstool	Maple, Chrome	\$ 216	\$ 281
ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$ 243	\$ 315
ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$ 243	\$ 315
ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$ 243	\$ 315
ROLLWH	Lift Barstool	White Vinyl, Chrome	\$ 243	\$ 315
LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$ 310	\$ 402
MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 310	\$ 402
MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$ 310	\$ 402
MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$ 310	\$ 402
MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$ 310	\$ 402
MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$ 310	\$ 402
RSTSTL	Rustique Barstool	Gunmetal	\$ 142	\$ 184
BS001	Shark Barstool	White, Chrome	\$ 337	\$ 439
BSR	Syntax Barstool	Black, Chrome	\$ 243	\$ 315
ZENBAR	Zenith Barstool	White, Chrome	\$ 216	\$ 281
BS002	Zoey Barstool	White, Chrome	\$ 310	\$ 402
<b>COMMUNAL TABLES W/ SOLID TOPS &amp; SILVER FRAME</b>				
VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$ 874	\$ 1136
VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$ 874	\$ 1136
VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$ 874	\$ 1136
VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$ 655	\$ 852
VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$ 655	\$ 852
VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$ 655	\$ 852
<b>COMMUNAL TABLES W/ GROMMET HOLES &amp; SILVER FRAME</b>				
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	\$ 874	\$ 1136
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 874	\$ 1136
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	\$ 655	\$ 852
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 655	\$ 852
<b>CONFERENCE TABLES</b>				
36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$ 299	\$ 389
42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$ 299	\$ 389

<b>OFFICE &amp; PRODUCT DISPLAY</b>				
TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 205	\$ 267
JD8	Madison Executive Desk	Gray Acajou, Chrome	\$ 676	\$ 878
TECH	Tech Desk, Powered	Black Metal, Black Laminate w/electrical	\$ 442	\$ 574
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical	\$ 667	\$ 868
BC8	Madison Bookcase	Gray Acajou, Chrome	\$ 525	\$ 682
PSHCCS	Posh Shelving	Chrome, Acrylic	\$ 431	\$ 560
PDL36B	Powered Locking Pedestal, 36"	Black	\$ 600	\$ 780
PDL36W	Powered Locking Pedestal, 36"	White	\$ 600	\$ 780
PDL42B	Powered Locking Pedestal, 42"	Black	\$ 706	\$ 917
PDL42W	Powered Locking Pedestal, 42"	White	\$ 706	\$ 917
<b>LAMPS</b>				
LA15	Mason Floor Lamp	Brushed Silver	\$ 299	\$ 389
LA14	Mason Table Lamp	Brushed Silver	\$ 160	\$ 207
<b>BARS &amp; COUNTERS</b>				
MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1690	\$ 2196
MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$ 1427	\$ 1855
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1690	\$ 2196
MTCPUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$ 1595	\$ 2073
<b>GREENERY</b>				
HDG4FT	Boxwood Hedge, 4'	Green, Black	\$ 655	\$ 852
HDG7FT	Boxwood Hedge, 7'	Green, Black	\$ 1032	\$ 1342
<b>DIVIDERS</b>				
DIVBAR	Clear Divider, Bar/Counter	Clear, Black	\$ 225	\$ 292
DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$ 375	\$ 487
DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$ 748	\$ 972
DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$ 375	\$ 487
DIVFST	Clear Divider, Sofa/Table	Silver, Clear	\$ 280	\$ 363
DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$ 505	\$ 657
MIRWHT	Miramar Divider, White	Molded Plastic	\$ 544	\$ 707
STNSGN	Stanchion Sign Holder	Chrome	\$ 75	\$ 97
STNCH1	Stanchion w/ Retractable Belt	Black, Chrome	\$ 84	\$ 109



CARPET RENTAL ORDER FORM



Blue



Black



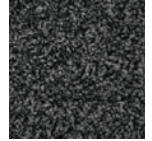
Gray



Red



Bluejay



Tuxedo

(actual colors may vary)

**STANDARD BOOTH CARPET** (Standard booth carpet is not available for Island Booths. Please see the Cut & Lay Carpet below.)

Description	Discount	Standard	Total
10' x 10'	\$ 330.50	\$ 462.75	\$ _____
10' x 20'	\$ 661.00	\$ 925.50	\$ _____
10' x 30'	\$ 991.50	\$1,388.25	\$ _____
10' x 40'	\$1,322.00	\$1,851.00	\$ _____

Please select standard or cut & lay carpet color:

Blue       Black

Gray       Red

Bluejay       Tuxedo

For islands and booths larger than 400 sq ft., standard booth carpet is not an available option. If complete exhibit area carpet is desired, see Cut & Lay and Plush Carpet offerings below.

**CUT & LAY CARPET** (100 sq. ft. minimum)

Description	Discount	Standard	Total
_____sq. ft.	\$6.50	\$ 9.00	\$ _____

**PLUSH CARPET** (200 sq. ft. minimum. Plush Carpet Order must be received at least four weeks prior to the show.)

Description	Discount	Standard	Total
_____sq. ft.	\$8.75	\$12.25	\$ _____

Please select plush carpet color:

White       Ivory

Beige       Big Blue Top

Royal Blue       Navy Blue

Red       Burgundy

Charcoal       Pewter Gray

Black       Emerald Green

Please call if you don't see your color.



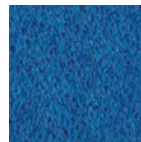
White



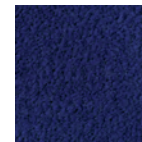
Ivory



Beige



Big Blue Top



Royal Blue



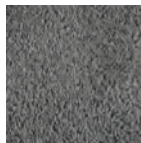
Navy Blue



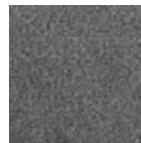
Red



Burgundy



Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

**PADDING & COVERING** (per sq. ft.)

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$1.70 sq ft	\$2.42 sq ft	\$ _____
_____	Double Padding	\$3.40 sq ft	\$4.85 sq ft	\$ _____
_____	Plastic Covering	\$ .75 sq ft	\$1.07 sq ft	\$ _____

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0914-T

USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING SET-UP AND EXHIBIT HOURS.



All rental carpets ordered from the contractor are installed in clean condition.

VACUUMING

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

		Discount	Standard
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter	\$ .59/sq. ft./day	\$ .83/sq. ft./day
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$ .74/sq. ft.	\$1.04/sq. ft.

Exhibit Space: \_\_\_\_\_ ft (x) \_\_\_\_\_ ft = \_\_\_\_\_ sq. ft. (x) \$ \_\_\_\_\_ (x) \_\_\_\_\_ = \$ \_\_\_\_\_  
 (100 sq. ft. minimum) rate per sq. ft. Days Total

PORTER SERVICE

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

	Discount	Standard
Empty wastebasket, tidy and spot clean exhibit space during show hours.	\$175.00	\$245.00

Daily Service: \_\_\_\_\_ (Specify Days) Date: \_\_\_\_\_

Porter Service: \_\_\_\_\_ days (x) amount per day \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

SUBTOTAL ESTIMATED CLEANING ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

### The Briarwood - 10' Pop Up

\$2,331.25

**10' Pop Up Design Includes:**

- (1) 100 sq. ft. Standard Carpet
- (1) Back Wall Graphics

**Additional Options Available:**

Lighting and Carpet Padding



### The Crestwood - 3 Meter Hardwall

\$4,151.25

**Classic 3 Meter Hardwall Includes:**

- (1) 100 sq. ft. Standard Carpet
- (1) Header Graphic

**Additional Options Available:**

Lighting, Back Wall Graphics, and Carpet Padding

### The Frankford - 6 Meter Hardwall

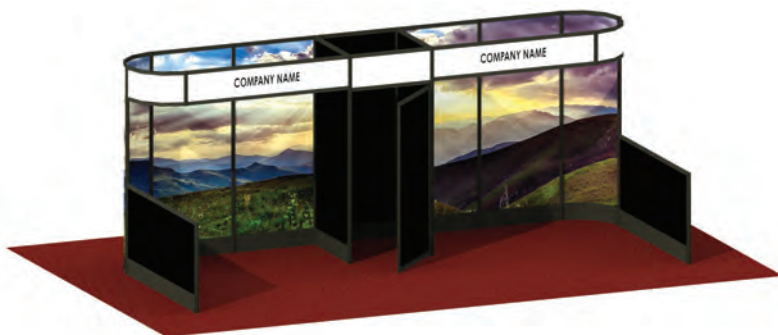
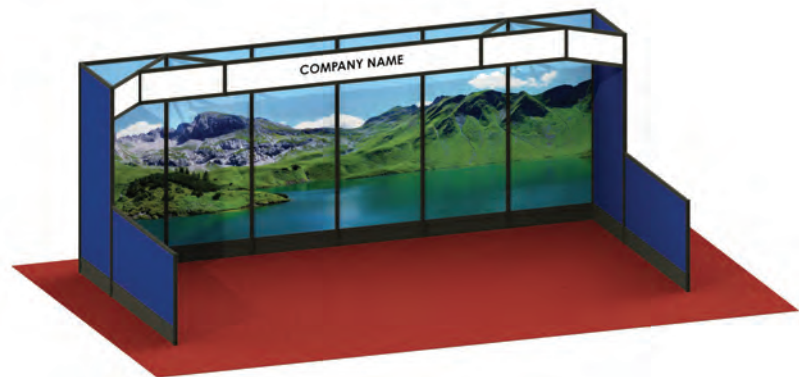
\$7,009.00

**6 Meter Hardwall Design Includes:**

- (1) 200 sq. ft. Standard Carpet
- (1) Header Graphic

**Additional Options Available:**

Lighting, Back Wall Graphics, and Carpet Padding



### The Magnolia - 6 Meter Hardwall

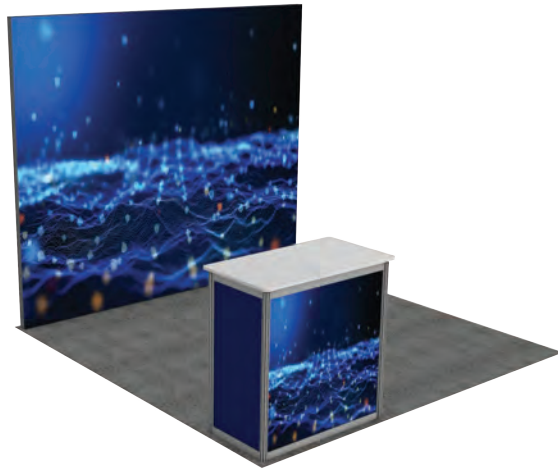
\$8,190.25

**6 Meter Hardwall Design Includes:**

- (1) 200 sq. ft. Standard Carpet
- (2) Header Graphics

**Additional Options Available:**

Lighting, Back Wall Graphics, Shelving and Carpet Padding



### The Lakeview - 3 Meter Display

\$4,220.50

**3 Meter Fabric Design Includes:**

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

**Additional Options Available:**

Cabinet Graphics and Carpet Padding

### The Kensington - 3 Meter Hard Wall & Closet

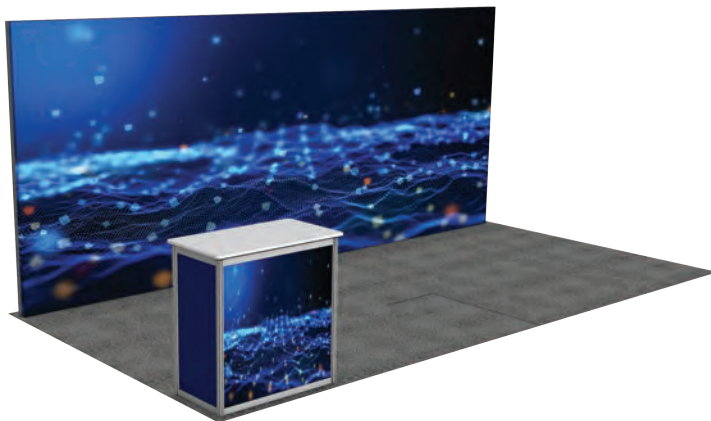
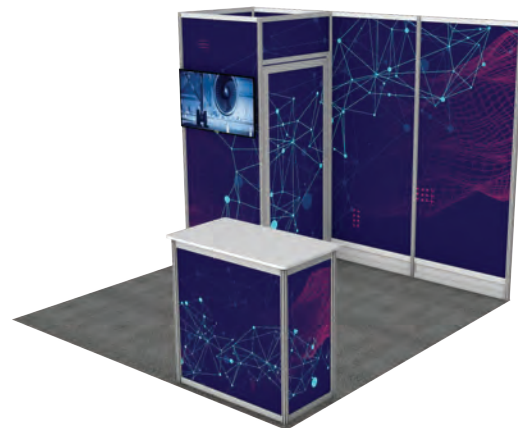
\$7,579.50

**3 Meter Hardwall with Closet Includes:**

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Printed Panels
- (1) 1 Meter Cabinet

**Additional Options Available:**

Lighting, Monitor, Shelving, Graphics for Cabinet



### The Mayflower - 6 Meter Display

\$7,218.75

**6 Meter Fabric Display Includes:**

- (1) 200 sq. ft. Standard Carpet
- (1) 6 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

**Additional Options Available:**

Lighting, Graphics for Cabinet, and Carpet Padding

### The Hillside - 6 Meter Hardwall Display

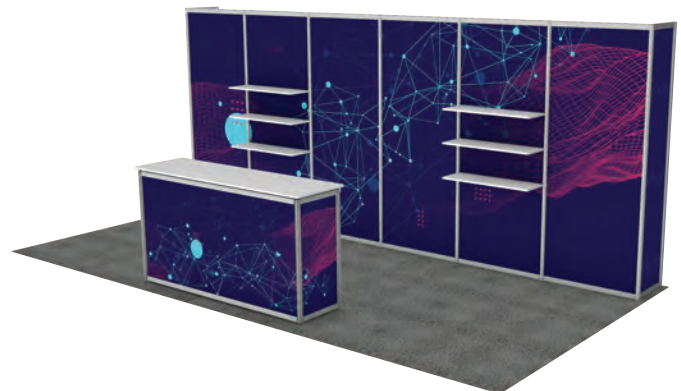
\$8,341.75

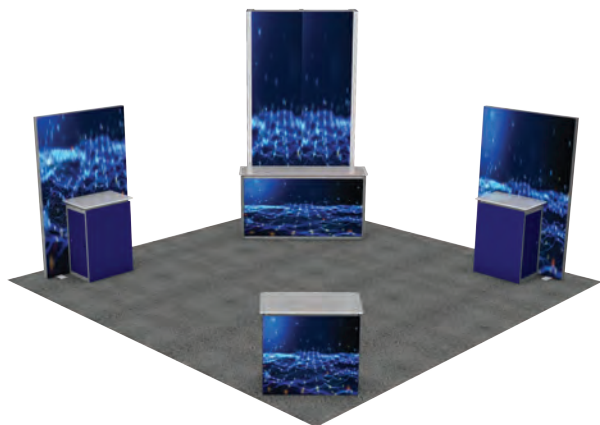
**6 Meter Fabric Display Includes:**

- (1) 200 sq. ft. Standard Carpet
- (6) Printed Backwall Panels
- (6) Shelves
- (1) Meter Cabinet

**Additional Options Available:**

Lighting, Graphics for Cabinet, and Carpet Padding





**The Ridgewood - 20' x 20' Open Concept Display**

\$15,636.75

**20' x 20' Fabric Open Concept Includes:**

- (1) 400 sq. ft. Standard Carpet
- (3) 1 Meter Work Stations
- (6) Printed Fabric for All Walls

**Additional Options Available:**

Monitors, Lighting, Graphics for Cabinets, and Carpet Padding

**The Fairview - 20' x 20' Z Shaped Display**

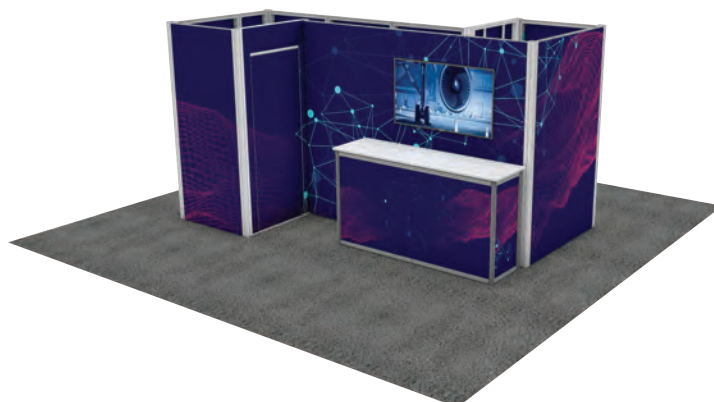
\$18,120.75

**20' x 20' Fabric Open Concept Includes:**

- (1) 400 sq. ft. Standard Carpet
- (2) 2 Meter Work Stations
- Printed Fabrics for Walls
- Closet

**Additional Options Available:**

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



**The Lexington - 20' x 20' Fabric Display**

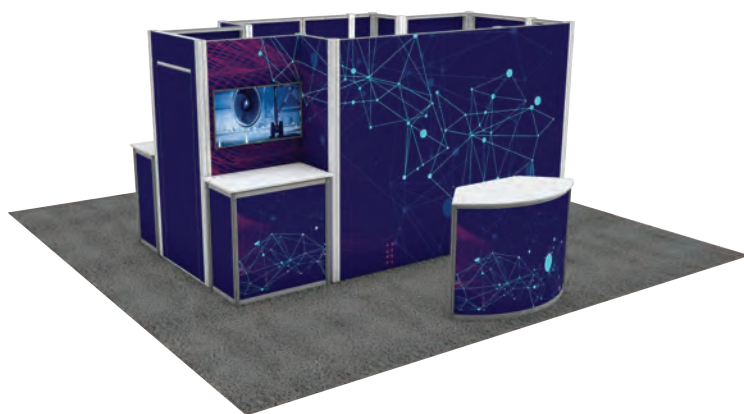
\$19,214.75

**20'x x 20' Fabric Display Includes:**

- (1) 400 sq ft Standard Carpet
- (3) 1 Meter Standard Work Stations
- (1) 1 Meter Curved Podium
- Printed Fabric for Walls

**Additional Options Available:**

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



- **Additional Lights** Qty. \_\_\_\_\_ Light @ \$150.50 each = \$ \_\_\_\_\_
- **Additional Hardware Shelves** Qty. \_\_\_\_\_ Shelves @ \$ 74.75 each = \$ \_\_\_\_\_
- **Slatwall Per Panel** Qty. \_\_\_\_\_ Slatwall @ \$245.25 each = \$ \_\_\_\_\_
- **Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.**
- Red ○ Blue ○ Black ○ Gray Qty. \_\_\_\_\_ Colored panels @ \$ 26.25 each = \$ \_\_\_\_\_
- Qty. \_\_\_\_\_ Velcro panels @ \$ 59.25 each = \$ \_\_\_\_\_

- Additional charges for custom graphic panels, please call for pricing.
- If you require a Custom Exhibit Design not shown above, please call (281) 800-1600.
- Electric service IS NOT included. Please make arrangements in advance with exhibit facility.
- **Add 30% if ordered after discount deadline**

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0914-T

## Giving You More Options

Order Your Custom Counter

### Add Graphics for Additional Branding

#### 1 Meter Square Counters



#### Curved Counters



#### 2 Meter Rectangle Counters



#### COUNTER OPTIONS

Description	Counter Size	Discount	Standard	Color Option	Quantity
1 Meter Square Counter	41" L x 42" H x 23" D	\$758.00	\$1,061.25	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Curved Counter	45" L x 42" H x 22" D	\$915.25	\$1,281.25	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
2 Meter Rectangle Counter	80" L x 42" H x 23" D	\$999.00	\$1,398.50	<input type="checkbox"/> White <input type="checkbox"/> Black	_____

#### CUSTOM GRAPHICS

Description	Graphic Size	Discount	Standard	Quantity
1 Meter Square Counter (Front Panel Only)	38 1/4" x 39"	\$276.50	\$359.50	_____
Curved Counter	60 3/4" x 39"	\$308.75	\$401.50	_____
2 Meter Rectangle Counter (Front Panel Only)	77 1/2" x 39"	\$560.00	\$728.00	_____
Side Panel (Per Panel)	18 1/2" x 39"	\$ 96.50	\$125.50	_____

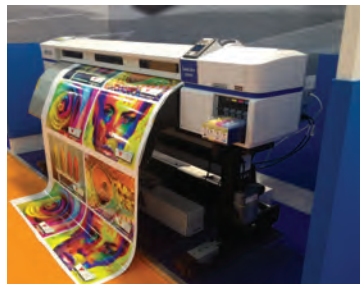
To receive the discount rate, order form, payment authorization and artwork (if applicable) must be received by the discount deadline. Orders received after discount deadline may not be available. Cancellations will not be accepted once your graphic artwork has been approved for production.

SUBTOTAL CUSTOM COUNTER ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_





Graphic elements provide opportunities for branding and messaging that increase visibility and contribute significantly to the impact of your exhibit!

## BOOTH PANELS • BANNERS • GRAPHIC CLINGS • POSTERS • SIGNAGE • FLOOR GRAPHICS

For more information call the contractor at 609.272.1600

I AM SUPPLYING MY OWN ART

I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

### FULL COLOR POSTER AND COUNTER CARD

Description	Discount	Standard	Qty.	Total
18" x 24" Foamcore, single-sided	\$114.00	\$159.50	_____	\$ _____
18" x 24" Foamcore, double-sided	\$199.50	\$279.25	_____	\$ _____
22" x 28" Foamcore, single-sided	\$158.00	\$221.25	_____	\$ _____
22" x 28" Foamcore, double-sided	\$276.50	\$387.00	_____	\$ _____
24" x 36" Foamcore, single-sided	\$222.00	\$310.75	_____	\$ _____
24" x 36" Foamcore, double-sided	\$388.50	\$544.00	_____	\$ _____
28" x 44" Foamcore, single-sided	\$316.00	\$442.50	_____	\$ _____
28" x 44" Foamcore, double-sided	\$553.00	\$774.25	_____	\$ _____

For custom size signs please call our office for pricing. Half hour of design time included in prices above. For additional design time please contact Orders@aexservices.com for pricing.

### FULL COLOR BANNER

Description	Discount	Standard	Qty.	Total
Custom Banner Size (per sq. ft.)	\$ 27.00	\$ 37.75	_____	\$ _____

### CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	\$ _____

### COPY AND LAYOUT SPECIFICATIONS

Indicate:  Vertical  Horizontal (Please attach a layout to this form)

E-mail address for proofing is required: \_\_\_\_\_

(Please note: Deadline for requesting a proof is 14 days prior to the first day of exhibitor move-in)

E-mail graphic files to Signshop@AEXServices.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ 24-TX0914-T

## Sending your graphic and image files to AEX Convention Services

You are a valued client and we want your graphics and images to look the very best they can. AEX Convention Services is absolutely committed to making this a reality. In order to do that, certain guidelines for submitting your electronic files should be followed. If you are unable to provide digital artwork files for you signage, we can provide you with layout and design services. Contact your sales representative for details.

### Vector vs. Bitmap (Raster)

Vector is the preferred file type. Vector-based artwork is resolution independent and is characterized by an outline of each element using lines and arcs to define its outer shape. They can be enlarged or reduced without loss of quality.

Bitmap files are resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. They are characterized by tiny squares, known as pixels, placed adjacent to one another to define each elements shape and color. Bitmap files are commonly used for photographic digital print production.

#### Acceptable Vector Formats

PDF (preferred format), EPS, CS5 AI, and CS5 INDD  
(Include all links/fonts/images for AI and INDD files)

#### Acceptable Raster Formats

EPS, JPEG, PDF, PSD, and TIFF

#### File Submission

E-mail (SignShop@AEXServices.com) or Online File Transfer Site  
Contact us for more information regarding ftp.

*\*Please do not email large art files and do not send unnecessary files (ones that will not be used)*

### Bleeds / Cropmarks / Registration Marks

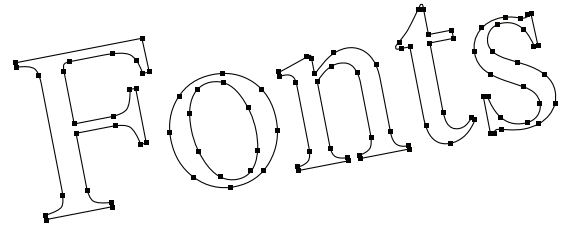
- Please do **NOT** include cropmarks or registration marks on graphic files.
- All signs printed on fabric require a **2" Bleed**
- All other signage requires a **1/4" Bleed**

### Artwork In the Structures

Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

### Color & Misc. Specifications

- All files are to be built using CMYK. Vector art can be produced using PMS colors.
- If PMS color matching is required, please use original Pantone®+ Solid Coated® swatches in your artwork. Modifying Pantone® names will result in printing default color (CMYK).
- **Convert all type to outline.** If the type is not converted to outline and you do not send the fonts with the files then font substitution will occur.  
*\*Once fonts are turned to outline they can not be edited so be sure to send the fonts with your files to be safe.*



- Bitmap art is best saved at no less than 150 dpi for large images and 300 dpi for any images under 8" x 10". Lower resolutions will result in reduced image quality. *\*Please avoid images pulled from the Internet because they are too low in resolution and will result in a poor quality print.*
- Documents should be created actual size (1" = 1" ratio). For larger artwork please indicate scale.
- Please supply the following information when sending your files:  
Client Name, Show Name, Show Date and City of the Event
- We cannot use Gif, Power Point or Word files (with images), or images/logos downloaded from websites

### Acceptable Software



### Verifying Resolution on a Screen



# UPLOADING GRAPHICS 101


## ADDING FILES TO THE FTP SITE

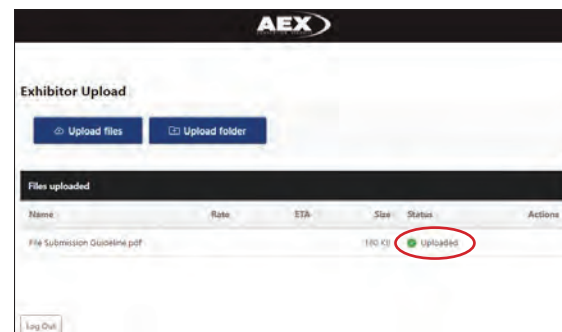
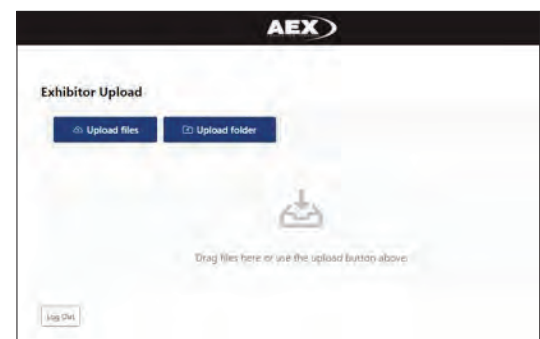
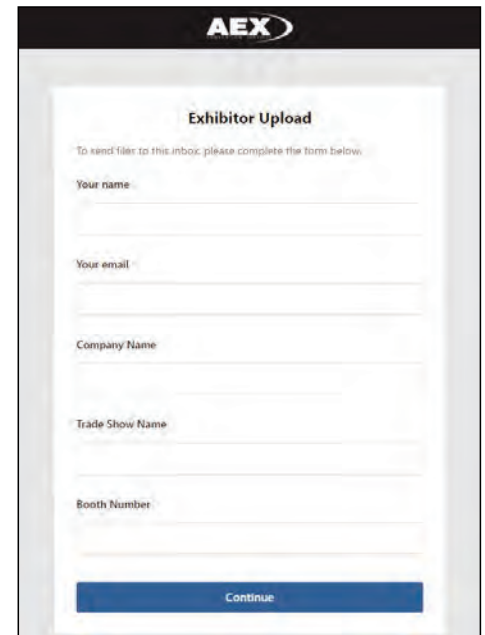
All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.

### BEFORE SENDING FILES

1. Please name your files for easy identification using the following format:  
**Company Name\_Panel Letter**  
*example: AEX\_Panel A.pdf*
2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

### SUBMITTING YOUR FILES

1. Go to <https://aexservices.files.com/u/exhibitor-upload>
2. Complete the form by filling out Your Name, Your Email Address, Your Company Name, Name of Trade Show you are attending, and Your Booth Number. If you do not know your booth number please put "N/A" in the required space.
3. Upload files by selecting the  button and browse to the files you want to upload. Or drag your files to the designated area in the browser.
4. Once your file is done uploading the status will change to "Uploaded"
5. When upload is complete, email the name of your files to: [signshop@aexservices.com](mailto:signshop@aexservices.com), with the subject line: "Show Name - Company Name" FTP Upload



The contractor is the exclusive provider of Material Handling.

**Material Handling** includes Unloading your exhibit material, Storing up to 30 days at the advance warehouse, Delivering to your booth, the Handling of empty containers to and from storage, and Removing of material from the booth for reloading onto your outbound carrier at the close of the show. You can either ship your materials in advance to the advance warehouse or ship directly to show site during designated move-in times. Material Handling is not to be confused with the cost of shipping/transporting your exhibit materials to and from the event.

## Shipping to the ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline, however additional charges will be incurred.
- The Warehouse will receive shipments Monday-Friday, except Holidays. Refer to the Quick Facts for warehouse hours.
- The Warehouse will accept crates, cartons, skids, trunks, cases and carpet/pads. Loose or pad wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip with the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Advance/Warehouse freight will be delivered to the booth prior to exhibitor set-up.

## Shipping DIRECT TO SHOW SITE?

- Freight will be accepted during designated exhibitor move-in times. Refer to the Quick Facts for the specific delivery date/time window.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Direct to show site shipments are not guaranteed to be in your booth prior to exhibitor move-in.

## How should I LABEL MY FREIGHT?

- PLEASE USE THE PROVIDED SHIPPING LABELS.
- The label should contain the Exhibiting Company Name, Booth #, Name of the event, C/O AEX Convention Services and Facility Address.
- The specific shipping address for either the advance warehouse or direct to show site address is located on the Quick Facts and on the provided Shipping Labels.

## How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is to be considered one "cwt" (one hundred weight).
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.



## What are the FREIGHT CATEGORIES?

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**UNCRATED:** Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting points.

**SPECIAL HANDLING:** Material delivered by the carrier in such a manner that it requires additional handling, such as designated piece unloading, loads mixed with pad wrapped materials, ground unloading, stacked and constricted space unloading, loads failing to maintain shipping integrity, and shipments that require additional equipment, time or labor to unload. UPS and FedEx are included in this category.

---

## SPECIAL HANDLING Definitions

- Designated Piece Unloading - Shipments requiring multiple pieces of freight to be moved in order to select the next piece.
- Ground Loading - vehicles that are not dock height preventing the use of loading docks. (flat bed trailers, U-Hauls, company vehicles with trailers)
- Stacked Shipments - Shipments loaded in such a manner that requires multiple items to be removed to ground level for delivery to booth.
- Constricted Space - Shipments that are not easily accessible due to carrier being loaded high and tight.
- Shipment Integrity - Shipments that are delivered in such a manner that additional labor is needed to sort through and separate various shipments.

---

## What happens to my EMPTY CONTAINERS?

- Pick up "Empty Labels" at the Contractor's Service Desk. Once the container is completely empty, place a label on each container individually.
- Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

---

## Do I need INSURANCE?

- Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by the contractor are subject to the Terms and Conditions.

---

## How do I ensure that my SHIPPED MATERIALS ARE SECURELY delivered by or before they are picked up after the show?

- There may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. Which may also be the case for the close of the show phase. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or hire security services to monitor your booth/materials.

---

## \$\$ MONEY SAVING TIPS \$\$

- Ship via common carrier to avoid possible special handling charges.
- CONSOLIDATE your shipments. Each separate shipment will incur a 200 lb minimum charge.
- Ship early to avoid rush/overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment(s).
- Label your freight with the number of total pieces - example 1 of 3, 2 of 3, 3 of 3.
- Properly Address/Label all shipments to avoid time consuming re-routes, mis-deliveries and delays. Remove old shipping labels before shipping out again.
- When shipping to Show Site, confirm in advance that your carrier can guarantee delivery of your freight to the facility during designated move-in times. When possible, schedule your shipments to arrive during ST rather than OT.



MATERIAL HANDLING ORDER FORM

MATERIAL HANDLING RATES: All rates are per 100 pounds (per cwt.) with a 200 pound minimum charge. These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

ADVANCE - WAREHOUSE SHIPMENTS - 200 LB. MINIMUM

Shipments can arrive to the Advance Warehouse up to 30 days prior to move in. Advance freight is delivered to your booth before direct shipments.

Table with 4 columns: Description, S.T. In / S.T. Out, Overtime In or Out, O.T. In / O.T. Out. Rows include A1 - ON TIME Crated or Skidded shipments and A2 - SPECIAL HANDLING.

C - \*Small Package Rates - A qualifying shipment totaling 3 pieces, delivered to the same booth, from the same shipper, by the same carrier, on the same day. Weighing a total of 40 lbs. or less.....\$ 65.00

DIRECT - SHOW SITE SHIPMENTS - 200 LB. MINIMUM

Shipments must arrive only during published move in dates and times. Refer to the Quick Facts page for details.

Table with 4 columns: Description, S.T. In / S.T. Out, Overtime In or Out, O.T. In / O.T. Out. Rows include B1 - ON TIME Crated or Skidded shipments and B2 - SPECIAL HANDLING.

C - \*Small Package Rates - Shipments totaling any number of pieces with a combined weight not to exceed 40 lbs. Shipments must be received on the same day at the same time and from the same shipper. If combined weight exceeds 40 lbs. normal material handling rates will apply.....\$ 65.00

Labor Hours

- Straight Time - ST: Monday - Friday, 8:00 AM - 3:00 PM
Overtime - OT: Monday - Friday, Before 8:00 AM, After 3:00 PM Anytime Saturday/Sunday
Double Time - DT: Anytime on holidays

Early/Late Shipments to Warehouse 50% Surcharge

Re-weigh of Shipments

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

Outbound Shipments

A transfer fee of \$350.00 + \$50.00 per cwt. will apply:

- In the event your carrier is unable to pick-up your shipment at the close of the event and you elect to transfer your shipment to the warehouse to be picked up at a later date.
If you choose to have your shipments transferred to the warehouse for pick-up by an outside carrier.

Estimated Charges - Material Handling \_\_\_\_\_ lbs. x \_\_\_\_\_ per cwt. = \$ \_\_\_\_\_

Material Handling fees will be based on actual certified weight ticket(s) for each shipment or the reweigh ticket on the inbound receiving report.

SUBTOTAL MATERIAL HANDLING ORDER: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Cartload services are provided for personally owned vehicles with small hand-carried items to be delivered to the booth or dock location. If you arrive in a truck, van, trailer, or any commercial vehicle you will not qualify for this service and will be billed regular material handling rates.



(2' wide x 6' long x 3' high)

**\$181.50** round trip

Cartload service includes one laborer, one cart, one trip.

Cart Service is for exhibitor's with small items weighing less than 200 lbs. that will fit on a flatbed cart and can be transported in one trip.

Delivery must be made in a POV (Privately Owned Vehicle) to qualify for this service, otherwise, freight will be charged at prevailing material handling rates. This service will only be available during published move-in and move-out times.

SUBTOTAL CART SERVICE ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_



### Priority Empty Container Storage

This service provides for the priority return of your empties to your booth after the close of the show and after aisle carpet has been rolled up. If you would like this service, please fill out the information below and return it to the contractor. The number of containers can be adjusted on showsite if necessary.

Priority Empty Container Return \$100.00 per container/skid \_\_\_\_\_

Estimated number of containers/skids \_\_\_\_\_

Total = \$ \_\_\_\_\_

**\*\* PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE. Special priority empty container labels are required for this service. Obtain priority labels from the Contractor's Service Desk to indicate the priority status on your empty containers.**

---

### Accessible Storage

A storage area will be available for exhibitor's samples and literature during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Storage space may be limited and subject to show rules.

The charge for storage space is as follows:

Accessible Storage Rates \$125.00 per container/skid \_\_\_\_\_

Estimated number of containers/skids \_\_\_\_\_

Total = \$ \_\_\_\_\_

The contractor will not be liable for loss or damage to crates and containers or their contents while they are in accessible storage. If secured/locked storage is required, please contact the contractor for rates and availability.



Show Name: Texas Jail Association 2024 Jail Management Issues Conference

Show Dates: September 9-11, 2024

Show Venue: Galveston Island Convention Center

Deadline to Receive Discount Pricing: Monday, August 26, 2024



ADVANCE/WAREHOUSE SHIPPING LABEL

# ADVANCE/WAREHOUSE SHIPPING LABEL



Texas Jail Association 2024 Jail Management Issues Conference  
C/O AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

**DELIVER NO LATER THAN: MONDAY, SEPTEMBER 2, 2024**

**Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# ADVANCE/WAREHOUSE SHIPPING LABEL



Texas Jail Association 2024 Jail Management Issues Conference  
C/O AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

**DELIVER NO LATER THAN: MONDAY, SEPTEMBER 2, 2024**

**Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

Show Name: Texas Jail Association 2024 Jail Management Issues Conference

Show Dates: September 9-11, 2024

Show Venue: Galveston Island Convention Center

Deadline to Receive Discount Pricing: Monday, August 26, 2024



DIRECT/SHOW SITE SHIPPING LABEL

# DIRECT/SHOW SITE SHIPPING LABEL



Galveston Island Convention Center  
Texas Jail Association 2024 Jail Management Issues Conference  
C/O AEX Convention Services  
5600 Seawall Blvd  
Galveston, TX 77551

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER ONLY ON: **MONDAY, SEPTEMBER 9, 2024**

**BETWEEN 1:00 PM - 4:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# DIRECT/SHOW SITE SHIPPING LABEL



Galveston Island Convention Center  
Texas Jail Association 2024 Jail Management Issues Conference  
C/O AEX Convention Services  
5600 Seawall Blvd  
Galveston, TX 77551

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER ONLY ON: **MONDAY, SEPTEMBER 9, 2024**

**BETWEEN 1:00 PM - 4:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**



"Delivering Freedom®"



# MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON  
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



## Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



## Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

**Dedicated to delivering safely and on time every time.**

**100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.**



**Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092  
email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us) - [www.libertycfs.us](http://www.libertycfs.us)**

**LAS VEGAS | TORONTO**





# LibertyCFS NV, Inc.

A Veteran Owned Company  
Delivering Freedom


[exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

[www.libertycfs.us](http://www.libertycfs.us)

Tel. (905) 338-3993 Fax: (905) 338-1092

## FREIGHT & CUSTOMS ORDER FORM

**1** Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight & Customs   
  Freight Only   
  Customs Only   
  Return Only

**2a** PICK-UP LOCATION

Company Name \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 Email \_\_\_\_\_ IRS/Tax ID# \_\_\_\_\_

**3** DELIVERY TO ADDRESS

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Show Name \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**2b** SERVICES

P/U Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Hours \_\_\_\_\_  
 DlvY Date \_\_\_\_\_ Hours \_\_\_\_\_

Express   
  Economy LTL 7 - 10 Days   
  Int'l  
 Inside   
 Liftgate   
 Dock  
 Other \_\_\_\_\_

**4** RETURN TO

Check Box if the Return address is the same as 2a

Shipper \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 PU Date \_\_\_\_\_ Arrive by \_\_\_\_\_

**5** PACKAGE INFO

Carton(s)/Box  
 Vinyl Case(s)/Color  
 Wooden Crate(s)  
 Trunk(s) / On Wheels  
 Skid(s) - to contain # \_\_\_\_\_ of pieces




PCS	DIMENSIONS (L x H x W)	WGT
<b>TOTAL PIECES</b>		<b>TOTAL WEIGHT</b>

**6** VALUE

**Declared Value for Carriage:** The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40.

**Exclusion: Does not include TV(s)/Monitor(s)** **DECLARED VALUE** \_\_\_\_\_

**7** PAYMENT

Credit Card Information / Billing Address      

Credit Card Number \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date MM / YYY

I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address \_\_\_\_\_ Signature \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

Comments: Include any additional comments that will be helpful for the movement of freight and contents

**Print**

### UNION REGULATION

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

### BOOTH ERECTION & DISMANTLING

**Exhibitors may, at their option, erect and dismantle their own booths using their own full-time employees.** If their own employees are not available, labor can be ordered using the "Labor Order Form" in the kit.

### MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Texas Expo will control access to the loading docks in order to provide for a safe and orderly move-in / move-out.

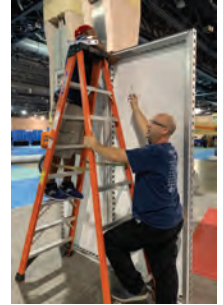
### TIPPING

Texas Expo request that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all Texas Expo employees. Any request for such should be brought to the attention of an Texas XPO representative.

### SAFETY

Standing on chairs, tables, or other rental equipment is prohibited. This equipment is not engineered to support your weight. Texas Exposition Services cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please use the "Labor Order Form" and the necessary ladders and/or tools will be provided.

## LABOR SERVICE FORM



EXHIBITOR SUPERVISED - INSTALL/DISMANTLE LABOR  
LET US DO THE WORK WITH YOU

Install Labor     Dismantle Labor

All work is done only under the supervision of the exhibitor.

Supervisor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

- On the day and time that you have requested labor, please report to the Contractor's Service Desk to pick-up and sign out your labor crew. The labor crew will not be sent to your booth without being signed out.
- Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (usually 8:00 am).
- Upon completion of work, you are required to accompany the laborers to the Contractor's Service Desk and release them.

THE CONTRACTOR'S SUPERVISED - INSTALL/DISMANTLE LABOR  
LET US DO THE WORK FOR YOU

Install Labor     Dismantle Labor

Show Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

- Please forward detailed instructions, blueprints or photos and complete the information on the following page.
- Our cost for this service is 35% of your total labor bill (\$35.00 minimum).
- Installation of your exhibit will be completed at our discretion prior to show opening.
- Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

**LABOR RATES:**

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$141.25 per hour	\$197.75 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$212.00 per hour	\$296.75 per hour
Double Time - DT:	Anytime on holidays	\$282.50 per hour	\$395.50 per hour

- Please indicate the labor required by checking one of above options. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.
- Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per laborer ordered
- A 30% surcharge will be assessed to orders placed after the deadline or at show-site.
- Price is per person/per hour billed in hour increments
- When scheduling dismantle labor, be sure to allow adequate time for empty containers to be returned to your booth.

	Start Date	Start Time	# of People	Approx. Hours	Total Hours	Hourly Rate	35% Supervision Fee	Estimated Total Cost
Installation						\$	\$	\$
Dismantle						\$	\$	\$

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

24-TX0914-T



COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

SUPERVISED - INSTALL/DISMANTLE LABOR

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at:  Advance Warehouse  Show Site Loading Dock Est. Delivery Date: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Via: \_\_\_\_\_ (freight carrier)

Display shipped from: \_\_\_\_\_ (address)

Total # of:  Crates \_\_\_\_\_  Cartons \_\_\_\_\_  Fibercases \_\_\_\_\_  Other \_\_\_\_\_

Estimated Weight: \_\_\_\_\_

Display Includes: \_\_\_\_\_

Booth carpet in shipment?  Yes  No Color \_\_\_\_\_ Size \_\_\_\_\_

Set-up instructions:  Attached to this order  With display

Graphics:  With display  Shipped separately

Electrical Placement:  Drawing Attached  Drawing with display  Electrical under carpet

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

OUTBOUND SHIPPING:

Return Display to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Via: \_\_\_\_\_ (carrier)

\*YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT WITH YOUR CARRIER\*

In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via the house carrier.

Re-route via house carrier \_\_\_\_\_

Transfer to warehouse at exhibitor's expense \_\_\_\_\_

EMERGENCY CONTACT AT SHOW SITE:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Hotel: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

### LET US DO THE HEAVY LIFTING!



**THIS SERVICE IS AVAILABLE TO ASSIST IF HEAVY OR LARGE ITEMS MUST BE MOVED WITHIN YOUR BOOTH WITH THE USE OF A FORKLIFT**

(e.g. spotting equipment, elevated header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)

#### TYPE OF WORK:

Description: \_\_\_\_\_

#### RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$408.75 hr/crew	\$ 572.25 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$613.25 hr/crew	\$ 858.50 hr/crew
Double Time - DT:	Anytime on holidays	\$817.50 hr/crew	\$1,144.50 hr/crew

**Rigging Crew consists of a forklift and operator.**

Above rates are based on a 5,000 lb capacity forklift. If you require a larger forklift, please call Customer Service for a quote.

One (1) Hour minimum per crew, one (1) hour increments thereafter.

Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per crew.

#### INSTRUCTIONS:

- On the day and time that you have requested rigging, please report to the Contractor's Service Desk to pick-up and sign out your rigging crew. The rigging crew will not be sent to your booth without being signed out.
- Upon completion of work, you are required to accompany the crew back to the Contractor's Service Desk and release them.
- Starting time can be guaranteed only in those instances where crew is requested for the start of the working day (usually 8:00 am).

(All work is done only under the supervision of the exhibitor's representative)

Show Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

	Start Date	Start Time	Approx. Hours	Assembly/Disassembly Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

24-TX0914-T





The unpacking, installation, dismantle and packing of displays and equipment must be done by a full-time, bona fide employee of the exhibiting company or the correct type of union labor. AEX Convention Services, the official contractor, will have skilled crafts available to assist exhibitors. Arrangements for labor should be made through or in advance of the show. Official labor order forms are included in this exhibitor service manual. Exhibitors may elect to use an exhibitor-appointed contractor subject to contractual obligations, security and safety requirements.

An exhibitor-appointed contractor may be used only when the following requirements have been met:

1. Exhibitor must complete and return this form to AEX Convention Services a month prior. No Request, addendum or substitutions received after the specified date will be considered.
2. AEX Convention Services is to be advised of the name, address and contact of each exhibitor-appointed contractor being used.
3. An **original certificate of insurance** from the exhibitor-appointed contractor must also be received a month in advance. The policy must name AEX Convention Services and the Exhibition Center, as additionally insured and should also include public liability and property insurance for at least \$1,000,000.00 as well as worker's compensation insurance in accordance with local laws.

**The service contractor designated must be used without exception for electrical, plumbing, telephone, drayage, rigging, booth cleaning, or Teamsters.**

Contracting Company Agent \_\_\_\_\_

Contracting Company Name \_\_\_\_\_

Contracting Company Address \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Estimated Arrival date (Show site \_\_\_\_\_ Estimated Number of Workers \_\_\_\_\_

Contractor's Cell Phone: \_\_\_\_\_ Date \_\_\_\_\_

Exhibiting Company \_\_\_\_\_ Booth No \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax No \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Authorized by: \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ E-mail \_\_\_\_\_

Fax or mail to: **AEX Convention Services**  
3089 English Creek Ave  
Egg Harbor Twp, NJ 08234  
(609)272-1600 \* FAX: (609)272-1680



An Exhibitor's Agent is anyone, other than the exhibitor's employees, engaged by the exhibitor to arrange for exhibit services. This form must be completed, signed and returned to our office, as indicated, no later than twenty-one days prior to the meeting in order for exhibitor's agent billing to be accepted. The exhibitor is ultimately responsible for payment of AEX Convention Services charges. Please be aware that if your agent fails to pay our invoice, such charges will immediately revert to you. Special note to Exhibitor's Agent - your status may be rejected if you do not provide credit card information below.

**Please provide complete information:**

Authorized Agent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

*We the undersigned have authorized the above agent to handle our exhibit for this event and are also authorized to receive and pay AEX Convention Services invoice for services. **We understand and further agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event that the named agent does not discharge payment by 12 Noon of the day before the meeting closes, such charges are to be paid by the exhibiting firm on demand.***

Statement to Exhibitor

Statement to Authorized Agent

**\*Both parties must indicate acceptance below or request may be denied\***

Exhibitor will pay:  Furniture  Carpet  Labor  Cleaning  Material Handling

Third Party will pay:  Furniture  Carpet  Labor  Cleaning  Material Handling

**Exhibiting Firm**

Agent \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

**Exhibitor's Agent**

Agent \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

*Invoices will be presented to exhibitors for payment unless agent settles charges at the AEX Convention Services service desk by 12:00 noon on the day before the meeting closes. AEX Convention Services suggest either the exhibiting company or its authorized agent provide credit card information on the Recap of Orders Form enclosed so that there is no question as to responsibility of payment.*

**This request will not be accepted without the next page, "Third Party Credit Card Authorization Form".**

Exhibiting Company \_\_\_\_\_ Booth No \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax No \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Print Name \_\_\_\_\_ E-mail \_\_\_\_\_



Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.



Booth#

Exhibiting Company Name

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

Personal Card  Corporate Card

AMEX  VISA  MASTERCARD  DISCOVER

Card Number:

Grid for Card Number (16 boxes)

Exp. Date:

Grid for Exp. Date (4 boxes)

M M Y Y

\*A credit card authorization is required to be held on file.

Are you tax exempt for the state in which this event is held?  Yes  No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
• All balances must be paid by the conclusion of the event.
• For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
• A final invoice will be prepared and can be requested by contacting Exhibitor Services.
• If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

Payment Policy: 100% of amount owed including applicable tax is due in advance or at show site. Payment must be in U.S. funds. Invoices are to be paid by cash, travelers check drawn on U.S. Banks, VISA, Mastercard, Discover or American Express. Payment of all labor and services ordered by the exhibitor or their agent is the responsibility of the exhibitor. Your show site representative must be made aware of this policy and have the means to make payment. Otherwise, service will be denied unless credit card authorization is given on the Recap of Orders and Payment Policy Form. PLEASE DO NOT ASK US TO BILL YOU.

Unpaid Balance - A credit card authorization is required to settle any unpaid balance after the close of the show. Any balance outstanding as of move - out will be charged to this account.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here

X

Authorized Signature

AEX Convention Services, LLC 22-3125223 | Texas Exposition Services, LLC 27-2669260

**ACORD** **1.** **CERTIFICATE OF LIABILITY INSURANCE** DATE

PRODUCER  
 Insurance Company Name Fax: (212) 555-6100  
 Insurance Company Address 1  
 Insurance Company Address 2  
 Attn: Agent Name (212) 555-6102 ext. 1234

INSUREERS AFFORDING COVERAGE

INSURED **2.**  
 Exhibiting Company Name  
 Exhibiting Company Address 1  
 Exhibiting Company Address 2  
 Attn: Exhibiting Company Contact Name  
 Phone Number Fax Number:

INSURER A: Hartford Insurance Company of Illinois  
 INSURER B: Aetna Casualty & Surety Company  
 INSURER C: Travelers Insurance Company  
 INSURER D: Royal Insurance Company  
 INSURER E:

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

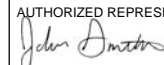
INSR LTR	<b>4.</b> TYPE OF INSURANCE	POLICY NUMBER	<b>7.</b> POLICY EFFECTIVE DATE (MM/DD/YY)	<b>8.</b> POLICY EXPIRATION DATE (MM/DD/YY)	<b>9.</b> LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/23	01/0/23	EACH OCCURENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGRREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/23	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident) AUTO ONLY-EA ACCIDENT OTHER THAN \$ \$ AUTO ONLY: \$ \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/23	01/01/23	EACH OCCURENCE \$1,000,000 AGGREGATE \$1,000,000 \$ \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/23	01/01/23	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE -POLICY LIMIT \$1,000,000
D	OTHER				Each Occurrence & Aggregate

**5.** DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
 (Show Management), AEX Services (Official Service Provider), the (Facility), and (Show) are hereby named as additional insured, except for Workers' Compensation. (Show Management) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by (Show Management) shall be excess and non-contributory. Show date(s) are: (00/00/0000) in (CITY, STATE).

CERTIFICATE HOLDER  ADDITIONAL INSURED; INSURER LETTER:  CANCELLATION

**6.** AEX Services  
 3089 English Creek Ave Ste. A  
 Egg Harbor Township, NJ 08234

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE **10.**  


- PRODUCER: Name, address and phone number of insurance carrier.
- INSURED: Company name, address, phone number and booth number of company insured.
- COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME OF ADDITIONAL INSUREDS: (Show Management), Texas Exposition Services (Official Service Provider), (Show) and the(Facility) as additional insureds on a primary and non-contributory basis. Show dates are (00/00/0000).
- CERTIFICATE HOLDER: (SHOW MANAGEMENT), ADDRESS:
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



## Utility Service Order Form

Name of Exhibition or Show: \_\_\_\_\_

Exhibitor's Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibitor Company/Organization: \_\_\_\_\_

Date of Show: \_\_\_\_\_ Phone: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

### **Electrical Current Charges:**

Should it be necessary to hook up power to any devices, machinery and/or equipment, a labor order must be placed with your coordinator in advance. Estimated electrical usage per circuit is included in the total price. **ALL PRICES ARE SUBJECT TO CHANGE.**

**Deadline for service request is seven (7) days prior to arrival. PLEASE NOTE THAT IF PAID ON PROPERTY, THERE WILL BE AN INCREASE IN PRICE OF \$25.00(plus tax).**

<u>Quantity/Requirements</u>	<u>Unit Charge (tax included)</u>	<u>Total</u>
_____ 110 volts/20 amps (1Standard Outlet/Shared)	\$ 102.84 (per outlet/per day)	\$ _____

### **Enhanced Power Needs: Quantity/Requirements**

_____ 208 volts (1 Duplex Outlet)	\$ 270.63 (per outlet/per day)	\$ _____
_____ 200 amps (3 phase)	\$ 324.75 (per outlet/per day)	\$ _____
_____ 400 amps (3 phase)	\$ 649.50 (per outlet/per day)	\$ _____

**\*Enhanced Power, will need to know specific outlet information:** \_\_\_\_\_

- THE CONVENTION CENTER RESERVES THE RIGHT TO LIMIT ANY AVAILABLE POWER SUPPLY.

### **Internet Charges:**

<u>Quantity/Item</u>	<u>Unit Charge (tax included)</u>	<u>Total</u>
_____ Wired (TI) Highspeed Internet Line	\$324.75 (per day/per line)	\$ _____

- The Convention Center provides complimentary wireless internet.

**Electrical and/or Internet: Please email this form along with the credit card authorization form to [lclemons@ldry.com](mailto:lclemons@ldry.com)**

\*\*\*\*\*

### **AV, Rigging, or Other Items Noted Below will be provided by: The Events Company**

Power-Strips, Extension Cords, Monitors, or any Audio-Visual Equipment

**Please Note: All Rigging at the Convention Center is handled by The Events Company**

For pricing information and/or to order any AV, Rigging, Cords, etc., please contact:

Kaylye Hall at [kaylye.hall@ldry.com](mailto:kaylye.hall@ldry.com) or Cell 936 419 9946

Rodney Whitaker at [Rodney.whitaker@ldry.com](mailto:Rodney.whitaker@ldry.com) or Cell 346 289 9364

Office Line 409 744 1500 ext. 2851

**(Do not email your electrical needs to either of these emails, please use the email noted above or on the CC Form)**

  
**GALVESTON ISLAND  
CONVENTION CENTER**  
AT THE SAN LUIS RESORT

**CREDIT CARD BILLING AUTHORIZATION FORM**

**DATE:** \_\_\_\_\_

**CONVENTION NAME:** \_\_\_\_\_

**CONVENTION DATES:** \_\_\_\_\_

**EXHIBITOR COMPANY/ORGANIZATION:** \_\_\_\_\_

**EXHIBITOR BOOTH NUMBER:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**CONTACT PHONE:** \_\_\_\_\_

**CONTACT EMAIL:** \_\_\_\_\_

**NAME ON CREDIT CARD:** \_\_\_\_\_

**CARD:**  MASTER CARD,  AMERICAN EXPRESS,  VISA,  DISCOVER, OR  DINERS CLUB

**CARD NUMBER:** \_\_\_\_\_

(If you prefer to call with your credit card number, please note on the above line "will call" electrical will not be ordered until cc # is on file)

**EXPIRATION DATE:** \_\_\_\_\_ **CVV CODE:** \_\_\_\_\_

**AMOUNT APPROVED FOR BILLING: \$** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

Please complete and fax forms to Lisa Clemons at (409) 744 6913 or email them to [lclemons@ldry.com](mailto:lclemons@ldry.com). If you have any questions, please contact me at **(409) 740 8686**. To send payment in advance via check, mail to Galveston Island Convention Center (c/o: The San Luis Resort) 5222 Seawall Blvd., Galveston, TX 77551. Attention: Lisa Clemons/Conference Planning. Please make sure to include with the check this form or the name and date of the exhibition.

**PLEASE NOTE THE ABOVE ADDRESS IS NOT THE CONVENTION CENTER RECEIVING ADDRESS.**

*If shipping items please use this address: Galveston Island Convention Center, (Name of Group/Name of Guest or Exhibitor), 5600 Seawall Blvd., Galveston, TX 77551 for receiving shipments. Please note if you do ship to the center, shipments are not allowed to arrive more than 3 days before the event begins. For shipping out, you will need to prepare your item for shipping and call in to schedule the pick-up. Shipments are stored in the back of the center-loading dock area- by security, directions can be given upon your arrival.*

Please note if you order electrical on-site there will be an additional charge for late orders, no exceptions.

If you would like a receipt emailed to you, (emails are sent out after the event concludes) please print clearly your email address here: \_\_\_\_\_



## Exhibitor & Vendor Information Packet

Hello,

Below are the listed steps to reserve your items Audio Visual items for your booth at the Galveston Island Convention Center. All Orders must be completed through the payment process 3 days before the Exhibitor Setup Date.

### **Stage 1: Exhibitor Form and Equipment Choice.**

At Stage 1 You will receive an Exhibitor Form and Pricing Sheet. Please return the Exhibitor Form with your item of choice in the spot labeled "Item". Or complete the Online order form. I will then return a quote to you that includes your chosen item and labor for your review along with a Deposit Invoice. The Deposit Invoice will show the amount to be paid to reserve the items along with the due date.

### **Stage 2: Signed quote and submitted to accounting.**

At Stage 2 If everything looks correct and you are ready to proceed with your order, please sign the quote and send it back to [Kaylye.hall@ldry.com](mailto:Kaylye.hall@ldry.com). Please make sure everything is correct no changes will be able to be made without starting another order. You will receive confirmation of the signed quote and it will be submitted to accounting to start the payment process. Our accounting department will send you an invoice and a dedicated phone line to submit payment. Please for security reasons do not email any forms of payment. All payments have to be made 3 days before.

### **Stage 3: Payment Processed and Order Confirmed.**

Once you have completed the payment process you will be provided with a receipt. I will then reach out to Confirm your order and we will set up your item on the Exhibitor Setup Day.

If you have any questions or concerns along the way please do not hesitate to reach out at [Kaylye.hall@ldry.com](mailto:Kaylye.hall@ldry.com) or 936-419-9946



## Exhibitor & Vendor Information Packet

An online version of this form can be completed Here: [The Events Company Exhibitor Contact Collection Form](#) or This form can be Completed and Returned to [Kaylye.Hall@ldry.com](mailto:Kaylye.Hall@ldry.com)

### Contact Info

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_  
Email \_\_\_\_\_

### On-site Contact

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Order Information

Name of Event \_\_\_\_\_  
Item \_\_\_\_\_  
Duration Dates \_\_\_\_\_  
Room or Booth Number \_\_\_\_\_  
Payment Method  Check  Credit Card \_\_\_\_\_

This Information is used for direct billing purposes for all Exhibitors / Vendors at the San Luis Resort and Conference Center Properties. Please Contact Kaylye Hall with The Events Company Galveston [kaylye.hall@ldry.com](mailto:kaylye.hall@ldry.com) with any further questions.





## Exhibitor & Vendor Information Packet

### TV Packages

\*Labor not included\*

<b>40" TV Package</b>	<b>\$325</b>
<ul style="list-style-type: none"> <li>• 40' 4K TV</li> <li>• Heavy Duty TV Stand</li> <li>• HDMI Cable</li> </ul>	
<b>55" TV Package</b>	<b>\$340</b>
<ul style="list-style-type: none"> <li>• 55' 4K TV</li> <li>• Heavy Duty TV Stand</li> <li>• HDMI Cable</li> </ul>	
<b>65" TV Package</b>	<b>\$450</b>
<ul style="list-style-type: none"> <li>• 65' 4K TV</li> <li>• Heavy Duty TV Stand</li> <li>• HDMI Cable</li> </ul>	
<b>82" TV Package</b>	<b>\$650</b>
<ul style="list-style-type: none"> <li>• 82' 4K TV</li> <li>• Heavy Duty TV Stand</li> <li>• HDMI Cable</li> </ul>	

This Information is used for direct billing purposes for all Exhibitors / Vendors at the San Luis Resort and Conference Center Properties. Please Contact Kaylye Hall with The Events Company Galveston [kaylye.hall@ldry.com](mailto:kaylye.hall@ldry.com) with any further questions.