

# EXHIBITOR SERVICE MANUAL

The logo for Barrett-Jackson, featuring the name in a red, cursive script font.

THE WORLD'S GREATEST COLLECTOR CAR AUCTIONS®

2023 Barrett-Jackson  
Auction New Orleans

New Orleans Convention Center  
Hall B-G

September 28 - September 30, 2023



**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

Show Name: 2023 Barrett-Jackson Auction New Orleans

Show Dates: September 28 - September 30, 2023

Show Venue: New Orleans Convention Center

Deadline to Receive Discount Pricing: Monday, September 11, 2023



**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

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## QUICK FACTS

### EVENT SCHEDULE:

	Day	Date	Time
Exhibitor Move-In	Monday	September 25, 2023	1:00 PM - 4:00 PM
	Tuesday	September 26, 2023	9:00 AM - 4:00 PM
	Wednesday	September 27, 2023	9:00 AM - 4:00 PM
Show Hours	Thursday	September 28, 2023	8:00 AM - 8:00 PM
	Friday	September 29, 2023	8:00 AM - 8:00 PM
	Saturday	September 30, 2023	8:00 AM - Until Auction Closes
Exhibitor Move-Out	Sunday	October 1, 2023	8:00 AM - 12:00 PM

**\*All exhibits must be fully installed, empty containers removed and moved to storage by 4:00 PM on Wednesday, September 27, 2023. Additional charges may apply for empty removal after this time.**

**\*All exhibitors will have until 12:00 PM on Sunday, October 1, 2023 to disassemble and move-out.**

### BOOTH PACKAGE:

For ease of planning and budgeting, this event will use a space rate exhibiting package which includes, Tuxedo carpet, (1) wastebasket, 8' **BLACK** backwall drape, 3' **BLACK** sidewall drape, booth ID sign, mobile spotting, and standard material handling. Rates are determined by the size of your booth and will be billed to each exhibitor by Barrett-Jackson when your booth space is confirmed. As part of this package, you will no longer have to worry about budgeting for cart load service, weight of product or spotting fees for your vehicles. Additional items such as tables and chairs are not included in this package and can be ordered through AEX/TEXAS XPO. All inbound Direct Shipments and Personally Operated Vehicles (POVs) must check in to avoid off target fees.

Please note: Material Handling services included in the package for special handling items are limited to 1 laborer for 30 minutes. This is for freight labor only. This does not include labor to unpack, assemble, or clean the booth. Those services can be ordered.

### EXHIBIT HALL COLORS:

Back Drape Color: **BLACK**

Side Drape Color: **BLACK**

### EXHIBIT HALL CARPET:

Aisles will be carpeted in **RED/BLACK**

Booths will be carpeted in **TUXEDO**

Exhibitors may order booth carpet/padding for specific color choices.

Please see the [Carpet Rental Order](#) Form for pricing and options.

### CUSTOMER SERVICE:

LeAnna Herrera

Phone: (609) 272-1600 / Fax: (609) 272-1680

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

### SHOW MANAGEMENT:

Angelica Cipullo

Phone: (480) 306-8234

Email: [acipullo@barrett-jackson.com](mailto:acipullo@barrett-jackson.com)

23-LA0913-T

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## QUICK FACTS

### SHOW CARRIER:

- **LIBERTY CFS**

### ADVANCE SHIPPING INFORMATION:

- Materials should be shipped to ARRIVE at our warehouse **no later than: Monday, September 11, 2023**
- Any shipments received more than 30-days prior to the move-in will incur additional charges. Please refer to the Material Handling Order Form for more details.

### ADVANCE RECEIVING TO WAREHOUSE ADDRESS:

2023 Barrett-Jackson Auction New Orleans  
Exhibiting Company Name / Booth Number  
c/o AEX Services / Texas XPO  
c/o LIBERTYCFS  
3761 Louisa St  
New Orleans, LA 70126

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

### DIRECT SHIPPING INFORMATION:

- Shipments will be received at the exhibit facility **ONLY** on: **Monday, September 25, 2023 between 1:00 PM - 3:00 PM, Tuesday, September 26, 2023 between 9:00 AM - 3:00 PM and Wednesday, September 27, 2023 between 9:00 AM - 12:00 PM.**
- Any shipments received outside these listed times will incur additional charges.

### DIRECT RECEIVING TO FACILITY ADDRESS:

New Orleans Convention Center  
2023 Barrett-Jackson Auction New Orleans  
Exhibiting Company Name / Booth Number  
c/o AEX Services / Texas XPO  
900 Convention Center Blvd  
New Orleans, LA 70130

23-LA0913-T

## LIMITS AND LIABILITIES

**DEFINITIONS AND RESPONSIBILITIES:** The Terms and Conditions set forth become a part of the contract between AEX Convention Services, LLC. ("AEX Services") / Texas Exposition Services, LLC. ("Texas XPO") 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 Services") / Texas Exposition Services, LLC. ("Texas XPO"), 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.

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TEXAS EXPOSITION SERVICES

ONLINE ORDERING

## 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 **2023 Barrett-Jackson Auction New Orleans** 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 Services / Texas XPO  
609.272.1600  
[Orders@TexasXPO.com](mailto:Orders@TexasXPO.com)





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## FURNITURE RENTAL ORDER FORM



### FURNITURE

Item #	Description	Discount	Standard	Qty.	Total
F10	Plastic Side Chair	\$ 93.25	\$130.50	_____	\$ _____
F20	Padded Side Chair	\$133.00	\$186.25	_____	\$ _____
F30	Padded Arm Chair	\$173.00	\$242.25	_____	\$ _____
F40	Padded Counter Stool	\$161.50	\$226.00	_____	\$ _____
F60	Cocktail Table 30"H	\$154.00	\$215.50	_____	\$ _____
F70	Cocktail Table 42"H	\$181.25	\$253.75	_____	\$ _____
F3104	Black Spandex Drape 42" Cocktail Table	\$ 46.75	\$ 65.50	_____	\$ _____



(actual products may vary)

### ACCESSORIES

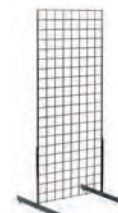
Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$203.25	\$284.50	_____	\$ _____
F100	Wastebasket	\$ 29.50	\$ 41.25	_____	\$ _____
F110	Easel	\$ 54.50	\$ 76.25	_____	\$ _____
F120	Chrome Sign Frame (22"W x 28"H)	\$145.25	\$203.25	_____	\$ _____
F130	Waterfall Bag Rack	\$161.50	\$226.00	_____	\$ _____
F150	Chrome Bag Holder	\$151.25	\$211.75	_____	\$ _____
F160	Chrome Clothes Tree	\$118.50	\$166.00	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$211.75	\$296.50	_____	\$ _____

### 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	\$217.75	\$304.75	_____	\$ _____
F5501	Pair of feet	\$ 68.50	\$ 96.00	_____	\$ _____



### 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 9.45%.

23-LA0913-T



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## TABLE RENTAL ORDER FORM



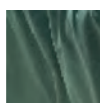
Blue



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	\$181.25	\$253.75	_____	\$ _____
4' L x 24" W x 42" H	\$239.50	\$335.25	_____	\$ _____
6' L x 24" W x 30" H	\$223.75	\$313.25	_____	\$ _____
6' L x 24" W x 42" H	\$267.25	\$374.25	_____	\$ _____
8' L x 24" W x 30" H	\$266.25	\$372.75	_____	\$ _____
8' L x 24" W x 42" H	\$303.50	\$425.00	_____	\$ _____
4th Side Skirt 30"	\$ 54.50	\$ 76.25	_____	\$ _____
4th Side Skirt 42"	\$ 78.75	\$110.25	_____	\$ _____

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	\$ 54.50	\$ 76.25	_____	\$ _____
6' Long, Single Step Riser	\$ 78.75	\$110.25	_____	\$ _____

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

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 28.00	\$ 39.25	_____	\$ _____
8' Background Drape	\$ 32.50	\$ 45.50	_____	\$ _____

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 9.45%.

23-LA0913-T



SELECTION



DESIGN

TRUSTED



SOLUTIONS



MODERN



SERVICE


To place your order for speciality furniture please email:

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



**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

# 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



POWERED  
DETAIL

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



**NAPLES**  
**NPLL0P**  
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)



POWERED  
DETAIL



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



POWERED  
DETAIL




**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.


## 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.

Denotes Powered Products 

## 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



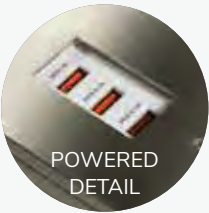
**A) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet**  
(black metal, laminate)  
60"L 30"D 30"H  
**B) TECH Tech Desk, Powered**  
(black metal, laminate)  
60"L 30"D 30"H  
**C) TECH3 3 Drawer File Cabinet on Castors**  
(black metal, laminate)  
16"L 20"D 28"H



# 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) 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**

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

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



Valencia Sofa & Chair 10 'x10' Booth

**A.**



**A.**



**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

**A.**



**B.**



**C.**



**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**

**A.**



**B.**



**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**

**A.**



**B.**



**C.**




**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

Create Engaging Booth Environments

Denotes Powered Products 



## HEDGE

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

## SWANSON

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

## PALM BEACH

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



C.

## NAPLES

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

**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) MARCBR** (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.

**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)



**A.**

### 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)



**B.**



**C.**



**D.**



**E.**



## Styles & Shapes



**A.**



**B.**



**C.**



**D.**



**E.**



**F.**



**G.**



**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

## 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 33H"



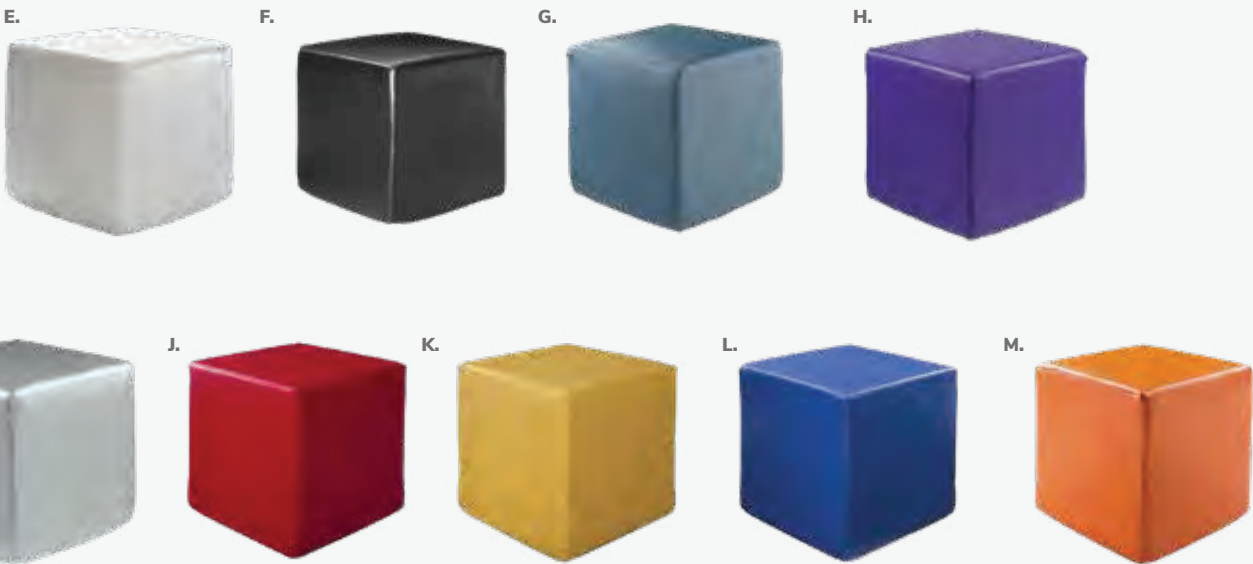


# Ottomans

## 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)

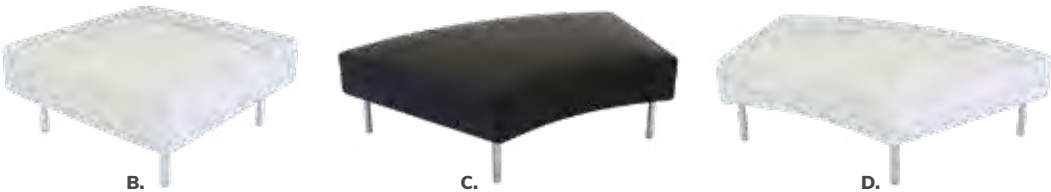


## Beverly Bench Ottomans



- 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

## Customize and Create

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



GRAPHITE NEBULA	MAPLE	RED
WHITE	MADISON/GRAY ACAJOU	BLUE
WOOD	BLACK	BRUSHED GUN-
ORANGE	BRUSHED YELLOW	GREEN

### Café Tables

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

**A) 30WH29 (white)**  
also available  
**ZTA** (Madison/gray acajou)  
**30BEBC** (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



**30" Round Café Table**  
**A) 30BEBC 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

**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 33"H



# 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.



GRAPHITE NEBULA	MAPLE	RED
WHITE	MADISON/GRAY ACAJOU	BLUE
WOOD	BLACK	BRUSHED GUN-
ORANGE	BRUSHED YELLOW	GREEN

### 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

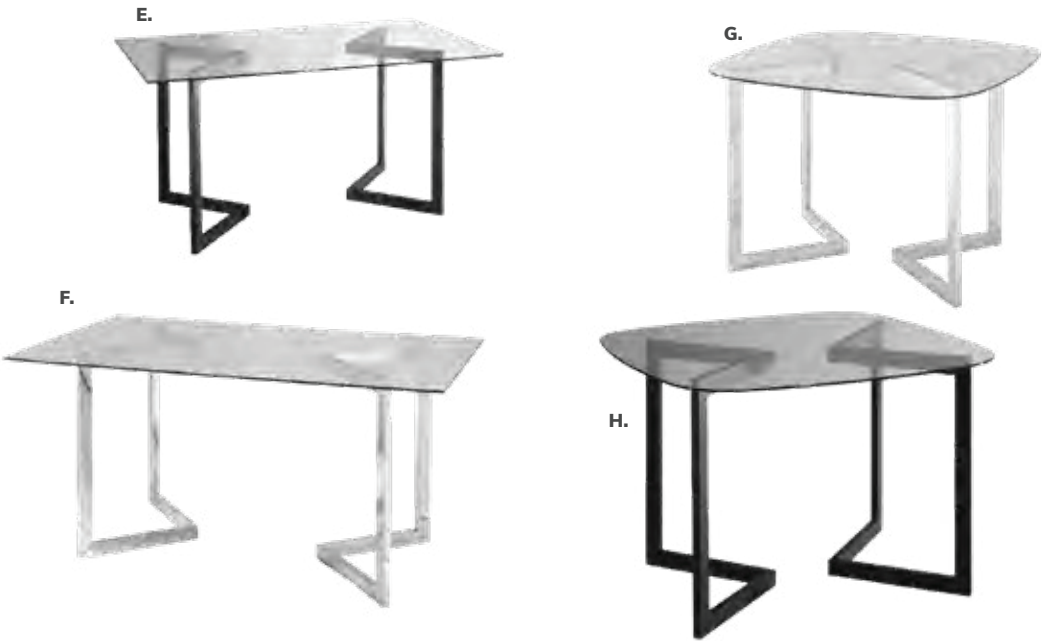
42”RND 29”H  
**A) CONF42** (white laminate)  
**B) CB8** (Madison/gray acajou)  
**C) 42BKCT** (black top, black)



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



## 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



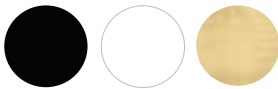
## Communal and Powered Tables

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



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

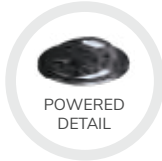


A.  
DESK BACK

B.



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. ⚡




C.

B. ⚡



**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.

Denotes AC and USB charging outlets 

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

## Lighting & Shelving

A.



B.



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

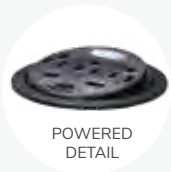
Denotes AC and USB charging outlets



## 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)



POWERED  
DETAIL

**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.

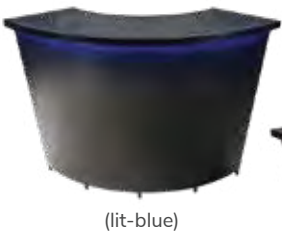
**Midtown Bar**  
60"L 18"D 42"H (pewter)  
**A) MTBUUL** (unlighted)  
**B) MTBLPI** (lighted with plug-in)  
**C) BS002 Zoey Barstools**  
(white, chrome)  
15"L 16"D 30-34.75"H



(lit-white)



(lit-green)



(lit-blue)



(lit-red)

**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



A.

B.

C.



- 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

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



DELIVERY INFORMATION				NEW ORLEANS DISTRICT SERVICE AREA: LA (NEW ORLEANS)  AEX/TEXAS XPO 3089 English Creek Ave. Egg Harbor Township, NJ 08234 (609)272-1600 Please email both pages to: orders@aexservices.com	
Show Name:					
Contractor:					
Booth Number(s):		Show Date:			
Venue:					

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

PAYMENT INFORMATION	
Order Total:	
Ordering within 14 days of show open?	Late Order Fee: (Add 30% of Order Total)
State Tax: (excluding NV, CA & OR)	
TOTAL DUE:	
*Specialty Furniture Delivery Fee - \$75.00	
*Please note that on site orders will not be accepted	
*All payments must be made through our secure online payment portal or send the Credit Card Authorization form to our secure email - orders@aexservices.com	

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show.

LATE ORDERS: Orders received after the discount deadline date are subject to a 30% late order fee.

CANCELLATIONS: If canceled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

NEW 2023	
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CODE	QT	ITEM	DESCRIPTION	2023	TOTAL
POWERED					
BKCT5P	5'	Table, Powered	Black Top, Silver	\$ 541	
C5PWR	5'	Table, Powered	White Top, Silver	\$ 541	
BKCT8P	8'	Table, Powered	Black Top, Silver	\$ 1116	
C8PWR	8'	Table, Powered	White Top, Silver	\$ 1116	
BKC10P	10'	Table, Powered	Black Top, Silver	\$ 1116	
C10PWR	10'	Table, Powered	White Top, Silver	\$ 1116	
P30BWH	30"	Bar Table, Powered	White Top, Black	\$ 701	
P30CWH	30"	Cafe Table, Powered	White Top, Black	\$ 701	
ADCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 365	
ADCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 365	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 742	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 918	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 1084	
C1YP		Sydney Powered Cocktail Table	Black Top, Brushed Steel	\$ 365	
C1WP		Sydney Powered Cocktail Table	White Top, Brushed Steel	\$ 365	
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$ 375	
TCHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	\$ 375	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 956	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 956	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 780	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 780	
CUBPOW		Wireless Charging Table	White, AC Plug In	\$ 431	
VILHUB		Village Charging Hub	Cream	\$ 287	
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric, Brushed Metal	\$ 599	
SFA002		Allegro Sofa	Blue Fabric, Brushed Metal	\$ 773	
BCHWHT		Baja Chair	White Vinyl	\$ 599	
BLVWHT		Baja Loveseat	White Vinyl	\$ 758	
BSFWHT		Baja Sofa	White Vinyl	\$ 910	
COCHTP		Cordoba Chair	Taupe Fabric, Black	\$ 478	
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 684	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 407	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	\$ 525	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 407	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 478	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 525	
MONCHA		Montreal Chair	Blue, Black Metal	\$ 599	
MONLOV		Montreal Loveseat	Blue, Black Metal	\$ 758	
NPLCHR		Naples Chair	Black Vinyl	\$ 599	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 758	
NPLSOF		Naples Sofa	Black Vinyl	\$ 910	
PALSOV		Palm Beach Sofa	White Vinyl	\$ 773	
STECOA		Sterling Chair	Gray Fabric	\$ 742	
STESOF		Sterling Sofa	Gray Fabric	\$ 1084	
VALCHA		Valencia Chair	Spice Orange Velvet	\$ 407	
VALSOF		Valencia Sofa	Coffee Brown Velvet	\$ 525	
ACCENT CHAIRS					
ATHCHA		Atherton Chair	Brown Leather, Black Metal	\$ 550	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 550	
BNMCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 318	
BNMCOW		Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	\$ 318	

CODE	QT	ITEM	DESCRIPTION	2023	TOTAL
ACCENT CHAIRS (continued)					
BNMCOB		Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$ 318	
BNMCSW		Brooklyn Meeting Chair	White Vinyl, Oak-look Base	\$ 318	
CNTCHR		Century Chair	Gray Velvet	\$ 550	
LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 478	
LENCHA		Lena Chair	Moss Green Leather, Bronze	\$ 478	
BCW		Madrid Chair	White Vinyl, Chrome	\$ 550	
MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$ 375	
SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 375	
WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$ 375	
GROUP SEATING					
BLDCBK		Blade Chair	Black	\$ 78	
BLDCRD		Blade Chair	Red	\$ 78	
BLDCSB		Blade Chair	Sky Blue	\$ 78	
SC3		Brewer Chair	Onyx, Chrome	\$ 135	
CCSCAZ		Chelsea Chair	Azure Blue, Black Swivel Base w/ Casters	\$ 135	
CCSCBK		Chelsea Chair	Black, Black Swivel Base w/ Casters	\$ 135	
CCSCYL		Chelsea Chair	Goldenrod Yellow, Black Swivel Base w/ Casters	\$ 135	
CCSCGY		Chelsea Chair	Gray, Black Swivel Base w/ Casters	\$ 135	
CCSCOR		Chelsea Chair	Orange, Black Swivel Base w/ Casters	\$ 135	
CCSCWL		Chelsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$ 135	
CCBTAZ		Chelsea Chair	Azure Blue, Black Tower Base	\$ 135	
CCBTBK		Chelsea Chair	Black, Black Tower Base	\$ 135	
CCBTYL		Chelsea Chair	Goldenrod Yellow, Black Tower Base	\$ 135	
CCBTGY		Chelsea Chair	Gray, Black Tower Base	\$ 135	
CCBTOR		Chelsea Chair	Orange, Black Tower Base	\$ 135	
CCBTWL		Chelsea Chair	Walnut-look, Black Tower Base	\$ 135	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 135	
DUET		Duet Stack Chair	Black, Chrome	\$ 78	
LMCHR		Laguna Chair	Maple, Chrome	\$ 135	
LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 206	
MALGRY		Malba Chair	Gray, Chrome	\$ 78	
MALGRN		Malba Chair	Green, Chrome	\$ 78	
MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 159	
MARCBR		Marina Chair	Brown Fabric, Brushed Metal	\$ 159	
MARCBE		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 159	
MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 159	
MARCVH		Marina Chair	White Vinyl, Brushed Metal	\$ 159	
PASCHR		Pasadena Chair	White Molded Plastic, Chrome	\$ 318	
SC10		Razor Armless Chair	White	\$ 78	
RSTDIN		Rustique Chair w/ Arms	Gunmetal	\$ 135	
CS4		Syntax Chair	Black, Chrome	\$ 190	
ZENCHR		Zenith Chair	White, Chrome	\$ 135	
OTTOMANS					
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 343	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 343	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 343	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 343	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 343	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 343	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 343	
BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$ 287	
BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$ 287	

SHOW NAME:								BOOTH:					
CODE	QT	ITEM	DESCRIPTION	2023	TOTAL	CODE	QT	ITEM	DESCRIPTION	2023	TOTAL		
OTTOMANS (continued)						ACCENT TABLES (continued)							
BVSMBN		Beverly Small Bench Ottoman	Brown Fabric	\$ 287		C1E		Silverado Cocktail Table	Glass Top, Chrome	\$ 263			
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$ 287		E1E		Silverado End Table	Glass, Chrome	\$ 206			
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$ 287		C1Y		Sydney Cocktail Table	Black Top, Brushed Steel	\$ 263			
BVSMLN		Beverly Small Bench Ottoman	Linen Fabric	\$ 287		SYDBEC		Sydney Cocktail Table	Blue Top, Brushed Steel	\$ 263			
BVSMLV		Beverly Small Bench Ottoman	Lavender Fabric	\$ 287		C1W		Sydney Cocktail Table	White Top, Brushed Steel	\$ 263			
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$ 287		SYDWDC		Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$ 263			
BVSMRD		Beverly Small Bench Ottoman	Red Fabric	\$ 287		E1Y		Sydney End Table	Black Top, Brushed Steel	\$ 254			
BVSMWH		Beverly Small Bench Ottoman	White Vinyl	\$ 287		SYDBEE		Sydney End Table	Blue Top, Brushed Steel	\$ 254			
BVSMYL		Beverly Small Bench Ottoman	Yellow Fabric	\$ 287		E1W		Sydney End Table	White Top, Brushed Steel	\$ 254			
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$ 446		SYDWDE		Sydney End Table	Barnwood Top, Brushed Steel	\$ 254			
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 446		TAOBBK		Taos Side Table	Black Top, Bronze	\$ 142			
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 391		TAOBWH		Taos Side Table	White Top, Bronze	\$ 142			
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 391		TAOBWD		Taos Side Table	Wood Top, Bronze	\$ 142			
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 206		TMBTBL		Timber Table	Wood	\$ 142			
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 206		CAFÉ TABLES W/ STANDARD BLACK BASE							
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 206		30BKSC	30"	Round Bar Table	Black Top	\$ 231			
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 206		30BEBK	30"	Round Bar Table	Blue Top	\$ 231			
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 206		30AGBC	30"	Round Bar Table	Brushed Gunmetal Top	\$ 231			
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 206		30YSBC	30"	Round Bar Table	Brushed Yellow Top	\$ 231			
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 206		ZTJ		30" Round Bar Table	Graphite Nebula Top	\$ 231			
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 206		ZTA		30" Round Bar Table	Gray Acajou Top	\$ 231			
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 206		30GSBC	30"	Round Bar Table	Green Top	\$ 231			
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 206		ZTK		30" Round Bar Table	Maple Top	\$ 231			
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 206		30OSBC	30"	Round Bar Table	Orange Top	\$ 231			
MAR012		Marche Swivel Ottoman	Forest Green Vinyl	\$ 206		ZTB		30" Round Bar Table	Red Top	\$ 231			
MAR013		Marche Swivel Ottoman	Teal Velvet	\$ 206		30WH29	30"	Round Bar Table	White Top	\$ 231			
MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$ 206		30WDBC	30"	Round Bar Table	Barnwood Top	\$ 231			
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 206		36BKSC	36"	Round Bar Table	Black Top	\$ 240			
MAR016		Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$ 206		ZTN		36" Round Bar Table	Graphite Nebula Top	\$ 240			
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 110		ZTP		36" Round Bar Table	Maple Top	\$ 240			
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 110		ZTQ		36" Round Bar Table	White Top	\$ 240			
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 110		CAFÉ TABLES W/ HYDRAULIC CHROME BASE							
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 110		30MAHC	30"	Round Bar Table	Gray Acajou Top	\$ 286			
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 110		30BRHC	30"	Round Bar Table	Red Top	\$ 286			
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 110		30WHHC	30"	Round Bar Table	White Top	\$ 286			
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 110		30WDHC	30"	Round Bar Table	Barnwood Top	\$ 286			
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 110		30BKHC	30"	Round Bar Table	Black Top	\$ 286			
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$ 110		30BEHC	30"	Round Bar Table	Blue Top	\$ 286			
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$ 110		30AGHC	30"	Round Bar Table	Brushed Gunmetal Top	\$ 286			
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$ 110		30YSHC	30"	Round Bar Table	Brushed Yellow Top	\$ 286			
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 110		30GRHC	30"	Round Bar Table	Graphite Nebula Top	\$ 286			
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$ 110		30GSHC	30"	Round Bar Table	Green Top	\$ 286			
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$ 110		30MTHC	30"	Round Bar Table	Maple Top	\$ 286			
ACCENT TABLES						30OSHC	30"	Round Bar Table	Orange Top	\$ 286			
ADCTBK		Adelaide Cocktail Table	Black Top, Silver	\$ 263		36BKHC	36"	Round Bar Table	Black Top	\$ 336			
ADCTGL		Adelaide Cocktail Table	Glass Top, Silver	\$ 263		36GRHC	36"	Round Bar Table	Graphite Nebula Top	\$ 336			
ADCTWH		Adelaide Cocktail Table	White Top, Silver	\$ 263		36MTHC	36"	Round Bar Table	Maple Top	\$ 336			
ADETBK		Adelaide End Table	Black Top, Silver	\$ 254		36WTHC	36"	Round Bar Table	White Top	\$ 336			
ADETGL		Adelaide End Table	Glass Top, Silver	\$ 254		BAR TABLES W/ STANDARD BLACK BASE							
ADETWH		Adelaide End Table	White Top, Silver	\$ 254		30BKSB	30"	Round Bar Table	Black Top	\$ 231			
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$ 318		30BEBB	30"	Round Bar Table	Blue Top	\$ 231			
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$ 318		30AGBB	30"	Round Bar Table	Brushed Gunmetal Top	\$ 231			
ALE100		Alondra End Table	Glass Top, Chrome	\$ 254		30YBBB	30"	Round Bar Table	Brushed Yellow Top	\$ 231			
ALE200		Alondra End Table	Brandy Maple Top, Chrome	\$ 254		VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 231			
AURA		Aura Round Table	White Metal	\$ 142		VTA		30" Round Bar Table	Gray Acajou Top	\$ 231			
C1C		Geo Cocktail Table	Glass Top, Chrome	\$ 263		30GSBB	30"	Round Bar Table	Green Top	\$ 231			
C1FWB		Geo Cocktail Table	Brandy Maple Top, Black	\$ 263		VTK		30" Round Bar Table	Maple Top	\$ 231			
E1C		Geo End Table	Glass Top, Chrome	\$ 206		30OSBB	30"	Round Bar Table	Orange Top	\$ 231			
E1FWB		Geo End Table	Brandy Maple Top, Black	\$ 206		VTB		30" Round Bar Table	Red Top	\$ 231			
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$ 263		30WH42	30"	Round Bar Table	White Top	\$ 231			
MESCTG		Mesa Cocktail Table	Glass Top, Bronze	\$ 263		30WD8B	30"	Round Bar Table	Barnwood Top	\$ 231			
MESCTW		Mesa Cocktail Table	Barnwood Top, Bronze	\$ 263		36BKSB	36"	Round Bar Table	Black Top	\$ 240			
MESETB		Mesa End Table	Black Top, Bronze	\$ 206		VTN		36" Round Bar Table	Graphite Nebula Top	\$ 240			
MESETG		Mesa End Table	Glass Top, Bronze	\$ 206		VTP		36" Round Bar Table	Maple Top	\$ 240			
MESETW		Mesa End Table	Barnwood Top, Bronze	\$ 206		VTW		36" Round Bar Table	White Top	\$ 240			
REGBEN		Regis Bench/Table	Brushed Metal	\$ 287		BAR TABLES W/ HYDRAULIC CHROME BASE							
REGOTT		Regis End Table	Brushed Metal	\$ 254		30BKHB	30"	Round Bar Table	Black Top	\$ 286			
SEDBBK		Sedona Side Table	Black Top, Bronze	\$ 142		30BEHB	30"	Round Bar Table	Blue Top	\$ 286			
SEDBWH		Sedona Side Table	White Top, Bronze	\$ 142		30AGHB	30"	Round Bar Table	Brushed Gunmetal Top	\$ 286			
SEDBWD		Sedona Side Table	Wood Top, Bronze	\$ 142		30YSHB	30"	Round Bar Table	Brushed Yellow Top	\$ 286			

SHOW NAME:					BOOTH:						
CODE	QT	ITEM	DESCRIPTION	2023	TOTAL	CODE	QT	ITEM	DESCRIPTION	2023	TOTAL
BAR TABLES W/ HYDRAULIC CHROME BASE (continued)						CONFERENCE TABLES (continued)					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 286		CB8		42" Round Madison Table	Gray Acajou, Black	\$ 382	
30GSHB		30" Round Bar Table	Green Top	\$ 286		CONF42		42" Round Table	White Top	\$ 382	
30MTHB		30" Round Bar Table	Maple Top	\$ 286		42BKCT		42" Round Table	Black Top, Black	\$ 382	
30OSHB		30" Round Bar Table	Orange Top	\$ 286		BKCT5N		5' Table	Black Top, Silver	\$ 478	
30BRHB		30" Round Bar Table	Red Top	\$ 286		CONF5		5' Table	White Top, Silver	\$ 478	
30WHHB		30" Round Bar Table	White Top	\$ 286		BKCT8N		8' Table	Black Top, Silver	\$ 876	
30WDHB		30" Round Bar Table	Barnwood Top	\$ 286		CONF8		8' Table	White Top, Silver	\$ 876	
30MAHB		30" Round Bar Table	Gray Acajou Top	\$ 286		BKC10N		10' Table	Black Top, Silver	\$ 876	
36BKHB		36" Round Bar Table	Black Top	\$ 336		CONF10		10' Table	White Top, Silver	\$ 876	
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 336		CF2		Geo Table, Rectangle	Glass Top, Black	\$ 478	
36MTHB		36" Round Bar Table	Maple Top	\$ 336		CE2		Geo Table, Rectangle	Glass Top, Chrome	\$ 478	
36WTHB		36" Round Bar Table	White Top	\$ 336		CF1		Geo Table, Rounded Square	Glass Top, Black	\$ 286	
BAR TABLE						CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 286	
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 302		MADC05		Madison 5' Table	Gray Acajou, Chrome	\$ 478	
BARSTOOLS						MADC08		Madison 8' Table	Gray Acajou, Chrome	\$ 876	
BSS		Banana Barstool	Black, Chrome	\$ 263		MADC10		Madison 10' Table	Gray Acajou, Chrome	\$ 876	
BST		Banana Barstool	White, Chrome	\$ 263		WD3		Work Table	White Top, White	\$ 295	
BLDBBK		Blade Barstool	Black	\$ 120		EXECUTIVE CHAIRS					
BLDBRD		Blade Barstool	Red	\$ 120		CUPCHA		Cupertino Mid Back Chair	Black Vinyl	\$ 248	
BLDBSB		Blade Barstool	Sky Blue	\$ 120		GENCHA		Genesis Chair	Black	\$ 184	
CBSBAZ		Chelsea Barstool	Azure Blue, Black Tower Base	\$ 184		PROGB		Pro Executive Guest Chair	Black Vinyl, Chrome	\$ 222	
CBSBBK		Chelsea Barstool	Black, Black Tower Base	\$ 184		PROEXB		Pro Executive High Back Chair	Black Vinyl, Chrome	\$ 263	
CBSBYL		Chelsea Barstool	Goldenrod Yellow, Black Tower Base	\$ 184		PROEXE		Pro Executive High Back Chair	White Vinyl, Chrome	\$ 263	
CBSBGY		Chelsea Barstool	Gray, Black Tower Base	\$ 184		PROMDB		Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$ 248	
CBSBOR		Chelsea Barstool	Orange, Black Tower Base	\$ 184		PROMID		Pro Executive Mid Back Chair	White Vinyl, Chrome	\$ 248	
CBSBWL		Chelsea Barstool	Walnut-look, Black Tower Base	\$ 184		TASKST		Task Stool	Black Fabric, Black	\$ 159	
XBAR		Christopher Barstool	White Vinyl, Chrome	\$ 206		OFFICE & PRODUCT DISPLAY					
LMBAR		Laguna Barstool	Maple, Chrome	\$ 184		TECH3		3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 174	
ROLLBL		Lift Barstool	Black Vinyl, Chrome	\$ 206		JD8		Madison Executive Desk	Gray Acajou, Chrome	\$ 573	
ROLLGY		Lift Barstool	Gray Vinyl, Chrome	\$ 206		TECH		Tech Desk, Powered	Black Metal, Black Laminate w/electrical unit	\$ 375	
ROLLRD		Lift Barstool	Red Vinyl, Chrome	\$ 206		TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical unit	\$ 567	
ROLLWH		Lift Barstool	White Vinyl, Chrome	\$ 206		BC8		Madison Bookcase	Gray Acajou, Chrome	\$ 446	
LUBSCL		Lucent Barstool	Frosted Acrylic, Chrome	\$ 263		PSHCCS		Posh Shelving	Chrome, Acrylic	\$ 365	
MARBBE		Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 263		PDL36B		Powered Locking Pedestal, 36"	Black	\$ 509	
MARBBK		Marina Barstool	Black Vinyl, Brushed Metal	\$ 263		PDL36W		Powered Locking Pedestal, 36"	White	\$ 509	
MARBBR		Marina Barstool	Brown Fabric, Brushed Metal	\$ 263		PDL42B		Powered Locking Pedestal, 42"	Black	\$ 599	
MARBRD		Marina Barstool	Red Fabric, Brushed Metal	\$ 263		PDL42W		Powered Locking Pedestal, 42"	White	\$ 599	
MARBWH		Marina Barstool	White Vinyl, Brushed Metal	\$ 263		LAMPS					
RSTSTL		Rustique Barstool	Gunmetal	\$ 120		LA15		Mason Floor Lamp	Brushed Silver	\$ 254	
BS001		Shark Barstool	White, Chrome	\$ 286		LA14		Mason Table Lamp	Brushed Silver	\$ 135	
BSR		Syntax Barstool	Black, Chrome	\$ 206		BARS & COUNTERS					
ZENBAR		Zenith Barstool	White, Chrome	\$ 184		MTBLPI		Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1435	
BS002		Zoey Barstool	White, Chrome	\$ 263		MTBUUL		Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$ 1211	
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME						MTCLPI		Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1435	
VNTBNP		Ventura Communal Bar Table	Black Top, Silver	\$ 742		MTCPUL		Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$ 1354	
VNTMNP		Ventura Communal Bar Table	Maple Top, Silver	\$ 742		GREENERY					
VNTWNP		Ventura Communal Bar Table	White Top, Silver	\$ 742		HDG4FT		Boxwood Hedge, 4'	Green, Black	\$ 557	
VNTCBN		Ventura Communal Cafe Table	Black Top, Silver	\$ 557		HDG7FT		Boxwood Hedge, 7'	Green, Black	\$ 876	
VNTCMN		Ventura Communal Cafe Table	Maple Top, Silver	\$ 557		DIVIDERS					
VNTCWN		Ventura Communal Cafe Table	White Top, Silver	\$ 557		DIVBAR		Clear Divider, Bar/Counter	Clear, Black	\$ 190	
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME						DIVFRE		Clear Divider, Freestanding	Silver, Clear	\$ 318	
VNTBMW		Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	\$ 742		DIVFCR		Clear Divider, Freestanding Corner	Silver, Clear	\$ 635	
VNTBWW		Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 742		DIVFWL		Clear Divider, Freestanding Wall	Silver, Clear	\$ 318	
VNTCMW		Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	\$ 557		DIVFST		Clear Divider, Sofa/Table	Silver, Clear	\$ 238	
VNTCWW		Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 557		DIVFWB		Divider, Freestanding Whiteboard	Silver, White	\$ 429	
CONFERENCE TABLES						MIRWHT		Miramar Divider, White	Molded Plastic	\$ 461	
36ATO		Atomic 36" Round Table	Glass Top, Chrome	\$ 254		STNSGN		Stanchion Sign Holder	Chrome	\$ 63	
42ATO		Atomic 42" Round Table	Glass Top, Chrome	\$ 254		STNCH1		Stanchion w/ Retractable Belt	Black, Chrome	\$ 72	

Show Name: 2023 Barrett-Jackson Auction New Orleans

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Deadline to Receive Discount Pricing: Monday, September 11, 2023

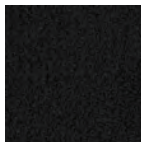


**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

## CARPET RENTAL ORDER FORM



Blue



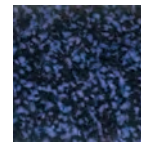
Black



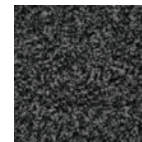
Gray



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'	\$ 320.75	\$ 449.00	\$ _____
10' x 20'	\$ 641.50	\$ 898.00	\$ _____
10' x 30'	\$ 962.25	\$1,347.00	\$ _____
10' x 40'	\$1,283.00	\$1,796.00	\$ _____

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.	\$6.00	\$8.50	\$ _____

### 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



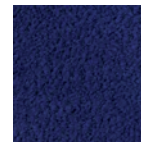
Ivory



Beige



Big Blue Top



Royal Blue



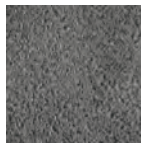
Navy Blue



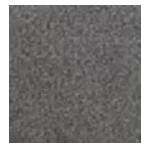
Red



Burgundy



Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

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

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$1.52 sq ft	\$2.13 sq ft	\$ _____
_____	Double Padding	\$3.04 sq ft	\$4.26 sq ft	\$ _____
_____	Plastic Covering	\$ .91 sq ft	\$1.27 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 9.45%.

23-LA0913-T



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**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

## CLEANING SERVICE ORDER FORM

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	\$ .79/sq. ft./day	\$1.11/sq. ft./day
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$1.69/sq. ft.	\$2.37/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.	\$183.75	\$257.25

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

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

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

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**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

TURNKEY MODULAR EXHIBIT RENTAL

### 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

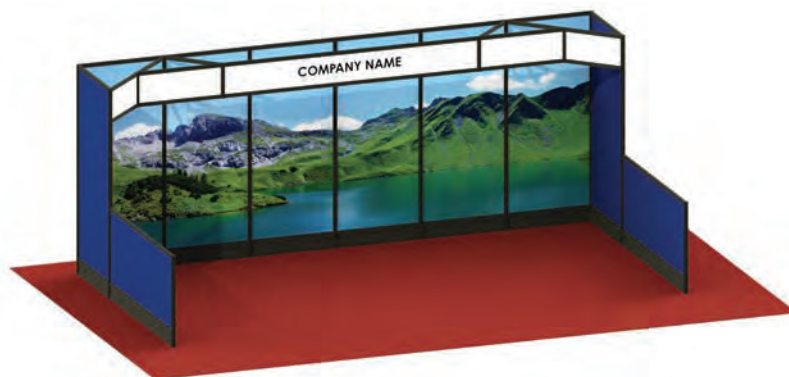
\$4,151.25

**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

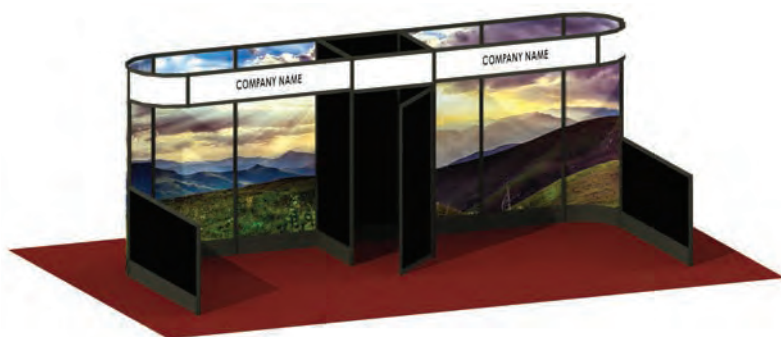
\$7,009.00

**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

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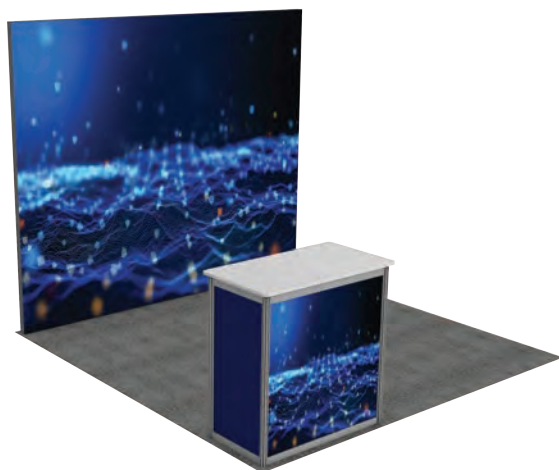
Show Venue: New Orleans Convention Center

Deadline to Receive Discount Pricing: Monday, September 11, 2023



**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

## TURNKEY MODULAR EXHIBIT RENTAL



### 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

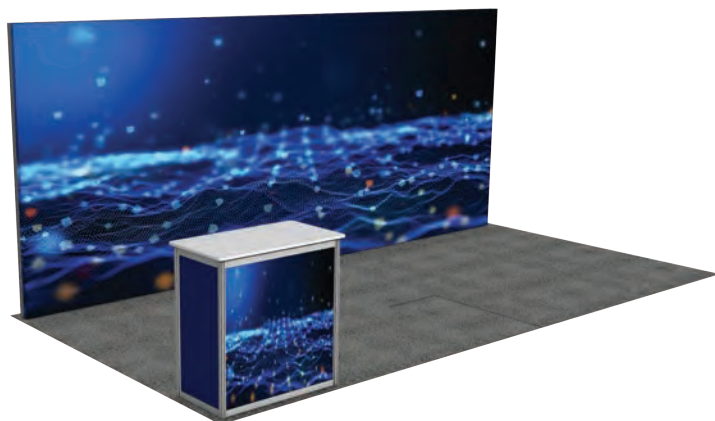
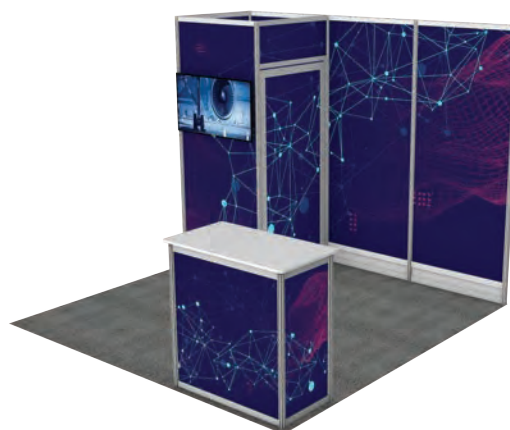
\$7,579.50

#### 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

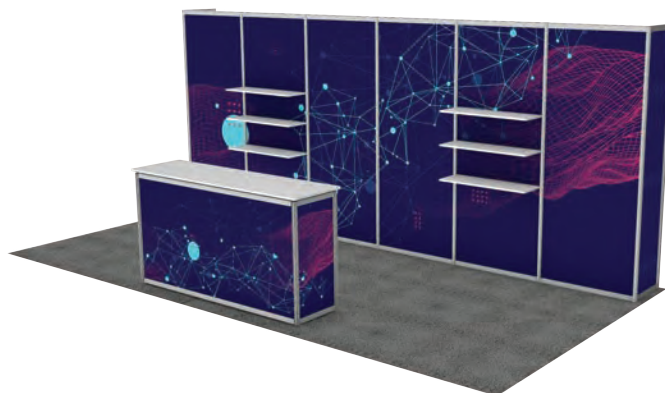
\$8,341.75

#### 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



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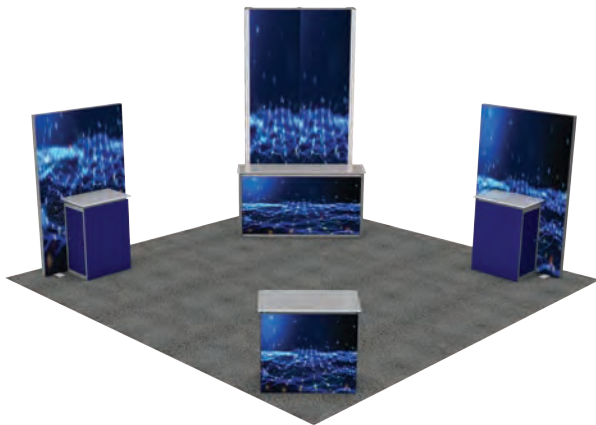
Show Venue: New Orleans Convention Center

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**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

## TURNKEY MODULAR EXHIBIT RENTAL



### 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

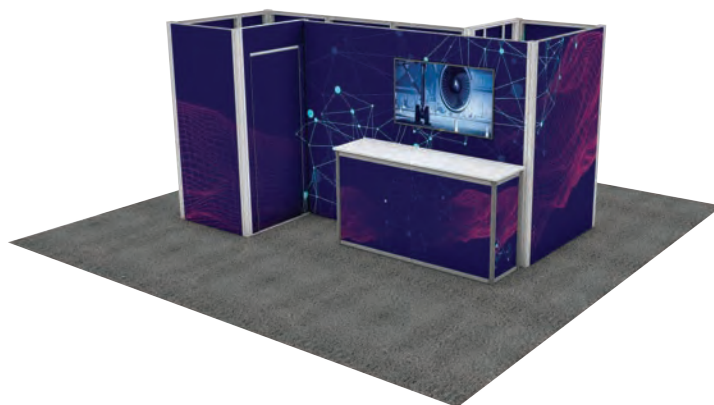
\$18,120.75

#### 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

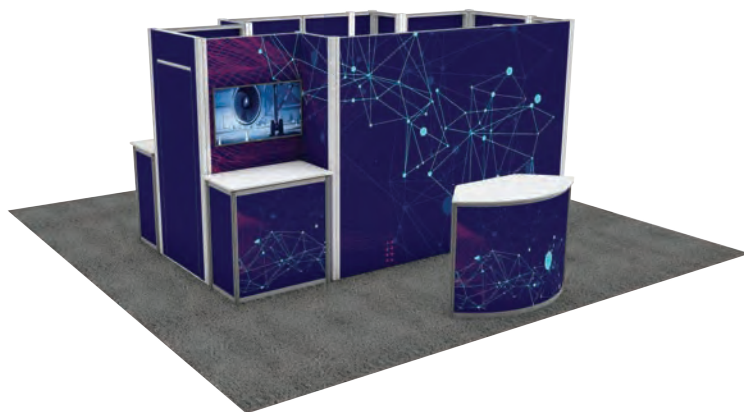
\$19,214.75

#### 20' x 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.					
<input type="radio"/> Red <input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> 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 9.45%.

23-LA0913-T

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**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

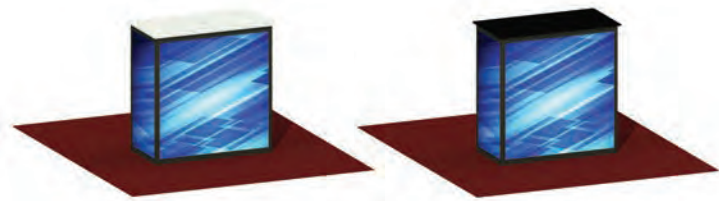
## COUNTER OPTIONS

### 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 9.45%.

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

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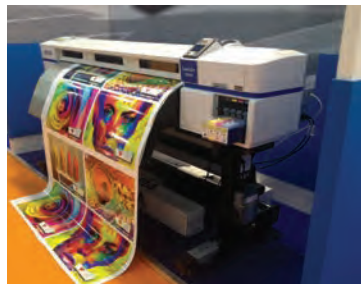
Show Venue: New Orleans Convention Center

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**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

## GRAPHICS ORDER FORM



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	\$116.00	\$162.50	_____	\$ _____
18" x 24" Foamcore, double-sided	\$203.00	\$284.25	_____	\$ _____
22" x 28" Foamcore, single-sided	\$165.75	\$232.00	_____	\$ _____
22" x 28" Foamcore, double-sided	\$290.00	\$406.00	_____	\$ _____
24" x 36" Foamcore, single-sided	\$232.50	\$325.50	_____	\$ _____
24" x 36" Foamcore, double-sided	\$407.00	\$569.75	_____	\$ _____
28" x 44" Foamcore, single-sided	\$331.75	\$464.50	_____	\$ _____
28" x 44" Foamcore, double-sided	\$580.50	\$812.75	_____	\$ _____

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](mailto:Orders@aexservices.com) for pricing.

### FULL COLOR BANNER

Description	Discount	Standard	Qty.	Total
Custom Banner Size (per sq. ft.)	\$25.50	\$35.75	_____	\$ _____

### 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 [Graphics@AEXServices.com](mailto:Graphics@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 9.45%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ 23-LA0913-T



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**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

## CUSTOM HANGING SIGNS

### Invest in Your Company's Success!

#### Order your Custom Hanging Sign Today

- More Visibility on the Show Floor
- Great Branding
- Draw More Attention to Your Booth Location

#### Circular Design



Size	Discount Rate	Standard Rate
10' x 36"	\$3,345.00	\$ 4,683.00
10' x 48"	\$4,462.50	\$ 6,247.50
15' x 36"	\$4,830.75	\$ 6,763.00
15' x 48"	\$6,609.75	\$ 9,253.75
20' x 48"	\$8,799.75	\$12,319.75

#### Square Design



Size	Discount Rate	Standard Rate
10' x 36"	\$4,242.25	\$ 5,939.25
10' x 48"	\$5,661.75	\$ 7,926.50
15' x 36"	\$6,280.00	\$ 8,792.00
15' x 48"	\$8,263.00	\$11,568.25
20' x 48"	\$10,875.50	\$15,225.75

#### Wave Design



Size	Discount Rate	Standard Rate
10' x 48"	\$2,679.25	\$3,751.00
15' x 48"	\$4,201.75	\$5,882.50
20' x 48"	\$5,738.00	\$8,033.25

#### Triangular Design



Size	Discount Rate	Standard Rate
10' x 48"	\$4,259.50	\$ 5,963.25
15' x 48"	\$6,389.75	\$ 8,945.75
20' x 48"	\$8,702.50	\$12,183.50

#### CUSTOM SIGNS INCLUDE:

- Rental Frame
- Basic Harness
- Printed Fabric Pillow Case (Dye Sublimation)
- Blockout Liner
- Carrying Case
- Delivery to Show Site

#### ASSEMBLY AND HANGING ARE NOT INCLUDED

To receive the discount rate, order form, payment authorization and artwork must be received by the discount deadline. Cancellations will not be accepted once your graphic artwork has been approved for production. Additional shapes/sizes are available.

SUBTOTAL CUSTOM HANGING SIGN 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 9.45%.

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

23-LA0913-T

## NEW ORLEANS, LA

### 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 LABOR, FREIGHT, AND RIGGING

Louisiana is a right to work state. Full time employees of the exhibiting company may set their own exhibits without using local union labor. Depending on the association that is doing the show, full time employees may hand carry their materials into the convention center, but may not use any type of assistance such as dollies or mechanical equipment. The loading and unloading docks will be controlled by the general contractor and union labor will be used for this.

All rigging, and assembling of signs must be done by the general contractor. Exhibitors or their EACs may supervise only. Only employees of the general contractor are allowed to be on lifts.

### ELECTRICAL

The Convention Center is responsible for the installation of all electrical distributions from the power source to the exhibit. Distribution is defined as all cable, connectors and hardware up to the first connection that follows the last branch circuit protection device. Any branch circuit connection which is terminated in a non-Nema rated connector (i.e., bare wire, disconnect) must be made by a Convention Center electrician. All A/V work must be done by an electrician. Often times, the EAC can take care of running and laying the electrical but cannot plug it in to the ground.

### HOURS

Straight time in New Orleans is from 8:00am-5:00pm M-F except holidays, with lunch from 12:00-1:00pm. Breaks are from 10:00-10:15 am and 2:30-2:45pm. Overtime begins after 5:00pm M-F and all day Saturday. Double time is on Sundays and holidays.

### TIPPING

Texas XPO 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 XPO 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.

Show Name: 2023 Barrett-Jackson Auction New Orleans

Show Dates: September 28 - September 30, 2023

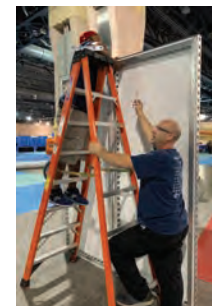
Show Venue: New Orleans Convention Center

Deadline to Receive Discount Pricing: Monday, September 11, 2023



**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

## 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	\$148.25 per hour	\$207.50 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$222.50 per hour	\$311.25 per hour
Double Time - DT:	Anytime on holidays	\$296.50 per hour	\$415.00 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 9.45%.**

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

23-LA0913-T



Show Name: 2023 Barrett-Jackson Auction New Orleans

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Show Venue: New Orleans Convention Center

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**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

**SUPERVISED INSTALLATION & DISMANTLE**

## 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 9.45%.

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

23-LA0913-T

## GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- The contractor certified employees ONLY will be allowed in aerial lifts.
- The contractor employees are the ONLY personnel allowed to operate mechanized equipment.
- The contractor certified employees must assemble and disassemble ALL overhead rigging including:
  - Overhead Truss
  - Attachment and removal of light fixtures for truss or signs
  - Assembly of hanging sign frame and graphics
- Additional installation required for chain motors, span sets and other packages.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advanced warehouse using the Advanced Hanging Sign shipping labels included in this manual. The container must arrive no later than advanced warehouse deadline date. If these procedures are not followed, the contractor cannot guarantee the hanging of your sign and additional fees may apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with National Electric Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Additional charges may be applied by the contractor due to regulations at the facility, weight limits, union jurisdictions, facility contacts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and / or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

## CHECKLIST FOR ORDERING HANGING SIGNS

- ☐ Submit Credit Card Authorization Form  
(Or Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- ☐ Order Assembly Labor to have your sign built by the contractor riggers  
(Fill out top section of the Hanging Sign/Banner Order Form)
- ☐ Order Install and Dismantle for all Hanging Signs, Truss and Motors
- ☐ Order any necessary Chain Motors, Rotating Motors and Truss  
(Remember to place separate electrical order to power any motors!)
- ☐ Submit diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advanced Warehouse by: **Monday, September 11, 2023**

Show Name: 2023 Barrett-Jackson Auction New Orleans

Show Dates: September 28 - September 30, 2023

Show Venue: New Orleans Convention Center

Deadline to Receive Discount Pricing: Monday, September 11, 2023



**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

## HANGING SIGN/BANNER ORDER FORM

### USE THIS FORM TO PLACE ORDERS FOR HANGING SIGNS & BANNERS FROM CEILING

- The contractor will install and disassemble non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely handle the banner.
- All Signs & Banners Hanging Orders must be received by **Monday, September 11, 2023**. Orders received after the deadline or at the Service Desk are subject to availability and a 30% surcharge.
- Complete plans for hanging must be provided and forwarded to The contractor with this "Hanging Sign/Banner Order Form" form completed.
- Any signs requiring additional equipment will be billed accordingly.
- If your sign requires electrical connections, please also contact the Electrical Services Provider.

#### RATES:

Straight Time - ST: Monday - Friday, 8:00 AM - 4:30 PM  
Overtime - OT: Monday - Friday, Before 8:00 AM, After 4:30 PM  
Anytime Saturday/Sunday  
Double Time - DT: Anytime on holidays

#### THE FOLLOWING INFORMATION MUST BE COMPLETED FOR ACCURATE HANGING OF YOUR BANNER:

Size of Sign: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_

Shape of Sign: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other \_\_\_\_\_

#### RATES FOR HANGING SIGNS:

Please Note: The Contractor's Certified employees are required to assemble all hanging signs to ensure structural integrity.

#### SIGN ASSEMBLY / DISASSEMBLY LABOR

Straight time (8:00 am to 4:30 pm, Monday through Friday):

One (1) Hour minimum, One (1) hour increments there after

#### Discount

\$191.25 hr/person

#### Standard

\$267.75 hr/person

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

#### OVERHEAD SIGN HANGING CREW

Straight time (8:00 am to 4:30 pm, Monday through Friday):

One (1) Hour minimum, One (1) hour increments there after

#### Discount

\$735.25 hr/crew

#### Standard

\$1,029.25 hr/crew

	Start Date	Start Time	Approx. Hours	Hanging Crew Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED OVERHEAD SIGN LABOR 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 9.45%.

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

23-LA0913-T



Show Name: 2023 Barrett-Jackson Auction New Orleans

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**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

## HANGING SIGN/BANNER EQUIPMENT

### USE THIS FORM TO ORDER RIGGING EQUIPMENT FOR HANGING SIGNS & BANNERS FROM CEILING

The contractor will install and disassemble non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely handle the banner. Any signs requiring additional equipment will be billed accordingly. If your sign requires electrical connections, please also contact the Electrical Services Provider.

#### INCLUDE THE FOLLOWING ITEMS WITH YOUR TRUSS/MOTOR ORDER:

- ☒ Overhead Rigging / Sign Hanging Order Form
- ☒ Sign/Hanging Diagram
- ☒ Placement Grid
- ☒ Hanging Sign Instructions

#### TRUSS (A motor must be ordered to hoist a truss)

Description	Discount	Standard	Qty.	Total
12" Silver Box Truss, per ft.	\$ 38.75	\$ 54.25	_____	\$ _____
12" Black Box Truss, per ft.	\$ 38.75	\$ 54.25	_____	\$ _____
12" Silver Corner Block	\$145.50	\$203.75	_____	\$ _____
12" Black Corner Block	\$145.50	\$203.75	_____	\$ _____
Design Fee, per hour	\$242.00	\$338.75	_____	\$ _____

Truss Details (Quantity & Size): \_\_\_\_\_

#### MOTORS (A motor must be ordered to hoist a truss) ☐ Rotate Clockwise (Right) ☐ Rotate Counterclockwise (Left)

Description	Discount	Standard	Qty.	Total
One Ton Hoist/Chain Motor	\$823.00	\$1,152.25	_____	\$ _____
Half Ton Hoist/Chain Motor	\$726.25	\$1,016.75	_____	\$ _____
1/4 Ton Hoist/Chain Motor	\$435.50	\$ 609.75	_____	\$ _____
Rotating Motor 500 LB limit	\$774.50	\$1,084.25	_____	\$ _____
Rotating Motor 200 LB limit	\$435.50	\$ 609.75	_____	\$ _____

SUBTOTAL MATERIAL HANDLING 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 9.45%.

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

23-LA0913-T

## HANGING SIGN LAYOUT

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Back of Booth


Booth:

Booth:

Front of Booth

1 box = NaN square foot

Number of feet from floor to top of sign: \_\_\_\_\_

Supervision for assembly and disassembly of overhead hanging sign can be provided by the contractor or by your company representative, display house, independent or lighting contractor.

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

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**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

## FORKLIFT/RIGGING CREW

### 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	\$296.50 hr/crew	\$415.00 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$444.75 hr/crew	\$622.75 hr/crew
Double Time - DT:	Anytime on holidays	\$593.00 hr/crew	\$830.25 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 9.45%.

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

23-LA0913-T



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**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

REQUEST FOR SET-UP BY AN EXHIBITOR-APPOINTED CONTRACTOR

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/Texas XPO 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/Texas XPO Services a month prior. No Request, addendum or substitutions received after the specified date will be considered.
2. AEX/Texas XPO 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/Texas XPO 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/Texas XPO Services**  
**3089 English Creek Ave**  
**Egg Harbor Twp, NJ 08234**  
**(609)272-1600 \* FAX: (609)272-1680**

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**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

**AUTHORIZATION FOR EXHIBITOR'S AGENT BILLING**

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/Texas XPO 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/Texas XPO 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/Texas XPO Services service desk by 12:00 noon on the day before the meeting closes. AEX/Texas XPO 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 \_\_\_\_\_

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**TEXAS XPO**  
TEXAS EXPOSITION SERVICES

CREDIT CARD AUTHORIZATION & AGREEMENT FOR 3RD PARTIES

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

Card Number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Exp. Date: 

--	--	--	--

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

23-LA0913-T



<b>ACORD</b> <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">1.</span>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			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				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <div style="text-align: center;">INSUREERS AFFORDING COVERAGE</div>			
INSURED <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">2.</span> 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:			
COVERAGES							
<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">3.</span> 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	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">4.</span> TYPE OF INSURANCE	POLICY NUMBER	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">7.</span> POLICY EFFECTIVE DATE (MM/DD/YY)	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">8.</span> POLICY EXPIRATION DATE (MM/DD/YY)	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">9.</span> 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-AI1	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"/> _____ <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)		
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY-EA ACCIDENT		
					OTHER THAN	\$ \$	
					AUTO ONLY:	\$ \$	
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	X	WC STATU- ORY LIMITS	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		
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">5.</span> (Show Management), Texas Exposition 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		X	ADDITIONAL INSURED; INSURER LETTER: <u>  X  </u>		CANCELLATION		
<span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">6.</span> AEX/Texas XPO 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 <div style="text-align: center;">   <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">10.</span> </div>			

1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. 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.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. 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).

6. CERTIFICATE HOLDER: (SHOW MANAGEMENT), ADDRESS:
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



# EXHIBITOR POLICIES & INFORMATION



**Your event's Exhibitor Rules may prohibit certain services, features, or booth design elements outlined in these facility regulations.**

**Please review the specific rules for your event for any prohibitions that may apply.**

### **NOENMCC EXHIBIT SERVICES**

The NOENMCC Exhibit Services Team is here to serve you with excellent customer service. Your Exhibit Services Coordinator is the primary contact for your electrical, plumbing, internet and telephone needs. Our goal is to provide you with personalized support in advance of your event, during your event at the service center located on the exhibit floor, and after your event when ordering our services.

Please place your advance order through our online ordering portal at least 21 days before your event's first contracted move in date to receive the best prices available at <https://services.mccno.com>

If you need assistance navigating our online ordering system, have questions or need to make revisions to an existing order, please contact our team either by email at [exhibit\\_services@mccno.com](mailto:exhibit_services@mccno.com) or by phone at 504-582-3036. The NOENMCC Exhibit Services Department is dedicated to making your event a success!



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## ACCESS POLICY

The NOENMCC requires that all Event Organizers, general contractors, suppliers, and exhibitors on property display an appropriate credentials at all times.

Event organizers may require additional credentials, such as wristbands, to access show specific areas such as exhibit halls.

The NOENMCC requires that all Exhibitor-Appointed Contractors and their workers wear ESCA (WIS) badges at all times. Workers without correct credentials will not be allowed to enter the facility.

(EAC) Workers must use only designated doors to enter or exit the facility. Violation of NOENMCC's access policy will result in suspension from the facility.

Any after hour access to exhibit hall must be approved through Event Organizer.

## ANIMALS

An exhibitor wishing to display live animals as an integral part of an exhibit must furnish the NOENMCC with Event Organizer's written approval before any waivers can be made.

Event Organizer is required to furnish type, sizes, weights, and ages of the animals, as well as detailed plans of pens, cages, or barriers that will contain them.

The owner or handler will be fully responsible for the animal(s) at all times. Animals must be removed from the facility to be relieved.

The general contractor will be responsible for floor protection.

Animals must be removed from the NOENMCC after event closes each day.

A certificate of insurance may be required based on animals considered as an endangered species or wildlife type of animal. Please contact your Event Manager for details.

## ATM'S

NOENMCC has (4) four ATM machines conveniently located throughout the lobby areas.

### BALLOONS

Helium-filled balloons are allowed in the NOENMCC only as part of a display and must be securely fastened to the booth. **Balloons may not be distributed within the NOENMCC.**

Exhibitor is responsible for all expenses incurred for removal of balloons that become entangled in the NOENMCC's ceiling trusses.

Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and must be removed from within the NOENMCC during all event hours.

### BOOTH STORAGE AND CRATES

NOENMCC does not provide storage for crates or freight of any kind. Exhibitors must make arrangements with the general contractor for storage of crates and other packing materials.

Combustible materials such as brochures, literature, give-aways, etc., within exhibit booths are limited to a one day supply.

**NOTHING** may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor.

NOENMCC inspects all exhibits to ensure compliance. Please contact the general contractor for assistance regarding storage.

### BUILDING DAMAGE

Painting of any kind within the NOENMCC is strictly prohibited.

Nothing may be glued, taped, tacked, nailed, or in any way affixed to any interior or exterior surface of the NOENMCC. Nothing may be attached to exhibit floor columns, even within booths; drilling into NOENMCC concrete floor is prohibited.

Glitter and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the NOENMCC.

Any reports of building damage will be reported by the NOENMCC Public Safety Department and could result in additional charges.



### COOKING GUIDELINES

#### **Sodexo Live! – Exclusivity**

Sodexo Live! is the exclusive catering provider at the NOENMCC. All food and beverage including samples, sodas, coffee, all forms of potable water, all refrigerated product storage; coat, bag, and luggage check are exclusive.

All food and beverage items in the exhibit halls must be purchased through the NOENMCC's Food and Beverage Department. This includes bottled water.

Sodexo Live! is solely licensed to sell, dispense, and/or serve alcoholic beverages.

An NOENMCC bartender must dispense all alcoholic beverages. **Louisiana State Law prohibits alcoholic beverages from being brought into the NOENMCC.**

Please contact (504) 670-7200 for assistance with catering, food preparation, paper products, or ice.

### FOOD/BEVERAGE DISPENSING

Exhibitors may not dispense food and/or beverages of any kind, including bottled water, without written permission from NOENMCC and Sodexo Live!. Contact Sodexo Live! for specific details and approval forms. All requests for cooking are to be submitted 30 days in advance to Sodexo Live!.

Food and/or beverage purchased outside of the NOENMCC may not be brought into or consumed within the center.

The NOENMCC and Sodexo Live! are solely licensed to sell, dispense, and/or serve alcoholic beverages.

**Louisiana State Law prohibits alcoholic beverages from being brought into the NOENMCC. The NOENMCC rigorously enforces this law.**

### COOKING AND COOKING APPLIANCES

Cooking in the NOENMCC is permitted on a limited basis. Prior written approval is required.

Small electric cook-tops and ovens will be allowed for warming.

Small 2½-gallon electric deep-fat fryers and small grills of not more than 200 square inches will be allowed.

All frying equipment must be equipped with a grease shield.

Any deep frying will require a Type K Fire Extinguisher within the booth. A Fire Watch is required. Please contact the Event Manager for additional information.

No propane tanks are allowed to be used within the NOENMCC.

### COOKING SAFETY RULES

Exhibitors demonstrating or using cooking appliances must have at least two 3-A: 40-B: C extinguishers in the booth at all times.

Cooking appliances must be isolated from spectators by at least four feet or by a barrier between the appliances and the spectators.

Use of cooking appliances requires prior approval of the NOENMCC. No overnight cooking is allowed.

Grease may be disposed of ONLY in Event Organizer or general contractor provided grease containers.

NOENMCC restrooms or concession stands may not be used for cleaning of cooking utensils or equipment. Please use the clean-up area designed and installed by the association.

### OPEN FLAME

No open-flame lighting devices may be used in the NOENMCC.

Portable cooking equipment not fuel connected is permitted if equipment is fueled by small heat sources that can be readily extinguished by water, such as alcohol or solid alcohol gel.

Proper precautions must be made to prevent ignition of combustible materials. Prior written approval of NOENMCC is necessary.

**A permit from the City of New Orleans is required.** A Fire Watch may be required. Please contact the Event Manager for more information.

### COMPRESSED GASES

Compressed gases are not allowed inside of the NOENMCC in other than approved containers. Only a one-day supply will be allowed in the display area and must be secured.

No storage of compressed gases is allowed in the NOENMCC.

Wherever compressed gases are used in a booth or display area, a "CAUTION" sign must be posted.

The amount of compressed gas used in the booth or display area must have prior approval from the NOENMCC.

**The NOENMCC does not allow heavier- than-air gases (propane, butane) or Liquefied Petroleum Gas (LPG) to be used or brought into the center.**

Natural gas is available from the NOENMCC upon request.

### COPYRIGHT FEES

All ASCAP, BMI, SESAC or other copyright fees applicable to music or entertainment used as part of an exhibit are the sole responsibility of the exhibitor.

The Event Organizer must make arrangements directly with the applicable copyright agency.

### ELECTRICAL TRANSFORMERS

The NOENMCC has a limited supply of transformers available to boost or step down electrical voltage. Due to limited supply we encourage you to supply your own. However, should you need us to provide this item, please contact our Exhibitor Services Department by email at [exhibit\\_services@mccno.com](mailto:exhibit_services@mccno.com) or by phone at (504) 582-3036 for pricing and availability at least 60 days in advance.

NOENMCC cannot supply electrical converters, exhibitors must furnish these. All connections must conform to NEMA configurations.

### EMERGENCY EQUIPMENT

No equipment, booths, signs, displays, or other items can block or obstruct any emergency phones, alarms, sprinkler valves, or hose connection.

### EXITS

No furnishings, decorations, or other booth objects can obstruct exits, access to exits, or visibility of emergency exits.

The path of travel to exits may not be blocked by furniture or any other movable objects.

NOENMCC reserves the right to request battery operated exit signs to structures that obstruct the view to any exit.

### EXHIBIT CONSTRUCTION & DECORATION

All combustible materials used in exhibit construction must be treated with an effective flame-retardant.

Only non-combustible materials or fire-retardant wood may be used for exhibits, scenery, or props.

All curtains, drapes, carpet, carpet padding, and decorative materials must be treated with a flame-retardant.

The NOENMCC rigorously enforces this regulation and may field flame test any questionable materials.



### EXPLOSIVES

No one is allowed to bring into the NOENMCC any substance of an explosive nature such as fireworks or Class B or Class A explosives without prior written approval from the NOENMCC and the New Orleans Fire Prevention Division. A Fire Watch is required.

### FLAMMABLE LIQUIDS (KEROSENE, GASOLINE, MINERAL SPIRITS, OTHER, ETC.)

Flammable liquids are not allowed within the NOENMCC. Filling of any tank or device with any flammable liquid inside the NOENMCC is not permitted.

### FLOOR LOAD

The flooring of the NOENMCC exhibit halls is concrete slab with a maximum load capacity of 350 pounds per square foot; some areas in Halls H through J have a maximum floor load of 500 pounds per square foot.

If any equipment in an exhibit exceeds the stated weight limits, exhibitor must supply the NOENMCC with detailed plans of original equipment and weight load on all points, as well as plans showing proposed method of weight redistribution.

A licensed structural engineer must certify plans. **These plans must be received by the NOENMCC at least three (3) months prior to the event.**

The NOENMCC reserves the right to utilize outside consultants, at exhibitor's expense, for field inspections and weight verifications. Please contact the NOENMCC Event Manager or additional information.

### FREIGHT AND DELIVERIES

**The NOENMCC cannot accept freight shipments or packages for exhibitors, event organizers, or contractors at any time.**

Freight must be arranged and managed through the official general contractor. There are no exceptions to this policy.

Exhibitors carrying in their equipment and displays must use a freight gate.

The NOENMCC does **NOT** provide carts, dollies, pallet jacks, labor, etc., for exhibitors' use.

**Loading and unloading through the lobby glass doors are prohibited. Only hand carried or wheeled items that can be rolled through a single glass lobby door is allowed.**

Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load.

Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through the event's general contractor.

### GRATUITIES

We are here to serve you, therefore the NOENMCC has a very strict "no tipping" rule.

No exhibitor or contractor or representative of an exhibitor, may give any gratuities, tips, or gifts of any kind to any employee of the NOENMCC or its vendors.

Any request for gratuities, tips, or gifts by any employee of the NOENMCC or its vendors should be reported at once to the NOENMCC Management.

### HAZARDOUS MATERIALS

**OSHA** requires that all containers of hazardous materials be labeled and display appropriate warnings.

Exhibitors displaying or using hazardous materials must submit Material Safety Data Sheets and manifests to the NOENMCC at least 60 days prior to move-in.

Any container not clearly labeled and identified will be removed from within the NOENMCC, tested, and disposed of at exhibitor's expense.

Fluids, chemicals, petroleum-based products, medical and biological waste, hazardous waste, and contaminated materials must be identified and disposed of in the manner mandated by federal, state, and local regulations.

Arrangements for the disposal of wastes can be made through the general contractor. Exhibitor is responsible for all disposal costs.

### LASERS

Exhibitors demonstrating or displaying lasers must comply with all provisions of ANSI Z136.1.

Any potentially dangerous laser beams must be enclosed or otherwise made inaccessible to spectators.

All laser beams must terminate in a beam block sufficient for the wavelength and energy of the beam.

Precautions must be taken to eliminate exposure to stray beams or spurious reflections.

### MULTIPLE-STORY & ENCLOSED BOOTHS

Detailed plans of multiple-story or enclosed booths must be submitted **60 days prior to move-in**. Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling.

Ceiling clearances in the NOENMCC vary from 26' 4" to 59', with most areas having a minimum of 30' clearance.

Multiple-story booths cannot be located under passenger or utility truss ways. Booth plans must specify the maximum number of occupants and must have a structural engineer's stamp certifying the maximum occupant load capacity.

Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.

**A permit from the City of New Orleans is required.** A Fire Watch may be required. Please contact the NOENMCC Event Manager for more information.

### PARKING

The NOENMCC manages and operates several adjacent parking lots. The standard daily rate is \$20 per vehicle, with no in/out privileges. Oversized vehicle parking is available at variable rates.

No overnight parking is allowed in any NOENMCC parking lots. Please contact the Event Manager for additional information.

### PERSONAL PROPERTY

Exhibitors should not leave valuables or personal items (laptops, cell phones, tablets, purses, cameras, briefcases, etc.) on tabletops, behind booth drape, or in any unsecured areas of the exhibit. Please remove all such items from the building at the close of show each day.

During move-out, please do not leave your booth unattended until all of your display materials have been packed and crated.



### POOLS, FOUNTAINS, PONDS, LANDSCAPES, ETC.

All fountains, pools, ponds, etc., must be watertight and free of leaks.

Fountains, aquariums, pools, etc., may not be filled from NOENMCC restrooms or janitors' closets.

Portable hot and cold-water may be ordered for exhibitors' use. Please contact the Exhibit Services Department for more information. They can be reached at [exhibit\\_services@mccno.com](mailto:exhibit_services@mccno.com) or by phone at (504) 582-3036.

Any exhibitor using soil, humus, or other landscaping materials must provide a covering between the NOENMCC flooring and the exhibit to prevent damage to finished floor and to ensure safety. NOENMCC personnel will inspect all such exhibits.

### RIGGING

NOENMCC's prior written authorization is required for any rigging installation that exceeds the limit of 250 lbs. per hanging point in peaked-ceiling areas of the exhibit halls.

Only the NOENMCC or the general contractor is authorized to rig within the facility. Exhibitors requiring hanging of signs, lights, etc., must submit rigging plans to the general contractor at least 60-days before move-in.

Electrical service for hanging sign motors is not included with the rigging costs and must be ordered separately. Be sure to include overhead service when placing your electrical order.

Lighting ordered from and installed by the NOENMCC does not require prior approval.

**Rigging in finished-ceiling areas of Halls E, F, G, H, I, and J requires special arrangements.**

Please contact the NOENMCC Exhibit Services Department for more information.

### RUNNING FUEL-POWERED MOTORS OR MACHINERY

All fuel-powered motors must have an exhaust system that will prevent any fumes from being emitted. Prior NOENMCC approval is required.

A Fire Watch may be required. Please contact the NOENMCC Public Safety Department.

### SMOKING

The NOENMCC promotes a smoke free environment for its customers and employees.

**Smoking and vaping is prohibited at all times in all areas**, including exhibit halls, loading docks, lobbies, food service areas, public and service corridors, and restrooms.

Exhibitors and attendees are allowed to smoke outside in front areas of facility.

### TENTS, AWNINGS, CANOPIES

The use or display of tents, awnings, or canopies requires prior written approval of both the NOENMCC and the New Orleans Fire Prevention Division.

Written requests must be submitted to the **NOENMCC at least 60 days in advance** to move-in and must include detailed plans showing size, height, location, anchoring details, and certification of flame retardancy for all materials.

NOENMCC does not allow contractors to anchor tents, awnings, or canopies to the floor, walls, or columns of the facility.

**A permit from the City of New Orleans is required.** A Fire Watch or fire extinguisher may be required. Please contact the NOENMCC Event Manager for additional information.

### UPS BUSINESS CENTER

The NOENMCC manages and operates the UPS Store which is conveniently located in Lobby F.

On-site printing and shipping needs are available, as well as finishing services such as laminating, collating, stapling, and binding.

Signs and banners can be ordered.

### VEHICLES ON STATIC DISPLAY

Vehicles may not be displayed without the prior written approval of the NOENMCC Public Safety Department.

Any fuel-powered vehicle on static display must have the smallest possible amount of fuel, not more than 1/8th tank or 10 gallons, or 1/4th tank for diesel, whichever is less.

The gas cap must be locked or sealed by tape; batteries must be disconnected. The general contractor must keep a key nearby at all times.

Vehicles may not be started, run, or moved during event hours.

The date/time vehicle is to arrive is to be provided 14 days in advance. NOENMCC Public Safety Department will perform inspection upon arrival.

### WASTE DISPOSAL

No oils, combustibles, or any liquids other than water may be poured in the NOENMCC drainage or sewer systems. No tools, machines, or other items may be emptied, washed, or rinsed in NOENMCC restrooms. Please contact the NOENMCC Event Manager for more information.

### FACILITY CONTACT INFORMATION

#### NEW ORLEANS ERNEST N. MORIAL CONVENTION CENTER

(504) 582-3000

900 Convention Center Boulevard New Orleans, LA 70130

#### EVENT SERVICES

(504) 582-3011

Your Event Manager will provide you with information on the NOENMCC, and its operating policies, procedures, and regulations.

#### PRODUCTION SERVICES DEPARTMENT

(504) 582-3018

Your Ancillary Production Manager will assist with any production and rigging questions or requirements.

#### EXHIBIT SERVICES DEPARTMENT

(504) 582-3036

Email: [exhibit\\_services@mccno.com](mailto:exhibit_services@mccno.com)

Online Ordering Portal: <https://services.mccno.com>

The Exhibit Services Department will manage the service desk and assist you with your electrical, technology, utility orders, and the scheduling of electrical labor.

#### FOOD & BEVERAGE

(504) 670-7200

Sodexo Live! is the exclusive provider of all food and beverage and has exclusive rights to all novelty sales, coat and luggage check within the NOENMCC.

#### PUBLIC SAFETY DEPARTMENT

(504) 582-3040: 24-Hour Base Station

(504) 582-3050: Public Safety Department

The Public Safety Department is responsible for maintaining security and safety in all areas of the NOENMCC. The Public Safety Department will identify the level of security required for your event, and is the sole liaison between your event and City and State Fire Prevention Authorities.





# ELECTRICAL SERVICES PRICING FORM

ORDERS CAN BE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT [exhibit\\_services@mccno.com](mailto:exhibit_services@mccno.com) OR BY PHONE AT 504-582-3036

**ADVANCED RATE DEADLINE IS AUGUST 28, 2023. ONSITE RATES EFFECTIVE SEPTEMBER 18, 2023.**

<b>120 Volt Service - (Includes labor for the installation)</b>	<b>Advanced</b>	<b>Standard</b>	<b>Onsite</b>
5 AMP - 0-600 watts (Phones, laptops, lead retrieval, water cooler)	\$120.00	\$138.00	\$179.00
10 AMP - 601-1200 watts (Desktop, fax, printer, TV, refrigerator)	\$160.00	\$184.00	\$239.00
15 AMP - 1201- 1800 watts (Vacuum, coffee pot, iron, toaster)	\$175.00	\$201.00	\$262.00
20 AMP - 1801-2400 watts (Heater, copier, microwave)	\$202.00	\$232.00	\$302.00
<b>208 Volt 1Ø Service - (Includes labor for the installation)</b>	<b>Advanced</b>	<b>Standard</b>	<b>Onsite</b>
20 AMP	\$338.00	\$389.00	\$505.00
30 AMP	\$433.00	\$498.00	\$647.00
60 AMP	\$673.00	\$774.00	\$1,006.00
100 AMP	\$938.00	\$1,079.00	\$1,402.00
200 AMP (Price includes overhead service)	\$2,300.00	\$2,645.00	\$3,439.00
400 AMP (Price includes overhead service)	\$3,700.00	\$4,255.00	\$5,532.00
<b>208 Volt 3Ø Service - (Includes labor for the installation)</b>	<b>Advanced</b>	<b>Standard</b>	<b>Onsite</b>
20 AMP	\$472.00	\$543.00	\$706.00
30 AMP	\$591.00	\$680.00	\$884.00
60 AMP	\$959.00	\$1,103.00	\$1,434.00
100 AMP	\$1,500.00	\$1,725.00	\$2,243.00
200 AMP (Price includes overhead service)	\$3,300.00	\$3,795.00	\$4,934.00
400 AMP (Price includes overhead service)	\$6,100.00	\$7,015.00	\$9,120.00

<b>Lighting, Extension Cords &amp; Multiple Connection Boxes</b>	<b>Advanced</b>	<b>Standard</b>	<b>Onsite</b>
1000 Watt par 64 theatrical spot (Inc. power/install/focus/removal)	\$500.00	\$600.00	\$780.00
Single Extension Cords (Power and labor not Included)	\$25.00	\$26.00	\$28.00
Multiple Connection Boxes (Boxes include 4 outlets)	\$25.00	\$26.00	\$28.00

- Electrical service typically is provided from the floor. There is an additional fee for ceiling drops and 24-hour service. The option to add these services is located under suggested items when selecting your electrical outlets.

Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full (**less the 3% credit card fee**). Cancellation requests received with 7 days of the first contracted event move in day will receive a 50% refund (**less the 3% credit card fee**). No refunds will be applied to order **canceled** once the first event contracted move in day occurs.

**Cancelled/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on an individual basis and are based on the event's status change.**



# INTERNET & NETWORK CONNECTIVITY PRICING FORM

ORDERS CAN BE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)  
IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT [exhibit\\_services@mccno.com](mailto:exhibit_services@mccno.com) OR BY PHONE AT 504-582-3036

**ADVANCED RATE DEADLINE IS AUGUST 28, 2023. ONSITE RATES EFFECTIVE SEPTEMBER 18, 2023**

## Wired Internet Service - (Installation Labor Included)

Shared - No router allowed	Advanced	Standard	Onsite
Private IP	\$995.00	\$1,144.00	\$1,488.00
Additional IP Address up to 4 (rates are per additional IP)	\$150.00	\$173.00	\$224.00
Public IP	\$1,300.00	\$1,495.00	\$1,944.00
Additional Address up to 4 (rates are per additional IP)	\$150.00	\$173.00	\$224.00
Dedicated-Private - Routers supported	Advanced	Standard	Onsite
3 Mbps, 4 IP	\$3,500.00	\$4,025.00	\$5,233.00
6 Mbps, 10 IP	\$5,500.00	\$6,325.00	\$8,223.00
10 Mbps, 10 IP	\$7,800.00	\$8,970.00	\$11,661.00
30 Mbps, 26 IP	\$15,000.00	\$17,250.00	\$22,425.00
DHCP	\$350.00	\$403.00	\$523.00
Dedicated Public - Router supported	Advanced	Standard	Onsite
3 Mbps, 3 IP	\$3,500.00	\$4,130.00	\$5,163.00
6 Mbps, 3 IP	\$5,500.00	\$6,490.00	\$8,113.00
10 Mbps, 3 IP	\$7,800.00	\$9,204.00	\$11,505.00
30 Mbps, 3 IP	\$15,000.00	\$17,700.00	\$22,125.00
DHCP	\$350.00	\$403.00	\$523.00
Additional Dedicated Public IPs (includes 3 from above)	Advanced	Standard	Onsite
24 IPs - (27 Total IPs)	\$750.00	\$885.00	\$1,106.00
56 IPs - (59 Total IPs)	\$1,500.00	\$1,770.00	\$2,212.00
119 IPs - (122 Total IPs)	\$4,000.00	\$4,720.00	\$5,900.00

- All service originates from overhead

## Equipment & Service

	Advanced	Standard	Onsite
Hub/switch rental - 8 port	\$95.00	\$109.00	\$142.00
Hub/switch rental - 16/24 port	\$155.00	\$178.00	\$232.00
25-ft Cables	\$25.00	\$29.00	\$37.00
50-ft Cables	\$50.00	\$58.00	\$75.00
100-ft Cables	\$75.00	\$86.00	\$112.00
1-4 Cables - Labor to install MCC cables	\$42.00	\$49.50	\$62.00
5-8 Cables - Labor to install MCC cables	\$84.00	\$99.00	\$124.00
9-12 Cables - Labor to install MCC cables	\$126.00	\$148.50	\$186.00
13-24 Cables - Labor to install MCC cables	\$168.00	\$198.00	\$248.00

## Wireless Service

	Advanced	Standard	Onsite
Wireless Hotspot (Up to 5 devices)	\$1,800.00	\$2,124.00	\$2,655.00
Additional Devices	\$150.00	\$150.00	\$150.00

- The customer must provide all network, computer hardware, and software to be used in the exhibit booth or meeting room, as well as the proper configuration of such equipment.
  - The NOENMCC cannot provide technical support on any issue related to the configuration of your computer equipment.
  - All devices accessing the internet (wired or wireless) are required to obtain a NOENMCC assigned static IP address.
  - It is the customer's responsibility to provide administrative rights to configure computers. To receive configuration information in advance, please send requests to [techsupport@mccno.com](mailto:techsupport@mccno.com). Include the event name, booth number and company name in the request.
  - A move fee of \$129.00 per line will be charged to relocate the circuit after it is installed. If no location is provided, the drop is installed in the rear center of the booth. Internet drops originate from overhead (except under finished ceiling)
- Cancellations must be submitted in writing. Cancellation requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full (less the 3% credit card fee). Cancellation requests received within 7 days of the first contracted move-in day will receive a 50% refund (less the 3% credit card fee). No refund will be applied to orders canceled once the first event contracted move-in day occurs.**
- Cancelled/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on an individual basis and are based on the event's status change.**



**NEW ORLEANS**  
**ERNEST N. MORIAL**  
**CONVENTION CENTER**

# PRODUCTION SERVICES PRICING FORM

ALL ORDERS ARE PLACED ONLINE BY VISITING [HTTPS://MCCNO.COM](https://mccno.com) AND SELECTING THE **ONLINE ORDERING** BUTTON OR BY GOING TO [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)  
IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT [exhibit\\_services@mccno.com](mailto:exhibit_services@mccno.com) OR BY PHONE AT 504-582-3036

**ADVANCED RATE DEADLINE IS AUGUST 28, 2023. ONSITE RATES EFFECTIVE SEPTEMBER 18, 2023.**

Audio	Advanced	Standard	Onsite
Small Dual Speaker Sound System (Wired Mic./Mixer)	\$650. <sup>00</sup>	\$925. <sup>00</sup>	\$1,460. <sup>00</sup>
Wireless Microphone	\$300. <sup>00</sup>	\$450. <sup>00</sup>	\$675. <sup>00</sup>

Monitors	Advanced	Standard	Onsite
22" Flat Screen Monitor (PC Compatible)	\$180. <sup>00</sup>	\$270. <sup>00</sup>	\$340. <sup>00</sup>
32" Flat Screen Monitor (PC Compatible)	\$420. <sup>00</sup>	\$630. <sup>00</sup>	\$975. <sup>00</sup>
40" Flat Screen Monitor (PC Compatible)	\$600. <sup>00</sup>	\$900. <sup>00</sup>	\$1,350. <sup>00</sup>
50" Flat Screen Monitor (PC Compatible)	\$960. <sup>00</sup>	\$1,440. <sup>00</sup>	\$2,160. <sup>00</sup>
70" Flat Screen Monitor (PC Compatible)	\$1,440. <sup>00</sup>	\$2,160. <sup>00</sup>	\$3,240. <sup>00</sup>
40"/50" Flat Screen Monitor Tabletop Stand	\$100. <sup>00</sup>	\$150. <sup>00</sup>	\$225. <sup>00</sup>
40"/50"/70" Flat Screen Monitor Floor Stand	\$200. <sup>00</sup>	\$300. <sup>00</sup>	\$450. <sup>00</sup>

Screens	Advanced	Standard	Onsite
7' Tripod Screen (84")	\$50. <sup>00</sup>	\$75. <sup>00</sup>	\$115. <sup>00</sup>
8" Tripod Screen (96")	\$100. <sup>00</sup>	\$150. <sup>00</sup>	\$225. <sup>00</sup>
7' x 12' Fastfold with Bottom Drape	\$480. <sup>00</sup>	\$720. <sup>00</sup>	\$1,080. <sup>00</sup>
9' x 16' Fastfold with Bottom Drape	\$960. <sup>00</sup>	\$1,400. <sup>00</sup>	\$2,160. <sup>00</sup>

Cable	Advanced	Standard	Onsite
Cox Cable Feed (Includes cable box rental)	\$1,200. <sup>00</sup>	\$1,800. <sup>00</sup>	\$2,700. <sup>00</sup>

- A \$50.00 manual processing fee will be added to all orders received by mail, email and fax.
- All equipment must be signed for at the delivery location. **Labor to install and remove is included in our pricing.** Retail replacement value charge will be charged for any damaged or unreturned equipment. A credit card is required for rental of all equipment.
- Additional equipment available upon request. Contact Production Services at 504.582.3018 or [production@mccno.com](mailto:production@mccno.com). Prices subject to change without notice.
- **Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted move in day will incur a \$50.00 processing fee (less the 3% credit card fee). Cancellation requests within 7 days of the first contracted move in day will receive a 50% refund (less the 3% credit card fee). No refund will be applied to orders cancelled once the first contracted event move in day occurs.**
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# COMPRESSED AIR - WATER - DRAIN - GAS PRICING FORM

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IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, FEEL FREE TO CONTACT US VIA EMAIL AT [exhibit\\_services@mccno.com](mailto:exhibit_services@mccno.com) OR BY PHONE AT 504-582-3036

**ADVANCED RATE DEADLINE IS AUGUST 28, 2023. ONSITE RATES EFFECTIVE SEPTEMBER 18, 2023.**

Compressed Air 100 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 1/2"	\$370. <sup>00</sup>	\$426. <sup>00</sup>	\$553. <sup>00</sup>
Single Outlet 3/4"	\$425. <sup>00</sup>	\$489. <sup>00</sup>	\$635. <sup>00</sup>
Branch Outlets	\$210. <sup>00</sup>	\$242. <sup>00</sup>	\$314. <sup>00</sup>

- Exhibitor must supply regulator and filter.
- All service originates from overhead.
- 24 Hour Service is available for compressed air. The option is located under suggested items.

Water 80 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 3/4" – COLD (Drain Not Included)	\$315. <sup>00</sup>	\$362. <sup>00</sup>	\$471. <sup>00</sup>
Single Outlet 3/4" – HOT (Drain Not Included)	\$395. <sup>00</sup>	\$455. <sup>00</sup>	\$591. <sup>50</sup>
Branch Outlets	\$200. <sup>00</sup>	\$230. <sup>00</sup>	\$299. <sup>00</sup>
Fill and Drain to 500 Gallons (1 time fill and drain)	\$287. <sup>00</sup>	\$330. <sup>00</sup>	\$429. <sup>00</sup>
Additional 250 Gallons	\$199. <sup>00</sup>	\$229. <sup>00</sup>	\$298. <sup>00</sup>
"Water Package" HOT and COLD water service with drain included. Sink not provided.	\$925. <sup>00</sup>	\$1,064. <sup>00</sup>	\$1,383. <sup>00</sup>

- Exhibitor must supply regulator and filter.
- All service originates from overhead.

Drain Service (includes labor for installation)	Advanced	Standard	Onsite
Connection	\$317. <sup>00</sup>	\$365. <sup>00</sup>	\$473. <sup>00</sup>
Branch Outlet	\$200. <sup>00</sup>	\$230. <sup>00</sup>	\$299. <sup>00</sup>

- 2" Maximum Drain Line.

Gas 6' Water Column, 2 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 1/2" Natural Gas	\$380. <sup>00</sup>	\$437. <sup>00</sup>	\$568. <sup>00</sup>
Single Outlet 3/4" Natural Gas	\$625. <sup>00</sup>	\$719. <sup>00</sup>	\$934. <sup>00</sup>
Single Outlet 1" Natural Gas	\$900. <sup>00</sup>	\$1,035. <sup>00</sup>	\$1,346. <sup>00</sup>
Branch Outlets	\$231. <sup>00</sup>	\$266. <sup>00</sup>	\$345. <sup>00</sup>

- Exhibitor must supply regulator and filter.
- All service originates from overhead.

**Cancellations must be submitted in writing.** Requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full (less the 3% credit card fee). Cancellation requests received within 7 days of the first contracted event move in day will receive a 50% refund (less the 3% credit card fee). No refunds will be applied to order cancelled once the first event contracted move in day occurs.

**Cancelled/postponed events: Refunds for event cancellation/postponement are determined by the NOENMCC on an individual basis and are based on the event's status change**





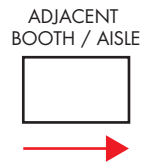
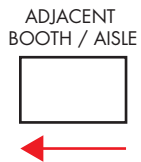
# UTILITY LOCATION INFORMATION FORM

SHOW NAME			
EXHIBITION FIRM NAME	BOOTH NUMBER		SHOW DATE [S]
ADDRESS	EMAIL ADDRESS		TELEPHONE OR FAX
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME

To ensure proper installation of your services, a booth floorplan must be submitted with your service orders and requests. If you do not have a booth plan, you can use the grid on this form.

- Indicate the borders of your booth with a thick dark line if it's not square.
- Indicate the scale of the grid (e.g. 1 square = 1 foot) or booth dimensions.
- Please mark the adjacent booth/aisle numbers to ensure correct service orientation.
- Mark all requested service locations and indicate internet/telephone/wattage/amps/or voltage at each location. Marked locations should accurately reflect services ordered.

\_\_\_\_ X \_\_\_\_  
BOOTH DIMENSIONS



Forms and payment can be sent via the following methods. For additional service & rates please call The Exhibit Services Department. Payment in U.S. Dollars must accompany any order. Make Checks Payable to Morial Convention Center or Include Payment Authorization Form.

EMAIL • [Exhibit\\_services@mccno.com](mailto:Exhibit_services@mccno.com)  
 FAX • (504) 582 - 3088  
 PHONE • (504) 582 - 3036  
 MAIL • ATTN: Exhibit Services  
 900 Convention Center Blvd  
 New Orleans, LA, 70130