

THE EXPO GROUP



Dear Exhibitor:

The Expo Group understands **Barrett - Jackson** is a great opportunity for you to grow your business and reach your marketing objectives. As the official general service contractor, we are proud to offer you personalized service and affordable exhibit solutions to help you perform at a higher level.

Please add the Advance Discount Deadline Date of **September 4, 2018** to your calendar so you do not miss out on these cost savings. You can order your booth services, including carpet and furniture from The Expo Group online on our mobile-friendly, secure website at <https://www.theexpogroup.com/orderservices>. Your login information will be sent to you via email. After you order, we will provide you with an easy to understand invoice, making ROI measurement simple.

Need some eye-catching graphics or a custom-looking booth? Our exhibit solutions are easy to order, affordably priced and creatively designed to help you achieve your marketing goals. We can help you do more with less.

Please do not hesitate to contact your Customer Account Manager for assistance with any of your event and exhibition-related needs. We can help you reduce the hassle year-round! Be sure to look for a series of succinct and information-packed emails from their email address, which you might need to add to the approved sender list in your email program.

Rosann Braun
Customer Account Manager
Phone: 702.660.9273
rbraun@theexpogroup.com

**Exhibit Hall
 Colors**

Back drape color: Black / Red / Red / Black
 Side drape color: Black
 Aisle carpet color: Tuxedo / Red / Black

**Exhibit Hall
 Hours**

Exhibitor Move-In

Tuesday	September 25, 2018	9:00 am - 4:00 pm
Wednesday	September 26, 2018	9:00 am - 4:00 pm

Show Hours

Thursday	September 27, 2018	8:00 am - 9:00 pm
Friday	September 28, 2018	8:00 am - 9:00 pm
Saturday	September 29, 2018	8:00 am - 9:00 pm

Exhibitor Move-Out

Sunday	September 30, 2018	8:00 am - 12:00 pm
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Dismantle

All Booths must be dismantled by Sunday, September 30, 2018 by 12:00 pm.

 All carriers other than the official show carriers must check in at the freight desk by 10:00 am on Sunday, September 30, 2018, otherwise exhibitor shipments will be subject to rerouting.

**Important
 Dates**

Expedite Fees

Portable Solutions, Modular Rental Exhibits, Modular Rental Accessories, and Graphics
 50% Expedite Fee if ordered after September 4, 2018.
 100% Expedite Fee if ordered after September 11, 2018.

Cancellation Dates

Portable Solutions, Booth Rentals, and Graphics
 A 50% penalty is charged for cancellations after September 4, 2018, and prior to September 11, 2018.

All Remaining Services

Received on or after September 18, 2018, are subject to a charge of 50% or 100% of the order total depending on the service.

Shipping Information

Advance Receiving at the Warehouse

Address: c/o The Expo Group
YRC Freight
5049 W. Post Road
Las Vegas, NV 89118

- Advance Shipments will be accepted between Monday, August 27, 2018, through Tuesday, September 18, 2018.
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.
- **The warehouse will be closed Monday, September 3, 2018 for the Labor Day holiday.**

Direct Shipments to Mandalay Bay Resort - Bayside B, C, D, E and F

Address: Mandalay Bay Resort - Bayside B, C, D, E and F
c/o The Expo Group
3950 Las Vegas Blvd., South
Las Vegas, NV 89119

Direct shipments must arrive at show-site beginning at 9:00 am on Tuesday, September 25, 2018 through Saturday, September 29, 2018. Shipping labels are included in this Exhibitor Service Manual.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier: YRC Freight

Order services early and **SAVE!**

Complete and submit the order forms listed below before the deadline date to take advantage of Advance Pricing.

The Expo Group Order Forms

FORM NAME	ORDER TOTAL
<input type="checkbox"/> Exhibitor Data	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/> Credit Card Authorization	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/> Terms and Conditions	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/> Third Party Authorization	\$ _____
<input type="checkbox"/> EAC Requirements	\$ _____
<input type="checkbox"/> Carpet - Custom	\$ _____
<input type="checkbox"/> Carpet - Standard and Special Cut	\$ _____
<input type="checkbox"/> Cleaning Service	\$ _____
<input type="checkbox"/> Furniture and Accessories	\$ _____
<input type="checkbox"/> Custom Furniture	\$ _____
<input type="checkbox"/> Perspective™ Rental Exhibits	\$ _____
<input type="checkbox"/> Modular Rental Exhibits	\$ _____
<input type="checkbox"/> Modular Rental Accessories	\$ _____
<input type="checkbox"/> Portable Solutions	\$ _____
<input type="checkbox"/> Signs	\$ _____
<input type="checkbox"/> Material Handling	\$ _____
<input type="checkbox"/> Exhibitor Supervised Labor	\$ _____
<input type="checkbox"/> The Expo Group Supervised Labor	\$ _____
<input type="checkbox"/> Lift Equipment and Labor	\$ _____
<input type="checkbox"/> Suspended Sign Labor	\$ _____
Total Amount Due:	\$ _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

It can be easy to be green. The Expo Group reduces, reuses, recycles and encourages you to do the same.

Your Booth

- Order booth services online to reduce paperwork.
- Rent carpet directly from us to be sure it contains recycled content and is recyclable.
- Ask about graphics and signs that can be made from materials containing recycled content and are recyclable.
- Consider our Perspective Rental Exhibits or modular Octonorm rental systems to assure your booth is reused and recycled.

In Your Booth

- Be sure any printed materials given away in your booth are on recycled paper.
- Reduce the amount of booth literature by providing access to digital files.
- Consider printing locally what needs to be printed rather than shipping in paper.
- Order giveaways responsibly to avoid toxic materials and useless products that will end up in the hotel room trash.

Shipping Your Booth

- Clean your space when the show closes to be sure possible recyclable or reusable items are not left behind.
- Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions.

**EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM
 REGARDLESS IF NOTHING IS ORDERED.**

REQUIRED FORM

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Company Information

Exhibiting Company: _____
 Contact Name: _____ Booth Number: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Website: _____
 Telephone Number: _____
 Email Address: _____

I consent to allow The Expo Group and parties involved in the production of this show to email communications to the email addresses listed herein. (Declining to consent will result in you not receiving important show information in a timely manner.)

Signature: _____

Personal Information

Pre-Show

Contact Name: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Cell Number: _____
 Email Address: _____

On-Site

Contact Name: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Cell Number: _____
 Email Address: _____
 Contact Hotel: _____
 Date of Arrival: _____ Date of Departure: _____

(This representative from your company will be at show site for the duration of the show and must have authorization to endorse and provide payment for all your customer orders.)

Booth Information

Booth Dimensions: _____ x _____ = _____ Total Square Feet.

Payment Options

Please note, we require a completed Credit Card Authorization form on file regardless of your preferred method of payment.

- **Payment by Credit Card**

For your convenience, we accept MasterCard, Visa, Discover and American Express. Please complete and submit The Expo Group's Credit Card Authorization form along with your orders when you are mailing in.

- **Payment by Company Check**

Please mail your check along with your order forms to The Expo Group. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

- **Payment by Wire Transfer**

Please contact The Expo Group directly for wire payment details.

- **Payment by Third Party**

If The Expo Group will be invoicing a third party, please complete and submit the Third Party Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show closing.

- **International Exhibitors**

International exhibitors must make payments to The Expo Group for all amounts due in USD funds prior to show closing.

Payment Policy

- **General**

In order for us to process your orders, we must have your signed Credit Card Authorization form and full payment in advance of the show. Current Account Summaries will be prepared at The Expo Group Service Desk for your review at show site.

- **Tax Exempt Status**

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

- **Credits for Billing Discrepancies**

All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.

- **Advance Pricing**

To qualify for advance pricing, full payment must be included with your order on or before the advance deadline date.

- **Standard Pricing**

Order forms submitted after the advance deadline date will be processed at standard prices.

- **Cancellation of Items or Services**

All Labor Types - 2-days notice is required for cancellation of all labor services. If such notice is not provided, a one (1) hour minimum per laborer ordered will be charged the applicable rate.

Standard Furniture and Carpet - Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

Custom Furniture - Items ordered and cancelled 1-week prior to the scheduled move-in dates will be charged 100% of the applicable price.

Custom Exhibits and Accessories - Orders cancelled 14-days prior to the show move-in will be charged 50% of the original price. Orders cancelled after installation on show site will be charged 100% of the original price.

Exhibitor Graphics - Orders cancelled after production will be charged 100% of the original price.

**EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM
REGARDLESS IF NOTHING IS ORDERED.**

REQUIRED FORM

Company Information

Exhibiting Company: _____
Booth Number: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Contact Name: _____ Phone Number: _____
Email Address: _____ Fax Number: _____

Credit Card Payment

- Please read Payment Options and Policy page.
- This Credit Card Authorization **MUST** be on file with The Expo Group before any goods or services will be rendered regardless of your method of payment.
- All accounts must be settled at The Expo Group Service Desk on show site prior to the close of the show. Your credit card will be processed for any current or previous outstanding balance at that time.
- The Expo Group will process all charges through its parent company. Purchase orders and invoices are not considered proper forms of payment.
- This form is to be completed by the Exhibiting Company. If you are a Third Party, you must complete the Third Party Payment Authorization form.
- All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.

Credit Card Authorization

- Please complete the information below and submit with your initial order.
- Incomplete and/or unsigned forms cannot be accepted.

A check is being sent to cover all expenses, use card only for show-site services
 Use credit card for all services

Card Type

Visa® MasterCard® American Express Discover® Debit Card

Credit Card Number

Expiration Date

_____	_____	_____	_____	_____
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CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

CITY _____ STATE _____ ZIP _____ COUNTRY _____

TELEPHONE _____ EMAIL _____

PLEASE SIGN

X _____

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1109
Log on to **cyberservices™** at **www.theexpogroup.com**

Barrett - Jackson
September 27-29, 2018
Mandalay Bay Resort
Bayside B, C, D, E and F
Las Vegas, NV

Terms and Conditions

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between THE EXPO GROUP, INC. and you, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR, OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG, OR THE ON-SITE EXHIBITOR DATA AGREEMENT IS SIGNED.

1. **DEFINITIONS.** For purposes of the Contract, "TEG" means The Expo Group, Inc., d.b.a. The Expo Group Custom Exhibits, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor (do not proceed):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by TEG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

2. **SCOPE.** These Terms and Conditions shall be binding upon Exhibitor, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

3. Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express or Discover credit cards, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to TEG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum).

4. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the TEG Project Manager in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel up to fourteen (14) days prior to Exhibitor Move-In will be refunded 50% of their advance payment. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site, unless otherwise noted on the specific service form. In the event the exposition or event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by TEG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded.

EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

5. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

6. **CHOICE OF LAW & VENUE.** Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

7. **LIMITATION OF LIABILITY & INDEMNITY.** TEG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, TEG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes, riot or civil commotion or any other cause or condition beyond the control of TEG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth.

TEG's liability shall be limited to any loss or damage which results solely from TEG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. TEG's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment. TEG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to TEG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur.

Any claims for loss, injury or damage must be submitted to TEG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against TEG more than one year after the accrual of the cause of action.

EXHIBITOR agrees to indemnify and hold harmless TEG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHIBITOR, subcontractors, suppliers, employees or any individual or company under the control directly or indirectly of the EXHIBITOR at the show.

a. **Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. TEG assumes no liability or responsibility for Cold Storage. b. **Accessible Storage:** TEG assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security. c. **Unattended Goods:** TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. d. **Empty Storage:** TEG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the TEG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. e. **Forced Freight:** TEG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. f. **Concealed Damage:** TEG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. g. **Unattended Booth:** TEG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's selected carrier. h. **Labor:** TEG assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of TEG provided union labor. i. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to TEG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by TEG) or delivery of outbound Goods.

8. **ADVANCED WAREHOUSING/TEMPORARY STORAGE:** TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.

9. EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. TEG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

10. Exhibitor permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.

12. **REFUNDS:** EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. TEG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.

13. **CREDIT CARD:** TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$500.00 the fee is \$25.00, \$501.00 to \$1,000.00 the fee is \$30.00, \$1,001.00 to \$2,000.00 the fee is \$60.00, \$2,001.00 to \$5,000.00 the fee is \$150.00, \$5,001.00 to \$10,000.00 the fee is \$300.00, \$10,001.00 to \$20,000.00 the fee is \$450.00. Amounts over \$20,000.00 the fee is 4% of the amount owed.

14. **Insurance:** It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against TEG and their respective directors, officers, employees, and agents.

15. By completing and submitting the service forms, Exhibitor hereby authorizes TEG as Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.

16. TEG reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting company will be fully governed by the provisions described therein.

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Authorizer's Signature: _____

Date: _____

Exhibiting Company: _____ Booth Number: _____

Third Party Information:

Name: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____ Country: _____
 Contact Name: _____ Website: _____
 Telephone Number: _____ Fax Number: _____
 Email Address: _____

Third Party Payment Policy

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form is completed and signed by both parties and returned to The Expo Group at least 14 days prior to show move-in.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
- **All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.**

Services to be Invoiced to Third Party

- All The Expo Group Services Furniture/Carpet Forklift Labor Booth Labor
- Suspended Sign Labor Booth Cleaning Material Handling
- Other: _____

Card Type

- Visa® MasterCard® American Express Discover® Debit Card

Credit Card Number

Expiration Date

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

 CITY STATE ZIP COUNTRY

 TELEPHONE EMAIL

PLEASE SIGN

X _____

Acknowledgement by Exhibiting Company

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to the close of the show. (Authorized Firms Representative's signature required below.)

PLEASE SIGN

X _____

Exhibiting Company: _____ Booth Number: _____

EAC Information:

Company Name: _____
Billing Address: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact Name: _____ Email Address: _____
Telephone Number: _____ Fax Number: _____

Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to The Expo Group if hiring a service contractor(s) other than the official contractor selected by show management. Note: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractor will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group no later than 30 days prior to the show. If notification is not received 30 days prior to the show, The Expo Group labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
- Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____
Service to be Performed: _____
Exhibiting Company Name: _____ Booth Number: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact Name: _____ Email Address: _____
Telephone Number: _____ Fax Number: _____

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: _____ Booth Number: _____
Print Name: _____
Authorizer's Signature: _____ Date: _____

Exhibitor Appointed Contractor (EAC) Access to the Show Floor. Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands will only be distributed to EACs with an EAC Work Authorization form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands must be worn at all times and visible to security and show management personnel. After hours work passes are available for access to the exhibit floor at The Expo Group Service Center desk.

Certificate of Insurance. Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

The Expo Group, Inc.
ORGANIZER
FACILITY

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)
SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts page)

The insurance form must list as the Certificate Holder:
The Expo Group, Inc.
5931 West Campus Circle Drive
Irving, TX 75063

Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability. Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000
Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000

Coverage for contractual liability and products liability

The following entities shall be named as Additional Insureds for all ongoing operations:

The Expo Group, Inc.
ORGANIZER
FACILITY

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured)
SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)

Insurer shall waive any right of subrogation against **ORGANIZER** and The Expo Group, Inc., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and The Expo Group, Inc.

Workers' Compensation Insurance. Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws, covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000
Disease - Each Employee \$1,000,000
Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against **ORGANIZER** and The Expo Group, Inc., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and The Expo Group, Inc.

Automobile Liability. Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows:

Combined Single Limit \$1,000,000

EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.

Name of EAC: _____
By (print name): _____
Signature: _____

Booth Number: _____
Date: _____

CERTIFICATE OF LIABILITY INSURANCE SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000 FAX

AGENTS NAME
AGENTS ADDRESS

THIS CERTIFICATE IS ISSUED AS A MOTTER 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.

INSURERS AFFORDING COVERAGE NAIC #

INSURED YOUR COMPANY NAME
YOUR COMPANY ADDRESS

INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:

EAC FOR:

COVERAGES

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

INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS																			
	X	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	POLICY #	EFF DATE	EXP DATE	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">EACH OCCURRENCE</td><td style="text-align: right; padding: 2px;">\$ 1,000,000</td></tr> <tr><td style="padding: 2px;">DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right; padding: 2px;">\$ 500,000</td></tr> <tr><td style="padding: 2px;">MED EXP (Any one person)</td><td style="text-align: right; padding: 2px;">\$ 5,000</td></tr> <tr><td style="padding: 2px;">PERSONAL & ADV INJURY</td><td style="text-align: right; padding: 2px;">\$ 1,000,000</td></tr> <tr><td style="padding: 2px;">GENERAL AGGREGATE</td><td style="text-align: right; padding: 2px;">\$ 2,000,000</td></tr> <tr><td style="padding: 2px;">PRODUCTS-COMP-OP AGG</td><td style="text-align: right; padding: 2px;">\$ 2,000,000</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS-COMP-OP AGG	\$ 2,000,000							
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PRODUCTS-COMP-OP AGG	\$ 2,000,000																								
		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	POLICY #	EFF DATE	EXP DATE	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">COMBINED SINGLE LIMIT (Ea accident)</td><td style="text-align: right; padding: 2px;">\$ 1,000,000</td></tr> <tr><td style="padding: 2px;">BODILY INJURY (Per person)</td><td style="text-align: right; padding: 2px;">\$</td></tr> <tr><td style="padding: 2px;">BODILY INJURY (Per accident)</td><td style="text-align: right; padding: 2px;">\$</td></tr> <tr><td style="padding: 2px;">PROPERTY DAMAGE (Per accident)</td><td style="text-align: right; padding: 2px;">\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$											
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		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">AUTO ONLY-EA ACCIDENT</td><td style="text-align: right; padding: 2px;">\$</td></tr> <tr><td style="padding: 2px;">OTHER THAN EA ACC</td><td style="text-align: right; padding: 2px;">\$</td></tr> <tr><td style="padding: 2px;">AUTO ONLY: ACC</td><td style="text-align: right; padding: 2px;">\$</td></tr> </table>	AUTO ONLY-EA ACCIDENT	\$	OTHER THAN EA ACC	\$	AUTO ONLY: ACC	\$													
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AUTO ONLY: ACC	\$																								
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	POLICY #	EFF DATE	EXP DATE	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">EACH OCCURRENCE</td><td style="text-align: right; padding: 2px;">\$ 1,000,000</td></tr> <tr><td style="padding: 2px;">AGGREGATE</td><td style="text-align: right; padding: 2px;">\$ 1,000,000</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	AGGREGATE	\$ 1,000,000															
EACH OCCURRENCE	\$ 1,000,000																								
AGGREGATE	\$ 1,000,000																								
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px; text-align: center;">X</td> <td style="padding: 2px;">WC STATUTORY LIMITS</td> <td style="padding: 2px; text-align: center;">OTH-ER</td> <td style="padding: 2px;">\$</td> </tr> <tr><td colspan="4" style="padding: 2px;">E.L. EACH ACCIDENT</td><td style="text-align: right; padding: 2px;">\$ 1,000,000</td></tr> <tr><td colspan="4" style="padding: 2px;">E.L. DISEASE-EA EMPLOYEE</td><td style="text-align: right; padding: 2px;">\$ 1,000,000</td></tr> <tr><td colspan="4" style="padding: 2px;">E.L. DISEASE- POLICY LIMIT</td><td style="text-align: right; padding: 2px;">\$ 1,000,000</td></tr> </table>	X	WC STATUTORY LIMITS	OTH-ER	\$	E.L. EACH ACCIDENT				\$ 1,000,000	E.L. DISEASE-EA EMPLOYEE				\$ 1,000,000	E.L. DISEASE- POLICY LIMIT				\$ 1,000,000
X	WC STATUTORY LIMITS	OTH-ER	\$																						
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E.L. DISEASE-EA EMPLOYEE				\$ 1,000,000																					
E.L. DISEASE- POLICY LIMIT				\$ 1,000,000																					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:

CERTIFICATE HOLDER

CANCELLATION

The Expo Group
 5931 West Campus Circle Drive
 Irving, TX 75063

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

AUTHORIZED REPRESENTATIVE

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed forms 7a and 7b to The Expo Group via email to your Customer Account Manager by the Discount Deadline. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

NOTE: Exhibitor will be charged \$0.25 per square foot, with a \$150.00 minimum, to cover additional expenses incurred. These fees will be waived if TEG provides the labor.

This form must be completed by the exhibiting company. No EAC will be granted access to the show floor without this form **AND** completion of requirements and signature by your EAC on Forms 7a and 7b. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Suspended Signs Rigging

Services:

<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle - Supervision Only
<input type="checkbox"/> Photography	<input type="checkbox"/> Security
<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please identify): _____

Products:

<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio Visual - Rental/Production/Lighting
<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
<input type="checkbox"/> Floral	<input type="checkbox"/> Other (please identify): _____

Indicate Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

**Note Other Products/Services Here:

Please Type or Print

Exhibitor Information:

Exhibiting Company: _____	Booth Number: _____
Exhibitor Contact: _____	Title: _____
Exhibitor Email: _____	Exhibitor Phone: _____
Exhibitor Signature: _____	Date: _____

EAC Information:

EAC Company Name: _____	City/State/Zip: _____
Address: _____	Fax Number: _____
EAC Company Phone: _____	Contact Cell: _____
EAC Contact Name: _____	
EAC Contact Email: _____	
Product/Service Description: _____	

****ALL EAC COMPANY INFORMATION MUST BE COMPLETED.**

If less than 30 days out, please contact The Expo Group for availability.

Carpeting is **OPTIONAL** for all exhibitors in the show. Prices are for rental only.

If you plan on bringing your own carpet, please note how you will ship it below.

Will bring our own carpet: **Shipping to Warehouse** **Shipping Direct to Dock**

Colors may vary due to facility lighting, printing limitation, and dye lot differences.

Custom Carpet Premium 26oz. Plush	Plush 100% nylon pile and heavy ounce weight carpet. Rental includes installation, visqueen covering and pick up at close of show.				
	Booth Dimensions _____ x _____				
		Total Sq. Ft.	Advance Price	Standard Price	Total
	Custom Carpet - Rental	_____ X	\$3.96 per sq ft	\$5.15 per sq ft =	_____
Check color. <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White					

Cancellation Policy: Cancellation of Custom Carpet received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed 100%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

CALCULATING YOUR TOTAL

Subtotal _____

Taxes and Fees Multiplied by 8.25% _____

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

Carpeting is **OPTIONAL** for all exhibitors in the show. Prices are for rental only. Standard Cut Carpet may not be used in any booth 20'x20' or larger as booth areas must have full coverage.

If you plan on bringing your own carpet, please note how you will be shipping it below.

Will bring our own carpet: Shipping to Warehouse Shipping Direct to Dock

All carpets ordered are installed clean for your use.

You may order additional cleaning services for debris created during set-up and show hours.

See the Booth Cleaning Order Form.

Colors may vary due to facility lighting, printing limitation, and dye lot differences.

Standard Cut Carpet		Advance Price	Standard Price	Total
10' x 10'	X	\$179.00	\$ 223.75 =	
10' x 20'	X	\$358.00	\$ 447.50 =	
10' x 30'	X	\$537.00	\$ 671.25 =	
10' x 40'	X	\$716.00	\$ 895.00 =	
10' x 50'	X	\$895.00	\$1,118.75 =	

Check color. Blue Red Black
 Gray *Blue Jay *Pepper

***Green Options - made from recycled products**

Special Cut Carpet	You may order standard rental carpet cut and configured to your exact booth dimensions. Price includes labor to lay and tape carpet on-site. Please indicate color choice above.			
	Booth Dimensions _____ x _____			
	Total Sq. Ft.	Advance Price	Standard Price	Total
Special Cut Carpet	_____ X	\$2.95 per sq ft	\$4.21 per sq ft =	_____

Visqueen and Padding	Total Sq. Ft.	Advance Price	Standard Price	Total
	3/8" Foam Padding - Rental	_____ X	\$1.68 per sq ft	\$2.18 per sq ft =
	Visqueen Plastic Covering	_____ X	\$1.14 per sq ft	\$1.48 per sq ft =
<i>*Visqueen is included with Custom Carpet.</i>				

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.	Subtotal _____
	Taxes and Fees Multiplied by 8.25% _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

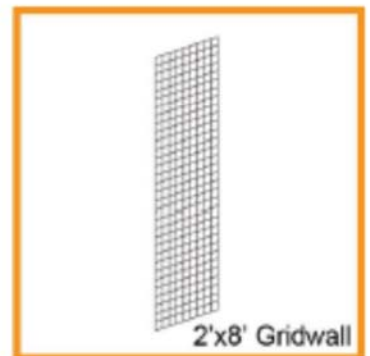
THE EXPO GROUP

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1109
Log on to **cyberservices™** at www.theexpogroup.com

Barrett - Jackson
September 27-29, 2018
Mandalay Bay Resort
Bayside B, C, D, E and F
Las Vegas, NV

Rental Furniture

**Discount Deadline:
September 4, 2018**



Furniture	Quantity	Advance Price	Standard Price	Total
Side Chair	X	\$ 79.00	\$112.86	=
Barstool	X	\$139.00	\$198.57	=
36" Round, 30" High Pedestal Table	X	\$227.00	\$295.00	=
36" Round, 40" High Pedestal Table	X	\$251.00	\$326.00	=

Tables	Draping includes white vinyl top and taffeta skirting on three sides. Please circle the color of your choice.									
	Black	Blue	Burgundy	Gold	Green	Red	Silver	Teal	White	
	Quantity		Advance Price		Standard Price		Total			
4' Long x 2' x 30" (incl. 4th side drape)	X		\$141.00		\$195.29				=	
6' Long x 2' x 30"	X		\$171.00		\$238.14				=	
8' Long x 2' x 30"	X		\$201.00		\$281.00				=	
4' Long x 2' x 40" (incl. 4th side drape)	X		\$164.00		\$226.50				=	
6' Long x 2' x 40"	X		\$194.00		\$269.36				=	
8' Long x 2' x 40"	X		\$224.00		\$312.21				=	
4th Side Draping for 6' & 8' Items 30"	X		\$ 47.00		\$ 61.00				=	
4th Side Draping for 6' & 8' Items 40"	X		\$ 59.00		\$ 76.50				=	
4' Draped Riser (white only)	X		\$ 67.50		\$ 87.50				=	
6' Draped Riser (white only)	X		\$ 67.50		\$ 87.50				=	

Special Drapery	ORDER WITH SHOW MANAGEMENT PERMISSION ONLY. Please circle the color of your choice.									
	Black	Blue	Burgundy	Gold	Green	Red	Silver	Teal	White	
	Quantity		Advance Price		Standard Price		Total			
8' high drape (4' minimum)	X		\$ 18.00		\$ 23.50				=	
3' high drape	X		\$ 14.50		\$ 19.00				=	
End Cap	X		\$ 54.00		\$ 70.50				=	

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Taxes and Fees Multiplied by 8.25% _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

Accessories	Quantity	Advance Price	Standard Price	Total
Chrome Bag Stand	X	\$114.00	\$148.50	=
22' x 28" Chrome Sign Stand	X	\$107.00	\$139.00	=
4' x 8' Tackboard ___ Hor ___ Vert	X	\$197.00	\$256.00	=
4' x 8' Peg Board	X	\$197.00	\$256.00	=
2' x 8' Grid Wall	X	\$104.50	\$136.00	=
Grid Wall Feet (Set of 2)	X	\$ 25.00	\$ 25.00	=
Garment Rack	X	\$119.00	\$154.50	=
Literature Stand	X	\$117.50	\$153.00	=
Raffle Drum	X	\$111.50	\$145.00	=
Stanchion (incl. 7' retractable cord)	X	\$ 87.50	\$114.00	=
Tripod Easel	X	\$ 44.50	\$ 58.00	=
8' Upright Pole and Base	X	\$ 31.50	\$ 40.50	=
6'-10' Cross Bar	X	\$ 31.50	\$ 40.50	=
Wastebasket	X	\$ 23.00	\$ 29.50	=

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Taxes and Fees Multiplied by 8.25% _____
	TOTAL _____

Exhibiting Company: _____

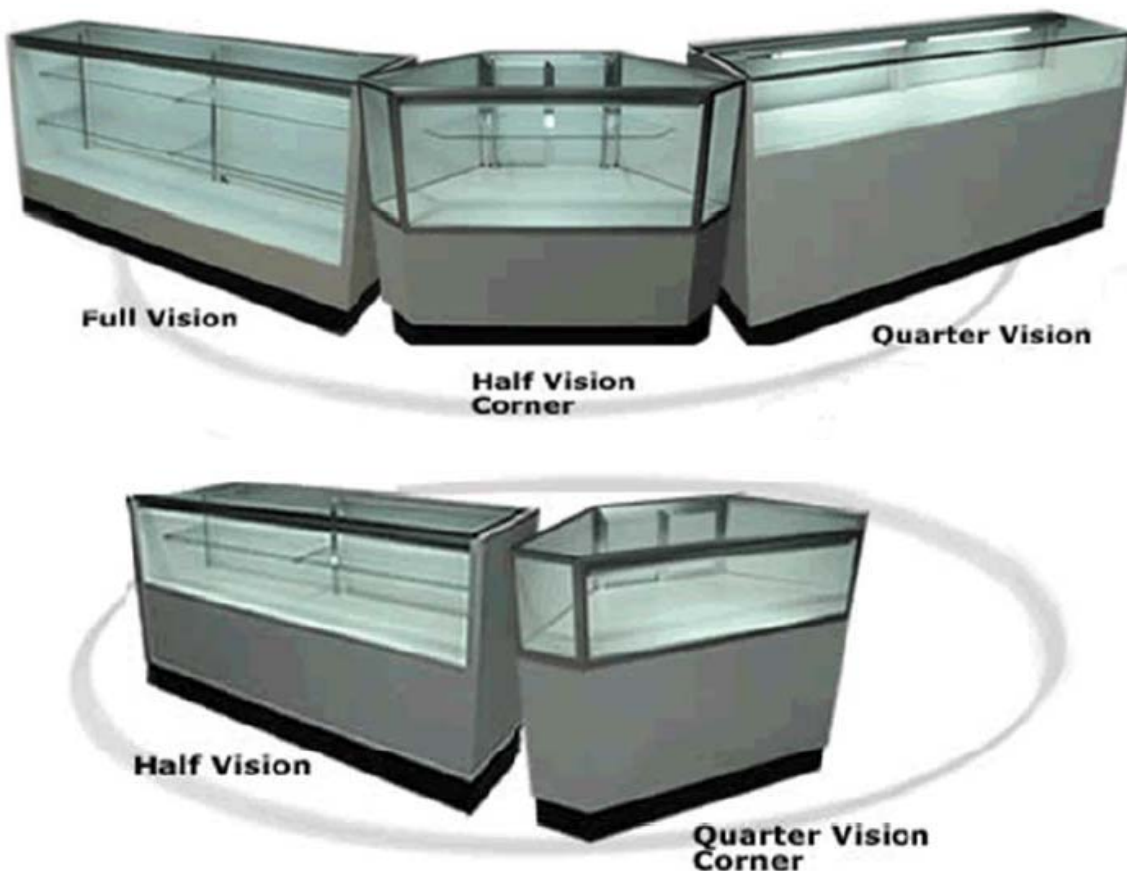
Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

Showcase Rental	Quantity	Advance Price	Standard Price	Total
4' Long Showcase	X _____	\$402.00	\$522.60	= _____
Please select view: _____ Full _____ Half _____ Quarter				
5' Long Showcase	X _____	\$414.00	\$538.20	= _____
Please select view: _____ Full _____ Half _____ Quarter				
6' Long Showcase	X _____	\$426.00	\$553.80	= _____
Please select view: _____ Full _____ Half _____ Quarter				
Corner Showcase	X _____	\$414.00	\$538.20	= _____
Please select view: _____ Half _____ Quarter				



Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Subtotal	_____
Taxes and Fees Multiplied by 8.25%	_____
TOTAL	_____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

TRADE SHOW FURNISHINGS

Product Guide



Featuring:

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



Power Up In Style.

Denotes Powered Products



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



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



Powered Seating

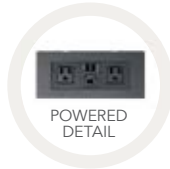
Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered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



Powered Seating



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

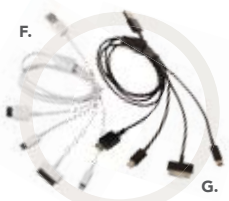


**A) NPLCHP
Naples Chair, Powered**
(black vinyl)
36"L 30"D 33.25"H

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

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

Powered Tables



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

G30 Powered Tables
(white top)
C) G30DWP Café
72"L 26"D 30"H

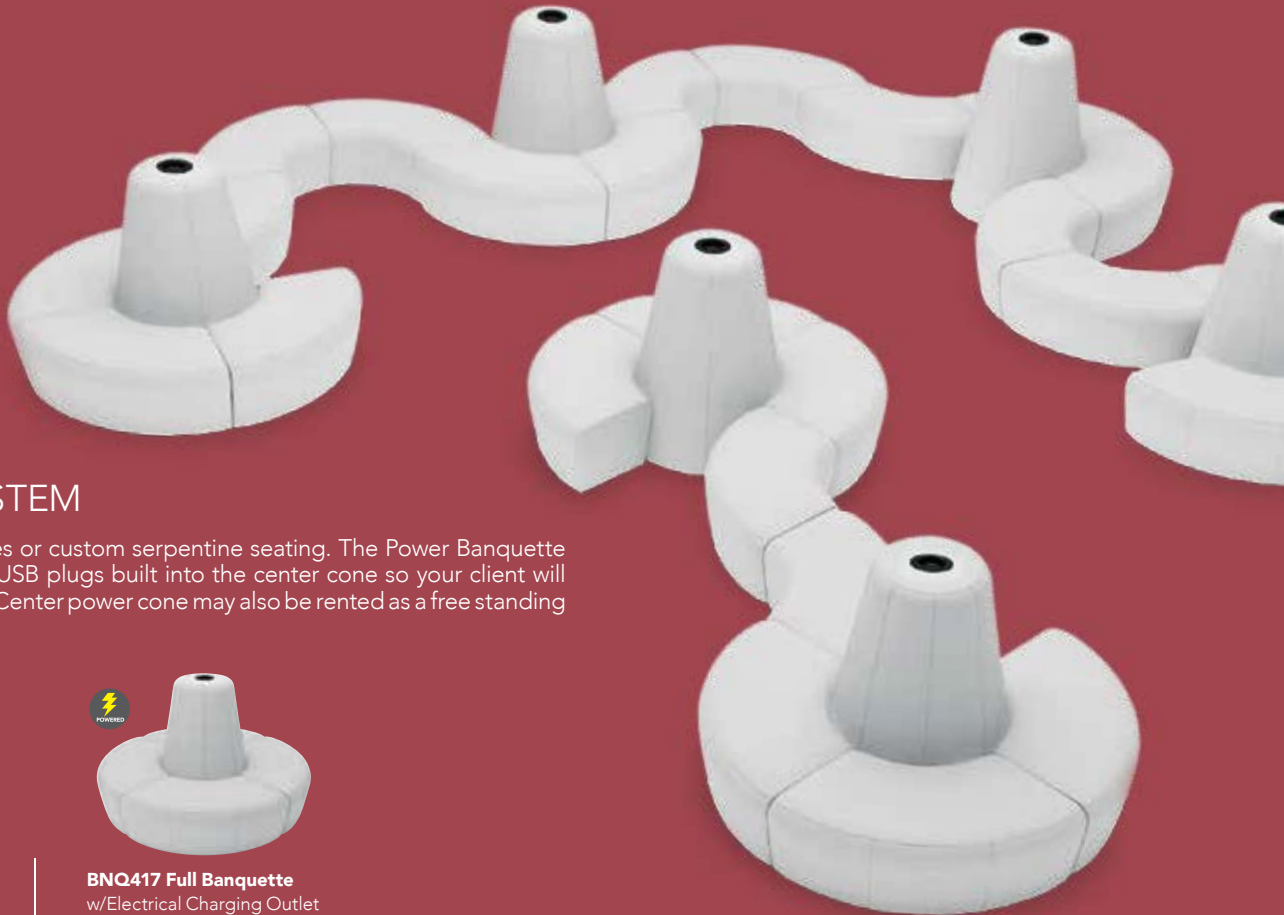
Sydney Powered Cocktail Tables
D) C1WP
(white, brushed steel)
48"L 26"D 18"H
E) C1YP
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPT W (white)
G) ADAPT B (black)

Charging adapters are available to rent for all powered products.

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

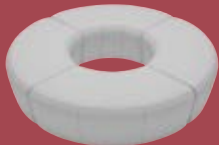
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



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



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



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



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




WHT12 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H



Detail of Electrical
Charging Outlet

Powered Pedestals

 Denotes AC and USB charging outlets

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



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

Powered Locking Pedestal

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


Charging Adapters

- E) ADAPTW** (white)
- F) ADAPT B** (black)

Charging adapters are available to rent for all powered products.



Powered Tech Desk

 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

Charging Adapter

- D) ADAPT B** (black)

Charging adapters are available to rent for all powered products.



Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

HOPCH, Chair

21"L 25"D 34"H

HOPLV, Loveseat

48"L 25"D 34"H

PEDESTAL

PDL42W

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H

REGIS

REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman

(blue fabric)

17" RND 18"H



Soft Seating Collections

Available in Power 

A.



B.



BAJA

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

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

A.



B.



FAIRFAX

A) FAIRSW Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H

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

A.



B.



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)

Munich Collection

Modular Seating to Design Custom Exhibits



MUNICH

MNCHSC Sectional 3pc.
(gray fabric)
93.5" L 27" D 28.5" H

SILVERADO

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



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



MNCHCC Munich Corner Chair
(gray fabric)
26" L 27" D 28.5" H



MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" H

Soft Seating Collections



A.



B.

ALLEGRO

A) CHR002 Chair

(blue fabric)
36"L 34.5"D 30"H

B) SFA002 Sofa

(blue fabric)
73"L 34.5"D 30"H



A.



B.



C.

TANGIERS

A) TANSOF Sofa

(beige textured)
78"L 37"D 36"H

B) TANCHR Chair

(beige textured)
34"L 37"D 36"H

C) TANLOV Loveseat

(beige textured)
57.5"L 37"D 37"H



A.



B.



C.

KEY LARGO

A) KEYCHR Chair

(black fabric)
35"L 35"D 34"H

B) KEYLOV Loveseat

(black fabric)
57"L 35"D 34"H

C) KEYSOF Sofa

(black fabric)
79"L 35"D 34"H

SOUTH BEACH

A) SO1 Sofa

(platinum suede)
69"L 29"D 33"H

B) OTS Ottoman

(platinum suede)
25"L 31"D 18"H

C) SO2

Sofa Sectional 3pc.

(platinum suede)
152"L 40"D 33"H



A.

B.

C.

Accent Chairs

KEY WEST

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



MADDEN

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



SWANSON

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



Accent Chairs



A.



B.



C.

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

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

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

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

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

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



D.



E.



F.

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H

A) OCMESP (espresso vinyl)

B) OCMTAU (taupe fabric)

C) OCMWHT (white vinyl)

ZENITH

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" Round 29"H



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



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



Group Seating

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.

Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

H) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

Mix & Match

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

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

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





- VIBE CUBE**
 18" L 18" D 18" H
- A) VIB09 (white vinyl)
 - B) VIB10 (black vinyl)
 - C) VIB11 (steel blue vinyl)
 - D) VIB13 (purple vinyl)
 - E) VIB12 (silver vinyl)
 - F) VIB07 (beige vinyl)
 - G) VIB04 (red vinyl)
 - H) VIB06 (gold/bronze vinyl)
 - I) VIB01 (green vinyl)
 - J) VIB03 (pink vinyl)
 - K) VIB05 (yellow vinyl)
 - L) VIB02 (blue vinyl)
 - M) VIB08 (orange vinyl)

Ottomans

Styles & Shapes



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)

H) WHT12 Half Bench
(white vinyl)
39"L 22"D 18"H

ENDLESS Square
34"L 34"D 15"H
I) END02B (black)
J) END02W (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
K) END01B (black)
L) END01W (white)

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

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

O) SAL Sally Stool
(white)
12" Round 17"H

P) CUBL20 Edge LED Cube
(white plastic)
20"L 20"D 20"H
A/C power only

Q) REGBEN Regis Bench
(brushed metal)
47"L 15.5"D 16"H

Marche Swivel



Marche Swivel Ottomans
17"RND 18"H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009
(pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006
(rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004
(raspberry fabric)
J) MAR008
(meadow green fabric)

Accent Tables

ALONDRA

Cocktail Table
47"L 24"D 16"H

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



B.



C.



D.



ALONDRA

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)



B.



C.



D.



GEO

End Table

26"L 26"D 20"H

- C) E1C (glass, chrome)
- D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)

Cocktail Tables

48"L 26"D 18"H

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

End Tables

27"L 23"D 22"H

C) E1W (white)

D) E1Y (black)

REGIS

(brushed metal)

E) REGBEN Bench Table

47"L 15.5"D 16"H

F) REGOTT End Table

16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)

G) E1E End Table

24" Round 22"H

H) C1E Cocktail Table

36" Round 17"H

OLIVER

(walnut finish)

I) EOLI End Table

22" Round 22"H

J) COLI Cocktail Table

47"L 27"D 19"H

RUSTIC

(wood)

K) ETBL E-Table

21"L 15.5"D 27.5"H

L) TMBTBL Timber Table

16" Round 17"H

M) AURA

Aura Round Table

(white metal)

15" Round 22"H

N) CUBTBL Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

Café Tables



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



30" Round Café Tables

Standard Black Base

30" Round 29"H

A) ZTH (liquid steel blue top)

B) ZTB (red top)

Hydraulic Chrome Base

30" Round 29"H

C) 30WHHC (white laminate top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)
23"L 19"D 32.25"H

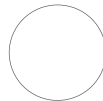


Customize And Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



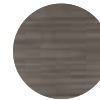
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

Café Tables

Standard Black Base
30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white laminate)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

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

Café Tables

Hydraulic Chrome Base
30" Round 29"H

- I) 30SBHC (liquid steel blue)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

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

Mix & Match

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

- A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Bar Tables



A) 30WHHB
30" Round Bar Table
(white laminate top, chrome hydraulic base)
30"RND 45"H
B) APS12
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H

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

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



E) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

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



Customize And Create

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



Bar Tables

Standard Black Base
30" Round 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white laminate)
F) VTH (liquid steel blue)
G) VTA (Madison/gray acajou)

36" Round 42"H
H) VTW (white laminate)
I) VTN (graphite nebula)
J) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" Round 45"H
K) 30GRHB (graphite nebula)
L) 30MTHB (maple)
M) 30STHB (silver textured)
N) 30BRHB (red)

36" Round 45"H
O) 36WTHB (white laminate)
P) 36GRHB (graphite nebula)
Q) 36MTHB (maple)

Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

- R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H
- S) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H



Barstools



A.

B.

C.

D.

LIFT BARSTOOLS

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

Styles & Shapes



A.



B.



C.



D.

Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 41.75"

G) BSS (black, chrome)

H) BST (white, chrome)

Oslo Barstools

17"L 20"D 45"H

I) BSD (blue)

J) BSC (white)

K) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

L) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

M) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

Mix & Match

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

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

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



Conference Tables



PWRUSB

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

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



42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

Styles & Shapes

A.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables

(glass, chrome)
A) 42ATO 42"RND 30"H
 (not shown)
36ATO 36"RND 30"H

Geo Rounded Square Tables

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

Geo Rectangular Tables

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

G) MERLIN Merlin Multi Use Table

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

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

Conference Tables

(graphite nebula)

I) CB3 8'
 96"L 48"D 29"H

J) CB2 6'
 72"L 42"D 29"H

Conference Tables

(granite)

K) C508GR 8'
 96"L 44"D 29"H

L) CT10GR 10'
 120"L 46"D 29"H

M) CT06GR 6'
 72"L 36"D 29"H

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



Executive Seating



Pro Executive High Back Chair

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



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



PROMID Pro Executive Mid White Chair
(white vinyl)
24"L 22"D 40"H Adjustable




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



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

Communal and Powered Tables

Denotes AC and USB charging outlets 



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

Ventura Powered Bar Tables 

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

A) VNTBLK (black top)
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)

G30 Powered Café Tables 

72"L 26"D 30"H.

A) G30DWP
(silver frame, white top)

G30 Communal Café Tables

(silver frame)
72"L 26"D 30"

Maple Top
B) G30DMS (solid)
C) G30DMW (grommets)

White Top
D) G30DWS (solid)
E) G30DWW (grommets)

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



Table Top Options

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



G30 CAFÉ TABLES



Office Essentials

MADISON

A) JD8 Madison Executive Desk

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

B) CR8 Madison Credenza

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

C) PROMDB Pro Executive Mid Back Chair

(black vinyl)

24"L 22"D 40"H Adjustable


D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

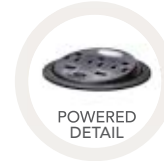
25"L 24"D 48"H Adjustable



TECH COLLECTION

 Denotes AC and USB charging outlets

A. 



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

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

B) TECH Tech Desk, Powered

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

C) TECH3 3 Drawer File Cabinet on Castors

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

B. 



C.



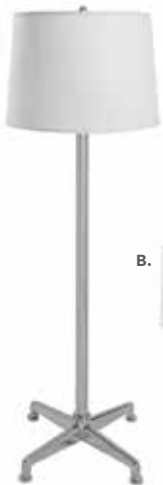
Charging Adapters

D) ADAPT B (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON LAMPS

(brushed silver)

A) LA15 Floor Lamp

18" Round 55"H

B) LA14 Table Lamp

16" Round 26"H

SHELVING

C) PSHCCS

Posh Shelving

(Chrome, Acrylic)

36"L 18"D 72"H

D) BC8

Madison Bookcase

(gray acajou)

36"L 12"D 72"H

Show Essentials



REFRIGERATORS

- C) R1R Large**
(White, 14.0 cubic feet)
28"L 28"D 64"H
- D) R1Q Small**
(White, 4.0 cubic feet)
20"L 22"D 33"H



MARTINI BAR

- A) BRC Martini Bar Circle**
Comprised of three BR1 Martini Bars
100"L 100"D 45"H
- B) BR1 Martini Bar**
(gray metal, frosted glass top)
67"L 22"D 45"H



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

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



A.



B.


A) CUBL20 Edge LED Cube Ottoman

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

B) CUBTBL Edge LED Cube Table

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

MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



TABLET STANDS

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

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

ACCESSORIES

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

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

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

Any custom furniture items ordered less than 2-weeks before exhibitor move-in are not guaranteed to be in stock and/or available. Please contact your Customer Account Manager for assistance or questions.

	Description	Quantity	Advance Price	Standard Price	Total
Powered Seating (pg. 4-5)	CHRPWR Roma Chair, Powered, White	X	\$ 554.72	\$ 792.45	=
	SFAPWR Roma Sofa, Powered, White	X	\$ 892.45	\$1,274.93	=
	NPLCHP Naples Chair, Powered, Black	X	\$ 554.72	\$ 792.45	=
	NPLSOP Naples Sofa, Powered, Black	X	\$ 892.45	\$1,274.93	=
	NPLLOP Naples Loveseat, Powered, Black	X	\$ 767.93	\$1,097.04	=
Powered Tables (pg. 5)	VNTWHT Ventura Powered Bar Table, White	X	\$ 515.10	\$ 735.85	=
	VNTBLK Ventura Powered Bar Table, Black	X	\$ 515.10	\$ 735.85	=
	G30DWP G30 Café Table, Powered, White	X	\$ 535.85	\$ 765.50	=
	C1WP Sydney Cocktail Tbl., Powered, Wh.	X	\$ 313.21	\$ 447.44	=
	C1YP Sydney Cocktail Tbl., Powered, Blk.	X	\$ 313.21	\$ 447.44	=
Powered Banquettes (pg. 6)	BNQTL7 Center Cone, Powered, White	X	\$ 718.87	\$1,026.95	=
	BNQ417 Full Banquette, Powered, White	X	\$2,277.36	\$3,253.37	=
	BNQR17 Ottoman Ring, White	X	\$1,750.95	\$2,501.35	=
	BNQ7 Quarter Curve Ottoman, White	X	\$ 488.68	\$ 698.11	=
	WHT12 Half Bench Ottoman, White	X	\$ 373.58	\$ 533.69	=
Powered Pedestals (pg. 7)	PDL36W 36"H Powered Locking Pedestal, W.	X	\$ 398.11	\$ 568.73	=
	PDL42W 42"H Powered Locking Pedestal, W.	X	\$ 475.48	\$ 679.25	=
	PDL36B 36"H Powered Locking Pedestal, Bl.	X	\$ 398.11	\$ 568.73	=
	PDL42B 42"H Powered Locking Pedestal, Bl.	X	\$ 475.48	\$ 679.25	=
Powered Tech Desk (pg. 7)	TECH3B Tech Desk, Pwr'd., w/3 Drawer File	X	\$ 488.68	\$ 698.11	=
	TECH Tech Desk Powered, Black	X	\$ 396.23	\$ 566.04	=
	TECH3 3 Drawer File Cabinet, Black	X	\$ 132.08	\$ 188.68	=
Charging Adapters	ADAPTW Charging Adapter, White	X	\$ 22.65	\$ 32.35	=
	ADAPTB Charging Adapter, Black	X	\$ 22.65	\$ 32.35	=

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	Description	Quantity	Advance Price	Standard Price	Total
Soft Seating Collections (pg. 8-11)	HOPCH Hopi Chair, Gray Linen	X	\$ 237.73	\$ 339.62	=
	HOPLV Hopi Loveseat, Gray Linen	X	\$ 369.81	\$ 528.30	=
	BCHWHT Baja Chair, White	X	\$ 454.72	\$ 649.60	=
	BLVWHT Baja Loveseat, White	X	\$ 664.15	\$ 948.79	=
	FAIRSW Fairfax Sofa, White	X	\$ 418.87	\$ 598.38	=
	FAIRCW Fairfax Chair, White	X	\$ 301.89	\$ 431.27	=
	NPLCHR Naples Chair, Black	X	\$ 486.79	\$ 695.42	=
	NPLSOF Naples Sofa, Black	X	\$ 698.11	\$ 997.30	=
	NPLLOV Naples Loveseat, Black	X	\$ 586.79	\$ 838.27	=
	MNCHSC Munich Sectional (3pcs.), Gray	X	\$1,843.39	\$2,633.42	=
	MNCHCH Munich Armless Chair, Gray	X	\$ 462.27	\$ 660.38	=
	MNCHCC Munich Corner Chair, Gray	X	\$ 560.38	\$ 800.54	=
	MNCHLV Munich Armless Loveseat, Gray	X	\$ 820.76	\$1,172.51	=
	CHR002 Allegro Chair, Blue	X	\$ 409.44	\$ 584.91	=
	SFA002 Allegro Sofa, Blue	X	\$ 583.02	\$ 832.88	=
	TANSOF Tangiers Sofa, Beige	X	\$ 552.83	\$ 789.76	=
	TANCHR Tangiers Chair, Beige	X	\$ 360.37	\$ 514.82	=
	TANLOV Tangiers Loveseat, Beige	X	\$ 686.79	\$ 981.13	=
	KEYCHR Key Largo Chair, Black	X	\$ 275.47	\$ 393.53	=
	KEYLOV Key Largo Loveseat, Black	X	\$ 320.75	\$ 458.22	=
KEYSOF Key Largo Sofa, Black	X	\$ 415.09	\$ 592.99	=	
SO1 South Beach Sofa, Platinum	X	\$ 552.83	\$ 789.76	=	
OTS South Beach Ottoman, Platinum	X	\$ 266.04	\$ 380.05	=	
SO2 South Beach Sofa Sectional (3 pcs.)	X	\$1,328.30	\$1,897.57	=	

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	Description	Quantity	Advance Price	Standard Price	Total
Accent Chairs (pg. 12-13)	OCB Key West Chair, Black	X	\$ 332.07	\$ 474.39	=
	SWAN Swanson Swivel Chair, White	X	\$ 298.12	\$ 425.88	=
	MADGRY Madden Arm Chair, Gray	X	\$ 354.72	\$ 506.74	=
	BCW Madrid Chair, White	X	\$ 537.73	\$ 768.19	=
	OCH Madrid Chair, Black	X	\$ 537.73	\$ 768.19	=
	LABREA La Brea Swivel Chair, Charcoal	X	\$ 343.40	\$ 490.57	=

Meeting & Stage Chairs (pg. 13)	OCMESP Meeting Chair, Espresso	X	\$ 228.31	\$ 326.15	=
	OCMTAU Meeting Chair, Taupe	X	\$ 228.31	\$ 326.15	=
	OCMWHT Meeting Chair, White	X	\$ 228.31	\$ 326.15	=

Group Seating (pg. 14-15)	ZENCHR Zenith Chair, White, Chrome	X	\$ 166.04	\$ 237.20	=
	LMCHR Laguna Chair, Maple, Chrome	X	\$ 147.17	\$ 210.24	=
	MALGRY Malba Chair, Gray	X	\$ 113.21	\$ 161.73	=
	MALGRN Malba Chair, Green	X	\$ 113.21	\$ 161.73	=
	CS8 Berlin Chair, Black, White	X	\$ 105.66	\$ 150.94	=
	CS9 Berlin Chair, Red, White	X	\$ 105.66	\$ 150.94	=
	CS4 Syntax Chair, Black, Chrome	X	\$ 205.66	\$ 293.80	=
	XCHR Christopher Chair, White, Chrome	X	\$ 88.68	\$ 126.68	=
	CH002 Wendy Chair, Clear	X	\$ 100.00	\$ 142.86	=
	SC10 Razor Armless Chair, White	X	\$ 66.04	\$ 94.34	=
	SC3 Brewer Chair, Onyx, Black	X	\$ 145.29	\$ 207.55	=
	XC6 Altura Guest Chair, Black	X	\$ 137.74	\$ 196.77	=
	RSTDIN Rustique Chair w/ Arms, Gunmetal	X	\$ 92.46	\$ 132.08	=
	DUET Duet Chair, Black, Chrome	X	\$ 54.72	\$ 78.17	=

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Description		Quantity	Advance Price	Standard Price	Total
Ottomans (pg. 16-17)	VIB09	Vibe Cube Ottoman, White	X \$ 116.98	\$ 167.12	=
	VIB10	Vibe Cube Ottoman, Black	X \$ 116.98	\$ 167.12	=
	VIB11	Vibe Cube Ottoman, Steel Blue	X \$ 116.98	\$ 167.12	=
	VIB13	Vibe Cube Ottoman, Purple	X \$ 116.98	\$ 167.12	=
	VIB12	Vibe Cube Ottoman, Silver	X \$ 116.98	\$ 167.12	=
	VIB07	Vibe Cube Ottoman, Beige	X \$ 116.98	\$ 167.12	=
	VIB04	Vibe Cube Ottoman, Red	X \$ 116.98	\$ 167.12	=
	VIB06	Vibe Cube Ottoman, Gold/Bronze	X \$ 116.98	\$ 167.12	=
	VIB01	Vibe Cube Ottoman, Green	X \$ 116.98	\$ 167.12	=
	VIB03	Vibe Cube Ottoman, Pink	X \$ 116.98	\$ 167.12	=
	VIB05	Vibe Cube Ottoman, Yellow	X \$ 116.98	\$ 167.12	=
	VIB02	Vibe Cube Ottoman, Blue	X \$ 116.98	\$ 167.12	=
	VIB08	Vibe Cube Ottoman, Orange	X \$ 116.98	\$ 167.12	=
	BVLYWH	Beverly Bench, White	X \$ 400.00	\$ 571.43	=
	BVLYBK	Beverly Bench, Black	X \$ 400.00	\$ 571.43	=
	BVLYGR	Beverly Bench, Gray	X \$ 400.00	\$ 571.43	=
	BVLYRD	Beverly Bench, Red	X \$ 400.00	\$ 571.43	=
	BVLYOB	Beverly Bench, Ocean Blue	X \$ 400.00	\$ 571.43	=
	BVLYLN	Beverly Bench, Linen	X \$ 400.00	\$ 571.43	=
	BVLYBN	Beverly Bench, Brown	X \$ 400.00	\$ 571.43	=
	WHT12	Half Bench, White	X \$ 373.58	\$ 533.69	=
	END02B	Endless Square Ottoman, Black	X \$ 298.12	\$ 425.88	=
	END02W	Endless Square Ottoman, White	X \$ 298.12	\$ 425.88	=
	END01B	Endless Curved Ottoman, Black	X \$ 366.04	\$ 522.91	=
	END01W	Endless Curved Ottoman, White	X \$ 366.04	\$ 522.91	=
	BNQ7	Quarter Curve, White	X \$ 488.68	\$ 698.11	=
	BNQR17	Ring (4 Ottoman seats), White	X \$1,750.95	\$2,501.35	=
	SAL	Sally Stool, White	X \$ 58.49	\$ 83.56	=
	CUBL20	Edge LED Cube Ottoman, White	X \$ 166.04	\$ 237.20	=
	REGBEN	Regis Bench, Brushed Metal	X \$ 213.21	\$ 304.58	=
	MAR001	Marche Swivel Ottoman, White	X \$ 184.91	\$ 264.15	=
	MAR005	Marche Swivel Ottoman, Red	X \$ 184.91	\$ 264.15	=
MAR009	Marche Swivel Ottoman, Pear Yellow	X \$ 184.91	\$ 264.15	=	
MAR007	Marche Swivel Ottoman, Plum	X \$ 184.91	\$ 264.15	=	
MAR010	Marche Swivel Ottoman, Blue	X \$ 184.91	\$ 264.15	=	
MAR002	Marche Swivel Ottoman, Gray	X \$ 184.91	\$ 264.15	=	

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	Description	Quantity	Advance Price	Standard Price	Total
Ottomans cont. (pg. 16-17)	MAR006 Marche Swivel Otmn., Rose Quartz	X	\$ 184.91	\$ 264.15	=
	MAR003 Marche Swivel Ottoman, Linen	X	\$ 184.91	\$ 264.15	=
	MAR004 Marche Swivel Ottoman, Raspberry	X	\$ 184.91	\$ 264.15	=
	MAR008 Marche Swivel Otmn., Grn. Meadow	X	\$ 184.91	\$ 264.15	=

Accent Tables (pg. 18-19)	ALC100 Alondra Cocktail Table, Glass, Chrm.	X	\$ 332.07	\$ 474.39	=
	ALC200 Alondra Cocktail Table, Wood, Chrm.	X	\$ 332.07	\$ 474.39	=
	ALE100 Alondra End Table, Glass, Chrome	X	\$ 239.62	\$ 342.32	=
	ALE200 Alondra End Table, Wood, Chrome	X	\$ 239.62	\$ 342.32	=
	C1C Geo Cocktail Table, Glass, Chrome	X	\$ 209.43	\$ 299.19	=
	C1FWB Geo Cocktail Table, Wood, Black	X	\$ 290.56	\$ 415.09	=
	E1C Geo End Table, Glass, Chrome	X	\$ 173.59	\$ 247.98	=
	E1FWB Geo End Table, Wood, Black	X	\$ 252.83	\$ 361.19	=
	C1W Sydney Cocktail Table, White	X	\$ 235.85	\$ 336.93	=
	C1Y Sydney Cocktail Table, Black	X	\$ 235.85	\$ 336.93	=
	E1W Sydney End Table, White	X	\$ 213.21	\$ 304.58	=
	E1Y Sydney End Table, Black	X	\$ 213.21	\$ 304.58	=
	REGOTT Regis End Table, Brushed Metal	X	\$ 147.17	\$ 210.24	=
	E1E Silverado End Table, Glass, Chrome	X	\$ 184.91	\$ 264.15	=
	C1E Silverado Cocktail Table, Glass, Chrm.	X	\$ 232.08	\$ 331.54	=
	EOLI Oliver End Table, Walnut	X	\$ 177.36	\$ 253.37	=
	COLI Oliver Cocktail Table, Walnut	X	\$ 200.00	\$ 285.71	=
	ETBL E-Table, Wood	X	\$ 149.06	\$ 212.94	=
	TMBTBL Timber Table, Wood	X	\$ 126.41	\$ 180.59	=
	AURA Aura Round Table	X	\$ 120.76	\$ 172.51	=
CUBTBL Edge LED Cube Table, White, Plexi	X	\$ 166.04	\$ 237.20	=	

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	Description	Quantity	Advance Price	Standard Price	Total
Café Tables (pg. 20-21)	30MAHC 30"Rx29"H Mad. Gry., Hyd. Chr. Base	X	\$ 298.12	\$ 425.88	=
	ZTH 30"Rx29"H Liq. Stl. Ble, Std. Blk. Base	X	\$ 167.92	\$ 239.89	=
	ZTB 30"Rx29"H Red, Standard Blk. Base	X	\$ 167.92	\$ 239.89	=
	30WHHC 30"Rx29"H Wh. Lam., Hyd. Chr. Base	X	\$ 264.15	\$ 377.36	=
	30STHC 30"Rx29"H Silver, Hyd. Chrome Base	X	\$ 264.15	\$ 377.36	=
	ZTG 30"Rx29"H Silver, Standard Black Bs.	X	\$ 167.92	\$ 239.89	=
	ZTJ 30"Rx29"H Graphite Neb., Std. Bl. Bs	X	\$ 167.92	\$ 239.89	=
	ZTK 30"Rx29"H Maple, Std. Black Base	X	\$ 167.92	\$ 239.89	=
	30WH29 30"Rx29"H White Lam., Std. Blk. Base	X	\$ 235.85	\$ 336.93	=
	ZTA 30"Rx29"H Mad. Gry, Std. Blk. Base	X	\$ 230.19	\$ 328.84	=
	ZTQ 36"Rx29"H Wh. Lam., Std. Blk. Base	X	\$ 205.66	\$ 293.80	=
	ZTN 36"Rx29"H Graphite Neb. Std. Blk. Bs.	X	\$ 205.66	\$ 293.80	=
	ZTP 36"Rx29"H Maple, Std. Black Base	X	\$ 205.66	\$ 293.80	=
	30SBHC 30"Rx29"H Liq. Stl. Ble, Hyd. Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	30GRHC 30"Rx29"H Grpht. Neb., Hyd. Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	30MTHC 30"Rx29"H Maple, Hyd. Chrome Base	X	\$ 264.15	\$ 377.36	=
	30BRHC 30"Rx29"H Red, Hydraulic Chr. Base	X	\$ 264.15	\$ 377.36	=
	36WTHC 36"Rx29"H Wh. Lam., Hyd. Chr. Base	X	\$ 286.79	\$ 409.70	=
	36GRHC 36"Rx29"H Grpht. Neb., Hyd. Chr. Bs.	X	\$ 286.79	\$ 409.70	=
	36MTHC 36"Rx29"H Maple, Hyd. Chrome Base	X	\$ 286.79	\$ 409.70	=

Bar Tables (pg. 22-23)	30WHHB 30"Rx45"H Wh. Lam., Hyd. Chr. Base	X	\$ 264.15	\$ 377.36	=
	30SBHB 30"Rx45"H Liq. Stl. Ble., Hyd. Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	RSTSQT Rustique Square Metal Bar Table	X	\$ 271.70	\$ 388.14	=
	VTJ 30"Rx42"H Graphite Neb, Std. Blk, Bs.	X	\$ 181.13	\$ 258.76	=
	VTK 30"Rx42"H Maple, Std. Black Base	X	\$ 181.13	\$ 258.76	=
	VTG 30"Rx42"H Silver, Standard Black Bs.	X	\$ 181.13	\$ 258.76	=
	VTB 30"Rx42"H Red, Standard Blk. Base	X	\$ 181.13	\$ 258.76	=
	30WH42 30"Rx42"H White Lam., Std. Blk. Bs.	X	\$ 258.49	\$ 369.27	=
	VTH 30"Rx42"H Liq. Stl. Ble., Std. Blk. Bs.	X	\$ 181.13	\$ 258.76	=
	VTA 30"Rx42"H Mad. Gray, St. Black Base	X	\$ 245.28	\$ 350.40	=
	VTW 36"Rx42"H White Lam., Std., Blk. Bs.	X	\$ 220.75	\$ 315.36	=
	VTN 36"Rx42"H Graphite Neb, Std. Blk. Bs.	X	\$ 220.75	\$ 315.36	=
	VTP 36"Rx42"H Maple, Std. Black Base	X	\$ 220.75	\$ 315.36	=

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	Description	Quantity	Advance Price	Standard Price	Total
Bar Tables cont. (pg. 22-23)	30GRHB 30"Rx45"H Grpht. Neb, Hyd. Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	30MTHB 30"Rx45"H Maple, Hyd. Chrome Base	X	\$ 264.15	\$ 377.36	=
	30STHB 30"Rx45"H Silver, Hydraulic Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	30BRHB 30"Rx45"H Red, Hydraulic Chr. Base	X	\$ 264.15	\$ 377.36	=
	36WTHB 36"Rx45"H Wh. Lam., Hyd. Chr. Base	X	\$ 286.79	\$ 409.70	=
	36GRHB 36"Rx45"H Grpht. Neb., Hyd., Chr. Bs.	X	\$ 286.79	\$ 409.70	=
	36MTHB 36"Rx45"H Maple, Hyd. Chrome Base	X	\$ 286.79	\$ 409.70	=
	30MAHB 30"Rx45"H Mad.Gry. Hyd. Chr. Base	X	\$ 298.12	\$ 425.88	=

Barstools (pg. 24-25)	ROLLWH Lift Barstool, White Vinyl	X	\$ 177.36	\$ 253.37	=
	ROLLRD Lift Barstool, Red Vinyl	X	\$ 177.36	\$ 253.37	=
	ROLLBL Lift Barstool, Black Vinyl	X	\$ 177.36	\$ 253.37	=
	ROLLGY Lift Barstool, Gray Vinyl	X	\$ 177.36	\$ 253.37	=
	APS08 Apex Barstool, Black Vinyl	X	\$ 196.22	\$ 280.32	=
	APS59 Apex Barstool, Red Vinyl	X	\$ 196.22	\$ 280.32	=
	APS75 Apex Barstool, White Vinyl	X	\$ 196.22	\$ 280.32	=
	APS12 Apex Barstool, Blue Ultra Suede	X	\$ 196.22	\$ 280.32	=
	BS002 Zoey Barstool, White, Chrome	X	\$ 243.40	\$ 347.71	=
	BS003 Zoey Barstool, Black, Chrome	X	\$ 243.40	\$ 347.71	=
	BSS Banana Barstool, Black, Chrome	X	\$ 209.43	\$ 299.19	=
	BST Banana Barstool, White, Chrome	X	\$ 209.43	\$ 299.19	=
	BSD Oslo Barstool, Blue	X	\$ 218.87	\$ 312.67	=
	BSC Oslo Barstool, White	X	\$ 218.87	\$ 312.67	=
	XBAR Christopher Barstool, White, Chrome	X	\$ 158.49	\$ 226.42	=
	BS001 Shark Barstool, White Chrome	X	\$ 266.04	\$ 380.05	=
	BSR Syntax Barstool, Black, Chrome	X	\$ 224.53	\$ 320.75	=
	RSTSTL Rustique Barstool, Gunmetal	X	\$ 111.32	\$ 159.03	=
	ZENBAR Zenith Barstool, White, Chrome	X	\$ 166.04	\$ 237.20	=
	LMBAR Laguna Barstool, Maple, Chrome	X	\$ 184.91	\$ 264.15	=

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	Description	Quantity	Advance Price	Standard Price	Total
Conference Tables (pg. 26-27)	CONF42	42"R White Laminate Conf. Table	X \$ 320.75	\$ 458.22	=
	CB1	42"R Graphite Nebula Conf. Table	X \$ 320.75	\$ 458.22	=
	CB8	42"R Madison, Gray Acajou Conf. Tbl.	X \$ 320.75	\$ 458.22	=
	MADC05	5' Madison, Gray Acajou Conf. Table	X \$ 477.36	\$ 681.94	=
	MADC08	8' Madison, Gray Acajou Conf. Table	X \$ 952.83	\$1,361.19	=
	MADC10	10' Madison, Gray Acajou Conf. Table	X \$ 952.83	\$1,361.19	=
	42ATO	42"R Atomic Conf. Table, Glass, Chr.	X \$ 315.09	\$ 450.13	=
	36ATO	36"R Atomic Conf. Table, Glass, Chr.	X \$ 315.09	\$ 450.13	=
	CE1	Geo Rounded Sq. Tbl., Glass, Chr.	X \$ 266.04	\$ 380.05	=
	CF1	Geo Rounded Sq. Tbl., Glass, Black	X \$ 266.04	\$ 380.05	=
	CF2	Geo Rectangular Tbl., Glass, Black	X \$ 377.36	\$ 539.08	=
	CE2	Geo Rectangular Tbl., Glass, Chrome	X \$ 377.36	\$ 539.08	=
	MERLIN	Merlin Multi-Use Table	X \$ 288.68	\$ 412.40	=
	WD3	Work Table	X \$ 277.36	\$ 396.23	=
	CB3	8' Graphite Nebula Conference Table	X \$ 466.04	\$ 665.77	=
	CB2	6' Graphite Nebula Conference Table	X \$ 394.34	\$ 563.34	=
	C508GR	8' Granite Conference Table	X \$ 466.04	\$ 665.77	=
	CT10GR	10' Granite Conference Table	X \$ 698.11	\$ 997.30	=
CT06GR	6' Granite Conference Table	X \$ 394.34	\$ 563.34	=	
PWRUSB	Powered Conference Table Module*	X \$ 67.93	\$ 97.04	=	
<i>*Not available for Geo, Merlin, and Work Tables</i>					

Executive Seating (pg. 28)	PROEXE	Pro Executive High Back Chair, White	X \$ 271.70	\$ 388.14	=
	PROEXB	Pro Executive High Back Chair, Black	X \$ 271.70	\$ 388.14	=
	PROMDB	Pro Executive Mid Back Chair, Black	X \$ 207.55	\$ 296.50	=
	PROMID	Pro Executive Mid Back Chair, White	X \$ 207.55	\$ 296.50	=
	PROGB	Pro Executive Guest Chair, Black	X \$ 228.31	\$ 326.15	=
	SY1	Altura Steno Chair, Black Crepe	X \$ 135.85	\$ 194.07	=

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	Description	Quantity	Advance Price	Standard Price	Total
Communal and Powered Tables (pg. 29)	VNTMNP Ventura Bar Table, Maple, Solid	X	\$ 552.83	\$ 789.76	=
	VNTBMW Ventura Bar Table, Maple, w/ Grommets	X	\$ 552.83	\$ 789.76	=
	VNTBWW Ventura Bar Table, White, w/ Grommets	X	\$ 552.83	\$ 789.76	=
	VNTWNP Ventura Bar Table, White, Solid	X	\$ 552.83	\$ 789.76	=
	VNTBNP Ventura Bar Table, Black, Solid	X	\$ 552.83	\$ 789.76	=
	G30DMS G30 Café Table, Maple, Solid	X	\$ 443.39	\$ 633.42	=
	G30DMW G30 Café Table, Maple, w/ Grommets	X	\$ 443.39	\$ 633.42	=
	G30DWS G30 Café Table, White, Solid	X	\$ 443.39	\$ 633.42	=
	G30DWW G30 Café Table, White, w/ Grommets	X	\$ 443.39	\$ 633.42	=
Office Essentials (pg. 30)	JD8 Executive Desk, Madison Gray Acajou	X	\$ 601.89	\$ 859.84	=
	CR8 Credenza, Madison Gray Acajou	X	\$ 509.43	\$ 727.76	=
Lighting and Product Display (pg. 31)	LA15 Mason Floor Lamp	X	\$ 183.02	\$ 261.46	=
	LA14 Mason Table Lamp	X	\$ 120.76	\$ 172.51	=
	PSHCCS Posh Shelving, Chrome / Acrylic	X	\$ 511.32	\$ 730.46	=
	BC8 Bookcase, Madison Gray Acajou	X	\$ 435.85	\$ 622.64	=

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 100%. Cancellations after furniture is delivered is 100%.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal _____
 (Transfer Subtotal to Form 10j)

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

Any custom furniture items ordered less than 2-weeks before exhibitor move-in are not guaranteed to be in stock and/or available. Please contact your Customer Account Manager for assistance or questions.

Description			Quantity	Advance Price	Standard Price	Total
Bars (pg. 32)	BRC	Martini Bar Circle (3)	X	\$3,226.41	\$4,609.16	=
	BR1	Martini Bar	X	\$1,120.76	\$1,601.08	=
Mobile Tablet Stands (pg. 33)	TBSTND	Mobile Tablet Stand, Black	X	\$ 232.08	\$ 331.54	=
	TBSTDW	Mobile Tablet Stand, White	X	\$ 232.08	\$ 331.54	=
	TBBCHR	Brochure Holder, Black	X	\$ 54.72	\$ 78.17	=
	TBSHLF	Charging Shelf, Black	X	\$ 54.72	\$ 78.17	=
	TBPNTR	Wireless Printer Holder, Black	X	\$ 54.72	\$ 78.17	=
Refrigerators (not shown)	R1Q	4.0 Cubic Ft. Small Refrigerator, White	X	\$ 254.72	\$ 363.88	=
	R1R	14.0 Cubic Ft. Large Refrigerator, White	X	\$ 722.65	\$1,032.35	=

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 100%. Cancellations after furniture is delivered is 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Taxes and Fees Multiplied by 8.25% _____
	Delivery Charge \$75.00 _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

5931 West Campus Circle Drive, Irving, Texas 75063
 Phone: (972) 580-9000 Fax: (972) 465-1109
 Log on to **cyberservices™** at www.theexpogroup.com

Barrett - Jackson
 September 27-29, 2018
 Mandalay Bay Resort
 Bayside B, C, D, E and F
 Las Vegas, NV



ADD-ON ACCESSORY RENTALS



39" X 12" SHELF



ARMLIGHT



1M COUNTER



2M COUNTER



1M CURVED COUNTER

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes carpet, daily cleaning, shipping, installation and dismantle labor, and lights for your exhibit. Additional Electrical Service must be ordered separately.*

Pkg	Description	Qty	Advance Price	Standard Price	Total
Booth Rental	A Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.)	X	\$2,098.50	\$2,728.00 =	
	B Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.)	X	\$2,855.00	\$3,712.00 =	
	C Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.)	X	\$3,190.50	\$4,147.50 =	
	D Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.)	X	\$3,989.00	\$5,185.50 =	
	E Includes header sign (not backlit), standard color carpet, (1) custom curved counter, (5) 1-meter shelves (Lighting, electrical labor and power not included.)	X	\$5,062.50	\$6,581.00 =	
	F Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.)	X	\$4,914.00	\$6,388.00 =	
	G Includes header sign (not backlit) standard color carpet, (4) barstools (Lighting, electrical labor and power not included.)	X	\$5,062.50	\$6,581.00 =	
	H Includes header sign (not backlit) standard color carpet, (4) barstools (Lighting, electrical labor and power not included.)	X	\$6,154.50	\$8,391.00 =	

Header Options	Header Copy: _____ (Please type or print.)
	Letter Color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gray

Carpet Color	Carpet is included with the exhibit. <i>Please choose only one:</i>
	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Bluejay <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Pepper

Panel Color	<i>Please choose only one color to use for panels without graphics:</i>
	Panel Fills: <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal _____
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in _____
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in _____
	Subtotal _____
	Taxes & Fees Multiplied by 8.25% of Subtotal _____
	TOTAL _____

Exhibiting Company: _____	Booth Number: _____
Print Name: _____	Date: _____
Authorizer's Signature: _____	

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes carpet, daily cleaning, shipping, installation and dismantle labor, and lights for your exhibit. Additional Electrical Service must be ordered separately.*

	Description	Qty	Advance Price	Standard Price	Total
Accessories	Arm Lights (Only able to be utilized with TEG al booth packages)	rent-	X \$ 78.00	\$101.50	=
	1 Meter Shelf		X \$ 59.00	\$ 76.50	=
	1 Meter Counter		X \$294.00	\$382.50	=
	1 Meter Curved Counter		X \$414.00	\$538.50	=
	2 Meter Curved Counter		X \$450.00	\$585.00	=
	Sliding Door Lock for Counter		X \$ 21.50	\$ 28.00	=

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

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

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in
	Subtotal
	Taxes & Fees Multiplied by 8.25% of Subtotal
	TOTAL

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

THE EXPO GROUP

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Portable Solutions

Simple, yet impactful designs created and built just for you. Yours to own after the show, making them a terrific value. All options are:

- Big Branding. Lots of creative space to show off your marketing message.
- Easy to set up and dismantle. Do it yourself, or hire labor to assist you.
- Lightweight. Saves money in shipping and material handling.
- Durable. Use them show after show and great for internal events too.
- Good Value. Well priced investment.

Exhibit Backwalls



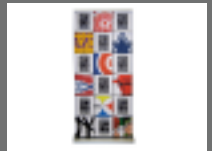
Light Boxes and Towers



Counters



Banner Stands



Hanging Signs



Accessories



Exhibit Backwall

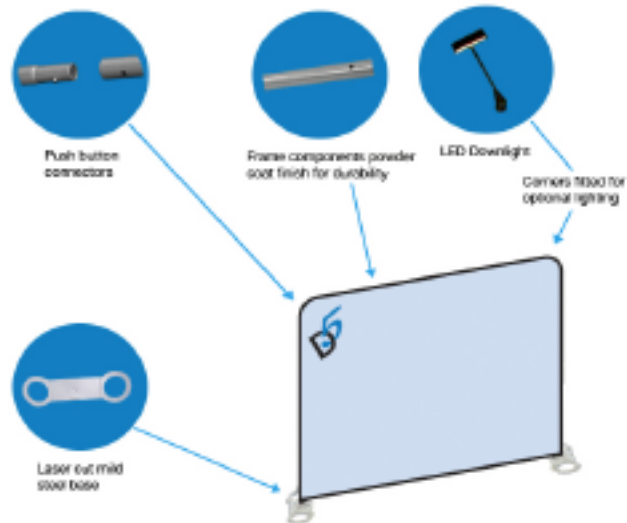
D5 Milan FlatWall



D5 MILAN FLATWALL (CMIL-00-002)

Seamless photorealistic fabric graphic wall on a lightweight aluminum frame with push button fit connections. Graphic is pillow case fit with a zipper closure along the bottom. Assembly time approx 8 minutes. Travel bag included. Lighting options available.

Dimensions: 115" w x 88" h
Weight: 29 lbs
Packed size: 13" w x 13" d x 33" l



D5 Milan Curve



CURVED BACKWALL (CMIL-00-005)

Seamless curved fabric graphic wall fitted on a lightweight aluminum frame with push button fit connections. Graphic is pillow case fit with a zipper closure along the bottom. Assembly time approx 8 minutes. Travel bag included. Lighting options available.

Dimensions: 114" w x 88" h
Weight: 29 lbs
Packed size: 13" w x 13" d x 33" l



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Exhibit Backwall

8ft Flat Fabric Mural with End Caps



8FT FLAT FABRIC MURAL (FAM-00-009)

This portable billboard makes a big impression, with the end caps giving 3D depth. The high resolution fabric graphic velcro mounts to the frame and can be left attached for shipping at the end of the show. Assembly time approx 5 minutes. Travel bag included. Shipping case & lighting options available.

Dimensions: 88.5" w x 88.5" h
Weight: 30lbs
Packed size: 13" w x 13" d x 33" l



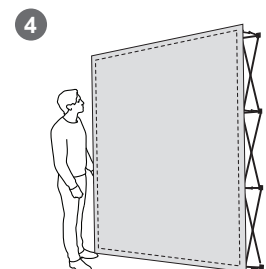
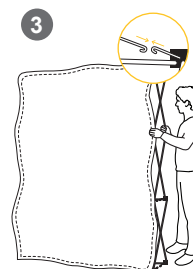
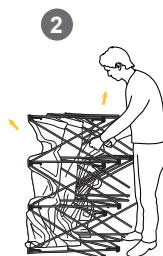
10ft Flat Fabric Mural with End Caps



10FT FLAT FABRIC MURAL (FAM-00-010)

For an even bigger impact this display provides over 86 sq ft of image. The high resolution fabric graphic velcro mounts to the frame and can be left attached for shipping at the end of the show. Assembly time approx 5 minutes. Travel bag included. Shipping case & lighting options available.

Dimensions: 117" w x 88.5" h
Weight: 35lbs
Packed size: 13" w x 19" d x 33" l



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Light Boxes

10ft Light Box with frame (Single or Double Sided)



* Light Box uses
LED bright
lighting

10FT LIGHT BOX

Single Sided - (10 WRF 100)

Double Sided - (10 BL 115)

Our 10 foot wide LED lightboxes incorporate the latest trend in signage synonymous with deluxe brands and services. High-impact colors, sleek modular design and full custom capability empowers you to transform your design concepts into real life visual experiences. Internal LED Lighting maximizes visual impact of the graphic.

20ft Light Box with frame (Single or Double Sided)



* Light Box uses
LED bright
lighting

20FT LIGHT BOX

Single Sided - (20 WRF 100)

Double Sided - (20 BL 115)

Enhance your booth space with the 20 foot wide LED lightbox. The aluminum extrusion has a channel along its edge to hold the graphic in place. Simple allen key assembly. High impact on the tradeshow floor. Providing the most suitable lighting solutions to your specific branding requirements.

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Light Towers

Back lit tower and frame (Single or Double Sided)



* Light Tower
uses LED bright
lighting

BACK LIT TOWER

Single Sided - (7 WRF 100)

Double Sided - (7 BL 115)

Add an LED Lightbox Tower to your exhibit. The simple groove channel is great for retrofitting fabric graphics (either single or double sided) right on the tower framing. Simple change out graphics for future use. Perfect for those just needing a little extra boost to complete an exhibit area or define a space or message.

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Counters

Curved Podium



Fabric wrap simply connects with rear zippers providing easy access for storage.

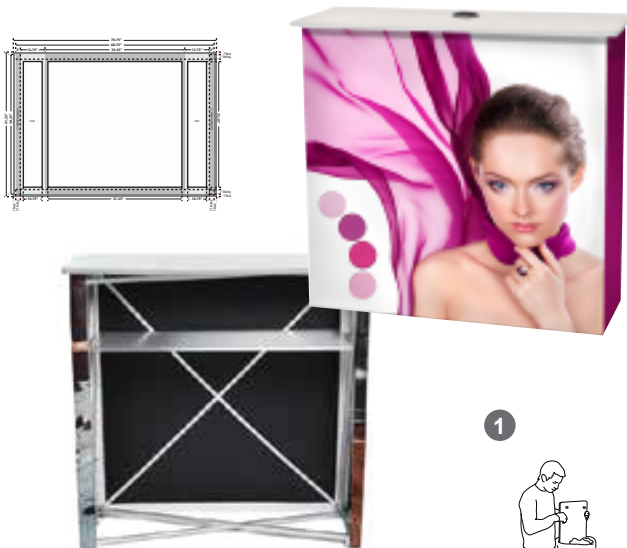
CURVED PODIUM (CMIP-00-001)

Lightweight aluminum frame with a wrapped seamless full color graphic. Frame, graphic, counter top and travel bag included. Cable management for ipads, monitors ect. is optional.

Load Bearing Capacity: 200 lbs
Dimensions: 30" w x 39" h x 15" d
Weight: 15 lbs
Packed size: 13" w x 19" d x 33" l



Rectangular Counter



RECTANGULAR COUNTER (BLC-00-001,2,3)

Easy to set up pop up counter that combines good looks with strength. The full color fabric wrap attaches with velcro and can stay attached for shipping in its padded trolley bag with wheels.

The open back provides access to one storage shelf and laminated counter top comes in three colors.

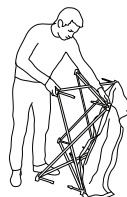
Load bearing: 75lbs
Dimensions: 41.75" w x 40" h x 15.75 d
Weight: 35 lbs
Packed size: 9" w x 17" d x 47" l



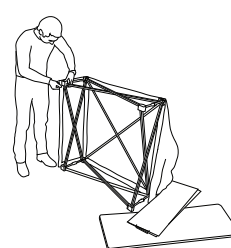
1



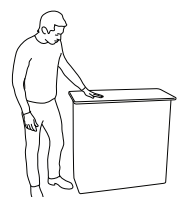
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3



4



THE EXPO GROUP

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Counters

Case to Counter Conversion



CASE TO COUNTER CONVERSION (BCS-05-004)

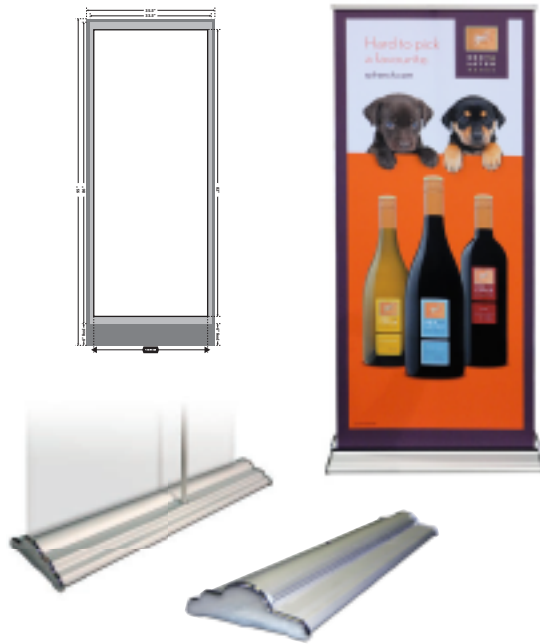
Our oval rotomoulded shipping case with wheels provides secure shipping for your lighting accessories D5 Milan or Fabric Mural display and can become a counter with a full fabric graphic wrap that simply slips over the case and has a laminated wood counter top insert.

Load Bearing Capacity: 100 lbs
Dimensions: 22" w x 37.5" h x 12" d
Weight: 18 lbs
Packed size: 24" w x 16" d x 38" l



Banner Stands

Single Sided Pull Up Banner

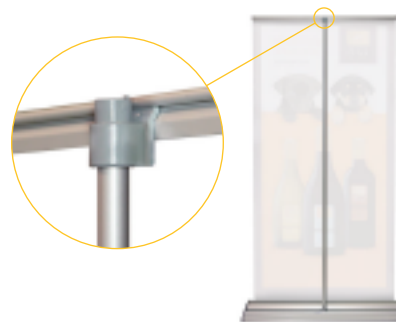


PULL UP BANNER (BSI-00-002)

The sleek polished aluminum base unit provides all the stability for this stylish display. They can be used in pairs and threes to create back walls. The full color Poly Satin fabric graphic is included.

Simple to set up with a 3 part connected pole, the display comes complete with a durable padded travel bag that has a shoulder strap for carrying.

Dimensions: 33.5" w x 86" h
Packed Weight: 13 lbs
Packed size 9" w x 4" d x 36" l



Hook up to the top profile easily by inserting the end of the pole to the slot of the profile.

Single Sided Tension Banner



SINGLE SIDED TENSION BANNER (BTW-00-018)

Light weight with no loose components and finished in polished satin aluminum. This display extends to its full height with a simple twist to unlock the pole lift and twist to lock again and it is complete.

Easy travel:

With the display comes an attractive and durable bag equipped with a shoulder strap.

Dimensions: 31.5" w x 75" h
Packed Weight: 8.4 lbs
Packed size: 5" w x 5" d x 47" l



This tripod creates a very stable solution.



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Banner Stands

Slimline Single sided Pull up Banner



SLIMLINE PULL UP BANNER (BVE-00-001)

This is our most compact display with a slimline base at only 24" wide, perfect where you need a minimal footprint on your booth with maximum impact. Super lightweight at just 3lbs, this display comes complete with its PolySatin fabric graphic and carry bag that has a convenient shoulder strap

Dimensions: 24" w x 79" h

Packed Weight: 6 lbs

Packed size: 4" w x 4" d x 26" l



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Hanging Signs

Aluminum frame structure with push fit connection top and bottom frames and simple allen key screws for the uprights. All components are powder coated for durability and to prevent marking of the graphic. The seamless full color fabric graphic can be printed one or both sides and have an integral internal light blocker to prevent any shadowing effects from overhead lighting. Every kit includes the frame, graphic, harness kit and travel bag. Assembly time 15 minutes.

Circular Hanging Sign



CIRCULAR HANGING SIGN DIMENSIONS:

Circular Frame 96" w x 42" h Hanging weight 38lbs
CHHA-00-005, 006

Circular Frame 120" w x 42" h Hanging weight 45lbs
CHHA-00-013, 014

Circular Frame 144" w x 42" h Hanging weight 53lbs
CHHA-00-019, 020

Square Hanging Sign



SQUARE HANGING SIGN DIMENSIONS:

Square Frame 96" w x 96" d x 42" h Hanging weight 49lbs
CHSQ-00-003, 004

Square Frame 120" w x 120" d x 42" h Hanging weight 58lbs
CHSQ-00-005, 006

Square Frame 144" w x 144" d x 42" h Hanging weight 71lbs
CHSQ-00-007, 008

Flat Triangular Hanging Sign



FLAT TRIANGULAR SIGN DIMENSIONS:

Triangular Frame 96" w x 96" d x 42" h Hanging weight 37lbs
CHTR-00-003, 004

Triangular Frame 120" w x 120" d x 42" h Hanging weight 44lbs
CHTR-00-005, 006

Triangular Frame 144" w x 144" d x 42" h Hanging weight 53lbs
CHTR-00-007, 008

Accessories

Literature Stand



LITERATURE STAND (LRS-00-007)

This brochure stand is simple to set up, just lift and snap the lock in place. To take down, squeeze to release the lock and it will effortlessly lower to the floor. Literature can even be left in the pockets when collapsed. Pockets are made from shatter resistant polycarbonate for durability.



The locking mechanism is fully engaged.



Disengage the locking mechanism by squeezing both ends.



iPad and Tablet Stand

iPad 2,3,4 /
iPad Air Stand



IPAD AND TABLET STAND

Designed with security in mind, these displays all lock your device in place and the home button is covered so that the content is protected. Also there is access for a power lead to recharge the units while still in the stand.

The holder is able to rotate 360 degrees and has a 90 degree tilt as well. The modern design combines good looks with strength and usability.

Models available to suit these tablets.

A - iPad 2, 3 & 4

CIPM-01-009

B - iPad Air

CIPM-01-014, 019

The Expo Group Exhibit Modular Solutions Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. **Please note items listed below are available for purchase, not rental. However, rental pricing is available for marked items (**). Please contact your Customer Account Manager for details.**

**Installation and Dismantle labor is not included. To order labor, please see Labor forms.
 Electrical service is not included. To order electrical service, please see Electrical Service form.**

	Item Number	Description	Quantity	Price	Total
Exhibit Backwalls	All backwalls include the frame, fabric graphic, and travel bag.				
	CMIL-00-002	10 ft. D5 Milan FlatWall**	_____	X \$ 2,874.00 =	_____
	CMIL-00-005	10 ft. D5 Milan Curve**	_____	X \$ 3,001.00 =	_____
	FAM-00-009	8 ft. Flat Fabric Mural w/ End Caps	_____	X \$ 2,081.00 =	_____
	FAM-00-010	10 ft. Flat Fabric Mural w/ End Caps	_____	X \$ 2,721.00 =	_____

Light Boxes/ Towers	All light boxes come with frame, fabric graphic, and rotomoulded wheeled case.				
	10WRF100	10 ft. Single Sided Litex Frame 116" x 84"***	_____	X \$ 5,012.50 =	_____
	20WRF100	20 ft. Single Sided Litex Frame 234" x 84"***	_____	X \$ 9,484.75 =	_____
	10BL115	10 ft. Double Sided Litex Frame 116" x 84" **	_____	X \$ 5,772.50 =	_____
	20BL115	20 ft. Double Sided Litex Frame 234" x 84"***	_____	X \$11,049.25 =	_____
	7WRF100	Single Sided Backlit Tower 30"w x 84"h**	_____	X \$ 2,164.75 =	_____
	7BL115	Double Sided Backlit Tower 30"w x 84"h**	_____	X \$ 3,050.75 =	_____

Counters	All counters include the frame, fabric graphic, and travel bag.				
	CMIP-00-001	Curved Podium	_____	X \$ 1,078.00 =	_____
	BLC-00-001	Rectangular Counter w/ White Counter	_____	X \$ 889.00 =	_____
	BLC-00-002	Rectangular Counter w/ Gray Counter	_____	X \$ 889.00 =	_____
	BLC-00-003	Rectangular Counter w/ Wood Counter	_____	X \$ 889.00 =	_____
	BCS-05-004	Case to Counter Conversion (Full Oval Case Only)	_____	X \$ 596.70 =	_____
	BCS-02-003	Case to Counter Conversion (Full Oval Graphic Wrap Only)	_____	X \$ 555.00 =	_____

Cancellation Policy: Once graphics are submitted, all sales are final and no refunds will be given thereafter. A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in
	Expedited Shipping Rates will apply. Subtotal
	Taxes & Fees Multiplied by 8.25% of Subtotal
	TOTAL

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

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 Electrical service is not included. To order electrical service, please see Electrical Service form.**

	Item Number	Description	Quantity	Price	Total
Hanging Signs	All Signs include the frame, fabric graphic, harness kit, and traveling bag.				
	CHHA-00-005	8' Single Sided Circular Hanging Sign**	X	\$3,421.00	=
	CHHA-00-006	8' Double Sided Circular Hanging Sign**	X	\$4,010.00	=
	CHHA-00-013	10' Single Sided Circular Hanging Sign**	X	\$4,078.00	=
	CHHA-00-014	10' Double Sided Circular Hanging Sign**	X	\$4,814.00	=
	CHHA-00-019	12' Single Sided Circular Hanging Sign**	X	\$4,916.00	=
	CHHA-00-020	12' Double Sided Circular Hanging Sign**	X	\$5,799.00	=
	CHSQ-00-003	8' Single Sided Square Hanging Sign**	X	\$4,163.00	=
	CHSQ-00-004	8' Double Sided Square Hanging Sign**	X	\$4,909.00	=
	CHSQ-00-005	10' Single Sided Square Hanging Sign**	X	\$5,037.00	=
	CHSQ-00-006	10' Double Sided Square Hanging Sign**	X	\$5,971.00	=
	CHSQ-00-007	12' Single Sided Square Hanging Sign**	X	\$5,954.00	=
	CHSQ-00-008	12' Double Sided Square Hanging Sign**	X	\$7,074.00	=
	CHTR-00-003	8' Single Sided Triangle Hanging Sign	X	\$3,024.00	=
	CHTR-00-004	8' Double Sided Triangle Hanging Sign	X	\$3,584.00	=
	CHTR-00-005	10' Single Sided Triangle Hanging Sign	X	\$3,863.00	=
	CHTR-00-006	10' Double Sided Triangle Hanging Sign	X	\$4,563.00	=
	CHTR-00-007	12' Single Sided Triangle Hanging Sign	X	\$4,571.00	=
CHTR-00-008	12' Double Sided Triangle Hanging Sign	X	\$5,411.00	=	

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ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

CALCULATING YOUR TOTAL

Subtotal	_____
50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in	_____
100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in	_____
Expedited Shipping Rates will apply. Subtotal	_____
Taxes & Fees Multiplied by 8.25% of Subtotal	_____
TOTAL	_____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

The Expo Group Exhibit Modular Solutions Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. **Please note items listed below are available for purchase, not rental. However, rental pricing is available for marked items (**). Please contact your Customer Account Manager for details.**

**Installation and Dismantle labor is not included. To order labor, please see Labor forms.
 Electrical service is not included. To order electrical service, please see Electrical Service form.**

	Item Number	Description	Quantity	Price	Total
Banner Stands	All stands include the frame, fabric graphic, and travel bag.				
	BSI-00-002	Single Sided Pull Up Banner	X	\$ 564.00	=
	BTW-00-018	Single Sided Tension Banner	X	\$ 377.00	=
	BVE-00-001	Slimline Pull Up Banner	X	\$ 467.00	=
Accessories	LRS-00-007	Literature Stand- <small>includes stand & travel bag</small>	X	\$ 547.00	=
	CIMP-01-009	iPad Stand Quick Release Lockable <small>(iPad 2,3,4)</small>	X	\$ 955.00	=
	CIMP01-019	iPad Air Stand Secured	X	\$ 725.00	=
	ELI-05-001	LED Light 150W Equivalent Spotlight <small>(Silver)</small>	X	\$ 234.00	=
	ELI-05-002	LED Light 150W Equivalent Spotlight <small>(Black)</small>	X	\$ 234.00	=

Cancellation Policy: Once graphics are submitted, all sales are final and no refunds will be given thereafter. A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in
	Expedited Shipping Rates will apply. Subtotal
	Taxes & Fees Multiplied by 8.25% of Subtotal
	TOTAL

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

Watch your booth come to life with digital graphics created in-house by The Expo Group. Send us any graphical elements you want included or work with our expert team to create a stunning sales atmosphere using custom graphics. Visit theexpogroup.com/graphics to upload images



Graphic Panels and Headers

Let your booth graphics convey information to attendees, create interest among potential clients, enhance your standing in your industry and help close deals. Standard Graphic Panels fit any of our Modular Rental Exhibits and Custom Panels can be built to accommodate unique layouts. Backlit Panels and Custom Headers are also available.



Banners

A wide banner across your booth's threshold, or perhaps in a sponsored conference room, is another effective way to promote your company, products or services. Vinyl and foam core banners can be ordered from The Expo Group.



Signs

The Expo Group creates signs in any size, for any purpose. Order an eye-catching sign to promote your latest product, announce a giveaway or invite show attendees to a demonstration. Popular easel-displayed sizes are 22" x 28" and 28" x 44". Smaller 7" x 11" signs are ideal for creating a tabletop. We produce large signs and cut-outs too!

Graphic Submission Guidelines

When submitting your artwork, these guidelines are vital to ensure your graphics look the very best.

1. All logos must be in a ***vector format**, saved in Adobe Illustrator or as an EPS file. Raster images will not be accepted- this includes .jpg, .png or .gif files copied directly from a web site.

* Art that can be scaled to any size without losing quality



2. All text should be converted to outlines or with the fonts provided. PC fonts only. All fonts must be embedded.

3. Photographic images should be 300 dpi at the final size in the layout in either JPG or TIF file format. **Sorry, Internet images cannot be used.**

- Large continuous graphic walls 10ft wide or more need only be between 90 -150 dpi at actual size.
- How an image is originally acquired will determine its resolution, and thus the size it can print at for clear and crisp printing.
- Resolution and size (dimensions) are inversely proportional to each other. If you enlarge an image, you lower its resolution.

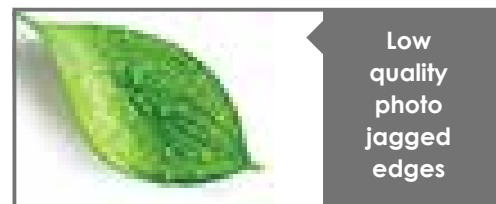
4. You must provide either a printed proof or a PDF proof when submitting artwork. This allows us to check the files for the font, color problems, missing links and more.

Acceptable Art Work



Good
quality
photo
clean
edges

Unacceptable Art Work



Low
quality
photo
jagged
edges

.ai - Adobe Illustrator (Fonts outlined - images embedded)

.eps - Encapsulated Post Script

.tiff - (300 dpi at layout size)

.doc - Word Document - text only

.psd - Photoshop Document (All layers flattened)

.zip - Windows Compression Format

.jpg

.pdf

.ind - InDesign

.qxd - QuarkXpress

.ppt - PowerPoint

.art - AOL compressed image/clip art file

.gif - Graphic Interchange Format

.vsd - Visio Drawing File

.png - Portable Network Graphics

.cdr - CorelDraw

Enhance your booth with custom graphics from The Expo Group. Graphics and signs are created in-house and our Design Team offers many options to fit your needs.

Our Design Team can create digital custom graphics that fit your exhibit. Send us your logo and any graphics you want to expand and let us do the rest. Let your attendees know about your giveaways, show specials or speaking engagements. All signs are printed using six color printing and are on 3/16" foam board. Signs are priced per square foot. A digital set-up fee of \$125.00 is charged for all graphics.

	Quantity	Price	Total
Digital Graphics and Signs	7" x 11"	X	\$ 62.60 =
	11" x 14"	X	\$ 76.95 =
	14" x 22"	X	\$ 78.95 =
	22" x 28"	X	\$ 98.91 =
	28" x 44"	X	\$119.60 =
	40" x 60"	X	\$192.55 =
	Banner per sq. ft. (Single-Sided)	X	\$ 14.95 =
	Easel Back (for up to 11" x 14" sign)	X	\$ 9.95 =
	Double Stick Back	X	\$ 9.95 =
	Additional Design Time	X	\$ 75.00/hr =

PLEASE SPECIFY COPY AND LAYOUT BELOW.

Sign Options	<i>Please choose one:</i>	
	Orientation	<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical

Please contact your Customer Account Manager for instructions on how to format your graphics and sending your files.

Final approval of graphics must be received by the deadline date or expedite fees will apply.

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL	
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal	
	Digital Set-Up Fee	\$125.00
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in	
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in	
	Subtotal	
	Taxes & Fees Multiplied by 8.25% of Subtotal	
	TOTAL	

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS

All exhibitors must have all crates tagged for empty storage by 2 hours prior to end of exhibitor move-in.

NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

Any shipment not handled by The Expo Group, but for which The Expo Group is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, The Expo Group shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

- Overtime charges are assessed when The Expo Group has been granted initial access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 1:30 pm are not guaranteed Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to The Expo Group by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond The Expo Group's control.

INSURANCE

It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

INBOUND SHIPMENT(S)

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)

The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. If found liable for any loss, The Expo Group's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.

LIABILITY

- Shipments delivered or consigned direct to the dock or warehouse address are subject to the following: The Expo Group shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, The Expo Group's maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- The Expo Group shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- The Expo Group shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to exhibitor's booth.
- Collect shipments will not be accepted. Send freight pre-paid.
- Direct carrier shipments must have certified weight tickets. **If correct weights are NOT provided, receiver's estimates will prevail.** Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at The Expo Group Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. The Expo Group assumes no responsibility for:
 - Error to above procedures.
 - Removal of containers with old empty labels and The Expo Group labels.
 - Improper information on empty labels.
 - Material stored in containers with empty labels.
- To expedite removal of materials, The Expo Group shall have authority to change designated carriers.
- The Expo Group has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying The Expo Group of any adjustments. The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- The Expo Group shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- Claims for loss or damage must be submitted to The Expo Group prior to the close of the Show. No suit or action shall be brought against The Expo Group more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

THE EXPO GROUP RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.

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

Additional Handling: Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express, UPS, Airborne Express and DHL** are included in this category due to their delivery procedures.

What about carpet/pad only shipments? Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.

What is a Small Package? (25lbs. maximum per package) Letters or small packages received at show-site **during show hours only.**

What is a Cartage Company? Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is Ground Loading/Unloading? Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading? Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading? Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What is Alternate Delivery Location? Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Stacked Shipments? Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What are Multiple Shipments? Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.

What are mixed shipments? Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have No Documentation? Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is Inbound? Shipments being sent to a warehouse for advance receiving or to show site.

What is Outbound? Shipments leaving show site and being sent to another destination.

What is Off Target? Used when there is a specific date and time that an exhibitor must move in by and is missed.

What is a Marshalling Yard Fee? A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.

What is Overnight Parking Fee? There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owners expense.**

What are Shipments Returned to Warehouse? Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by The Expo Group.

You will receive a 10% credit on the rates listed below if you prepay for this service by Discount Deadline date and ship your freight roundtrip on one of the official show carriers. Credit will be applied to the balance of this service after the final audit of the show.

FOR DEFINITIONS, PLEASE SEE 14c

STRAIGHT TIME: Monday - Friday, 8:00 am - 4:30 pm
OVERTIME: Monday - Friday, 8:00 am - 4:30 pm; All day Saturday, Sunday and Holidays
WAREHOUSE HOURS: Monday - Friday, 9:00 am - 3:00 pm

Please note the following:

- Additional charges will apply for any shipment left on floor without TEG Outbound Material Handling form completed and turned into TEG Service Desk. One half hour min. TEG supervised labor fee will be charged.
- Your shipment may be moved into or out of show site on overtime due to scheduling beyond TEG's control.

Rate Classifications:

•Advance Shipments to Warehouse Dates (200lb. minimum) - August 27, 2018 to September 18, 2018

	Price Per CWT	200lb. Minimum
Crated	\$ 77.70/ CWT	\$ 155.40
Crated Additional Handling	\$101.01/ CWT	\$ 202.02
<i>Uncrated shipments will NOT be accepted at the Advance Warehouse</i>		

•Additional Surcharges

Shipments Returned to Warehouse *(2500 lb. minimum).....	\$ 50.00/ CWT	\$1,250.00
<i>*In addition to above charges.</i>		

•Direct Shipments to Show Site (200lb. minimum) - First day of Direct Freight Acceptance: September 25, 2018

Crated	\$ 77.70/ CWT	\$ 155.40
Crated Additional Handling	\$101.01/ CWT	\$ 202.02
Shipments Returned to Warehouse *(2500lb. minimum).....	\$ 50.00/ CWT	\$1,250.00
Small Packages *direct shipments show hours only (25lb. maximum) - First Piece	\$ 35.00/ piece	
Small Packages *direct shipments show hours only (25lb. maximum) - Additional Pieces	\$ 25.00/ piece	
Hand carry empty storage fee	\$ 50.00/ container	

•Machinery Rates

Machinery (2,500 - 5,000 lbs.)	\$ 23.63/ CWT	
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**To qualify for machinery rate, the shipment must be marked as "machinery" on the shipping documents and must weigh more than 2,500 lbs.*

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs. for example:

3 Separate Shipments	1 Consolidated Shipment
54lbs. charged @ 200lbs. \$155.40	3 pieces (1 shipment)
59lbs. charges @ 200lbs. \$155.40	185lbs. @ 200lbs. = \$155.40
72lbs. charges @ 200lbs. \$155.40	Total Savings: \$310.80
Total: 185lbs. Total Cost: \$466.20	

Number of CWT's (100lbs.)	x	Applicable Rate	=	Amount
_____	x	_____	=	_____
_____	x	_____	=	_____
				Total _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

Terms and Conditions

- Vehicles may only be displayed in accordance with local fire regulations.
- Batteries must be disconnected and taped.
- Fuel tanks must have no more than one eighth of a tank of gas.
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors.
- Vehicle may not be moved during show hours.

Rates

Round-Trip Rate

Cars, Trailers, RV's (under 40')	\$120.00
Box Truck, Semi-Truck, Trailers over 40'	\$850.00

Vehicle Recap

Number of Vehicles	Type of Vehicles	Date	Time	Rate	Subtotal
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Mobile Subtotal _____
TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

Carrier Check-In

EXHIBITORS: PLEASE INFORM YOUR CARRIER

- All carriers and privately owned vehicles must check in at this location prior to loading/unloading.
- All shipments must be accompanied by certified weight tickets.
- Targeted shipments should check-in at least 2-hours prior to appointed time to insure a scheduled move-in.
- Late Driver Check-In: Drivers checking in after ____ pm (**PM TO DETERMINE HOURS**) are not guaranteed straight time rates.
- Marshalling staff hours ____ am to ____ pm. (**PM TO DETERMINE HOURS**)

Marshalling Yard Address

Driving Directions

Exhibitor must order Accessible Storage at The Expo Group Service Desk onsite.

Accessible Storage is unsecured.

FAQ What is Accessible Storage? Storage of exhibit materials that exhibitors do not have space to store in their booth. Generally, these items are needed on a daily basis to hand out to attendees or in other cases it could be back up equipment for systems failure.

Where are my items stored? Our on-site freight personnel will reserve a designated area at show site.

Set-Up Fee There is a one-time set-up fee of \$105.00.

Storage Fee **Based upon square footage required for storage.**

Up to 32 square feet	\$126.00 per day
32 to 64 square feet	\$205.00 per day
64 to 96 square feet	\$246.00 per day
96 to 128 square feet	\$306.00 per day
128 to 160 square feet	\$366.00 per day

Labor Each time your materials are accessed, you will be charged a minimum of one-half (1/2) hour of labor according to the hourly rates indicated on the Exhibitor Supervised Labor form.

Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

The Teamster Union claims jurisdiction over the operation of all material handling equipment (forklifts, hand trucks, flat carts, dollies, or otherwise wheeled and/or mechanical equipment, etc.). Exhibitors may not operate, handle, or use any of this type equipment, even if personally owned, for the movement of freight, crates/cases, cartons, or other display materials from the dock to the booth space, or booth space to the dock.

Exhibitors do reserve the right however, to handle their own exhibit materials provided that those materials are hand-carryable, by one person in one trip, without the use of said material handling equipment stated above. Exhibitors who have more extensive unloading or loading requirements of exhibit materials will be required to use the material handling services offered on Material Handling Page.

To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates. Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 250lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3' wide x 6' long or more.

Cart Service will only be available during move in and move out. Cart Service rates are available one-way or roundtrip. Should you have any questions regarding this service or the definitions stated above, please contact your Customer Account Manager.

ONE WAY CART SERVICE - \$ 75.00 x $\frac{\text{_____}}{\text{(number of cart loads)}}$ = _____ (subtotal)

ROUND TRIP CART SERVICE - \$150.00 x $\frac{\text{_____}}{\text{(number of cart loads)}}$ = _____ (subtotal)

Hand Carry/POV

Exhibitors may hand carry their merchandise from their Personally Owned Vehicle (a privately owned vehicle i.e. car, van or SUV) in the designated areas. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved.



Sedan



Van



Sports Utility Vehicle



Pickup

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager

CALCULATING YOUR TOTAL

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

Choice of Destination

You can choose to ship to the Warehouse or Direct to the Exhibit Hall. Each destination has distinct advantages.

Why Ship to the Warehouse?

If time allows, shipping to the warehouse can be your best choice. It enables you to check on the arrival of your shipment at the warehouse and solve any problems that might occur en-route. Shipment to the warehouse also ensures that your exhibit will be in your booth location on the first or targeted day of set-up. There's no waiting time at the dock, which lessens the possibility of numerous delays. Refer to the Material Handling form for rates.

What do I Need to do to Ship to the Warehouse?

Be sure delivery takes place within the time frame specified (see Shipping Information form). There are no advantages to warehouse shipping if you cannot comply with the requirements.

1. Use the provided shipping labels, photocopies, or any other proper labeling method for shipment to the warehouse address. Use two labels per piece, and specify show name, exhibitor name and booth number.
2. Crate all machinery; the warehouse will not accept uncrated deliveries due to the difficulties in storing and handling them.
3. Consign the shipment to The Expo Group, using a standard Bill of Lading form.
4. Provide an office address and phone number where a responsible party may be reached should any problems arise en-route or at the warehouse.

Why Ship Direct?

Your shipment can arrive later when sent direct to the Exhibit Hall. There is also the benefit of reduced handling of your materials – no unloading and reloading at the warehouse. One setback to direct shipment you should keep in mind is the possibility of waiting time at the docks – some carriers will charge you for it, and you will be trading set-up time for unloading time. Refer to the Material Handling form for rates.

What to do for Direct Shipments?

1. Use the Exhibit Hall shipping address.
2. Make sure shipment arrives during scheduled move-in days and hours and at your targeted time if specified. There is no staff available to handle shipments arriving at other times.
3. Be prepared to have truck wait in line for unloading – most shows require truck check-in at a marshalling yard where paperwork and unloading order is established. If early unloading is necessary make sure the driver checks into the marshalling yard early.
4. Each exhibitor should insure materials from point of departure to point of return. Contact your insurance agent for a "rider" to your existing policy. Also be certain that the policy includes liability insurance.

IMPORTANT: Ship 'Pre-Paid.' 'Collect' charges will not be accepted at either destination (Warehouse or Direct to show site).

Outbound Shipments

1. Be prepared for the outbound shipment. Know your next destination and if you have a choice of carrier, be sure to contact them in advance. If you have a preferred specific carrier, other than TEG's specified carriers, you must contact them, and advise them of the truck check-in deadlines. Carrier information will also be available on-site at the Exhibitor Service Center.
2. Once you've packed up, submit an outbound Material Handling Agreement (available at Exhibitor Service Center) to The Expo Group. This will coordinate moving and loading procedures.
3. Once the Material Handling Agreement is submitted, your truck should be checked into the marshalling yard or freight desk before the deadline and be prepared to receive the shipment when your turn comes.
4. If your designated carrier does not check in at the marshalling yard or freight desk by the time specified in your Move-Out Letter (distributed at the show), your freight will be shipped by one of TEG's specified carriers.

IMPORTANT: Please do not leave material unlabeled at any time during the move-out. It may be presumed abandoned and/or mistaken for trash.

Shipping Information

The Expo Group has been designated as the official freight handling contractor with responsibility for unloading, delivery to booth, reloading, and processing of all exhibitors' freight shipments.

All shipments must be 'prepaid.' Shipments should be made on straight Bills of Lading, including correct weight, number of pieces, classification of shipments, and detailed information and instructions for handling of heavy equipment. Certified weight tickets must be submitted when recording shipments for unloading. To enable us to serve you better, copies of Bills of Lading should be sent to The Expo Group at our letterhead address or e-mail your Customer Account Manager.

All shipments not properly labeled (no company name, no booth #, no final destination) will be held in a "freight holding" area. Please check in at the Exhibitor Service Desk with your shipping information and paperwork.

In the event your materials are not received by The Expo Group, contact your carrier directly. Have your shipping pro number available before you call.

Use of couriers such as UPS, Federal Express, Airborne and DHL are not recommended. These carriers deliver freight in bulk and receive one signature for all shipments before the shipments are accounted for. The Expo Group is not responsible for shipments said to be delivered but not accounted for.

Attention International Exhibitors: Visit <https://www.ippc.int/> for details about new wood packaging materials regulations.

Weight Verification

All shipments to The Expo Group warehouse or showsite which arrive via common carrier, van line, or any closed bodied vehicle with dual wheels, must be weighed to ensure complete accuracy in preparation of your invoice.

The Expo Group asks that you please accompany all shipments with a certified weight ticket.

Please have driver present this weight ticket upon checking in to be unloaded.

If you are using a privately owned vehicle (POV), or rental van, this does not apply.

Where certified weight tickets are not provided, receiver's estimates of weight will prevail.

Shipment of materials to the advance warehouse or direct to show site address indicates acceptance of all terms.

If you have any questions concerning the above policy, please do not hesitate to contact your Customer Account Manager (CAM).

Advance Shipments to Warehouse	Direct Shipments to Show Site
<p>Advance Shipments Deadline Date: September 18, 2018</p> <p>To: (Exhibiting Company Name and Booth #)</p> <p>For: Barrett - Jackson 2018</p> <hr/> <p>c/o The Expo Group YRC Freight</p> <p>5049 W. Post Road Las Vegas, NV 89118</p>	<p>First Day of Direct Shipments: September 25, 2018</p> <p>To: (Exhibiting Company Name and Booth #)</p> <p>For: Barrett - Jackson 2018</p> <hr/> <p>c/o The Expo Group Mandalay Bay Resort - Bayside B, C, D, E and F 3950 Las Vegas Blvd., South Las Vegas, NV 89119</p>
<p>• Receiving Information</p> <p>Advance shipments are accepted from:</p> <ul style="list-style-type: none"> • August 27, 2018 to September 18, 2018. • The warehouse will be closed Monday, September 3, 2018 for the Labor Day holiday. 	<p>• Receiving Information</p> <p>Direct shipments will be accepted from:</p> <ul style="list-style-type: none"> • September 25, 2018 beginning at 9:00 am to September 29, 2018. • Unfortunately, early shipments cannot be accepted.

Important, please return in order to help us facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.

Company Information	Exhibiting Company: _____ Booth Number: _____
	Corporate Name: _____
	Contact Name: _____
	Telephone Number: _____ Fax Number: _____
	What are the least number of work days to erect your booth? _____

Shipping Information	Shipper: _____ (Name of Company if different from above, i.e., exhibitor appointed contractor, etc.)
	Address: _____ (From where materials are being shipped.)
	City: _____ State: _____ Zip: _____
	Contact Name: _____ Telephone Number: _____
	Date Shipment Sent: _____ Expected Arrival Date: _____
	Materials being shipped to: (Choose one) <input type="checkbox"/> Warehouse <input type="checkbox"/> Direct to Show
	If using a Customs or International forwarder, print name : _____
	Telephone Number: _____ Fax Number: _____

Transportation	Shipped via: (Choose one) <input type="checkbox"/> Common Carrier <input type="checkbox"/> Van Line <input type="checkbox"/> Private Vehicle
	<input type="checkbox"/> Air Freight <input type="checkbox"/> Other: _____
	Mobile Units _____
	List Carrier Name(s): _____

Number of Pieces to be shipped:	
Largest Piece:	Size: _____ Weight: _____
Type of Packing:	Crated: _____ Uncrated: _____
	Machinery: _____ Misc. _____
Estimated Total Weight of Booth: _____	

Shipping Problems	In case a problem occurs with shipment, please contact (in order of preference):		
	Name: _____		
	Phone Number: () _____ - _____ (Office)	() _____ - _____ (Home)	() _____ - _____ (Cell)
	Name: _____		
Phone Number: () _____ - _____ (Office)	() _____ - _____ (Home)	() _____ - _____ (Cell)	

All freight handling charges must be paid in full at show site by check or credit card. Shipment of materials to warehouse or show site address indicates acceptance of these terms.

THE EXPO GROUP

Warehouse Shipments **EXHIBIT MATERIAL**

To: _____

(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC Freight
5049 W. Post Road
Las Vegas, NV 89118**

Name of Convention:

Barrett - Jackson 2018

Must Arrive by September 18, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Warehouse Shipments **EXHIBIT MATERIAL**

To: _____

(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC Freight
5049 W. Post Road
Las Vegas, NV 89118**

Name of Convention:

Barrett - Jackson 2018

Must Arrive by September 18, 2018

Carrier: _____ # Pieces: _____

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Warehouse Shipments **EXHIBIT MATERIAL**

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Warehouse Shipments **EXHIBIT MATERIAL**

To: _____

(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC Freight
5049 W. Post Road
Las Vegas, NV 89118**

Name of Convention:

Barrett - Jackson 2018

Must Arrive by September 18, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments **EXHIBIT MATERIAL**

To: _____

(Exhibitor)

(Booth Number)

**Mandalay Bay Resort -
Bayside B, C, D, E and F
c/o The Expo Group
3950 Las Vegas Blvd., South
Las Vegas, NV 89119**

Name of Convention:

Barrett - Jackson 2018

Do Not Deliver Prior to September 25, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments **EXHIBIT MATERIAL**

To: _____

(Exhibitor)

(Booth Number)

**Mandalay Bay Resort -
Bayside B, C, D, E and F
c/o The Expo Group
3950 Las Vegas Blvd., South
Las Vegas, NV 89119**

Name of Convention:

Barrett - Jackson 2018

Do Not Deliver Prior to September 25, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments **EXHIBIT MATERIAL**

To: _____

(Exhibitor)

(Booth Number)

**Mandalay Bay Resort -
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Name of Convention:

Barrett - Jackson 2018

Do Not Deliver Prior to September 25, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct Shipments **EXHIBIT MATERIAL**

To: _____

(Exhibitor)

(Booth Number)

**Mandalay Bay Resort -
Bayside B, C, D, E and F
c/o The Expo Group
3950 Las Vegas Blvd., South
Las Vegas, NV 89119**

Name of Convention:

Barrett - Jackson 2018

Do Not Deliver Prior to September 25, 2018

Carrier: _____ # Pieces: _____



Exhibit Services
Reliable trade show shipping services



The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Specialized services available, such as Time-Critical expedited and Sealed Exhibit™ tamper-proof shipping
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat



To assist you in planning for your participation in Barrett - Jackson, we know you will appreciate knowing that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the union has in Las Vegas, we ask that you read the following:

Exhibit Labor

Teamsters Union Local # 631 has jurisdiction for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local 631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card, payroll stub, or business card.

This rule prohibits the utilization of workers hired from a non-union agency or company.

Freight Handling

Teamsters Union Local #631 has jurisdiction for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

The Expo Group has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. The Expo Group will not be responsible for any material it does not handle.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

Gratuities

The Expo Group requests that exhibitors do not tip any supplier employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid morning and mid afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately. All employees are paid an excellent wage, and tipping is not an accepted company policy.

General Information

Craftsmen at all levels have been instructed to refrain from expressing any grievances to or directly challenging the practices of any exhibitor. All questions arising with regard to the Union's jurisdiction or practices must be directed to a TEG representative.

On-site labor is available to assist you in unpacking and installing your booth before the show and in dismantling and packing your booth after the show. You may choose to supervise the handling of these tasks yourself under Exhibitor Supervised Labor or you may choose to have these tasks supervised by The Expo Group personnel.

Exhibitor Supervised Labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit. If they are unable to do so, it may be required to order The Expo Group Supervised Labor.

- Starting time is guaranteed only in those instances where labor is requested for the start of the work day, i.e., 8:00 am.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG that they are ready for labor.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG upon completion of the work.

		Advance Price	Standard Price
Exhibitor Supervised Labor	Straight Time Monday - Friday, 8:00 am - 4:30	\$ 73.50/ Hour	\$ 95.55/ Hour
	Overtime Monday - Friday, 4:30 pm - 8:00 am; All Day Saturday, Sunday and Holidays	\$110.25/ Hour	\$143.33/ Hour

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at the Exhibitor Service Center or labor desk at the requested time, failure to do so will cause you to be assessed a one hour per man "No-Show" charge.
- Dismantle labor is not available until one hour after the show closes.

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Installation Labor Subtotal _____

Dismantle Labor Subtotal _____

TOTAL _____

Exhibiting Company: _____

Print Name: _____

Booth Number: _____

Date: _____

Authorizer's Signature: _____

Want to Save Time and Money?

Select The Expo Group to supervise the installation and dismantle of your booth.

- Save on hotel nights and travel expenses by arriving the day before the show opens.
- Leave when the show closes.
- Spend your time developing leads.
- Be rested and prepared to promote your product.

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of The Expo Group to handle it all for you. We will supervise the labor, set the exhibit according to your instructions, dismantle and then ship it to the address of your choice. Please fill out the following form for further information. All orders are governed by TEG Terms and Conditions.

Company Contact	Name of Company Representative to call for questions and to confirm completion of booth set-up: Name: _____	
	Phone Number: () _____ - _____ (Office)	() _____ - _____ (Cell)
	Special Equipment Request: _____	

		Advance Price	Standard Price
TEG Supervised Labor	Straight Time	Monday - Friday, 8:00 am - 4:30	\$110.25/ Hour
	Overtime	Monday - Friday, 4:30 pm - 8:00 am;	\$165.38/ Hour
		All Day Saturday, Sunday and Holidays	\$214.99/ Hour

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

IMPORTANT: You must complete and return The Expo Group Supervised Labor Set Exhibit Information form on the following page with your order. In addition, install, dismantle, and packing instructions must be included.

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Installation Labor Subtotal _____
	Dismantle Labor Subtotal _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

Complete only if ordering The Expo Group Supervised Labor.

Inbound Shipping Information	Carrier: _____ Phone: () - _____ Pro Number: _____
	Shipped To: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site Date Shipped: _____
	Shipped From: City: _____ State: _____ Zip: _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

Set-Up Information	Company Representative to call for questions and confirm completion of booth set-up.
	Name: _____ Phone Number : () - _____
	Set-Up Plans/Photo: <input type="checkbox"/> Attached <input type="checkbox"/> To Be Sent <input type="checkbox"/> With Exhibit <input type="checkbox"/> In Crate # _____
	Carpet: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Renting from The Expo Group
	Electrical Placement: <input type="checkbox"/> Drawing Attached <input type="checkbox"/> Drawing with Exhibit <input type="checkbox"/> Electrical Under Carpet
Graphics: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Shipped Separately	

Outbound Shipping Information	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ are being shipped to the following outbound destination.
	Ship To: _____ _____
	Telephone: () - _____ Must Arrive at Destination By: _____
	Method: <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Common Carrier <input type="checkbox"/> Other (Specify) _____
	Date Carrier is Scheduled to Pickup Freight : _____
	Name of Carrier: _____ Phone Number: () - _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	Freight Charges: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect
	Bill To (Company Name & Address): _____ _____ _____
	Telephone: () - _____
NOTE: The Expo Group will not be responsible for product that is not properly packaged and labeled by the exhibitor.	
Company Name: _____ Booth Number: _____	
Emergency Contact Name: _____ Phone Number: () - _____	

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

			Advance Price	Standard Price
5,000lb. Fork & Operator	Straight Time	Monday - Friday, 8:00 am - 4:30	\$325.00/ Hour	\$422.50/ Hour
	Overtime	Monday - Friday, 4:30 pm - 8:00 am; All Day Saturday, Sunday and Holidays	\$487.50/ Hour	\$633.75/ Hour
Teamster/ Helper	Straight Time	Monday - Friday, 8:00 am - 4:30	\$ 73.50/ Hour	\$ 95.55/ Hour
	Overtime	Monday - Friday, 4:30 pm - 8:00 am; All Day Saturday, Sunday and Holidays	\$110.25/ Hour	\$143.33/ Hour

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Additional Labor	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Describe work to be done:

Please describe the largest piece of equipment to be handled: _____

Weight: _____ lbs. Size: _____ X _____ X _____ Height to be placed: _____

Please indicate work to be performed: _____

Uncrating Unskidding Reskidding on Machinery Header / Booth Work Other _____

Exhibitor Show -Site Contact (available for logistical questions)

Name : _____ Cell: (_____) _____ - _____

TERMS AND CONDITIONS

- Exhibitors ordering forklift will be assigned a forklift, operator, and crew.
- All rates are hourly with a one-hour minimum.
- A forklift crew usually includes a forklift operator and one laborer; however, determination of crew size is at the discretion of the official service contractor.
- Exhibitors ordering a forklift to assemble displays or for uncrating, unskidding, positioning, and reskidding equipment or machinery will need to estimate their needs below.
- Starting time is guaranteed only in those instances where labor is requested for the start of the workday, i.e. 8:00 am. Exhibitor must check in at the Exhibitor Service Center to pick up forklift ordered; and check out at the Exhibitor Service Center upon the completion of work.
- 5,000lb. maximum capacity. Larger forklift and crane service is available by advance request.
- You will be charged a one-hour minimum labor fee if labor is not cancelled 24 hours prior to start time.

NOTE: Exhibitors who wish to allow a display builder or Exhibitor Authorized Contractor to order services on their behalf MUST file a Third Party Authorization form with The Expo Group.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Task of Forklift & Crew (Install Header, Spot Machinery, etc.):	TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

		Advance Price	Standard Price
High Lift and Crew	Straight Time Monday - Friday, 8:00 am - 4:30	\$370.00/ Hour	\$481.00/ Hour
	Overtime Monday - Friday, 4:30 pm - 8:00 am; All Day Saturday, Sunday and Holidays	\$498.00/ Hour	\$647.40/ Hour
Additional Labor per Man per Hour	Straight Time Monday - Friday, 8:00 am - 4:30	\$ 73.50/ Hour	\$ 95.55/ Hour
	Overtime Monday - Friday, 4:30 pm - 8:00 am;	\$110.25/ Hour	\$143.33/ Hour
	All Day Saturday, Sunday and Holidays		

Please note that assembly is not included. For safety reasons, it is required that Union labor must be used for the assembly of suspended signs. To order labor to assemble your sign, please see form 22a or 22b.

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

TERMS AND CONDITIONS

- All Suspended Sign orders must be submitted with payment and completed paperwork no later than 14-days prior to the first day of Exhibitor move-in.
- Materials necessary to install signs will be billed accordingly.
- Additional charges will be calculated based on the information below as well as number of rigging points. All Suspended Signs MUST be shipped to The Expo Group advance warehouse. Please use the enclosed Suspended Sign shipping labels. If shipping direct to show site, exhibitor is subject to additional charges of a minimum of 4 hours of labor.
- Supervision of the hanging of your sign must be done by The Expo Group. If exhibitor requests a specific set-up/dismantle time, a charge of a minimum of 4 labor hours will be assessed.
- No credits will be issued on services installed as ordered even though not used. Cancellation(s) must be received prior to requested date of service (2 days prior to exhibitor move-in) to avoid up to a 25% cancellation fee.
- A minimum charge per sign of one hour per crew/laborer for installation will apply to all booths requiring labor. Labor to dismantle is required and will be based on one-half hour of installation time. Dismantle will automatically be applied to your invoice.
- All overhead suspended signs or banners are subject to approval and must conform to show management and facility regulations. The Expo Group reserves the right to refuse to hang sign which is deemed unsafe.
- Set-up instructions must be provided for signs requiring assembly. Hanging anchor points must be pre-fabricated and ready to use.
- Signs requiring electricity must be in accordance with the National Electrical Code. Please complete and return the Electrical form included in this manual.
- Signs requiring assembly, installation, and dismantling of support devices or hoisting cable will be done on a time-and-materials basis. All labor to assemble and disassemble is at the exhibitor's expense, and will be charged at TEG's labor rates. Hanging is a separate charge. Suspended Sign disassembly is mandatory.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Please complete the following required form to provide additional information.	TOTAL _____
--------------------------------------------------------------------------------	-------------

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

Signage Specifications

Must Be Completed

A. Type of Sign: Metal or Wood Cloth Banner Other _____

B. Size of Sign: Height _____ Length _____ Width _____ Weight _____

C. Shape of Sign: Square Circle Rectangle Triangle Other _____

D. Number of feet from floor to bottom of sign: _____

E. How many signs all together? _____

F. Electrical Yes No
 If yes, please order from the Electrical Form and indicate "FOR HANGING SIGN"

G. Hanging Sign material is fire proof? Yes No

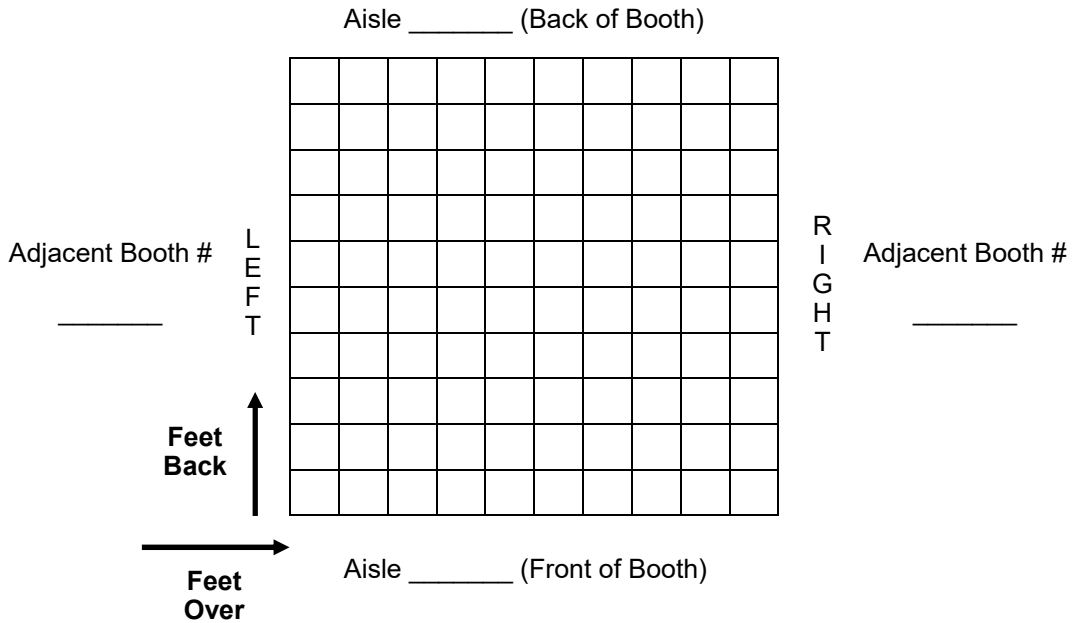
H. Does your sign require assembly? Yes No
 If yes, please contact your Customer Account Manager (CAM)

Exhibitor Show Site Contact (available for logistical questions)
 Name: _____ Cell: (____) _____ - _____

Signage Location

Must Be Completed

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed. Please fill in the booth numbers of all neighboring booths.



Inbound Shipping Information

Carrier: _____ Phone: (____) _____ - _____
 Date to Arrive at Warehouse: _____

Outbound Shipping Information

Ship To: _____

 Carrier: _____ Phone: (____) _____ - _____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____ Date: _____

Authorizer's Signature: _____

THE EXPO GROUP

Warehouse Shipments **SUSPENDED SIGN**

To: _____

(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC Freight
5049 W. Post Road
Las Vegas, NV 89118**

Name of Convention:

Barrett - Jackson 2018

Must Arrive by September 18, 2018

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Warehouse Shipments **SUSPENDED SIGN**

To: _____

(Exhibitor)

(Booth Number)

**c/o The Expo Group
YRC Freight
5049 W. Post Road
Las Vegas, NV 89118**

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