



Dear Exhibitor:

The Expo Group understands **Southeast Building Conference 2021** 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 **June 14, 2021** 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 www.theexpogroup.com. 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.

Customer Account Management
Phone: 972.580.9000
ExhibitorService@theexpogroup.com

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

Exhibit Hall Colors
 Back drape color: Gray
 Side drape color: Gray
 Aisle carpet color: Pepper

Exhibit Hall Hours
Exhibitor Move-In
 Tuesday July 13, 2021 8:00 am - 4:30 pm (10x20 and Larger)
 Wednesday July 14, 2021 8:00 am - 8:00 pm

All exhibits must be fully installed, empty containers removed and moved to storage by 8:00 pm on Wednesday, July 14, 2021. Additional charges may apply for empty removal after this time.

Show Hours

Thursday July 15, 2021 10:00 am - 5:00 pm
 Friday July 16, 2021 9:00 am - 4:00 pm

Exhibitor Move-Out

Friday July 16, 2021 4:00 pm - 10:00 pm

Dismantle
 The Expo Group will begin returning empty containers **once aisle carpet has been removed from the floor.**
 All Booths must be dismantled by Friday, July 16, 2021 by 10:00 pm.
 All carriers other than the official show carriers must check in at the freight desk by 7:00 pm on Friday, July 16, 2021, otherwise exhibitor shipments will be subject to rerouting.

Important Dates
Expedite Fees
Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics
 50% Expedite Fee if ordered after June 22, 2021.
 100% Expedite Fee if ordered after June 29, 2021.

Cancellation Dates

Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics
 A 50% penalty is charged for cancellations after June 14, 2021, and prior to June 29, 2021.
All Remaining Services
 Received on or after July 6, 2021, are subject to a charge of 50% or 100% of the order total depending on the service.

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
July 15-16, 2021
Gaylord Palms Resort and Convention Center
Kissimmee, FL

Discount Deadline:
June 14, 2021

Shipping Information

Advance Receiving at the Warehouse

Address: <EXHIBITOR COMPANY NAME>
<EXHIBITOR BOOTH NUMBER>
c/o The Expo Group
2502 Lake Orange Drive
Orlando, FL 32837

- Advance Shipments will be accepted between Monday, June 14, 2021, through Friday, July 9, 2021.
- **Materials received from June 29, 2021 to July 9, 2021 will be subject to an additional surcharge.**
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.

Direct Shipments to Gaylord Palms Resort and Convention Center - Hall _____

Address: <EXHIBITOR COMPANY NAME>
<EXHIBITOR BOOTH NUMBER>
Gaylord Palms Resort and Convention Center - Hall _____
c/o The Expo Group
3208 Gaylord Way
Kissimmee, FL 34746

Direct shipments must arrive at show-site beginning at 8:00 am on Tuesday, July 13, 2021 through Friday, July 16, 2021. 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

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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	ACCEPTED ELECTRONICALLY (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"/> Health and Safety Signage	\$ _____
<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"/> 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	\$ _____
Total Amount Due:	\$ _____

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
July 15-16, 2021
Gaylord Palms Resort and Convention Center
Kissimmee, FL

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.

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
July 15-16, 2021
Gaylord Palms Resort and Convention Center
Kissimmee, FL

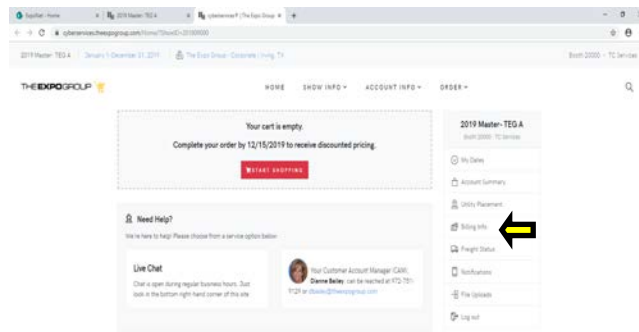
Discount Deadline:
June 14, 2021

Payment Options

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

• **Payment by Credit Card is Accepted Electronically.**
For your convenience, we accept MasterCard, Visa, Discover and American Express.

Provide your credit card online at <https://cyberservices.theexpogroup.com/>
Login with your Show ID and Password.
Once logged in, go to "Billing Info" then Add A New Card.



Payment by Company Check

Please mail your check along with your order forms to The Expo Group. Your orders will be processed upon receipt of your original check to ensure accurately crediting your account.

Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

• **Payment by ACH or Wire Transfer**

Domestic ACH or Wire Transfer:

Routing Number 111017979 | The Expo Group Inc. | Account Number 1411023532

International Wire Transfer:

Instruct the foreign banks US Dollar Correspondence to send via:

FED Wire directly to: Texas Capital Bank, N.A.
Wire Routing Number: 111017979
SWIFT BIC: TXCBUS44
Account Number: 1411023532 | The Expo Group Inc.

• **Payment by Third Party**

If The Expo Group is invoicing a third party on behalf of the exhibiting company, please complete and submit the Third Party Authorization form so that the account can be established. Once established, credentials will be assigned for ordering and submitting payment online.

NOTE: The exhibiting firm is ultimately responsible for payment of all services rendered and payment is due prior to the last day of the event.

• **International Exhibitors**

International exhibitors must submit payments to The Expo Group for all amounts due in USD funds prior to the last day of the event.

Payment Policy

• **General**

In order for us to process your orders, both your order and full payment must be received in advance for us to complete your order. Payment and orders must be received by the Discount Deadline to guarantee Advance pricing. Current Account Summaries will be available at The Expo Group Service Desk for your review.

• **Tax Exempt Status**

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

• **Advance Pricing**

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

• **Standard Pricing**

Order forms submitted after the Discount Deadline date will be processed at standard rates.

• **Billing Discrepancies**

All billing discrepancies must be resolved with The Expo Group within 7 days of the close of the show.

• **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 cancelled 1-week prior to the scheduled move-in dates will be charged 50% of the applicable price. 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.

Perspective™ Exhibits and Accessories, Portable Solutions - 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. Orders cancelled after installation on show site will be charged 100% of the original price.

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

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

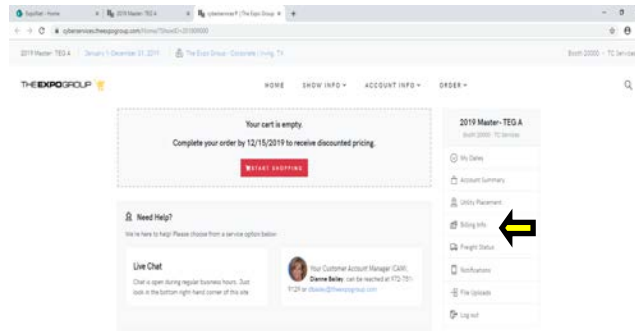
Southeast Building Conference 2021
July 15-16, 2021
Gaylord Palms Resort and Convention Center
Kissimmee, FL

Company Information

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

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 balances must be paid in full prior to the last day of the event. 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.
- **Provide your credit card online at <https://cyberservices.theexpogroup.com/>, Login with your Show ID and Password. Once logged in, go to "Billing Info" then Add A New Card.**



- 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 7 days of the close of the show.

Credit Card Authorization

Use credit card for all services (enter electronically <https://cyberservices.theexpogroup.com/>)

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

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

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
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG THROUGH ANY ORDER AND COMMUNICATION CHANNEL, OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TEG

DEFINITIONS. For purposes of the Contract, "TEG" means The Expo Group, Inc., 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"). **Show or Event:** an organized marketplace within a venue where EXHIBITORS participant. **Show or Event Site:** The venue or place where an exposition or event takes place; **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 events; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Supervised Labor:** Union labor that is provided to a EXHIBITOR to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor:** Union labor that is provided to a EXHIBITOR to install or dismantle a booth or exhibit space and pursuant to EXHIBITOR's election is not supervised and/or directed by TEG. EXHIBITOR assumes the responsibility and any liability arising therefrom, for the work of union labor when EXHIBITOR elects to use un-supervised labor.

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, THIRD PARTY, 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.

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

PAYMENT TERMS

1. Full Payments, including any applicable tax and fee, are due in advance or at show site prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. secured funds and all checks must be drawn on a U.S. Bank; MasterCard, VISA, American Express, credit cards, debit cards, ACH, Wire Transfer, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. If EXHIBITOR is exempt from payment of sales tax, TEG requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, TEG requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TEG except where specifically identified as a sale. 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 terms and conditions outlined herein.

2. **THIRD PARTIES:** EXHIBITOR is ultimately responsible for all charges incurred on its behalf. In the event that a THIRD PARTY agent orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last scheduled show day, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

3. 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.

4. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card authorized on the account 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), and future orders will be on a prepaid basis only. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Event. 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. 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. If the Show or Event is canceled because of reasons beyond TEG'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. TEG will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the TEG Service Representative of problems with any orders, and to review the EXHIBITOR'S account summary accuracy prior to the last scheduled day of the Show or Event.

CREDIT CARD:

6. 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. If a payment is subsequently made by check with the intention of reversing the initial credit card payment CREDIT CARD REFUND PROCESSING CHARGE will be 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 3% of the amount owed. Said CREDIT CARD PROCESSING CHARGE is applicable in the event of voluntary withdrawal and/or cancelation of service as outlined as outlined in conditions above.

REFUNDS:

7. EXHIBITOR may opt to transfer order credits and payments at full value towards any service solution from The Expo Group on any future Event despite the Event or General Service Contractor in lieu of refund. Request for refund due to withdrawal is subject to Administrative and Credit Card Refund Processing charges. Any refund will be processed as part of TEG's show close process, within 21 days of the last show date. 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 shall receive a full and complete refund of any overpayments following final show close audit. In the event of EXHIBITOR withdrawal or the Exposition or Event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the Event or Exposition, including all non-refundable Administrative Processing costs incurred by TEG, and applicable CREDIT CARD REFUND PROCESSING CHARGES.

8. Request for refund by different method than original payment must be submitted in writing by EXHIBITOR. Electronic request will only be considered when sent from an email address within the exhibiting company's domain and on company letterhead. The request must specifically address the reason for requesting the refund by check and full details for where the check is to be mailed.

9. TEG will remit refunds to EXHIBITOR at the name and address on file. 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. EXHIBITOR reserves the right to access final accounting showing all services or equipment ordered on their behalf.

10. 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 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, Sales or Director 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.

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
July 15-16, 2021
Gaylord Palms Resort and Convention Center
Kissimmee, FL

11. 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 any way 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.

12. 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.

LIMITATION OF LIABILITY & INDEMNITY

13. TEG SHALL NOT BE LIABLE TO EXHIBITOR OR ANY OTHER PARTY, 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 COMMOION 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 \$0.50 PER POUND PER ARTICLE WITH A MAXIMUM LIABILITY OF \$100.00 PER ITEM OR \$1,500.00 PER SHIPMENT, WHICHEVER IS LESS. 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.

14. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless TEG from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reason-able attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through TEG; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

FREIGHT, MATERIAL HANDLING, STORAGE, & SHIPPING

15. Cold Storage: Goods requiring cold storage are stored at EXHIBITOR's own risk. TEG assumes no liability or responsibility for Cold Storage.

16. 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.

17. 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. EXHIBITOR is responsible for insuring its own Goods for any and all risk of loss.

18. 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.

19. Forced Freight: TEG is not liable for EXHIBTOR Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by EXHIBITOR. It is EXHIBITOR's responsibility to complete accurate paperwork for shipping to ensure EXHIBITOR Goods are properly labeled.

20. 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.

21. 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.

22. Labor: TEG assumes no liability for loss, damage, or bodily injury arising out of EXHIBITOR's supervision of TEG provided union labor.

23. 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.

24. **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.

25. 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.

26. **DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF TEG PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS TEG, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER

27. **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.

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: _____

Date: _____

Authorizer's Signature: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

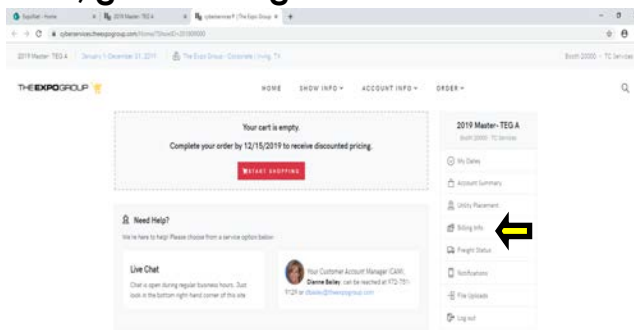
Exhibiting Company: _____ Booth Number: _____

Third Party Information:

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

Third Party Payment Policy

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form must be signed and signed by the Exhibitor and returned to The Expo Group at least 14 days prior to show move-in.
- The Expo Group will provide online password for third party after account is set-up.
- **Provide your credit card online at <https://cyberservices.theexpogroup.com/>, and Login with your Show ID and Password. Once logged in, go to "Billing Info" then Add A New Card.**



- The exhibiting firm is ultimately responsible for payment of all charges and payment is due prior to the last day of the event.
- **All billing discrepancies must be resolved with The Expo Group within 7 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: _____

ACKNOWLEDGEMENT TO BE COMPLETED 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 last day of the event. (Exhibiting Company's signature required below.)

PLEASE SIGN

X _____

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
July 15-16, 2021
Gaylord Palms Resort and Convention Center
Kissimmee, FL

Discount Deadline:
June 14, 2021

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: _____

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
July 15-16, 2021
Gaylord Palms Resort and Convention Center
Kissimmee, FL

**Discount Deadline:
June 14, 2021**

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 MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
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 checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	POLICY #	EFF DATE	EXP DATE	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
		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	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						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	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	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	\$
						<input type="checkbox"/> 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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:
CERTIFICATE HOLDER

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

CANCELLATION

 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

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
July 15-16, 2021
Gaylord Palms Resort and Convention Center
Kissimmee, FL

Discount Deadline:
June 14, 2021

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed forms 6a and 6b 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 The Expo Group 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: Installation & Dismantle Installation & Dismantle - Supervision Only
 Photography Security
 Personnel/Models Other (please identify): _____

Products: Flooring/Carpet Rental Audio Visual - Rental/Production/Lighting
 Furniture/Signs/Accessories Computer Rental
 Floral 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: _____
Address: _____ City/State/Zip: _____
EAC Company Phone: _____ Fax Number: _____
EAC Contact Name: _____ Contact Cell: _____
EAC Contact Email: _____
Product/Service Description: _____

**ALL EAC COMPANY INFORMATION MUST BE COMPLETED.



Hand Sanitizing Station



Plexi Shield (28" w x 23" h)



Pull-Up Banner Shield



Stickers (16" x 16")



Signage (22" w x 28" h)

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

- ⇒ The Expo Group is pleased to be able to offer the following items and services to help keep your exhibit team and visitors safe and healthy.
- ⇒ 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.

Go to www.theexpogroup.com for fast, easy ordering.

ADDITIONAL SANITATION: Spraying sanitizing chemicals to clean your booth

Additional Sanitation

			Advance Price	Standard Price	Total
Booth Dimensions:	_____ X _____ = _____	Sq. Ft. @	\$89.00/ 10x10	\$127.25/ 10x10	= _____

HAND SANITIZING STATION: Includes touchless dispenser and 1-gallon of sanitizer

Hand Sanitizing Station

	Quantity		Advance Price	Standard Price	Total
Hand Sanitizing Station	_____	@	\$350.00	\$500.00	= _____
Hand Sanitizer Refill (1 Gallon, FOR SALE ¹)	_____	@	\$ 50.00	\$ 71.50	= _____

SHIELDS:

Shields

	Quantity		Advance Price	Standard Price	Total
Plexi Shield (28" w x 23" h)	_____	@	\$500.00	\$714.50	= _____
Pull-Up Banner Shield (Size x Size)	_____	@	\$500.00	\$714.50	= _____

SIGNAGE:

Signage

	Quantity		Advance Price	Standard Price	Total
Stickers (16" x 16", set of 4)	_____	@	\$100.00	\$143.00	= _____
Signage (22" x 28")	_____	@	\$100.00	\$143.00	= _____

**To add your company logo, please contact your Customer Account Manager. Additional fees and terms may apply.*

EXHIBIT RENTALS:

Visit www.perspectiveseries.com for a quote on exhibit rentals designed to support physical distancing and hand hygiene while supporting marketing objectives.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal	_____
	Rental Taxes and Fees x 7.5%	_____
	¹ Sanitizer Refill Sales Taxes and Fees x 7.5%	_____
	TOTAL	_____

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

- ⇒ Carpeting is **REQUIRED** for all exhibitors in the show.
- ⇒ Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- ⇒ Prices are for rental only and include delivery, material handling, *plastic visqueen covering, installation, and removal at close of show.
**applies to Custom 40oz. and 28oz. Plush carpet only.*
- ⇒ Custom Premium and Custom Vinyl Wood Grain Flooring are subject to a 100% cancellation charge if cancelled less than 2-weeks prior to the first day of scheduled exhibitor move-in.
- ⇒ Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- ⇒ All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

Go to www.theexpogroup.com for fast, easy ordering.
CUSTOM CARPET: Plush 100% polypropylene and heavy ounce weight carpet

ULTRA 40oz. PLUSH

Please choose your color: Black Cement Red Royal Blue Silver Cloud

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____			

PREMIUM 28oz. PLUSH

Please choose your color: Black Cement Charcoal Cobalt Blue
 Red Royal Blue Silver Cloud *White (*Add 25%)

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____	\$4.75	\$6.35	
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____	\$5.94 (*White)	\$7.94 (*White)	

CUSTOM VINYL WOOD GRAIN FLOORING: Available in 10' wide increments only

CUSTOM VINYL WOOD GRAIN FLOORING

Please choose your color: Dark Maple Light Maple Rain Cloud White Washed

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____	\$4.10	\$5.50	

PADDING FOR VINYL WOOD GRAIN FLOORING

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____	\$1.75	\$2.35	

EXHIBITOR PROVIDED CARPET

Let us know if you plan to bring your own carpet. (Check all that apply.)

Will bring our own carpet*: **Shipping to Warehouse** **Shipping Direct to Dock**
**Material Handling charges will apply*

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 7.5% _____ TOTAL _____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____ Date: _____

Authorizer's Signature: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

- ⇒ Carpeting is **(REQUIRED/OPTIONAL)** for all exhibitors in the show.
- ⇒ Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- ⇒ Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- ⇒ Standard/Special Carpet, Visqueen and Padding are subject to a 50% cancellation charge if cancelled less than 1-week prior to the first day of scheduled exhibitor move-in.
- ⇒ Standard Cut Carpet may not be used in any booth 20'x20' or larger as booth areas must have full coverage.
- ⇒ Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- ⇒ All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

Go to www.theexpogroup.com for fast, easy ordering.

STANDARD CARPET: Standard ounce weight carpet

Please choose your color: Black Blue *Blue Jay *Cayenne ***Environmentally Friendly Options- made w/ recycled products**
 Gray Green *Pepper Red

STANDARD CUT CARPET

Size	Quantity	Advance Price	Standard Price	Total
10' x 10'	_____ @	\$179.00	\$238.75 =	_____
10' x 20'	_____ @	\$357.75	\$477.00 =	_____
10' x 30'	_____ @	\$536.75	\$715.75 =	_____
10' x 40'	_____ @	\$715.50	\$954.00 =	_____

SPECIAL CUT CARPET (Standard weight carpet cut to fit your booth dimensions.)

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$4.00	\$5.35 =	_____

CARPET PADDING AND PLASTIC VISQUEEN COVERING

CARPET PADDING

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$1.50	\$2.00 =	_____

PLASTIC VISQUEEN COVERING

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$1.10	\$1.50 =	_____

EXHIBITOR PROVIDED CARPET

Let us know if you plan to bring your own carpet. (Check all that apply.)

- Will bring our own carpet*:
 - Shipping to Warehouse
 - Shipping Direct to Dock
- *Material Handling charges will apply

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 7.5%	_____
TOTAL	_____

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

- ⇒ **Cleaning is an exclusive service. This includes all floor services and trash removal.**
- ⇒ Orders received after the deadline or without payment will be charged the Standard price.
- ⇒ Prices are based on the total square footage of the booth regardless of the area to be cleaned.
- ⇒ **Exhibit and furnishing wipe down not included.**
- ⇒ Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in are subject to 50% cancellation charge.
- ⇒ **Excessive Trash will be subject to an additional fee for dismantling and disposal.**

Go to www.theexpogroup.com for fast, easy ordering.

CARPET CLEANING

*Includes emptying wastebasket within your booth at the time of vacuuming and/or shampooing.

100 square foot minimum applies for all services listed

ONE-TIME VACUUMING OF BOOTH (First day only)

	Price per Square Foot		Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @			\$0.60	\$0.80	= _____

DAILY VACUUMING (Two days)

	Price per Square Foot		Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @			\$0.94	\$1.26	= _____

ONE-TIME SHAMPOOING OF BOOTH (First day only)

	Price per Square Foot		Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @			\$0.88	\$1.17	= _____

PORTER SERVICE

PORTER SERVICE Porter Service includes emptying wastebaskets and policing at 2-hour intervals during show hours.

Vacuuming not included.

Please indicate days: Thursday Friday

	Size	# of Hours		Advance Price	Standard Price	Total
Straight Time.			@	\$ 45.50	\$ 60.67	= _____
Monday - Friday, 8:00 am - 4:30 pm						
Overtime			@	\$ 90.75	\$121.00	= _____
Monday - Friday, 4:30 pm - 8:00 am; All day Saturday, Sunday and Holidays						

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

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

Cleaning Subtotal	_____
Taxes and Fees x 7.5%	_____
TOTAL	_____

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

- ⇒ The Expo Group is pleased to be able to offer the following booth packages to make exhibiting at SEBC easier.
- ⇒ **These booth packages will only be offered until June 14, 2021. After this date refer to the exhibitor manual for ordering individual items.**
- ⇒ **SORRY, NO SUBSTITUTIONS ALLOWED.**
- ⇒ 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.

Go to www.theexpogroup.com for fast, easy ordering.

ECONOMY PACKAGES

Package A

- Includes:
 (1) 6' White draped table
 (2) Side chairs,
 (1) Wastebasket

	Quantity	@	Advance Price	=	Total
Package A			\$295.25		

Package B

- Includes:
 (1) 6' White draped table
 (2) Side chairs
 (1) Wastebasket
 (1) Gray Carpet (10' x 10')

	Quantity	@	Advance Price	=	Total
Package B			\$460.75		

Package C

- Includes:
 (1) 6' White draped table
 (2) Side chairs
 (1) Wastebasket
 (2) (1) Gray Carpet (10' x 20')

	Quantity	@	Advance Price	=	Total
Package C			\$625.00		

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 7.5%	
TOTAL	

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

		Quantity	Advance Price	Standard Price	Total
Furniture	Arm Chair	X	\$ 80.75	\$107.75	=
	Side Chair	X	\$ 75.50	\$100.75	=
	Barstool	X	\$103.25	\$137.75	=
	30" Round, 30" High Pedestal Table	X	\$143.50	\$191.50	=
	30" Round, 42" High Pedestal Table	X	\$241.50	\$322.00	=
	Bag Rack	X			=
	Wastebasket	X	\$ 24.00	\$ 32.00	=
	Tripod Easel	X	\$ 52.25	\$ 69.75	=
	Literature Stand	X	\$179.50	\$239.50	=

Tables	Draping includes white vinyl top and taffeta skirting on three sides. Please circle the color of your choice.									
		white	black	red	teal	blue	gray	burgundy	green	
4' Long x 2' x 30" (incl. 4th side drape)	X					\$124.75			\$166.50	=
6' Long x 2' x 30"	X					\$149.00			\$198.75	=
8' Long x 2' x 30"	X					\$169.25			\$225.75	=
4' Long x 2' x 42" (incl. 4th side drape)	X					\$173.25			\$231.00	=
6' Long x 2' x 42"	X					\$197.50			\$263.50	=
8' Long x 2' x 42"	X					\$218.00			\$290.75	=
4th Side Draping for 6' & 8' Items 30"	X					\$ 33.75			\$ 45.00	=
4th Side Draping for 6' & 8' Items 42"	X					\$ 33.75			\$ 45.00	=

Special Drapery	ORDER WITH SHOW MANAGEMENT PERMISSION ONLY. Please circle the color of your choice.							
		gray	teal	red	black	blue	white	
8' high drape (4' minimum)	X					\$ 22.25	\$ 29.75	=
3' high drape	X					\$ 19.00	\$ 25.50	=

Accessories	4' x 8' Tackboard - Horizontal	X	\$217.50	\$290.00	=
	4' x 8' Tackboard - Vertical	X	\$217.50	\$290.00	=

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 7.5% _____
	TOTAL _____

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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	Qty	Advance Price	Standard Price	Total
Powered Seating	NPLCHP Naples Chair, Powered, Black	X	\$ 566.25	\$ 809.00	=
	NPLLOP Naples Loveseat, Powered, Black	X	\$ 783.25	\$1,119.00	=
	NPLSOP Naples Sofa, Powered, Black	X	\$ 909.50	\$1,299.50	=
Powered Tables	VNTWHT Ventura Powered Bar Table, White	X	\$ 524.75	\$ 749.75	=
	VNTBLK Ventura Powered Bar Table, Black	X	\$ 524.75	\$ 749.75	=
	VNTCBK Ventura Powered Café Table, Black	X	\$ 645.50	\$ 922.25	=
	VNTCWH Ventura Powered Café Table, White	X	\$ 645.50	\$ 922.25	=
	CUBPOW Wireless Charging Table, Powered	X	\$ 479.25	\$ 684.75	=
	C1WP Sydney Cocktail Tbl., Powered, Wh.	X	\$ 319.00	\$ 455.75	=
	C1YP Sydney Cocktail Tbl., Powered, Blk.	X	\$ 319.00	\$ 455.75	=
Powered Pedestals	PDL36W 36"H Powered Locking Pedestal, W.	X	\$ 405.75	\$ 579.75	=
	PDL42W 42"H Powered Locking Pedestal, W.	X	\$ 485.00	\$ 693.00	=
	PDL36B 36"H Powered Locking Pedestal, Bl.	X	\$ 405.75	\$ 579.75	=
	PDL42B 42"H Powered Locking Pedestal, Bl.	X	\$ 485.00	\$ 693.00	=
Powered Tech Desk	TECH3B Tech Desk, Pwrd., w/3 Drawer File	X	\$ 498.25	\$ 712.00	=
	TECH Tech Desk Powered, Black	X	\$ 404.00	\$ 577.25	=

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 11k)

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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	Qty	Advance Price	Standard Price	Total
Soft Seating Collections	VALSOF Valencia Sofa, Coffee Brown Velvet	X	\$ 500.00	\$ 714.50	=
	VALCHA Valencia, Chair, Coffee Brown Velv.	X	\$ 337.75	\$ 482.50	=
	FAIRSW Fairfax Sofa, White Vinyl	X	\$ 426.50	\$ 609.50	=
	FAIRCW Fairfax Chair, White Vinyl	X	\$ 307.75	\$ 439.75	=
	CHR002 Allegro Chair, Blue Fabric	X	\$ 417.00	\$ 595.75	=
	SFA002 Allegro Sofa, Blue Fabric	X	\$ 594.50	\$ 849.50	=
	PALSOF Palm Beach Sofa, White	X	\$ 747.25	\$1,067.50	=
	MNCHCH Munich Armless Chair, Gray	X	\$ 471.75	\$ 674.00	=
	BCHWHT Baja Chair, White Vinyl	X	\$ 464.25	\$ 663.25	=
	BLVWHT Baja Loveseat, White Vinyl	X	\$ 677.50	\$ 968.00	=
	BSFWHT Baja Sofa, White Vinyl	X	\$ 943.50	\$1,348.00	=
	KEYCHR Key Largo Chair, Black Fabric	X	\$ 281.25	\$ 402.00	=
	KEYLOV Key Largo Loveseat, Black Fabric	X	\$ 326.50	\$ 466.50	=
	KEYSOF Key Largo Sofa, Black Fabric	X	\$ 422.75	\$ 604.00	=
	NPLCHR Naples Chair, Black Vinyl	X	\$ 496.25	\$ 709.00	=
	NPLLOV Naples Loveseat, Black Vinyl	X	\$ 598.25	\$ 854.75	=
NPLSOF Naples Sofa, Black Vinyl	X	\$ 711.50	\$1,016.50	=	

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 11k)

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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	Qty	Advance Price	Standard Price	Total
Accent Chairs	LABREA La Brea Swivel Chair, Charcoal	X	\$ 351.00	\$ 501.50	=
	WENCHA Wentworth Chair, Brown Vinyl	X	\$ 366.25	\$ 523.25	=
	BCW Madrid Chair, White	X	\$ 549.25	\$ 784.75	=
	PROGB Pro Executive Guest Chair, Black	X	\$ 232.25	\$ 332.00	=
	SWAN Swanson Swivel Chair, White Vinyl	X	\$ 304.00	\$ 434.50	=

Group Seating	OCMWHT Meeting Chair, White Vinyl	X	\$ 232.25	\$ 332.00	=
	MARCWH Marina Chair, White Vinyl	X	\$ 164.25	\$ 234.75	=
	MARCBK Marina Chair, Black Vinyl	X	\$ 164.25	\$ 234.75	=
	MARCBR Marina Chair, Brown Fabric	X	\$ 164.25	\$ 234.75	=
	MARCBE Marina Chair, Ocean Blue Fabric	X	\$ 164.25	\$ 234.75	=
	MARCRD Marina Chair, Red Fabric	X	\$ 164.25	\$ 234.75	=
	CS4 Syntax Chair, Black, Chrome	X	\$ 209.50	\$ 299.50	=
	XCHR Christopher Chair, White, Chrome	X	\$ 90.75	\$ 129.75	=
	SC3 Brewer Chair, Onyx, Black	X	\$ 149.25	\$ 213.25	=
	RSTDIN Rustique Chair w/ Arms, Gunmetal	X	\$ 94.50	\$ 135.00	=
	ZENCHR Zenith Chair, White, Chrome	X	\$ 170.00	\$ 243.00	=
	LMCHR Laguna Chair, Maple, Chrome	X	\$ 151.00	\$ 215.75	=
	SC10 Razor Armless Chair, White	X	\$ 68.00	\$ 97.25	=
	BLDCSB Blade Chair, Sky Blue	X	\$ 75.50	\$ 108.00	=
	BLDCRD Blade Chair, Red	X	\$ 75.50	\$ 108.00	=
	LUCHCL Lucent Chair, Frosted	X	\$ 202.00	\$ 288.75	=
	DUET Duet Chair, Black, Chrome	X	\$ 56.75	\$ 81.25	=
	MALGRN Malba Chair, Green	X	\$ 115.25	\$ 164.75	=
	MALGRY Malba Chair, Gray	X	\$ 115.25	\$ 164.75	=

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 11k)

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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			Qty	Advance Price	Standard Price	Total
Ottomans	VIB09	Vibe Cube Ottoman, White	X	\$ 119.00	\$ 170.00	=
	VIB10	Vibe Cube Ottoman, Black	X	\$ 119.00	\$ 170.00	=
	VIB11	Vibe Cube Ottoman, Steel Blue	X	\$ 119.00	\$ 170.00	=
	VIB13	Vibe Cube Ottoman, Purple	X	\$ 119.00	\$ 170.00	=
	VIB12	Vibe Cube Ottoman, Silver	X	\$ 119.00	\$ 170.00	=
	VIB04	Vibe Cube Ottoman, Red	X	\$ 119.00	\$ 170.00	=
	VIB05	Vibe Cube Ottoman, Yellow	X	\$ 119.00	\$ 170.00	=
	VIB15	Vibe Cube Ottoman, Taupe	X	\$ 119.00	\$ 170.00	=
	VIB02	Vibe Cube Ottoman, Blue	X	\$ 119.00	\$ 170.00	=
	VIB08	Vibe Cube Ottoman, Orange	X	\$ 119.00	\$ 170.00	=
	VIB14	Vibe Cube Ottoman, Citrus Green	X	\$ 119.00	\$ 170.00	=
	VIB17	Vibe Cube Ottoman, Desert Rose	X	\$ 119.00	\$ 170.00	=
	VIB16	Vibe Cube Ottoman, Spice Orange	X	\$ 119.00	\$ 170.00	=
	VIB06	Vibe Cube Ottoman, Gold/Bronze	X	\$ 119.00	\$ 170.00	=
	VIB01	Vibe Cube Ottoman, Green	X	\$ 119.00	\$ 170.00	=
	END02B	Endless Square Ottoman, Black	X	\$ 304.00	\$ 434.50	=
	END02W	Endless Square Ottoman, White	X	\$ 304.00	\$ 434.50	=
	REGBEN	Regis Bench, Brushed Metal	X	\$ 217.00	\$ 310.00	=
	END01B	Endless Curved Ottoman, Black	X	\$ 373.75	\$ 534.00	=
	END01W	Endless Curved Ottoman, White	X	\$ 373.75	\$ 534.00	=
BVLYWH	Beverly Bench, White Vinyl	X	\$ 407.75	\$ 582.50	=	
BVLYBK	Beverly Bench, Black Vinyl	X	\$ 407.75	\$ 582.50	=	
BVLYGR	Beverly Bench, Gray Fabric	X	\$ 407.75	\$ 582.50	=	
BVLYRD	Beverly Bench, Red Fabric	X	\$ 407.75	\$ 582.50	=	
BVLYOB	Beverly Bench, Ocean Blue Fabric	X	\$ 407.75	\$ 582.50	=	
BVLYLN	Beverly Bench, Linen Fabric	X	\$ 407.75	\$ 582.50	=	
BVLYBN	Beverly Bench, Brown Fabric	X	\$ 407.75	\$ 582.50	=	

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 11k)

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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	Qty	Advance Price	Standard Price	Total
Ottomans (cont.)	MAR001 Marche Swivel Ottoman, White Vinyl	X	\$ 188.75	\$ 269.75	=
	MAR005 Marche Swivel Ottoman, Red Fabric	X	\$ 188.75	\$ 269.75	=
	MAR009 Marche Swivel Ottoman, Pear Yellow	X	\$ 188.75	\$ 269.75	=
	MAR007 Marche Swivel Ottoman, Plum Fabric	X	\$ 188.75	\$ 269.75	=
	MAR010 Marche Swivel Ottoman, Blue Fabric	X	\$ 188.75	\$ 269.75	=
	MAR002 Marche Swivel Ottoman, Gray Fabric	X	\$ 188.75	\$ 269.75	=
	MAR003 Marche Swivel Ottoman, Linen Fabric	X	\$ 188.75	\$ 269.75	=
	MAR004 Marche Swivel Ottoman, Raspberry	X	\$ 188.75	\$ 269.75	=
	MAR008 Marche Swivel Otmn., Meadow Grn.	X	\$ 188.75	\$ 269.75	=
	MAR011 Marche Swivel Ottoman, Orange Fbr.	X	\$ 188.75	\$ 269.75	=
	MAR015 Marche Swivel Ottoman, Black	X	\$ 188.75	\$ 269.75	=
	MAR012 Marche Swivel Ottoman, Forest Grn.	X	\$ 188.75	\$ 269.75	=
	MAR013 Marche Swivel Ottoman, Teal	X	\$ 188.75	\$ 269.75	=
	MAR014 Marche Swivel Otmn., Distrsd Brown	X	\$ 188.75	\$ 269.75	=
	MAR006 Marche Swivel Otmn., Rose Quartz	X	\$ 188.75	\$ 269.75	=

Accent Tables	MESETW Mesa End Table, Wood, Bronze	X	\$ 143.50	\$ 205.00	=
	MESCTW Mesa Cocktail Table, Wood, Bronze	X	\$ 219.00	\$ 313.00	=
	MESETG Mesa End Table, Glass, Bronze	X	\$ 143.50	\$ 205.00	=
	MESCTG Mesa Cocktail Table, Glass, Bronze	X	\$ 219.00	\$ 313.00	=
	MESETB Mesa End Table, Black, Bronze	X	\$ 143.50	\$ 205.00	=
	MESCTB Mesa Cocktail Table, Black, Bronze	X	\$ 219.00	\$ 313.00	=
	ALC100 Alondra Cocktail Table, Glass, Chrm.	X	\$ 339.75	\$ 485.50	=
	ALC200 Alondra Cocktail Table, Wood, Chrm.	X	\$ 339.75	\$ 485.50	=
	ALE100 Alondra End Table, Glass, Chrome	X	\$ 245.50	\$ 350.75	=
	ALE200 Alondra End Table, Wood, Chrome	X	\$ 245.50	\$ 350.75	=
	C1C Geo Cocktail Table, Glass, Chrome	X	\$ 213.25	\$ 304.75	=
	C1FWB Geo Cocktail Table, Wood, Black	X	\$ 296.25	\$ 423.25	=
	E1C Geo End Table, Glass, Chrome	X	\$ 177.50	\$ 253.75	=
	E1FWB Geo End Table, Wood, Black	X	\$ 258.50	\$ 369.50	=

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 11k)

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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	Qty	Advance Price	Standard Price	Total
Accent Tables	TAOBWH Taos Side Table, White, Bronze	X	\$ 145.50	\$ 208.00	=
	TAOBBK Taos Side Table, Black, Bronze	X	\$ 145.50	\$ 208.00	=
	TAOBWD Taos Side Table, Wood, Bronze	X	\$ 145.50	\$ 208.00	=
	SEDBWH Sedona Side Table, White, Bronze	X	\$ 145.50	\$ 208.00	=
	SEDBBK Sedona Side Table, Black, Bronze	X	\$ 145.50	\$ 208.00	=
	SEDBWD Sedona Side Table, Wood, Bronze	X	\$ 145.50	\$ 208.00	=
	C1W Sydney Cocktail Table, White	X	\$ 241.75	\$ 345.50	=
	C1Y Sydney Cocktail Table, Black	X	\$ 241.75	\$ 345.50	=
	SYDBEC Sydney Cocktail Table, Blue	X	\$ 317.00	\$ 453.00	=
	SYDWDC Sydney Cocktail Table, Wood	X	\$ 317.00	\$ 453.00	=
	E1W Sydney End Table, White	X	\$ 217.00	\$ 310.00	=
	E1Y Sydney End Table, Black	X	\$ 217.00	\$ 310.00	=
	SYDBEE Sydney End Table, Blue	X	\$ 279.25	\$ 399.00	=
	SYDWDE Sydney End Table, Wood	X	\$ 279.25	\$ 399.00	=
	REGBEN Regis Bench, Brushed Metal	X	\$ 217.00	\$ 310.00	=
	REGOTT Regis End Table, Brushed Metal	X	\$ 151.00	\$ 215.75	=
	E1E Silverado End Table, Glass, Chrome	X	\$ 188.75	\$ 269.75	=
	C1E Silverado Cocktail Table, Glass, Chrm.	X	\$ 236.00	\$ 337.25	=
TMBTBL Timber Table, Wood	X	\$ 128.50	\$ 183.75	=	
AURA Aura Round Table, White Metal	X	\$ 122.75	\$ 175.50	=	
CUBPOW Wireless Charging Table, Powered	X	\$ 479.25	\$ 684.75	=	
Bar Tables	VTK 30"Rx42"H Maple, Std. Black Base	X	\$ 185.00	\$ 264.50	=
	VTB 30"Rx42"H Red, Standard Blk. Base	X	\$ 185.00	\$ 264.50	=
	30WH42 30"Rx42"H White Lam., Std. Blk. Bs.	X	\$ 264.25	\$ 377.50	=
	VTA 30"Rx42"H Mad. Gray, St. Black Base	X	\$ 251.00	\$ 358.75	=
	30BEBB 30"Rx42"H Blue, Standard Black Base	X	\$ 279.25	\$ 399.00	=
	30WDBB 30"Rx42"H Wood, Stnd. Black Base	X	\$ 279.25	\$ 399.00	=

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 11k)

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

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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	Qty	Advance Price	Standard Price	Total
Bar Tables (cont.)	30BKSB 30"Rx42"H Black, Standard Black Base	X	\$ 279.25	\$ 399.00	=
	30AGBB 30"Rx42"H Brushed Gnmrtl., Std. Blk. Bs.	X	\$ 279.25	\$ 399.00	=
	30OSBB 30"Rx42"H Orange, Standard Black Bs.	X	\$ 279.25	\$ 399.00	=
	30YBBB 30"Rx42"H Brushed Yellow, Std. Blk. Bs.	X	\$ 279.25	\$ 399.00	=
	30GSBB 30"Rx42"H Green, Standard Black Base	X	\$ 279.25	\$ 399.00	=
	VTW 36"Rx42"H White Lam., Std., Blk. Bs.	X	\$ 224.75	\$ 321.25	=
	VTN 36"Rx42"H Graphite Neb, Std. Blk. Bs.	X	\$ 224.75	\$ 321.25	=
	VTP 36"Rx42"H Maple, Std. Black Base	X	\$ 224.75	\$ 321.25	=
	36BKSB 36"Rx42"H Black, Standard Black Base	X	\$ 224.75	\$ 321.25	=
	30GRHB 30"Rx45"H Grpht. Neb, Hyd. Chr. Bs.	X	\$ 270.00	\$ 385.75	=
	30MTHB 30"Rx45"H Maple, Hyd. Chrome Base	X	\$ 270.00	\$ 385.75	=
	30BRHB 30"Rx45"H Red, Hydraulic Chr. Base	X	\$ 270.00	\$ 385.75	=
	30WHHB 30"Rx45"H Wh. Lam., Hyd. Chr. Base	X	\$ 270.00	\$ 385.75	=
	30MAHB 30"Rx45"H Mad.Gry. Hyd. Chr. Base	X	\$ 304.00	\$ 434.50	=
	30BEHB 30"Rx45"H Blue, Hydraulic Chr. Base	X	\$ 337.75	\$ 482.50	=
	30WDHB 30"Rx45"H Wood, Hydraulic Chr. Base	X	\$ 337.75	\$ 482.50	=
	30BKHB 30"Rx45"H Black, Hydraulic Chrome Bs.	X	\$ 337.75	\$ 482.50	=
	30AGHB 30"Rx45"H Brushed Gnmrtl., Hyd. Chr. Bs.	X	\$ 337.75	\$ 482.50	=
	30OSHB 30"Rx45"H Orange, Hydr. Chrome Base	X	\$ 337.75	\$ 482.50	=
	30YSHB 30"Rx45"H Brushed Yellow, Hyd, Chr. Bs.	X	\$ 337.75	\$ 482.50	=
	30GSHB 30"Rx45"H Green, Hyd. Chrome Base	X	\$ 337.75	\$ 482.50	=
	36WTHB 36"Rx45"H Wh. Lam., Hyd. Chr. Base	X	\$ 292.50	\$ 418.00	=
	36GRHB 36"Rx45"H Grpht. Neb., Hyd., Chr. Bs.	X	\$ 292.50	\$ 418.00	=
	36MTHB 36"Rx45"H Maple, Hyd. Chrome Base	X	\$ 292.50	\$ 418.00	=
	36BKHB 36"Rx45"H Black, Hyd. Chrome Base	X	\$ 292.50	\$ 418.00	=
	RSTSQT Rustique Square Metal Bar Table	X	\$ 277.50	\$ 396.50	=
Café Tables	ZTK 30"Rx29"H Maple, Std. Black Base	X	\$ 171.75	\$ 245.50	=
	30WH29 30"Rx29"H White Lam., Std. Blk. Base	X	\$ 241.75	\$ 345.50	=
	ZTB 30"Rx29"H Red, Standard Blk. Base	X	\$ 171.75	\$ 245.50	=

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 11k)

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

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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		Qty	Advance Price	Standard Price	Total
Café Tables (cont.)	ZTA 30"Rx29"H Mad. Gry, Std. Blk. Base	X	\$ 234.00	\$ 334.50	=
	30BEBC 30"Rx29"H Blue, Standard Black Base	X	\$ 251.00	\$ 358.75	=
	30WDDB 30"Rx29"H Wood, Standard Blk Base	X	\$ 251.00	\$ 358.75	=
	30AGBC 30"Rx29"H Brushed Gnmtl., Std. Blk. Bs.	X	\$ 251.00	\$ 358.75	=
	30BKSC 30"Rx29"H Black, Standard Black Base	X	\$ 251.00	\$ 358.75	=
	30OSBC 30"Rx29"H Orange, Standard Black Bs.	X	\$ 251.00	\$ 358.75	=
	30YSBC 30"Rx29"H Brushed Yellow, Std. Blk. Bs.	X	\$ 251.00	\$ 358.75	=
	30GSBC 30"Rx29"H Green, Standard Black Base	X	\$ 251.00	\$ 358.75	=
	ZTQ 36"Rx29"H Wh. Lam., Std. Blk. Base	X	\$ 209.50	\$ 299.50	=
	ZTN 36"Rx29"H Graphite Neb. Std. Blk. Bs.	X	\$ 209.50	\$ 299.50	=
	ZTP 36"Rx29"H Maple, Std. Black Base	X	\$ 209.50	\$ 299.50	=
	36BKSC 36"Rx29"H Black, Standard Black Base	X	\$ 209.50	\$ 299.50	=
	30GRHC 30"Rx29"H Grpht. Neb., Hyd. Chr. Bs.	X	\$ 270.00	\$ 385.75	=
	30MTHC 30"Rx29"H Maple, Hyd. Chrome Base	X	\$ 270.00	\$ 385.75	=
	30BRHC 30"Rx29"H Red, Hydraulic Chr. Base	X	\$ 270.00	\$ 385.75	=
	30MAHC 30"Rx29"H Mad. Gry., Hyd. Chr. Base	X	\$ 304.00	\$ 434.50	=
	30WHHC 30"Rx29"H Wh. Lam., Hyd. Chr. Base	X	\$ 270.00	\$ 385.75	=
	30BEHC 30"Rx29"H Blue, Hydraulic Chrm. Base	X	\$ 337.75	\$ 482.50	=
	30WDHC 30"Rx29"H Wood, Hydr. Chrome Base	X	\$ 337.75	\$ 482.50	=
	30AGHC 30"Rx29"H Brshd. Gnmtl., Hyd. Chr. Bs.	X	\$ 337.75	\$ 482.50	=
	30BKHC 30"Rx29"H Black, Hydraulic Chrome Bs.	X	\$ 337.75	\$ 482.50	=
	30OSHC 30"Rx29"H Orange, Hyd. Chrome Base	X	\$ 337.75	\$ 482.50	=
	30YSHC 30"Rx29"H Brushed Yellow, Hyd. Chr. Bs.	X	\$ 337.75	\$ 482.50	=
	30GSHC 30"Rx29"H Green, Hyd. Chrome Base	X	\$ 337.75	\$ 482.50	=
	36WTHC 36"Rx29"H Wh. Lam., Hyd. Chr. Base	X	\$ 292.50	\$ 418.00	=
36GRHC 36"Rx29"H Grpht. Neb., Hyd. Chr. Bs.	X	\$ 292.50	\$ 418.00	=	
36MTHC 36"Rx29"H Maple, Hyd. Chrome Base	X	\$ 292.50	\$ 418.00	=	
36BKHC 36"Rx29"H Black, Hydraulic Chrome Bs.	X	\$ 292.50	\$ 418.00	=	

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 11k)

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

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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		Qty	Advance Price	Standard Price	Total
Barstools	BS002 Zoey Barstool, White, Chrome	X	\$ 249.25	\$ 356.25	=
	ROLLWH Lift Barstool, White Vinyl	X	\$ 181.25	\$ 259.00	=
	ROLLRD Lift Barstool, Red Vinyl	X	\$ 181.25	\$ 259.00	=
	ROLLBL Lift Barstool, Black Vinyl	X	\$ 181.25	\$ 259.00	=
	ROLLGY Lift Barstool, Gray Vinyl	X	\$ 181.25	\$ 259.00	=
	BST Banana Barstool, White, Chrome	X	\$ 213.25	\$ 304.75	=
	ZENBAR Zenith Barstool, White, Chrome	X	\$ 170.00	\$ 243.00	=
	XBAR Christopher Barstool, White, Chrome	X	\$ 162.50	\$ 232.25	=
	BS001 Shark Barstool, White Chrome	X	\$ 271.75	\$ 388.25	=
	BSR Syntax Barstool, Black, Chrome	X	\$ 228.50	\$ 326.50	=
	RSTSTL Rustique Barstool, Gunmetal	X	\$ 113.25	\$ 162.00	=
	LUBSCL Lucent Barstool, Frosted	X	\$ 288.75	\$ 412.50	=
	LMBAR Laguna Barstool, Maple, Chrome	X	\$ 188.75	\$ 269.75	=
	BLDBRD Blade Barstool, Red	X	\$ 145.50	\$ 208.00	=
	BLDBSB Blade Barstool, Sky Blue	X	\$ 145.50	\$ 208.00	=
Conference Tables	CONF42 42"R White Laminate Conf. Table	X	\$ 326.50	\$ 466.50	=
	CB1 42"R Graphite Nebula Conf. Table	X	\$ 326.50	\$ 466.50	=
	CB8 42"R Madison, Gray Acajou Conf. Tbl.	X	\$ 326.50	\$ 466.50	=
	42BKCT 42"R Black Lam. Conference Table	X	\$ 326.50	\$ 466.50	=
	MADC05 5' Madison, Gray Acajou Conf. Table	X	\$ 487.00	\$ 695.75	=
	MADC08 8' Madison, Gray Acajou Conf. Table	X	\$ 971.75	\$1,388.25	=
	MADC10 10' Madison, Gray Acajou Conf. Table	X	\$ 971.75	\$1,388.25	=

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 11k)

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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	Qty	Advance Price	Standard Price	Total
Conference Tables (cont.)	42ATO 42"R Atomic Conf. Table, Glass, Chr.	X	\$ 321.00	\$ 458.75 =	
	36ATO 36"R Atomic Conf. Table, Glass, Chr.	X	\$ 321.00	\$ 458.75 =	
	CE1 Geo Rounded Sq. Tbl., Glass, Chr.	X	\$ 271.75	\$ 388.25 =	
	CF1 Geo Rounded Sq. Tbl., Glass, Black	X	\$ 271.75	\$ 388.25 =	
	CF2 Geo Rectangular Tbl., Glass, Black	X	\$ 385.00	\$ 550.00 =	
	CE2 Geo Rectangular Tbl., Glass, Chrome	X	\$ 385.00	\$ 550.00 =	
	WD3 Work Table	X	\$ 283.25	\$ 404.75 =	
	C508GR 8' Granite Conference Table	X	\$ 475.50	\$ 679.50 =	
	CT10GR 10' Granite Conference Table	X	\$ 711.50	\$1,016.50 =	
	CT06GR 6' Granite Conference Table	X	\$ 402.00	\$ 574.50 =	
Executive Seating	CUPCHA Cupertino Mid Back Chair, Black	X	\$ 311.50	\$ 445.00 =	
	PROEXE Pro Executive High Back Chair, White	X	\$ 277.50	\$ 396.50 =	
	PROEXB Pro Executive High Back Chair, Black	X	\$ 277.50	\$ 396.50 =	
	PROMID Pro Executive Mid Back Chair, White	X	\$ 211.50	\$ 302.25 =	
	PROMDB Pro Executive Mid Back Chair, Black	X	\$ 211.50	\$ 302.25 =	
	PROGB Pro Executive Guest Chair, Black	X	\$ 232.25	\$ 332.00 =	
	TASKST Task Stool, Black Fabric	X	\$ 164.25	\$ 234.75 =	
	GENCHA Genesis Chair, Black Fabric	X	\$ 271.75	\$ 388.25 =	
Office Essentials	JD8 Executive Desk, Madison Gray Acajou	X	\$ 613.25	\$ 876.25 =	
	BC8 Bookcase, Madison Gray Acajou	X	\$ 445.50	\$ 636.50 =	
Tech Desk	TECH3 3 Drawer Filing Cabinet on Casters, Blk.	X	\$ 134.00	\$ 191.50 =	

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 11k)

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

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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	Qty	Advance Price	Standard Price	Total
Communal Tables	VNTMNP Ventura Bar Table, Maple, Solid	X	\$ 564.25	\$ 806.25 =	
	VNTBMW Ventura Bar Table, Maple, w/ Grommets	X	\$ 564.25	\$ 806.25 =	
	VNTBWW Ventura Bar Table, White, w/ Grommets	X	\$ 564.25	\$ 806.25 =	
	VNTWNP Ventura Bar Table, White, Solid	X	\$ 564.25	\$ 806.25 =	
	VNTBNP Ventura Bar Table, Black, Solid	X	\$ 564.25	\$ 806.25 =	
	VNTCMN Ventura Café Table, Maple, Solid	X	\$ 568.00	\$ 811.50 =	
	VNTCMW Ventura Café Table, Maple, w/ Grom.	X	\$ 568.00	\$ 811.50 =	
	VNTCWW Ventura Café Table, White, w./ Grom.	X	\$ 568.00	\$ 811.50 =	
	VNTCWN Ventura Café Table, White, Solid	X	\$ 568.00	\$ 811.50 =	
	VNTCBN Ventura Café Table, Black, Solid	X	\$ 568.00	\$ 811.50 =	

Office Accessories and Decor	LA15 Mason Floor Lamp	X	\$ 187.00	\$ 267.25 =	
	LA14 Mason Table Lamp	X	\$ 122.75	\$ 175.50 =	
	PSHCCS Posh Shelving, Chrome / Acrylic	X	\$ 521.00	\$ 744.50 =	
	HDG7FT Boxwood Hedge, 7' (36.5"Lx12"Dx84"H)	X	\$ 798.25	\$1,140.50 =	
	HDG4FT Boxwood Hedge, 4' (46"Lx9"Dx47"H)	X	\$ 490.75	\$ 701.25 =	

Midtown Counter and Bar	MTCPUL Midtown Powered Counter, Pewter/Glass, Unlighted	X	\$1,549.25	\$2,213.25 =	
	MTCLPI Midtown Powered Counter, Pewter/Glass, Lighted w/ Plug -in	X	\$1,645.50	\$2,350.75 =	
	MTBUUL Midtown Bar, Pewter, Glass, Unlighted	X	\$1,539.75	\$2,199.75 =	
	MTBLPI Midtown Bar, Pewter, Gl., Lighted w/ Plug-in	X	\$1,645.50	\$2,350.75 =	

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 7.5% _____
	Delivery Charge \$75.00 _____
	TOTAL _____

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes shipping, installation and dismantle labor for all items, plus carpet, daily cleaning and basic power for exhibit lights on booth structures.*

***Additional Electrical Service must be ordered separately.**

	Structure Code	Description	Qty	Price	Total
Essentials Line (10' x 10' Booths)	Presence_100_Basic	Presence Basic	X	\$1,618.75 =	
	Presence_100_Designer	Presence Designer (with graphics)	X	\$2,868.75 =	
	<i>For Presence Exhibits, please indicate choice of metal color: _____ Silver _____ Black</i>				
	Waveline_100_Basic	Waveline Basic	X	\$2,243.75 =	
	Waveline_100_Designer	Waveline Designer (with graphics)	X	\$3,668.75 =	
	Impact_100_Basic	Impact Basic	X	\$2,618.75 =	
	Impact_100_Designer	Impact Designer (with graphics)	X	\$4,118.75 =	

Essentials Line (10' x 20' Booths)	Presence_200_Basic	Presence Basic	X	\$3,368.75 =	
	Presence_200_Designer	Presence Designer (with graphics)	X	\$5,068.75 =	
	<i>For Presence Exhibits, please indicate choice of metal color: _____ Silver _____ Black</i>				
	Waveline_200_Basic	Waveline Basic	X	\$4,243.75 =	
	Waveline_200_Designer	Waveline Designer (with graphics)	X	\$6,118.75 =	
	Impact_200_Basic	Impact Basic	X	\$5,118.75 =	
	Impact_200_Designer	Impact Designer (with graphics)	X	\$6,793.75 =	

Essentials Line (Accessories)	ACC1	Curved Reception w/ Open Back	X	\$ 495.00 =	
	ACC1	Curved Reception w/ Open Back (with graphics)	X	\$ 625.00 =	
	ACC2	Presence Credenza	X	\$ 495.00 =	
	ACC2	Presence Credenza (with graphics)	X	\$ 625.00 =	
	<i>For Presence Credenza (ACC2), please indicate choice of metal color: _____ Silver _____ Black</i>				
	ACC3	Cosmopolitan Credenza	X	\$ 595.00 =	
	ACC3	Cosmopolitan Credenza (with graphics)	X	\$ 745.00 =	

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

!!! Don't forget to fill out and return form 12d with your Exhibit Options selections with this order.

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	_____
Subtotal	_____
Taxes & Fees Multiplied by 7.5% of Subtotal	_____
TOTAL	_____

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes shipping, installation and dismantle labor.*

***Electrical Service must be ordered separately.**

	Structure Code	Description	Qty	Price	Total
Essentials Line (Accessories cont.)	ACC5	Waveline Credenza	X	\$ 625.00 =	
	ACC5	Waveline Credenza (with graphics)	X	\$ 745.00 =	
	ACC6	Waveline Credenza w/ Standoff Sign	X	\$ 678.00 =	
	ACC6	Waveline Credenza w/ Standoff Sign (with graphics)	X	\$ 828.00 =	
	ACC7	Waveline Computer Pedestal	X	\$ 695.00 =	
	ACC7	Waveline Computer Pedestal (with graphics)	X	\$ 865.00 =	
	ACC8	Presence Pedestal	X	\$ 495.00 =	
	ACC8	Presence Pedestal (with graphics)	X	\$ 625.00 =	
	ACC9	Reception Counter w/ Open Back	X	\$ 550.00 =	
	ACC9	Reception Counter w/ Open Back (with graphics)	X	\$ 725.00 =	
	ACC10	Presence Extended Credenza w/ Shelf	X	\$ 630.00 =	
	ACC10	Presence Extended Credenza w/ Shelf (with graphics)	X	\$ 845.00 =	
	ACC11	Additional Stem Light*	X	\$ 56.25 =	
	ACC12	Floor Can Light*	X	\$ 62.50 =	
	ACC13	8" Straight White Laminate Shelf	X	\$ 50.00 =	
	ACC33	12" Straight White Laminate Shelf	X	\$ 68.75 =	
	ACC14	8" Straight Black Laminate Shelf	X	\$ 50.00 =	
ACC34	12" Straight Black Laminate Shelf	X	\$ 68.75 =		
ACC15	8" Straight Clear Shelf	X	\$ 68.75 =		
ACC35	12" Straight Clear Shelf	X	\$ 87.50 =		
ACC16	Angled White Metal Shelf	X	\$ 50.00 =		
ACC17	Product Display Case w/ Light*	X	\$ 593.75 =		

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
<p>!!! Don't forget to fill out and return form 12d with your Exhibit Options selections with this order.</p>	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 7.5% of Subtotal _____
	TOTAL _____

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. Price includes graphics (for Impressions and Inventive Line Booths, elsewhere as noted), shipping, installation and dismantle labor for all items, plus carpet, daily cleaning and basic power for exhibit lights on booth structures. ***Additional Electrical Service must be ordered separately.**

	Structure Code	Description	Qty	Price	Total
Essentials Line (Accessories, cont.)	ACC18	Tower Display Case w/ Light*	X	\$ 868.75 =	
	ACC19	Square Tower Display Case w/ Light*	X	\$ 781.25 =	
	ACC22	Information Station Credenza	X	\$ 743.75 =	
	ACC23	Information Station Tower (Island Booth only)	X	\$ 993.75 =	
	ACC24	Free Standing Panel w/ Graphics	X	\$ 493.75 =	
	ACC25	Internet Station	X	\$ 618.75 =	

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
<p>!!! Don't forget to fill out and return form 12d with your Exhibit Options selections with this order.</p>	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 7.5% of Subtotal _____
	TOTAL _____

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

Please indicate the options that you wish to use for your ordered exhibit or accessories:

Carpet Color	Carpet is included with the exhibit. <i>Please choose only one:</i> <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Green <input type="checkbox"/> *Blue Jay <input type="checkbox"/> *Cayenne <input type="checkbox"/> *Pepper *Green Options
---------------------	--

Header Options (Essentials Line Only)	<input type="checkbox"/> Standard Header Copy: _____ (Please type or print.) <input type="checkbox"/> Custom Header - \$250.00 Please contact your CAM for instructions on sending artwork and logo. Letter Color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue Font Type: <input type="checkbox"/> Friz Quadrata Bold <input type="checkbox"/> Castle T Bold <input type="checkbox"/> Helvetica Bold <input type="checkbox"/> Cooper Black
--	---

Non-Graphic Panel Options (Essential Line Only)	Please choose only one color to use for panels without graphics: Fabric: <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Black Fabric Hardwall: <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Blue (Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Account Manager.)
--	---

Graphic Options	Custom Digital Graphics are included in the price of a Designer rental package. This includes the \$125.00 Digital Set-Up Fee. Please contact your Customer Account Manager for instructions on how to format your graphics and sending your files. Final approval for graphics must be received 2-weeks prior to the first day of exhibitor move-in or a 100% expedite fee will apply.
------------------------	---

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

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	Qty	Price	Total
Exhibit Backwalls	All backwalls include the frame, fabric graphic, and travel bag.				
	CMIL-00-002	10 ft. D5 Milan FlatWall**		X \$2,720.75 =	
	CMIL-00-005	10 ft. D5 Milan Curve**		X \$2,389.00 =	
	FAM-00-009	8 ft. Flat Fabric Mural w/ End Caps		X \$1,616.75 =	
	FAM-00-010	10 ft. Flat Fabric Mural w/ End Caps		X \$2,050.50 =	

Light Boxes/ Towers	All light boxes come with frame, fabric graphic, and rotomoulded wheeled case.				
	10WRF100	10 ft. Single Sided Litex Frame 116" x 94"**		X \$4,281.75 =	
	10BL115	10 ft. Double Sided Litex Frame 116" x 94" **		X \$5,128.00 =	
	7WRF100	Single Sided Backlit Tower 30"w x 84"h**		X \$1,715.00 =	
	7BL115	Double Sided Backlit Tower 30"w x 84"h**		X \$2,599.50 =	

Counters	All counters include the frame, fabric graphic, and travel bag.				
	CMIP-00-001	Curved Podium		X \$1,066.25 =	
	BLC-00-002	Rectangular Counter w/ SilverGray Counter		X \$ 871.75 =	
	BCS-05-004	Case to Counter (Full Oval Case and Counter Top)		X \$ 417.25 =	
	BCS-02-004	Case to Counter Conversion (Full Oval Graphic Wrap Only)		X \$ 184.75 =	

Banner Stands	All stands include the frame, fabric graphic, and travel bag.				
	BSI-00-002	Single Sided Pull Up Banner		X \$ 425.75 =	
	BTW-00-018	Single Sided Quickstand Banner (Non-Retractable)		X \$ 336.50 =	

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 7.5% of Subtotal
	TOTAL

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

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	Qty	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	\$2,953.00	=
CHHA-00-006	8' Double Sided Circular Hanging Sign**	X	\$3,276.25	=
CHHA-00-013	10' Single Sided Circular Hanging Sign**	X	\$3,522.75	=
CHHA-00-014	10' Double Sided Circular Hanging Sign**	X	\$4,030.50	=
CHHA-00-019	12' Single Sided Circular Hanging Sign**	X	\$4,239.25	=
CHHA-00-020	12' Double Sided Circular Hanging Sign**	X	\$4,847.00	=
CHSQ-00-003	8' Single Sided Square Hanging Sign**	X	\$3,589.25	=
CHSQ-00-004	8' Double Sided Square Hanging Sign**	X	\$4,106.25	=
CHSQ-00-005	10' Single Sided Square Hanging Sign**	X	\$4,338.25	=
CHSQ-00-006	10' Double Sided Square Hanging Sign**	X	\$4,984.50	=
CHSQ-00-007	12' Single Sided Square Hanging Sign**	X	\$5,112.25	=
CHSQ-00-008	12' Double Sided Square Hanging Sign**	X	\$5,887.75	=
Accessories				
LRS-00-007	Literature Stand- <small>includes stand & travel bag</small>	X	\$ 535.75	=
ELI-05-001	LED Light 150W Equivalent Spotlight <small>(Silver)</small>	X	\$ 169.25	=
ELI-05-002	LED Light 150W Equivalent Spotlight <small>(Black)</small>	X	\$ 169.25	=

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 7.5% of Subtotal _____
	TOTAL _____

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
Order Services online at theexpogroup.com

Southeast Building Conference 2021
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

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.

	Qty	Price	Total
Digital Graphics and Signs 7" x 11"	X	\$ 62.75 =	
11" x 14"	X	\$ 77.00 =	
14" x 22"	X	\$ 79.00 =	
22" x 28"	X	\$ 99.00 =	
28" x 44"	X	\$119.75 =	
40" x 60"	X	\$192.75 =	
Banner per sq. ft. (Single-Sided)	X	\$ 15.00 =	
Easel Back (for up to 11" x 14" sign)	X	\$ 10.00 =	
Double Stick Back	X	\$ 10.00 =	
Additional Design Time	X	\$ 75.00/hr =	

PLEASE SPECIFY COPY AND LAYOUT BELOW.

Sign Options Please choose one:

Orientation Horizontal 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: 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 7.5% of Subtotal _____
	TOTAL _____

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

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

Southeast Building Conference
July 15-16, 2021
Gaylord Palms Resort and Convention Center
Kissimmee, FL

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.

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000

Order Services online at theexpogroup.com

Southeast Building Conference
July 15-16, 2021
Gaylord Palms Resort and Convention Center
Kissimmee, FL

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 (FedEx), UPS, USPS and DHL** are included in this category due to their delivery procedures.
- **Small Package** A small package shipment is a shipment with any number of pieces not to exceed 25lbs. Shipment must be sent direct to show-site and received during published hours.
- **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 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 [FedEx] 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 \$120.00 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 Material Handling rates. Credit will be applied to the balance of this service after the final audit of the show.

- **Prepay Material Handling by the Discount Deadline.**
- **Ship your freight round trip on one of the official show carriers.**

TIPS TO HELP YOU SAVE MONEY ON MATERIAL HANDLING

1. You will receive a 10% credit on Material Handling if you prepay for this service by Discount Deadline date and ship your freight roundtrip on one of the official show carriers. This rebate will be applied after the final audit of the show.
2. Advanced warehouse shipments will be accepted starting on June 14, 2021. Anything arriving before that date will be subject to a surcharge.
3. **Materials received from June 29, 2021 to July 9, 2021, will be subject to an additional surcharge.**
4. Wait to have any packages less than 25lbs. delivered until show days to ensure the Small Package rate.
5. Ship prepaid - collect shipments will not be accepted at either the advance warehouse or show site.
6. Please be sure to obtain and complete a The Expo Group Material Handling Agreement (MHA) prior to leaving the show floor. Material Handling Agreements will be made available at The Expo Group Service Center on the final show day. Return the completed MHA with any additional outbound information to The Expo Group Service Center before you leave the show floor.
7. Should you choose to use a carrier other than the official show carriers, please be certain to contact them with any necessary pick-up information. **The Expo Group is not responsible for contacting outside carriers for pick-ups.**
8. **PLEASE NOTE: CARRIERS SUCH AS FedEx AND UPS SOMETIMES DO NOT COME ONTO THE SHOW FLOOR. EXHIBITORS WISHING TO USE THESE CARRIERS MAY HAVE TO MAKE SEPARATE ARRANGEMENTS.**
9. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs, ship all of your exhibit materials in ONE shipment. **Each shipment is considered as one delivery based on date/time of delivery and distinct point of origin. Materials arriving on separate days or from separate points of origin count as different shipments.** Remember, there is a 200 pound (2 CWT) minimum for each shipment. See the example below.

THE EXPENSIVE WAY

Date Received	Point of Origin	Actual Weight	Minimum Charge	Rate per CWT	Total Cost	NOTES
8/16/2019	Nashville	50 lbs.	200 lbs. (2 CWT)	\$80.00	\$160.00	
8/16/2019	Dallas	50 lbs.	200 lbs. (2 CWT)	\$80.00	\$160.00	Different Point of Origin
8/17/2019	Nashville	100 lbs.	200 lbs. (2 CWT)	\$80.00	\$160.00	Different Date Received
		200 lbs. total			\$480.00	

THE COST-EFFECTIVE WAY

Date Received	Point of Origin	Actual Weight	Minimum Charge	Rate per CWT	Total Cost	NOTES
8/16/2019	Nashville	200 lbs.	200 lbs. (2 CWT)	\$80.00	\$160.00	Items from Dallas shipped to Nashville and consolidated into one shipment!
		200 lbs. total			\$160.00	A \$320.00 savings!

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Order Services online at theexpogroup.com

Southeast Building Conference
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

Discount Deadline:
June 14, 2021

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 15c

STRAIGHT TIME: Monday - Friday, 8:00 am - 4:30 pm
OVERTIME: Monday - Friday, 4:30 pm - 8:00 am; 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) - June 14, 2021 to July 9, 2021

	Price Per CWT	200lb. Minimum
Crated	\$101.50/ CWT	\$203.00
Additional Handling	\$130.25/ CWT	\$260.50
Crated Inbound Overtime Surcharge	\$ 33.50/ CWT	\$ 67.00
Additional Handling Inbound Overtime Surcharge	\$ 33.50/ CWT	\$ 67.00

Uncrated shipments will NOT be accepted at the Advance Warehouse

• Additional Surcharges

Early Shipments to Warehouse *(before June 14, 2021)	\$ 30.45/ CWT	\$ 60.90
Warehouse Surcharge received June 29, 2021 to July 9, 2021	\$ 30.45/ CWT	\$ 60.90
Late to Warehouse delivery fee *after July 9, 2021. Delivered to Show Site	\$ 30.45/ CWT + \$ 75.00	\$ 60.90 + \$ 75.00

• Direct Shipments to Show Site (200lb. minimum) - First day of Direct Freight Acceptance: July 13, 2021

Crated	\$101.50/ CWT	\$203.00
Additional Handling	\$130.25/ CWT	\$260.50
Crated Inbound Overtime Surcharge	\$ 33.50/ CWT	\$ 67.00
Additional Handling Inbound Overtime Surcharge	\$ 33.50/ CWT	\$ 67.00
Small Packages - *direct shipments only (25lb. maximum)	\$ 62.00/ piece	
Hand carry empty storage fee	\$ 50.00/ container	

• Additional Surcharges

Off-Target Fee *	\$ 30.45/ CWT	\$ 60.90
------------------------	---------------	----------

** In addition to above charges.*

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

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

Booth Number: _____
 Date: _____

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 25 square feet	\$105.00 per day
26 to 50 square feet	\$155.00 per day
51 to 100 square feet	\$205.00 per day
101 to 150 square feet	\$255.00 per day
151 to 200 square feet	\$305.00 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: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Order Services online at theexpogroup.com

Southeast Building Conference
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

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 - \$ 85.00 x _____ = _____ (subtotal)
 (number of cart loads)

ROUND TRIP CART SERVICE - \$170.00 x _____ = _____ (subtotal)
 (number of cart loads)

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 (CAM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000

Order Services online at theexpogroup.com

Southeast Building Conference

July 15-16, 2021

Gaylord Palms Resort and Convention Center
Kissimmee, FL

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).

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Order Services online at theexpogroup.com

Southeast Building Conference
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

Advance Shipments to Warehouse	Direct Shipments to Show Site
<p>Advance Shipments Deadline Date: July 9, 2021</p> <p>To: (Exhibiting Company Name and Booth #)</p> <p>For: Southeast Building Conference 2021</p>	<p>First Day of Direct Shipments: July 13, 2021</p> <p>To: (Exhibiting Company Name and Booth #)</p> <p>For: Southeast Building Conference 2021</p>
<p>c/o The Expo Group 2502 Lake Orange Drive Orlando, FL 32837</p>	<p>c/o The Expo Group Gaylord Palms Resort and Convention Center - Hall _____ 3208 Gaylord Way Kissimmee, FL 34746</p>

<p>• Receiving Information</p> <p>Advance shipments are accepted from:</p> <ul style="list-style-type: none"> • June 14, 2021 to July 9, 2021. • Any shipment arriving prior to June 14, 2021 will be charged an additional fee (see Material Handling Rates). • Any shipment received from June 29, 2021 to July 9, 2021 will be subject to a surcharge (please refer to Material Handling Rates for these fees). 	<p>• Receiving Information</p> <p>Direct shipments will be accepted from:</p> <ul style="list-style-type: none"> • July 13, 2021 beginning at 8:00 am to July 16, 2021. • Unfortunately, early shipments cannot be accepted.
---	---

EACH EXHIBITOR MUST COMPLETE A MATERIAL HANDLING AGREEMENT IF FREIGHT IS BEING SHIPPED OUT AT THE CLOSE OF THE SHOW.

REQUIRED FORM

Complete this form to request a pre-printed Material Handling Agreement and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

- Please complete one form *per outbound shipment*.
- Please review the Material Handling Information, Material handling Rates and Terms and Conditions forms.
- **Return completed Material Handling Agreements to The Expo Group Service Desk. Do not leave them in your booth!**

Exhibiting Company: _____ Booth Number: _____
 Onsite Contact Name: _____ Cell Number: _____
 Date: _____

Ship To: Company Name: _____
 Attention: _____
 Address: _____
 City, State, Zip: _____ Phone: _____

Carrier: Official Show Carriers:

YRC Freight

Other Carriers:

Other Ground Carrier: _____

Other Air Carrier: _____

Next Day 2nd Day Deferred

Payment Terms: Transportation charges guaranteed by Exhibiting Company.

Please complete to indicate otherwise:

Company/Exhibitor: _____

Attention: _____

Address: _____

City, State, Zip: _____ Phone: _____

Labels: Number of Shipping Labels Required: _____

The Expo Group provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels, if required (such as UPS or FedEx). By specifying the # of Labels Required, we will print Non-carrier specific labels for you.

THE EXPO GROUP

Warehouse Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group
2502 Lake Orange Drive
Orlando, FL 32837

Name of Convention:

Southeast Building Conference 2021

Must Arrive by July 9, 2021

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse from June 29, 2021 to July 9, 2021 will be subject to a surcharge.

THE EXPO GROUP

Warehouse Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group
2502 Lake Orange Drive
Orlando, FL 32837

Name of Convention:

Southeast Building Conference 2021

Must Arrive by July 9, 2021

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse from June 29, 2021 to July 9, 2021 will be subject to a surcharge.

THE EXPO GROUP

Warehouse Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group
2502 Lake Orange Drive
Orlando, FL 32837

Name of Convention:

Southeast Building Conference 2021

Must Arrive by July 9, 2021

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse from June 29, 2021 to July 9, 2021 will be subject to a surcharge.

THE EXPO GROUP

Warehouse Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group
2502 Lake Orange Drive
Orlando, FL 32837

Name of Convention:

Southeast Building Conference 2021

Must Arrive by July 9, 2021

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse from June 29, 2021 to July 9, 2021 will be subject to a surcharge.

THE EXPO GROUP

Direct Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

Gaylord Palms Resort and Convention Center -
Halls _____

c/o The Expo Group

3208 Gaylord Way

Kissimmee, FL 34746

Name of Convention:

Southeast Building Conference 2021

Do Not Deliver Prior to July 13, 2021

Carrier: _____

Pieces: _____

THE EXPO GROUP

Direct Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

Gaylord Palms Resort and Convention Center -
Halls _____

c/o The Expo Group

3208 Gaylord Way

Kissimmee, FL 34746

Name of Convention:

Southeast Building Conference 2021

Do Not Deliver Prior to July 13, 2021

Carrier: _____

Pieces: _____

THE EXPO GROUP

Direct Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

Gaylord Palms Resort and Convention Center -
Halls _____

c/o The Expo Group

3208 Gaylord Way

Kissimmee, FL 34746

Name of Convention:

Southeast Building Conference 2021

Do Not Deliver Prior to July 13, 2021

Carrier: _____

Pieces: _____

THE EXPO GROUP

Direct Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

Gaylord Palms Resort and Convention Center -
Halls _____

c/o The Expo Group

3208 Gaylord Way

Kissimmee, FL 34746

Name of Convention:

Southeast Building Conference 2021

Do Not Deliver Prior to July 13, 2021

Carrier: _____

Pieces: _____

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

Southeast Building Conference
July 15-16, 2021
Gaylord Palms Resort and Convention Center
Kissimmee, FL

**Discount Deadline:
June 14, 2021**

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

Exhibit Installation & Dismantling	Currently, we have an agreement with the Local Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at show—site at the service desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working in your booth.
Material Handling	Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. The Expo Group will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contract carriers will be handled by The Expo Group.
Tipping	The Expo Group requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we believe tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a The Expo Group at their service desk or correspondence may be directed to the attention of the General Manager at our Irving, Texas address.
Safety	Standing on chairs, tables or other rental equipment is prohibited. This furniture is not engineered to support your standing weight. The Expo Group cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the labor order form and the necessary ladders and/or tools will be provided.

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Order Services online at theexpogroup.com

Southeast Building Conference
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

**Discount Deadline:
 June 14, 2021**

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 pm	\$101.25/ hr.	\$135.00/ hr.
	Overtime	Monday - Friday, 4:30 pm - 8:00 am; All day	\$151.88/ hr.	\$202.50/ hr.
		Saturday, Sunday and Holidays		

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: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Order Services online at theexpogroup.com

Southeast Building Conference
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

Discount Deadline:
June 14, 2021

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 pm	\$131.50/ hr.	\$175.50/ hr.
	Overtime	Monday - Friday, 4:30 pm - 8:00 am; All day Saturday, Sunday and Holidays	\$197.25/ hr.	\$263.00/ hr.

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

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

Southeast Building Conference
July 15-16, 2021
Gaylord Palms Resort and Convention Center
Kissimmee, FL

Discount Deadline:
June 14, 2021

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: _____

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Order Services online at theexpogroup.com

Southeast Building Conference
 July 15-16, 2021
 Gaylord Palms Resort and Convention Center
 Kissimmee, FL

Discount Deadline:
June 14, 2021

			Advance Price	Standard Price
5,000lb. Fork & Operator	Straight Time	Monday - Friday, 8:00 am - 4:30 pm	\$295.75/ hr.	\$394.50/ hr.
	Overtime	Monday - Friday, 4:30 pm - 8:00 am; All day	\$443.63/ hr.	\$591.50/ hr.
		Saturday, Sunday and Holidays		

Lift/Operator	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 48 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: _____