

THE EXPO GROUP

Architects for connecting communities.™



Dear Exhibitor:

The Expo Group understands Southeast Building Conference 2023 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 19, 2023** 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 Service 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 Service Management
Phone: 972.580.9000
ExhibitorService@theexpogroup.com

Your Booth

All in-line booth spaces will be automatically set with 8' high back drape 3' high side dividers and a 7" x 44" identification sign. Booths larger than 300 square feet may request an identification sign at no charge. Please use the Furniture order form to place additional drape orders.

Drape Color: Gray

Aisle Carpet: Pepper

- See Rules and Regulations for booth setup guidelines.
- Carpet/Flooring is strongly suggested for all exhibitors in the show and is the responsibility of the exhibitor.

Important Dates

Discount Deadline Date	Monday, June 19, 2023	
Advance Freight Receiving Begins	Monday, June 19, 2023	
Late to Warehouse Surcharge begins	Monday, July 10, 2023	
Last Day for Advance Warehouse Receiving	Wednesday, July 12, 2023	
Direct Freight Receiving Begins	Monday, July 17, 2023	8:00am
Exhibitor Move-In (10x20 & larger)	Monday, July 17, 2023	8:00am - 4:30pm
	Tuesday, July 18, 2023	8:00am - 8:00pm
Show Hours	Wednesday, July 19, 2023	10:00am - 4:00pm
	Thursday, July 20, 2023	10:00am - 4:00pm
Exhibitor Move-Out	Thursday, July 20, 2023	4:00pm - 11:00pm
Outbound Carrier must be checked-in by	Thursday, July 20, 2023	9:00pm
Show Floor to be Cleared by	Thursday, July 20, 2023	11:00pm

Dismantle

The Expo Group will begin returning empty containers once aisle carpet has been removed from the floor.

All carriers other than the official show carriers must check in by the deadline above, otherwise shipments will be subject to rerouting at the exhibitor's expense.

Additional Services

If you need assistance with Electrical, Internet, AV or Suspended Sign Hanging services, please click on link for additional information: [Orange County Convention Center](https://www.theexpogroup.com/exhibitor-service).

Shipping Information

(See labels included in manual)

ADVANCE WAREHOUSE

<EXHIBITOR COMPANY NAME & BOOTH NUMBER>

Southeast Building Conference 2023

The Expo Group

2502 Lake Orange Drive

Orlando, FL 32837

DIRECT SHIPMENTS

<EXHIBITOR COMPANY NAME & BOOTH NUMBER>

Southeast Building Conference 2023

c/o The Expo Group

c/o Orange County Convention Center - South Concourse - Hall B

9899 International Drive

Orlando, FL 32819

- The advanced warehouse will be closed July 3 & 4, 2023 for the July 4th Holiday.

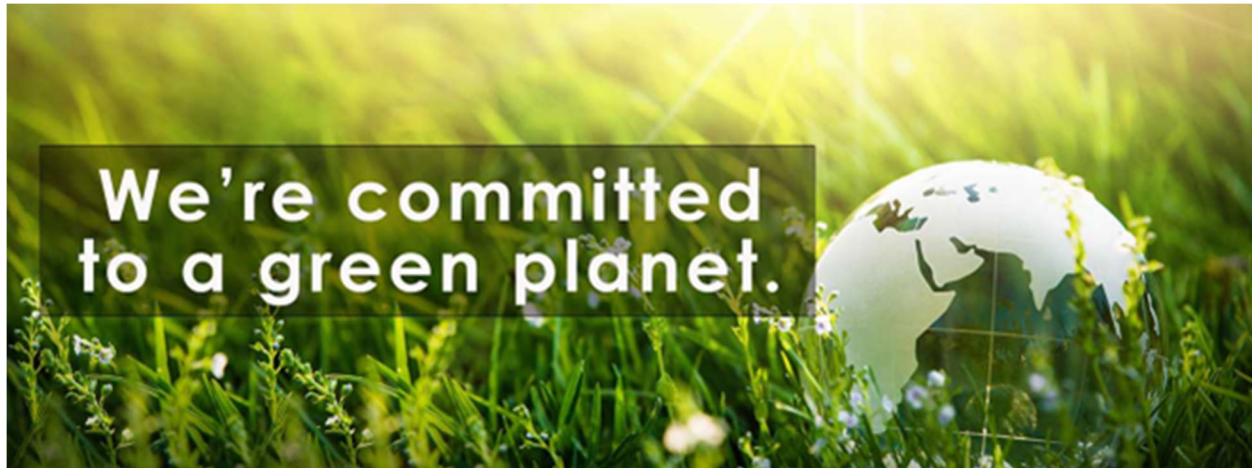
Please Note:

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:

ABF Freight



The Expo Group is passionate about reducing, reusing, and recycling waste. There are several simple things you can do to help as well. Join us by implementing some basic habits to help us keep our beautiful planet green.

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 or think about using digital graphics.
- Consider our Perspective Rental Exhibits or modular Octonorm rental systems to assure your booth is reused and recycled.

In Your Booth

- Use QR Code(s) to send literature to prospects or consider printing locally what needs to be printed rather than shipping in paper.
- Make sure booth lighting has LED bulbs for reduced energy consumption.
- 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.
- Assess the use of shipping containers that are recyclable or reusable.

The Expo Group Joins the Pledge For A Net Zero Carbon Footprint

The Expo Group recently joined with industry leaders such as PCMA, ESCA and over 250 other partners to join the pledge for a Net Zero Carbon footprint. With the launch of the recent Net Zero Carbon Events Pledge, a wide-ranging network of global events industry players has united to fight climate change with the ultimate goal of eliminating the industry's greenhouse gas emissions by 2050. A broad collaboration, hosted by the Joint Meetings Industry Council (JMIC) with the support of the United Nations Framework Convention on Climate Change (UNFCCC), developed the pledge over several months.

Towards this effort, and other pledge members have committed to:

- Publish (by the end of 2023) our pathway to achieve net zero by 2050 with an interim target in line with the Paris Agreement's requirement to reduce global greenhouse gas emissions by 50 percent by 2030
- Collaborate with partners, suppliers, and customers to drive change across the value chain
- Report on progress at a cadence of every two years
- Joining an industry workstream group dedicated to defining industry best-practices for conservation and reporting

Today, The Expo Group has already implemented multiple initiatives to support reductions in greenhouse emissions including:

With our contracted services offerings:

- No shipping options
- Digital graphics with zero footprint
- Reusable/sustainable materials to ensure no waste
- Streamlined processes design to minimize materials and waste
- Standardized furnishings and prices
- Rent vs. buy Exhibits
- Controlled material handling
- Reusable registrations kiosks

Our Packaging Plans include:

- Less shipping where applicable
- Rent vs. buy options for Carpet, Furnishings and Exhibits
- GBAC cleaning materials
- More efficient models resulting in less waste
- The Expo Group will continue to provide updates on our commitments to meet the industry pledge as we drive toward the Net Zero Carbon commitment.



Join us as we all work together to minimize waste, recycle, reuse and strive to keep our planet healthy and green.

Payment Options

A 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.

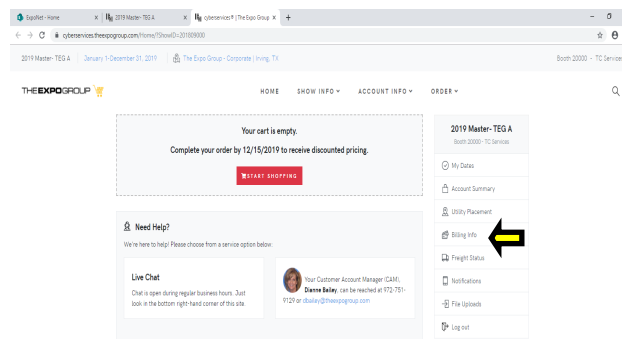
Credit Card

The Expo Group only accepts credit card information electronically. For your convenience we accept MasterCard, Visa, Discover and American Express.

Securely provide your credit card online at <https://cyberservices.theexpogroup.com/>

Login with your Show ID 202208016 and Password (sent via email from ExhibitorService@theexpogroup.com).

Once logged in, go to "Billing Info" then Add A New Card.



Company Check

Please mail your check along with your order forms to The Expo Group. To ensure payment is accurately reflected on your account, orders will be processed upon receipt of the original check.

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

ACH or Wire Transfer

- **Domestic ACH or Wire Transfer:**
Routing Number 111017979 | The Expo Group, LLC. | 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, LLC.

Third Party Agents

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.

Tax Exempt Status

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

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1. GENERAL

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, LLC 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

1.1 DEFINITIONS. For purposes of the Contract, "TEG" means The Expo Group, LLC, 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 participate. **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.

1.2 SCOPE. These Terms and Conditions shall be binding upon EXHIBITOR, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, 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. **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.**

1.3 PAYMENT TERMS

1.3.a. 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.

1.3.b. 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.

1.3.c. 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.

1.3.d. 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.

1.3.e. CANCELLATION: Unless otherwise noted on the specific service order form, Exhibitors who cancel up to ten (10) days prior to Exhibitor Move-in will NOT be assessed any cancellation fees. Cancellations received less than 10 days prior to Exhibitor Move-in or at show site, will incur a fee equal to 100% of the order amount unless otherwise noted on the specific service order 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. In either case, Shipments received at the Advance Warehouse will be assessed a charge of 50% of the applicable published Warehouse rate. 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 for accuracy prior to the last scheduled day of the Show or Event.

1.3.f. CREDIT CARD: TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. 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 cancellation of service as outlined in conditions above.

1.3.g. REFUNDS: 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.

1.3.g.i. 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.

1.3.g.ii. 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.

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1.3.h. 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.

1.3.i. 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.

1.4. **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.

1.5. **FORCE MAJEURE.** TEG's performance hereunder is subject to, and TEG shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond TEG's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

1.6. **LIMITATION OF LIABILITY & INDEMNITY**

IN NO EVENT SHALL TEG BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF TEG OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF TEG HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

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. ANY INCIDENT OCCURRING AT SHOW SITE MUST BE BROUGHT TO THE ATTENTION OF TEG BEFORE THE CLOSE OF THE SHOW AND AN INCIDENT REPORT FILLED OUT, SHOULD EXHIBITOR FAIL TO FILL OUT AN INCIDENT REPORT AS REQUIRED, EXHIBITOR WAIVES ANY CLAIMS FOR DAMAGE, INJURY, OR LOSS.

1.7. **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.

1.8. **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.

1.9. **UN-SUPERVISED LABOR.** EXHIBITOR shall be responsible for the performance and actions of all labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through TEG in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TEG rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

2. MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to The Expo Group's warehouse or to an event site for which The Expo Group is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor or their appointed agent with The Expo Group. Please be aware that disposal of exhibit properties is not included as part of your Material Handling charges. Please contact The Expo Group for your quoted rates and rules applicable to disposal of your exhibit properties.

2.1 **TEG as AGENT for EXHIBITOR.** 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.

TEG has Right of Preference into and out of the show site building to prevent delays and provide an orderly operation for the show.

2.2. **ADVANCE 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.

2.3. **PACKAGING/CRATES AND STORAGE:** TEG shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage including but not limited to glass, electronic equipment, prototypes, original art; carpets in bags or poly, or improperly packed or labeled materials. TEG shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. TEG does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **TEG ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.** Storage charge is for the use of storage space and is not a form of insurance or guarantee of security.

2.4. **EMPTY STORAGE:** Empty container labels will be available at the show site service center. Affixing appropriate empty container labels is the sole responsibility of the Exhibitor or his representative's. All pre-existing labels must be removed. TEG assumes no responsibility for error in the above procedures; removal of containers with old empty labels and without The Expo Group's labels; or improper information on empty labels. **TEG ASSUMES NO LIABILITY FOR LOSS OR DAMAGE TO GOODS OR CRATES, OR THE CONTENTS THEREIN, WHILE THE SAME ARE IN EMPTY CONTAINER STORAGE.**

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2.5. INBOUND/OUTBOUND SHIPMENTS/UNATTENDED GOODS: There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **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. TEG recommends the hiring of security services from Facility or Show Management. **Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight must be counted by designated carrier at the loading dock. The Carrier is responsible for notifying TEG of any discrepancies.** All MHA's submitted to TEG by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to TEG and the actual count of such items in the booth at the time of pickup. TEG is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

2.6. DELIVERY TO THE CARRIER FOR RELOADING: TEG assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. TEG loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **TEG ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

2.7. DESIGNATED CARRIERS: To expedite removal of exhibitor materials TEG shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL TEG BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

2.8. CLAIM(S) FOR LOSS: Exhibitor agrees that any and all claims for loss or damage must be submitted to TEG immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from TEG's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against TEG more than one (1) year after the date of loss or damage occurred.

2.8.a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD: Any claim and or dispute regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due. In the event of any dispute between the Exhibitor and TEG relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due TEG for its services as an offset against the amount of any alleged loss or damage.

2.9. DECLARED VALUE: Declarations of Declared Value are between the Exhibitor and the selected Carrier only and are in no way an extension of TEG's maximum liability stated herein. TEG will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, TEG WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

2.10. LIEN: Exhibitor grants TEG a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of TEG and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by TEG on its behalf, services performed, materials and/or labor from time to time provided by TEG to or for the benefit of Exhibitor ("Obligations"). TEG shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that TEG is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. TEG may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

2.11. WAIVER AND RELEASE: Exhibitor, as a material part of the consideration to TEG for material handling services, waives and releases all claims against TEG with respect to all matters for which TEG has disclaimed liability pursuant to the provisions of this Contract.

2.12. 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.

Exhibiting Company: _____ Booth Number: _____

Third Party Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

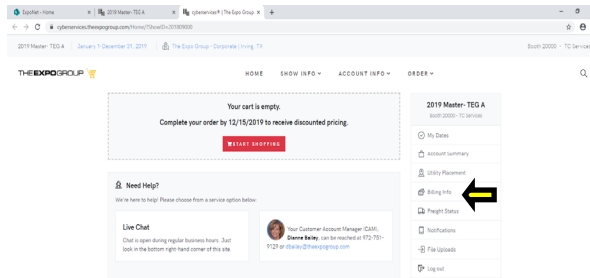
Contact Name: _____

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 202208016 and Password (sent via email from ExhibitorService@theexpogroup.com).**
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 Expo Group Services ☐ Furniture/Carpet ☐ Forklift Labor ☐ Booth Labor
☐ Suspended Sign Labor ☐ Booth Cleaning ☐ Material Handling
☐ Other _____

***If a representative of your company will be on the show floor, please fill out and return the EAC Requirements and Forms paperwork to ExhibitorService@theexpogroup.com.**

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 _____

Exhibiting Company: _____ Booth Number: _____

EAC Information:

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

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

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

Official Show Contractors:

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

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

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

The contractor hired by the exhibitor must:

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

This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form. INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____

Service to be Performed: _____

Exhibiting Company Name: _____ Booth Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

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

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Authorizer's Signature: _____ Date: _____

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

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

The Expo Group, LLC.
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, LLC.
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, LLC.
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, LLC., 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, LLC.

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, LLC., 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, LLC.

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					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.					
AGENTS NAME AGENTS ADDRESS					INSURERS AFFORDING COVERAGE NAIC #					
INSURED YOUR COMPANY NAME YOUR COMPANY ADDRESS EAC FOR:					INSURER A:					
					INSURER B:					
					INSURER C:					
					INSURER D:					
					INSURER E:					
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		POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE \$ 1,000,000			
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000							
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	MED EXP (Any one person) \$ 5,000							
							PERSONAL & ADV INJURY \$ 1,000,000			
		GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000			
		<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	PRODUCTS-COMP-OP AGG \$ 2,000,000							
		AUTOMOBILE LIABILITY		POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT			
		<input checked="" type="checkbox"/> ANY AUTO					(Ea accident) \$ 1,000,000			
		<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY			
		<input type="checkbox"/> SCHEDULED AUTOS					(Per person) \$			
		<input checked="" type="checkbox"/> HIRED AUTOS					BODILY INJURY			
		<input checked="" type="checkbox"/> NON-OWNED AUTOS					(Per accident) \$			
							PROPERTY DAMAGE			
							(Per accident) \$			
		GARAGE LIABILITY					AUTO ONLY-EA ACCIDENT \$			
		<input type="checkbox"/> ANY AUTO					OTHER THAN EA ACC \$			
							AUTO ONLY: ACC \$			
		EXCESS/UMBRELLA LIABILITY		POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE \$ 1,000,000			
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE					AGGREGATE \$ 1,000,000			
		<input type="checkbox"/> DEDUCTIBLE								
		<input checked="" type="checkbox"/> RETENTION \$ 10,000								
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY		POLICY #	EFF DATE	EXP DATE	<input checked="" type="checkbox"/>	WC STATUTORY LIMITS	<input type="checkbox"/>	OTHER \$
		ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED?					E.L. EACH ACCIDENT \$ 1,000,000			
		If yes, describe under SPECIAL PROVISIONS below					E.L. DISEASE-EA EMPLOYEE \$ 1,000,000			
							E.L. DISEASE- POLICY LIMIT \$ 1,000,000			
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS										
ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:										

CERTIFICATE HOLDER					CANCELLATION				
The Expo Group 5931 West Campus Circle Drive Irving, TX 75063					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.				
					AUTHORIZED REPRESENTATIVE				

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed forms 6a and 6b to The Expo Group via email to your Customer Service 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 6a and 6b. 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
Photography
Personnel/Models

☐
☐
☐

Installation & Dismantle - Supervision Only
Security
Other (please identify): _____

Products:

☐
☐
☐

Flooring/Carpet Rental
Furniture/Signs/Accessories
Floral

☐
☐
☐

Audio Visual - Rental/Production/Lighting
Computer Rental
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: _____
Exhibitor Contact: _____
Exhibitor Email: _____
Exhibitor Signature: _____

Booth Number: _____
Title: _____
Exhibitor Phone: _____
Date: _____

EAC Information:

EAC Company Name: _____
Address: _____
EAC Company Phone: _____
EAC Contact Name: _____
EAC Contact Email: _____
Product/Service Description: _____

City/State/Zip: _____
Fax Number: _____
Contact Cell: _____

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

- 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.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- 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.

Order online at <https://cyberservices.theexpogroup.com/>

CUSTOM CARPET: Plush 100% polypropylene and heavy ounce weight carpet

ULTRA 40oz. PLUSH - *includes visqueen

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. @	\$7.45	\$9.70	= _____

PREMIUM 28oz. PLUSH - *includes visqueen

Please choose your color: ☐ Black ☐ Cement ☐ Charcoal ☐ Cobalt Blue
☐ Red ☐ Royal Blue ☐ Silver Cloud ☐ White

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$6.45	\$8.40	= _____

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. @	\$7.25	\$9.45	= _____

PADDING FOR VINYL WOOD GRAIN FLOORING

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$4.50	\$5.85	= _____

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 6.5%	_____
TOTAL	_____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

7a

- 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.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Standard Cut Carpet may not be used in any booth 20'x20' or larger as booth areas must have full coverage. Please see Special Cut Carpet.
- 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.

Order online at <https://cyberservices.theexpogroup.com/>

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'	@	\$ 275.00	\$ 357.50	=
10' x 20'	@	\$ 550.00	\$ 715.00	=
10' x 30'	@	\$ 825.00	\$1,072.50	=
10' x 40'	@	\$1,100.00	\$1,430.00	=

SPECIAL CUT CARPET (Special cut carpet can be ordered by sq. ft. if your size is not listed under standard cut carpet.)

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$4.70	\$6.10	=

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. @	\$1.65	\$2.15	=

PLASTIC VISQUEEN COVERING

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$1.00	\$1.30	=

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 6.5% _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

7b

- **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 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- **Excessive Trash will be subject to an additional fee for dismantling and disposal.**

Order online at <https://cyberservices.theexpogroup.com/>

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. @	\$0.70	\$0.90	=

DAILY VACUUMING (2 days)

Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$1.40	\$1.80	=
---	--------	--------	---

ONE-TIME SHAMPOOING OF BOOTH (First day only)

Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$0.95	\$1.25	=
---	--------	--------	---

DAILY SHAMPOOING (2 days)

Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$1.90	\$2.50	=
---	--------	--------	---

PORTER SERVICE

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

Vacuuming not included.

Please indicate days: ☐ Wednesday ☐ Thursday

Size	# of Days	Advance Price	Standard Price	Total
0-500 sq. ft.	@	\$110.00	\$143.00	=
501-1500 sq. ft.	@	\$150.00	\$195.00	=
1501-3000 sq. ft.	@	\$200.00	\$260.00	=
3000+ sq. ft.	@	Call for Quote	Call for Quote	=

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Cleaning Subtotal _____
Taxes and Fees x 6.5% _____
TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Order online at <https://cyberservices.theexpogroup.com/>

FURNITURE

Item	Quantity	Advance Price	Standard Price	Total
Arm Chair	X	\$125.00	\$162.50	=
Side Chair	X	\$105.00	\$136.50	=
Slimline Chair	X	\$ 90.00	\$117.00	=
Barstool	X	\$210.00	\$273.00	=
30" Round, 30" High Pedestal Table	X	\$240.00	\$312.00	=
30" Round, 42" High Pedestal Table	X	\$265.00	\$344.50	=

TABLES (Draping includes white vinyl top and skirting on three sides.)

Drape Color:	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Green
4' Long x 2' x 30" (incl. 4th side drape)					@	\$190.00	\$247.00	=
6' Long x 2' x 30"					@	\$210.00	\$273.00	=
8' Long x 2' x 30"					@	\$220.00	\$286.00	=
4' Long x 2' x 42" (incl. 4th side drape)					@	\$220.00	\$286.00	=
6' Long x 2' x 42"					@	\$240.00	\$312.00	=
8' Long x 2' x 42"					@	\$250.00	\$325.00	=
4th Side Draping for 6' & 8' Items 30"					@	\$ 58.00	\$ 75.40	=
4th Side Draping for 6' & 8' Items 42"					@	\$ 62.00	\$ 80.60	=

UNDRAPED TABLES

4' Long x 2' x 30" undraped table	X	\$110.00	\$143.00	=
6' Long x 2' x 30" undraped table	X	\$130.00	\$169.00	=
8' Long x 2' x 30" undraped table	X	\$150.00	\$195.00	=
4' Long x 2' x 42" undraped table	X	\$150.00	\$195.00	=
6' Long x 2' x 42" undraped table	X	\$170.00	\$221.00	=
8' Long x 2' x 42" undraped table	X	\$190.00	\$247.00	=

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal _____
Taxes and Fees Multiplied by 6.5% _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

9a

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Order online at <https://cyberservices.theexpogroup.com/>

ACCESSORIES

Item	Quantity	Advance Price	Standard Price	Total
Bag Rack	X	\$124.15	\$161.40	=
Wastebasket	X	\$ 25.00	\$ 32.50	=
Tripod Easel	X	\$ 65.00	\$ 84.50	=
Literature Rack	X	\$225.00	\$292.50	=
4' x 8' Tackboard <input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.	X	\$240.00	\$312.00	=
2' x 8' Grid Wall	X	\$225.00	\$292.50	=
2-Arm Waterfall Rack	X	\$225.00	\$292.50	=
Retractable Stanchion (min. qty. 2)	X	\$130.00	\$169.00	=

SPECIAL DRAPERY (ORDER WITH SHOW MANAGEMENT PERMISSION ONLY.)

Drape Color: ☐ Gray ☐ Teal ☐ Red ☐ Black ☐ Blue ☐ White

3' high drape	X	\$ 26.00	\$ 33.80	=
8' high drape (4' minimum)	X	\$ 35.00	\$ 45.50	=

ADDITIONAL INFORMATION

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TOTAL	

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9b

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Order online at <https://cyberservices.theexpogroup.com/>

POWERED SEATING

	Item	Quantity	Advance Price	Standard Price	Total
NPLSOP	Naples Sofa, Powered, Black	X	\$1,076.50	\$1,538.00	=
NPLCHP	Naples Chair, Powered, Black	X	\$ 670.75	\$ 958.25	=
NPLLOP	Naples Loveseat, Powered, Black	X	\$ 926.75	\$1,324.00	=
TCHGRY	Tech Tablet Chair, Powered, Gray	X	\$ 482.00	\$ 688.75	=

POWERED COMMUNAL TABLES

VNTWHT	Ventura Powered Bar Table, White	X	\$ 620.75	\$ 887.00	=
VNTBLK	Ventura Powered Bar Table, Black	X	\$ 620.75	\$ 887.00	=
VNTCWH	Ventura Powered Café Table, White	X	\$ 764.00	\$1,091.50	=
VNTCBK	Ventura Powered Café Table, Black	X	\$ 764.00	\$1,091.50	=

POWERED TABLES

P30CWH	30" Round Café Table, Powered, White	X	\$ 738.25	\$1,054.75	=
P30BWH	30" Round Bar Table, Powered, White	X	\$ 738.25	\$1,054.75	=
CUBPOW	Wireless Charging Table, Powered	X	\$ 568.75	\$ 812.50	=

POWERED DESKS AND CONFERENCE TABLES

TECH	Tech Desk, Powered, Black, Laminate	X	\$ 477.75	\$ 682.50	=
TECH3B	Tech Desk, Powered, w/ 3-Drawer File Cabinet	X	\$ 590.25	\$ 843.25	=
TECH3	3-Drawer File Cabinet on Casters	X	\$ 158.50	\$ 226.50	=
BKCT5P	5' Powered Conf. Table, Black, Silver	X	\$ 696.75	\$ 995.50	=
BKCT8P	8' Powered Conf. Table, Black, Silver	X	\$1,341.25	\$1,916.25	=
BKCT10P	10' Powered Conf. Table, Black, Silver	X	\$1,341.25	\$1,916.25	=

ADDITIONAL INFORMATION

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10a

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POWERED PRODUCTS

Item	Quantity	Advance Price	Standard Price	Total
VILHUB 28.25"H Powered Charging Hub, Chrome	X	\$ 315.00	\$ 450.00	=
PDL36W 36"H Powered Locking Pedestal, White	X	\$ 479.75	\$ 685.50	=
PDL42W 42"H Powered Locking Pedestal, White	X	\$ 575.00	\$ 821.50	=
PDL36B 36"H Powered Locking Pedestal, Black	X	\$ 479.75	\$ 685.50	=
PDL42B 42"H Powered Locking Pedestal, Black	X	\$ 575.00	\$ 821.50	=

SOFT SEATING COLLECTIONS

VALCHA Valencia, Chair, Spice Orange Velvet	X	\$ 399.50	\$ 570.75	=
VALSOF Valencia Sofa, Coffee Brown Velvet	X	\$ 592.75	\$ 847.00	=
TESOF Sterling Sofa, Gray Fabric	X	\$1,308.50	\$1,869.50	=
TECHA Sterling Chair, Gray Fabric	X	\$ 898.50	\$1,283.75	=
COCHTP Cordoba Chair	X	\$ 570.75	\$ 815.50	=
COLVTP Cordoba Loveseat	X	\$ 818.25	\$1,169.00	=
FAIRSW Fairfax Sofa, White Vinyl	X	\$ 505.75	\$ 722.50	=
FAIRCW Fairfax Chair, White Vinyl	X	\$ 364.75	\$ 521.25	=
CHR002 Allegro Chair, Blue Fabric	X	\$ 495.00	\$ 707.25	=
SFA002 Allegro Sofa, Blue Fabric	X	\$ 703.25	\$1,004.75	=
PALSOF Palm Beach Sofa, White	X	\$ 885.50	\$1,265.00	=
KEYSOF Key Largo Sofa, Black Fabric	X	\$ 501.50	\$ 716.50	=
KEYCHR Key Largo Chair, Black Fabric	X	\$ 332.25	\$ 474.75	=
KEYLOV Key Largo Loveseat, Black Fabric	X	\$ 386.50	\$ 552.25	=
BCHWHT Baja Chair, White Vinyl	X	\$ 549.25	\$ 784.75	=
BSFWHT Baja Sofa, White Vinyl	X	\$1,117.75	\$1,597.00	=
BLVWHT Baja Loveseat, White Vinyl	X	\$ 803.00	\$1,147.25	=
NPLCHR Naples Chair, Black	X	\$ 588.25	\$ 840.50	=
NPLSOF Naples Sofa, Black	X	\$ 842.25	\$1,203.25	=
NPLLOV Naples Loveseat, Black	X	\$ 709.75	\$1,014.00	=

ADDITIONAL INFORMATION

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10b

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ACCENT CHAIRS

	Item	Quantity	Advance Price	Standard Price	Total
BOWCHA	Bowery Swivel Chair, Ochre Fabric	X	\$ 631.75	\$ 902.50	=
LABREA	La Brea Swivel Chair, Charcoal	X	\$ 417.00	\$ 595.75	=
BNMCSW	Brooklyn Meeting Chair, Swivel	X	\$ 380.00	\$ 543.00	=
SWAN	Swanson Swivel Chair, White Vinyl	X	\$ 360.25	\$ 514.75	=
WENCH	Wentworth Chair, Brown Vinyl	X	\$ 434.25	\$ 620.50	=
BNMCOW	Brooklyn Meeting Chair	X	\$ 380.00	\$ 543.00	=
MONCHA	Montreal Chair, Blue	X	\$ 694.75	\$ 992.50	=
LENCHA	Lena Chair, Moss Green	X	\$ 568.75	\$ 812.50	=
BCW	Madrid Chair, White	X	\$ 651.25	\$ 930.50	=
TCHP	Tech Chair, No Tablet, Gray Vinyl	X	\$ 497.25	\$ 710.50	=
MNCHCH	Munich Armless Chair, Gray	X	\$ 560.25	\$ 800.50	=
CNTCHR	Century Chair, Gray Velvet	X	\$ 644.75	\$ 921.25	=
ATHCHA	Atherton Chair, Distressed Brown Leather	X	\$ 675.25	\$ 964.75	=
PROGB	Pro Executive Guest Chair, Black	X	\$ 275.75	\$ 394.00	=
PASCHR	Pasadena Chair, Wh Molded Plastic	X	\$ 390.75	\$ 558.25	=

INDIVIDUAL SEATING

MARCBR	Marina Chair, Brown Fabric	X	\$ 195.50	\$ 279.50	=
MARCB	Marina Chair, Ocean Blue Fabric	X	\$ 195.50	\$ 279.50	=
MARCRD	Marina Chair, Red Fabric	X	\$ 195.50	\$ 279.50	=
MARCWH	Marina Chair, White Vinyl	X	\$ 195.50	\$ 279.50	=
MARCBK	Marina Chair, Black Vinyl	X	\$ 195.50	\$ 279.50	=
LMCHR	Laguna Chair, Maple, Chrome	X	\$ 178.00	\$ 254.50	=
LUCHCL	Lucent Chair, Frosted	X	\$ 239.00	\$ 341.50	=
CS4	Syntax Chair, Black, Chrome	X	\$ 247.75	\$ 354.00	=
XCHR	Christopher Chair, White, Chrome	X	\$ 106.50	\$ 152.25	=

ADDITIONAL INFORMATION

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10c

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INDIVIDUAL SEATING (CONT.)

	Item	Quantity	Advance Price	Standard Price	Total
SC3	Brewer Chair, Onyx, Black	X	\$ 176.00	\$ 251.50	=
RSTDIN	Rustique Chair w/ Arms, Gunmetal	X	\$ 110.75	\$ 158.25	=
ZENCHR	Zenith Chair, White, Chrome	X	\$ 202.00	\$ 288.75	=
DUET	Duet Chair, Black, Chrome	X	\$ 67.50	\$ 96.50	=
SC10	Razor Armless Chair, White	X	\$ 80.50	\$ 115.00	=
MALGRN	Malba Chair, Green	X	\$ 137.00	\$ 195.75	=
MALGRY	Malba Chair, Gray	X	\$ 137.00	\$ 195.75	=
BLDCSB	Blade Chair, Sky Blue	X	\$ 89.25	\$ 127.50	=
BLDCRD	Blade Chair, Red	X	\$ 89.25	\$ 127.50	=

OTTOMANS

VIB14	Vibe Cube Ottoman, Citrus Green	X	\$ 141.25	\$ 202.00	=
VIB17	Vibe Cube Ottoman, Desert Rose	X	\$ 141.25	\$ 202.00	=
VIB16	Vibe Cube Ottoman, Spice Orange	X	\$ 141.25	\$ 202.00	=
VIB01	Vibe Cube Ottoman, Green	X	\$ 141.25	\$ 202.00	=
VIB09	Vibe Cube Ottoman, White	X	\$ 141.25	\$ 202.00	=
VIB10	Vibe Cube Ottoman, Black	X	\$ 141.25	\$ 202.00	=
VIB11	Vibe Cube Ottoman, Steel Blue	X	\$ 141.25	\$ 202.00	=
VIB13	Vibe Cube Ottoman, Purple	X	\$ 141.25	\$ 202.00	=
VIB12	Vibe Cube Ottoman, Silver	X	\$ 141.25	\$ 202.00	=
VIB04	Vibe Cube Ottoman, Red	X	\$ 141.25	\$ 202.00	=
VIB05	Vibe Cube Ottoman, Yellow	X	\$ 141.25	\$ 202.00	=
VIB15	Vibe Cube Ottoman, Taupe	X	\$ 141.25	\$ 202.00	=
VIB02	Vibe Cube Ottoman, Blue	X	\$ 141.25	\$ 202.00	=
VIB08	Vibe Cube Ottoman, Orange	X	\$ 141.25	\$ 202.00	=
BVSMOR	Beverly Bench, Small, Orange Fab	X	\$ 349.75	\$ 499.75	=
BVSMGN	Beverly Bench, Small, Olive Green	X	\$ 349.75	\$ 499.75	=
BVSMWH	Beverly Bench, Small, White Vinyl	X	\$ 349.75	\$ 499.75	=

ADDITIONAL INFORMATION

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10d

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OTTOMANS (CONT.)

Item	Quantity	Advance Price	Standard Price	Total
BVSMBK Beverly Bench, Small, Black Vinyl	X	\$ 349.75	\$ 499.75	=
BVSMBL Beverly Bench, Small, Ocean Blue	X	\$ 349.75	\$ 499.75	=
BVSMBN Beverly Bench, Small, Brown Fabric	X	\$ 349.75	\$ 499.75	=
BVSMGY Beverly Bench, Small, Gray Fabric	X	\$ 349.75	\$ 499.75	=
BVSMLN Beverly Bench, Small, Linen Fabric	X	\$ 349.75	\$ 499.75	=
BVSMLV Beverly Bench, Small, Lavender Fab	X	\$ 349.75	\$ 499.75	=
BVSMRD Beverly Bench, Small, Red Fabric	X	\$ 349.75	\$ 499.75	=
BVSMYL Beverly Bench, Small, Yellow Fab	X	\$ 349.75	\$ 499.75	=
BVLYWH Beverly Bench, White Vinyl	X	\$ 482.00	\$ 688.75	=
BVLYRD Beverly Bench, Red Fabric	X	\$ 482.00	\$ 688.75	=
BVLYGR Beverly Bench, Gray Fabric	X	\$ 482.00	\$ 688.75	=
BVLYOB Beverly Bench, Ocean Blue Fabric	X	\$ 482.00	\$ 688.75	=
BVLYBK Beverly Bench, Black Vinyl	X	\$ 482.00	\$ 688.75	=
BVLYLN Beverly Bench, Linen Fabric	X	\$ 482.00	\$ 688.75	=
BVLYBN Beverly Bench, Brown Fabric	X	\$ 482.00	\$ 688.75	=
MAR011 Marche Swivel Ottoman, Orange Fabric	X	\$ 223.75	\$ 319.75	=
MAR016 Marche Swivel Otto Ivory Faux Sheepfur	X	\$ 223.75	\$ 319.75	=
MAR009 Marche Swivel Ottoman, Pear Yellow	X	\$ 223.75	\$ 319.75	=
MAR005 Marche Swivel Ottoman, Red Fabric	X	\$ 223.75	\$ 319.75	=
MAR001 Marche Swivel Ottoman, White Vinyl	X	\$ 223.75	\$ 319.75	=
MAR006 Marche Swivel Ottoman, Rose Quartz	X	\$ 223.75	\$ 319.75	=
MAR007 Marche Swivel Ottoman, Plum Fabric	X	\$ 223.75	\$ 319.75	=
MAR010 Marche Swivel Ottoman, Blue Fabric	X	\$ 223.75	\$ 319.75	=
MAR002 Marche Swivel Ottoman, Gray Fabric	X	\$ 223.75	\$ 319.75	=
MAR003 Marche Swivel Ottoman, Linen Fabric	X	\$ 223.75	\$ 319.75	=
MAR004 Marche Swivel Ottoman, Raspberry	X	\$ 223.75	\$ 319.75	=
MAR008 Marche Swivel Ottoman, Meadow Green	X	\$ 223.75	\$ 319.75	=
MAR015 Marche Swivel Ottoman, Black Vinyl	X	\$ 223.75	\$ 319.75	=
MAR012 Marche Swivel Ottoman, Forest Green Vinyl	X	\$ 223.75	\$ 319.75	=

ADDITIONAL INFORMATION

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CALCULATING YOUR TOTAL

Subtotal

Taxes and Fees Multiplied by 6.5%

TOTAL

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10e

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OTTOMANS (CONT.)

Item	Quantity	Advance Price	Standard Price	Total
MAR013 Marche Swivel Ottoman, Teal Velvet	X	\$ 223.75	\$ 319.75	=
MAR014 Marche Swivel Ottoman, Distressed Brown Vinyl	X	\$ 223.75	\$ 319.75	=
END02B Endless Square Ottoman, Black	X	\$ 360.25	\$ 514.75	=
END02W Endless Square Ottoman, White	X	\$ 360.25	\$ 514.75	=
END01W Endless Curved Ottoman, White	X	\$ 442.75	\$ 632.50	=
END01B Endless Curved Ottoman, Black	X	\$ 442.75	\$ 632.50	=
REGBEN Regis Bench, Brushed Metal	X	\$ 256.25	\$ 366.25	=

ACCENT TABLES

MESCTW Mesa Cocktail Table, Wood, Bronze	X	\$ 258.50	\$ 369.50	=
MESETW Mesa End Table, Wood, Bronze	X	\$ 169.50	\$ 242.25	=
MESCTB Mesa Cocktail Table, Black, Bronze	X	\$ 258.50	\$ 369.50	=
MESETB Mesa End Table, Black, Bronze	X	\$ 169.50	\$ 242.25	=
MESCTG Mesa Cocktail Table, Glass, Bronze	X	\$ 258.50	\$ 369.50	=
MESETG Mesa End Table, Glass, Bronze	X	\$ 169.50	\$ 242.25	=
ALC100 Alondra Cocktail Table, Glass, Chrome	X	\$ 401.75	\$ 574.00	=
ALE100 Alondra End Table, Glass, Chrome	X	\$ 291.00	\$ 415.75	=
ALC200 Alondra Cocktail Table, Wood, Chrome	X	\$ 401.75	\$ 574.00	=
ALE200 Alondra End Table, Wood, Chrome	X	\$ 291.00	\$ 415.75	=
C1C Geo Cocktail Table, Glass, Chrome	X	\$ 252.00	\$ 360.00	=
E1C Geo End Table, Glass, Chrome	X	\$ 210.75	\$ 301.25	=
C1FWB Geo Cocktail Table, Wood, Black	X	\$ 351.75	\$ 502.50	=
E1FWB Geo End Table, Wood, Black	X	\$ 306.25	\$ 437.50	=

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ACCENT TABLES (CONT.)

Item	Quantity	Advance Price	Standard Price	Total
TAOBWH Taos Side Table, White, Bronze	X	\$ 171.75	\$ 245.50	=
TAOBBK Taos Side Table, Black, Bronze	X	\$ 171.75	\$ 245.50	=
TAOBWD Taos Side Table, Wood, Bronze	X	\$ 171.75	\$ 245.50	=
SEDBWH Sedona Side Table, White, Bronze	X	\$ 171.75	\$ 245.50	=
SEDBBK Sedona Side Table, Black, Bronze	X	\$ 171.75	\$ 245.50	=
SEDBWD Sedona Side Table, Wood, Bronze	X	\$ 171.75	\$ 245.50	=
REGBEN Regis Bench, Brushed Metal	X	\$ 256.25	\$ 366.25	=
REGOTT Regis End Table, Brushed Metal	X	\$ 178.00	\$ 254.50	=
AURA Aura Round Table, White Metal	X	\$ 145.50	\$ 208.00	=
TMBTBL Timber Table, Wood	X	\$ 152.25	\$ 217.50	=
CUBPOW Wireless Charging Table, Powered	X	\$ 568.75	\$ 812.50	=
C1E Silverado Cocktail Table, Glass, Chrome	X	\$ 280.25	\$ 400.50	=
E1E Silverado End Table, Glass, Chrome	X	\$ 223.75	\$ 319.75	=

BAR TABLES

RSTSQT Rustique Square Metal Bar Table	X	\$ 327.75	\$ 468.25	=
VTK 30"Rx42"H Maple, Standard Black Base	X	\$ 219.50	\$ 313.75	=
VTB 30"Rx42"H Red, Standard Black Base	X	\$ 219.50	\$ 313.75	=
30WH42 30"Rx42"H White Laminate, Standard Black Base	X	\$ 312.75	\$ 447.00	=
30WDBB 30"Rx42"H Wood, Standard Black Base	X	\$ 330.25	\$ 472.00	=
30BKSB 30"Rx42"H Black, Standard Black Base	X	\$ 330.25	\$ 472.00	=
30AGBB 30"Rx42"H Brushed Gunmetal, Standard Black Base	X	\$ 330.25	\$ 472.00	=
30OSBB 30"Rx42"H Orange, Standard Black Base	X	\$ 330.25	\$ 472.00	=
VTA 30"Rx42"H Madison Gray, Standard Black Base	X	\$ 297.50	\$ 425.00	=
30BEBB 30"Rx42"H Blue, Standard Black Base	X	\$ 330.25	\$ 472.00	=

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10g

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Order online at <https://cyberservices.theexpogroup.com/>

BAR TABLES (CONT.)

	Item	Quantity	Advance Price	Standard Price	Total
30YBBB	30"Rx42"H Brushed Yellow, Standard Black Base	X	\$ 330.25	\$ 472.00	=
30GSBB	30"Rx42"H Green, Standard Black Base	X	\$ 330.25	\$ 472.00	=
VTN	36"Rx42"H Graphite Nebula, Standard Black Base	X	\$ 267.25	\$ 382.00	=
VTP	36"Rx42"H Maple, Standard Black Base	X	\$ 267.25	\$ 382.00	=
VTW	36"Rx42"H White Laminate, Standard Black Base	X	\$ 267.25	\$ 382.00	=
36BKSB	36"Rx42"H Black, Standard Black Base	X	\$ 267.25	\$ 382.00	=
30GRHB	30"Rx45"H Graphite Nebula, Hydraulic Chrome Base	X	\$ 319.25	\$ 456.25	=
30MTHB	30"Rx45"H Maple, Hydraulic Chrome Base	X	\$ 319.25	\$ 456.25	=
30BRHB	30"Rx45"H Red, Hydraulic Chrome Base	X	\$ 319.25	\$ 456.25	=
30WHHB	30"Rx45"H White Laminate, Hydraulic Chrome Base	X	\$ 319.25	\$ 456.25	=
30WDHB	30"Rx45"H Wood, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
30BKHB	30"Rx45"H Black, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
30AGHB	30"Rx45"H Brushed Gunmetal, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
30OSHB	30"Rx45"H Orange, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
30MAHB	30"Rx45"H Madison Gray Hydraulic Chrome Base	X	\$ 360.25	\$ 514.75	=
30BEHB	30"Rx45"H Blue, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
30YSHB	30"Rx45"H Brushed Yellow, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
30GSHB	30"Rx45"H Green, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
36GRHB	36"Rx45"H Graphite Nebula, Hydraulic Chrome Base	X	\$ 347.50	\$ 496.50	=
36MTHB	36"Rx45"H Maple, Hydraulic Chrome Base	X	\$ 347.50	\$ 496.50	=
36WTHB	36"Rx45"H White Laminate, Hydraulic Chrome Base	X	\$ 347.50	\$ 496.50	=
36BKHB	36"Rx45"H Black, Hydraulic Chrome Base	X	\$ 347.50	\$ 496.50	=

CAFE TABLES

30GRHC	30"Rx29"H Graphite Nebula, Hydraulic Chrome Base	X	\$ 319.25	\$ 456.25	=
30MTHC	30"Rx29"H Maple, Hydraulic Chrome Base	X	\$ 319.25	\$ 456.25	=
30BRHC	30"Rx29"H Red, Hydraulic Chrome Base	X	\$ 319.25	\$ 456.25	=
30WHHC	30"Rx29"H White Laminate, Hydraulic Chrome Base	X	\$ 319.25	\$ 456.25	=
30WDHC	30"Rx29"H Wood, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal _____
Taxes and Fees Multiplied by 6.5% _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

10h

- 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 Service Manager for assistance or questions.
- Orders received after the deadline or without payment will be charged the Standard price.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Order online at <https://cyberservices.theexpogroup.com/>

CAFE TABLES (CONT.)

	Item	Quantity	Advance Price	Standard Price	Total
30BKHC	30"Rx29"H Black, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
30AGHC	30"Rx29"H Brushed Gunmetal, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
30OSHC	30"Rx29"H Orange, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
30MAHC	30"Rx29"H Madison Gray, Hydraulic Chrome Base	X	\$ 360.25	\$ 514.75	=
30BEHC	30"Rx29"H Blue, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
30YSHC	30"Rx29"H Brushed Yellow, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
30GSHC	30"Rx29"H Green, Hydraulic Chrome Base	X	\$ 399.50	\$ 570.75	=
36GRHC	36"Rx29"H Graphite Nebula, Hydraulic Chrome Base	X	\$ 347.50	\$ 496.50	=
36MTHC	36"Rx29"H Maple, Hydraulic Chrome Base	X	\$ 347.50	\$ 496.50	=
36WTHC	36"Rx29"H White Laminate, Hydraulic Chrome Base	X	\$ 347.50	\$ 496.50	=
36BKHC	36"Rx29"H Black, Hydraulic Chrome Base	X	\$ 347.50	\$ 496.50	=
ZTK	30"Rx29"H Maple, Standard Black Base	X	\$ 204.25	\$ 292.00	=
ZTB	30"Rx29"H Red, Standard Black Base	X	\$ 204.25	\$ 292.00	=
30WH29	30"Rx29"H White Laminate, Standard Black Base	X	\$ 286.75	\$ 409.75	=
30WDBC	30"Rx29"H Wood, Standard Black Base	X	\$ 297.50	\$ 425.00	=
30BKSC	30"Rx29"H Black, Standard Black Base	X	\$ 297.50	\$ 425.00	=
30AGBC	30"Rx29"H Brushed Gunmetal, Standard Black Base	X	\$ 297.50	\$ 425.00	=
30OSBC	30"Rx29"H Orange, Standard Black Base	X	\$ 297.50	\$ 425.00	=
ZTA	30"Rx29"H Madison Gray, Standard Black Base	X	\$ 278.25	\$ 397.50	=
30BEBC	30"Rx29"H Blue, Standard Black Base	X	\$ 297.50	\$ 425.00	=
30YSBC	30"Rx29"H Brushed Yellow, Standard Black Base	X	\$ 297.50	\$ 425.00	=
30GSBC	30"Rx29"H Green, Standard Black Base	X	\$ 297.50	\$ 425.00	=
ZTN	36"Rx29"H Graphite Nebula, Standard Black Base	X	\$ 247.75	\$ 354.00	=
ZTP	36"Rx29"H Maple, Standard Black Base	X	\$ 247.75	\$ 354.00	=
ZTQ	36"Rx29"H White Laminate, Standard Black Base	X	\$ 247.75	\$ 354.00	=
36BKSC	36"Rx29"H Black, Standard Black Base	X	\$ 247.75	\$ 354.00	=

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal _____
Taxes and Fees Multiplied by 6.5% _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

10i

- 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 Service Manager for assistance or questions.
- Orders received after the deadline or without payment will be charged the Standard price.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Order online at <https://cyberservices.theexpogroup.com/>

BARSTOOLS

Item	Quantity	Advance Price	Standard Price	Total
MARBBE Marina Barstool, Ocean Blue Fabric	X	\$ 349.75	\$ 499.75	=
MARBBR Marina Barstool, Brown Fabric	X	\$ 349.75	\$ 499.75	=
MARBRD Marina Barstool, Red Fabric	X	\$ 349.75	\$ 499.75	=
MARBWH Marina Barstool, White Vinyl	X	\$ 349.75	\$ 499.75	=
MARBBK Marina Barstool, Black Vinyl	X	\$ 349.75	\$ 499.75	=
ROLLWH Lift Barstool, White Vinyl	X	\$ 215.25	\$ 307.50	=
ROLLRD Lift Barstool, Red Vinyl	X	\$ 215.25	\$ 307.50	=
ROLLBL Lift Barstool, Black Vinyl	X	\$ 215.25	\$ 307.50	=
ROLLGY Lift Barstool, Gray Vinyl	X	\$ 215.25	\$ 307.50	=
BS002 Zoey Barstool, White, Chrome	X	\$ 295.50	\$ 422.25	=
BST Banana Barstool, White, Chrome	X	\$ 252.00	\$ 360.00	=
BLDBRD Blade Barstool, Red	X	\$ 171.75	\$ 245.50	=
BLDBSB Blade Barstool, Sky Blue	X	\$ 171.75	\$ 245.50	=
ZENBAR Zenith Barstool, White, Chrome	X	\$ 202.00	\$ 288.75	=
XBAR Christopher Barstool, White, Chrome	X	\$ 193.25	\$ 276.25	=
BS001 Shark Barstool, White Chrome	X	\$ 321.25	\$ 459.00	=
BSR Syntax Barstool, Black, Chrome	X	\$ 271.50	\$ 388.00	=
LUBSCL Lucent Barstool, Frosted	X	\$ 343.00	\$ 490.00	=
RSTSTL Rustique Barstool, Gunmetal	X	\$ 134.75	\$ 192.50	=
LMBAR Laguna Barstool, Maple, Chrome	X	\$ 223.75	\$ 319.75	=

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal _____
Taxes and Fees Multiplied by 6.5% _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

10j

- 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 Service Manager for assistance or questions.
- Orders received after the deadline or without payment will be charged the Standard price.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Order online at <https://cyberservices.theexpogroup.com/>

EXECUTIVE SEATING

Item	Quantity	Advance Price	Standard Price	Total
PROEXE Pro Executive High Back Chair, White	X	\$ 327.75	\$ 468.25	=
PROEXB Pro Executive High Back Chair, Black	X	\$ 327.75	\$ 468.25	=
PROMID Pro Executive Mid Back Chair, White	X	\$ 249.75	\$ 357.00	=
PROMDB Pro Executive Mid Back Chair, Black	X	\$ 249.75	\$ 357.00	=
PROGB Pro Executive Guest Chair, Black	X	\$ 275.75	\$ 394.00	=
CUPCHA Cupertino Mid Back Chair, Black	X	\$ 369.25	\$ 527.50	=
GENCHA Genesis Chair, Black Fabric	X	\$ 321.25	\$ 459.00	=
TASKST Task Stool, Black Fabric	X	\$ 195.50	\$ 279.50	=

CONFERENCE TABLES

CONF42 42"R White Laminate Conf. Table	X	\$ 386.50	\$ 552.25	=
CB8 42"R Madison, Gray Acajou Conference Table	X	\$ 386.50	\$ 552.25	=
42BKCT 42"R Black Laminate Conference Table	X	\$ 386.50	\$ 552.25	=
CF1 Geo Rounded Square Table, Glass, Black	X	\$ 321.25	\$ 459.00	=
CE1 Geo Rounded Square Table, Glass, Chrome	X	\$ 321.25	\$ 459.00	=
CF2 Geo Rectangular Table, Glass, Black	X	\$ 455.75	\$ 651.25	=
CE2 Geo Rectangular Table, Glass, Chrome	X	\$ 455.75	\$ 651.25	=
MADC05 5' Madison, Gray Acajou Conference Table	X	\$ 577.50	\$ 825.00	=
MADC08 8' Madison, Gray Acajou Conference Table	X	\$1,150.00	\$1,643.00	=
MADC10 10' Madison, Gray Acajou Conference Table	X	\$1,150.00	\$1,643.00	=
42ATO 42"R Atomic Conf. Table, Glass, Chrome	X	\$ 380.00	\$ 543.00	=
36ATO 36"R Atomic Conf. Table, Glass, Chrome	X	\$ 380.00	\$ 543.00	=
WD3 Work Table	X	\$ 336.50	\$ 480.75	=
BKCT5N 5' Rectangular Table, Black	X	\$ 577.50	\$ 825.00	=
BKCT8N 8' Rectangular Table, Black	X	\$1,150.00	\$1,643.00	=
BKC10N 10' Rectangular Table, Black	X	\$1,150.00	\$1,643.00	=

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal _____
Taxes and Fees Multiplied by 6.5% _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

10k

- 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 Service Manager for assistance or questions.
- Orders received after the deadline or without payment will be charged the Standard price.
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Order online at <https://cyberservices.theexpogroup.com/>

EXECUTIVE DESK AND STORAGE

Item	Quantity	Advance Price	Standard Price	Total
JD8 Executive Desk, Madison Gray Acajou	X	\$ 727.75	\$1,039.00	=
BC8 Bookcase, Madison Gray Acajou	X	\$ 527.50	\$ 753.75	=

COMMUNAL TABLES

VNTMNP Ventura Bar Table, Maple, Solid	X	\$ 668.50	\$ 955.00	=
VNTBMW Ventura Bar Table, Maple, w/ Grommets	X	\$ 668.50	\$ 955.00	=
VNTBWW Ventura Bar Table, White, w/ Grommets	X	\$ 668.50	\$ 955.00	=
VNTWNP Ventura Bar Table, White, Solid	X	\$ 668.50	\$ 955.00	=
VNTBNP Ventura Bar Table, Black, Solid	X	\$ 668.50	\$ 955.00	=
VNTCMN Ventura Café Table, Maple, Solid	X	\$ 672.75	\$ 961.25	=
VNTCMW Ventura Café Table, Maple, w/ Grommets	X	\$ 672.75	\$ 961.25	=
VNTCWW Ventura Café Table, White, w/ Grommets	X	\$ 672.75	\$ 961.25	=
VNTCWN Ventura Café Table, White, Solid	X	\$ 672.75	\$ 961.25	=
VNTCBN Ventura Café Table, Black, Solid	X	\$ 672.75	\$ 961.25	=

OFFICE ACCESSORIES AND DECOR

HDG7FT Boxwood Hedge, 7' 36.5"Lx12"Dx84"H	X	\$ 946.25	\$1,352.00	=
HDG4FT Boxwood Hedge, 4' 46"Lx9"Dx47"H	X	\$ 581.75	\$ 831.25	=
LA15 Mason Floor Lamp	X	\$ 221.50	\$ 316.50	=
LA14 Mason Table Lamp	X	\$ 145.50	\$ 208.00	=
PSHCCS Posh Shelving, Chrome / Acrylic	X	\$ 616.50	\$ 880.75	=
DIVFWB Clear Freestanding Whiteboard	X	\$ 525.50	\$ 750.75	=

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal _____
Taxes and Fees Multiplied by 6.5% _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

101

- 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 Service Manager for assistance or questions.
- Orders received after the deadline or without payment will be charged the Standard price.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Order online at <https://cyberservices.theexpogroup.com/>

COUNTER AND BAR

Item	Quantity	Advance Price	Standard Price	Total
MTCFUL Midtown Powered Counter, Pewter/Glass, Unlighted	X	\$1,835.75	\$2,622.50	=
MTCLPI Midtown Powered Counter, Pewter/Glass, Lighted w/ Plug-in	X	\$1,948.75	\$2,784.00	=
MTBUUL Midtown Bar, Pewter, Glass, Unlighted	X	\$1,822.75	\$2,604.00	=
MTBLPI Midtown Bar, Pewter, Glass, Lighted w/ Plug-in	X	\$1,948.75	\$2,784.00	=

SAFETY COLLECTION

DIVFRE Clear Freestanding Divider 39"Lx72"H	X	\$ 421.25	\$ 602.00	=
DIVFWL Freestanding Wall Unit 40"Lx72"H	X	\$ 421.25	\$ 602.00	=
DIVFCR Freestanding Corner 39"Lx39"Dx72"H	X	\$ 842.25	\$1,203.25	=
DIVBAR Bar/Counter Divider 48-70"Lx12"Dx31.5"H	X	\$ 210.75	\$ 301.25	=
DIVFST Sofa/Table Divider 34"Lx11"Dx47-74"H	X	\$ 378.00	\$ 540.00	=
STNCHI Stanchion with Retractable Belt	X	\$ 74.00	\$ 105.75	=
STNSGN Stanchion Sign Holder 10"Lx13"H	X	\$ 65.50	\$ 93.75	=
DIVFWB Divider, Freestanding Whiteboard	X	\$ 525.50	\$ 750.75	=
MIRWHT Miramar White Divider	X	\$ 538.25	\$ 769.00	=

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal _____
Taxes and Fees Multiplied by 6.5% _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

10m

- The Expo Group 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.***
- Advance pricing for orders with graphics will apply if print ready files are received and approved prior to the Discount Deadline date. All files approved after the Discount Deadline date will be charged Standard rates.
- Orders and graphics MUST be received and approved at least 2-weeks prior to show move-in. Orders after this date cannot be guaranteed.**
- Once graphics are approved and printed, no refunds will be issued. A 50% cancellation fee will apply for unprinted graphic cancellations requested after the Discount Deadline date. No refunds provided 10 days prior to move-in.

Order online at <https://cyberservices.theexpogroup.com/>

10' x 10' ESSENTIALS LINE EXHIBITS

Structure Code	Item	Qty	Advance Price	Standard Price	Total
Presence_100_Basic	*Presence Basic	X	\$3,425.00	\$ 5,137.50 =	
Presence_100_Designer	*Presence Designer (with graphics)	X	\$4,100.00	\$ 6,150.00 =	
* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black					
Waveline_100_Basic	Waveline Basic	X	\$3,625.00	\$ 5,437.50 =	
Waveline_100_Designer	Waveline Designer (with graphics)	X	\$4,450.00	\$ 6,675.00 =	
Impact_100_Basic	Impact Basic	X	\$4,500.00	\$ 6,750.00 =	
Impact_100_Designer	Impact Designer (with graphics)	X	\$4,975.00	\$ 7,462.50 =	

10' x 20' ESSENTIALS LINE EXHIBITS

Presence_200_Basic	*Presence Basic	X	\$7,075.00	\$10,612.50 =	
Presence_200_Designer	*Presence Designer (with graphics)	X	\$7,575.00	\$11,362.50 =	
* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black					
Waveline_200_Basic	Waveline Basic	X	\$5,350.00	\$ 8,025.00 =	
Waveline_200_Designer	Waveline Designer (with graphics)	X	\$6,675.00	\$10,012.50 =	
Impact_200_Basic	Impact Basic	X	\$7,325.00	\$10,987.50 =	
Impact_200_Designer	Impact Designer (with graphics)	X	\$8,425.00	\$12,637.50 =	

ADDITIONAL INFORMATION

Don't forget to fill out and return form 11d with your Exhibit Options selections with this order.

CALCULATING YOUR TOTAL

Subtotal _____
Taxes & Fees Multiplied by 6.5% of Subtotal _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

11a

- The Expo Group 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.**
- Advance pricing for orders with graphics will apply if print ready files are received and approved prior to the Discount Deadline date. All files approved after the Discount Deadline date will be charged Standard rates.
- Orders and graphics MUST be received and approved at least 2-weeks prior to show move-in. Orders after this date cannot be guaranteed.**
- Once graphics are approved and printed, no refunds will be issued. A 50% cancellation fee will apply for unprinted graphic cancellations requested after the Discount Deadline date. No refunds provided 10 days prior to move-in.

Order online at <https://cyberservices.theexpogroup.com/>

ESSENTIALS LINE ACCESSORIES

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ACC1	Curved Reception w/ Open Back	X	\$ 500.00	\$ 750.00	=
ACC1	Curved Reception w/ Open Back (with graphics)	X	\$ 675.00	\$1,012.50	=
ACC2	*Presence Credenza	X	\$ 550.00	\$ 825.00	=
ACC2	*Presence Credenza (with graphics)	X	\$ 695.00	\$1,042.50	=
* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black					
ACC3	Cosmopolitan Credenza	X	\$ 990.00	\$1,485.00	=
ACC3	Cosmopolitan Credenza (with graphics)	X	\$1,125.00	\$1,687.50	=
ACC5	Waveline Credenza	X	\$ 687.50	\$1,031.25	=
ACC5	Waveline Credenza (with graphics)	X	\$ 819.50	\$1,229.25	=
ACC6	Waveline Credenza w/ Standoff Sign	X	\$ 746.00	\$1,119.00	=
ACC6	Waveline Credenza w/ Standoff Sign (with graphics)	X	\$ 911.00	\$1,366.50	=
ACC7	Waveline Computer Pedestal	X	\$ 764.50	\$1,146.75	=
ACC7	Waveline Computer Pedestal (with graphics)	X	\$ 951.50	\$1,427.25	=
ACC8	Presence Pedestal	X	\$ 544.50	\$ 816.75	=
ACC8	Presence Pedestal (with graphics)	X	\$ 675.00	\$1,012.50	=
ACC9	Reception Counter w/ Open Back	X	\$ 595.00	\$ 892.50	=
ACC9	Reception Counter w/ Open Back (with graphics)	X	\$ 800.00	\$1,200.00	=
ACC10	Presence Extended Credenza w/ Shelf	X	\$ 750.00	\$1,125.00	=
ACC10	Presence Extended Credenza w/ Shelf (with graphics)	X	\$ 950.00	\$1,425.00	=

ADDITIONAL INFORMATION

Don't forget to fill out and return form 11d with your Exhibit Options selections with this order.

CALCULATING YOUR TOTAL

Subtotal _____
Taxes & Fees Multiplied by 6.5% of Subtotal _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

11b

- The Expo Group 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.**
- Advance pricing for orders with graphics will apply if print ready files are received and approved prior to the Discount Deadline date. All files approved after the Discount Deadline date will be charged Standard rates.
- **Orders and graphics MUST be received and approved at least 2-weeks prior to show move-in. Orders after this date cannot be guaranteed.**
- Once graphics are approved and printed, no refunds will be issued. A 50% cancellation fee will apply for unprinted graphic cancellations requested after the Discount Deadline date. No refunds provided 10 days prior to move-in.

Order online at <https://cyberservices.theexpogroup.com/>

ESSENTIALS LINE ACCESSORIES (CONT.)

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ACC11	Additional Stem Light*	X	\$ 62.00	\$ 93.00	=
ACC13	8" Straight White Laminate Shelf	X	\$ 55.00	\$ 82.50	=
ACC33	12" Straight White Laminate Shelf	X	\$ 75.75	\$ 113.65	=
ACC14	8" Straight Black Laminate Shelf	X	\$ 55.00	\$ 82.50	=
ACC34	12" Straight Black Laminate Shelf	X	\$ 75.75	\$ 113.65	=
ACC15	8" Straight Clear Shelf	X	\$ 75.75	\$ 113.65	=
ACC35	12" Straight Clear Shelf	X	\$ 96.25	\$ 144.40	=
ACC16	Angled White Metal Shelf	X	\$ 55.00	\$ 82.50	=
ACC17	Product Display Case w/ Light*	X	\$ 999.00	\$1,498.50	=
ACC18	Tower Display Case w/ Light*	X	\$1,225.00	\$1,837.50	=
ACC19	Square Tower Display Case w/ Light*	X	\$ 825.00	\$1,237.50	=
ACC22	Information Station Credenza	X	\$ 818.25	\$1,227.40	=
ACC23	Information Station Tower (Island Booth only)	X	\$1,093.25	\$1,639.90	=
ACC24	Free Standing Panel w/ Graphics	X	\$ 493.75	\$ 740.65	=

ADDITIONAL INFORMATION

Don't forget to fill out and return form 11d with your Exhibit Options selections with this order.

CALCULATING YOUR TOTAL

Subtotal _____
Taxes & Fees Multiplied by 6.5% of Subtotal _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

11c

- Advance pricing for orders with graphics will apply if print ready files are received and approved prior to the Discount Deadline date. All files approved after the Discount Deadline date will be charged Standard rates.
- **Orders and graphics MUST be received and approved at least 2-weeks prior to show move-in. Orders after this date cannot be guaranteed.**
- Once graphics are approved and printed, no refunds will be issued. A 50% cancellation fee will apply for unprinted graphic cancellations requested after the Discount Deadline date. No refunds provided 10 days prior to move-in.
- Please specify options below for your exhibit or counter.

Order online at <https://cyberservices.theexpogroup.com/>

EXHIBIT CARPET COLOR OPTIONS

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

EXHIBIT HEADER OPTIONS

Standard Header Copy: _____

(Please type or print.)

Std. Hdr. Letter Color: ☐ Black ☐ Red ☐ Blue

Std. Hdr. Font Type: ☐ **Friz Quadrata Bold** ☐ **Castle T Bold** ☐ **Helvetica Bold** ☐ Cooper Black

Upgrade your Header!

Custom Header	Use your graphics on the header panel.	<input type="checkbox"/> X	Advance Price \$275.00	Standard Price \$412.50	=	_____
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NON-GRAPHIC PANEL OPTIONS

Please choose only one color to use for panels without graphics:

Hardwall: ☐ Black ☐ Blue ☐ Gray ☐ White

(Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Service Manager.)

GRAPHIC PANEL OPTIONS

⇒ Custom Digital Graphics are included in the price of a Designer rental package. **LOGIN TO** <https://cyberservices.theexpogroup.com/> **AND CLICK ON "FILE UPLOADS" ON THE RIGHT TO SUBMIT YOUR GRAPHIC FILES.**

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal	_____
Taxes & Fees Multiplied by 6.5% of Subtotal	_____
TOTAL	_____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

11d

- The Expo Group 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.
- 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.
- Advance pricing for orders with graphics will apply if print ready files are received and approved prior to the Discount Deadline date. All files approved after the Discount Deadline date will be charged Standard rates.
- **Orders and graphics MUST be received and approved at least 2-weeks prior to show move-in. Orders after this date cannot be guaranteed.**
- Once graphics are approved and printed, no refunds will be issued. A 50% cancellation fee will apply for unprinted graphic cancellations requested after the Discount Deadline date. No refunds provided 10 days prior to move-in.
- **LOGIN TO <https://cyberservices.theexpogroup.com/> AND CLICK ON "FILE UPLOADS" ON THE RIGHT TO SUBMIT YOUR GRAPHIC FILES.**

Order online at <https://cyberservices.theexpogroup.com/>

EXHIBIT BACKWALLS

All backwalls include the frame, fabric graphic, and travel bag.

Structure Code	Item	Qty	Advance Price	Standard Price	Total
CMIL-00-002	10 ft. D5 Milan FlatWall	X	\$2,558.00	\$3,837.00	=
CMIL-00-005	10 ft. D5 Milan Curve	X	\$2,709.00	\$4,063.50	=
FAM-00-009	8 ft. Flat Fabric Mural w/ End Caps	X	\$1,735.25	\$2,602.90	=
FAM-00-010	10 ft. Flat Fabric Mural w/ End Caps	X	\$2,184.25	\$3,276.40	=

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	\$4,658.00	\$6,987.00	=
10BL115	10 ft. Double Sided Litex Frame 116" x 94"	X	\$5,307.25	\$7,960.90	=
7WRF100	Single Sided Backlit Tower 30"w x 84"h	X	\$2,123.00	\$3,184.50	=
7BL115	Double Sided Backlit Tower 30"w x 84"h	X	\$2,758.00	\$4,137.00	=

COUNTERS

All counters include the frame, fabric graphic, and travel bag.

CMIP-00-001	Curved Podium	X	\$1,079.00	\$1,618.50	=
CMIP-00-001	Rectangular Counter w/ Wood Grain Counter	X	\$1,442.25	\$2,163.40	=
BCS-05-004	Case to Counter (Full Oval Case and Counter Top)	X	\$ 337.00	\$ 505.50	=
BCS-02-004	Case to Counter Conversion (Full Oval Graphic Wrap Only)	X	\$ 293.00	\$ 439.50	=

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal _____
Taxes & Fees Multiplied by 6.5% of Subtotal _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

12a

- The Expo Group 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.
- 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.
- Advance pricing for orders with graphics will apply if print ready files are received and approved prior to the Discount Deadline date. All files approved after the Discount Deadline date will be charged Standard rates.
- **Orders and graphics MUST be received and approved at least 2-weeks prior to show move-in. Orders after this date cannot be guaranteed.**
- Once graphics are approved and printed, no refunds will be issued. A 50% cancellation fee will apply for unprinted graphic cancellations requested after the Discount Deadline date. No refunds provided 10 days prior to move-in.
- **LOGIN TO <https://cyberservices.theexpogroup.com/> AND CLICK ON "FILE UPLOADS" ON THE RIGHT TO SUBMIT YOUR GRAPHIC FILES.**

Order online at <https://cyberservices.theexpogroup.com/>

BANNER STANDS

All backwalls include the frame, fabric graphic, and travel bag.

Structure Code	Item	Qty	Advance Price	Standard Price	Total
BSI-00-002	Single Sided Pull Up Banner	X	\$ 428.25	\$ 642.40 =	
BTW-00-018	Single Sided Quickstand Banner (Non-Retractable)	X	\$ 498.25	\$ 747.40 =	

HANGING SIGNS

All Signs include the frame, fabric graphic, harness kit, and traveling bag.

CHHA-00-005	8' Single Sided Circular Hanging Sign	X	\$3,507.25	\$ 5,260.90 =	
CHHA-00-006	8' Double Sided Circular Hanging Sign	X	\$3,970.25	\$ 5,955.40 =	
CHHA-00-013	10' Single Sided Circular Hanging Sign	X	\$4,184.25	\$ 6,276.40 =	
CHHA-00-014	10' Double Sided Circular Hanging Sign	X	\$4,763.25	\$ 7,144.90 =	
CHHA-00-019	12' Single Sided Circular Hanging Sign	X	\$5,038.75	\$ 7,558.15 =	
CHHA-00-020	12' Double Sided Circular Hanging Sign	X	\$5,733.50	\$ 8,600.25 =	
CHSQ-00-003	8' Single Sided Square Hanging Sign	X	\$4,287.75	\$ 6,431.65 =	
CHSQ-00-004	8' Double Sided Square Hanging Sign	X	\$4,877.25	\$ 7,315.90 =	
CHSQ-00-005	10' Single Sided Square Hanging Sign	X	\$5,152.75	\$ 7,729.15 =	
CHSQ-00-006	10' Double Sided Square Hanging Sign	X	\$5,889.50	\$ 8,834.25 =	
CHSQ-00-007	12' Single Sided Square Hanging Sign	X	\$6,017.75	\$ 9,026.65 =	
CHSQ-00-008	12' Double Sided Square Hanging Sign	X	\$6,737.00	\$10,105.50 =	

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal _____
Taxes & Fees Multiplied by 6.5% of Subtotal _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

12b

- The Expo Group 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.
- 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.
- Advance pricing for orders with graphics will apply if print ready files are received and approved prior to the Discount Deadline date. All files approved after the Discount Deadline date will be charged Standard rates.
- **Orders and graphics MUST be received and approved at least 2-weeks prior to show move-in. Orders after this date cannot be guaranteed.**
- Once graphics are approved and printed, no refunds will be issued. A 50% cancellation fee will apply for unprinted graphic cancellations requested after the Discount Deadline date. No refunds provided 10 days prior to move-in.
- **LOGIN TO <https://cyberservices.theexpogroup.com/> AND CLICK ON "FILE UPLOADS" ON THE RIGHT TO SUBMIT YOUR GRAPHIC FILES.**

Order online at <https://cyberservices.theexpogroup.com/>

ACCESSORIES

Structure Code	Item	Qty	Advance Price	Standard Price	Total
LRS-00-007	Literature Stand-includes stand & travel bag	X	\$623.00	\$934.50	=
ELI-05-001	LED Light 150W Equivalent Spotlight (Silver)	X	\$166.75	\$250.15	=
ELI-05-002	LED Light 150W Equivalent Spotlight (Black)	X	\$166.75	\$250.15	=

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal _____
Taxes & Fees Multiplied by 6.5% of Subtotal _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

12c

- Orders received after the deadline or without payment will be charged the Standard price. TEG cannot guarantee orders placed one week prior to 1st exhibitor move in date.
- Advance pricing will apply if print ready files are received and approved prior to the Discount Deadline date. All files approved after the Discount Deadline date will be charged Standard rates.
- If your graphic file requires editing (file conversion, retouching, cloning or color correcting, etc.), a digital set-up fee of \$125.00 will apply.
- All signs are printed using six color printing and are on 3/16" foam board unless alternative material is specified.
- **Final approval of graphics must be received by the deadline date or standard rates will apply.** Please see the attached Graphic Submission Guidelines for instructions on how to format and send your graphic files.
- Once graphics are approved and printed, no refunds will be issued. A 50% cancellation fee will apply for unprinted graphic cancellations requested after the Discount Deadline date. No refunds provided 10 days prior to move-in.

Order online at <https://cyberservices.theexpogroup.com/>

DIGITAL GRAPHICS AND SIGNS

Please indicate sign orientation: ☐ Horizontal ☐ Vertical

Item	Quantity	Advance Price	Standard Price	Total
7" x 11"	@	\$ 62.75	\$125.50	=
11" x 14"	@	\$ 77.00	\$154.00	=
14" x 22"	@	\$ 79.00	\$158.00	=
22" x 28"	@	\$102.00	\$204.00	=
28" x 44"	@	\$119.75	\$239.50	=
40" x 60"	@	\$192.75	\$385.50	=
Banner per Sq. Ft. (Single Sided)	@	\$ 15.00	\$ 30.00	=
Easel Back (for up to 11" x 14")	@	\$ 10.00	\$ 20.00	=
Double Stick Back	@	\$ 10.00	\$ 20.00	=
Additional Design Time	@	\$ 75.00/hr	\$150.00/hr	=

PLEASE SPECIFY COPY AND LAYOUT BELOW OR LOGIN TO <https://cyberservices.theexpogroup.com/> AND CLICK ON "FILE UPLOADS" ON THE RIGHT TO SUBMIT YOUR GRAPHIC FILES.

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal _____
Taxes & Fees Multiplied by 6.5% of Subtotal _____
TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Email Address: _____

Phone Number: _____

WHAT ARE FREIGHT SERVICES?

As the official Service Contractor, The Expo Group is exclusive service provider for freight services. Material Handling is the unloading of your materials, up to 30 days of advance storage at the advance warehouse address, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. There are two options for shipping your advance freight - either to the advance warehouse or directly to the show site. It should not be confused with Shipping which is the cost to transport your exhibit material to and from the convention or event.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will begin to accept freight 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date noted on the Quick Facts. Freight will be accepted after the deadline date, however additional charges will apply.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight. **Certified weight tickets must accompany all shipments.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Warehouse freight is typically delivered to the booth prior to exhibitor set up.

HOW DO I SHIP DIRECT TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in.
- Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight. **Certified weight tickets must accompany all shipments.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be refused or returned to the delivery carrier.
- To ensure that your freight does not arrive Collect, mark your bill of lading "Prepaid."
 - ◊ "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your shipment. Each shipment received is billed individually. All shipments are subject to reweigh.

- Locate the rate that applies to your shipment(s) on the Material Handling Form then multiply the rate by the weight of your shipment in pounds.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at The Expo Group's on-site Service Center.
- Once your container is completely empty, fill out and place a label on each container. Our team will pick up labeled empty containers periodically to be placed in non-accessible storage during the event.
- At the close of the event, empty containers are returned to booths in random order. Depending on the size of the event, this process may take several hours.

ARE MY MATERIALS PROTECTED AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

Refer to The Expo Group's Terms & Conditions sections 1 and 2 for additional representation and warranties on your property in the segments shown below.

Consistent with trade show industry practices, there may be a period between the delivery of your shipment(s) to your booth and your arrival. This is also true at the end of the show during the move-out or outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your location until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by The Expo Group are subject to the Terms and Conditions, which can be found in the exhibitor service manual or online at www.theexpogroup.com.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

A completed Material Handling Agreement (MHA) **is required for each shipment being shipped out from the show.**
All pieces must be labeled individually.

- Save time by completing the Outbound Material Handling Agreement form online and in advance or, you may contact The Expo Group's Service Center once on-site for assistance with shipping documents.
- Once received, we will create your Material Handling Agreement and shipping labels if requested. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth on-site. Otherwise, the Material Handling Agreement and labels will be available for pick up at The Expo Group's on-site service center.

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.580.9000 | exhibitorservice@theexpogroup.com | theexpogroup.com

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be submitted to The Expo Group's service center. A minimum additional charge of one ½ hour TEG supervised labor fee will apply for any shipment left on the floor without a completed Material Handling Agreement submitted to The Expo Group service center and done so before the exhibitor move out deadline.
- Schedule pick up with your designated carrier. This must be done by the exhibitor or their representative and can be done at any point prior to the carrier check-in deadline noted on the Quick Facts.
- Please refer to the Quick Facts for specific dates, times and address for pick up. **In the event your selected carrier fails to show by the final move-out day, your shipment will be rerouted on The Expo Group's carrier of choice.**
 - ◊ For your convenience, approved show carriers will be on-site to assist you with arranging outbound transportation if arrangements were not made in advance.

WHERE DO I GET A FORKLIFT?

- Forklift service to install or dismantle your booth after materials are delivered may be ordered in advance or on-site. We recommend that you order in advance to avoid additional charges at show site. For fast easy ordering go to www.theexpogroup.com, and click "Order Services," then "Lift Equipment and Labor." You may also contact us by email, Chat, text or by visiting The Expo Group's Service Center on-site. Refer to the Lift Equipment and Labor Form for available equipment.
- Orders for equipment and labor will be dispatched once a company representative signs the labor order at The Expo Group's Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

OTHER AVAILABLE FREIGHT SERVICES (may not be available in all locations)

For fast easy ordering go to www.theexpogroup.com, and click "Order Services." You may also contact us by email, Chat, text or by visiting The Expo Group's Service Center on-site.

- Cranes *(Only available by advance request prior to exhibitor move-in.)*
- Accessible storage on-site
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery

- As the official Service Contractor, The Expo Group is exclusive service provider for freight services. **Material Handling** is the unloading of your materials, up to 30 days of advance storage at the advance warehouse address, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. There are two options for shipping your advance freight - either to the advance warehouse or directly to the show site. It should not be confused with Shipping which is the cost to transport your exhibit material to and from the convention or event. **It is not necessary to return this form to receive Material Handling services. Material Handling charges will be automatically applied to your account upon receipt of each shipment.**

Order online at <https://cyberservices.theexpogroup.com/>

MATERIAL HANDLING

Rates

- Material Handling** \$2.15/ Pound
This rate applies to shipments sent to either the advance warehouse or direct to show site.
 - Material Handling - Warehouse after the July 10, 2023 deadline** \$2.90/ Pound
This rate applies to shipments arriving to the advance warehouse after July 10, 2023.
 - Small Packages (10 lbs. or less)** **Compliments of The Expo Group**
This rate is per shipment. Qualifying shipments are inclusive of any number of pieces with total shipment weight of 10 pounds or less and, delivered to the same booth, from the same shipper, by the same carrier, on the same day. Shipments arriving to the warehouse after the deadline date are not qualified.
 - Shipments left on the show floor without a MHA will be rerouted at exhibitor's expense.**
A minimum additional charge of one ½ hour TEG supervised labor fee will apply for any shipment left on the floor without a completed Material Handling Agreement submitted to The Expo Group service center and done so before the exhibitor move out deadline.
- Plus Tax: 6.5%

VERY IMPORTANT Shipping Information

Advance Warehouse

- Avoid delays and wait time on-site and ship to the advance warehouse
- Warehouse receiving begins June 19, 2023
- Warehouse Hours: 9:00am-3:00pm**
- The advanced warehouse will be closed July 3 & 4, 2023 for the July 4th Holiday**
- Advance warehouse address:
Exhibiting Company Name / Booth#
Southeast Building Conference 2023
The Expo Group
2502 Lake Orange Drive
Orlando, FL 32837
- Please note that The Expo Group Warehouse does not accept uncrated freight such as loose, pad-wrapped materials and/or unskidded machinery equipment, COD or Collect shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5000 pounds or a single piece of freight larger than 108"H x 93" W in dimension.

Direct to Show Site

Show Site receiving begins July 17, 2023

Show Site address:

Exhibiting Company Name / Booth#
Southeast Building Conference 2023
C/O The Expo Group / Orange County Convention Center - South Concourse - Hall B
9899 International Drive
Orlando, FL 32819

- **Vehicles** are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles into and out of the exhibit areas or have The Expo Group supply an operator when available.
- **Mobile Units** are defined as a piece of equipment that can be pushed or towed to the booth on wheels.
- The facility requires Exhibitors or their agents with vehicles or motorized equipment to have supervision in and out of exhibit areas. This supervision is required and provided by The Expo Group to prevent damage that may occur to exhibits, or property of others. When necessary, The Expo Group would also move shipping containers that may be in the aisles.
- **If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If rigging labor is utilized to push the equipment to the booth, a one hour labor charge will be assessed in addition to the spotting fee. Please refer to the Lift Equipment and Labor order form for rates.**

Order online at <https://cyberservices.theexpogroup.com/>

VEHICLE AND MOBILE UNIT SPOTTING

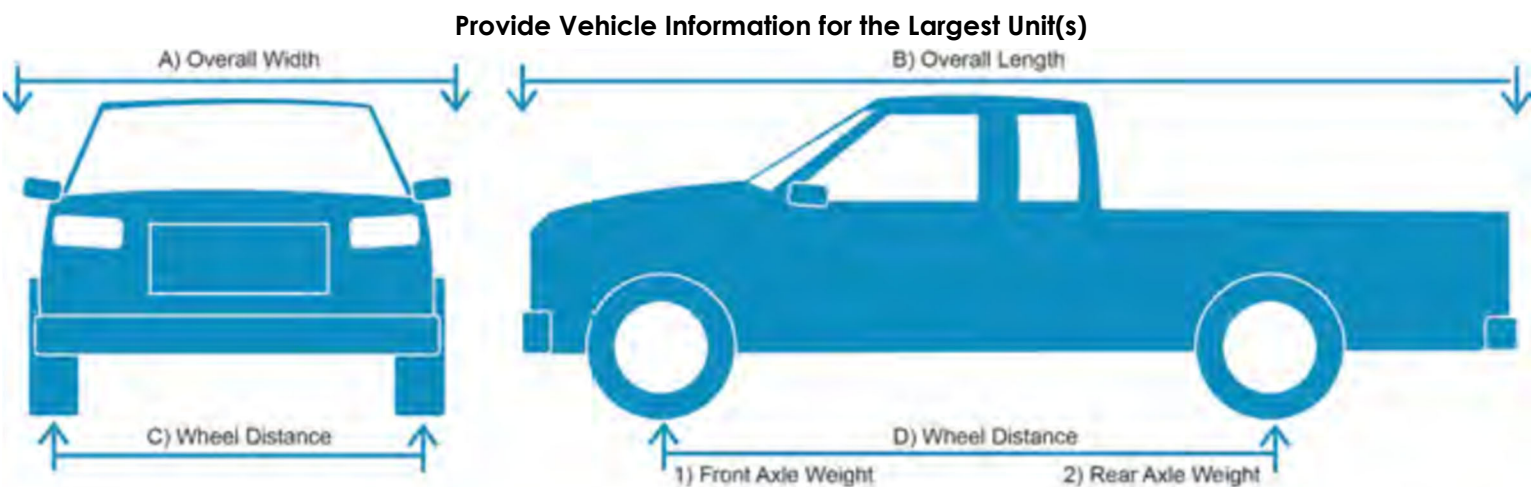
Rates

• Vehicle Spotting	\$275.00/ Unit (Round Trip)
• Mobile Units*	\$275.00/ Unit (Round Trip)
*Note: Mobile units will be assessed a "one time" spotting charge in addition to a one-hour forklift/operator charge each way for unloading and loading where required (see Lift Equipment and Labor form).	
Plus Tax: 6.5%	

Important Rules & Regulations

- The City Fire Marshal requires that battery cables must be disconnected.
- Place a protective covering under the vehicle.
- Gas tank must either be taped shut or have a lockable gas cap and must contain no more than a quarter (1/4) tank of fuel.
- Keys must be given to The Expo Group to be held on-site.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle placement must be Exhibitor supervised. The Expo Group assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Exhibitor(s) must stay clear during movement of vehicle to avoid any injuries.

Exhibiting Company: _____	Booth Number: _____
Company Contact: _____	Phone Number: _____
Email: _____	Cell Number: _____
Total # of Units: _____	Type: _____



Unit Description	Mobile or Motorized	Overall Width	Overall Length	Wheel Distance	Front Axle Weight	Rear Axle Weight	Total Weight

Is a Forklift or Crane Required? ☐ Yes* ☐ No *(See Lift Equipment and Labor form.)

Date and Time Exhibitor will be on-site to supervise movement of vehicle

Date: _____ Time: _____

On-site Contact Name: _____ Cell Phone: _____

Return this form by logging in to www.theexpogroup.com and clicking on "File Uploads" to the right or email us at ExhibitorService@theexpogroup.com.

- The Expo Group is the exclusive provider of machinery handling services. Rates include unloading your machinery at show site, delivery to the designated booth, and removal from the booth for reloading onto outbound carriers. **Machinery Handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive machinery handling services.**
- **Machinery Handling Rates apply only to individual pieces of machinery sent directly to show site and weighing more than 5,000 lbs.** Standard material handling rates will apply to shipments and crated machinery less than 5,001 lbs.

Order online at <https://cyberservices.theexpogroup.com/>

MACHINERY HANDLING

Rates

(Rates below apply per machine and not to the combined weight of all pieces.)

Machinery Handling: 5,001 - 10,000 lbs.	\$0.58/ Pound
Machinery Handling: 10,001 - 15,000 lbs.	\$0.57/ Pound
Machinery Handling: 15,001 - 20,000 lbs.	\$0.56/ Pound
Machinery Handling: 20,001 - 30,000 lbs.	\$0.55/ Pound
Machinery Handling: 30,001 - 40,000 lbs.	\$0.54/ Pound
Machinery Handling: 40,001 - 50,000 lbs.	\$0.53/ Pound
Machinery Handling: 50,001 lbs. and over.	\$0.52/ Pound
Plus Tax: 6.5%	

VERY IMPORTANT Shipping Information

General Information

- Rates above apply to uncrated machinery with proper lifting bars, points, hooks, or skidded machinery which may be moved on or off the loading dock, vehicle or show floor by a forklift with no special handling required. Forklift lifting points must be clearly marked. This does not apply to display materials.
- If it is necessary to unskid/reskid the machine before unloading/loading, additional labor and equipment charges will be added to the stated rates. Please refer to the Lift Equipment and Labor Order Form.
- Certified weight tickets are required. Separate weight for display materials and machinery equipment are required. If the weight is not separated and/or materials are not identified properly, the Material Handling rate will prevail.
- The Expo Group retains the right to determine whether the materials qualify for the machine rate.
- Machinery will be spotted one time after removal from the truck with a 6" tolerance, provided the following conditions are met:
 - ◊ The exhibitor, or their agent must be present at the time of unloading to supervise the spotting.
 - ◊ The area within the booth is clearly marked to indicate the machine's position.
 - ◊ No rigging, bolting or unbolting, un-skidding or attaching to other equipment will be performed during the loading and unloading process.
 - ◊ Vehicles must be checked in no later than 2:00pm to be unloaded by 5:00pm. Vehicles checking in after 2:00pm cannot be guaranteed unloading prior to 5:00pm.

Direct to Show Site **NOTE:** Machinery shipments will not be accepted at the warehouse.

All machinery shipments must be sent directly to show site.

Show Site receiving begins July 17, 2023

- Show Site address:
Exhibiting Company Name / Booth#
Southeast Building Conference 2023
C/O The Expo Group / Orange County Convention Center - South Concourse - Hall B
9899 International Drive
Orlando, FL 32819

ONLY REQUIRED IF SHIPPING MACHINERY TO THE SHOW.

Exhibiting Company: _____ Booth Number: _____
Company Contact: _____ Phone Number: _____
Email: _____ Cell Number: _____

Provide Information for Each Unit(s)

Description	L x W x H	Weight	Forklift Needed to Unload/Load	*Crane Needed to Unload/Load

*Additional charges apply for crane use. Quote available upon request.

Will there be any assembly/rigging requirements once machinery is unloaded? ☐ Yes ☐ No

Please use the space below to describe any special towing equipment required to unload/load your machinery:

Indicate total trucks by category being used for transporting your machinery display.

Van Line	Flat Bed	Company Vehicle	Common Carrier	Other

Please submit a detailed delivery schedule for your machinery arrival to show site including date, time and carrier contact information to ExhibitorService@theexpogroup.com.

Date and Time Exhibitor will be on-site to supervise placement of machinery

Date: _____ Time: _____
On-site Contact Name: _____ Cell Phone: _____

Return this form by logging in to www.theexpogroup.com and clicking on "File Uploads" to the right or email us at ExhibitorService@theexpogroup.com.

INBOUND Driver Check-in Requirements

A CERTIFIED SCALE TICKET IS REQUIRED FOR EACH SHIPMENT

All Drivers must provide the following details on their Bills Of Lading (BOL):

1. Booth Number
2. Exhibiting Company's Name
3. Shipper's Name
4. Piece Count Summary
5. Actual Heavy & Light Weight Certified Scale Tickets. The trailer number **MUST** match on the Heavy & Light Weight Scale Tickets.
6. Net, Gross and Tare Weight

Piece count summaries must be broken down into the following categories:

1. Crates (Wooden Boxes)
2. Cartons (Cardboard Boxes)
3. Carpets (Rugs and Pads)
4. Skids (Pallets)
5. Bundles
6. Machines
7. Miscellaneous (Loose or Unpacked Items)

ALL BILLS OF LADING MUST CONTAIN THIS INFORMATION BEFORE THEY CAN BE ACCEPTED FOR DRIVER CHECK-IN

Drivers that are unable to provide any of the requested information must contact their dispatch to get the necessary information to be checked in for unloading.

OUTBOUND Driver Check-in Requirements

All Drivers must present the following information to pick up freight from a show:

1. Booth Number
 2. Exhibiting Company's Name
 3. Shipment Destination (City and State)
 4. Carrier's (or Broker's) Name
 5. Location or area the vehicle is parked
 6. Driver's Cell Phone Number
- There may be a wait time before the freight is ready to be picked up.
 - Please wait in the Marshalling Yard or other designated area until you are dispatched for loading by the Freight Clerk.

Drivers that are unable to provide any of the required information for check-in must contact their Dispatch for assistance.

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

REQUIRED FORM

Request a pre-printed Material Handling Agreement and shipping labels for your outbound shipment online at www.theexpogroup.com. Forms and labels will be delivered to your booth at show site.

- A separate material handling agreement is required for *each 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: _____
 On-site Contact Name: _____ Cell Number: _____
 Date: _____

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

Carrier: **Official Show Carriers:**

☐ ABF Freight
☐ Standard (LTL) ☐ Time Critical

Other Carriers:

☐ Other Ground Carrier: _____
☐ Other Air Carrier: _____
☐ Next Day ☐ 2nd Day ☐ Deferred

Payment **Transportation charges guaranteed by Exhibiting Company.**

Terms: 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

ABF Freight

2502 Lake Orange Drive

Orlando, FL 32837

Name of Convention:

Southeast Building Conference 2023

Must Arrive by July 12, 2023

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse after July 10, 2023
will be subject to a surcharge.

THE **EXPO** GROUP

Warehouse Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group

ABF Freight

2502 Lake Orange Drive

Orlando, FL 32837

Name of Convention:

Southeast Building Conference 2023

Must Arrive by July 12, 2023

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse after July 10, 2023
will be subject to a surcharge.

THE **EXPO** GROUP

Warehouse Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group

ABF Freight

2502 Lake Orange Drive

Orlando, FL 32837

Name of Convention:

Southeast Building Conference 2023

Must Arrive by July 12, 2023

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse after July 10, 2023
will be subject to a surcharge.

THE **EXPO** GROUP

Warehouse Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group

ABF Freight

2502 Lake Orange Drive

Orlando, FL 32837

Name of Convention:

Southeast Building Conference 2023

Must Arrive by July 12, 2023

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse after July 10, 2023
will be subject to a surcharge.

THE **EXPO** GROUP

Direct Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

Orange County Convention Center

South Concourse - Hall B

c/o The Expo Group

9899 International Drive

Orlando, FL 32819

Name of Convention:

Southeast Building Conference 2023

Do Not Deliver Prior to July 17, 2023

Carrier:

Pieces:

THE **EXPO** GROUP

Direct Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

Orange County Convention Center

South Concourse - Hall B

c/o The Expo Group

9899 International Drive

Orlando, FL 32819

Name of Convention:

Southeast Building Conference 2023

Do Not Deliver Prior to July 17, 2023

Carrier:

Pieces:

THE **EXPO** GROUP

Direct Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

Orange County Convention Center

South Concourse - Hall B

c/o The Expo Group

9899 International Drive

Orlando, FL 32819

Name of Convention:

Southeast Building Conference 2023

Do Not Deliver Prior to July 17, 2023

Carrier:

Pieces:

THE **EXPO** GROUP

Direct Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

Orange County Convention Center

South Concourse - Hall B

c/o The Expo Group

9899 International Drive

Orlando, FL 32819

Name of Convention:

Southeast Building Conference 2023

Do Not Deliver Prior to July 17, 2023

Carrier:

Pieces:

- **What is Accessible Storage?** It is an additional service for storing exhibit materials that may need to be accessed during the event and, that cannot be stored within the booth. This service is in addition to material handling service and is limited to availability. It is not storage to ensure expedited or priority empty return at the end of the event.
- **How much does the service cost?** Accessible storage consists of a one-time set up fee and a daily storage fee based on square footage used. Additionally a labor fee applies each time materials are placed into or removed from storage.
- **NOTE: Accessible Storage is unsecured.**
- Please come to the Exhibitor Service Desk at show site for Accessible Storage stickers to place on your items.
- NOTE: All materials remaining in accessible storage will be returned to the booth space at show close and billed at the prevailing labor rate.

Order online at <https://cyberservices.theexpogroup.com/>

ACCESSIBLE STORAGE

Rates	Price
Set Up Fee	\$105.00
Daily Storage Fee	
Up to 25 Square Feet of Storage	\$105.00/ Day
26 to 50 Square Feet of Storage	\$155.00/ Day
51 to 100 Square Feet of Storage	\$205.00/ Day
101 to 150 Square Feet of Storage	\$255.00/ Day
151 to 200 Square Feet of Storage	\$305.00/ Day
Labor to place into or remove from storage. (1/2 hr. minimum applies each time materials are placed into or removed from storage.)	
Straight Time Labor : Monday-Friday, 8:00am-4:30pm	\$168.00/ Hour
Overtime Labor: Monday-Friday, 4:30pm-12:00am; Saturday & Sunday 8:00am-12:00am	\$252.00/ Hour
Double Time Labor : Monday-Sunday, 12:00am-8:00am; All Holidays	\$336.00/ Hour

NOTE: All materials remaining in accessible storage will be returned to the booth space at show close and billed at the prevailing labor rate.

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal	_____
Taxes and Fees x 6.5%	_____
TOTAL	_____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

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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.

- **What is Booth Labor?** Booth labor is available to assist with Unpacking, Installation and Dismantle of your booth and Packing your exhibit properties after the show.
- You may choose to supervise the labor on your own or, your exhibit can be set up prior to your arrival under The Expo Group (TEG) supervision. Both options are listed below.
- Whenever possible, all work will be performed on Straight Time hours.
- Price is per person per hour. **Orders received after the deadline or without payment will be charged the Standard price.**
 - One (1) hour per person minimum and thereafter charged in half (1/2) hour increments.
 - ◊ Includes time necessary for workers to assemble their tools, report to the booth, customer confirmation of completed work and return with Exhibitor to the designated labor check-in area.
 - Labor must be cancelled in writing at least two (2) days prior to the date for which labor was ordered to avoid a one (1) hour per man cancellation charge.
 - Exhibitor must check-in with The Expo Group Exhibitor Service to confirm they are ready for labor and, return to sign out labor upon completion of the work. Failure to pick up labor at the requested time will result in an assessment of a one (1) hour per person cancellation charge.
 - Dismantle labor is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth.
- **The Expo Group (TEG) Supervised Labor** will be completed at our discretion prior to show opening and before the deadline for the floor to be cleared. Please complete and return the TEG Supervised Labor Set Exhibit Information form, detailed or special instructions, set up plans, photographs and inbound and outbound shipping information and upload the files at www.theexpogroup.com. You may also submit an Outbound Material Handling Agreement request online.
- **Booth Labor Hours:**
 - Straight Time: Monday-Friday, 8:00am-4:30pm
 - Overtime: Monday-Friday, 4:30pm-12:00am; Saturday & Sunday 8:00am-12:00am
 - Double Time: Monday-Sunday, 12:00am-8:00am; All Holidays

Order online at <https://cyberservices.theexpogroup.com/>

BOOTH LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
Exhibitor Supervised Labor - ST	@	\$120.00	\$168.00	=
Exhibitor Supervised Labor - OT	@	\$180.00	\$252.00	=
Exhibitor Supervised Labor - DT	@	\$240.00	\$336.00	=
*TEG Supervised Labor - ST	@	\$152.00	\$212.80	=
*TEG Supervised Labor - OT	@	\$228.00	\$319.20	=
*TEG Supervised Labor - DT	@	\$304.00	\$425.60	=

*Please complete and return the TEG Supervised Labor Set Exhibit Information form, detailed or special instructions, set up plans, photographs and inbound and outbound shipping information and upload the files at www.theexpogroup.com. You may also submit an Outbound Material Handling Agreement request online.

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

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

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

Labor Subtotal _____
Taxes and Fees x 6.5% _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

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- Please complete and submit the following details for all The Expo Group (TEG) Supervised Labor Orders if installation and/or dismantle services are being provided by The Expo Group without the exhibitor or their agent present to supervise.
- Return this form by logging in to www.theexpogroup.com and clicking on "File Uploads" to the right or email us at ExhibitorService@theexpogroup.com.

INBOUND SHIPPING INFORMATION

Freight is being sent to: ☐ Warehouse ☐ Show Site Date Shipped: _____

Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify): _____

Carrier and Tracking Number: _____

SET-UP INFORMATION

Company Representative to call for questions and confirm completion of booth set-up

Name: _____ Cell Phone #: _____

Set-Up Plans/Photos: ☐ Attached ☐ To Be Uploaded ☐ Packed with Exhibit (In Crate # _____)

Carpet: ☐ With Exhibit ☐ Renting from The Expo Group

Electrical Placement: ☐ Drawing Attached ☐ To Be Uploaded ☐ Drawing with Exhibit
Electrical Under Carpet? ☐ Yes ☐ No

Graphics: ☐ With Exhibit ☐ Shipped Separately

OUTBOUND SHIPPING INFORMATION

Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify): _____
are being shipped out from the show to the following destination.

Ship To: _____

Telephone: _____ Must Arrive at Destination By: _____

Carrier Name: _____ Carrier Phone Number: _____

Carrier Type: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify) _____

Date Carrier is Scheduled to Pick-Up Freight: _____

⇒ **In the event your selected carrier fails to show up by the outbound driver check in deadline, please select one of these options:** ☐ Reroute Via The Expo Group's Choice ☐ Return to Warehouse at Exhibitor's Expense

Bill To: _____

Freight Charges: ☐ Prepaid ☐ Collect

Emergency Contact Name: _____ Cell Phone Number: _____

You may also pre-order an Outbound Material Handling Agreement for your materials at www.theexpogroup.com!

Exhibiting Company: _____ Booth Number: _____
Print Name: _____ Date: _____
Email Address: _____ Phone Number: _____

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- Lift equipment and labor is available for assembly of displays or for uncrating, skidding, positioning, crating and skidding equipment or machinery.
- Orders for lift equipment will include a forklift, operator, and crew. The determination of crew size is based on union jurisdiction and there may be situations due to safety concerns or unusual circumstances where the general service contractor, at their discretion, may need to modify crew size. A crew usually consists of a forklift operator and one laborer.
- All rates are per hour. **Orders received after the deadline or without payment will be charged the Standard price.**
 - One (1) hour minimum applies and thereafter charged in half (1/2) hour increments.
 - Includes time necessary for workers to assemble their tools, report to the booth, customer confirmation of completed work and return with Exhibitor to the designated labor check-in area.
 - Orders must be cancelled in writing at least two (2) days prior to the order date to avoid a one (1) hour cancellation charge.
 - Exhibitor must check-in with The Expo Group Exhibitor Service to confirm they are ready for forklift and return to sign out upon completion of the work.
 - Dismantle is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth.
- Labor Hours:**
 - Straight Time: Monday-Friday, 8:00am-4:30pm
 - Overtime: Monday-Friday, 4:30pm-12:00am; Saturday & Sunday 8:00am-12:00am
 - Double Time: Monday-Sunday, 12:00am-8:00am; All Holidays

Order online at <https://cyberservices.theexpogroup.com/>

FORKLIFT EQUIPMENT AND LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
5000 lb. Forklift and Crew - ST	@	\$200.00	\$280.00	=
5000 lb. Forklift and Crew - OT	@	\$300.00	\$420.00	=
5000 lb. Forklift and Crew - DT	@	\$400.00	\$560.00	=
Additional Laborer - ST	@	\$120.00	\$168.00	=
Additional Laborer - OT	@	\$180.00	\$252.00	=
Additional Laborer - DT	@	\$240.00	\$336.00	=

*NOTE: Forklifts with larger capacity and crane service are available **if** requested in advance. Prices are quoted upon request.

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

Please indicate work to be performed: ☐ Uncrating ☐ Un-skidding ☐ Re-skidding of Machinery ☐ Header/Booth Work ☐ Other (Specify Below)
Please describe the largest piece of equipment to be handled: _____
Weight: _____ lbs. **Size:** _____ x _____ x _____ **Height to be placed:** _____
Exhibitor Show Site Contact (for logistical questions): _____ **Cell Phone #:** _____

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Other work to be performed:	Forklift Subtotal
	Taxes and Fees x 6.5%
	TOTAL

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____