



EXPO
EVENT SERVICES

Exhibitor Services Manual

Bay Travel & Adventure Show
March 4 - 5, 2023
Santa Clara Convention Center
Santa Clara, CA

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Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

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Bay Travel & Adventure Show

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Welcome to Santa Clara, CA and Bay Travel & Adventure Show.

We are pleased that Expo Event Services has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success!

As the official service contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use.

Please review our payment policy carefully. As a reminder, Expo Event Services requires payment in full at the time you place your order, along with a credit card charge authorization. This may be used to cover items such as labor and freight handling, not included with your initial payment.

Take advantage of our substantial price discounts! Just return your order with payment by the discount price deadline(s) on the order forms and use the lower price.

Official General Contractor

Expo Event Services
1700 York Avenue Suite 2T
New York, NY 10128

Phone: (201) 300 - 2782
Fax: (917) 591 - 8316
Email: info@expoeventservices.com

Standard Booth Information

Booth Size: 10' x 10'	1 - 6'x 30" Table w/Black Skirt and 2 Padded Chairs
Backwall Drape: 8' High Black Backwall Drape	1 - Wastebasket
Sidewall Drape: 3' High Black Siderail Drape	1 - 44" x 7" One Line ID Sign
1 - 10' x 10' Booth Carpet	

Show Schedule Move In/Move Out		
Decorator Move-In:	Thursday 03/02/2023	8:00am - 5:00pm
Exhibitor Move-In:	Friday 03/03/2023	9:00am - 5:00pm
Event Open:	Saturday 03/04/2023	9:30am - 5:00pm/ Travel Advisors 10:00am - 5:00pm/ Public
Event Open:	Sunday 03/05/2023	11:00am - 4:00pm
Exhibitor Move-Out:	Sunday 03/05/2023	Close of Show – 8:00pm.
Clear Floor:	Sunday 03/05/2023	by 11:59pm

*Should the event venue or the event move in and/or move out schedule change, Expo Event Services reserves the right to adjust pricing according to any cost increases associated with the respective change.

Expo Event Service will begin returning empty shipping containers at **4:00pm on March 5, 2023**; this process should take approximately **two (2) HOURS**.

Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 6:00pm on Sunday, March 5, 2023



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Shipping Addresses

*Advance Receiving
/Shipments*

Bay Travel & Adventure Show

Shipments Should Arrive on or between: February 3 - 22, 2023
c/o Expo Event Services
(ONLY IF TS SHIPPER IS USED, The Official Show Carrier) see Pages 25 - 29

*Direct Shipments
to Show Site*

Bay Travel & Adventure Show

Shipments Should Arrive on: March 2, 2023 (1PM - 5PM)
c/o Expo Event Services March 3, 2023 (8AM - 4PM)
Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054
State Tax 9.13% (Tax Rates Subject To Change)

Service Center

Expo Event Services is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Freight Handling. Please contact us at (201) 300-2782

To assist you in planning your participation in the show, we are certain you will appreciate knowing in advance that union labor will 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.

INSTALLATION & DISMANTLE LABOR - DECORATORS UNION LOCAL 756

The Decorators Union Local 756 has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture and hanging signs. All hired labor must belong to Local 756. Labor can be ordered in advance by returning the enclosed Display Labor order form, or on showsite, at the EES Service Desk. Three options for installation and dismantle labor exist in Dallas. Labor may be:

- * performed by full time employees of the exhibiting company; or
- * hired through Expo Event Services, the official service contractor; or
- * hired through an exhibitor appointed contractor (with proper notification to EES).

TEAMSTER LABOR - TEAMSTER UNION LOCAL 745

The Teamsters Union Local 745 has jurisdiction for the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. Exhibitors may unload their own vehicles provided they do not use any material handling equipment (forklifts, flatbeds, dollies, pallet jacks, etc.).

FREIGHT HANDLING

Expo Event Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. EES will not be responsible for any material we do not handle.

WORK BREAKS & GRATUITIES

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any EES employee, as all are paid at an appropriate wage scale. Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given to each employee. Please attempt to work your people to conform to these mandatory break periods.

IN GENERAL

Any questions arising with regard to union jurisdictions or practices should be directed to the EES manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

TRAVEL & ADVENTURE SHOW®

EXHIBITOR FAQ'S



1 **Where Can I Find Information On New Health and Safety Regulations for the Event?**

- Navigate to the **Exhibitor Services** webpage for the applicable show on www.TravelShows.com for information.

2 **What Comes With My Booth?**

Each 10'x10' booth space includes:

- 8' high black back-wall drape
- 3' high black side-rail drape
- 1 - 6' x 30" black skirted table with white top
- 2 - side chairs
- 1 - wastebasket
- 1 - 44" x 7" Exhibitor ID sign
- 1 - 10' x 10' booth carpet

If you have an island booth, back drape and side drape are not standard furnishings and need to be ordered. Additional furniture can also be ordered. Please see Furnishings & Accessories Form in the applicable Show Exhibitor Kit.

3 **What Expenses Should I Keep In Mind When Budgeting For The Show?**

- Exhibit space rental
- Additional booth furnishings: signage, collateral, give-aways, etc.
- Shipping & Material Handling Fees
- Electrical, internet/wi-fi, cleaning and/or AV equipment
- Staff expenses: hotel accommodations, travel, etc.

4 **How Can I Cut Down On My Overall Costs?**

- **ORDER IN ADVANCE. NOTE THE DISCOUNTED DEADLINE DATES IN SHOW EXHIBITOR KIT.**
- Avoid sending multiple shipments. Material handling rates are per shipment. *Refer to Shipping section in the Show Exhibitor Services Kit.*
- Schedule (necessary) labor on straight time. Refer to the Display & Material Order Form from the Show Exhibitor Services Kit for the applicable show.
- Multiple pieces shipped together must be crated/palletted and shrink wrapped to be charged as one shipment.

5 **What Is The Safest & Most Efficient Way To Get My Materials To The Show?**

- **READ** Material Handling and Shipping instructions in the Show Exhibitor Services Kit.
- Use pre-printed shipping labels provided in the Show Exhibitor Services Kit.
- Make company name, booth # and show name visible on shipments.
- Multiple pieces can be considered one shipment if crated/palletted and shrink wrapped.

6 **Can I Set Up My Own Booth?**

- Yes. Refer to Show Exhibitor Services Kit for exact union regulations, EAC form/insurance requirements/ submission info.
- If you are unable set up Friday during Exhibitor Move In hours, you must obtain authorization from your sales rep to set up Saturday at 7:30am.
- Be advised the show opens at 9:00am.
- The show floor will be “show ready” clean. Should you litter your booth space or space around you, you will receive a cleaning charge from the contracted show cleaning company.

7 **What Are The Restrictions For My Booth Structure?**

- Standard “in-line” booths may not extend beyond 8’ tall.
- Booth materials may also not extend beyond the dimensions of the booth space.
- Sight lines may not be blocked. Show management reserves the right to determine interference with other exhibitors.

NOTE: Island booths may extend 16’ high.

8 **Can I Tear Down My Booth Early?**

- **NO.** Per your signed sales contract, your booth must remain furnished and staffed until the show close on Sunday.

Please respect attendees & fellow exhibitors.

9 **Am I Allowed To Bring My Booth Material In Myself?**

- **POV/ASSISTED CARTLOAD SERVICE** will be offered through the decorator for a nominal fee. Please visit the Show Exhibitor Services Kit Table of Contents to locate the Material Handling & Shipping section for POV/Assisted Cartload Service Order Form.
 - POV is a personally owned vehicle, automobile, minivan, SUV, pick-up truck, or van.
- Any additional materials or shipped materials (whether it be booth elements or sales collateral brought in through the Loading Dock will be weighed and charged a Material Handling Fee.
 - *Pricing found in the Shipping section of the Show Exhibitor Services Kit.*
 - *Please refer to the Show Exhibitor Services Kit for best safety practices.*

10 **Is Material Handling Mandatory?**

- Any materials coming in/out from loading dock are required to be weighed. All materials will be charged a Material Handling Fee. Fee is round trip.
Pricing found in Shipping section of the Show Exhibitor Services Kit.
Please refer to the Show Exhibitor Services Kit for best safety practices.

11 **Are There Noise or Sound Restrictions Within The Booth?**

- **YES,** no amplified sound in or around your booth is permitted. Show Management reserves the right to determine at what point sound constitutes interference with other exhibitors.

12

Can I Leave Items In My Booth Overnight?

- Show management provides overnight “perimeter” security in the hall but recommends taking valuables with you at the end of show day.

13

What Are My Ordering Options (such as electric, internet, booth rental, extra chairs/tables, cleaning, etc.)?

- Where applicable, order online, call, or fill out the necessary forms from the Show Exhibitor Services Kit for the appropriate vendor.
 - *Expo Event Services can be contacted at info@expoeventservices.com or (201) 300-2782*
 - *RES can be contacted at customerservice@rosemontexpo.com or (847) 696-2208*

14

If I Forgot Something For Booth Setup or Need Additional Help, Where Do I Go On-Site?

- The Exhibitor Services Desk located on the Show Floor.

15

Where Can I Make Copies If I Run Out Of Sale Material At The Show?

- Business Services locations can be found at the Deco Service Counter.
- Plan to also bring a flyer/sales document file with you in case you need to access a FedEx/Kinkos or similar resource.

16

Are There Sponsorship & Promotional Opportunities To Enhance My Presence At The Show?

- YES! Please see the Sponsorship & Promotional Opportunities available on our website and contact us for details.
- Email: success@unicomm.org



OFFICIAL CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS



Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

MUST READ

Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed an Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition.
- b. Assure the distribution of labor to all Exhibitors according to need.
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and the exposition itself.
- d. See that the proper type and limits of insurance are in force.
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show services, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor.
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantlement of their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify Expo Event Services of their intention to utilize an independent contractor no later than 25 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the Exhibitor-named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor-named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.
3. The independent contractor must furnish Expo Event Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day. They must have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name. In addition to an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Workman's Compensation insurance required by the State and City governments and the Venue prior to commencing work, and shall provide Show Management and Expo Event Services with evidence of compliance.
5. **The independent contractor must carry a minimum of \$1,000,000 in Public Liability Insurance and shall provide Show Management and Expo Event Services with a certificate of insurance showing the coverages and amounts, and naming the sponsor, Expo Event Services and the Venue as co-insured.**
6. The independent contractor must follow the scheduled work times or pay any additional cost incurred because of extended work hours.
7. The independent contractor may not solicit business on the exhibit floor.
8. The independent contractor must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractor must comply with all labor agreements and practices and must commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under control of Expo Event Services.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or support other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitors. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

00/00/00

PRODUCER (000) 000-0000 FAX (000) 000-0000

Name of Insurance Agency
Street Address
City, State Zip

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

Exhibitor Appointed Contractor
Street Address
City, State Zip

INSURER A: Insurance Company 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.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	ABC 12345		2023	EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 50,000
					MED EXP (Any one person) \$ 5,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS-COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	ABC 12345		2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT \$
					OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ABC 12345		2023	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$
					E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE-EA EMPLOYEE \$ 1,000,000
					E.L. DISEASE-POLICY LIMIT \$ 1,000,000
	OTHER				

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

General Liability policy includes the interest of: <Exhibitor Name>, <Show Name>, <Show dates (including move-in and move-out)>, Expo Event Services, <Show Organizer Name>, <Venue>, and/or their respective agents as additional insureds.

CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER ____ CANCELLATION

Expo Event Services
1700 York Ave Suite 2T
New York, NY 10128

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

AUTHORIZED REPRESENTATIVE
Name (First & Last)

INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION



Bay Travel & Adventure Show

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RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

Please complete and return this form by the Deadline above only if you are planning to use any company other than Expo Event Services for the installation or dismantling of your exhibit.

INDEPENDENT DISPLAY HOUSE CONTRACTORS

Yes, we will be using an independent display house/contractor to install and/or dismantle our display at the **VENUE AND STATE HERE** and have completed the following questions.

Exhibiting Company Name: _____ Booth Number: _____

Exhibiting Contact Person: _____ Phone Number: _____

Contractor Company to be utilized: _____

Address: _____

Contractor Contact Name: _____ Contractor Phone Number: _____

INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY

*Look at each individual order form to confirm what company is providing services ordered on that specific form. The third part billing information above and below is for use by Expo Event Services only, therefore if a service that you have ordered is being provided by someone other than Expo Event Services, you need NOT indicate that particular service below:

- EXHIBIT FURNITURE RENTAL
- DRAYAGE SERVICES
- DISPLAY LABOR
- MISC. - PLEASE LIST: _____

NOTE: Some order forms for furnishings and/or services listed above may be enclosed if a specific service or item is not offered for this Event. If you have any questions, please contact Expo Event Services.

*Exhibiting company clearly understands that exhibiting company is ultimately responsible for payment of any and all services invoiced to third party which remain unpaid at close of show.

I have notified our independent display house/contractor of the rules and regulations requiring them to submit a Certificate of Insurance to Expo Event Services by the above deadline date.

Authorized Contact Signature Date Authorized Contact (Print)

All orders are subject to the terms and conditions as outlined on the payment form.

LIMITS OF LIABILITY & RESPONSIBILITY

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of Expo Event Services in its sole discretion. Upon participation of any Expo Event Services' show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once Expo Event Services has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Expo Event Services or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. Expo Event Services and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by Expo Event Services.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Expo Event Services or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Expo Event Services and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to Expo Event Services or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. Expo Event Services and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to Expo Event Services in time to obtain the proper equipment.
4. Expo Event Services and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.
5. Expo Event Services and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. Expo Event Services and its subcontractors are not insurers; i.e., Expo Event Services does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Expo Event Services under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of services by Expo Event Services, or from the negligence of Expo Event Services, its subcontractors or their respective employees. If such loss or damage occurs, the liability of Expo Event Services and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. Expo Event Services and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
8. Expo Event Services will not be bound to honor any claim or action brought against Expo Event Services or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that Expo Event Services and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Expo Event Services or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that Expo Event Services or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Expo Event Services and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the Expo Event Services' Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Expo Event Services and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, Expo Event Services shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by Expo Event Services and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. Expo Event Services assumes no liability as a result of rerouting or handling.
13. Dry and Cold Storage – Exhibitor stores products at its own risk. Expo Event Services assumes no liability or responsibility for dry of cold storage.
14. The Exhibitor agrees, in the event of a dispute with Expo Event Services or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Expo Event Services for freight handling services or any other services provided by Expo Event Services or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Expo Event Services prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Expo Event Services or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

FIRE DEPARTMENT REGULATIONS



Deadline Date February 22, 2023

Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table covering must be flame retardant treated unless they lay flat, with an overhang no greater than 6".
3. Oilcloth, tar paper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited,
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY

Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one quarter tank, whichever is less. Garden tractors, chain saws, power plants and other gasoline powered equipment shall be safeguarded in a similar manner. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show date.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind the display.

OBSTRUCTIONS

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles. All aisles must be maintained at a minimum of 10 feet in width or unless otherwise approved on the floor plan. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

ELECTRICAL EXTENSION CORDS & MULTI-PLUG ADAPTERS

Extension cords shall service one appliance only and shall be a three-wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen (15) amps. Multi-plug adapters must be UL approved and have a current (electric) overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker. All spliced wires are illegal.

COMPRESSED CYLINDERS

Compressed cylinders must be attached to a stand that is upright or laid flat on the floor. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

COOKING AND/OR WARMING DEVICES

Cooking and/or warming devices shall be electric. Sternos may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory: e.g., UL, FM, etc. Cooking, warming devices and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼-inch thick across the front, and down both sides of the demonstrating area. Decorative candles are not permitted.

HELIUM BALLOONS

Helium balloons are not permitted inside some buildings. If you have any question regarding them, please contact the facility in which your event is located. If you need assistance in solving problems or have any questions, direct inquiries to the Fire Prevention Bureau servicing the area of your show location.

SAFETY FIRST

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL - ESPECIALLY YOU !

Expo Event Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a Expo Event Services' supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Attached you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely.

THANK YOU FOR YOUR COOPERATION! **EXHIBITOR LOSS PREVENTION GUIDELINES AT SHOWSITE**

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. Please use your ladder.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.
- Health & Safety is Our Top Priority

<https://www.santaclaraca.gov/i-want-to/stay-informed/newsroom/coronavirus-updates/santa-clara-responds>

REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!

POV/ASSISTED CART LOAD FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

Deadline Date February 22, 2023

Important: To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX		PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

Payment Policy: All invoices must be settled at our service desk prior to loading/unloading. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

**SPECIAL CARTLOAD SERVICE
(FOR SMALL PASSENGER VEHICLES ONLY)
Maximum Materials Weight for this service: 250lbs.**



To facilitate the move-in and move-out of those exhibitors with smaller exhibit material shipments. Expo Event Services is making available one material handler and one push cart for one trip from the designated unloading area to your exhibit space OR from your exhibit space back to the designated loading area, The charge for this service is **\$175.00 per trip.**

A cartload will be construed as 8 pieces or less and / or weighing 250 lbs. or less.

Materials must fit on the 3' x 4' push cart.

There is one cartload allowed per exhibiting company per booth for both the move-in and the move-out.

Freight that is too large or heavy will be moved by Expo Event Services at the published material handling rates. Vehicles over 3/4 ton (rental trucks, trailers or bobtails) will not be unloaded under the cartload service, Below are examples of qualifying vehicles.



The vehicle must be unloaded at the designated dock of the exhibit hall. Pushcarts will not enter parking lots or structures. There must be two people with the vehicle being unloaded. One person to go with the materials to the exhibit space and one person to remove the vehicle from the receiving dock to a parking location.

To expedite this cartload service, it is strongly recommended that you pre-order this service prior to arriving to the showsite. To receive this service at showsite, please go to the Expo Event Services service desk in the exhibit hall prior to moving the vehicle to the receiving dock. Preferential service will be given to all pre-orders.

VEHICLE SPOTTING FORM



Deadline Date February 22, 2023

Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

Payment Policy: All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no edits will be issued after the closing date of the show.

Important: To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

Exhibitors will be required to use Expo Event Services personnel for all vehicle spotting inside the exhibit hall.

Vehicle Spotting Rate:
\$425.00 Per Vehicle
(Price includes both in and out of exhibit hall)



Vehicle Type: _____ Qty: _____
Vehicle Length: _____
Vehicle Width: _____
Vehicle Height: _____
Move-In Date: _____ Time: _____

Vehicle Spotting Rules & Regulations

All vehicles coming into a convention center must have the following steps done before the Fire Marshall will inspect the facility:

1. No more than 1/4 tank of gasoline
2. Battery must be disconnected
3. Gas cap must be taped down
4. Keys should be left with Show Manager

TOTAL \$ _____

Please enter this amount on the "Payment/Charge Authorization" Form

PAYMENT POLICY



Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

Payment for Services

Expo Event Services requires payment in full at the time services are ordered. Further, Expo Event Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

Expo Event Services accepts MasterCard, AMEX and Visa. Business Checks are only accepted 2 weeks before the show, **no checks accepted at show site**. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank.*

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Expo Event Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Expo Event Services office for this show. Expo Event Services must receive your certificate by the deadline date on the order forms; or tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

If you have any questions regarding our payment policy,
please call Expo Event Services at (201) 300 - 2782
or visit our Service Center at the show.

****Exhibitors will be charged a \$25.00 fee for returned NSF checks.***

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION



Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY		EMAIL ADDRESS			BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY	
PHONE	FAX		PURCHASE ORDER NUMBER			
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT - PLEASE PRINT			DATE

CREDIT CARD CHARGE AUTHORIZATION

PROVIDE EXPIRATION DATE

EXPIRATION DATE:	MASTERCARD	VISA*	American Express
Card Expiration Date & Security Code REQUIRED (3 Digit on reverse side of card)			
Account Number:			
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE		CITY	STATE
CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PRINT	

PLEASE SIGN

Advance charges may be paid by company check but credit card information is required for freight, additional services or rentals ordered at the show site which will be invoiced to your credit card. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received.

Our Credit Policy requires 100% Payment with order for service, tax and anticipated freight. This form with your credit card information for payment of advance and show site orders must be forwarded to the Expo Event Services in order for us to provide any equipment or services. No Purchase Order Numbers will be accepted in lieu of payment. Full payment of rental charges must accompany your order to qualify for the discounted rates. ALL orders received at the Service Desk will be charged at Standard Rates. A \$25.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. TERMS: Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of 0.0575% per day, annual interest rate 21%.

Exhibitors will be responsible for all fees connected with the collection of their accounts.

Services and Equipment Ordered

If someone other than the exhibiting company is to be invoiced for items/services on this form, YOU MUST complete the "Third Party Billing" Information Form

Furniture & Accessories Order Form	\$
Display Labor Service Order Form	\$
Specialty Furniture Order Form	\$
Shipping Information and Freight Service Order Form (Non Taxable)	\$
Cart Services	\$
Other Expo Event Services' Services (Specify)	\$

FULL PAYMENT in U.S. funds drawn on a U.S. Bank

\$

CANCELLATION: Cancellation after deadline will be charged at 50% of prevailing rate.

LATE REQUEST: Request after deadline will be filled as available at the standard rate.

© Expo Event Services

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THIRD PARTY BILLING REQUEST



Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

X

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and be billed for services, we will agree to this third party billing if they supply the appropriate credit card information below. Advance payment in full must accompany your order including estimated labor and drayage charges. Additionally, both firms must sign the following statement: **WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE PRIMARILY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY FAILS TO PAY ALL CHARGES, SUCH CHARGES WILL BE PAID BY THE EXHIBITING FIRM ON DEMAND, INCLUDING ANY AND ALL FEES CONNECTED WITH THE COLLECTION OF THIS ACCOUNT.**

_____ (Exhibiting Firm) _____ (Display House/3rd Party)

By: _____ (Authorized Signatures)

Exhibiting Firm

EXHIBITING FIRM		
ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	
AUTHORIZED SIGNATURE	TITLE	
AUTHORIZED NAME (PRINT)		

Third Party

EXHIBITING FIRM		
ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	
AUTHORIZED SIGNATURE	TITLE	
AUTHORIZED NAME (PRINT)		

Credit Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE	EXPIRATION DATE <div style="background-color: yellow; height: 15px; width: 100%;"></div>	MASTERCARD VISA* American Express
	Corporate Personal	

Credit Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE	EXPIRATION DATE <div style="background-color: yellow; height: 15px; width: 100%;"></div>	MASTERCARD VISA* American Express
	Corporate Personal	

Card Expiration Date & Security Code **REQUIRED** (3 Digit on reverse side of card)

Account Number

Card Expiration Date & Security Code **REQUIRED** (3 Digit on reverse side of card)

Account Number

CARDHOLDERS NAME	PLEASE PRINT	
CARDHOLDERS BILLING ADDRESS	CITY	
STATE	ZIP	COUNTRY

CARDHOLDERS NAME	PLEASE PRINT	
CARDHOLDERS BILLING ADDRESS	CITY	
STATE	ZIP	COUNTRY

- | | |
|--------------------------------------|---|
| All Services
I & D Labor
Signs | Rental Furniture
Material Handling In & Out
Signs |
| Other (Please Specify) _____ | |

- | | |
|--------------------------------------|---|
| All Services
I & D Labor
Signs | Rental Furniture
Material Handling In & Out
Signs |
| Other (Please Specify) _____ | |

PLEASE SIGN **X** CARDHOLDER'S SIGNATURE

PLEASE SIGN **X** CARDHOLDER'S SIGNATURE

SHIPPING INFORMATION



Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

Cart Load

Freight that is too large or heavy will be moved by Expo Event Services at the published material handling rates. Vehicles over 3/4 ton (rental trucks, trailers or bobtails) will not be unloaded under the cartload service.

Vehicle Spotting

Exhibitors will be required to use Expo Event Services personnel for all vehicle spotting inside the exhibit hall. Vehicle spotting rate is \$425.00 per vehicle (price includes both in and out of hall).

All vehicles coming into a convention center must have the following steps done before the Fire Marshall will inspect the facility:

1. No more than 1/4 tank of gasoline
2. Battery must be disconnected
3. Gas cap must be taped down
4. Keys should be left with Show Manager

Freight Handling Services

Expo Event Services is prepared to receive your shipment directly to show site, or in advance via TS Shipper, the official show carrier. Advance shipments/receiving is only available through the official carrier. Direct to showsite can be scheduled with TS Shipper or a carrier of your choice.

Rates are based on the incoming weight of shipments. For rates and arrival information, see the Material Handling Order Form. Expo Event Services must have payment before forwarding freight.

Advance Warehouse Shipments

Crates, Cartons, Fiber Cases and Skidded and Non-Skidded Carpet Samples. **(ONLY IF TS SHIPPER IS USED) see Pages 25 - 29**

Rates Include:

Unloading crated freight. The warehouse cannot receive uncrated shipments. Storing at the warehouse for up to 30 days. Reloading onto trucks and delivery to the exhibit site. Unloading freight and delivery to your booth. Picking up, storing, and returning empty shipping containers. Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

To:

Name of Exhibitor AND Booth Number

For:

Bay Travel & Adventure Show

C/O:

Expo Event Services
TS Shipper Advance Freight Service

Direct Shipments to Exhibit Site

Rates Include:

Unloading freight and delivery to your booth. Picking up, storing, and returning empty shipping containers. Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

To:

Name of Exhibitor AND Booth Number

For:

Bay Travel & Adventure Show

C/O:

Expo Event Services
5001 Great America Parkway
Santa Clara, CA 95054

Please read the "Expo Event Services' Limits of Liabilities and Responsibility" for important information on freight handling.

SHIPPING GUIDELINES



Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

Shipping Guidelines

We recommend that you use TS Shipper, a freight team specializing in trade show shipping. Exhibit freight is time-sensitive, and experience counts. If you are in doubt, call Expo Event Services to assist you in planning your shipments. Take advantage of the advance shipping and receiving services provided by TS Shipper.

Please read the "Expo Event Services' Limits of Liability and Responsibility" for important information on shipping.

Shipping Charges Please prepay all shipping charges. Expo Event Services cannot accept or be responsible for collect shipments.

Bill of Lading All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise. Upon shipping, immediately send copies of bills of lading to Expo Event Services and your on-site representative. Handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Expo Event Services will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Expo Event Services will invoice the entire load at the Uncrated rate and will be unable to adjust charges later.

Consignment All shipments must be consigned c/o Expo Event Services to enable us to accept them for handling.

Shipping Labels Please use the shipping labels provided to expedite handling.

Certified Weight Receipts The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Expo Event Services will unload all shipments after your driver submits certified weight receipts at the receiving site.

Labor and Equipment Labor and equipment for unloading and loading are included with Expo Event Services freight handling rates for services. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Empty Labels Shipping cartons will be picked up, stored, and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the Service Desk and are for empty storage only.

Outgoing Shipments Shipping information, bills of lading and labels will be available at the Expo Event Services' Service Desk. Exhibitors selecting non-official carriers will own arrangements for pickup.

Labor and Equipment Labor and equipment for unloading and loading are included with Expo Event Services freight handling rates for services. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Empty Labels Shipping cartons will be picked up, stored, and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the Service Desk and are for empty storage only.

Outgoing Shipments Shipping information, bills of lading and labels will be available at the Expo Event Services Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup.

MATERIAL HANDLING ORDER FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

Arrival Date On Or Before
February 3 - 22, 2023

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight packets required for unloading.
- The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
- Loose, uncrated, or specialized carrier shipments should be sent DIRECTLY to the Convention Facility to arrive AFTER 2:00 PM on the first day of exhibit installation.
- Consignment or delivery of a shipment to Expo Event Services or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be considered as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front of this page.
- Outbound Bills of Lading must be filled out and turned into the Exhibitor Service Desk if designated carriers are to be used. The Exhibitor must make those arrangements directly with the carrier. If the designated carrier fails to show up in the required time frame, the shipment will be reconsigned to the house carrier. If no return information is provided, freight will be returned to the warehouse and storage charges will be applied.

ADVANCE RECEIVING/SHIPMENTS VIA TS SHIPPER OR DIRECT TO SHOW SITE VIA TS SHIPPER OR CARRIER OF YOUR CHOICE (200 lbs Minimum Per Shipment)

Rates Include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rate for this service is:

CRATED / SKIDDED / SPECIAL HANDLING		
	Per 100 lbs	Minimum
ST/OT	\$200.00	\$400.00
OT/OT	\$245.00	\$490.00

Rates Do Not Include: TS Shipper Trucking from your facility to the advance receiving warehouse/ to show site

SMALL PACKAGES

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling charges.

FIRST CARTON	\$95.00	\$ 95.00	First Carton
EACH ADDITIONAL CARTON	\$25.00	\$ _____	Each Additional Carton

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping:	lbs. @	per 100 lbs., 200 lbs minimum per shipment	\$
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We will be shipping approximately	number of pieces.
-----------------------------------	-------------------

Our shipment will be sent to	Exhibit Site	Warehouse on:	via:
------------------------------	--------------	---------------	------

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$

KEY INFORMATION FORM



Bay Travel & Adventure Show

Deadline Date February 22, 2023

Santa Clara Convention Center

March 4 - 5, 2023

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

Inbound Freight Information(TS Shipper Shipment(s) Only)

Carrier _____ Shipped By _____ Date _____
Number of Pieces _____ Weight _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) Warehouse Showsite

Set-up Information for Expo Event Services' Installation

Set Up Drawings Attached _____
Set Up Drawings With Exhibit _____
Case/Crate Number _____
Number of Workers required for set up _____
Special Equipment Required _____
Own Carpet Color _____
Padding _____
Approximate time for set up _____

Did You Order —

Electrical	Yes	No	Electrical Under Carpet	Yes	No
Electrical Drawings	Attached		Sent to the Official Electrical Contractor	With the Exhibit	
Booth Cleaning	Yes	No	Other Items	_____	
Furniture	Yes	No		_____	
A/V Furniture	Yes	No		_____	
Telephone	Yes	No		_____	

Outbound Freight Information

Outbound Freight Charges _____
Prepaid Collect
Bill To _____
Consigned To _____
Address _____
City/State/Zip _____
Second Consignee _____
Address _____
City/State/Zip _____
Method Common Carrier AirFreight Vanline Other _____
Carrier (if known) _____
Contact _____ Phone _____

Emergency Contact Information / Showsite Contact

Name _____ Title _____
Telephone _____
Other Means of Contacting This Person _____
Contact's Hotel _____ Arrival _____ Departure _____
Purchasing Authorization Yes No

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. COPIES OF LABELS ARE ACCEPTABLE IF ADDITIONAL LABELS ARE NEEDED.

WAREHOUSE LABEL

SHOW SITE LABEL

RUSH!

RUSH!

EXHIBITION FREIGHT

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BEFORE
FEBRUARY 3 - 22, 2023**

**MUST ARRIVE
BY MARCH 2, 2023 (1PM - 5PM)
MARCH 3, 2023 (8AM - 4PM)**

TO: _____
(EXHIBITOR'S NAME)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES 

C/O: EXPO EVENT SERVICES 

TS SHIPPER ADVANCE FREIGHT SERVICE
(advance warehousing is ONLY available if TS shipper is the carrier and the address will be provided from TS shippers once your transportation arrangements have been finalized)

Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

Booth: _____ Number _____ of _____ Pcs.
Carrier: TS SHIPPER

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____

WAREHOUSE LABEL

SHOW SITE LABEL

RUSH!

RUSH!

EXHIBITION FREIGHT

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BEFORE
FEBRUARY 3 - 22, 2023**

**MUST ARRIVE
BY MARCH 2, 2023 (1PM - 5PM)
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TO: _____
(EXHIBITOR'S NAME)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES 

C/O: EXPO EVENT SERVICES 

TS SHIPPER ADVANCE FREIGHT SERVICE
(advance warehousing is ONLY available if TS shipper is the carrier and the address will be provided from TS shippers once your transportation arrangements have been finalized)

Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

Booth: _____ Number _____ of _____ Pcs.
Carrier: TS SHIPPER

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. COPIES OF LABELS ARE ACCEPTABLE IF ADDITIONAL LABELS ARE NEEDED.

WAREHOUSE LABEL

SHOW SITE LABEL

RUSH!

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**MUST ARRIVE ON OR BEFORE
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BY MARCH 2, 2023 (1PM - 5PM)
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TO: _____
(EXHIBITOR'S NAME)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES  EXPO
EVENT SERVICES

C/O: EXPO EVENT SERVICES  EXPO
EVENT SERVICES

TS SHIPPER ADVANCE FREIGHT SERVICE
(advance warehousing is ONLY available if TS shipper is the carrier
and the address will be provided from TS shippers once your transportation arrangements have been finalized)

Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

Booth: _____ Number _____ of _____ Pcs.
Carrier: TS SHIPPER

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____

WAREHOUSE LABEL

SHOW SITE LABEL

RUSH!

RUSH!

EXHIBITION FREIGHT

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BEFORE
FEBRUARY 3 - 22, 2023**

**MUST ARRIVE
BY MARCH 2, 2023 (1PM - 5PM)
MARCH 3, 2023 (8AM - 4PM)**

TO: _____
(EXHIBITOR'S NAME)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES  EXPO
EVENT SERVICES

C/O: EXPO EVENT SERVICES  EXPO
EVENT SERVICES

TS SHIPPER ADVANCE FREIGHT SERVICE
(advance warehousing is ONLY available if TS shipper is the carrier
and the address will be provided from TS shippers once your transportation arrangements have been finalized)

Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

Booth: _____ Number _____ of _____ Pcs.
Carrier: TS SHIPPER

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____



Reserve Your Shipment Today with the Official Show Carrier

Fast, Reliable, Secure Trade Show Transportation!



Santa Clara, CA
Santa Clara Convention Center
March 4 - 5, 2023



Don't wait for your freight, let your freight wait for you!

TS SHIPPER is the most comprehensive shipping company that directly services the trade show industry.
TS SHIPPER specializes in time sensitive trade show freight, across the country!

Freight Services

- Local Deliveries
- Ground Shipments
- Air Shipments
- Caravan Services
- Storage
- Full Truck Load Services

*** Personal presence at the shows to make sure everything goes smoothly
*** Special discounted Show Rates *** Pre-printed bills of lading and shipping labels

Requesting a shipping quote has never been easier – 3 ways to contact us



EMAIL US AT INFO@TSSHIPPER.COM



CALL US AT 216-566-5953



GO ONLINE AT WWW.TSSHIPPER.COM



1700 York Avenue, Suite 2T, New York, NY 10128
 Phone: (216) 566-5953 Fax: (866) 728-3775

Show Name: _____
 Show Dates: _____
 Venue: _____

CONTACT INFORMATION

COMPANY: _____ CONTACT NAME: _____
 ADDRESS: _____
 PHONE: _____ EMAIL: _____

PICK UP LOCATION

COMPANY NAME: _____ CONTACT NAME: _____
 STREET ADDRESS: _____
 CITY _____ STATE / COUNTRY: _____
 ZIP / POSTAL CODE: _____ PHONE: _____

SHIPPING DESTINATION

COMPANY NAME: _____
 SHOW NAME _____ BOOTH #: _____
 STREET ADDRESS: _____ CITY _____
 STATE / COUNTRY: _____ ZIP / POSTAL CODE: _____
 ONSITE CONTACT: _____ PHONE: _____

TYPE OF SERVICE

Truck Load	Deferred	2 nd Day Air
Overnight Air	Economy / Standard Group	3 rd Day Air

ADDITIONAL SERVICES

Lift Gate	Residential	Inside Pick Up
-----------	-------------	----------------

Declared Value \$ _____ (Declared Value can not exceed \$10,000)

Phone: 216-566-5953

Email: info@tsshipper.com

Quick Quote: Tsshipper.com



1700 York Avenue, Suite 2T, New York, NY 10128
 Phone: (216) 566-5953 Fax: (866) 728-3775

Show Name: _____
 Show Dates: _____
 Venue: _____

SHIPPING INFORMATION

Pickup Date: _____ Pick Up Time: _____ (4 hour window)
 Delivery Date: _____ Delivery Time: _____ (4 hour window)

Number of Pieces	Length	Width	Height	Weight
Hazardous Materials: YES NO			Total Weight:	

ADDITIONAL INFORMATION OR INSTRUCTIONS

For an online Quick Quote, go to www.tsshipper.com
 Send completed form to info@tsshipper.com or fax to
 866-728-3775 For questions call us at 216-566-5953

Phone: 216-566-5953

Email: info@tsshipper.com

Quick Quote: TSshipper.com



1700 York Avenue, Suite 2T, New York, NY 10128
Phone: (216) 566-5953 Fax: (866) 728-3775

Show Name: _____

Show Dates: _____

Venue: _____

PAYMENT AUTHORIZATION

EXHIBITING COMPANY: _____

BOOTH # _____

ADDRESS: _____

SHOW: _____

ONSITE CONTACT: _____

ORDERED BY: _____

CELL: _____

PHONE: _____

QUOTED AMOUNT:

EMAIL: _____

\$ _____

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION DENOTES ACCEPTANCE ON ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

Terms:

TS Shipper requires a credit card authorization prior to handling any freight. Final freight charges must be settled in advance off freight pick up / delivery via credit card, company check or wire transfers. Services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payment made by check must be in US Dollars from a US Bank

Company Check: Make Payable to TS Shipper LLC and reference the Show Name on the check. Return checks are subject to a \$25.00 bounced check fee. All Checks require a credit card on file. **Mail Check to:** TS Shipper LLC, 1700 York Avenue, Suite 2T, New York, NY 10128

Wire Transfer: If paying by wire transfer for TS Shipper LLC, include a \$25.00 surcharge for bank fees. **Call for wire transfer details.**

Credit Card: For your convenience, TS Shipper LLC will use this authorization to charge your credit card account for your advance order, not paid by check or wire transfer, and any additional transportation orders placed by your show site representative.

TS Shipper LLC is not associated with the show decorator and material handling charges incurred for the movement of your freight from the show dock to your booth is the sole responsibility of you / the exhibiting company.

Payment Information:

VISA MasterCard American Express

Credit Card Number: _____

Expiration Date: _____ / _____ VID Code: _____ Visa / Master Card (3 digits), Amex (4 digits)

Name (as it appears on the card): _____

_____ / _____ / _____
Cardholder's Signature Date

Credit Card Billing Address:

Street: _____

City: _____ State: _____

Zip Code: _____ Country: (if not US) _____

Telephone: _____ Email: _____

The above cardholder named hereby authorizes TS Shipper LLC to charge my card.

As the credit card holder, I also authorize TS Shipper LLC to charge my credit card for future purchases verbally approved by me.

Authorization Valid Until: _____ / _____ Initials Here: _____



TS SHIPPER OUTBOUND FORM

1700 York Avenue, Suite 2T, New York, NY 10128
Phone: (216) 566-5953 Fax: (866) 728-3775
Email: info@tsshipper.com

Show Name _____

Show Dates _____

Venue _____

Company Name _____

Booth Number _____

OUTBOUND SHIPMENT DETAILS

Company / Business Name		
Street Address		
Show Name (if applicable)	City	State
Contact Name & Number	Zip/Postal Code	

Economy / Deferred (4 - 7 Business Days)

2nd Day

3rd Day

Next Day

Piece Count Estimate _____ Total Weight Estimate _____

Additional Information or Instructions

BOOTH PACKAGE RENTALS



Bay Travel & Adventure Show

Santa Clara Convention Center

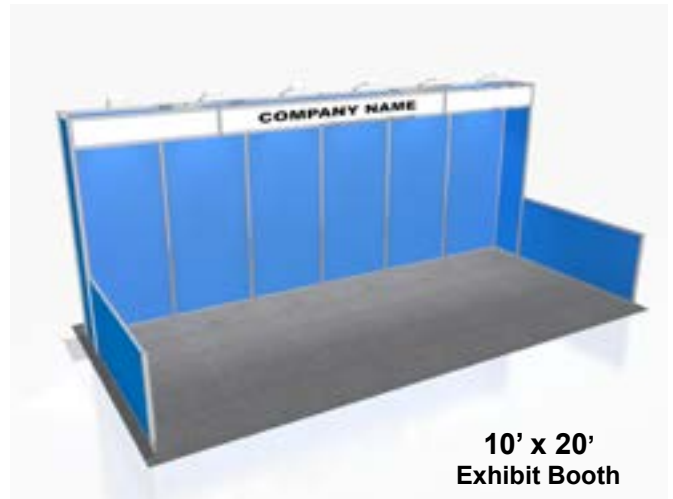
March 4 - 5, 2023

Deadline Date February 22, 2023

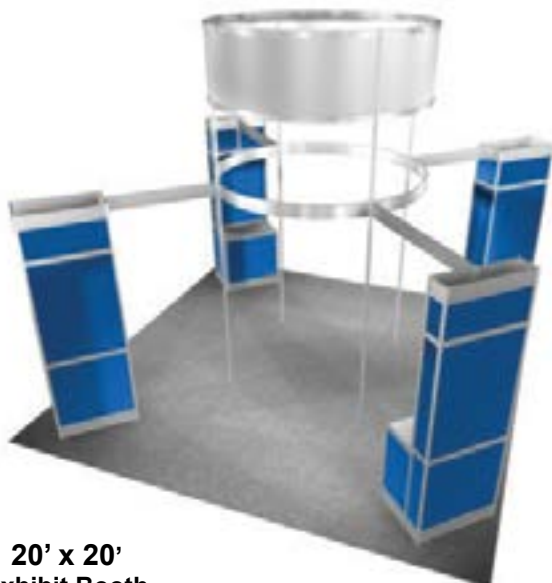
EXPO EVENT SERVICES IS COMMITTED TO MAKING YOUR EXPOSITION EXPERIENCE A SUCCESS. WE OFFER CUSTOM BOOTH AND PAVILLION RENTAL PACKAGES THAT WILL PROMOTE YOUR BRAND, SAVE YOU MONEY AND TIME.



10' x 10'
Exhibit Booth



10' x 20'
Exhibit Booth



20' x 20'
Exhibit Booth

orders@expoeventservices.com

BOOTH PACKAGE ACCESSORIES



Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

Deadline Date February 22, 2023

SHELVES / GONDOLAS

	Qty	Price	Total
12" Deep x 1 Meter Straight Shelf	_____	x \$109.00	_____
12" Deep x 1 Meter Angled Shelf	_____	x \$139.00	_____
12" Deep x 1 Meter x 5' One-Sided Gondola	_____	x \$387.00	_____
12" Deep x 1 Meter x 5' Two-Sided Gondola	_____	x \$500.00	_____



CABINETS / COUNTERS

	Qty	Price	Total
1 Meter x 1/2 Meter 36" _____ 42" _____ Panel Color _____	_____	x \$633.00	_____
2 Meter x 1/2 Meter 36" _____ 42" _____ Panel Color _____	_____	x \$887.00	_____
1 Meter Radius 36" _____ 42" _____ Panel Color _____	_____	x \$944.00	_____



LIGHT FIXTURES (Electricity Not Included)

	Qty	Price	Total
Clip On Light (75 watt)	_____	x \$74.00	_____
Stem Light (75 wall halogen)	_____	x \$156.00	_____
Track Light (300 watt)	_____	x \$423.00	_____
4' Fluorescent Fixture	_____	x \$107.00	_____
6' Fluorescent Fixture	_____	x \$165.00	_____
8' Fluorescent Fixture	_____	x \$207.00	_____



orders@expoeventservices.com

BOOTH PACKAGE RENTAL ORDER FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

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Deadline Date February 22, 2023

Basic Package Cost Includes:	Package	Base Rental Rate
Installation & Dismantle	10x10	\$ _____
Carpet w/ Visqueen	10x20	\$ _____
1 Header w/ Company Name	10x30	\$ _____
	20x20	\$ _____

Step 1 + Step 2 = Base Rental Rate

Step 3: Now Pick Your Accessories

Customized Booths in 3 Easy Steps

Step 1: Pick Your Booths Shell Size

- 10x10
- 10x20
- 10x30
- 20x20

Step 2: Pick Your Standard Carpet Color

- Black
- Blue
- Green
- Gray
- Red
- Burgundy
- White

Step 3: Pick Your Accessories

Standard Furniture
& Accessories (Page 38-39)

Special Event & Trade
Show Furnishing (Pages 40-65)

Hard wall Accessories
(Page 28)

List Selection / Qty

List Selection / Qty

List Selection / Qty

The completed Booth Rental Order Form should be emailed to info@expoeventservices.com.

What Happens Next

An Expo Event Services Designer will contact you to review your order, recommend graphic design options and send you a Booth Rental estimate.

SIGNAGE & GRAPHIC ORDER FORM



Bay Travel & Adventure Show

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RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

DIGITAL INKJET SIGNS

Rates based on one color copy, white showcard, 10 words or less

Qty	Size/Description	Discount Price	Standard Price	Total Price
	8.5" x 11"	\$47.00	\$61.00	
	11" x 17"	\$55.00	\$72.00	
	14" x 22"	\$67.00	\$87.00	
	22" x 28"	\$83.00	\$108.00	
	24" x 36"	\$165.00	\$215.00	
	30" x 40"	\$181.00	\$235.00	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Background Color: _____ Copy Color: _____

Select Lay-out: Vertical Horizontal

Select Font Style: Corporate Jazzy

Expo Event Services, Inc., can meet any sign or graphic requirements you have. Please contact us at 201.994.1303 if you have any questions or need additional information. **Indicate sign copy Here (please attach additional sign copy if required)**

SUBTOTAL = _____ + TAX @ 9.13% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the standard Rates *NO EXCEPTIONS*

Cancellation Policy: All orders are non-refundable once ordered and processed.

GRAPHIC FILE SUBMISSION GUIDELINES



Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

Deadline Date February 22, 2023

We want your graphics to look their best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. In order to produce your graphics at the highest quality and facilitate the transfer of your files to us for production, we are pleased to provide you with this graphic file submission document. Note - the basic cost of graphic production is typically included in your sales quote. Additional prep work on supplied files may require additional fees. Please contact Expo Event Services for details.

File Formats

Program

Adobe Illustrator
Adobe Photoshop
Adobe InDesign
Adobe Acrobat

Preferred File (type)

ai, eps
tiff , psd, jpeg (high quality)
indd (include links)
PDF (press quality setting)

File Transfer Options

Media

Flash Drive
E-mail Attachments
FTP
DropBox

Note

With attached fonts and links
Limited to maximum size 5MB
zip or compression preferred
File sharing

Files obtained from the internet or artwork created in MS Office application (Word, Excel, Power Point, etc.) are often not suitable for high quality output, and typically require additional fees. Artwork should be created to full size - however for larger files i.e. Banner - artwork at 1/4 scale of actual size is acceptable. Scans should be no smaller than 300dpi at 1/4 size. To avoid additional fees associated with these file types, please supply files, at a minimum, two weeks prior to your show.

Vector Artwork

For the best quality in large format printing, artwork should be created and supplied in vector format (.ai or .eps), unless the image is a photo or image file (see bitmap/raster below). Logos and images taken from websites are generally gif's. Gif files are not acceptable as they are low resolution and will NOT print clearly. Artwork which is going to be produced in vinyl - i.e: solid company logo's or text, must be supplied in a vector format (.ai or .eps). Converting bitmap images to vector for vinyl production is a typical issue that may incur additional fees.



EXPO
EVENT SERVICES



EXPO
EVENT SERVICES

gif@400%

.ai / .eps@400%

Bitmap/Raster Artwork

JPEG/TIFF- We accept these formats but the original artwork must be of sufficient high resolution- 300dpi - and to size as needed for print - in order to print at the best quality.

PDF- These are print files only and can NOT be altered or versioned to fit different sizes. Artwork must be set up at the correct proportion and at print ready quality. Make sure images are saved at high resolution (300dpi).



Color Set Up

If your artwork utilizes PANTONE MATCHING SYSTEM (PMS), please supply a Pantone color reference. Note that Pantone colors are matched to the best possible interpretation for the specific output device and material printed on. If you would like us to match existing graphics, please provide hard copy of the graphics for reference. If your artwork utilizes CMYK values, the printer will use those.



Fonts

Convert all fonts into outlines or paths prior to uploading the files. Also please provide ALL FONTS utilized in your files. This is in case we need to edit copy or if some fonts were not converted to paths or outlines.

HANGING SIGNS/BANNERS INFORMATION FORM



Bay Travel & Adventure Show

Deadline Date February 22, 2023

Santa Clara Convention Center

March 4 - 5, 2023

*** NON - ELECTRICAL SIGNS & BANNERS ONLY

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

PLEASE PROVIDE THE FOLLOWING INFORMATION

Regardless of previous usage, an authorized signature is required on the Guarantee of Structural integrity Statement form and the following information is to be completed.

IMPORTANT NOTE

All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
 All overhead rigging/hanging must be assembled, installed and removed by Expo Event Services certified riggers.
 Exhibitors are **REQUIRED** to include hanging/setup instructions and orientation diagrams in advance.
 Electrical signs must be in working order and in accordance with the National Electric Code. Electrical services must be ordered through the electrical service provider (form included in manual).

STRUCTURE DESCRIPTION

Include blue print or drawing containing detailed information so hanging anchor points can be determined.

Type of Material:

Cloth Metal Wood Plastic Truss
 Other: _____

Truss Only:

12" box 20" box Other: _____

Shape of Structure:

Circle Rectangle Square Triangle
 Other: _____

Size (in feet):

_____ (H) x _____ (L) x _____ (W) x _____ (D)
height length width diameter

Additional Notes/Description:

STRUCTURE DESCRIPTION (continued)

Weight of Hanging Structure: _____ lbs
 Any hanging structure that weighs in excess of 100 lbs will require the employment of chain motors.

Are you using chain motor(s)?

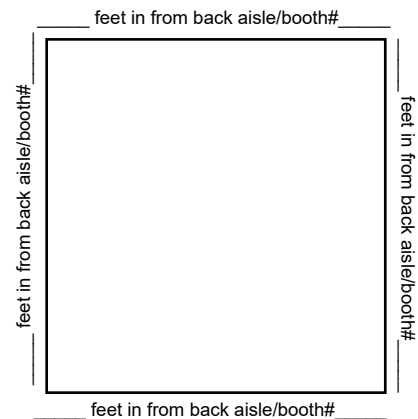
- No
- Yes (Quantity: _____)
 - Expo Events Provided
 - Exhibitor Provided

CHAIN MOTORS				
QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	\$584.00	\$759.00	
	1 Ton Chain Motor	\$731.00	\$950.00	

- If your hanging structure is 100 lbs or more, please submit a **CERTIFIED WEIGHT BILL** and a **CERTIFIED STRUCTURAL ENGINEERED DRAWING**.
- All truss structures require a **CERTIFIED WEIGHT BILL**.

PLACEMENT DIAGRAM

Provide an overview sketch of how your sign should be hung in your booth in the box below. Place booth dimensions/booth number in the lines provided.



Number of feet from floor to bottom of sign: _____ ft

Would you like your sign centered over your booth?

- Yes
- No (I will provide an overhead sketch)

HANGING SIGNS/BANNERS ORDER FORM



Bay Travel & Adventure Show

Deadline Date February 22, 2023

Santa Clara Convention Center

March 4 - 5, 2023

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316		
COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

IMPORTANT NOTES

Expo Event Services certified riggers are required to assemble, install and remove all hanging signs to ensure structural integrity. Any signs that are not assembled by approved EES certified riggers are subject to an inspection fee.

Expo Event Services riggers are required to install and remove all hanging truss to ensure structural integrity.

Assembly/disassembly labor rates are per man, per hour with a one (1) hour minimum.

Overhead sign hang rates are per lift and crew, per hour with a one (1) hour minimum.

Expo Event Services will process requests for assembly and rigging in the order they are received and will make attempts to honor all requested start times. Should hanging signor supervision not be present at the time the crew arrives a one (1) hour minimum charge will apply.

Additional charges will apply for any cables, connectors or other rquipment deemed necessary to safely complete the installation of overhead sign or truss system. A EES certified rigger will determine such requirements onsite.

PLEASE INDICATE METHOD OF SUPERVISION YOU REQUIRE:

OK TO PROCEED WITHOUT EXHIBITOR SUPERVISION
 WAIT FOR EXHIBITOR SUPERVISION
 DISPLAY HOUSE TO SUPERVISE

SIGN ASSEMBLY / DISASSEMBLY LABOR

Please indicate who will supervise ASSEMBLY:

EES Supervision
 Exhibitor/Display House Supervision

Please indicate who will supervise DISASSEMBLY:

EES Supervision
 Exhibitor/Display House Supervision

SIGN ASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$232.00	\$302.00	
	OT	\$382.00	\$497.00	
	Holiday	\$471.00	\$612.00	
EES Supervision: _____ x 30% =				
		(Assembly total)	(\$40.00 minimum)	

SIGN DISASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$232.00	\$302.00	
	OT	\$382.00	\$497.00	
	Holiday	\$471.00	\$612.00	
EES Supervision: _____ x 30% =				
		(Assembly total)	(\$40.00 minimum)	

Date of Assembly: _____
 Requested Start Time: _____

Date of Disassembly: _____
 Requested Start Time: _____

OVERHEAD SIGN RIGGING LABOR

RIGGING INSTALLATION				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$1,017.00	\$1,322.00	
	OT	\$1,317.00	1,712.00	
	Holiday	\$1,581.00	\$2,055.00	

Date of Assembly: _____
 Requested Start Time: _____

RIGGING REMOVAL				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$1,017.00	\$1,322.00	
	OT	\$1,317.00	1,712.00	
	Holiday	\$1,581.00	\$2,055.00	

Date of Disassembly: _____
 Requested Start Time: _____

* There may be an additional charge of \$100.00 per hang point for signage being installed from the "unistrut" ceiling structure.

** In areas of certain convention centers, "high" hang point rigs must be installed prior to anything being hung from the "high" ceiling. If hang point rigs are required, the additional charge will be \$150.00 for each hang point rig. These points are in addition to the quoted rates.

IN-BOOTH FORKLIFT LABOR ORDER FORM



Bay Travel & Adventure Show

Deadline Date February 22, 2023

Santa Clara Convention Center

March 4 - 5, 2023

ST (STRAIGHT TIME): 8:00 AM to 4:30 PM - Monday through Friday
 OT (OVERTIME): 4:30 PM to 8:00 AM - Monday through Friday (all day Saturday & Sunday)
 DT (DOUBLE TIME): All hours Sunday and all scheduled union holidays

Exhibitors may need to order a forklift and/or rigging crew to assemble displays or to uncrate, unskid, position or re-position equipment or machinery and to re-crate or re-skid that equipment or machinery. The determination of the required crew size will be at the discretion of the official general service contractor.

Please Note: Exhibitor supervision of ALL labor is mandatory. Start times for forklift/rigging crew labor will only be guaranteed when labor is requested for the start time of the work day (8:00am). At the completion of work performed, your company's representative will return with the crew to the Expo Event Service Desk and approve the documented hours on the work order. Cancellation of previously ordered equipment or labor less than 48 hours prior to the start time you have scheduled will result in a one hour forklift and one hour rigger "cancellation fee". If you, the exhibitor, fail to use the forklift/rigger(s) confirmed on this order, a "no-show fee" of one hour per forklift/rigger(s) ordered will be assessed to the credit card you have on file.

LABOR RATES PER HOUR (one hour minimum)

Forklift and Operator	ST	\$264.00	\$343.00
	OT	\$369.00	\$480.00
	DT	\$532.00	\$692.00
Additional Rigger	ST	\$211.00	\$274.00
	OT	\$349.00	\$454.00
	DT	\$428.00	\$556.00

1. Forklift and Operator Installation Estimated Labor

_____	_____	_____	X	_____	X \$	_____	= \$	_____
Date	Start Time	# of Forklifts		# of Hours		Rate		Sub Total

Dismantle Estimated Labor

_____	_____	_____	X	_____	X \$	_____	= \$	_____
Date	Start Time	# of Forklifts		# of Hours		Rate		Sub Total

2. Additional Riggers Installation Estimated Labor

_____	_____	_____	X	_____	X \$	_____	= \$	_____
Date	Start Time	# of Forklifts		# of Hours		Rate		Sub Total

Dismantle Estimated Labor

_____	_____	_____	X	_____	X \$	_____	= \$	_____
Date	Start Time	# of Forklifts		# of Hours		Rate		Sub Total

TOTAL \$ _____

DISPLAY LABOR ORDER FORM



Bay Travel & Adventure Show

Deadline Date February 22, 2023

Santa Clara Convention Center

March 4 - 5, 2023

RETURN TO:	Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316		
COMPANY	EMAIL ADDRESS	BOOTH NUMBER	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT		DATE
X			

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

1. Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
2. Exhibitor may unpack and place merchandise.
3. Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

DISPLAY LABOR (One Hour Minimum per Worker)

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No Show" charge per worker will apply.

Labor		Rates: per person/per hour	
		Discount Price	Standard Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$211.00	\$274.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$349.00	\$454.00
Double Time	Sundays and Holidays	\$427.00	\$555.00

INSTALLATION LABOR

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$
						\$

EXPO EVENT SERVICES will provide the following service:

1. Unpack and install display labor before exhibitor arrival at show site
 2. Dismantle, pack and arrange to ship display after show closing
- A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments.

GRATUITIES IN

ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY

EXPO EVENT SERVICES. EXPO EVENT SERVICES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

DISMANTLE LABOR

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$
						\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

IMPORTANT NOTICE

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. Expo Event Services will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of Expo Event Services is limited to a max of 50% of total labor not to exceed \$1000.00.

DISPLAY LABOR INFORMATION FORM



Bay Travel & Adventure Show

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Santa Clara Convention Center

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COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

INBOUND SHIPPING INFORMATION

Carrier: _____ Carrier Phone #: _____
Shipped to: Warehouse Show Site From City/St: _____ Date: _____
Total # of: Crates Cartons Fibercases Other: _____

SET-UP INFORMATION

Set-up Plans/Photo: Attached To be sent With Exhibitor In Crate # _____
Carpet: With Exhibit Rented from Expo Event Services Color Size _____
Electric Placement: Drawing Attached Drawing with Exhibit Electrical Under Carpet
Comments: _____

Graphics: With Exhibit Shipped Separately
Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____

Method: Common Carrier Air Freight Van Line Other: _____
Carrier (If Known): _____
Freight Charges: Prepaid Bill To: _____
Collect _____

Please Note: Expo Events Services will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Special Instructions/Comments: _____

Emergency Contact:
Name: _____ Phone: _____

STANDARD CARPET ORDER FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

STANDARD CARPET



Black



Blue



Green



Gray



Red



Burgundy



White

Qty	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$324.00	\$421.00	
	10' x 20' Booth Carpet	\$673.00	\$875.00	
	10' x 30' Booth Carpet	\$1,009.00	\$1,312.00	

Standard Cut

Standard carpet pricing includes delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for an additional minimal fee. Colors available in both 16oz. and 28 oz.. Colors may vary from the samples swatches listed

CUSTOM CARPET



Black



Blue



Green



Gray



Red



Burgundy



White

Qty	Item	Discount	Standard	Total
	Carpet Cut Carpet	\$8.97sq.ft.	\$11.70 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

Custom Cut

Custom carpet pricing includes delivery, installation, carpet tape, visqueen and carpet removal. Colors available in both 16oz. and 28 oz.. Colors may vary from the samples swatches listed

PADDING

Qty	Item	Discount	Standard	Total
	Custom Padding - 1/2"	\$2.25 sq.ft.	\$2.93 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = _____ + TAX @ 9.13% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

STANDARD FURNITURE



Bay Travel & Adventure Show

Santa Clara Convention Center

March 4 - 5, 2023

Deadline Date February 22, 2023

Chairs



Upholstered Side Chair



Upholstered Tall Stool

Pedestal Tables



30" High Black Table



42" High Black Table

Draped & Undraped Tables



Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

STANDARD FURNITURE & ACCESSORIES ORDER FORM



Bay Travel & Adventure Show

Deadline Date February 22, 2023

Santa Clara Convention Center

March 4 - 5, 2023

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

	Qty	Item	Discount Price	Standard Price	Color	Total Price
CHAIRS		Upholstered Chair	\$143.00	\$186.00	N/A	
		Tall Black Stool	\$183.00	\$238.00	N/A	
UNDRAPED TABLES		4' x 24" x 30" Undraped Table	\$133.00	\$173.00	N/A	
		6' x 24" x 30" Undraped Table	\$144.00	\$187.00	N/A	
		8' x 24" x 30" Undraped Table	\$166.00	\$216.00	N/A	
UNDRAPED COUNTERS		4' x 24" x 42" Undraped Counter	\$144.00	\$187.00	N/A	
		6' x 24" x 42" Undraped Counter	\$163.00	\$212.00	N/A	
		8' x 24" x 42" Undraped Counter	\$179.00	\$233.00	N/A	
DRAPED TABLES	Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 30" High Draped Table	\$238.00	\$309.00		
		6' x 24" x 30" High Draped Table	\$265.00	\$345.00		
		8' x 24" x 30" High Draped Table	\$300.00	\$390.00		
		4th side Draped – 30"	\$102.00	\$133.00		
DRAPED COUNTERS	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 42" High Draped Counter	\$268.00	\$384.00		
		6' x 24" x 42" High Draped Counter	\$310.00	\$403.00		
		8' x 24" x 42" High Draped Counter	\$354.00	\$460.00		
		4th side Draped – 42"	\$122.00	\$159.00		
DRAPE	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		3' High Banjo Drape (4 ft. min. order)	\$29.00 /ft	\$38.00 /ft		
		8' High Banjo Drape (4 ft. min. order)	\$34.00 /ft	\$44.00 /ft		
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$386.00	\$502.00	N/A	
		30" x 42" High Pedestal Table	\$440.00	\$572.00	N/A	
ACCESSORIES		Chrome Easel	\$94.00	\$122.00	N/A	
		Wastebasket	\$62.00	\$81.00	N/A	
		Retractable Stanchion	\$227.00	\$295.00	N/A	
		Coat Tree	\$94.00	\$122.00	N/A	

SUBTOTAL = _____ + TAX @ 9.13% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.



TRADE SHOW

2023 FURNITURE PRICE LIST

LEATHER COLLECTIONS

PARMA



Parma Sofa
79"W x 37"D x 36"H
Trade Show Price: \$669.00



Parma Loveseat
56"W x 37"D x 36"H
Trade Show Price: \$644.00



Parma Chair
33"W x 37"D x 36"H
Trade Show Price: \$503.00



Parma Bench Ottoman
60"W x 24"D x 17"H
Trade Show Price: \$345.00

SOPHISTICATION



Sophistication Sofa
72"W x 31"D x 48"H
Trade Show Price: \$802.00



Sophistication Loveseat
48"W x 31"D x 48"H
Trade Show Price: \$542.00



Sophistication Chair
24"W x 31"D x 48"H
Trade Show Price: \$407.00



Sophistication Corner
31"Square x 48"H
Trade Show Price: \$407.00



Sophistication Ottoman
31"Square x 19"H
Trade Show Price: \$306.00

WHISPER



Whisper Sofa
87"W x 37"D x 35"H
Trade Show Price: \$777.00



Whisper Loveseat
61"W x 37"D x 35"H
Trade Show Price: \$745.00



Whisper Chair
35"W x 37"D x 35"H
Trade Show Price: \$618.00



Whisper Bench Ottoman
60"W x 24"D x 17"H
Trade Show Price: \$345.00



FABRIC COLLECTIONS

AURORA



Aurora Sofa
90"W x 33"D x 30"H
Trade Show Price: \$941.00



Aurora Chair
39"W x 33"D x 30"H
Trade Show Price: \$560.00

CHATEAU



Chateau Sofa
82"W x 35"D x 36"H
Trade Show Price: \$941.00



Dijon Chair
24"W x 29"D x 35"H
Trade Show Price: \$407.00



Elan Chair
30"W x 29"D x 37"H
Trade Show Price: \$407.00



Marteen Chair
23"Square x 40"H
Trade Show Price: \$407.00

CROMWELL



Cromwell Sofa
78"W x 32"D x 29"H
Trade Show Price: \$941.00



Cromwell Chair
32"W x 32"D x 29"H
Trade Show Price: \$560.00

JADE



Jade Sofa
82"W x 36"D x 34"H
Trade Show Price: \$777.00



Jade Chair
32"W x 36"D x 34"H
Trade Show Price: \$453.00



Jade Bench Ottoman
48"W x 24"D x 19"H
Trade Show Price: \$345.00



FABRIC COLLECTIONS

MADISON



Madison Sofa
86"W x 34"D x 34"H
Trade Show Price: \$777.00



Madison Chair
33"W x 34"D x 34"H
Trade Show Price: \$453.00



Madison Bench - Sky
48"W x 24"D x 17"H
Trade Show Price: \$319.00



Madison Ottoman - Apricot
24"Square x 17"H
Trade Show Price: \$204.00



Madison Ottoman - Sand Dollar
24"Square x 17"H
Trade Show Price: \$204.00



Madison Ottoman - Sunflower
24"Square x 17"H
Trade Show Price: \$204.00



Madison Ottoman - Willow
24"Square x 17"H
Trade Show Price: \$204.00

MANGO



Mango Sofa
95"W x 36"D x 34"H
Trade Show Price: \$941.00



Mango Chair
39"W x 34"D x 34"H
Trade Show Price: \$560.00



Mango Ottoman
28"W x 25"D x 19"H
Trade Show Price: \$319.00

MONACO



Monaco Sofa
84"W x 35"D x 34"H
Trade Show Price: \$1,005.00



Monaco Chair
36"W x 35"D x 34"H
Trade Show Price: \$624.00



Monaco Oval Ottoman
48"W x 24"D x 17"H
Trade Show Price: \$363.00

FABRIC COLLECTIONS

MONTANA MOCHA



Montana Mocha Sofa
79"W x 35"D x 34"H
Trade Show Price: \$630.00



Montana Mocha Loveseat
57"W x 35"D x 34"H
Trade Show Price: \$554.00



Montana Mocha Chair
35"Square x 34"H
Trade Show Price: \$427.00

NIKO



Niko Sofa
81"W x 30"D x 38"H
Trade Show Price: \$828.00



Niko Loveseat
58"W x 30"D x 38"H
Trade Show Price: \$757.00



Niko Chair
31"W x 30"D x 38"H
Trade Show Price: \$630.00

OLIVER



Oliver Sofa
90"W x 34"D x 34"H
Trade Show Price: \$941.00



Oliver Chair
37"W x 34"D x 34"H
Trade Show Price: \$560.00

PENELOPE



Penelope Sofa
96"W x 36"D x 36"H
Trade Show Price: \$941.00



Penelope Chair
35"W x 36"D x 40"H
Trade Show Price: \$560.00



Penelope Ottoman
24"Round x 15"H
Trade Show Price: \$319.00



FABRIC COLLECTIONS

REGALE



Regale Sofa

78"W x 35"D x 39"H

Trade Show Price: \$941.00



Regale Chaise

26"W x 73"D x 39"H

Trade Show Price: \$814.00



Regale Chair

24"W x 22"D x 40"H

Trade Show Price: \$407.00



Regale Bench Ottoman

48"W x 24"D x 18"H

Trade Show Price: \$407.00

SUAVE MIDNIGHT



Suave Midnight Sofa

77"W x 36"D x 33"H

Trade Show Price: \$586.00



Suave Midnight Loveseat

54"W x 36"D x 33"H

Trade Show Price: \$509.00



Suave Midnight Chair

32"W x 36"D x 33"H

Trade Show Price: \$382.00



Suave Midnight Scoop Ottoman

31"W x 25"D x 20"H

Trade Show Price: \$217.00

WINSTON



Winston Sofa

93"W x 39"D x 34"H

Trade Show Price: \$941.00



Winston Chair

47"W x 38"D x 33"H

Trade Show Price: \$542.00



Winston Bench Ottoman

48"W x 24"D x 15"H

Trade Show Price: \$345.00

LEATHER COLLECTIONS

2023 TRADE SHOW FURNISHINGS

AFTRADESHOW.COM

BLANC



Blanc Sofa
75"W x 35"D x 35"H
Trade Show Price: \$814.00



Blanc Loveseat
54"W x 35"D x 35"H
Trade Show Price: \$777.00



Blanc Chair
33"W x 35"D x 35"D
Trade Show Price: \$649.00



Blanc Bench Ottoman
48"W x 24"D x 18"H
Trade Show Price: \$390.00



Blanc Cube Ottoman
17"Square x 17"H
Trade Show Price: \$136.00

BOCA



Boca Armless Chair - Black
22"W x 27"D x 30"H
Trade Show Price: \$415.00



Boca Corner - Black
27"W x 27"D x 30"H
Trade Show Price: \$446.00



Boca Armless Chair - Charged
22"W x 27"D x 30"H
Trade Show Price: \$471.00

**Client responsible for power source.*



Boca Corner - Charged
27"W x 27"D x 30"H
Trade Show Price: \$509.00

**Client responsible for power source.*

CHANDLER



Chandler Sofa
76"W x 37"D x 35"H
Trade Show Price: \$669.00



Chandler Loveseat
53"W x 37"D x 35"H
Trade Show Price: \$644.00



Chandler Chair
31"W x 37"D x 35"H
Trade Show Price: \$503.00



Chandler Bench Ottoman
60"W x 24"D x 17"H
Trade Show Price: \$345.00



LEATHER COLLECTIONS

CONTINENTAL



Continental Curved Loveseat
82"W x 34"D x 31"H
Trade Show Price: \$802.00



Continental Reverse Loveseat
72"W x 34"D x 31"H
Trade Show Price: \$777.00



Continental Curved Bench
70"W x 26"D x 19"H
Trade Show Price: \$407.00



Continental Half Moon Ottoman
33"W x 19"D x 19"H
Trade Show Price: \$345.00



Continental Wedge Ottoman
30"W x 34"D x 19"H
Trade Show Price: \$345.00

CRYSTAL



Crystal Loveseat
75"W x 29"D x 60"H
Trade Show Price: \$846.00



Crystal Bench Loveseat
75"W x 28"D x 31"H
Trade Show Price: \$509.00



Crystal Chaise
72"W x 30"D x 41"H
Trade Show Price: \$802.00



Crystal Round Ottoman
43"Round x 20"H
Trade Show Price: \$542.00



Crystal 6' Bar Surround
80"W x 24"D x 42"H
Trade Show Price: \$269.00

**VIP Glow Bar 6' rental required*



Crystal 8' Bar Surround
104"W x 24"D x 42"H
Trade Show Price: \$306.00

**VIP Glow Bar 6' rental required*



LEATHER COLLECTIONS

ESSENTIALS



Essentials Banquette Flat Top (2 pieces)
60"Round x 19"H
Trade Show Price: \$745.00



Essentials Banquette (2 pieces)
60"Round x 48"H
Trade Show Price: \$1,011.00



Essentials Storage Ottoman
48"W x 24"D x 20"H
Trade Show Price: \$478.00



Essentials Turning Bed (2 pieces)
96"W x 48"D x 36"H
Trade Show Price: \$1,215.00



Essentials Turning Bed - Charged (2 pieces)
96"W x 48"D x 25"H
Trade Show Price: \$1,348.00

**Client responsible for power source.*

FUNCTION



Function Armless Chair
28"Square x 29"H
Trade Show Price: \$415.00



Function Corner
28"Square x 29"H
Trade Show Price: \$446.00

GRAMMERCY



Grammery Sofa
82"W x 36"D x 36"H
Trade Show Price: \$745.00



Grammery Loveseat
57"W x 36"D x 36"H
Trade Show Price: \$649.00



Grammery Chair
28"W x 36"D x 36"H
Trade Show Price: \$415.00



Grammery Chaise
63"W x 28"D x 36"H
Trade Show Price: \$554.00



LEATHER COLLECTIONS

GRAMMERCY



Grammercy 1/4 Round Ottoman
34"W x 19"D x 17"H
Trade Show Price: \$212.00



Grammercy Banquette
59"Round x 38"H (2 pieces)
Trade Show Price: \$1,011.00



Grammercy Corner
36"Square x 36"H
Trade Show Price: \$478.00



Grammercy Bench Ottoman
60"W x 24"D x 17"H
Trade Show Price: \$345.00



Grammercy Round Ottoman
46"Round x 17"H
Trade Show Price: \$345.00



Grammercy Square Ottoman
40"Square x 17"H
Trade Show Price: \$345.00

METRO



Metro Sofa
85"W x 35"D x 35"H
Trade Show Price: \$669.00



Metro Loveseat
60"W x 35"D x 35"H
Trade Show Price: \$644.00



Metro Chair
35"Square x 35"H
Trade Show Price: \$503.00



Metro Cube Ottoman
18"Square x 18"H
Trade Show Price: \$136.00



Metro Bench Ottoman
60"W x 24"D x 17"H
Trade Show Price: \$345.00



Metro Square Ottoman
40"Square x 17"H
Trade Show Price: \$345.00

LEATHER COLLECTIONS

WHISPER



Whisper 1/4 Round Ottoman
34"W x 19"D x 17"H
Trade Show Price: \$212.00



Whisper Square Ottoman
40"Square x 17"H
Trade Show Price: \$345.00



Whisper Round Ottoman
46"Round x 17"H
Trade Show Price: \$345.00



Whisper Banquette
59"Round x 38"H (2 pieces)
Trade Show Price: \$1,011.00



Whisper Cube Ottoman
18"Square x 18"H
Trade Show Price: \$136.00

ZEPPELIN



Zeppelin Sectional
128"W x 28"D x 31"H (2 pieces)
Trade Show Price: \$1,684.00

OUTDOOR COLLECTIONS

2023 TRADE SHOW FURNISHINGS

AFTRADESHOW.COM

COSTA



Costa Sofa
83"W x 36"D x 27"H
Trade Show Price: \$840.00



Costa Chair
38"W x 35"D x 26"H
Trade Show Price: \$453.00



Costa Table
41"W x 26"D x 15"H
Trade Show Price: \$262.00

EVOKE



Evoke Sofa
81"W x 35"D x 27"H
Trade Show Price: \$1,011.00



Evoke Chair
33"W x 35"D x 27"H
Trade Show Price: \$542.00



Evoke Cocktail Table
48"W x 24"D x 18"H
Trade Show Price: \$345.00



Evoke End Table
24"W x 28"D x 25"H
Trade Show Price: \$306.00

GRASS



Evoke Cube Ottoman
18"Square x 18"H
Trade Show Price: \$217.00



Grass Loveseat
49"W x 32"D x 48"H
Trade Show Price: \$802.00



Grass Bench Ottoman
48"W x 21"D x 18"H
Trade Show Price: \$554.00

VERONA



Verona Sofa
74"W x 38"D x 25"H
Trade Show Price: \$960.00



Verona Chair
28"W x 38"D x 25"H
Trade Show Price: \$495.00



Verona Ottoman
26"W x 21"D x 18"H
Trade Show Price: \$286.00



CHARGED COLLECTION

Client responsible for power source.



CHARGING CHAIRS



Boca Armless Chair - Charged
22"W x 27"D x 30"H
Trade Show Price: \$471.00



Boca Corner - Charged
27"W x 27"D x 30"H
Trade Show Price: \$509.00



Patrice Tablet Chair - Charged
28"W x 31"D x 31"H
Trade Show Price: \$491.00

CHARGING BENCHES



Essentials Turning Bed - Charged
96"W x 48"D x 25"H
Trade Show Price: \$1,348.00



Lincoln Bench - Charged
59"W x 39"D x 17"H
Trade Show Price: \$745.00

CHARGING TABLES



Conference Table 8' White - Charged
96"W x 43"D x 30"H
Trade Show Price: \$1,062.00



Aspen Cocktail Table - Charged
48"W x 24"D x 18"H
Trade Show Price: \$446.00



Aspen Bar Table - Charged
72"W x 26"D x 42"H
Trade Show Price: \$789.00

2023 TRADE SHOW FURNISHINGS

AFFRTRADESHOW.COM



SOFAS



Aurora Sofa
90"W x 33"D x 30"H
Trade Show Price: \$941.00



Blanc Sofa
75"W x 35"D x 35"H
Trade Show Price: \$814.00



Chandler Sofa
76"W x 37"D x 35"H
Trade Show Price: \$669.00



Chateau Sofa
82"W x 35"D x 36"H
Trade Show Price: \$941.00



Costa Sofa
83"W x 36"D x 27"H
Trade Show Price: \$840.00



Cromwell Sofa
78"W x 32"D x 29"H
Trade Show Price: \$941.00



Evoke Sofa
81"W x 35"D x 27"H
Trade Show Price: \$1,011.00



Grammery Sofa
82"W x 36"D x 36"H
Trade Show Price: \$745.00



Jade Sofa
82"W x 36"D x 34"H
Trade Show Price: \$777.00



Madison Sofa
86"W x 34"D x 34"H
Trade Show Price: \$777.00



Mango Sofa
95"W x 36"D x 34"H
Trade Show Price: \$941.00



Metro Sofa
85"W x 35"D x 35"H
Trade Show Price: \$669.00



Monaco Sofa
84"W x 35"D x 34"H
Trade Show Price: \$1,005.00



Montana Mocha Sofa
79"W x 35"D x 34"H
Trade Show Price: \$630.00



Niko Sofa
81"W x 30"D x 38"H
Trade Show Price: \$828.00



Oliver Sofa
90"W x 34"D x 34"H
Trade Show Price: \$941.00



Parma Sofa
79"W x 37"D x 36"H
Trade Show Price: \$669.00



Penelope Sofa
96"W x 36"D x 36"H
Trade Show Price: \$941.00



Regale Sofa
78"W x 35"D x 39"H
Trade Show Price: \$941.00



Sophistication Sofa
72"W x 31"D x 48"H
Trade Show Price: \$802.00



SOFAS



Suave Midnight Sofa
77"W x 36"D x 33"H
Trade Show Price: \$586.00



Verona Sofa
74"W x 38"D x 25"H
Trade Show Price: \$960.00



Whisper Sofa
87"W x 37"D x 35"H
Trade Show Price: \$777.00



Winston Sofa
93"W x 39"D x 34"H
Trade Show Price: \$941.00

LOVESEATS



Blanc Loveseat
54"W x 35"D x 35"H
Trade Show Price: \$777.00



Chandler Loveseat
53"W x 37"D x 35"H
Trade Show Price: \$644.00



Continental Curved Loveseat
82"W x 34"D x 31"H
Trade Show Price: \$802.00



Continental Reverse Loveseat
72"W x 34"D x 31"H
Trade Show Price: \$777.00



Crystal Chaise
72"W x 30"D x 41"H
Trade Show Price: \$802.00



Crystal Loveseat
75"W x 29"D x 60"H
Trade Show Price: \$846.00



Grammercy Chaise
63"W x 28"D x 36"H
Trade Show Price: \$554.00



Grammercy Loveseat
57"W x 36"D x 36"H
Trade Show Price: \$649.00



Grass Loveseat
49"W x 32"D x 48"H
Trade Show Price: \$802.00



Metro Loveseat
60"W x 35"D x 35"H
Trade Show Price: \$644.00



Montana Mocha Loveseat
57"W x 35"D x 34"H
Trade Show Price: \$554.00



Niko Loveseat
58"W x 30"D x 38"H
Trade Show Price: \$757.00

LOVESEATS



Parma Loveseat
56"W x 37"D x 36"H
Trade Show Price: \$644.00



Regale Chaise
26"W x 73"D x 39"H
Trade Show Price: \$814.00



Sophistication Loveseat
48"W x 31"D x 48"H
Trade Show Price: \$542.00



Suave Midnight Loveseat
54"W x 36"D x 33"H
Trade Show Price: \$509.00



Whisper Loveseat
61"W x 37"D x 35"H
Trade Show Price: \$745.00

CHAIRS



Aurora Chair
39"W x 33"D x 30"H
Trade Show Price: \$560.00



Bianca Stage Chair
26"Square x 37"H
Trade Show Price: \$297.00



Blanc Chair
33"W x 35"D x 35"D
Trade Show Price: \$649.00



Boca Armless Chair - Black
22"W x 27"D x 30"H
Trade Show Price: \$415.00



Boca Armless Chair - Charged
22"W x 27"D x 30"H
Trade Show Price: \$471.00

**Client responsible for power source.*



Buckskin Stage Chair
25"W x 26"D x 37"H
Trade Show Price: \$249.00



Chamois Stage Chair
25"W x 26"D x 37"H
Trade Show Price: \$249.00



Chandler Chair
31"W x 37"D x 35"H
Trade Show Price: \$503.00



CHAIRS

2023 TRADE SHOW FURNISHINGS

A F TRADESHOW.COM



Costa Chair
38"W x 35"D x 26"H
Trade Show Price: \$453.00



Cromwell Chair
32"W x 32"D x 29"H
Trade Show Price: \$560.00



Dijon Chair
24"W x 29"D x 35"H
Trade Show Price: \$407.00



Elan Chair
30"W x 29"D x 37"H
Trade Show Price: \$407.00



Empire Chair
28"W x 32"D x 32"H
Trade Show Price: \$446.00



Evoke Chair
33"W x 35"D x 27"H
Trade Show Price: \$542.00



Function Armless Chair
28"Square x 29"H
Trade Show Price: \$415.00



Grammercy Chair
28"W x 36"D x 36"H
Trade Show Price: \$415.00



Ibiza Chair
31"W x 35"D x 32"H
Trade Show Price: \$618.00



Jade Chair
32"W x 36"D x 34"H
Trade Show Price: \$453.00



Madison Chair
33"W x 34"D x 34"H
Trade Show Price: \$453.00



Mango Chair
39"W x 34"D x 34"H
Trade Show Price: \$560.00



Marteen Chair
23"Square x 40"H
Trade Show Price: \$407.00



Metro Chair
35"Square x 35"H
Trade Show Price: \$503.00



Midnight Stage Chair
25"W x 26"D x 37"H
Trade Show Price: \$249.00



Monaco Chair
36"W x 35"D x 34"H
Trade Show Price: \$624.00



Monarch Chair
28"Square x 30"H
Trade Show Price: \$285.00



Montana Mocha Chair
35"Square x 34"H
Trade Show Price: \$427.00



Niko Chair
31"W x 30"D x 38"H
Trade Show Price: \$630.00



Oliver Chair
37"W x 34"D x 34"H
Trade Show Price: \$560.00



CHAIRS



Parma Chair
33"W x 37"D x 36"H
Trade Show Price: \$503.00



Patrice Table Chair - Charged
28"W x 31"D x 31"H
Trade Show Price: \$491.00

**Client responsible for power source.*



Penelope Chair
35"W x 36"D x 40"H
Trade Show Price: \$560.00



Regale Chair
24"W x 22"D x 40"H
Trade Show Price: \$407.00



Sophistication Chair
24"W x 31"D x 48"H
Trade Show Price: \$407.00



Suave Midnight Chair
32"W x 36"D x 33"H
Trade Show Price: \$382.00



Tulip Chair
27"W x 26"D x 35"H
Trade Show Price: \$269.00



Verona Chair
28"W x 38"D x 25"H
Trade Show Price: \$495.00



Whisper Chair
35"W x 37"D x 35"H
Trade Show Price: \$618.00



Winston Chair
47"W x 38"D x 33"H
Trade Show Price: \$542.00

OTTOMANS & BENCHES



Blanc Bench Ottoman
48"W x 24"D x 18"H
Trade Show Price: \$390.00



Chandler Bench Ottoman
60"W x 24"D x 17"H
Trade Show Price: \$345.00



Continental Curved Bench
70"W x 26"D x 19"H
Trade Show Price: \$407.00



Continental Half Moon Ottoman
33"W x 19"D x 19"H
Trade Show Price: \$345.00



OTTOMANS & BENCHES



Continental Wedge Ottoman
30"W x 34"D x 19"H
Trade Show Price: \$345.00



Crystal Bench Loveseat
75"W x 28"D x 31"H
Trade Show Price: \$509.00



Crystal Round Ottoman
43"Round x 20"H
Trade Show Price: \$542.00



Element Bench
71"W x 16"D x 18"H
Trade Show Price: \$319.00



Essentials Storage Ottoman
48"W x 24"D x 20"H
Trade Show Price: \$478.00



Fontana Ottoman
18"Square x 18"H
**Special Event Exclusive Item*



Grammercy 1/4 Round Ottoman
34"W x 19"D x 17"H
Trade Show Price: \$212.00



Grammercy Bench Ottoman
60"W x 24"D x 17"H
Trade Show Price: \$345.00



Grammercy Round Ottoman
46"Round x 17"H
Trade Show Price: \$345.00



Grammercy Square Ottoman
40"Square x 17"H
Trade Show Price: \$345.00



Grass Ottoman
48"W x 21"D x 18"H
Trade Show Price: \$554.00



Jade Bench Ottoman
48"W x 24"D x 19"H
Trade Show Price: \$345.00



Lincoln Bench - Charged
59"W x 39"D x 17"H
Trade Show Price: \$745.00



Luxe Almond Brittle Ottoman
60"W x 30"D x 27"H
Trade Show Price: \$1,210.00



Luxe California Wine Ottoman
50"Square x 20"H
Trade Show Price: \$1,287.00



Luxe Chartreuse Ottoman
90"W x 20"D x 20"H
Trade Show Price: \$1,210.00



Luxe Victory Blue Ottoman
80"W x 40"D x 20"H
Trade Show Price: \$2,043.00



Madison Bench - Sky
48"W x 24"D x 17"H
Trade Show Price: \$319.00



Madison Ottomon - Apricot
24"Square x 17"H
Trade Show Price: \$204.00



Madison Ottoman - Sand Dollar
24"Square x 17"H
Trade Show Price: \$204.00



OTTOMANS & BENCHES



Madison Ottoman - Sunflower
24"Square x 17"H
Trade Show Price: \$204.00



Madison Ottoman - Willow
24"Square x 17"H
Trade Show Price: \$204.00



Mango Ottoman
28"W x 25"D x 19"H
Trade Show Price: \$319.00



Metro Bench Ottoman
60"W x 24"D x 17"H
Trade Show Price: \$345.00



Metro Square Ottoman
40"Square x 17"H
Trade Show Price: \$345.00



Monaco Oval Ottoman
48"W x 24"D x 17"H
Trade Show Price: \$363.00



Parma Bench Ottoman
60"W x 24"D x 17"H
Trade Show Price: \$345.00



Penelope Ottoman
24"Round x 15"H
Trade Show Price: \$319.00



Regale Bench Ottoman
48"W x 24"D x 18"H
Trade Show Price: \$407.00



Sophistication Ottoman
31"Square x 19"H
Trade Show Price: \$306.00



Suave Midnight Scoop Ottoman
31"W x 25"D x 20"H
Trade Show Price: \$217.00



Verona Ottoman
26"W x 21"D x 18"H
Trade Show Price: \$286.00



Whisper 1/4 Round Ottoman
34"W x 19"D x 17"H
Trade Show Price: \$212.00



Whisper Bench Ottoman
60"W x 24"D x 17"H
Trade Show Price: \$345.00



Whisper Round Ottoman
46"Round x 17"H
Trade Show Price: \$345.00



Whisper Square Ottoman
40"Square x 17"H
Trade Show Price: \$345.00



Winston Bench Ottoman
48"W x 24"D x 15"H
Trade Show Price: \$345.00



CUBE OTTOMANS



Benton Cube Ottoman - Blue
17"Square x 18"H
Trade Show Price: \$136.00



Benton Cube Ottoman - Bronze
17"Square x 18"H
Trade Show Price: \$136.00



Benton Cube Ottoman - Gold
17"Square x 18"H
Trade Show Price: \$136.00



Benton Cube Ottoman - Silver
17"Square x 18"H
Trade Show Price: \$136.00



Blanc Cube Ottoman
17"Square x 17"H
Trade Show Price: \$136.00



Evoke Cube Ottoman
18"Square x 18"H
Trade Show Price: \$217.00



Luxe Hot Pink Cube Ottoman
20"Square x 20"H
Trade Show Price: \$455.00



Luxe Tropical Splash Cube Ottoman
20"Square x 20"H
Trade Show Price: \$455.00



Metro Cube Ottoman
18"Square x 18"H
Trade Show Price: \$136.00



Udder Madness Cube Ottoman
18"Square x 18"H
Trade Show Price: \$136.00



Vinyl Cube Ottoman - Blue
18"Square x 18"H
Trade Show Price: \$136.00



Vinyl Cube Ottoman - Green
18"Square x 18"H
Trade Show Price: \$136.00



Vinyl Cube Ottoman - Purple
18"Square x 18"H
Trade Show Price: \$136.00



Vinyl Cube Ottoman - Red
18"Square x 18"H
Trade Show Price: \$136.00



Whisper Cube Ottoman
18"Square x 18"H
Trade Show Price: \$136.00



Zambia Cube Ottoman
18"Square x 18"H
Trade Show Price: \$136.00



BANQUETTES & TURNING BEDS



Essentials Banquette Flat Top (2 pieces)
60"Round x 19"H
Trade Show Price: \$745.00



Essentials Banquette (2 pieces)
60"Round x 48"H
Trade Show Price: \$1,011.00



Essentials Turning Bed (2 pieces)
96"W x 48"D x 36"H
Trade Show Price: \$1,215.00



Essentials Turning Bed - Charged (2 pieces)
96"W x 48"D x 25"H
Trade Show Price: \$1,348.00

**Client responsible for power source.*



Grammercy Banquette
59"Round x 38"H (2 pieces)
Trade Show Price: \$1,011.00



Whisper Banquette
59"Round x 38"H (2 pieces)
Trade Show Price: \$1,011.00

CAFÉ & DINING CHAIRS



Caprice Chair
25"W x 24"D x 32"H
Trade Show Price: \$136.00



Clara Chair
18"W x 21"D x 35"H
Trade Show Price: \$153.00



Colin Chair
22"W x 19"D x 33"H
Trade Show Price: \$136.00



Criss Cross Chair
17"W x 21"D x 35"H
Trade Show Price: \$153.00



Elio Chair
17"Square x 33"H
Trade Show Price: \$136.00



Escape Chair
17"W x 16"D x 32"H
Trade Show Price: \$136.00



Ghost Chair
21"Square x 37"H
Trade Show Price: \$153.00



Leslie Chair
17"W x 21"D x 31"H
Trade Show Price: \$121.00



CAFÉ & DINING CHAIRS



Milo Chair - Black
20"W x 22"D x 33"H
Trade Show Price: \$134.00



Milo Chair - California Wine
20"W x 22"D x 33"H
Trade Show Price: \$134.00



Milo Chair - Chartreuse
20"W x 22"D x 33"H
Trade Show Price: \$134.00



Milo Chair - Chocolate
20"W x 22"D x 33"H
Trade Show Price: \$134.00



Milo Chair - Jade
20"W x 22"D x 33"H
Trade Show Price: \$134.00



Milo Chair - Victory Blue
20"W x 22"D x 33"H
Trade Show Price: \$134.00



Milo Chair - White
20"W x 22"D x 33"H
Trade Show Price: \$134.00



Nexus Chair
19"W x 22"D x 32"H
Trade Show Price: \$161.00



Regal Dining Chair
19"W x 23"D x 38"H
Trade Show Price: \$192.00



Silk Back Armless Chair - Black
17"W x 18"D x 34"H
Trade Show Price: \$136.00



Silk Back Armless Chair - Blue
17"W x 18"D x 34"H
Trade Show Price: \$136.00



Silk Back Armless Chair - Green
17"W x 18"D x 34"H
Trade Show Price: \$136.00



Silk Back Armless Chair - Purple
17"W x 18"D x 34"H
Trade Show Price: \$136.00



Silk Back Armless Chair - Red
17"W x 18"D x 34"H
Trade Show Price: \$136.00



Silk Back Armless Chair - White
17"W x 18"D x 34"H
Trade Show Price: \$136.00



Sonic Chair
20"W x 21"D x 32"H
Trade Show Price: \$136.00



Vienna Chair - Orange
21"Square x 32"H
Trade Show Price: \$161.00



Vienna Chair - Smoke Grey
21"Square x 32"H
Trade Show Price: \$161.00



Vienna Chair - Teal
21"Square x 32"H
Trade Show Price: \$161.00

2023 TRADE SHOW FURNISHINGS

AFTRADESHOW.COM



BAR STOOLS



Caprice Stool
25"W x 26"D x 44"H
Trade Show Price: \$237.00



Clara Stool
17"W x 21"D x 41"H
Trade Show Price: \$229.00



Colin Stool
20"W x 19"D x 46"H
Trade Show Price: \$192.00



Criss Cross Stool
15"W x 19"D x 41"H
Trade Show Price: \$229.00



Equino Stool
15"W x 13"D x 35"H
Trade Show Price: \$237.00



Escape Stool
16"Square x 41"H
Trade Show Price: \$192.00



Euro Stool
22"W x 24"D x 42"H
Trade Show Price: \$217.00



Ghost Stool
18"Square (at footbase) x 30"H
Trade Show Price: \$192.00



Hourglass Stool
18"W x 20"D x 43"H
Trade Show Price: \$237.00



Marcus Bar Stool
17"W (at footbase) x 29"H
Trade Show Price: \$173.00



Milo Stool - Black
20"W x 21"D x 41"H
Trade Show Price: \$217.00



Milo Stool - California Wine
20"W x 21"D x 41"H
Trade Show Price: \$217.00



Milo Stool - Chartreuse
20"W x 21"D x 41"H
Trade Show Price: \$217.00



Milo Stool - Chocolate
20"W x 21"D x 41"H
Trade Show Price: \$217.00



Milo Stool - Jade
20"W x 21"D x 41"H
Trade Show Price: \$217.00



Milo Stool - Victory Blue
20"W x 21"D x 41"H
Trade Show Price: \$217.00



Milo Stool - White
20"W x 21"D x 41"H
Trade Show Price: \$217.00



Nexus Stool
19"W x 20"D x 44"H
Trade Show Price: \$198.00



Regal Stool
19"W x 24"D x 45"H
Trade Show Price: \$237.00



Silk Back Stool - Black
17"W x 18"D x 42"H
Trade Show Price: \$217.00



BAR STOOLS



Silk Back Stool - Blue
17"W x 18"D x 42"H
Trade Show Price: \$217.00



Silk Back Stool - Green
17"W x 18"D x 42"H
Trade Show Price: \$217.00



Silk Back Stool - Purple
17"W x 18"D x 42"H
Trade Show Price: \$217.00



Silk Back Stool - Red
17"W x 18"D x 42"H
Trade Show Price: \$217.00



Silk Back Stool - White
17"W x 18"D x 42"H
Trade Show Price: \$217.00



Sonic Stool
22"W x 23"D x 42"H
Trade Show Price: \$192.00



Vienna Stool - Orange
17"Square x 39"H
Trade Show Price: \$255.00



Vienna Stool - Smoke Grey
17"Square x 39"H
Trade Show Price: \$255.00



Vienna Stool - Teal
17"Square x 39"H
Trade Show Price: \$255.00

TABLES

BAR TABLES



24" Square Bar Table with Black Base - White
24"Square x 42"H
Trade Show Price: \$242.00



24" Square Bar with Chrome Base - White
24"Square x 42"H
Trade Show Price: \$242.00



24" Square Bar Table with Tulip Base - White
24"Square x 42"H
Trade Show Price: \$281.00



30" Round Bar Table with Black Base - Black
30"Round x 42"H
Trade Show Price: \$242.00



TABLES

BAR TABLES



36" Round Bar Table with Chrome Base - White
36"Round x 42"H
Trade Show Price: \$249.00



6' Rectangle Bar Table with Black Base
72"W x 24"D x 42"H
Trade Show Price: \$376.00



6' Rectangle Bar Table with Chrome Base
72"W x 24"D x 42"H
Trade Show Price: \$376.00



6' Rectangle Bar Table with Tulip Base
72"W x 24"D x 42"H
Trade Show Price: \$451.00



Aspen Bar Table - Black
72"W x 26"D x 42"H
Trade Show Price: \$675.00



Aspen Bar Table - Charged
72"W x 26"D x 42"H
Trade Show Price: \$789.00



Aspen Bar Table - Maple
72"W x 26"D x 42"H
Trade Show Price: \$675.00

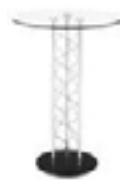


Aspen Bar Table - White
72"W x 26"D x 42"H
Trade Show Price: \$675.00

**Client responsible for power source*



Ava Bar Table
32"Round x 42"H
Trade Show Price: \$466.00



Chardonnay Bar Table
31"Round x 42"H
Trade Show Price: \$345.00



Club Bar Table
36"Square x 42"H
Trade Show Price: \$669.00



Cylinder Bar Table 30"
22"Round x 42"H (cylinder)
30"Round (top)
Trade Show Price: \$407.00



Cylinder Bar Table 42"
22"Round x 42"H (cylinder)
42"Round (top)
Trade Show Price: \$586.00



Cylinder Buffet Table 4'
22"Round x 42"H (cylinders)
48"W x 24"D (top)
Trade Show Price: \$618.00



Cylinder Buffet Table 6'
22"Round x 42"H (cylinders)
72"W x 24"D (top)
Trade Show Price: \$669.00



Fuze Bar Table
36"Square x 42"H
Trade Show Price: \$274.00



TABLES

BAR TABLES



Hourglass Bar Table
36"Round x 42"H
Trade Show Price: \$415.00



Java Bar Table
30"Round x 42"H
Trade Show Price: \$407.00



LED Acrylic High Top Table
17"Square x 42"H (base)
30"Square (top)
Trade Show Price: \$542.00



LED Acrylic Pedestal
17"Square x 42"H
Trade Show Price: \$542.00



Memphis Rectangle Bar Table
66"W x 28"D x 42"H
Trade Show Price: \$712.00



Memphis Square Bar Table
38"Square x 42"H
Trade Show Price: \$586.00



Spectrum Bar Table - Blue
24"Square x 42"H
Trade Show Price: \$262.00



Spectrum Bar Table - Green
24"Square x 42"H
Trade Show Price: \$262.00



Spectrum Bar Table - Purple
24"Square x 42"H
Trade Show Price: \$262.00



Spectrum Bar Table - Red
24"Square x 42"H
Trade Show Price: \$262.00



Spectrum Bar Table with Tulip Base - Blue
24"Square x 42"H
Trade Show Price: \$300.00



Spectrum Bar Table with Tulip Base - Green
24"Square x 42"H
Trade Show Price: \$300.00



Spectrum Bar Table with Tulip Base - Purple
24"Square x 42"H
Trade Show Price: \$300.00



Spectrum Bar Table with Tulip Base - Red
24"Square x 42"H
Trade Show Price: \$300.00



Zinc Bar Table
24"Round x 42"H
Trade Show Price: \$363.00

TABLES

CAFÉ TABLES



24" Square Café Table with Black Base - White
24"Square x 30"H
Trade Show Price: \$242.00



24" Square Café Table with Chrome Base - White
24"Square x 30"H
Trade Show Price: \$242.00



30" Round Café Table with Black Base - Black
30"Round x 30"H
Trade Show Price: \$242.00



30" Round Café Table with Chrome Base - Black
30"Round x 30"H
Trade Show Price: \$242.00



30" Round Café Table with Black Base - Maple
30"Round x 30"H
Trade Show Price: \$242.00



30" Round Café Table with Chrome Base - Maple
30"Round x 30"H
Trade Show Price: \$242.00



30" Round Café Table with Black Base - White
30"Round x 30"H
Trade Show Price: \$242.00



30" Round Café Table with Chrome Base - White
30"Round x 30"H
Trade Show Price: \$242.00



32" Round Café Table with Black Base - Walnut
32"Round x 30"H
Trade Show Price: \$345.00



32" Round Café Table with Chrome Base - Walnut
32"Round x 30"H
Trade Show Price: \$345.00



36" Round Café Table with Black Base - Black
36"Round x 30"H
Trade Show Price: \$249.00



36" Round Café Table with Chrome Base - Black
36"Round x 30"H
Trade Show Price: \$249.00



36" Round Café Table with Black Base - Maple
36"Round x 30"H
Trade Show Price: \$249.00



36" Round Café Table with Chrome Base - Maple
36"Round x 30"H
Trade Show Price: \$249.00



36" Round Café Table with Black Base - White
36"Round x 30"H
Trade Show Price: \$249.00



36" Round Café Table with Chrome Base - White
36"Round x 30"H
Trade Show Price: \$249.00



TABLES

CAFÉ TABLES



6' Rectangle Café Table with Black Base
72"W x 24"D x 30"H
Trade Show Price: \$376.00



6' Rectangle Café Table with Chrome Base
72"W x 24"D x 30"H
Trade Show Price: \$376.00



Cylinder Café Table 42"
42"Round x 30"H (base)
42" Round (top)
Trade Show Price: \$586.00



Cylinder Dining Table
22"Round x 30"H (cylinders)
72"W x 36"D (top)
Trade Show Price: \$669.00



Fuze Café Table
36"Square x 30"H
Trade Show Price: \$274.00



Spectrum Café Table - Blue
24"Square x 30"H
Trade Show Price: \$262.00



Spectrum Café Table - Green
24"Square x 30"H
Trade Show Price: \$262.00



Spectrum Café Table - Purple
24"Square x 30"H
Trade Show Price: \$262.00



Spectrum Café Table - Red
24"Square x 30"H
Trade Show Price: \$262.00

DINING TABLES



Aspen Dining Table
72"W x 30"D x 30"H
Trade Show Price: \$579.00



Brio Dining Table
96"W x 48"D x 30"H
Trade Show Price: \$777.00



Brooklyn Rectangle Dining Table
60"W x 36"D x 30"H
Trade Show Price: \$497.00



Brooklyn Round Dining Table
42"Round x 30"H
Trade Show Price: \$390.00



TABLES

DINING TABLES



Club Dining Table
72"W x 36"D x 30"H
Trade Show Price: \$802.00

**Includes built in Wireless LED Lighting*



Element Dining Table
79"W x 39"D x 30"H
Trade Show Price: \$592.00



Java Dining Table
42"Round x 30"H
Trade Show Price: \$415.00



Tahoe Dining Table
96"W x 48"D x 30"H
Trade Show Price: \$878.00



Vivid Rectangular Dining Table
60"W x 36"D x 30"H
Trade Show Price: \$478.00



Vivid Square Dining Table
42"Square x 30"H
Trade Show Price: \$415.00

COCKTAIL TABLES



Aria Cocktail Table - Blue
44"W x 20"D x 18"H
Trade Show Price: \$255.00



Aria Cocktail Table - Charcoal
44"W x 20"D x 18"H
Trade Show Price: \$255.00



Aria Cocktail Table - Green
44"W x 20"D x 18"H
Trade Show Price: \$255.00



Aria Cocktail Table - Purple
44"W x 20"D x 18"H
Trade Show Price: \$255.00



Aria Cocktail Table - Red
44"W x 20"D x 18"H
Trade Show Price: \$255.00



Aria Cocktail Table - White
44"W x 20"D x 18"H
Trade Show Price: \$255.00



Aspen Cocktail Table - Charged
48"W x 24"D x 18"H
Trade Show Price: \$446.00
**Client responsible for power source*



Ava Cocktail Table
40"Round x 16"H
Trade Show Price: \$345.00

TABLES

COCKTAIL TABLES



Brooklyn Rectangle Cocktail Table
42"W x 24"D x 16"H
Trade Show Price: \$249.00



Brooklyn Round Cocktail Table
30"Round x 16"H
Trade Show Price: \$249.00



Civic Cocktail Table
44"W x 24"D x 15"H
Trade Show Price: \$294.00



Club Cocktail Table
44"W x 22"D x 18"H
Trade Show Price: \$345.00
**Includes built in Wireless LED Lighting*



Costa Cocktail Table
41"W x 26"D x 15"H
Trade Show Price: \$262.00



Cube Cocktail Table - Black
24"Square x 16"H
Trade Show Price: \$242.00



Evoke Cocktail Table
48"W x 24"D x 18"H
Trade Show Price: \$345.00



Fuze Cocktail Table
40"Square x 16"H
Trade Show Price: \$294.00



Greystone Cocktail Table
50"W x 30"D x 17"H
Trade Show Price: \$294.00



London Cocktail Table
40"Square x 16"H
Trade Show Price: \$294.00



Novel Cocktail Table
46"W x 15"D x 16"H
Trade Show Price: \$345.00



Pentagram Cocktail Table
40"Round x 13.5"H
Trade Show Price: \$294.00



Quasar Cocktail Table
40"Round x 16.5"H
Trade Show Price: \$294.00



Shoreline Cocktail Table
42"W x 24"D x 18"H
Trade Show Price: \$324.00



Tribeca Cocktail Table
48"W x 28"D x 19"H
Trade Show Price: \$255.00



Vivid Cocktail Table
50"W x 24"D x 16"H
Trade Show Price: \$255.00



TABLES

CONSOLE TABLES



Aria Console Table - Charcoal
44"W x 20"D x 30"H
Trade Show Price: \$269.00



Aria Console Table - White
44"W x 20"D x 30"H
Trade Show Price: \$269.00



Fuze Console Table
60"W x 16"D x 34"H
Trade Show Price: \$319.00



Greystone Console Table
50"W x 16"D x 29"H
Trade Show Price: \$319.00



London Console Table
60"W x 16"D x 34"H
Trade Show Price: \$319.00



Tribeca Console Table
48"W x 18"D x 30"H
Trade Show Price: \$269.00



Vivid Console Table
50"W x 24"D x 30"H
Trade Show Price: \$269.00

END TABLES



Aria End Table - Blue
24"W x 20"D x 22"H
Trade Show Price: \$242.00



Aria End Table - Charcoal
24"W x 20"D x 22"H
Trade Show Price: \$242.00



Aria End Table - Green
24"W x 20"D x 22"H
Trade Show Price: \$242.00



Aria End Table - Purple
24"W x 20"D x 22"H
Trade Show Price: \$242.00



Aria End Table - Red
24"W x 20"D x 22"H
Trade Show Price: \$242.00



Aria End Table - White
24"W x 20"D x 22"H
Trade Show Price: \$242.00



Ava End Table
22"Round x 24"H
Trade Show Price: \$306.00



Brooklyn Round End Table
20"Round x 20"H
Trade Show Price: \$242.00



TABLES

END TABLES



Brooklyn Square End Table
22"Square x 20"H
Trade Show Price: \$224.00



Civic End Table
20"Square x 18"H
Trade Show Price: \$249.00



Club End Table
22"Square x 18"H
Trade Show Price: \$306.00

**Includes built-in Wireless LED lighting*



Cube End Table - Black
24"Square x 21"H
Trade Show Price: \$249.00



Evoke End Table
24"W x 28"D x 25"H
Trade Show Price: \$306.00



Fuze End Table
24"Square x 23"H
Trade Show Price: \$262.00



Greystone End Table
22"Square x 23"H
Trade Show Price: \$262.00



London End Table
24"Square x 23"H
Trade Show Price: \$262.00



Novel End Table
15"Square x 16"H
Trade Show Price: \$306.00



Pentagram End Table
20"Round x 21"H
Trade Show Price: \$262.00



Quasar End Table
17"Round x 20"H
Trade Show Price: \$262.00



Shoreline End Table
20"Square x 22"H
Trade Show Price: \$286.00



Tribeca End Table
24"W x 28"D x 22"H
Trade Show Price: \$242.00



Vivid End Table
26"Square x 21"H
Trade Show Price: \$242.00

TABLES

ACCENT TABLES



Azaria Accent Table
16"Round x 18"H
Trade Show Price: \$269.00



Eden Accent Table - Large
14"Square x 28"H
Trade Show Price: \$212.00



Eden Accent Table - Small
14"Square x 18"H
Trade Show Price: \$192.00



Fuze Pedestal
16"Square x 44"H
Trade Show Price: \$274.00



Hex Table
18"Round x 20"H
Trade Show Price: \$269.00



Hylton Tablet Table
18"W x 12"D x 28"H
Trade Show Price: \$217.00



Java Accent Table
20"Round x 24"H
Trade Show Price: \$224.00



London Pedestal
16"Square x 44"H
Trade Show Price: \$274.00



Mon End Table
18"Round x 24"H
Trade Show Price: \$173.00



Oro Mirrored Cube
18"Square x 18"H
Trade Show Price: \$161.00



Oyster Accent Table
16"Round x 18"H
Trade Show Price: \$269.00



Phoebe Table - Gold
17"Round x 22"H
Trade Show Price: \$161.00



Phoebe Table - Hazelnut
17"Round x 22"H
Trade Show Price: \$161.00



Phoebe Table - Lime Green
17"Round x 22"H
Trade Show Price: \$161.00



Phoebe Table - Rose
17"Round x 22"H
Trade Show Price: \$161.00



Phoebe Table - Teal
17"Round x 22"H
Trade Show Price: \$161.00



Phoebe Table - Yellow
17"Round x 22"H
Trade Show Price: \$161.00



Porto Accent Table
16"Round x 18"H
Trade Show Price: \$269.00



Reagan Accent Table
22"Round x 23"H
Trade Show Price: \$224.00

TABLES

ACCENT TABLES



Rose Table
17"Round x 17"H
Trade Show Price: \$269.00



Sirona Accent Table
18"W x 12"D x 28"H
Trade Show Price: \$217.00



Woodland Large Pedestal
12"Square x 37"H
Trade Show Price: \$204.00



Woodland Medium Pedestal
12"Square x 28"H
Trade Show Price: \$186.00



Woodland Small Pedestal
12"Square x 20"H
Trade Show Price: \$173.00



Zanzibar Table
17"Square x 17"H
Trade Show Price: \$269.00

LIGHTED

All items are available in variety of colors through wireless LEDs powered by a wireless remote control.



Club Dining Table
72"W x 36"D x 30"H
Trade Show Price: \$802.00



Club Bar Table
36"Square x 42"H
Trade Show Price: \$669.00



Club Cocktail Table
44"W x 22"D x 18"H
Trade Show Price: \$345.00



Club End Table
22"Square x 18"H
Trade Show Price: \$306.00



Cylinder Bar Table 30"
22"Round x 42"H (cylinder)
30"Round (top)
Trade Show Price: \$407.00



Cylinder Bar Table 42"
22"Round x 42"H (cylinder)
42"Round (top)
Trade Show Price: \$586.00



Cylinder Buffet Table 4'
22"Round x 42"H (cylinders)
48"W x 24"D (top)
Trade Show Price: \$618.00



Cylinder Buffet Table 6'
22"Round x 42"H (cylinders)
72"W x 24"D (top)
Trade Show Price: \$669.00



LIGHTED

All items are available in variety of colors through wireless LEDs powered by a wireless remote control.



Cylinder Café Table 42"
22"Round x 30"H (cylinder)
42"Round (top)
Trade Show Price: \$586.00



Cylinder Dining Table
22"Round x 30"H (cylinders)
72"W x 36"D (top)
Trade Show Price: \$669.00



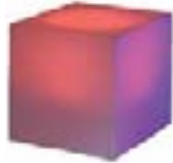
Cylinder End Table
22"Round x 18"H
Trade Show Price: \$269.00



Hourglass Bar Table
36"Round x 42"H
Trade Show Price: \$415.00



LED Acrylic High Top Table
17"Square x 42"H (base)
30"Square (top)
Trade Show Price: \$542.00



Light Cube
18"Square x 18"H
Trade Show Price: \$269.00



VIP Glow Bar 4'*
48"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Trade Show Price: \$745.00



VIP Glow Bar 6'*
72"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Trade Show Price: \$884.00



VIP Glow Bar 8'*
96"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Trade Show Price: \$1,011.00



VIP Glow Bar Corner*
24"Square x 42"H
Trade Show Price: \$415.00



VIP Glow Bar Curve*
86"W x 24"D x 42"H
Trade Show Price: \$1,152.00

*VIP Glow Bars have the ability to be custom branded.

BARS & BAR BACKS

BARS



Agile Bar
48"W x 16"D x 42"H
Trade Show Price: \$407.00



Crystal Bar Surround for 6' VIP Bar*
80"W x 24"D x 42"H
Trade Show Price: \$269.00



Crystal Bar Surround for 8' VIP Bar*
104"W x 24"D x 42"H
Trade Show Price: \$306.00



Meridian Bar - Harlequin Silver
88"W x 24"D x 42"H
Trade Show Price: \$1,152.00
**Includes LED lighting*



Meridian Bar - Wave White
88"W x 24"D x 42"H
Trade Show Price: \$1,152.00
**Includes LED lighting*



Noir Bar - Bubble Black
72"W x 24"D x 43"H
Trade Show Price: \$1,152.00



Noir Bar - Gatsby Gold
72"W x 24"D x 43"H
Trade Show Price: \$1,152.00



Provence Bar
72"W x 24"D x 42"H
Trade Show Price: \$1,011.00



Umber Bar 6'
72"W x 24"D x 42"H
Trade Show Price: \$884.00



VIP Glow Bar 4'***
48"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Trade Show Price: \$745.00



VIP Glow Bar 6'*
72"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Trade Show Price: \$884.00



VIP Glow Bar 8'*
96"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Trade Show Price: \$1,011.00



VIP Glow Bar Corner*
24"Square x 42"H
Trade Show Price: \$415.00



VIP Glow Bar Curve*
86"W x 24"D x 42"H
Trade Show Price: \$1,152.00

*VIP Glow Bars have the ability to be custom branded.



BARS & BAR BACKS

BAR BACKS



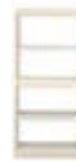
Bloxx Bar Back
30"W x 16"D x 86"H
Trade Show Price: \$509.00
**Please inquire for shelf dimensions*



Piazza Bar Back
44"W x 12"D x 79"H
13"W x 14"H (Shelf)
Trade Show Price: \$478.00



Provence Bar Back - Large
36"W x 18"D x 84"H
Trade Show Price: \$814.00
**Please inquire for shelf dimensions*



Provence Bar Back - Small
36"W x 14"D x 75"H
Trade Show Price: \$675.00
**Please inquire for shelf dimensions*

ACCENTS

PATTERN ACCENT PILLOWS



Abstract Magenta
16"Square
Trade Show Price: \$46.00



Deco Gold
16"Square
Trade Show Price: \$46.00



Hybrid Paradise
16"Square
Trade Show Price: \$46.00



Damask
16"Square
Trade Show Price: \$46.00



Jelly Rose
16"Square
Trade Show Price: \$46.00

SOLID ACCENT PILLOWS



Baby Pink
16"Square
Trade Show Price: \$46.00



Black
16"Square
Trade Show Price: \$46.00



Chocolate Brown
16"Square
Trade Show Price: \$46.00



Fiery Orange
16"Square
Trade Show Price: \$46.00



ACCENTS

SOLID ACCENT PILLOWS



Fuchsia
16"Square
Trade Show Price: \$46.00



Gold
16"Square
Trade Show Price: \$46.00



Gunmetal
16"Square
Trade Show Price: \$46.00



Lime Green
16"Square
Trade Show Price: \$46.00



Maize Yellow
16"Square
Trade Show Price: \$46.00



Purple
16"Square
Trade Show Price: \$46.00



Red
16"Square
Trade Show Price: \$46.00



Royal Blue
16"Square
Trade Show Price: \$46.00



Silver
16"Square
Trade Show Price: \$46.00



Turquoise
16"Square
Trade Show Price: \$46.00



White
16"Square
Trade Show Price: \$46.00

TEXTURED ACCENT PILLOWS



Celina Pillow
18"Square
Trade Show Price: \$46.00



Kirby Pillow
18"Square
Trade Show Price: \$46.00



Onyx
18"Square
Trade Show Price: \$46.00



Platinum
18"Square
Trade Show Price: \$46.00



Sapphire
18"Square
Trade Show Price: \$46.00



Topaz
18"Square
Trade Show Price: \$46.00



ACCENTS

BENTON ACCENT PILLOWS



Benton Pillow - Blue
17"Square
Trade Show Price: \$46.00



Benton Pillow - Bronze
17"Square
Trade Show Price: \$46.00



Benton Pillow - Gold
17"Square
Trade Show Price: \$46.00



Benton Pillow - Silver
17"Square
Trade Show Price: \$46.00

LUXE ACCENT PILLOWS



Luxe Pillow - Chartreuse
17"Square
Trade Show Price: \$46.00



Luxe Pillow - Grape
17"Square
Trade Show Price: \$46.00



Luxe Pillow - Tropical Splash
17"Square
Trade Show Price: \$46.00

RUGS



Athens Rug
5'7"W x 7'6"L
Trade Show Price: \$523.00



Cow Hide Rug
5-6'W x 7-8'L (sizes vary)
Trade Show Price: \$478.00



Grass Rug
5'W x 8'L
Trade Show Price: \$478.00



Illusions Black Rug
5'W x 7'6"L
Trade Show Price: \$478.00



Illusions Gray Rug
5'W x 7'6"L
Trade Show Price: \$478.00



Linq Rug
12'W x 15'L
Trade Show Price: \$669.00



Marrakesh Rug
5'7"W x 7'6"L
Trade Show Price: \$523.00



Mod Rug
5'7"W x 7'6"L
Trade Show Price: \$523.00

ACCENTS

RUGS



Paradigm Rug

12'W x 15'L

Trade Show Price: \$669.00



Pearl Rug

5'7"W x 7'6"L

Trade Show Price: \$478.00



Red Carpet

20'L x 5'W

35'L x 5'W

50'L x 5'W

Stanchions

41"H

Ropes

6'L

Event Price:

20'L x 5'W / \$182.00

35'L x 5'W / \$213.00

50'L x 5'W / \$242.00

Stanchions

41"H / \$22.00

Ropes

6'L / \$4.00

Trade Show Price:

20'L x 5'W / \$345.00

35'L x 5'W / \$415.00

50'L x 5'W / \$478.00

Stanchions - Chrome

41"H / \$77.00

Ropes - Red

6'L / \$40.00

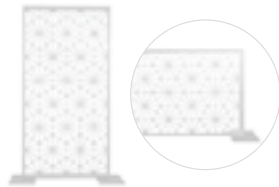


Sawyer Rug

12'W x 15'L

Trade Show Price: \$669.00

DIVIDER WALLS

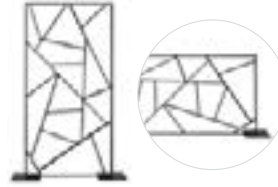


Blaze Divider Wall

8'H x 1"D x 4'W or

4'H x 1"D x 8'W

Trade Show Price: \$508.00

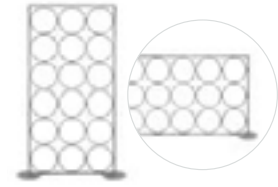


Corbin Divider Wall

8'H x 1"D x 4'W or

4'H x 1"D x 8'W

Trade Show Price: \$508.00



Vortex Divider Wall

8'H x 1"D x 4'W or

4'H x 1"D x 8'W

Trade Show Price: \$508.00



3' Box Hedge

72"W x 12"D x 36"H

Trade Show Price: \$814.00



7' Box Hedge

39"W x 12"D x 84"H

Trade Show Price: \$941.00



36" Bar Panel

36"W x 32"H

Trade Show Price: \$241.00



48" Bar Panel

48"W x 32"H

Trade Show Price: \$241.00



Clear Divider Panel

48"W x 76"H

Trade Show Price: \$786.00

ACCENTS

PONY WALLS



**Blaze Pony Wall -
Fired Steel Top**
9"W x 12"D x 4"H
Trade Show Price: \$1,015.00



**Blaze Pony Wall -
Pasadena Oak Top**
9"W x 12"D x 4"H
Trade Show Price: \$1,015.00



**Blaze Pony Wall -
White Barn Top**
9"W x 12"D x 4"H
Trade Show Price: \$1,015.00



**Corbin Pony Wall -
Fired Steel Top**
9"W x 12"D x 4"H
Trade Show Price: \$1,015.00



**Corbin Pony Wall -
Pasadena Oak Top**
9"W x 12"D x 4"H
Trade Show Price: \$1,015.00



**Corbin Pony Wall -
White Barn Top**
9"W x 12"D x 4"H
Trade Show Price: \$1,015.00



**Vortex Pony Wall -
Fired Steel Top**
9"W x 12"D x 4"H
Trade Show Price: \$1,015.00



**Vortex Pony Wall -
Pasadena Oak Top**
9"W x 12"D x 4"H
Trade Show Price: \$1,015.00



**Vortex Pony Wall -
White Barn Top**
9"W x 12"D x 4"H
Trade Show Price: \$1,015.00

STANDS, RACKS, & PEDESTALS



Alto Literature Rack
11"W x 10"D x 57"H (6 pockets)
Trade Show Price: \$192.00



Argento Literature Rack
15"W x 12"D x 54"H (10 pockets)
Trade Show Price: \$186.00

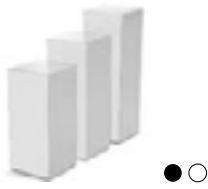


Nero Literature Rack
15"W x 12"D x 54"H (10 pockets)
Trade Show Price: \$186.00



ACCENTS

STANDS, RACKS, & PEDESTALS



Pedestals

Trade Show Price:

14"Square x 30"H \$262.00

14"Square x 36"H \$281.00

14"Square x 42"H \$332.00

24"Square x 36"H \$402.00



Pedestals

Trade Show Price:

24"Square x 30"H \$382.00

24"Square x 42"H \$402.00

18"Square x 30"H \$269.00

18"Square x 42"H \$370.00



Plexi Display Unit

17"Square x 68"H (base & top)

17"Square x 20"H (top only)

Trade Show Price: \$542.00



Sanitizer Stand

16"W x 75"H, 59"H (without detachable sign)

Trade Show Price: \$303.00

LIGHTING



Alder Floor Lamp

63"H

Trade Show Price: \$186.00



Alder Table Lamp

22"H

Trade Show Price: \$136.00



Neutrino Floor Lamp

67"H

Trade Show Price: \$173.00



Tripod Floor Lamp

62"H

Trade Show Price: \$186.00



Tripod Table Lamp

28"H

Trade Show Price: \$136.00



Winslow Floor Lamp

70"H

Trade Show Price: \$186.00



Winslow Table Lamp

37"H

Trade Show Price: \$136.00

EXECUTIVE FURNISHINGS

DESKS, LATERAL FILES & CREDENZAS



2 Drawer Lateral File
36"W x 20"D x 29"H
Trade Show Price: \$338.00



Executive Desk
72"W x 36"D x 29"H
Trade Show Price: \$528.00



Jr. Executive Desk
60"W x 30"D x 29"H
Trade Show Price: \$509.00



Storage Credenza
66"W x 20"D x 29"H
Trade Show Price: \$446.00

CONFERENCE TABLES



42" Round Conference Table
42" Round x 29"H
Trade Show Price: \$338.00



6' Conference Table
72"W x 36"D x 29"H
Trade Show Price:
\$604.00 white
\$574.00 black/mahogany



8' Conference Table
96"W x 48"D x 29"H
Trade Show Price:
\$649.00 white
\$618.00 black/mahogany



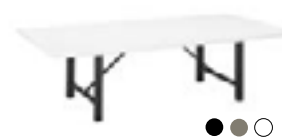
8' White Conference Table - Charged
96"W x 48"D x 29"H
Trade Show Price: \$1,062.00



10' Conference Table
120"W x 48"D x 29"H
Trade Show Price:
\$745.00 (white)
\$712.00 (black/mahogany)



Command 6' Conference Table
72"W x 36"D x 31"H
Trade Show Price: \$604.00



Command 8' Conference Table
96"W x 48"D x 31"H
Trade Show Price: \$649.00



Command 10' Conference Table
120"W x 48"D x 31"H
Trade Show Price: \$745.00

MISCELLANEOUS OFFICE ITEMS



14 Cubic Ft. Refrigerator
20"W x 30"D x 60"H
Trade Show Price: \$669.00



2 Drawer Lateral File
36"W x 18"D x 27"H
Trade Show Price: \$224.00



2 Drawer Vertical File
15"W x 25"D x 29"H
Trade Show Price: \$167.00
18"W x 25"D x 29"H
Trade Show Price: \$217.00



4 Cubic Ft. Refrigerator
19"W x 21"D x 33.5"H
Trade Show Price: \$345.00



EXECUTIVE FURNISHINGS

MISCELLANEOUS OFFICE ITEMS



4 Drawer Lateral File
36"W x 18"D x 54"H
Trade Show Price: \$274.00



4 Drawer Vertical File
15"W x 25"D x 52"H (letter)
Trade Show Price: \$224.00
18"W x 25"D x 52"H (legal)
Trade Show Price: \$249.00



6' Rectangular Folding Table
72"W x 30"D x 29"H
Trade Show Price: \$116.00



8' Rectangular Folding Table
96"W x 30"D x 29"H
Trade Show Price: \$141.00



Bookcase
36"W x 12"D x 72"H
Trade Show Price: \$478.00



Computer Counter
48"W x 24"D x 42"H
Trade Show Price: \$249.00



Computer Desk
48"W x 24"D x 29"H
Trade Show Price: \$237.00



Locking Pedestal
24"Square x 42"H
Trade Show Price: \$497.00



Screen Flex Partition
24"1"W x 6'H
Trade Show Price: \$1,075.00



Storage Cabinet
36"W x 18"D x 72"H
Trade Show Price: \$274.00



Training Table
48"W x 24"D x 29"H
Trade Show Price: \$542.00

CONFERENCE SEATING



Accord Hi-Back Executive Chair
25"Square x 44"H
Trade Show Price: \$382.00



Comet Stack Chair
23"W x 22"D x 32"H (with arms)
Trade Show Price: \$186.00
23"W x 22"D x 32"H (armless)
Trade Show Price: \$173.00



Enterprise Guest Fabric Chair
24"W x 27"D x 37"H
Trade Show Price: \$229.00



Enterprise Hi-Back Fabric Chair
25"W x 27"D x 45"H
Trade Show Price: \$269.00



EXECUTIVE FURNISHINGS

CONFERENCE SEATING



Enterprise Mid-Back Fabric Chair
24"W x 26"D x 39"H
Trade Show Price: \$249.00



Goal Drafting Stool
25"W x 24"D x 48"H (with arms)
Trade Show Price: \$217.00
Goal Drafting Stool Armless
21"W x 24"D x 48"H (armless)
Trade Show Price: \$204.00



Goal Task Chair
25"W x 24"D x 39"H (with arms)
Trade Show Price: \$204.00
Goal Task Chair Armless
21"W x 24"D x 39"H (armless)
Trade Show Price: \$186.00



Space Guest Chair
26"Square x 37"H
Trade Show Price: \$212.00



Space Hi-Back Chair
25"Square x 37"H
Trade Show Price: \$249.00



Tamiri Guest Leather Chair
25"W x 27"D x 37"H
Trade Show Price: \$249.00



Tamiri Hi-Back Leather Chair
25"W x 27"D x 45"H
Trade Show Price: \$306.00



Tamiri Mid-Back Leather Chair
25"W x 27"D x 39"H
Trade Show Price: \$269.00









Rossi Expositions, Inc. ■ info@rossiexpo.com
 P.O. Box 2027 ■ www.rossiexpo.com
 El Cerrito, CA 94530 ■ 510.436.7500

Event: Bay Area Travel Expo

Location:

Date(s):

ADVANCE PRICE DEADLINE: FEBRUARY 20, 2023

ELECTRICAL OUTLETS 120 VOLT (Power located along back wall – alternate placement available with labor order.)

Qty:	Outlet Description:	Advance Order	Late Order	Total:
	Single outlet, 500 Watts (5 Amps)	\$178.20	\$231.66	\$
	Single outlet, 1000 Watts (10 Amps)	\$303.60	\$394.68	\$
	Single outlet, 2000 Watts (20 Amps)	\$479.60	\$623.48	\$
				\$

(Please note: Electrical outlets must be ordered as well)

Qty:	Description:	Advance Order	Late Order	Total:
	15-foot extension cord	\$28.00	\$32.00	\$
	25-foot extension cord	\$34.00	\$40.00	\$
	50-foot extension cord	\$69.00	\$82.50	\$
	15-amp power strip	\$28.00	\$32.00	\$
	Cube taps	\$20.00	\$22.00	\$
	12/5 pigtails	\$37.50	\$41.50	\$
	6/5 pigtails	\$75.00	\$82.50	\$

MOTOR OUTLETS (See information below regarding electric labor requirements)

Description	208 Volt, Single Phase			208 Volt, 3 Phase		Total
	Qty.	Advance	Late	Qty.	Advance	
Up to 10 Amp Service		\$534.60	\$694.98		\$710.60	\$923.78
20 Amp Service		\$748.00	\$972.84		\$995.50	\$1294.15
30 Amp Service		\$973.50	\$1265.55		\$1293.60	\$1680.80
60 Amp Service		\$1294.70	\$1683.00		\$1722.60	\$2239.38
100 Amp Service		\$1619.20	\$2104.96		\$3658.60	\$2798.51

NOTE: Installation/labor of 120 volt electrical outlets is inclusive in pricing shown. If you require any additional or special electrical placement, please see below for rates and ordering information.

ELECTRIC LABOR (if needed): For any additional electrical equipment to be installed not listed above.

NOTE: All outlets that require 208 volt service or motor whips will require electrical labor. Work will start as soon as possible unless otherwise specified. There is a one-hour minimum for each worker.

Straight Time: (Monday thru Friday; 8am to 4:30pm, excluding holidays) = \$157.50/hr.

Overtime: (Monday thru Friday; 4:30pm to 8am, Sat., Sun. and holidays) = \$315.00/hr.

INSTALL _____ workers for _____ hours @ \$ _____ per hour = \$ _____
DISMANTLE _____ workers for _____ hours @ \$ _____ per hour = \$ _____

____ **OK TO PROCEED** with electrical service installation under Rossi Supervision

____ **DO NOT PROCEED.** Exhibitor will call for labor on: **Date:** _____ **Time:** _____ **AM / PM (circle one)**

All outlets will be installed on the floor at the rear of the booth. Special placement requires additional installation/dismantle labor. Outlets requiring 24-hour service will be billed at double the above rates. All motors over 1 hp shall have a magnetic starter and manual disconnect switch furnished by the exhibitor. All wiring and other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting and one connection for power outlets. **No credits will be issued on any electrical service installed as ordered and not used.**

Total Electrical Charges Due \$

ADDITIONAL IMPORTANT INFORMATION:

FOR ADVANCED PAYMENT PRICE: Payment must be received in full with your order, and plan showing main power locations and distribution points prior. **DEADLINE DATE: February 20, 2023**

"ISLAND" BOOTHS: There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Rossi Expositions' electricians on a time and material basis. Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, we will deliver to the most convenient location.

208V & HIGHER VOLTAGES: There is a minimum labor charge of (1) hour for installation and 1 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form, please call for a custom quote: 510-436-7500. Rossi Expositions must make all high voltage connections and disconnects.

DEDICATED OUTLETS: Dedicated outlets require a 20amp outlet.

24-HOUR SERVICE: Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, during show days only. If you require power at any other time, please order 24-hour power at double the specified outlet rate.

All outlets will be installed on the floor at the rear of the booth. Should you need to have your outlet(s) placed elsewhere within your booth, please utilize the following grids to mark where you need your outlets placed. All special electrical placements will be billed at time and material.

LABOR
(All special electrical placements are subject to labor charges for installation and dismantle.)

Electrical labor will be billed at \$157.50 per hour straight time and \$315 per hour overtime (overtime applies to all labor performed other than 8:00 AM to 4:00 PM Monday through Friday). All outlets that require 208 volt service or motor whips will require electrical labor. Work will start as soon as possible unless otherwise specified. **There is a one-hour minimum for each worker.**

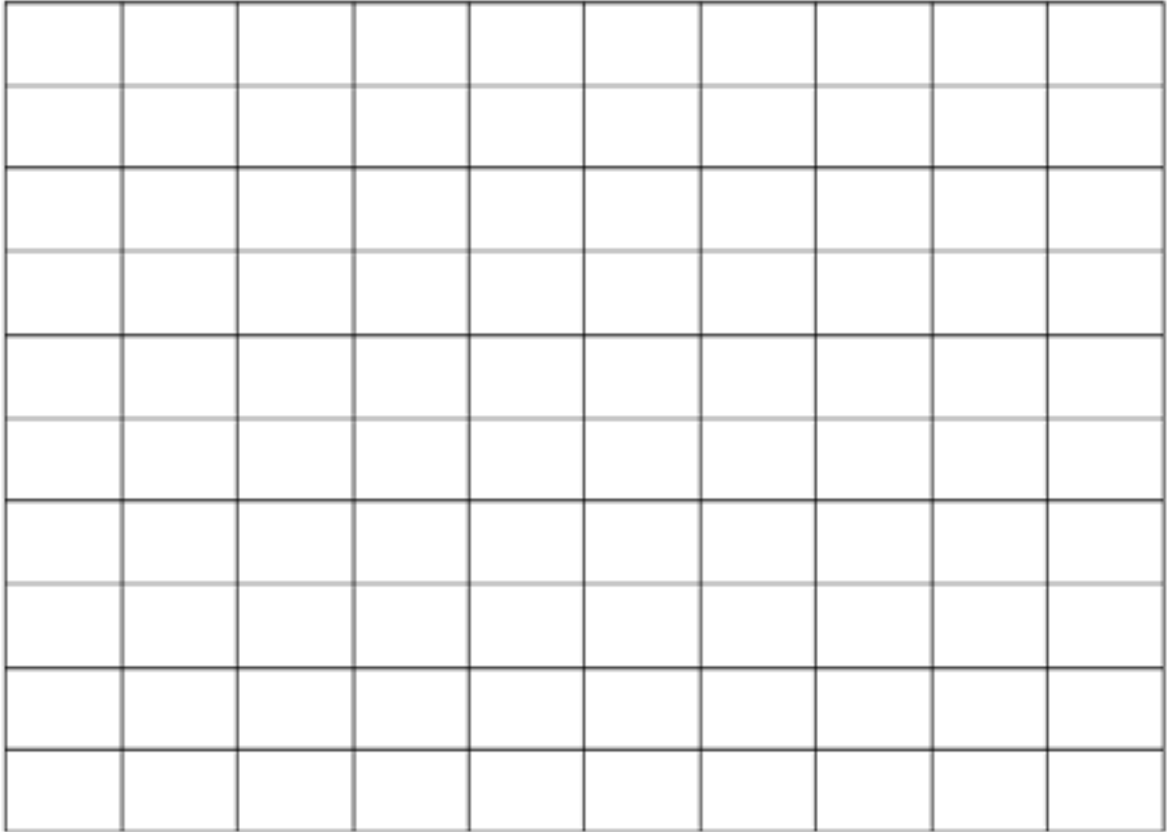
INSTALL _____ workers for _____ hours @ \$ _____ per hour = \$ _____
DISMANTLE _____ workers for _____ hours @ \$ _____ per hour = \$ _____
TOTAL \$ _____

10'w x 10'd Booth

1 Square = 1 Foot

BACK (Adjacent booth number, if applicable: _____)

LEFT
SIDE
(Adjacent
booth
number, if
applicable:
_____)



RIGHT
SIDE
(Adjacent
booth
number, if
applicable:
_____)

FRONT (Adjacent booth number, if applicable: _____)

Please use the following symbols for marking grids:

+ = Main Drop Location

▲ = 1000 watt/10 amp

■ = 500 watt/5 amp

● = 2000 watt/20 amp

Outlets requiring 24-hour service will be billed at double the above rates.

No credits will be issued on any electrical service installed as ordered and not used.

10'w x 8'd Booth

1 Square = 1 Foot

BACK (Adjacent booth number, if applicable: ____)

LEFT
SIDE
(Adjacent
booth
number, if
applicable:
____)

RIGHT
SIDE
(Adjacent
booth
number, if
applicable:
____)

FRONT (Adjacent booth number, if applicable: ____)

Outlets requiring 24-hour service will be billed at double the above rates.

No credits will be issued on any electrical service installed as ordered and not used.



Rossi Expositions, Inc. ■ info@rossiexpo.com
 P.O. Box 2027 ■ www.rossiexpo.com
 El Cerrito, CA 94530 ■ 510.436.7500

PAYMENT POLICY
Event: Bay Area Travel Expo Location: Santa Clara CC Date: March 4-5, 2023

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION), MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

Payment Policy: Payment in full of all rental, service and labor charges must accompany your orders to qualify for advance order rates. All orders must be received by the advance deadline date with payment, to qualify for Advance order rates. All orders received without payment will be collected at the show and will be charged at Late order rates. All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by check or credit card (Master Card/Visa/AMEX).

<i>Please total your order forms here:</i>	
Furniture, Accessories & Carpet	\$
Electrical	\$
Freight	\$
AV/Computer Rental	\$
Plants & Floral	\$
Display Labor	\$
Booth Cleaning	\$
Miscellaneous	\$
TOTAL DUE	\$

<i>If paying by credit card, please complete the following:</i>																					
Payment Method	<input type="checkbox"/> Master Card REQUIRED: (3-digit Security ID Code on back of card) _____																				
	<input type="checkbox"/> Visa REQUIRED: (3-digit Security ID Code on back of card) _____																				
	<input type="checkbox"/> American Express REQUIRED: (4-digit Security ID Code on front of card) _____																				
Enter account number below:																					
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>																					
Expiration Date:	/																				
Cardholder's Name:	_____																				
Address:	_____																				
City:	_____																				
State / Zip:	/																				
Phone Number:	()																				
Signature:	_____																				
Date:	_____																				

For your convenience, we will be using this authorization form to bill your account for additional services incurred during this show, unless otherwise advised. No credits will be issued after event opens. Exhibitor must advise service desk of any discrepancies.

Please check only one of the following boxes:

- No additional people are allowed to sign on this card.
- The CARDHOLDER hereby authorizes the following individual(s) to sign on the above credit card for any additional charges incurred at show site. _____

Exhibitor Co. Name	_____	Booth #	_____
Print Name	_____	Phone#	_____
Signature	_____	Email	_____

2023



Santa Clara Convention Center

5001 Great America Parkway

Santa Clara, CA 95054, USA

Email: randy.festejo@encoreglobal.com



SANTA CLARA CONVENTION CENTER

COMPUTER & VIDEO EQUIPMENT DAILY ORDER FORM

ORDERING: To order audiovisual equipment for your booth, please complete and email back this form.
 PRICES: Listed prices are daily rates for EXPO orders. Labor is a one time charge unless otherwise specified.
 On-site cancellations will be charged at a rate of 50% of the rental amount.
 DELIVERY: Equipment will be delivered at the time specified unless fork-lifts are still on the exhibit floor.
 We strongly recommend installation to be as late as possible during move-in.

Exhibitor Information				On-Site Information			
Firm Name:	_____	On Site Contact:	_____	Email:	_____		
Phone:	_____	Phone:	_____				
Address:	_____	Show Name:	_____	Booth:	_____		
City:	_____ State: _____ Zip: _____	Delivery Date:	_____	Time:	_____		
Ordered by:	_____	Opening Date:	_____	Time:	_____		
Signature:	_____	Removal Date:	_____	Time:	_____		

DESCRIPTION	QTY	SHOW RATE			NOTE: ONLY FILL IN YELLOW BOX	DESCRIPTION	QTY	SHOW RATE			NOTE: ONLY FILL IN YELLOW BOX
DATA DISPLAY MONITORS											
						20"-24" HD Flat Screen Monitor w/Table Top Stand		\$ 225.00			
						32" HD Flat Screen Monitor w/Table Top Stand		\$ 325.00			
LAPTOP COMPUTERS											
						42" HD Flat Screen Monitor w/Floor Stand		\$ 475.00			
						46" HD Flat Screen Monitor w/Floor Stand		\$ 525.00			
Windows PC Laptop		\$ 250.00				55" HD Flat Screen Monitor w/Floor Stand		\$ 655.00			
Mac Laptop		\$ 250.00				70" HD Flat Screen Monitor w/Floor Stand		\$ 1,140.00			
						80" HD Flat Screen Monitor w/Floor Stand		\$ 1,270.00			*Available pre order only*
						Please Call For Wall Mount Prices					
POWER						LIGHTING					
AC/ Power Strip Package		\$ 46.00				Steel tree T top amd base		\$ 75.00			
Exhibit Table Power Drop		\$ 134.50				Source Four Leko 10", 19", 26"		\$ 50.00			
Power Distribution-20 Amp SPS		\$ 481.00				Source Four Par		\$ 50.00			
						LED Lighting Fixture		\$ 75.00			
DATA/VIDEO PROJECTION						VIDEO EQUIPMENT					
LCD Projector 3k (1920 x 1200)		\$ 205.00				DVD Video Player		\$ 75.00			
LCD/Projector & Screen Package		\$ 525.00				Blue Ray Player		\$ 125.00			
6500 Lumen 19x199 LCD Projector		\$ 1,545.00									
SCREENS & STANDS						AUDIO EQUIPMENT					
5', 7', or 8' Tripod Screen/skirt		\$ 95.00				Wireless UHF Microphone, Hand Held/Lav		\$ 220.00			
Safelock Projection Stand		\$ 40.00				Powered Speaker (each)		\$ 120.00			
34" or 54" AV Cart w/Skirt		\$ 40.00				8 Channel Audio Mixer		\$ 130.00			
PLEASE EMAIL FOR PRICING ON EQUIPMENT NOT LISTED						randy.festejo@encoreglobal.com					
						# of days					

Number of Show Days				
	\$	-		
	\$	-		
	\$	-		
	\$	-		
	\$	-		





Smart City Wireless Services

Santa Clara Convention Center



- 1 CONNECT**
 Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.
- 2 OPEN BROWSER**
 Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.
- 3 BUY NOW**
 If this is your initial purchase, enter your username (email address) and password, then click BUY NOW. Follow prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- 4 LOGIN**
 If you have already created an account and are returning for additional sessions, click LOGIN.



Wireless Options

Depending on where you are in the facility, you may see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

Exhibitor Internet	Instant Internet
Available throughout the facility.	Available in public spaces and meeting rooms.
*Connectivity speeds up to 1.54Mbps up/1.54Mbps down	*Connectivity speeds up to 768k up/768k down
5 GHz wireless frequency only	1 day for \$12.95
1 day for \$79.99	Complimentary Internet
3 day for \$227.97 <i>5% discount</i>	Available in public spaces only
5 day for \$359.95 <i>10% discount</i>	

** Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.*

Questions

For questions regarding wireless services or any other wired Internet and Telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com

INTERNET | TELEPHONE | CABLE TV

SANTA CLARA

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”

Where
TECHNOLOGY
Meets **HOSPITALITY**

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

INTERNET



TELEPHONE



CABLE TV



Need just a **BASIC** CONNECTION?



Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE **	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

What if it's

MISSION CRITICAL?

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

***NOT FOR STREAMING.**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



<https://orders.smartcitynetworks.com/wifi-splash-page-design>

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines **HIGH BANDWIDTH WIRELESS** with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE								
STREAMING								
BANDWIDTH ALLOCATION	SD	or	HD	or	UHD	INCENTIVE *	BASE	ON-SITE
10 Mbps	3		N/A		N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6		4		N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10		6		1	\$24,200	\$29,040	\$34,848
40 Mbps	13		8		1	\$31,550	\$37,860	\$45,434
50 Mbps	16		10		2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A		N/A		N/A	\$750	\$750	\$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
 or call 888.446.6911

<https://orders.smartcitynetworks.com/wifi-splash-page-design>

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, electrical services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED CABLE TV SERVICES?



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**. Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

****Cable services may require a deposit in some locations.**

ORDER NOW



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



SAMPLING AUTHORIZATION REQUEST FORM

Policy for Food and Beverage Distribution

Levy Convention Centers has exclusive food and beverage distribution rights within the Santa Clara Convention Center. Exposition organizations and/or their exhibitors ("Exhibiting Firm(s)") may distribute sample food and/or beverage products and food / beverage giveaways ("Sample Products") only with the written approval of Levy Convention Centers. All food and beverage that is not a part of sampling must be contracted through Levy Convention Centers. The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

General Information for Shows

1. Items dispensed are limited to products **manufactured, processed or distributed** by exhibiting companies. If they are not *manufactured, processed or distributed* by the company then you are not able to provide samples of food and beverage unless they are purchased through Levy Convention Centers. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact your catering manager and we will be happy to help you arrange these catering services.
2. If you do **manufacture, process, or distribute** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:
 - Non-Alcoholic Beverages are limited to maximum four (4) ounce containers and two (2) fluid ounces of product
 - Food items are limited to "bite size", not to exceed 1 cubic inch portions.
 - Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming Levy, the City of Santa Clara and the Santa Clara Convention Center as additional insured.
 - Exhibiting Firm must complete and submit the application for a Temporary Food Facility Permit to the Show Organizer along with the application fee prior to the first day of the event and are responsible for State and Local laws. Please visit the link below for further details:
<https://www.sccgov.org/sites/cpd/programs/TE/Pages/home.aspx>
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Santa Clara Convention Center services.
4. If you require product storage, delivery, or kitchen use charges may be assessed. Please contact your catering manager for further details
5. Any Food and/or Beverage products brought from the outside are not the responsibility of Levy Convention Centers.

The company requesting sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy, the City of Santa Clara and the Santa Clara Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

IMPORTANT:

- Certificate of Insurance and completed Sampling Authorization Form must be sent back to your Show Manager seven (7) business days prior to start of the show. Exhibitors not in compliance will be asked to remove item(s) from the facility immediately.



Company Requesting Sampling Permission Information

Show Name

Date of Show Sampling Dates

Company Name and Booth Number and Hall Name

Contact Name

Telephone

Address

City

Zip

Email

Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

Approved by:

Date:

INTERIOR PLANT DESIGN SPECIAL EVENTS WORK ORDER FORM

COPIES:
GREENHOUSE-GRN-2
INSTALLATION-BLUE-2
ACCOUNTING-PINK-1
SALES-ORANGE-1

EVENT NAME		Bay Travel & Adventure Show		WORK ORDER #			
DELIVER TO		Santa Clara Convention Center		PAYMENT METHOD		credit card	
ADDRESS		5001 Great America Pkwy		ORDER DATE			
CITY		Santa Clara		REVISED DATE			
AREA/ROOM							
ON SITE CONTACT		vince					
CELL #		408-421-3069					
FROM		INTERIOR PLANT DESIGN		CLIENT NAME			
ADDRESS		1950 MONTEREY RD.		ADDRESS			
CITY/STATE/ZIP		SAN JOSE, CA 95112		CITY, STATE, ZIP			
PHONE		408-421-3069		PHONE / FAX		FAX	
SALESPERSON		Vince Kilduff		CONTACT / E-MAIL			

QTY	SIZE	DESCRIPTION	CONTAINER	UNIT \$ (R)	EXT \$ (R)	UNIT \$ (P)	EXT \$ (P)	PLACEMENT
	6"	Upright foliage	Black or Terra cotta	\$35.00	\$0.00		\$0.00	
	6"	fem	Black or Terra cotta	\$35.00	\$0.00		\$0.00	
					\$0.00		\$0.00	
	8"	fem	Black or Terra cotta	\$30.00	\$0.00		\$0.00	
	8"	Upright foliage	Black or Terra cotta	\$30.00	\$0.00		\$0.00	
					\$0.00		\$0.00	
	3'	Upright foliage	Black or Terra cotta	\$35.00	\$0.00		\$0.00	
					\$0.00		\$0.00	
	4'	Upright foliage	Black or Terra cotta	\$45.00	\$0.00		\$0.00	
					\$0.00		\$0.00	
	5-6'	Upright foliage	Black or Terra cotta	\$70.00	\$0.00		\$0.00	
					\$0.00		\$0.00	
	6"	Blooming potted plant (specify) if available	Black or Tera cotta	\$40.00	\$0.00		\$0.00	
	6"	mum	black	\$35.00	\$0.00		\$0.00	
					\$0.00		\$0.00	
		Cut Floral small 8"dia x 8"hi	mixed		\$0.00	\$70.00	\$0.00	
					\$0.00		\$0.00	
		Cut Foral medium 12"dia x 12"hi	specify color		\$0.00	\$90.00	\$0.00	
					\$0.00		\$0.00	
		Cut Floral large 12"dia x 18"hi	specify color		\$0.00	\$125.00	\$0.00	
					\$0.00		\$0.00	
					\$0.00		\$0.00	
					\$0.00		\$0.00	
					\$0.00		\$0.00	
					\$0.00		\$0.00	
					\$0.00		\$0.00	
					\$0.00		\$0.00	

NOTES: credit card #																					
please email order: vince@interiorplantdesign.com																					
fax orders (408) 286-0705																					
								SUBTOTAL													
								NONTAXABLE													
								\$0													
								SUBTOTAL													
								TAXABLE													
								\$0													
								TOTAL													
								(NT +TX)													
								\$0													
DELIVERY DATE		20-May		DELIVERY DAY		FRI		DELIVERY TIME		B4-5PM		EVENT START				TAX		9.25%		\$0	
PICK-UP DATE		22-May		PICK-UP DAY		SUN		PICK-UP TIME		4PM		EVENT STRIKE				TOTAL BALANCE DUE				\$0	

CLIENT SIGNATURE	X	DATE:
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TADCO SUPPLY

Office, Janitorial, Paper & Lighting Supplies

566 S. ALMADEN AVE, SAN JOSE, CA. 95110 PHONE:408/275-6944 FAX:408/280-1373

A FAMILY BUSINESS SINCE 1955

BOOTH CLEANING ORDER FORM

Return form with payment to: Tadco Supply *568 S Almaden Ave San Jose Ca 95110
*Phone 408-275-6944 *Fax 408-280-1373 *Email jennie@tadcosupply.com

Name of venue		Show date		Booth #
Company name			Office #	On-site Contact #
Street Address		City	State	Zip
Authorizing signature		On-site email		On-site name

1st night cleaning is provided. Exhibitors requiring additional nightly vacuum, shampoo, mop and trash removal during the show hours must place their order and make payment to Tadco Supply

CARPET CLEANING (100 SQ.FT. MINIMUM):

DAILY BOOTH CLEANING INCLUDING NIGHTLY VACUUMING OF BOOTH & EMPTYING WASTEBASKETS Days _____ X Sq. Ft. _____ @ \$0.35 _____ \$0.37 _____

ADVANCE ORDER

FLOOR ORDER

ALL ORDERS LESS THAN DAILY BUT MORE THAN ONE TIME WILL BE CHARGED AT THE ONE TIME RATE.

VACUUM ONE TIME ONLY Days _____ X Sq. Ft. _____ @ \$0.37 _____ \$0.39 _____

SHAMPOO PRIOR TO SHOW OPENING MUST GIVE 24 HR. NOTICE Days _____ X Sq. Ft. _____ @ \$0.73 _____ \$0.77 _____

DAMP MOP ONLY - TILE FLOORING Days _____ X Sq. Ft. _____ @ \$0.33 _____ \$0.35 _____

FOR EXHIBITORS USING COMPUTER OR ELECTRONIC EQUIPMENT - PROTECT FROM STATIC CHARGE, ORDER ANTI-STATIC SPRAY.

ANTI-STATIC SPRAY Days _____ X Sq. Ft. _____ @ \$0.07 _____ \$0.09 _____

PERIODIC PORTER SERVICE IS PERFORMED

AT TWO (2) HOUR INTERVALS, DURING SHOW HOURS. Days _____ @ \$110.00 per day= _____

HOURLY PORTER SERVICE (ONE HOUR MINIMUM)

Hours _____ @ \$40.00 per hour= _____

GRAND TOTAL

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WE ACCEPT VISA, MASTERCARD & AMERICAN EXPRESS
3% HANDLING CHARGE WILL BE ADDED TO YOUR ORDER

PAYMENT IN U.S. DOLLARS. CREDIT CARD AUTHORIZATION OR COMPANY CHECK MUST ACCOMPANY THIS ORDER FOR PROCESSING

CREDIT CARD VERIFICATION:

Last four digits of credit card number:

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Card EXP Date: MM/YY

--	--	--	--

Cardholder's Name:

Cardholder's Signature:

Cardholder's Billing Address:

City:

State:

Zip Code:

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

CARD TYPE:

MASTERCARD

VISA

AMERICAN EXPRESS

Any questions regarding service ordered and received must be brought to the attention of Tadco Supply at the show immediately upon noting same. Adjustments cannot be made unless discrepancies are reported prior to show upon the day following the night when service was to be performed. Tadco Supply Inc has been named exclusive cleaning contractor for this show.