EXPO
EVENT SERVICES

Exhibitor Services Manual

Denver Travel & Adventure Show
February 25 - 26, 2023
Colorado Convention Center
Denver, CO

www.expoeventservices.com

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Denver Travel & Adventure Show

Colorado Convention Center
February 25 - 26, 2023

Deadline Date: February 16, 2023

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Welcome to Denver and Denver 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: orders@expoeventservices.com

Standard Booth Information

Booth Size: 10' x 10'
Backwall Drape: 8' High Black Backwall Drape
Sidewall Drape: 3' High Black Siderail Drape
1 - 10' x 10' Booth Carpet

1 - 6'x 30" Table w/Black Skirt and 2 Padded Chairs
1 - Wastebasket
1 - 44" x 7" One Line ID Sign

Show Schedule Move In/Move Out		
Decorator Move-In:	Thursday 02/23/2023	8:00am - 5:00pm
Exhibitor Move-In:	Friday 02/24/2023	9:00am - 5:00pm
Event Open:	Saturday 02/25/2023	9:30am - 5:00pm/ Travel Advisors
		10:00am - 5:00pm/ Public
Event Open:	Sunday 02/26/2023	11:00am - 4:00pm
Exhibitor Move-Out:	Sunday 02/26/2023	Close of Show – 8:00pm.
Clear Floor:	Sunday 02/26/2023	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 February 26, 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, February 26, 2023

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Shipping Addresses

Advance Receiving /Shipments

Denver Travel & Adventure Show
Shipments Should Arrive on or between: **JANUARY 27 - FEBRUARY 16, 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

Denver Travel & Adventure Show
Shipments Should Arrive on: **FEBRUARY 23, 2023 (1PM - 5PM)**
c/o Expo Event Services **FEBRUARY 24, 2023 (8AM - 4PM)**
Colorado Convention Center
700 14th Street
Denver, CO 80202

State Tax 8.31% (Tax Rates Subject To

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.

Convention, Display, Trade Show Labor Conditions:
All decorating, display, drayage, theatrical, rigging, production, audio visual, commercial presentations as well as all material handling for conventions, trade shows, promotional displays, and consumer shows are performed by the . Denver Theatrical Stage Employees Union, IATSE, Local No. 7.

Display and Exhibit Work - Installation, Dismantling and Decorating:
Full time employees of an exhibiting firm may install and dismantle their own respective company display*, if such work can be completed in less than sixty minutes and without the use of mechanized tools.

Any outside or additional labor required for installation, dismantle or decorating of displays is to be performed by the official General Service Contractor or by any other contractor signatory to the IATSE, Local 7 labor agreement.

(*Product display and placement is not included i these work rules and is the exclusive right of full time employees of an exhibiting firm.)

Show/Job Site Drayage:
Exhibitors may handle their own hand-carried in and out of the Colorado Convention Center. Any material requiring the use of equipment for delivery, i.e., dollies, fork lifts, will be handled by labor through IATSE, Local No. 7. Equipment and labor is arranged through the General Service Contractor.

Dock Space:
Dock space is limited at the Colorado Convention Center, and it is under the control and authority of the General Service Contractor.

Denver Theatrical Stage Employee's Union
IATSE, Local No. 7 1475 Curtis Street
Denver, CO 80202
Business Agent
Office: (303) 534-2423
Fax:(303) 534-0 216

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/palleted 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/palleted 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

Denver Travel & Adventure Show

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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.

Colorado Convention Center / ASM Global
Certificate of Insurance

Licensees please provide this sample certificate to your insurance agent or broker

Certificates must mirror this sample exactly.

NOTE THE ADDITIONAL INSURED SPECIAL INSTRUCTIONS BELOW

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

INSURANCE BROKER NAME & ADDRESS

INSURED

LICENEE'S LEGAL NAME & ADDRESS

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY				
	COMMERCIAL GENERAL LIABILITY				
	CLAIMS-MADE / OCCUR				
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC				
	AUTOMOBILE LIABILITY				
	ANY AUTO				
	ALL OWNED AUTOS / SCHEDULED AUTOS				
	HIRED AUTOS / NON-OWNED AUTOS				
	UMBRELLA LIAB / OCCUR				
	EXCESS LIAB / CLAIMS-MADE				
	DED / RETENTION $				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N / N/A				
	(Mandatory in NH)				
	If yes, describe under DESCRIPTION OF OPERATIONS below				

Policy limits must be same or greater than required in the license agreement

Policy start date must be prior to effective date of the license agreement and not expire prior to final event day

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

(NAME OF EVENT) OCCURING IN (YEAR), THE CITY AND COUNTY OF DENVER, ASM GLOBAL, AND ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTO POLICIES.

CERTIFICATE HOLDER

CITY & COUNTY OF DENVER
COLORADO CONVENTION CENTER/ASM GLOBAL
700 14TH STREET
DENVER, CO 80202

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05) The ACORD name and logo are registered marks of ACORD

Licensee's Legal Name

Type of Insurance required

Only additional insured language in this box

Verify Correct Address & Contact Information

The 'description' box must only contain the following additional insured language: (***Name of Event***) **OCCURING IN (*Year*), THE CITY AND COUNTY OF DENVER, ASM GLOBAL, AND IT'S OFFICERS, AGENTS, AND EMPLOYEES ARE INCLUDED AS ADDITONAL INSURED WITH RESPECTS TO COMMERICAL GENERAL LIABILITY AND BUSINESS AUTO POLICIES.**

QUALIFYING LANGUAGE SUCH AS "SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY" and "IF REQUIRED PER WRITTEN CONTRACT" CAN NOT BE ADDED.

DO NOT ATTACH ADDITIONAL INSURED ENDORESEMENTS OR POLICIES

If any additional language is added, the certificate will be rejected. If the requirements cannot be complied with, client will be in default of license agreement.

INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center

February 25 - 26, 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

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 that Expo Event Services, you need NOT indicate that particular service below:

☐ EXHIBITFURNITURE 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.

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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

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

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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.denver.org/denver-meetings-conventions/info/travel-advisory/

POV/ASSISTED CART LOAD FORM

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Colorado Convention Center

February 25 - 26, 2023

Deadline Date: February 16, 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.
Marterials 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

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center
February 25 - 26, 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 credits 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

Denver Travel & Adventure Show

Colorado Convention Center
February 25 - 26, 2023

Deadline Date: February 16, 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

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center

February 25 - 26, 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 | ZIP | COUNTRY

PLEASE SIGN

CARDHOLDER'S SIGNATURE | CARDHOLDER'S NAME - *PRINT*

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.

THIRD PARTY BILLING REQUEST

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center

February 25 - 26, 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)

Credit Charge Authorization

(Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

☐ MASTERCARD
☐ VISA*
☐ American Express

☐ Corporate
☐ Personal

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

☐ All Services
☐ I & D Labor
☐ Signs
☐ Rental Furniture
☐ Material Handling In & Out

☐ Other *(Please Specify)* _____

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

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

☐ MASTERCARD
☐ VISA*
☐ American Express

☐ Corporate
☐ Personal

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

☐ All Services
☐ I & D Labor
☐ Signs
☐ Rental Furniture
☐ Material Handling In & Out

☐ Other *(Please Specify)* _____

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

© Expo Event Services

SHIPPING INFORMATION

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center
February 25 - 26, 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:
Denver 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:
Denver Travel & Adventure Show

C/O:
Expo Event Services
700 14th Street
Denver, CO 80202

Please read the “Expo Event Services’ Limits of Liabilities and Responsibility” for important information on freight handling.

SHIPPING GUIDELINES

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center

February 25 - 26, 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

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Colorado Convention Center

FEBRUARY 25 - 26, 2023

MUST ARRIVE ON OR BEFORE
JANUARY 27 - FEBRUARY 16, 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

1. All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight packets required for unloading.
2. 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.
3. 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.
4. 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.
5. 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	**$175.00**	**$350.00**
OT/OT	**$208.00**	**$416.00**

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 | $

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	$

©Expo Event Services

KEY INFORMATION FORM

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center

February 25 - 26, 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

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 Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor

Booth Cleaning ☐ Yes ☐ No

Furniture ☐ Yes ☐ No

A/V Furniture ☐ Yes ☐ No

Telephone ☐ Yes ☐ No

Electrical Under Carpet ☐ Yes ☐ No

☐ With the Exhibit

Other Items _____

_____

_____

_____

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

© Expo Event Services

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

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON OR BETWEEN
JANUARY 27 - FEBRUARY 16, 2023

TO: _____
(EXHIBITOR'S NAME)

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)

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON
FEBRUARY 23, 2023 (1PM - 5PM)
FEBRUARY 24, 2023 (8AM - 4PM)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES

Colorado Convention Center
Exhibit Hall C
700 14th Street
Denver, CO 80202

Booth:_____ Number _____ of _____Pcs.
Carrier: _____

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON OR BETWEEN
JANUARY 27 - FEBRUARY 16, 2023

TO: _____
(EXHIBITOR'S NAME)

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)

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON
FEBRUARY 23, 2023 (1PM - 5PM)
FEBRUARY 24, 2023 (8AM - 4PM)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES

Colorado Convention Center
Exhibit Hall C
700 14th Street
Denver, CO 80202

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

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON OR BETWEEN
JANUARY 27 - FEBRUARY 16, 2023

TO: _____
(EXHIBITOR'S NAME)

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)

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON
FEBRUARY 23, 2023 (1PM - 5PM)
FEBRUARY 24, 2023 (8AM - 4PM)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES

Colorado Convention Center
Exhibit Hall C
700 14th Street
Denver, CO 80202

Booth:_____ Number _____ of _____Pcs.
Carrier: _____

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON OR BETWEEN
JANUARY 27 - FEBRUARY 16, 2023

TO: _____
(EXHIBITOR'S NAME)

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)

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON
FEBRUARY 23, 2023 (1PM - 5PM)
FEBRUARY 24, 2023 (8AM - 4PM)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES

Colorado Convention Center
Exhibit Hall C
700 14th Street
Denver, CO 80202

Booth:_____ Number _____ of _____Pcs.
Carrier: _____

TS SHIPPER

Reserve Your Shipment Today with the Official Show Carrier

Fast, Reliable, Secure Trade Show Transportation!

TRAVEL & ADVENTURE SHOW

Denver
Colorado Convention Center
February 25 - 26, 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

TS SHIPPER LLC - INBOUND FORM

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 #: _____

STREETADDRESS:_____ CITY_____

STATE / COUNTRY: _____ZIP / POSTAL CODE: _____

ONSITE CONTACT:_____PHONE: _____

TYPE OF SERVICE

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

TS SHIPPER LLC - INBOUND FORM

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**

TS SHIPPER LLC - INBOUND FORM

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: _____ _____

ADDRESS: _____

_____

ORDERED BY: _____

PHONE: _____

EMAIL: _____

BOOTH # _____

SHOW: _____

ONSITE CONTACT:

_____

CELL: _____

QUOTED AMOUNT:

$ _____

YOUR SIGNATURE ON THIS PAYMENT AUTORIZATION 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: _____

TSSHIPPER

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

© Expo Event Services

BOOTH PACKAGE RENTALS

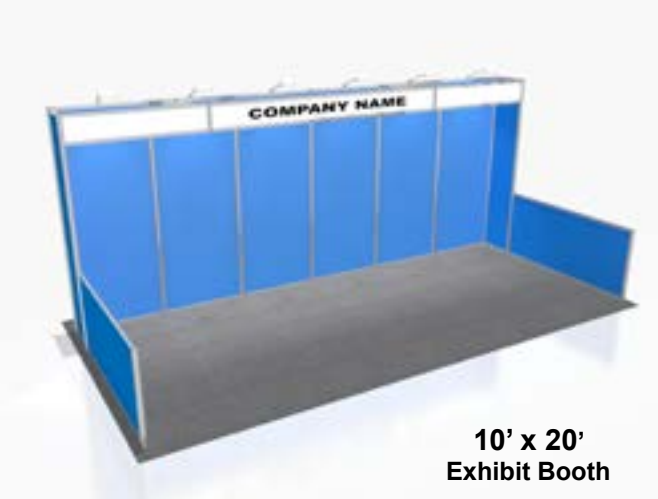
Denver Travel & Adventure Show

Colorado Convention Center
February 25 - 26, 2023

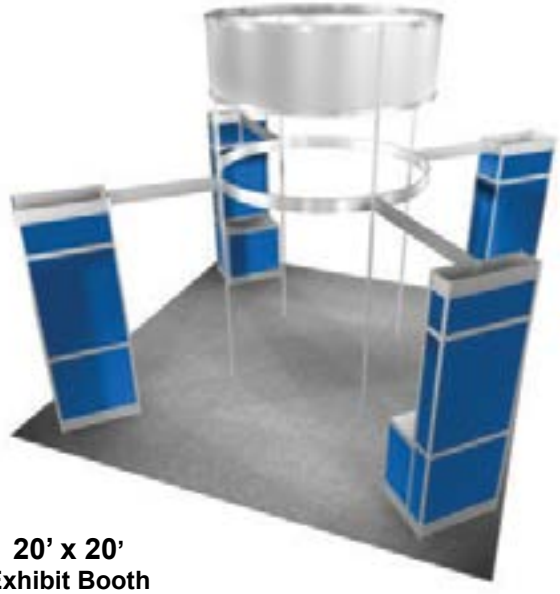
Deadline Date: February 16, 2023

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

©Expo Event Services

BOOTH PACKAGE ACCESSORIES

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center
February 25 - 26, 2023

SHELVES / GONDOLAS

	Qty	Price	Total
12” Deep x 1 Meter Straight Shelf	_____	x $104.00	_____
12” Deep x 1 Meter Angled Shelf	_____	x $132.00	_____
12” Deep x 1 Meter x 5’ One-Sided Gondola	_____	x $369.00	_____
12” Deep x 1 Meter x 5’ Two-Sided Gondola	_____	x $474.00	_____

CABINETS / COUNTERS

		Qty	Price	Total
1 Meter x 1/2 Meter	36”____ ☐ 42”____ ☐ Panel Color_____	_____	x $601.00	_____
2 Meter x 1/2 Meter	36”____ ☐ 42”____ ☐ Panel Color_____	_____	x $844.00	_____
1 Meter Radius	36”____ ☐ 42”____ ☐ Panel Color_____	_____	x $897.00	_____

LIGHT FIXTURES (Electricity Not Included)

	Qty	Price	Total
Clip On Light (75 watt)	_____	x $70.00	_____
Stem Light (75 wall halogen)	_____	x $149.00	_____
Track Light (300 watt)	_____	x $401.00	_____
4’ Fluorescent Fixture	_____	x $102.00	_____
6’ Fluorescent Fixture	_____	x $156.00	_____
8’ Fluorescent Fixture	_____	x $197.00	_____

orders@expoeventservices.com

BOOTH PACKAGE RENTAL ORDER FORM

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center
February 25 - 26, 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: orders@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

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center

February 25 - 26, 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

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”	$51.00	$66.00	
	11” x 17”	$61.00	$79.00	
	14” x 22”	$75.00	$98.00	
	22” x 28”	$92.00	$120.00	
	24” x 36”	$183.00	$238.00	
	30” x 40”	$198.00	$257.00	
	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 @ 8.31% = _____ = 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.

© Expo Event Services

GRAPHIC FILE SUBMISSION GUIDELINES

Denver Travel & Adventure Show

Colorado Convention Center
February 25 - 26, 2023

Deadline Date: February 16, 2023

We want your graphics to look their best. We are committed to partnering with you in order to provide the most comprehensive and efective 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	Preferred File (type)
Adobe Illustrator	ai, eps
Adobe Photoshop	tiff , psd, jpeg (high quality)
Adobe InDesign	indd (include links)
Adobe Acrobat	PDF (press quality setting)

File Transfer Options

Media	Note
Flash Drive	With attached fonts and links
E-mail Attachments	Limited to maximum size 5MB
FTP	zip or compression preferred
DropBox	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 too 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.

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 dierent 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.

©Expo Event Services

HANGING SIGNS/BANNERS INFORMATION FORM

Denver Travel & Adventure Show

Colorado Convention Center

February 25 - 26, 2023

Deadline Date: February 16, 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 • Email: orders@expoeventservices.com

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)?

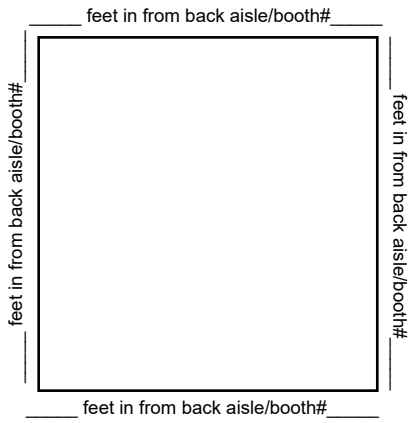
☐ No
☐ Yes (Quantity: _____)
☐ Expo Events Provided
☐ Exhibitor Provided

CHAIN MOTORS				
QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	$612.00	$796.00	
	1 Ton Chain Motor	$765.00	$995.00	

- 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)

© Expo Event Services

HANGING SIGNS/BANNERS ORDER FORM

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center

February 25 - 26, 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

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	$190.00	$247.00	
	OT	$315.00	$410.00	
	Holiday	$386.00	$502.00	
EES Supervision:_____ x 30% =				
		(Assembly total)		($40.00 minimum)

Date of Assembly:_____

Requested Start Time:_____

SIGN DISASSEMBLY LABOR

EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	$190.00	$247.00	
	OT	$315.00	$410.00	
	Holiday	$386.00	$502.00	
EES Supervision:_____ x 30% =				
		(Assembly total)		($40.00 minimum)

Date of Disassembly:_____

Requested Start Time:_____

OVERHEAD SIGN RIGGING LABOR

RIGGING INSTALLATION

EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	$835.00	$1,086.00	
	OT	$1,083.00	$1,408.00	
	Holiday	$1,298.00	$1,687.00	

Date of Assembly:_____

Requested Start Time:_____

RIGGING REMOVAL

EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	$835.00	$1,086.00	
	OT	$1,083.00	$1,408.00	
	Holiday	$1,298.00	$1,687.00	

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.

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IN-BOOTH FORKLIFT LABOR ORDER FORM

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center
February 25 - 26, 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**	**$218.00**	**$283.00**
	OT	**$302.00**	**$393.00**
	DT	**$437.00**	**$568.00**
Additional Rigger	**ST**	**$174.00**	**$226.00**
	OT	**$286.00**	**$372.00**
	DT	**$351.00**	**$456.00**

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 $ _____

©Expo Event Services

DISPLAY LABOR ORDER FORM

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center
February 25 - 26, 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

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.

		Rates: per person/per hour	
Labor		**Discount Price**	**Standard Price**
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	$174.00	$226.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	$286.00	$372.00
Double Time	Sundays and Holidays	$351.00	$456.00

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 orloss 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.

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DISPLAY LABOR INFORMATION FORM

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center

February 25 - 26, 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

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: _____

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STANDARD CARPET ORDER FORM

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center

February 25 - 26, 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

STANDARD CARPET

☐ Black ☐ Blue ☐ Green ☐ Gray ☐ Red ☐ Burgundy ☐ White

Qty	Item	Discount	Standard	Total
	10’ x 10’ Booth Carpet	$262.00	$341.00	
	10’ x 20’ Booth Carpet	$526.00	$684.00	
	10’ x 30’ Booth Carpet	$789.00	$1,026.00	

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	$6.42 sq.ft.	$8.35 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”	$2.35 sq.ft.	$3.06 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = _____ + TAX @ 8.31% = _____ = 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.

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STANDARD FURNITURE

Denver Travel & Adventure Show

Colorado Convention Center
February 25 - 26, 2023

Deadline Date: February 16, 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

orders@expoeventservices.com

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STANDARD FURNITURE & ACCESSORIES ORDER FORM

EXPO EVENT SERVICES

Denver Travel & Adventure Show

Deadline Date: February 16, 2023

Colorado Convention Center

February 25 - 26, 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

	Qty	Item	Discount Price	Standard Price	Color	Total Price
CHAIRS		Upholstered Chair	$112.00	$146.00	N/A	
		Tall Black Stool	$142.00	$185.00	N/A	
UNDRAPED TABLES		4’ x 24” x 30” Undraped Table	$104.00	$135.00	N/A	
		6’ x 24” x 30” Undraped Table	$114.00	$148.00	N/A	
		8’ x 24” x 30” Undraped Table	$129.00	$168.00	N/A	
UNDRAPED COUNTERS		4’ x 24” x 42” Undraped Counter	$114.00	$148.00	N/A	
		6’ x 24” x 42” Undraped Counter	$127.00	$165.00	N/A	
		8’ x 24” x 42” Undraped Counter	$139.00	$181.00	N/A	
DRAPED TABLES	Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4’ x 24” x 30” High Draped Table	$185.00	$241.00		
		6’ x 24” x 30” High Draped Table	$208.00	$270.00		
		8’ x 24” x 30” High Draped Table	$234.00	$304.00		
		4th side Draped – 30”	$79.00	$103.00		
DRAPED COUNTERS	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4’ x 24” x 42” High Draped Counter	$210.00	$273.00		
		6’ x 24” x 42” High Draped Counter	$243.00	$316.00		
		8’ x 24” x 42” High Draped Counter	$277.00	$360.00		
		4th side Draped – 42”	$96.00	$125.00		
DRAPE	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		3’ High Banjo Drape (4 ft. min. order)	$24.00 /ft	$31.00 /ft		
		8’ High Banjo Drape (4 ft. min. order)	$26.00 /ft	$34.00 /ft		
PEDESTAL TABLES		30” x 30” High Pedestal Table	$303.00	$394.00	N/A	
		30” x 42” High Pedestal Table	$343.00	$446.00	N/A	
ACCESSORIES		Chrome Easel	$73.00	$95.00	N/A	
		Wastebasket	$48.00	$62.00	N/A	
		Retractable Stanchion	$178.00	$231.00	N/A	
		Coat Tree	$127.00	$165.00	N/A	

SUBTOTAL = _____ + TAX @ 8.31% = _____ = 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.

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TRADE SHOW

2023 FURNITURE PRICE LIST

LEATHER COLLECTIONS

Deadline Date: February 16, 2023

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

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Deadline Date: February 16, 2023

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

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OUTDOOR COLLECTIONS

Deadline Date: February 16, 2023

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

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

GRASS

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

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CHARGED COLLECTION

Client responsible for power source.

Deadline Date: February 16, 2023

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

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SOFAS

Deadline Date: February 16, 2023

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

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SOFAS

Deadline Date: February 16, 2023

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

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LOVESEATS

Deadline Date: February 16, 2023

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

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

**Client responsible for power source.*

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CHAIRS

Deadline Date: February 16, 2023

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

Ibizia 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

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CHAIRS

Deadline Date: February 16, 2023

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

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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

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FABRIC COLLECTIONS

Deadline Date: February 16, 2023

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

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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

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Deadline Date: February 16, 2023

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 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

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

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FABRIC COLLECTIONS

Deadline Date: February 16, 2023

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

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FABRIC COLLECTIONS

Deadline Date: February 16, 2023

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

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LEATHER COLLECTIONS

Deadline Date: February 16, 2023

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

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Deadline Date: February 16, 2023

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*

●○

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Deadline Date: February 16, 2023

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

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

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

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

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Deadline Date: February 16, 2023

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

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CUBE OTTOMANS

Deadline Date: February 16, 2023

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

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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

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CAFÉ & DINING CHAIRS

Deadline Date: February 16, 2023

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

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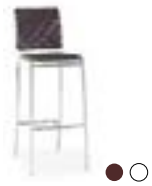
BAR STOOLS

Deadline Date: February 16, 2023

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

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BAR STOOLS

Deadline Date: February 16, 2023

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

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Deadline Date: February 16, 2023

BAR TABLES

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

30" Round Bar Table with Tulip Base - Black
30"Round x 42"H
Trade Show Price: $281.00

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

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

30" Round Bar Table with Tulip Base - Maple
30"Round x 42"H
Trade Show Price: $281.00

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

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

30" Round Bar Table with Tulip Base - White
30"Round x 42"H
Trade Show Price: $281.00

32" Round Bar Table with Black Base - Walnut
32"Round x 42"H
Trade Show Price: $345.00

32" Round Bar Table with Chrome Base - Walnut
32"Round x 42"H
Trade Show Price: $345.00

32" Round Bar Table with Tulip Base - Walnut
32"Round x 42"H
Trade Show Price: $382.00

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

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

36" Round Bar Table with Black Base - Maple
36"Round x 42"H
Trade Show Price: $249.00

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

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

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Deadline Date: February 16, 2023

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
**Client responsible for power source*

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

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

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Deadline Date: February 16, 2023

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

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TABLES

Deadline Date: February 16, 2023

CAFÉ TABLES

24" Square Café 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

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Deadline Date: February 16, 2023

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 × 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

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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

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Deadline Date: February 16, 2023

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

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TABLES

Deadline Date: February 16, 2023

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

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Deadline Date: February 16, 2023

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*

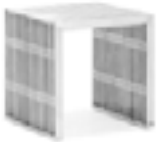
Cube End Table - Black
24"Square x 21"H
Trade Show Price: $249.00

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

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TABLES

Deadline Date: February 16, 2023

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

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TABLES

Deadline Date: February 16, 2023

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

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LIGHTED

Deadline Date: February 16, 2023

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.**

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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.

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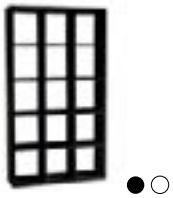
BARS & BAR BACKS

BAR BACKS

Blox 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

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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

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ACCENTS

Deadline Date: February 16, 2023

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

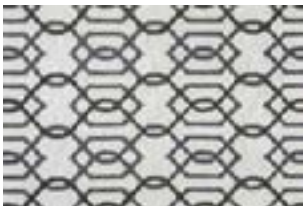
Athens Rug
5'7"W x 7'6"L
Trade Show Price: $523.00

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

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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

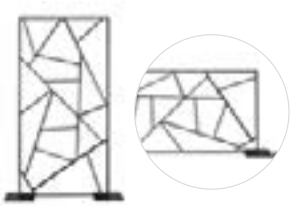
Event Price:
20'L x 5'W / $182.00
35'L x 5'W / $213.00
50'L x 5'W / $242.00
Stanchions
41"H / $22.00
Ropes
6'L / $4.00

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

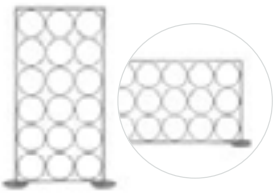
Sawyer Rug
12'W x 15'L
Trade Show Price: $669.00

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

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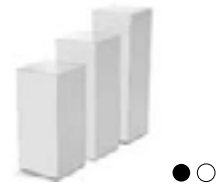
STANDS, RACKS, & PEDESTALS



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 × 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

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EXECUTIVE FURNISHINGS

Deadline Date: February 16, 2023

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

afr® furniture rental

©Expo Event Services

Deadline Date: February 16, 2023

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 × 24"D × 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

afr® furniture rental

Deadline Date: February 16, 2023

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

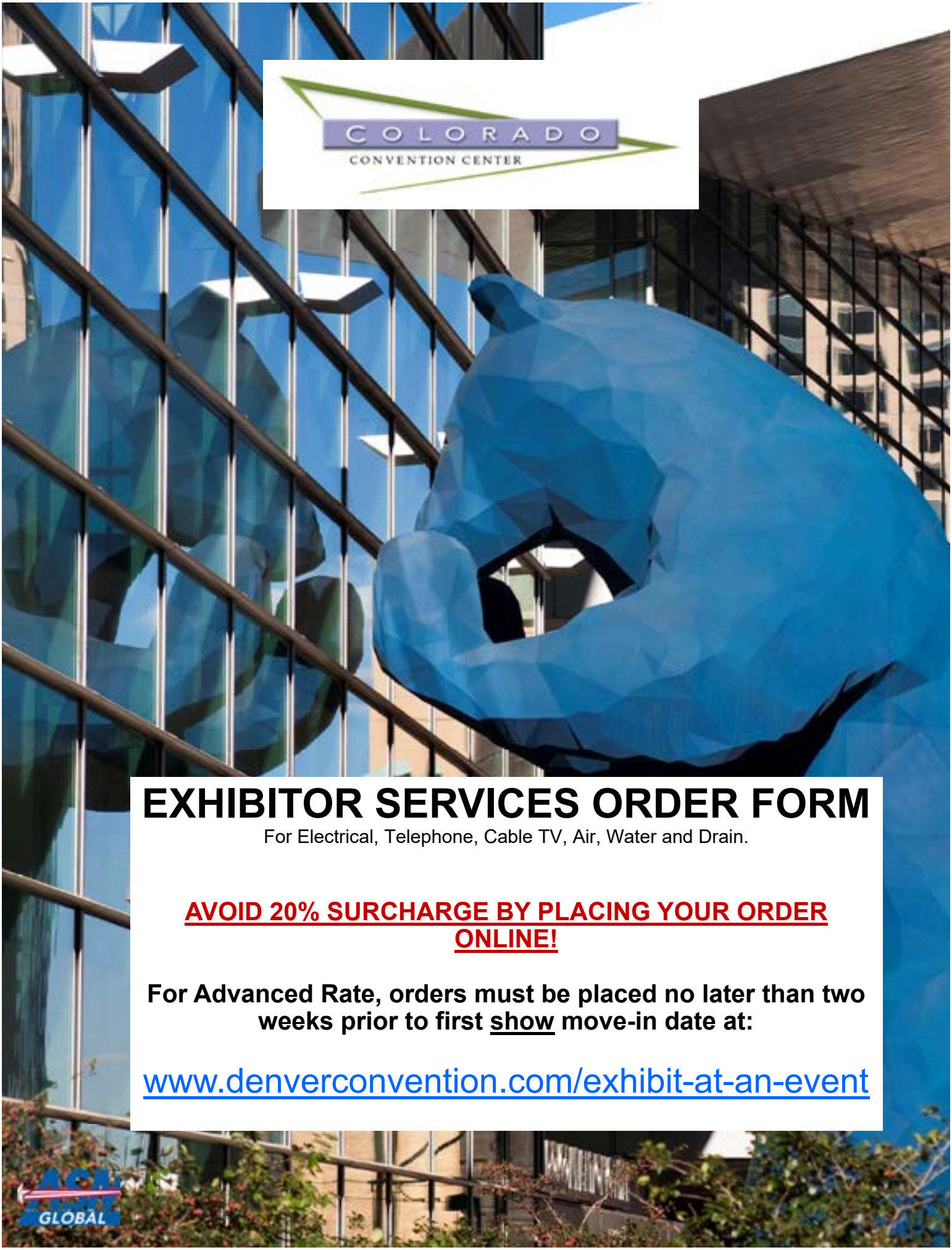
Tamiri Guest Leather Chair
25"W x 27"D x 37"H
Trade Show Price: $249.00

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

afr furniture rental

afi



EXHIBITOR SERVICES ORDER FORM

For Electrical, Telephone, Cable TV, Air, Water and Drain.

AVOID 20% SURCHARGE BY PLACING YOUR ORDER ONLINE!

For Advanced Rate, orders must be placed no later than two weeks prior to first show move-in date at:

www.denverconvention.com/exhibit-at-an-event

WELCOME TO THE COLORADO CONVENTION CENTER

In this kit, you will find orders for:

Electrical services, Telephone services, Air/Water/Drain and Natural Gas services, Internet services, Audio Visual services, Business Center services and Catering services.

To help you with a successful show, we offer you these tips and checklist:

1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain.
2. ALL exhibitor utility orders should be ordered online, faxed, emailed or mailed directly to the CCC. **All payments should be submitted directly to the CCC for utility orders — NOT TO SHOW MANAGEMENT OR THE GENERAL SERVICE CONTRACTOR.**
3. Orders for Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.
4. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered online at: **www.denverconvention.com**.
5. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
6. Save money by ordering prior to your arrival. The onsite surcharge of 30% will be applied to all orders placed onsite, during the first move-in date of the event.
7. The CCC reserves the right to update or amend these forms as needed. If you have questions, please call or email before ordering.

To save time and even more money, order online at www.denverconvention.com. These rates are available only on the web and will avoid the 20% surcharge on the listed rates in this kit.

Checklist Requirements/Reminders:

- Individual orders are required for each booth you will occupy.
- If you have any questions, call us direct at 303.228.8027 or email eorders@denverconvention.com before you order.
- All 10X10 and in-line booth services will be installed in the center back of the space.

Please submit a properly oriented booth floor plan for booth exhibits in which services **are not to be** installed in the center back of the space. Please include adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is *not* provided, services will be placed in the most convenient location. Floor plans that include multiple service drop locations must identify exact placement for each individual drop which must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Orders with multiple service drops submitted without a floor plan, will be installed on-site, on a first come first serve basis and labor charges will be assessed if the service drop must be relocated.

We look forward to seeing you in Denver!

PAYMENT POLICIES

1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
   - All online orders must be received 15 days prior to the first contracted show move-in date to qualify for the discount price. All orders placed after this deadline will be charged at the standard rate.
   - All order forms and payments in U.S. Dollars or credit card, must be received 15 days prior to the first contracted show move-in date, in order to utilize the standard rate. The on-site rate will be applied to forms received after this deadline.
   - The date received by the **CCC** will determine the applicable rate.
   - All charges incurred during the show must be rendered in full at the time of service.
   - Any outstanding balance will be charged to the exhibitor credit card on file, after the event closing.
   - If for any reason because of default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by **CCC/ASM Global** in connection therewith.
   - Unpaid balances are subject to a late charge of 1.5% per month thereafter.
2. Only Cash, credit cards, company checks and money orders, made payable to **ASM/Colorado Convention Center**, will be accepted for advanced payments.
3. Colorado Convention Center requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
4. Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of services.
5. There is a $25.00 service charge for all returned payments.
6. Rates quoted for all services include installing the requested services to the booth in the most convenient manner but do not include connecting equipment or special equipment. All island booths require a scaled diagram with proper orientation. Larger power orders may require additional labor and materials for precise placement of services.
7. Material and equipment furnished by the Center, for this service order, shall remain **CCC** property unless otherwise specified and shall be removed **ONLY** by the CCC employees at the close of the show.
8. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
9. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.

CANCELLATION POLICIES

- There is a minimum $100 or 10% Cancellation Fee (whichever is higher) plus any applicable taxes and surcharges that may apply. Cancellations must be in writing prior to the opening of the show. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs.
- Canceled services within an order will not incur cancellation charges if other services are ordered from the Convention Center provided the canceled services have not already incurred any costs.
- Credit will not be given for service(s) installed and not used.
- If a show or event gets canceled by show management, no refunds will be given after 2 weeks of cancellation notice. All cancellations must be in written form.

SUBMITTING YOUR PAYMENT/ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO : COLORADO CONVENTION CENTER/SMG

1. Online at www.denverconvention.com
2. US Mail/ First Class Mail/Couriers or Overnight Express:
   Colorado Convention Center
   Attn: Exhibitor Services
   700 14th Street, Denver CO 80202
3. Fax To: 303.228.8101
   You may fax your complete order information. The Exhibitor Services Department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:
   1st Bank of Denver • Denver, CO 80202-1370 • ABA# 502-572-4848 • Routing# 107005047
   Attn: Exhibitor Services
   All wire transfers must include the following information:
   •Your Company Name • Event/Show Name • Your Booth/Space Number
5. Federal Tax ID Number : 23-2511871

CONDITIONS AND REGULATIONS

GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. **Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of $200 will be added to individual orders for each occurrence.**
4. **ASM/CCC** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by ASM/CCC staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is $75/hr.
8. **ASM/CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

ELECTRICAL

1. **ASM/CCC** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay onsite rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
2. **ASM/CCC** employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the **National Electrical Code** or are **U.L. approved**. Special attention is given to the grounding of equipment. **The electrical department will make the final determination in allowing the use of any electrical material or equipment**.
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **ASM/CCC** electricians will compute a rating for the minimum electrical service required.
4. **ASM/CCC** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
7. The CCC is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST *SHOW* MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

STANDARD 120V ELECTRICAL ORDER FORM

Email Orders to: ***eorders@denverconvention.com***

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services — 303.228.8027 Ph
700 14th Street — 303.228.8101 Fx
Denver, CO 80202 — www.denverconvention.com

Event Name: _____
Booth # _____ **Booth Dimensions** _____
Event Dates _____
Company Name _____
Address _____
City _____ **St** _____ **Zip** _____
Phone _____ **Fax** _____
E-mail _____
Account Contact _____

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS		$120.00	
10 AMPS OR 1000 WATTS		$140.00	
20 AMPS OR 2000 WATTS		$155.00	
		TOTAL PAYMENT	

*****See Special 120V order form for 24-hour power and overhead drop pricing and ordering.*****

ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		$30.00	
25' EXTENSION CORD		$30.00	
		TOTAL PAYMENT	

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA **EXPIRATION DATE:**

PRINT CARDHOLDERS NAME:	CARDHOLDERS SIGNATURE:
	SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first ***show*** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the duration of the show.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR**: Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **FOR 120V SERVICE LARGER THAN 20A or special needs *PLEASE CALL* 303.228.8027 or email eorders@denverconvention.com**

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.
For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:
E— Indicates each amp/watt (Will not be split or branched)
O— Indicates overhead drop (Include height information)

Telephone Services:
T— Indicates Telephone Lines
F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:
Indicate each drop by writing **Air / Water / Drain**

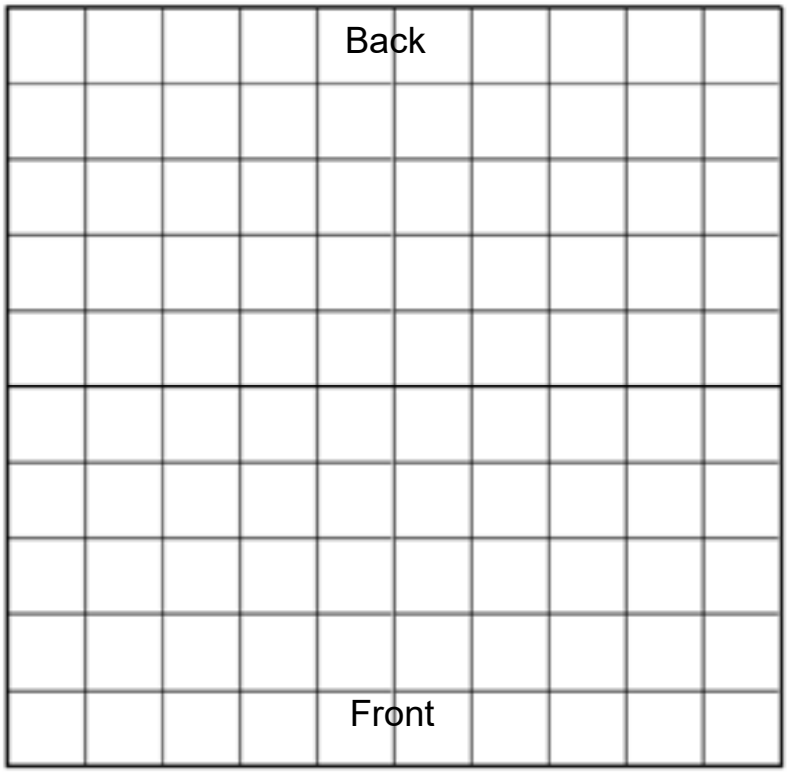
Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

☐ In-Line Booth ☐ Island Booth

Note adjacent booth # to left side of your booth

_____



Note adjacent booth # to right side of your booth

_____

Note adjacent booth # to front side of your booth

_____

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST *SHOW* MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

STANDARD 120V—24 HR & OH
ELECTRICAL ORDER FORM

Email Orders to: ***eorders@denverconvention.com***

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services
700 14th Street
Denver, CO 80202

303.228.8027 Ph
303.228.8101 Fx
www.denverconvention.com

Event Name: _____

Booth # _____ **Booth Dimensions** _____

Event Dates _____

Company Name _____

Address _____

City _____ **St** _____ **Zip** _____

Phone _____ **Fax** _____

E-mail _____

Account Contact _____

ELECTRICAL SERVICES	QTY	24-HOUR POWER	TOTAL
5 AMPS OR 500 WATTS—24 Hour		$180.00	
10 AMPS OR 1000 WATTS—24 Hour		$200.00	
20 AMPS OR 2000 WATTS—24 Hour		$230.00	
ELECTRICAL SERVICES	**QTY**	**OVERHEAD POWER**	**TOTAL**
5 AMPS OR 500 WATTS—Overhead		$240.00	
10 AMPS OR 1000 WATTS—Overhead		$275.00	
20 AMPS OR 2000 WATTS—Overhead		$310.00	
ELECTRICAL SERVICES	**QTY**	**24-HOUR OVERHEAD**	**TOTAL**
5 AMPS OR 500 WATTS—24 Hour and Overhead		$300.00	
10 AMPS OR 1000 WATTS—24 Hour and Overhead		$335.00	
20 AMPS OR 2000 WATTS—24 Hour and Overhead		$385.00	
		TOTAL PAYMENT	

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA **EXPIRATION DATE:**

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first ***show*** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the duration of the show.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR**: Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **Overhead power** is not intended for theatrical lighting fixtures. All Lighting must be built to the floor by an approved lighting contractor.
- **FOR 120V SERVICE LARGER THAN 20A** or special needs PLEASE CALL 303.228.8027 or email eorders@denverconvention.com

Rates effective through12/31/23

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.
For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:
E— Indicates each amp/watt (Will not be split or branched)
O— Indicates overhead drop (Include height information)

Telephone Services:
T— Indicates Telephone Lines
F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:
Indicate each drop by writing **Air / Water / Drain**

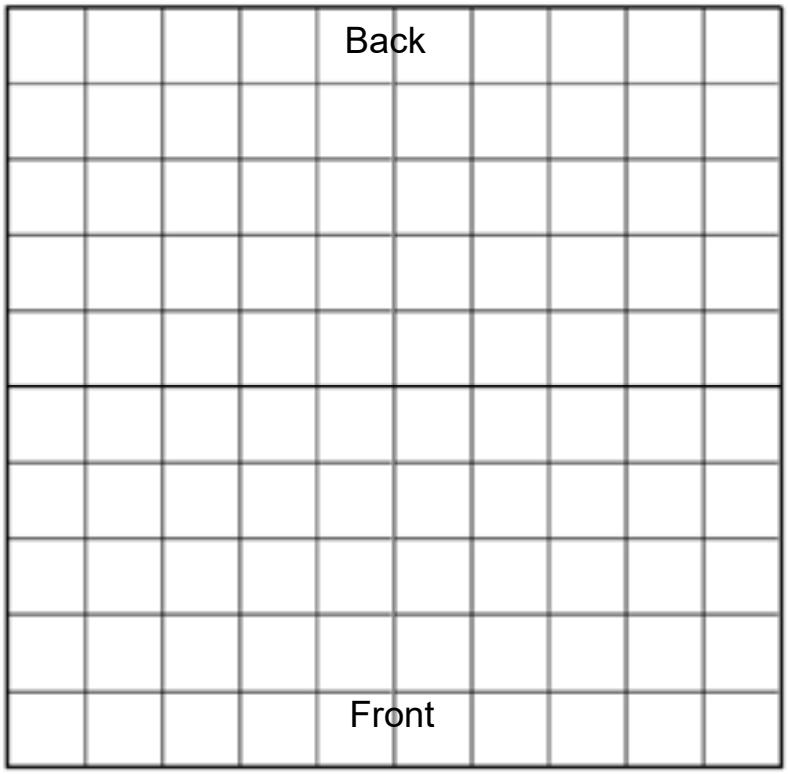
Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

☐ In-Line Booth ☐ Island Booth

Note adjacent booth # to left side of your booth

_____



Note adjacent booth # to right side of your booth

_____

Note adjacent booth # to front side of your booth

_____

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST *SHOW* MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

INDUSTRIAL 208V ELECTRICAL ORDER FORM

Email Orders to: ***eorders@denverconvention.com***

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services
700 14th Street
Denver, CO 80202

303.228.8027 Ph
303.228.8101 Fx
www.denverconvention.com

Event Name: _____

Booth # _____ **Booth Dimensions** _____

Event Dates _____

Company Name _____

Address _____

City _____ **St** _____ **Zip** _____

Phone _____ **Fax** _____

E-mail _____

Account Contact _____

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		$280.00	
30 AMPS OR 4,900 WATTS		$325.00	
40 AMPS OR 6,500 WATTS		$575.00	
50 AMPS OR 8,300 WATTS		$755.00	
60 AMPS OR 10,000 WATTS		$890.00	
100 AMPS OR 16,600 WATTS		$1,370.00	
THREE-PHASE SERVICE	**QTY**	**STANDARD RATE**	**TOTAL**
20 AMPS OR 5,700 WATTS		$375.00	
30 AMPS OR 8,600 WATTS		$435.00	
40 AMPS OR 11,500 WATTS		$710.00	
50 AMPS OR 14,400 WATTS		$900.00	
60 AMPS OR 17,200 WATTS		$1,100.00	
100 AMPS OR 28,800 WATTS		$1,615.00	
See Special 120V order form for 24-hour power and overhead drop pricing and ordering.			
		TOTAL PAYMENT	

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA **EXPIRATION DATE:**

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- For higher voltage **call Exhibitor Services at 303.228.8027 or email eorders@denverconvention.com for quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner.
- **LABOR**: Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- **Services are provided in the most convenient manner for center electricians** UNLESS booth floor plan is submitted prior to first ***show*** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than **10x10**. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.
For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:
E— Indicates each amp/watt (Will not be split or branched)
O— Indicates overhead drop (Include height information)

Telephone Services:
T— Indicates Telephone Lines
F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:
Indicate each drop by writing **Air / Water / Drain**

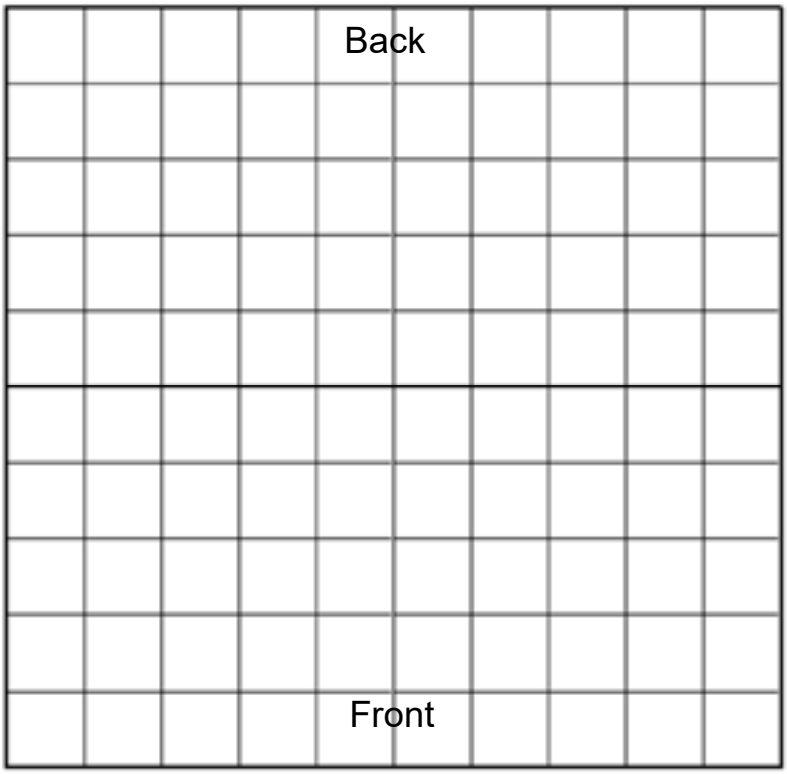
Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

☐ In-Line Booth ☐ Island Booth

Note adjacent booth # to left side of your booth

_____



Note adjacent booth # to right side of your booth

_____

Note adjacent booth # to front side of your booth

_____

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST *SHOW* MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

INDUSTRIAL 208V—24 HR & OH ELECTRICAL ORDER FORM

Email Orders to: ***eorders@denverconvention.com***

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services
700 14th Street
Denver, CO 80202

303.228.8027 Ph
303.228.8101 Fx
www.denverconvention.com

Event Name: _____

Booth # _____ **Booth Dimensions** _____

Event Dates _____

Company Name _____

Address _____

City _____ **St** _____ **Zip** _____

Phone _____ **Fax** _____

E-mail _____

Account Contact _____

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 3,300 WATTS		$420.00	For overhead quotes please contact the Exhibitor Services Department at: 303.228.8027 or email eorders@denverconvention.com		
30 AMPS OR 4,900 WATTS		$490.00			
40 AMPS OR 6,500 WATTS		$865.00			
50 AMPS OR 8,300 WATTS		$1,135.00			
60 AMPS OR 10,000 WATTS		$1,335.00			
100 AMPS OR 16,600 WATTS		$2,055.00			
THREE-PHASE SERVICES	**QTY**	**24-Hour Power**			**TOTAL**
20 AMPS OR 5,700 WATTS		$560.00			
30 AMPS OR 8,600 WATTS		$655.00			
40 AMPS OR 11,500 WATTS		$1,065.00			
50 AMPS OR 14,400 WATTS		$1,350.00			
60 AMPS OR 17,200 WATTS		$1,650.00			
100 AMPS OR 28,800 WATTS		$2,425.00			
				TOTAL PAYMENT	

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA **EXPIRATION DATE:**

PRINT CARDHOLDERS NAME: **CARDHOLDERS SIGNATURE:**

- Overhead power is not intended for theatrical lighting fixtures. All lighting must be built to the floor by an approved lighting contractor.
- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first ***show*** move-in date**. BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10.
- **LABOR**: Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- For higher voltage **call 303.228.8027 or email eorders@denverconvention..com for quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment.

Rates effective through12/31/23

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.
For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:
E— Indicates each amp/watt (Will not be split or branched)
O— Indicates overhead drop (Include height information)

Telephone Services:
T— Indicates Telephone Lines
F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:
Indicate each drop by writing **Air / Water / Drain**

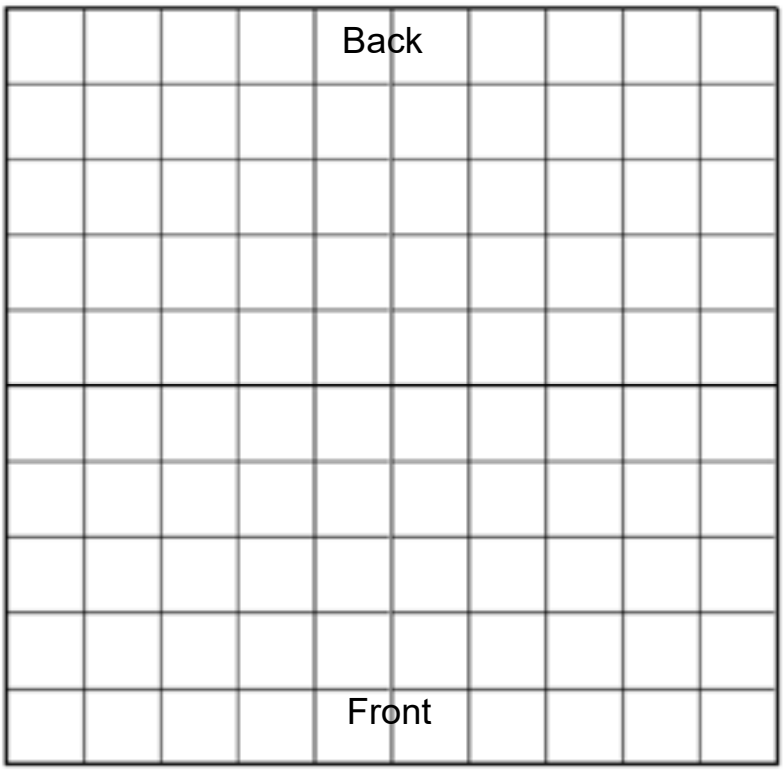
Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

☐ In-Line Booth ☐ Island Booth

Note adjacent booth # to left side of your booth

_____



Note adjacent booth # to right side of your booth

_____

Note adjacent booth # to front side of your booth

_____

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST *SHOW* MOVE - IN DATE.
denverconvention.com/exhibit-at-an-event

TELEPHONE ORDER FORM

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Order Online, Fax, or Mail at:
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Attn: Exhibitor Services
700 14th Street

303.228.8027 Ph
303.228.8101 Fx

Event Name: _____
Booth # _____ **Booth Dimensions** _____
Event Dates _____
Company Name _____
Address _____
City _____ **St** _____ **Zip** _____
Phone _____ **Fax** _____
E-mail _____

TELEPHONE SERVICE – VOIP SERVICES	QTY	STANDARD RATE	TOTAL
STANDARD PHONE SERVICE (with instrument, single line service)		**$250.00**	
ADVANCED PHONE SERVICE (with instrument, multi-button service)		**$450.00**	
POLYCOM SPEAKER PHONE		**$450.00**	
ANALOG LINE - FAX, MODEM, CREDIT CARD LINE (no Instrument, VOIP to analog line)		**$250.00**	
VOICEMAIL BOX		**$50.00**	
PROGRAMING - CALL HUNT/ROLLOVER/CALL PICKUP—(If ordering multi-ple lines, maximum 2 times)		**$50.00**	
LONG DISTANCE SERVICE* — Standard service does not include Long Distance Access. Long-distance calls require a credit card authorization form to be on file and calls will be charged to your card. **INITIAL HERE TO ACCESS LONG DISTANCE SERVICE:** _____			
SPECIAL SERVICES	**QTY**	**STANDARD RATE**	**TOTAL**
EXTEND POTS, ISDN, T1, other		**$250.00**	
Ordered by the exhibitor and delivered to the Convention Center Demarc by Exhibitor's carrier of choice. To ensure delivery to the Convention Center, please order from your carrier a minimum of four weeks prior to the show. Order # _____ Circuit No. _____ Carrier Installation Date _____			
LABOR (Special placement, changes or repairs are charged in 1 hour increments.)		**$75.00**	
		TOTAL PAYMENT	

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.
THERE WILL BE A $50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.*

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ Visa **EXPIRATION DATE:**

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:
SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Phone Usage Charges:** Usage charges are billed by CCC/SMG at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates. Credit card must be on file before long-distance service is activated.
- **Services are provided in the most convenient manner for CCC Technicians** UNLESS booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Handsets must be picked up by Exhibitor at the Service Desk upon arrival.

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST *SHOW* MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

CABLE TV & SATELLITE DISH INFORMATION FORM

Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services
700 14th Street
Denver, CO 80202

303.228.8027 Ph
303.228.8101 Fx
www.denverconvention.com

Event Name: _____

Booth # _____ **Booth Dimensions** _____

Event Dates _____

Company Name _____

Address _____

City _____ **St** _____ **Zip** _____

Phone _____ **Fax** _____

E-mail _____

Account Contact _____

A properly oriented booth floor plan must be submitted to ensure proper installation and also to prevent service postponement. The floor plan must include adjacent booth numbers surrounding the booth. For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the floor plan.

SERVICE TYPE	QTY	STANDARD RATE	Total
COMCAST CABLE TV			
DIGITAL (HDTV) (Outputs: HDMI, S Video, RCA, L/R audio, Coaxial, and Optical digital audio)- By request for legacy devices)		**300.00**	
CABLE CARDS - The CCC does not provide Cable Cards. Arrangements for this service must be made with Comcast directly.			
SATELLITE DISH			
NOTE: Vendor must supply all Dish/Antenna hard-ware, stands, roof protection, stand ballast, cable, connectors and any other materials required for installation. All equipment must be removed by the vendor immediately after event close. Must coordinate drop-off and pick-up of equipment with CCC.		**DISH ANTENNA TO BE INSTALLED ON ROOF**	**Needs Quoted**
		CABLES TO BE RUN TO EXHIBIT/BOOTH/AREA	

DATE AND TIME INSTALLATION AND SERVICE REQUIRED BY: _____

ADDITIONAL SERVICE REQUIREMENTS:

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ Visa **EXPIRATION DATE:**

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

INTERNAL USE ONLY

	ESTIMATE	ACTUAL
LIFT USE (HRS)		
M/HRS		
CABLE (FT)		
SPLITTERS (QTY)		

ADDITIONAL MATERIALS USED: _____

Rates effective through12/31/23

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.
For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:
E— Indicates each amp/watt (Will not be split or branched)
O— Indicates overhead drop (Include height information)

Telephone Services:
T— Indicates Telephone Lines
F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:
Indicate each drop by writing **Air / Water / Drain**

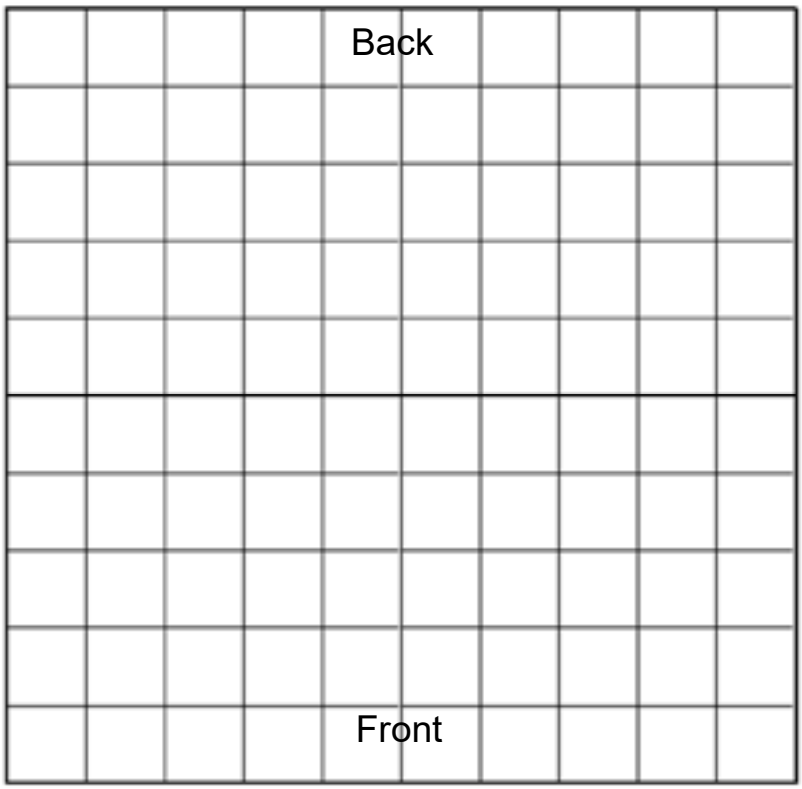
Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

☐ In-Line Booth ☐ Island Booth

Note adjacent booth # to left side of your booth

_____



Note adjacent booth # to right side of your booth

_____

Note adjacent booth # to front side of your booth

CONDITIONS AND REGULATIONS

TELEPHONE

1. Telephone instruments must be picked up at the Service Desk.
2. *A credit card is required for long distance access to be turned on. All long distance charges incurred from the first contracted show move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.*
3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **ASM/CCC** staff will complete all installations inside the facility.
4. **ASM/CCC** reserves the right to require deposit for Telecommunication equipment prior to installation.
5. All telephones are to be returned to avoid being charged a telephone replacement fee.
6. Once Installed, telephone services is active 24 hours a day for the entire length of the event.
7. 5 digit internal extension to extension dialing.

DESCRIPTION OF TELEPHONE SERVICES

1. **Standard Phone Service:** Single VOIP phone line that includes the installation of a touch-tone line and rental of a single line telephone instrument

   Standard Phone Optional phone services:
   - Call Hunt/Roll to another ordered extension if line is busy or no answer (can only hunt/roll twice)
   - Hot-Line: place a call to predetermined destination by simply lifting the handset.
   - Call Forward
   - Call Pick-Up group: an incoming call to any extension in the pick-up group can be answered by any of the phones in the specified group by picking up their handset and entering a code on the phones keypad.

2. **Advanced Phone Service:** VOIP phone line that includes the installation of one digital multi-button telephone. This comes with fixed features such as hand's free call, hold, conference, redial, and transfer. Along with four programmable buttons that can be programmed based on what additional special programming has been ordered.

   Advanced Phone Optional phone services:
   - Call Appearance: Any ordered extension number can ring on labeled key on digital set.
   - Call Forward
   - Last Number Redial

3. **Analog Line - Fax, Modem, Credit Card Line:** Touch-tone analog phone line. No instrument provided.
4. **Voicemail Box:** Voicemail box added to Standard Phone Service or Advanced Phone Service.
5. **Polycom Speaker Phone:** Speaker phone hooked to an VOIP phone line used for small to medium conference room sets. Call to confirm availability if ordering more than six for a single show.
6. **POTS/ISDN/T1 Extension:** Any services delivered by an outside vendor to the Demarcation room at the CCC.

WATER/AIR/DRAIN

1. **Permanent building outlets, including restroom plumbing fixtures, are not to be used for booth operations or disposal purposes. A $500.00 fine will be assessed and collected from any exhibitor involved in this activity.**
2. Utility connections to booth will be operable one (1) hour prior to show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact the Exhibitor Services Department 30 days prior to show opening.
3. The CCC is not responsible for moisture or water in air lines, or any pressure variations.
4. All equipment using water must have inlet and outlet properly tagged.

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST *SHOW* MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

COMPRESSED AIR, WATER, & DRAIN ORDER FORM

Email Orders to: ***eorders@denverconvention.com***

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services
700 14th Street
Denver, CO 80202

303.228.8027 Ph
303.228.8101 Fx
www.denverconvention.com

Event Name: _____

Booth # _____ **Booth Dimensions** _____

Event Dates _____

Company Name _____

Address _____

City _____ **St** _____ **Zip** _____

Phone _____ **Fax** _____

E-mail _____

Account Contact _____

COMPRESSED AIR SERVICES — ½" NPT Fitting	**QTY**	**STANDARD RATE**	**TOTAL**
Single Outlet—1/2" male or female schedule 40 pipe thread adaptor REQUIRED. No guarantees can be made of min./max. pressure. If pressure is critical, the exhibitor must arrange to have a pressure regulator value or pump installed. If exhibitor needs an adapter, a $35.00 charge will be assessed for parts.		**$300.00**	
Branch to additional locations		**$200.00**	
COLD WATER SERVICES — ½" NPT Fitting	**QTY**	**STANDARD RATE**	**TOTAL**
Single Outlet—1/2" male or female schedule 40 pipe thread adaptor REQUIRED. Building pressure is MIN 45 P.S.I. MAX 60 P.S.I.		**$300.00**	
Branch to additional locations		**$200.00**	
Fill—per 500 gal. (Pump out included if water contains no additives)		**$170.00**	
DRAIN SERVICES — Gravity Flow—1 ½" Max outlet	**QTY**	**STANDARD RATE**	**TOTAL**
Standard Drain		**$300.00**	
Additional Locations		**$200.00**	
JACUZZI/HOT TUBS (Includes (1) 50A electrical service)	**QTY**	**STANDARD RATE**	**TOTAL**
200 to 400 Gallons		**$750.00**	
401 gallons and Up		**$850.00**	
***Other Fill and Drain Services call 303.228.8027 for email eorders@denverconvention.com for quote and requirements. ***			
LABOR (Connections, changes and repairs are charged in 1 hour increments.)		**$75.00**	
ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY. **TOTAL PAYMENT:**			

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ Visa

EXPIRATION DATE:

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10.
- **LABOR**: Special placement, testing and/or changes after the initial set will require additional labor and material charges. 1 Hour minimum of labor required for all water and air services. Labor will be charged in 1 hour increments.
- Natural Gas Service available in Exhibit Halls ABC only. PLEASE CALL 303.228.8027 or email eorders@denverconvention.com with any questions.
- ***ALL CONNECTIONS TO TAP WILL REQUIRE A LICENSED CONTRACTOR WITH A BUILDING PERMIT.***
- Water fill features that require more than one fill & drain will require the purchase of two separate services.

Rates effective through12/31/23

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

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Telephone Services:
T— Indicates Telephone Lines
F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:
Indicate each drop by writing **Air / Water / Drain**

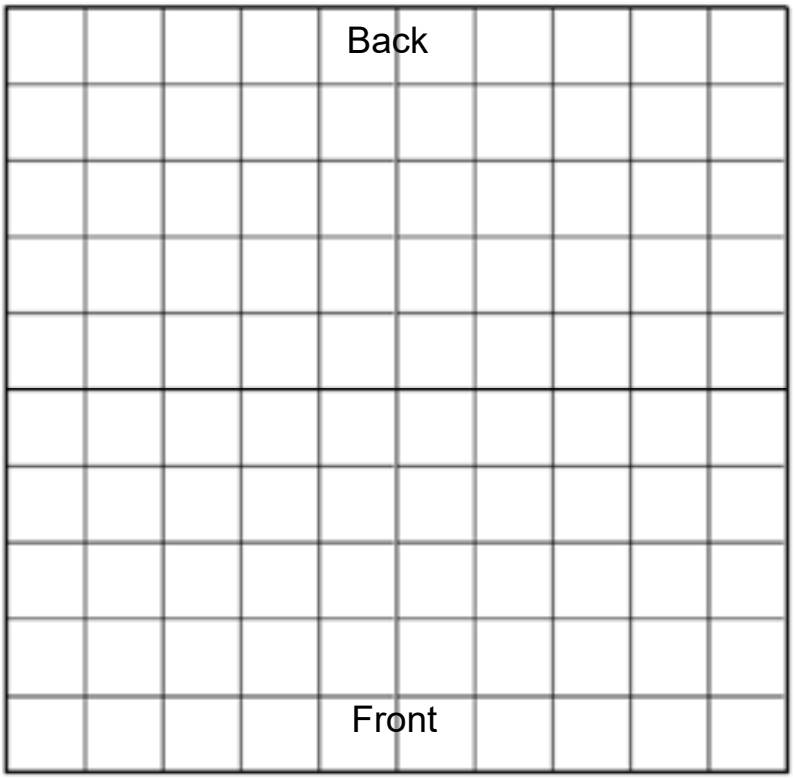
Please also indicate overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

☐ In-Line Booth ☐ Island Booth

Note adjacent booth # to left side of your booth

_____



Note adjacent booth # to right side of your booth

_____

Note adjacent booth # to front side of your booth

_____

GENERAL OPERATING POLICIES AND PROCEDURES
ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

GENERAL BUILDING POLICIES

1. Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls.
2. Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required prior to installation.
   A. If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
   B. Helium (or like) balloons distributed outside the **CCC** should not be brought into the facility.
3. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers and decals will be charged.
4. The **CCC** escalators and public elevators are not to be used to transport freight or equipment. All equipment and freight should be transported, utilizing the freight elevator and brought in on the docks.
5. The **CCC** does not provide furniture or equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by a general service contractor.

SMOKING POLICY

1. The **CCC** is a non-smoking facility.
2. If the function is open to the **general public**, there will be no designated smoking area within the facility.
3. Smoking is not permitted on the exhibit hall floor during move-in or move-out.
4. The Denver Fire Department will issue citations for violations of this rule.

FOOD AND BEVERAGE

1. Sedexo Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverages into the **CCC**. Sedexo can be reached 303.228.8050 for in booth catering.
2. Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contact your Sedexo Catering representative at 303.228.8050 for more detailed information.

SECURITY

1. The **CCC** maintains twenty-four (24) hour security for building perimeter and internal patrols.
2. Hall Security and Individual booth security are the responsibility of Show Management and the Exhibitor.

DELIVERY PROCEDURES

1. The **CCC** does not accept advance freight shipments for exhibitors or show management. Freight must be consigned to the general service contractor or show manager during the event period.
2. Mail received on site should be addressed to the appropriate show or event. Mail will be held in the **CCC** offices until the first day of move in, at which time it will be delivered to show management.

PARKING

1. The **CCC** operates a 1,000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303.228.8070 for information and to request a parking map if needed.
2. Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

GENERAL OPERATING POLICIES AND PROCEDURES
ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

WASTE DIVERSION POLICY

1. We recognize our important role in protecting and enhancing the environment and to help secure the long-term sustainability of our city. As such we are committed to operations which reduce our environmental impact, focus on conserving resources, and utilizing products, technologies, and methods which continually improve in these efforts.

PROHBITED ITEMS AT THE CENTER

- Foamcore signage
- Signage that cannot be recycled or reused by the event organizer, excluding decals or window clings
- Single use plastic bags used for purchases, and plastic conference bags provided to collect show items
- Any hazardous substance, or item containing a hazardous substance
- Large foliage (including tress), without the root system intact

RESTRICTIVE ITEMS AT THE CENTER

While items are allowed at the Center, neither the Exhibitor nor Event Organizer shall leave any of the following upon conclusion of the event unless previously arranged with the Center directly:

- Vinyl banners
- Large exhibits
- Electronics, furniture, or equipment, unless previously approved by CCC
- Carpet, carpet scraps, or carpet padding, as well as carpet tubes
- Pallets

ITEMS FOR DONATION

- Preapproval of a plan for donation is appreciated to ensure the material or items can be donated
- In accordance with the license agreement terms and building policy any items left behind will become property of CCC. CCC will at its sole discretion, determine the best method to manage the material, in accordance with applicable law
- Any perishable food items left by exhibitors will become property of CCC one hour after the close of the show, and discarded according to building policy.

2. **100% Compliance must be maintained, non-compliance will result in extra housekeeping and disposal fees to be charged.**

Abandoned Item	Flat Rate Charge	(+) Charge Fee
Foamcore signage	$200.00	$10.00/sheet
Other signage waste*	$100	$5.00/ea
Single use plastic bags	$100	$0.50/bag
Hazardous substance	$300.00	$ of disposal
Vinyl banners	$100	$10.00/lb.
Large exhibits	$650	% of roll off
Electronics	$100	$2.00/lb.
Carpet, scrapes, padding, tubes	$250	$50.00/lb.
Furniture and/or equip.	$75	$25/day until P/U
Pallets	$200.00	$5.00/pallet
Large foliage	$75	$25/day until P/U
Other misc item	$100.00	$ of disposal

**Unrecyclable or reusable by event organizer (excluding decals and window clings)*

GENERAL OPERATING POLICIES AND PROCEDURES
ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

RIGGING/SUSPENSION OF LOADS

The **CCC** management must approve all rigging/suspension of loads from any part of the facility structure.

1. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by **CCC** or general service contractor personnel.
2. If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to **CCC** two copies of your rigging plot to Exhibitor Services two months prior to move in for the **CCC** approval. Part of this requirement is due to possible shared or compounded loading between booths or different shows and even between levels of the convention center which can also be a concern. This is even more important on larger shows where several booths are rigging within proximity to each other.
3. All submittals will need to be overlaid in the correct location and orientation onto the Reflected Ceiling Plan (RCP) for the relevant area for proper review to take place (these drawings can be provided in .DWG or .PDF format if they are not on file already and/or upon request).
4. The rigging plot should conform to the following:
   A. Name of show, show dates, building location; the name of the contractor responsible for rigging, including contact information; and if applicable, the names of the audio, lighting and scenery contractors. Contact information should be printed on the plans.
   B. Rigging plots must be drawn in 1/16"=1' scale.
   C. Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
   D. Rigging plots must include facility column locations and roof steel locations.
5. The first point of contact for this should be your event manager. However, for more specific information, requirements, and limitations regarding rigging/suspension of loads at the **CCC** or for any inquiries that have not been assigned a specific point person please contact:

Jason Hiester	Joe McCullough
Technical Services Manager	Director of Operations
303.228.8126	303.228.8026
jhiester@denverconvention.com	JMccullough@denverconvention.com

6. If submittals do not meet/or exceed the outlined acceptable criteria the building provides, the rigging plan may need to be sent to the Structural Engineer of Record (SER) for approval at an additional cost. Note: this SER review can add additional time to the review/approval process. ***If the rigging plan is not submitted 30 days prior to the first move in date a $500.00 review fee will be charged in addition to any applicable SER fee's or cost.***
7. If not received in a timely fashion, rigging oversight charges may also apply and any rigging work may not be performed until a submittal is made and the plan has been approved by the building/Operations.
8. Without all the information being submitted with ample time to review it limits options.

BASIC FIRE CODE REGULATIONS

1. Exits in all areas of the facility should not be blocked or covered for any reason.
2. Exterior and loading dock doors and fire doors may not be propped open.
3. All aisles should be kept clear, clean and free of obstructions.
4. Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
5. Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **ASM/CCC** management for compliance.
6. Vehicles with gasoline engines that are to be displayed should conform to the following:
   A. Battery cables must be disconnected.
   B. Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
   C. Must have protective covering under motors, drive trains and tires on any carpeted area.
   D. Vehicles displayed in any other area of the center other than the exhibit halls requires a Denver Fire Prevention permit.
7. Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.

GENERAL OPERATING POLICIES AND PROCEDURES
ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

BASIC FIRE CODE REGULATIONS continued

8. Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the **CCC** should have written authorization by the **CCC** management and the Fire Prevention Bureau. Permits may be required.
9. All empty crates and boxes should be stored in areas approved and assigned by the **CCC** management and the Fire Prevention Bureau.
10. All electrical equipment should be U.L. (Underwriters Laboratories) approved.
11. Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
12. All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
13. Any covered exhibit space over 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
    A. Any exhibit that has a covered area greater than 300 sq. ft. must submit the following information to Denver Fire Prevention online permitting portal for approval 2 weeks prior to move in at: https://www.denvergov.org/AccelaCitizenAccess
       - Diagram of the booth layout with dimensions.
       - Detail of the covered area including materials used.
       - Flame retardant certificate is required if soft goods are used as the covering.
    B. A copy of the permit must be onsite and presented to Fire detail working the event or Colorado Convention Center Operations Manager when asked for.
14. Storage in meeting room and ballroom corridors is not permitted.
15. Multi-level exhibits and enclosed rooms have special requirements in order to obtain approval from the Fire Prevention Bureau.
    A. Exhibits with a double deck structure and/or enclosed room must submit the following information to Denver Fire Prevention at https://www.denvergov.org/AccelaCitizenAccess for review and approval a minimum of 15 days prior to move in:
       - Engineer stamped drawings of the double deck structure and/or enclosed room.
       - Diagram of the booth layout with dimensions.
       - Elevation drawing of the double deck structure and/or enclosed room.
    B. Contact **CCC** Operations Manager at 303.228.8013 for further clarification and specifics if necessary.
    C. Once all the information has been received by the Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.

FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC EVENT PLANNER'S RESOURCE BROCHURE.

Questions should be directed to:

Exhibitor Services Department
700 14th Street
Denver, Colorado 80202
Phone: 303.228.8027 Fax: 303.228.8101
Email: eorders@denverconvention.com

COLORADO
CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT

SmartCity NETWORKS

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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.

Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

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Is the exclusive provider of the following services:

WIRED AND WIRELESS SERVICES

From straightforward high-speed wired Internet connectivity to complex high-density wireless networks, our wired and wireless services are able to exceed all of your speed, security and reliability demands. Smart City Networks' state-of-the-art fiber backbone allows for lightning fast speeds throughout our convention centers, while offering completely customizable tiers of Internet services to fit any event need. We partner with your team to facilitate the events requirements and enhance the users experience.

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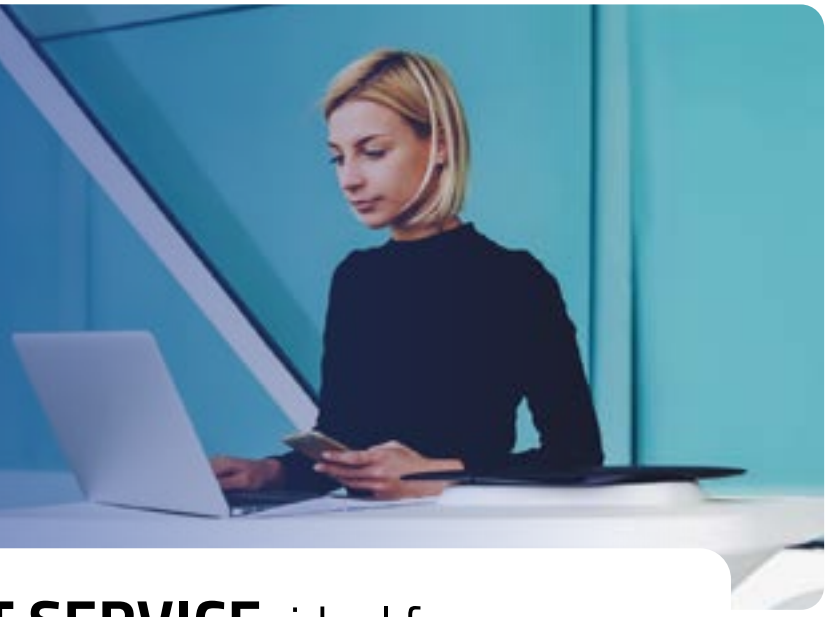
Need just a BASIC CONNECTION?



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:
orders.smartcitynetworks.com
or call 888.446.6911

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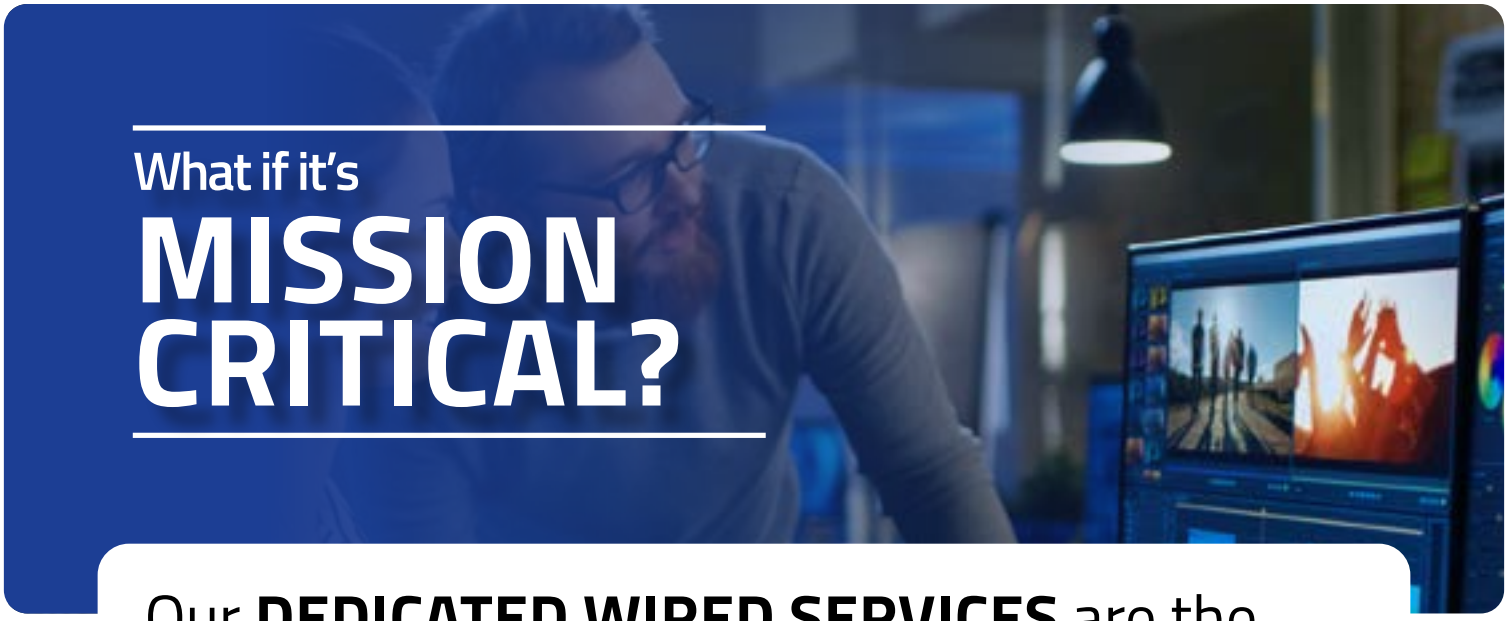

What if it's

MISSION CRITICAL?

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD	or HD	or UHD	INCENTIVE*	BASE	ON-SITE
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:
orders.smartcitynetworks.com
or call 888.446.6911

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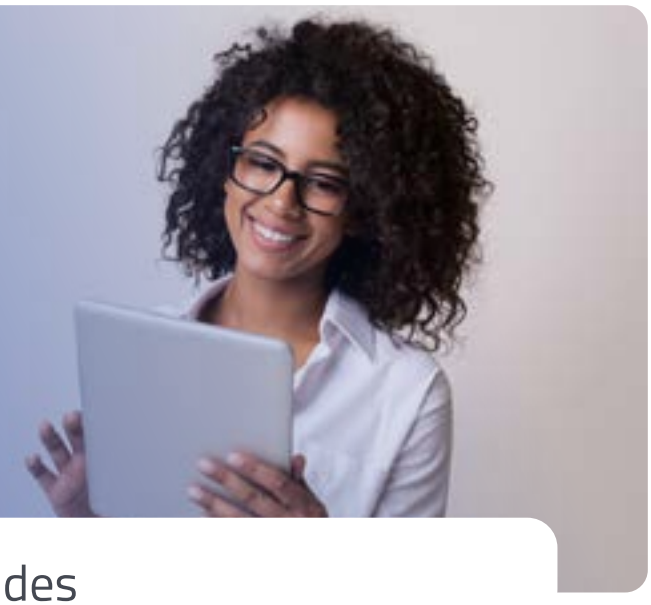
NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides

SIMPLE & SECURE WIRELESS

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 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:
orders.smartcitynetworks.com
or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

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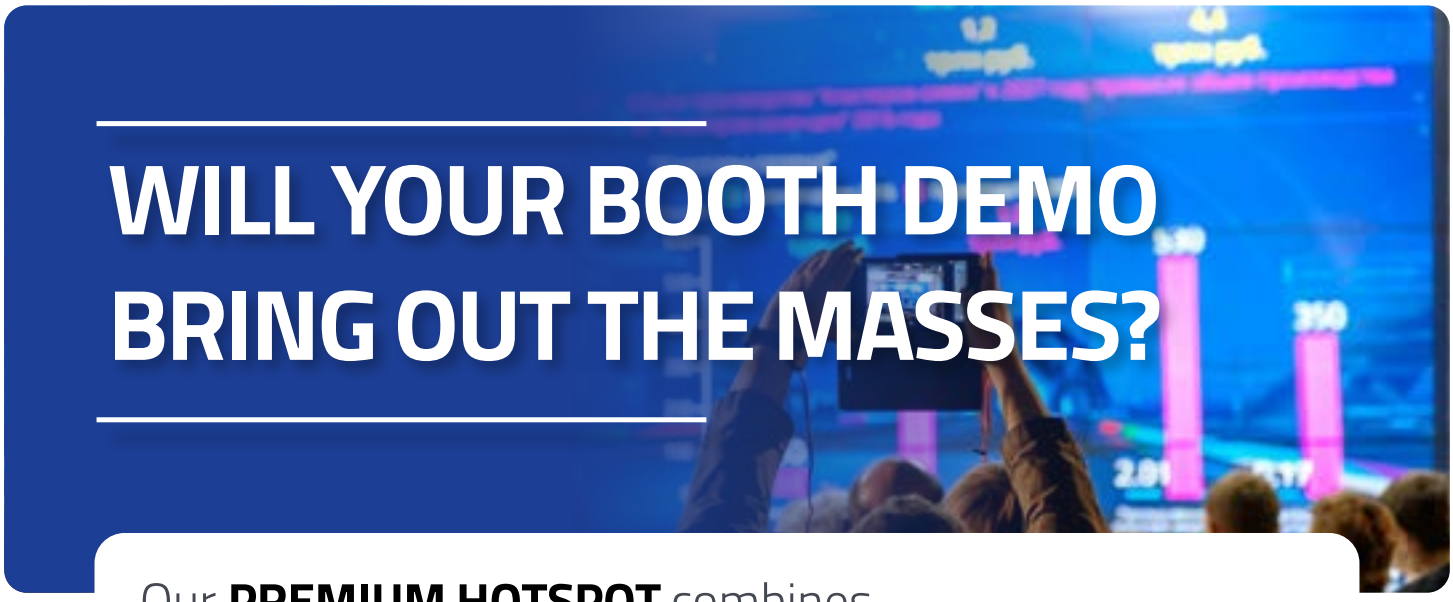

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

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

BANDWIDTH ALLOCATION	STREAMING 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:
orders.smartcitynetworks.com
or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

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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:
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

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Where TECHNOLOGY Meets HOSPITALITY

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."

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Shipping Solutions at The UPS Store at the Colorado Convention Center

The UPS Store

Parcel Management Fee Schedule (Inbound, Storage, & Outbound)	
Small Packages	
Letters/Packs	$5.00
1 - 10 lbs.	$10.00
11 - 20 lbs.	$20.00
Medium Packages	
21 - 30 lbs.	$30.00
31 - 45 lbs.	$40.00
46 - 60 lbs.	$50.00
Large Packages	
61 - 100 lbs.	$90.00
101+ lbs.	$120.00
Freight	
Pallets	$275.00
***Includes receiving, securing and storage for up to 2 business days prior to arrival. $10.00 per day storage fee for days 3+**	
***A $5.00 fee to be charged for pre-labeled UPS packages drop-offs for Outbound Packages Only**	

Packages sent to the UPS Store must be addressed as follows:

The UPS Store
Attn: (Client Name & Event)
700 14th St.
Denver, CO 80202

Additinoally, it may also be beneficial to affix an identifiable label to the package(s) with client's name, event name, and booth number.

Before you Arrive

Not all materials can be brought with you to every location. But don't worry UPS has you covered! Banners, Posters, and Signs can be made onsite and be picked up when you arrive.
Do you already have presentation materials made? Excellent! To avoid the wasted time and possible damage of checking your materials on a plane we can also receive packages containing your presentation materials.
As the United States most trusted package handler you can be assured it will arrive on time and undamaged.

During the Event

Paper booklets, hand outs, brochures and many more. whatever presentation materials you may need, we can make anything you need to wow your audience.
With quick turn around we can provide you any of the last minuet presentation materials you need to make any presentation or booth a hit.

After the Event

Once everything is done and its time to go home UPS can make leaving easy. Packing and shipping materials, creating custom Thank you cards and discreetly shredding documents are just some of the services we offer. The USP Store at the convention center can help with all of your post presentation needs.

Located in: The Colorado Convention Center
Address: The Colorado Convention Center
700 14th St, Denver, CO 80202
Phone: (720) 904-2300
Hours:
Friday 8AM–6PM
Saturday 9AM–3PM
Sunday Closed
Monday 8AM–6PM
Tuesday 8AM–6PM
Wednesday 8AM–6PM
Thursday 8AM–6PM
**Extended Hours during Larger Conventions

**For those with special needs, reserve your mobile scooter at the UPS Store by calling to reserve prior to your arrival. Limited Availability.

Exhibitor Order Form
2023
Denver - Colorado Convention Center

To place an order for AV equipment for your exhibit booth, please fill out this form and return it via email to exhibitservices@turningpointav.com or fax to 320-341-2270.
You may also fill out and submit the order form online at: www.TurningPointAV.com/exhibitor-orders-denver2023

Onsite Contact Information

Company Name:
Onsite Contact Name:
Onsite Contact Phone Number:

Booth Number:
Set up Date:
Removal Date:

Equipment All equipment is charged on a per event basis	**Advance Price** ordered prior to 10 days of show start date	**Standard Price** ordered within 10 days of show start date, subject to availability	**Quantity**
32" LED Monitor (HDMI input) w/ tripod pole stand Monitors come with the ability to play video via laptop or jump drive	$500.00	$900.00	
50" LED Monitor (HDMI input) w/tripod pole stand Monitors come with the ability to play video via laptop or jump drive	$900.00	$1,900.00	0
3,000 Lumen LCD Projector Package (Includes LCD projector and 6' Tripod Screen)	$700.00	$1,400.00	
Wireless Handheld Microphone w/floor stand and (1) Powered Speaker	$550.00	$1,100.00	
DVD Player*	$200.00	$400.00	
Blu-Ray Player**	$200.00	$400.00	
PC Laptop Computer w/ Microsoft Office	$500.00	$1,000.00	

Labor - All exhibit hall AV setups will be charged a $300.00 set up and removal fee.
All orders will be set by end of day Friday and struck by end of day Sunday.

Power – All power needs should be directed to your exhibit contractor at the venue.
Turning Point AV does not provide power.

Please list any additional items you may require and Turning Point AV will contact you with availability and pricing:

*DVD player playback is for **REGION 1 ONLY** (U.S., U.S. Territories, Canada, and Bermuda). Please contact us at exhibitservices@TurningPointAV.com if you need to make special arrangements for locations outside of those listed.
Blu Ray player playback is for **REGION A/1 ONLY (North America, Central America, South America, Japan, North Korea, South Korea, Taiwan, Hong Kong and Southeast Asia).
Please contact us at exhibitservices@TurningPointAV.com if you need to make special arrangements for locations outside of those listed.

Please ensure there are no playback restrictions attached to your media. Turning Point AV is not responsible for media not formatted for replay on US consumer grade players.

Payment

I would like to pay with company check ◉ An invoice with total amount due will be emailed to you.

Contact Name: **Email Address:**
Company Name: **Telephone Number:**
Billing Street Address:
City: **State:** **Postal Code:**

I would like to pay with credit card ◉ A 3.5% processing fee will be charged to all credit card payments. A receipt with total amount paid will be emailed to you.

Contact Name: **Email Address:**
Company Name: **Telephone Number:**
Billing Street Address:
City: **State:** **Postal Code:**

Credit Card Type: ◉ MasterCard ◉ Visa ◉ American Express ◉ Discover **Credit Card Number** **Expiration Month:** **Expiration Year** **Security Code:**

Exhibitor Rental Terms and Conditions

Turning Point AV agrees to rent equipment and provide service in accordance with the following stipulations:

- The rental period is all or any portion of 3 days. Client agrees to pay rental fee stipulated for the period stated. If equipment is used for a longer period, additional rental fees will be accrued.
- This contract supersedes any and all previous verbal or written contracts and is held inviolable unless mutually agreed in writing.
- These terms and conditions supersede all previous representations, understanding, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Turning Point AV at any time.
- Equipment cancellation charges will be incurred at 100% for cancellations within 7 days of your event.
- The cancelation at any time of custom made products, such as gobos or items imprinted with custom logos, will be charged at 100%.
- Turning Point AV is not responsible for contractual agreements between Client and venue regarding audio visual.
- All request for services after your arrival are subject to the availability of the equipment and the services of our technicians.
- Emergency service will be billed at the prevailing rate.
- If you are uncertain of your requirements or for any changes you must notify the Turning Point AV Event Production Manager.
- PAYMENT TERMS: All payment must be received in full before delivery of equipment. A 3.5% processing fee will be added to all credit card payments.
- Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.
- In the event of a dispute between parties, payment due period will be extended until the dispute between parties is resolved. The prevailing party in such a dispute shall recover attorney's fees and cost incurred.
- If necessary to enforce the collection of amount due under this contract, Client agrees to pay all collection costs and charges including court costs and attorney's fees.
- If you are bringing a computer that will be used for presentation purposes during your event, the computer should be tested with the show equipment. Turning Point AV recommends testing the equipment to ensure compatibility and a smooth show. Please be sure you are familiar with the operation of both your computer and software.
- All equipment rentals are based upon a per room basis and not to be taken out of initial set up room for use elsewhere, unless other arrangements have been agreed to by client and Turning Point AV.

15550 W 72nd Ave.
Arvada, CO 80007
Phone: 303.422.3336
Fax:303.423.4145
www.littleeden.com
Terry Rennolds President
Email, Littleeden@mac.com

Show Name & Date of Show: _____
Delivery Time & Location:_____
_____

IF YOU REQUIRE FLORAL OR PLANT RENTAL SERVICE IN YOUR EXHIBIT, THIS ADVANCE ORDER FORM WILL EXPEDITE YOUR SERVICE. PLEASE FILL OUT THE FOLLOWING INFORMATION AND FORWARD A COPY TO LITTLE EDEN PLANTSCAPING.

FLORAL ARRANGEMENTS

_____Round or Oblong @ $65, $75, $85 and up _____ one sided @$65, $75, $85, and up.

Specifications:

_____

Tropical and Blooming Plants:

_____ 2 Feet High @ $35
_____ 3 Feet High @ $40
_____ 4 Feet High @ $50
_____ 5 Feet High @ $60
_____ 6 Feet High @ $70
_____ 7 Feet High @ $80
_____ 8 Feet High @ $90
_____ Potted Bushy & Fern like plants SMALL @ $30 LARGE @ $35
_____ Potted Blooming Mums@ $30 COLORS:
____White ____Yellow____Lavender___Bronze(seasonal)
_____ Potted Blooming RED Anthurium @ $30

LARGER PLANTS AVAILABLE, PLEASE CALL 303.422.3336, IF INTERESTED

-Plant Container: ____White ____Black → Rental Price includes: Product, decorative pot cover, and maintenance. Delivery is added for an extra fee.

TAX(8.81%)_____
Sub-Total_____
TOTAL_____

Payment Policy: ALL ORDER ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 7 DAYS PRIOR TO SHOW OPENING TO RECEIVE A REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATIONS FEE **TERMS:**. CASH, COMPANY CHECK, VISA, MASTERCARDS, AND AMEX.

Account#_____ **EX. Date**_____ **CID**_____**CVC**_____**[ ]**

I HAVE READ AND UNDERSTAND THE PAYMENT AND TERMS LISTED ABOVE (Signature of cardholder/authorized company personnel_____

Company name_____

Adresss_____ **City/State**_____ **Zip Code**_____

Phone#_____ **FAX**_____**Email**_____

Booth #_____ **On-site Representative Phone #**_____

PLEASE RETURN COPY ABOVE TO ABOVE ADDRESS, EMAIL, OR FAX.

Email or mail form with payment to:

BOOTH CLEANING

1550 S. Indiana Ave • Chicago, IL 60605 • Phone 800-248-8558 • Fax 312-922-8599 Email ttovar@unitedhq.com

Denver Travel & Adventure Show 2023

EXHIBITORS REQUIRING VACUUMING, SHAMPOOING, MOPPING, WAXING, AND TRASH REMOVAL DURING SHOW HOURS MUST PLACE THEIR ORDER AND MAKE PAYMENT TO UNITED NATIONAL MAINTENANCE.

Venue	SHOW DATE		BOOTH NUMBER
Colorado Convention Center	February 25-26, 2023		
COMPANY NAME		OFFICE #	ON-SITE CONTACT #
STREET ADDRESS	CITY	STATE	ZIP
AUTHORIZING SIGNATURE	ON-SITE E-MAIL		ON-SITE NAME

(Deadline for advance rate is January 25th)

			ADVANCE ORDER		FLOOR ORDER
☐	**Carpet Vacumming 1Time**	Days_____ X Sq. Ft._____	@ **$0.**38	$ 0.00	**$0.48**= _____
☐	**Carpet Vacumming Daily**	Days 3 X Sq. Ft._____	@ $0.30	$ 0.00	$0.40= _____
☐	**SHAMPOO CARPET**	Days_____ X Sq. Ft._____	@ **$0.42**	$ 0.00	**$0.52**= _____
☐	**HARD FLOOR SERVICE** Damp Mop Only	Days_____ X Sq. Ft._____	@ **$0.28**	$ 0.00	**$0.38**= _____
☐	Damp Mop & Remove Scuff Marks	Days_____ X Sq. Ft._____	@ $0.38	$ 0.00	$0.48= _____
☐	**CONCRETE SERVICE**	Days_____ X Sq. Ft._____	@ $0.55	$ 0.00	$0.65= _____
☐	**HOURLY PORTER**	Days_____ X Hrs _____	@ $35.00	$ 0.00	$45.00 = _____

SHOW HOURS PORTER SERVICE TRASH REMOVAL

100 to 399 Sq. Ft @**$36.50** x _____ Days = $ 0.00

800 to 1199 Sq. Ft. @ **$64.50** x _____ Days = $ 0.00

400 to 799 Sq. Ft. @ **$50.50** x _____ Days = $ 0.00

1200 to 1999 Sq. Ft. @ **$78.50** x _____ Days = $ 0.00

ALL BOOTHS OVER 2000 SQ. FT. REQUIRE AN HOURLY PORTER. CALL FOR QUOTE Daily Rate_____ X _____Days = $ 0.00

Total Cleaning Services	$ 0.00
Total Sanitizing Services	$ 0.00
TOTAL OF ALL SERVICES PURCHASED	$ 0.00

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 NO. _____ CREDIT CARD SECURITY CODE _____

BILLING ADDRESS _____ EXP. DATE _____

AUTHORIZED SIGNATURE _____ CITY / STATE _____

PLEASE PRINT NAME _____ ZIP CODE _____

ANY questions regarding service ordered and received must be brought to the attention of the United National Service Desk at the show immediately upon noting same. Adjustments cannot be made unless discrepancies are reported prior to show opening on the day following the night when service was to be performed. **UNITED NATIONAL MAINTENANCE, INC. HAS BEEN NAMED EXCLUSIVE CLEANING CONTRACTOR FOR THIS SHOW**

USC©2003

Email or mail form with payment to:

BOOTH CLEANING

1550 S. Indiana Ave • Chicago, IL 60605 • Phone 800-248-8558 • Fax 312-922-8599 Email tovar@unitedhq.com

Denver Travel & Adventure Show 2023

Venue	SHOW DATE	BOOTH NUMBER
Colorado Convention Center	February 25-26, 2023	

Disinfecting and Sanitizing Service Options

Booth Sanitizing Services

Sanitizing Services	Estimated Sq Ft	Start Time	End Time	Days	Hours/Units	Rate	Total Charge
Example - Continuous Booth Porter Disinfecting and Sanitizing during show hours per hours, per day		08:00	05:00			$35.00	$ 0.00
Booth Disinfecting and Sanitizing periodiclly every 2 hours during show hours per sq ft, per day						$0.09	$ 0.00
Disinfecting and sanitizing of freight, furniture and product delivered to booths per sq ft(Spary or Wet wipe) per day						$0.04	$ 0.00
Booth Hand sanitizer dispensers, labor and refill as needed,per unit per day						$99.00	$ 0.00
Grand Total							$ 0.00