



EXP O
EVENT SERVICES

Exhibitor Services Manual

Washington, DC Travel & Adventure Show
February 4 - 5, 2023
Walter E. Washington Convention Center
Washington, D.C.

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Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

Deadline Date

January 26, 2023

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Washington D.C. Travel & Adventure Show

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Welcome to Washington DC and DC 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 - 6'x 30" Table w/ Black Skirt and 2 Padded Chairs
1 - Wastebasket
1 - 44" x 7" One Line ID Sign
1 - 10' x 10' Booth Carpet

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

Expo Event Service will begin returning empty shipping containers at **4:00pm on February 5, 2023**; this process should take approximately **two (2) HOURS**. Please keep this in mind when scheduling labor and freight pick-up.

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

*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.



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Shipping Addresses

*Advance Receiving
/Shipments*

Washington DC Travel & Adventure Show

Shipments Should Arrive on or between:

JANUARY 6 - 26, 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*

Washington DC Travel & Adventure Show

Shipments Should Arrive on:

FEBRUARY 2, 2023 (1PM - 5PM)

c/o Expo Event Services

FEBRUARY 3, 2023 (8AM - 4PM)

Walter E. Washington Convention Center

801 Mt Vernon Pl NW

Washington, DC 20001

State Tax 6% (Tax Rates Subject To Change)

Service Center

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

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

CARPENTERS

Local 491 claims all work relating to uncrating, re-crating, installation, maintenance and dismantling of exhibits with its jurisdictional boundaries. Exceptions: (1) Two full-time employees of the exhibiting company may work without Carpenter labor for one hour on the move-in and one hour on the move-out provided no power tools are used. (2) Within a 10' x 10' or smaller booth, full-time employees of the exhibiting company (no limit on number) may work without Carpenter labor (no limit on time) provided no power tools are used. (3) Regardless of booth size, the unpacking and placing of the exhibitor's products on the display may be done by the exhibiting company's full-time employees.

TEAMSTER UNION

Local 639 claims work relating to delivery of freight, loading and unloading of freight, movement to and from storage areas and the operation of all mobile equipment (forklifts, tow motors, electric jacks, cranes, etc.) at the site of the exhibition within its jurisdictional boundaries. Exception: An exhibitor may move material that can be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s).

FREIGHT HANDLING

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

WORK BREAKS & GRATUITIES

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

IN GENERAL

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

EXHIBITOR FAQ'S



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

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

2 **What Comes With My Booth?**

Each 10'x10' booth space includes:

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

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

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

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

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

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

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

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

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

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

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

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

NOTE: Island booths may extend 16’ high.

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

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

Please respect attendees & fellow exhibitors.

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

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

10 **Is Material Handling Mandatory?**

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

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

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

12

Can I Leave Items In My Booth Overnight?

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

13

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

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

14

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

- The Exhibitor Services Desk located on the Show Floor.

15

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

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

16

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

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



OFFICIAL CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS



Washington D.C. Travel & Adventure Show Walter E. Washington Convention Center February 4 - 5, 2023

**Deadline Date
January 26, 2023**

MUST READ

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

The Official Service Contractor is appointed to:

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

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

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

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

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

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
00/00/00

PRODUCER (000) 000-0000 FAX (000) 000-0000 Name of Insurance Agency Street Address City, State Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE
INSURED Exhibitor Appointed Contractor Street Address City, State Zip	INSURER A: Insurance Company A INSURER B: INSURER C: INSURER D: INSURER E:

COVERAGES

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

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

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

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

CERTIFICATE HOLDER Expo Event Services 1700 York Ave Suite 2T New York, NY 10128	<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER ____	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Name (First & Last)
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INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION



Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

Deadline Date
January 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 X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

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

INDEPENDENT DISPLAY HOUSE CONTRACTORS

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

Exhibiting Company Name: _____ Booth Number: _____

Exhibiting Contact Person: _____ Phone Number: _____

Contractor Company to be utilized: _____

Address: _____

Contractor Contact Name: _____ Contractor Phone Number: _____

INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY

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

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

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

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

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

Authorized Contact Signature Date Authorized Contact (Print)

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

LIMITS OF LIABILITY & RESPONSIBILITY

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

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



Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

Deadline Date
January 26, 2023

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT

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

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY

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

COMBUSTIBLES

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

OBSTRUCTIONS

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

ELECTRICAL EXTENSION CORDS & MULTI-PLUG ADAPTERS

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

COMPRESSED CYLINDERS

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

COOKING AND/OR WARMING DEVICES

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

HELIUM BALLOONS

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

SAFETY FIRST

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

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

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

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR LOSS PREVENTION GUIDELINES AT SHOWSITE

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. Please use your ladder.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.
- Health & Safety is Our Top Priority <https://eventsdc.com/covid-19-recovery-plan>

POV/ASSISTED CART LOAD FORM



Washington D.C. Travel & Adventure Show Walter E. Washington Convention Center February 4 - 5, 2023

**Deadline Date
January 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	

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 **\$150.00 per trip**.

A cartload will be construed as 8 pieces or less and / or weighing 250 lbs. or less.
Materials must fit on the 3' x 4' push cart.

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

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



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

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

VEHICLE SPOTTING FORM



Washington D.C. Travel & Adventure Show Walter E. Washington Convention Center February 4 - 5, 2023

Deadline Date
January 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



Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

Deadline Date

January 26, 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



Washington D.C. Travel & Adventure Show
Walter E. Washington Convention Center
February 4 - 5, 2023

Deadline Date
January 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)
PLEASE SIGN	Account Number:			
	CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE		CITY	STATE
			ZIP	COUNTRY
	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



Washington D.C. Travel & Adventure Show
Walter E. Washington Convention Center
February 4 - 5, 2023

Deadline Date
January 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)		

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
	<input type="checkbox"/> Corporate <input type="checkbox"/> Personal	
Card Expiration Date & Security Code REQUIRED (3 Digit on reverse side of card)		
Account Number	<input type="text"/>	

Credit Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE	EXPIRATION DATE	MASTERCARD VISA* American Express
	<input type="checkbox"/> Corporate <input type="checkbox"/> Personal	
Card Expiration Date & Security Code REQUIRED (3 Digit on reverse side of card)		
Account Number	<input type="text"/>	

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) _____	

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

PLEASE SIGN **X** CARDHOLDER'S SIGNATURE

SHIPPING INFORMATION



Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

Deadline Date
January 26, 2023

NO CART LOAD SERVICES PROVIDED & FREIGHT HANDLING SERVICES

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:
Washington, DC 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:
Washington, DC Travel & Adventure Show

C/O:
Expo Event Services
801 Mt Vernon PI NW
Washington, DC 20001

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

SHIPPING GUIDELINES



Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

Deadline Date
January 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



Washington D.C. Travel & Adventure Show
Walter E. Washington Convention Center
February 4 - 5, 2023

Arrival Date On Or Before
January 6 - 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 X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

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

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

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

CRATED / SKIDDED / SPECIAL HANDLING		
	Per 100 lbs	Minimum
ST/OT	\$209.00	\$418.00
OT/OT	\$262.00	\$524.00

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

SMALL PACKAGES

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

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

CALCULATION OF MATERIAL HANDLING CHARGES

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

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

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

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

KEY INFORMATION FORM



Washington D.C. Travel & Adventure Show Walter E. Washington Convention Center February 4 - 5, 2023

Deadline Date
January 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 X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

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

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

Shipped To: (Check One) Warehouse Showsite

Set-up Information for Expo Event Services' Installation

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

Did You Order —

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

Outbound Freight Information

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

Emergency Contact Information / Showsite Contact

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

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

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN
JANUARY 6 - 26, 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

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN
JANUARY 6 - 26, 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 2, 2023 (1PM - 5PM)
FEBRUARY 3, 2023 (8AM - 4PM)**

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES 

Walter E. Washington Convention Center
801 Mt. Vernon PI NW
Washington, DC 20001

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

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

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES 

Walter E. Washington Convention Center
801 Mt. Vernon PI NW
Washington, DC 20001

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 6 - 26, 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

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN
JANUARY 6 - 26, 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 2, 2023 (1PM - 5PM)
FEBRUARY 3, 2023 (8AM - 4PM)**

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES 

Walter E. Washington Convention Center
801 Mt. Vernon PI NW
Washington, DC 20001

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

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

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES 

Walter E. Washington Convention Center
801 Mt. Vernon PI NW
Washington, DC 20001

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



Reserve Your Shipment Today with the Official Show Carrier

Fast, Reliable, Secure Trade Show Transportation!



Washington D.C.
Walter E. Washington
Convention Center
February 4 - 5, 2023



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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!

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

Show Name: _____
 Show Dates: _____
 Venue: _____

CONTACT INFORMATION

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

PICK UP LOCATION

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

SHIPPING DESTINATION

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

TYPE OF SERVICE

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

ADDITIONAL SERVICES

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

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

Phone: 216-566-5953

Email: info@tsshipper.com

Quick Quote: Tsshipper.com



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

Show Name: _____
 Show Dates: _____
 Venue: _____

SHIPPING INFORMATION

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

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

ADDITIONAL INFORMATION OR INSTRUCTIONS

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

Phone: 216-566-5953

Email: info@tsshipper.com

Quick Quote: Tsshipper.com



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

Show Name: _____
 Show Dates: _____
 Venue: _____

PAYMENT AUTHORIZATION

EXHIBITING COMPANY: _____

BOOTH # _____

ADDRESS: _____

SHOW: _____

ONSITE CONTACT: _____

ORDERED BY: _____

CELL: _____

PHONE: _____

QUOTED AMOUNT:

EMAIL: _____

\$ _____

YOUR SIGNATURE ON THIS PAYMENT 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: _____



TS SHIPPER OUTBOUND FORM

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

Show Name _____

Show Dates _____

Venue _____

Company Name _____

Booth Number _____

OUTBOUND SHIPMENT DETAILS

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

Economy / Deferred (4 - 7 Business Days)

2nd Day

3rd Day

Next Day

Piece Count Estimate _____ Total Weight Estimate _____

Additional Information or Instructions

BOOTH PACKAGE RENTALS



Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

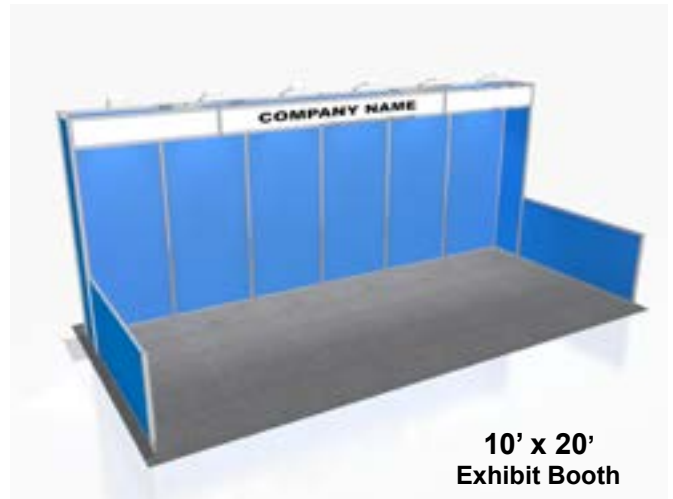
Deadline Date

January 26, 2023

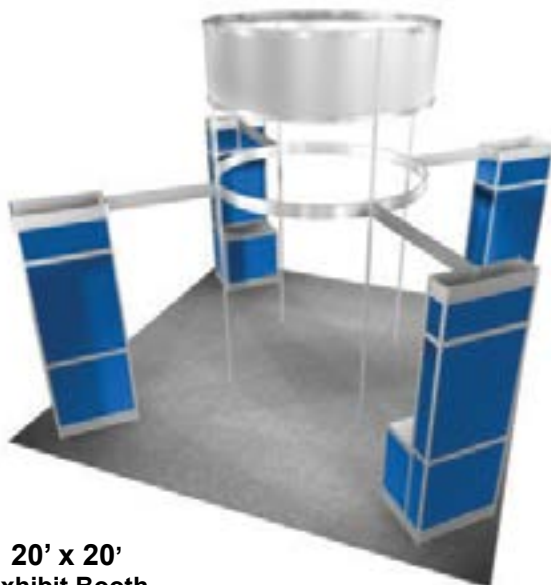
EXPO EVENT SERVICES IS COMMITTED TO MAKING YOUR EXPOSITION EXPERIENCE A SUCCESS. WE OFFER CUSTOM BOOTH AND PAVILLION RENTAL PACKAGES THAT WILL PROMOTE YOUR BRAND, SAVE YOU MONEY AND TIME.



10' x 10'
Exhibit Booth



10' x 20'
Exhibit Booth



20' x 20'
Exhibit Booth

orders@expoeventservices.com

BOOTH PACKAGE ACCESSORIES



Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

Deadline Date
January 26, 2023

SHELVES / GONDOLAS

	Qty	Price	Total
12" Deep x 1 Meter Straight Shelf	_____	x \$92.00	_____
12" Deep x 1 Meter Angled Shelf	_____	x \$118.00	_____
12" Deep x 1 Meter x 5' One-Sided Gondola	_____	x \$329.00	_____
12" Deep x 1 Meter x 5' Two-Sided Gondola	_____	x \$422.00	_____



CABINETS / COUNTERS

	Qty	Price	Total
1 Meter x 1/2 Meter 36" _____ 42" _____ Panel Color _____	_____	x \$536.00	_____
2 Meter x 1/2 Meter 36" _____ 42" _____ Panel Color _____	_____	x \$751.00	_____
1 Meter Radius 36" _____ 42" _____ Panel Color _____	_____	x \$751.00	_____



LIGHT FIXTURES (Electricity Not Included)

	Qty	Price	Total
Clip On Light (75 watt)	_____	x \$63.00	_____
Stem Light (75 wall halogen)	_____	x \$120.00	_____
Track Light (300 watt)	_____	x \$357.00	_____
4' Fluorescent Fixture	_____	x \$90.00	_____
6' Fluorescent Fixture	_____	x \$140.00	_____
8' Fluorescent Fixture	_____	x \$176.00	_____



orders@expoeventservices.com

BOOTH PACKAGE RENTAL ORDER FORM



Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

Deadline Date
January 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



Washington D.C. Travel & Adventure Show
Walter E. Washington Convention Center
February 4 - 5, 2023

Deadline Date
January 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"	\$48.00	\$62.00	
	11" x 17"	\$56.00	\$73.00	
	14" x 22"	\$69.00	\$90.00	
	22" x 28"	\$85.00	\$111.00	
	24" x 36"	\$171.00	\$222.00	
	30" x 40"	\$185.00	\$241.00	
	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 @ 6.00% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the standard Rates *NO EXCEPTIONS*

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

GRAPHIC FILE SUBMISSION GUIDELINES



Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

Deadline Date
January 26, 2023

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

File Formats

Program

Adobe Illustrator
Adobe Photoshop
Adobe InDesign
Adobe Acrobat

Preferred File (type)

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

File Transfer Options

Media

Flash Drive
E-mail Attachments
FTP
DropBox

Note

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

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

Vector Artwork

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



EXPO
EVENT SERVICES



EXPO
EVENT SERVICES

gif@400%

.ai / .eps@400%

Bitmap/Raster Artwork

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

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



Color Set Up

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



Fonts

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

HANGING SIGNS/BANNERS INFORMATION FORM



Washington D.C. Travel & Adventure Show
Walter E. Washington Convention Center
February 4 - 5, 2023

Deadline Date
January 26, 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)?

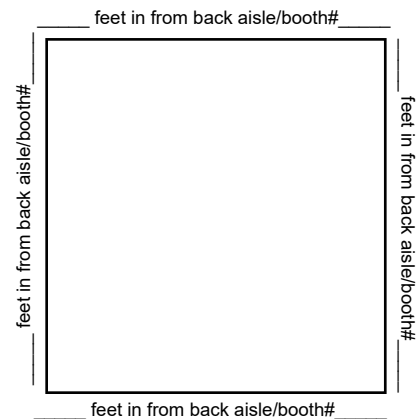
No
 Yes (Quantity: _____)
 Expo Events Provided
 Exhibitor Provided

CHAIN MOTORS				
QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	\$572.00	\$744.00	
	1 Ton Chain Motor	\$715.00	\$930.00	

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

PLACEMENT DIAGRAM

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



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

Would you like your sign centered over your booth?
 Yes No (I will provide an overhead sketch)

HANGING SIGNS/BANNERS ORDER FORM



Washington D.C. Travel & Adventure Show Walter E. Washington Convention Center February 4 - 5, 2023

Deadline Date
January 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 X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

IMPORTANT NOTES

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

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

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

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

Expo Event Services will process requests for assembly and rigging in the order they are received and will make attempts to honor all requested start times.

Should hanging signor supervision not be present at the time the crew arrives a one (1) hour minimum charge will apply.

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

PLEASE INDICATE METHOD OF SUPERVISION YOU REQUIRE:

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

SIGN ASSEMBLY / DISASSEMBLY LABOR

Please indicate who will supervise ASSEMBLY:

EES Supervision Exhibitor/Display House Supervision

SIGN ASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$197.00	\$256.00	
	OT	\$323.00	\$420.00	
	Holiday	\$398.00	\$517.00	
EES Supervision: _____ x 30% =				
		(Assembly total)	(\$40.00 minimum)	

Date of Assembly: _____
Requested Start Time: _____

Please indicate who will supervise DISASSEMBLY:

EES Supervision Exhibitor/Display House Supervision

SIGN DISASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$197.00	\$256.00	
	OT	\$323.00	\$420.00	
	Holiday	\$398.00	\$517.00	
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	\$859.00	\$1,116.00	
	OT	\$1,115.00	\$1,450.00	
	Holiday	\$1,338.00	\$1,739.00	

Date of Assembly: _____
Requested Start Time: _____

RIGGING REMOVAL				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$859.00	\$1,116.00	
	OT	\$1,115.00	\$1,450.00	
	Holiday	\$1,338.00	\$1,739.00	

Date of Disassembly: _____
Requested Start Time: _____

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

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

IN-BOOTH FORKLIFT LABOR ORDER FORM



Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

Deadline Date
January 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	\$224.00	\$291.00
	OT	\$312.00	\$406.00
	DT	\$450.00	\$585.00
Additional Rigger	ST	\$179.00	\$233.00
	OT	\$294.00	\$382.00
	DT	\$362.00	\$471.00

1. Forklift and Operator Installation Estimated Labor

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

Dismantle Estimated Labor

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

2. Additional Riggers Installation Estimated Labor

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

Dismantle Estimated Labor

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

TOTAL \$ _____

DISPLAY LABOR ORDER FORM



Washington D.C. Travel & Adventure Show Walter E. Washington Convention Center February 4 - 5, 2023

Deadline Date
January 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 X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

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

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

DISPLAY LABOR (One Hour Minimum per Worker)

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

Labor		Rates: per person/per hour	
		Discount Price	Standard Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$196.00	\$255.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$323.00	\$420.00
Double Time	Sundays and Holidays	\$397.00	\$516.00

INSTALLATION LABOR

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

EXPO EVENT SERVICES will provide the following service:

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

GRATUITIES IN

ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY EXPO EVENT SERVICES. EXPO EVENT SERVICES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

DISMANTLE LABOR

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

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

IMPORTANT NOTICE

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

DISPLAY LABOR INFORMATION FORM



Washington D.C. Travel & Adventure Show
Walter E. Washington Convention Center
February 4 - 5, 2023

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January 26, 2023

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

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

INBOUND SHIPPING INFORMATION

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

SET-UP INFORMATION

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

Comments: _____

Graphics: With Exhibit Shipped Separately
Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____

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

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

Special Instructions/Comments: _____

Emergency Contact:
Name: _____ Phone: _____

STANDARD CARPET ORDER FORM



Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

Deadline Date
January 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



Qty	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$298.00	\$387.00	
	10' x 20' Booth Carpet	\$597.00	\$776.00	
	10' x 30' Booth Carpet	\$895.00	\$1,163.00	

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



Qty	Item	Discount	Standard	Total
	Carpet Cut Carpet	\$6.60 sq.ft.	\$8.60 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"	\$2.60 sq.ft.	\$3.40 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = _____ + TAX @ 6.00% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

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

STANDARD FURNITURE

Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

February 4 - 5, 2023

Deadline Date
January 26, 2023

Chairs



Upholstered
Side Chair



Upholstered
Tall Stool

Pedestal Tables



30" High Black
Table



42" High Black
Table

Draped & Undraped Tables



Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

STANDARD FURNITURE & ACCESSORIES ORDER FORM



Washington D.C. Travel & Adventure Show
Walter E. Washington Convention Center
February 4 - 5, 2023

Deadline Date
January 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	\$128.00	\$166.00	N/A	
		Tall Black Stool	\$162.00	\$211.00	N/A	
UNDRAPED TABLES		4' x 24" x 30" Undraped Table	\$117.00	\$152.00	N/A	
		6' x 24" x 30" Undraped Table	\$129.00	\$168.00	N/A	
		8' x 24" x 30" Undraped Table	\$147.00	\$191.00	N/A	
UNDRAPED COUNTERS		4' x 24" x 42" Undraped Counter	\$129.00	\$168.00	N/A	
		6' x 24" x 42" Undraped Counter	\$144.00	\$187.00	N/A	
		8' x 24" x 42" Undraped Counter	\$157.00	\$204.00	N/A	
DRAPED TABLES	Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 30" High Draped Table	\$210.00	\$273.00		
		6' x 24" x 30" High Draped Table	\$235.00	\$306.00		
		8' x 24" x 30" High Draped Table	\$266.00	\$346.00		
		4th side Draped – 30"	\$89.00	\$116.00		
DRAPED COUNTERS	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 42" High Draped Counter	\$237.00	\$308.00		
		6' x 24" x 42" High Draped Counter	\$275.00	\$358.00		
		8' x 24" x 42" High Draped Counter	\$314.00	\$408.00		
		4th side Draped – 42"	\$109.00	\$142.00		
DRAPE	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		3' High Banjo Drape (4 ft. min. order)	\$25.00 /ft	\$33.00 /ft		
		8' High Banjo Drape (4 ft. min. order)	\$30.00 /ft	\$39.00 /ft		
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$270.00	\$351.00	N/A	
		30" x 42" High Pedestal Table	\$306.00	\$398.00	N/A	
ACCESSORIES		Chrome Easel	\$83.00	\$108.00	N/A	
		Wastebasket	\$54.00	\$70.00	N/A	
		Retractable Stanchion	\$201.00	\$261.00	N/A	
		Coat Tree	\$65.00	\$85.00	N/A	

SUBTOTAL = _____ + TAX @ 6.00% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

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



TRADE SHOW

2023 FURNITURE PRICE LIST

LEATHER COLLECTIONS

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AFTRADESHOW.COM



FABRIC COLLECTIONS

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AFTRADESHOW.COM



FABRIC COLLECTIONS

Deadline Date: January 26, 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 Ottoman - Apricot
24"Square x 17"H
Trade Show Price: \$204.00



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



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



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

MANGO



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



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



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

MONACO



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



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



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

2023 TRADE SHOW FURNISHINGS

AFFTRADESHOW.COM



MONTANA MOCHA



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



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



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

NIKO



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



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



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

OLIVER



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



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

PENELOPE



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



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



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

FABRIC COLLECTIONS

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM



LEATHER COLLECTIONS

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM



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*



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 (2 pieces)
48"W x 24"D x 20"H
Trade Show Price: \$478.00



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



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

**Client responsible for power source.*

FUNCTION



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



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

GRAMMERCY



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



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



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



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



GRAMMERCY



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



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



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



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



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



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

METRO



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



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



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



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



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



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

LEATHER COLLECTIONS

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AFTRADESHOW.COM



LEATHER COLLECTIONS

WHISPER



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



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



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



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



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

ZEPPELIN



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

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM



OUTDOOR COLLECTIONS

Deadline Date: January 26, 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

GRASS



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



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



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

VERONA



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



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



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

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM



CHARGED COLLECTION

Client responsible for power source.



CHARGING CHAIRS



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



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



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

CHARGING BENCHES



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



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

CHARGING TABLES



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



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



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

2023 TRADE SHOW FURNISHINGS

AFTRADESHOW.COM



SOFAS

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AFTRADESHOW.COM



SOFAS

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AERTRADESHOW.COM



LOVESEATS

Deadline Date: January 26, 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

**Client responsible for power source.*



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



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



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

2023 TRADE SHOW FURNISHINGS

AFTRADESHOW.COM



CHAIRS

Deadline Date: January 26, 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



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



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



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



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



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



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



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



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



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



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



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



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

2023 TRADE SHOW FURNISHINGS

AFFTRADESHOW.COM



CHAIRS

Deadline Date: January 26, 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



2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM

OTTOMANS & BENCHES

Deadline Date: January 26, 2023



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

2023 TRADE SHOW FURNISHINGS

AFTERTRADESHOW.COM



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

2023 TRADE SHOW FURNISHINGS

AFFTRADESHOW.COM



CUBE OTTOMANS

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AFTRADESHOW.COM



BANQUETTES & TURNING BEDS



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



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



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



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

**Client responsible for power source.*



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



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

CAFÉ & DINING CHAIRS



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



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



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



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



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



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



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



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



CAFÉ & DINING CHAIRS

Deadline Date: January 26, 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



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



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



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



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



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



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



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



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



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



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



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



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

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM



BAR STOOLS

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AFTRADESHOW.COM



BAR STOOLS

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM



TABLES

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AFFRTRADESHOW.COM



BAR TABLES



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



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



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



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



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



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



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



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

**Client responsible for power source*



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



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



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



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



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



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



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



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

BAR TABLES



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

TABLES

CAFÉ TABLES



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

2023 TRADE SHOW FURNISHINGS

AFTRADESHOW.COM



TABLES

Deadline Date: January 26, 2023

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM

CAFÉ TABLES



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



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



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



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



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



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



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



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



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

DINING TABLES



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



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



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



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



TABLES

Deadline Date: January 26, 2023

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

2023 TRADE SHOW FURNISHINGS

AFTERTRADESHOW.COM



TABLES

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM



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

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

ACCENT TABLES



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

TABLES

Deadline Date: January 26, 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

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM



LIGHTED

Deadline Date: January 26, 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



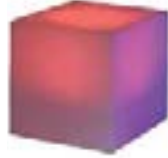
Cylinder End Table
22"Round x 18"H
Trade Show Price: \$269.00



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.

BARS & BAR BACKS

Deadline Date: January 26, 2023

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.

2023 TRADE SHOW FURNISHINGS

AFTTRADESHOW.COM

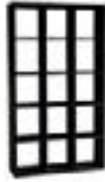


BARS & BAR BACKS

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



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



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



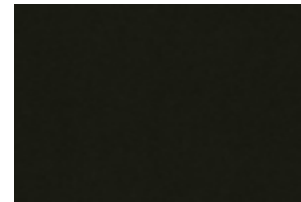
Athens Rug
5'7"W x 7'6"L
Trade Show Price: \$523.00



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

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

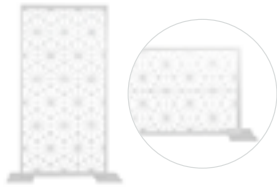
Event Price:
20'L x 5'W / \$182.00
35'L x 5'W / \$213.00
50'L x 5'W / \$242.00
Stanchions
41"H / \$22.00
Ropes
6'L / \$4.00

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

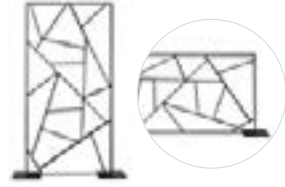


Sawyer Rug
12'W x 15'L
Trade Show Price: \$669.00

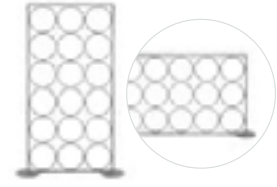
DIVIDER WALLS



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



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



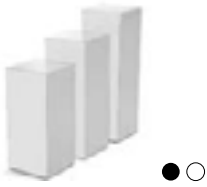
Argento Literature Rack
15"W x 12"D x 54"H (10 pockets)
Trade Show Price: \$186.00



Nero Literature Rack
15"W x 12"D x 54"H (10 pockets)
Trade Show Price: \$186.00



STANDS, RACKS, & PEDESTALS



Pedestals

Trade Show Price:

14"Square x 30"H \$262.00
 14"Square x 36"H \$281.00
 14"Square x 42"H \$332.00
 24"Square x 36"H \$402.00



Pedestals

Trade Show Price:

24"Square x 30"H \$382.00
 24"Square x 42"H \$402.00
 18"Square x 30"H \$269.00
 18"Square x 42"H \$370.00



Plexi Display Unit

17"Square x 68"H (base & top)
 17"Square x 20"H (top only)

Trade Show Price: \$542.00



Sanitizer Stand

16"W x 75"H, 59"H (without detachable sign)

Trade Show Price: \$303.00

LIGHTING



Alder Floor Lamp

63"H

Trade Show Price: \$186.00



Alder Table Lamp

22"H

Trade Show Price: \$136.00



Neutrino Floor Lamp

67"H

Trade Show Price: \$173.00



Tripod Floor Lamp

62"H

Trade Show Price: \$186.00



Tripod Table Lamp

28"H

Trade Show Price: \$136.00



Winslow Floor Lamp

70"H

Trade Show Price: \$186.00



Winslow Table Lamp

37"H

Trade Show Price: \$136.00

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



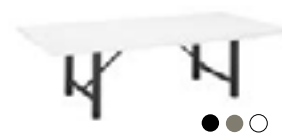
8' White Conference Table - Charged
96"W x 48"D x 29"H
Trade Show Price: \$1,062.00



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



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
241"W x 6'H
Trade Show Price: \$1,075.00



Storage Cabinet
36"W x 18"D x 72"H
Trade Show Price: \$274.00



Training Table
48"W x 24"D x 29"H
Trade Show Price: \$542.00

CONFERENCE SEATING



Accord Hi-Back Executive Chair
25"Square x 44"H
Trade Show Price: \$382.00



Comet Stack Chair
23"W x 22"D x 32"H (with arms)
Trade Show Price: \$186.00
23"W x 22"D x 32"H (armless)
Trade Show Price: \$173.00



Enterprise Guest Fabric Chair
24"W x 27"D x 37"H
Trade Show Price: \$229.00



Enterprise Hi-Back Fabric Chair
25"W x 27"D x 45"H
Trade Show Price: \$269.00



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









Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to exhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX



ELECTRICAL SERVICE CONTRACT



Washington, DC 20001
 202-249-3600
 202-249-3601 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All credit card payments are subject to a 3.3% processing fee.

Fed ID # 88-0437088 **2022-2023**** 10/1/2022**

**Deadline Date for Incentive Rates:
 January 14th, 2022**

Event Name: Travel and Adventure Show 2023		Event Dates: February 4 th – 5 th , 2023	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No	Exp Date	CVV Security Code	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Authorized Contact Email	

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

ELECTRICAL OUTLETS / LIGHTING SERVICES

Power strips and extension cords available to rent onsite

Please read page 2 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"

Description of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		\$115.00	\$141.00				
10 Amp / 1000 watts		\$143.00	\$174.00				
20 Amp / 2000 watts		\$217.00	\$270.00				
120 V Outlet – Inline Booths Only – Expo Aisles Outside of 10' - Maximum of One (1) connection per outlet							
<i>If Expo is not aligned with floor ports, creating aisles outside of 10 foot spacing</i>							
5 Amp / 500 watts		\$134.00	\$161.00				
10 Amp / 1000 watts		\$164.00	\$199.00				
20 Amp / 2000 watts		\$249.00	\$310.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp- <i>Minimum for European Power</i>		\$386.00	\$470.00				
30 Amp		\$522.00	\$641.00				
40 Amp		\$658.00	\$813.00				
50 Amp		\$726.00	\$905.00				
60 Amp		\$949.00	\$1,163.00				
100 Amp		\$1,176.00	\$1,437.00				

208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet

20 Amp		\$518.00	\$639.00			
30 Amp		\$774.00	\$908.00			
60 Amp		\$1,145.00	\$1,416.00			
100 Amp		\$2,077.00	\$2,502.00			
200 Amp		\$4077.00	\$5,098.00			
400 Amp		\$6,710.00	\$8,388.00			

24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Transformer(s): Check off European Power column in this section. European Power is all 60HZ 208v transformers to 240 1ph European, 60HZ 480v-3ph transformer to 380v/3ph European. Hi-Tech Electric does not offer 50 HZ. Please check your equipment to see if it can operate at 60 HZ. Pricing for transformer includes the transformer and power. Labor, materials, and lift are additional to installation.

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V <i>Euro Transformer 208V-240V 20amps</i>		\$963.00	\$1,173.00		
European Transformer 480V -380V <i>480v-380v-30amps-100amps</i>		\$2,358.00	\$3,056.00		

480V 3Ø Motor & Equipment Outlets

25KW/Kilowatts 30A-480v		\$772.00	\$964.00		
50KW/Kilowatts 60A-480v		\$1,376.00	\$1,650.00		
100KW/Kilowatts 100A-480v		\$2,980.00	\$3,850.00		
200KW/Kilowatts 200A-480v		\$5,959.00	\$7,744.00		

Overhead Quartz Lights: *Please Use Exhibitor Rigging Order Form*

Additional Booth Lighting Services

90 Watt <i>On Stanchion Inline Booths Only</i>		\$115.00	\$141.00		
250 Watt Krypton <i>On Stanchion - Inline Booths Only</i>		\$182.00	\$220.00		
Stem Lights <i>Hard Wall Use Only-10'spreader bar required</i>		\$115.00	\$141.00		
Track Lighting – (3) 75watt fixtures		\$252.00	\$265.00		

See Terms and Conditions Section for Labor Rates

Subtotal of Charges	\$
THIRD PARTY PAYMENT	

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name: _____ Signature: _____ Booth No: _____ Date: _____

Labor Request Section:

Send mandatory PDF or DWG for all Island booths to: dcehibitorservices@hi-techelectric.com	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation	Installation Labor date:
<input type="checkbox"/> Floor Plan to follow	Installation Time:
<input type="checkbox"/> OK to proceed without exhibitor present	Size of Booth:
<input type="checkbox"/> Do Not proceed until exhibitor is onsite	Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/>
Scaled floor plan showing all outlet locations and booth orientation required	*****Indicate all 24 hr and dedicated outlets on floor plan

TERMS AND CONDITIONS

Page (3) must be signed in order for electrical installation to be scheduled
Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$108.00 per hour during Straight Time: 8am-4:30pm M-F
- \$206.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$202.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one (1) hour installation and ½ the total time for dismantle.
- The minimum charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
- All inline booths will incur a price upcharge if the entirety of expo aisles are not installed directly above floor ports with 10' foot spacing. HTE is authorized to charge the price difference should the floor layout change and or if the standard price is selected.
- All electrical outlets for Island booths will be dropped from one main panel location per the exhibitor's floor plan. Delays in installation can occur if no main panel location or floor plan is provided.
- All Island booths will be charged labor to install, energize, and dismantle, as well as materials. *For a pre-show estimate based on the submitted diagram, see estimates section below.*
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208v outlets will require labor to install, energize/connect, and dismantle, as well as materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

HI-TECH ELECTRIC (HTE) JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.

- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify HTE for any and all work-related accidents.

SPECIAL EQUIPMENT

Special Equipment orders require 30 days' notice prior to move-in.

HI-TECH ELECTRIC MATERIALS

All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

FLOOR COVERINGS

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. H-Tech Electric is not liable for any costs incurred by the Exhibitor for such cuts.

RAMPING UTILITY LINES

All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move-in begins in order to prevent delays in processing. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Payments must be received in full 21 days before show move-in to secure the incentive rate. Full payment and a credit card on file are required to process any order. There is a 3.3% processing fee for credit card purchases. Checks and electronic payments need to be made by show opening; otherwise the credit card on file will be charged for the balance.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.
- Credit card refunds are subject to a 3.3% credit card processing fee.

CLAIMS AND INVOICE DISPUTES

Any claims or disputes with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by Hi-Tech Electric.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.
- For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Once carpet is installed, exhibitor will need to notify HTE for the energizing of electricity.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC or GLP for any and all work-related claims, accidents, losses, and damage.



Email this form to:
Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 info@urbanjungleinc.com
 [Tax ID #: 54-1796144]

**PLANT and FLORAL
ORDER FORM**

QTY	ITEM	By Jan 21*	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 70.00	\$ 80.00	
	Floral Arrangement (approx. 18" H)	\$ 85.00	\$ 95.00	
	Custom Floral Arrangement (tell us what you want)	Call / email	Call / email	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 75.00	\$ 90.00	
	Roses, arranged, one dozen (color _____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small _____ Large _____)	\$50 / \$75.00	\$60 / \$85.00	
	Mum Plants (white _____ yellow _____ lavender _____)	\$ 25.00	\$ 30.00	
	Azaleas (red _____ pink _____ white _____)	\$ 40.00	\$ 45.00	
	Bromeliads (Red, pink, yellow, other)	\$ 35.00	\$ 40.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 35.00	\$ 40.00	
	Small (6"pot) Ivy _____ Pothos _____	\$ 25.00	\$ 30.00	
	Large Fern _____ Ivy _____ Pothos _____	\$ 35.00	\$ 40.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ greens and color	\$ 140.00	\$ 155.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	\$115.00	\$ 130.00	
	Pkg C: large container w/ivy and blooming plants	\$ 115.00	\$ 130.00	
	2' Green Plants	\$ 35.00	\$ 45.00	
	3' Green Plants	\$ 45.00	\$ 55.00	
	4' Green Plants	\$ 55.00	\$ 65.00	
	5' Green Plants	\$ 65.00	\$ 75.00	
	6' Green Plants	\$ 75.00	\$ 85.00	
	7' Green Plants	\$ 100.00	\$ 110.00	
	8' - 10' Green Plants	\$120.00	\$135.00	
Decorative Containers: White Black Wicker			SUB TOTAL	\$
<input checked="" type="checkbox"/> Call for prices on brass, chrome, terra cotta pots				
<i>Call or email to discuss succulent or other arrangements or specialty items</i>		<u>Delivery Fee 10%</u>		\$
		***Credit Card Fee 2%		
www.urbanjungleinc.com info@urbanjungleinc.com		TOTAL AMOUNT DUE		\$
Email or call for catalogue of flowerboxes, ivy walls, topiaries, etc.				

Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

Exhibitor: _____
 Third Party: _____
 Address: _____
 City, State, ZIP: _____

Telephone #: _____
 Mobile # _____
 PO # _____
email:** _____

Show Name: 2023 Travel & Adventure Show
 Show Dates: February 4-5, 2023

Location: Washington DC Convention Center
 Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
 Credit Card #: _____
 Name on Card: _____

Exp. Date: _____ Security # _____
 Billing Zip: _____

*****Email is required for confirmation and final invoices.
 *Orders must be received two weeks prior to show date for advance price!***



Exhibitor Order Form 2023



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

Onsite Contact Information

Company Name:

Booth Number:

Onsite Contact Name:

Set up Date:

Onsite Contact Phone Number:

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 <small>Monitors come with the ability to play video via laptop or jump drive</small>	\$500.00	\$900.00	
50" LED Monitor (HDMI input) w/tripod pole stand <small>Monitors come with the ability to play video via laptop or jump drive</small>	\$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 \$100.00 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

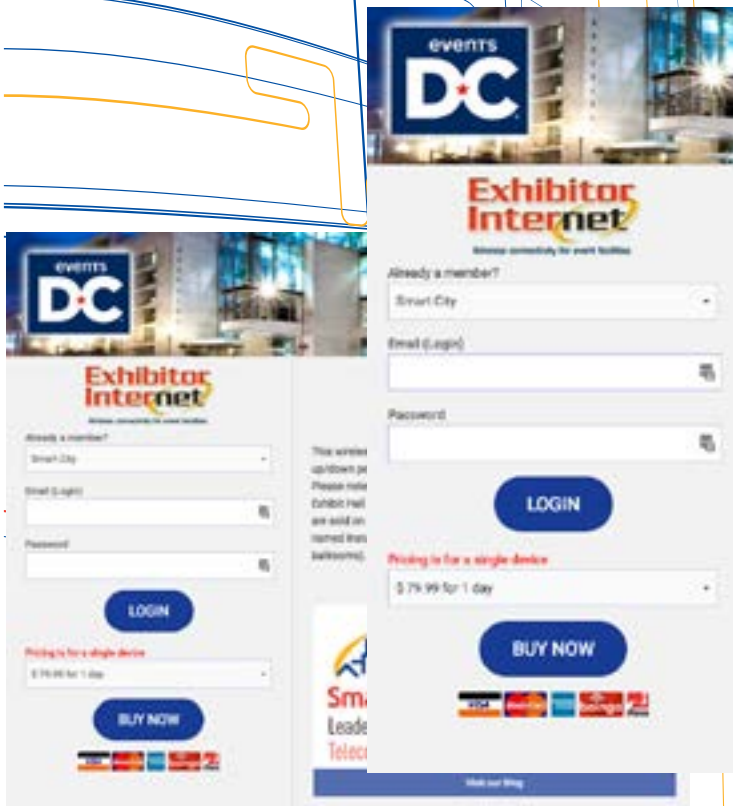
Turning Point AV agrees to rent equipment and provide service in accordance with the following stipulations:

- 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 cancellation 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.



Smart City Wireless Services

Walter E. Washington Convention Center



WiFi Connection Guide

- Open your browser (Internet Explorer, Firefox, Safari, or other standard browser). You should see a page resembling the graphic shown.*
- If this is your initial purchase, enter your username (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- If you have already created an account and are returning for an additional session, click LOGIN.

**If you do not see the above screenshot when you open your browser, please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs to look for are "Exhibitor Internet" or "FreeConventionCenterWiFi."*

Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Choose the option which best suits your location and requirements.

Smart City does NOT recommend wireless service for event critical services such as registration, presentations or product demonstrations.

• Exhibitor Internet

Available throughout the convention center. With a 30 minute idle timeout.

*Connectivity speeds up to 1.54Mbps up/down.

5 GHz wireless frequency only

- 1 day for \$79.99
- 3 day for \$227.97 **5% discount**
- 5 day for \$359.95 **10% discount**

• Free Convention Center WiFi

Available throughout all public spaces, exhibit halls, meeting rooms and ballrooms. With a 10 minute idle timeout.

*Connectivity speeds up to 768k up/down.

** Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.*

Questions?

For questions regarding wireless services or any of the other wired Internet and telephone services we provide, please call Smart City at 202-249-3800 or visit us online at www.smartcitynetworks.com



Aramark Sports and Entertainment Service, LLC
Walter E. Washington Convention Center 801 Mt Vernon
PI NW Washington DC 20001 Phone (202) 249-3500

AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR NON-ALCOHOLIC BEVERAGE DISTRIBUTION

Aramark Sports and Entertainment Service, LLC (Aramark) has exclusive food and beverage service rights at the Walter E. Washington Convention Center. Organizations holding events at the Walter E. Washington Convention Center and/or their exhibitors (collectively, "Exhibiting Firm") may distribute sample food and/or non-alcoholic beverage products and food/non-alcoholic beverage giveaways ("Sample Products") only with the prior written approval of Aramark.

GENERAL CONDITIONS:

- 1) Sample Products dispensed by Exhibiting Firm are limited to products manufactured or processed by Exhibiting Firm, and must be directly related to the purpose of the event.
- 2) All Sample Products must be distributed from Exhibiting Firm's exhibit location and shall comply with the following requirements:
 - a) Beverage Sample Products (non-Alcoholic) are limited to a maximum of 3 fluid ounces.
 - b) Beverage sample Products (alcoholic) are limited to the following:
 - Spirits – ½ oz.
 - Beer and Wine 2 oz.
 - c) Food Sample Products are limited to a maximum of 3 oz.
- 3) District of Columbia law prohibits anyone other than the alcohol license holder to distribute, give away or bring into the licensed establishment (Walter E. Washington Convention Center) any alcoholic beverages for the purpose of traffic promotion. All alcoholic Beverages must be purchased from the license holder.
- 4) Standard fees or corkage, storage, handling, delivery, etc. will be charged where applicable.
- 5) Food and/or beverage items used as traffic promoters, and are not samples of the exhibitor's product, MUST be purchased from Aramark at the Walter E. Washington Convention Center.
- 6) Exhibiting Firm shall maintain at all times during the event, and shall provide to Aramark no later than seven (7) days prior to the first day of the event a certificate of insurance evidencing, workers compensation as required by statute, commercial general liability insurance with minimum limits of liability of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage, including contractual liability coverage (to cover Exhibiting Firm's obligations set forth in Paragraph 4) and food products liability coverage (with respect to any defect or contaminant in the Sample Products and/or in the production or manufacturing of the Sample Products), and automobile liability insurance with limits not less than \$1,000,000 combined single limit for any owned, non-owned or hired vehicle for bodily injury and property damage. If Exhibiting Firm is providing Beverage Sample Products which are alcoholic, Exhibiting Firm shall also maintain liquor liability insurance with limits not less than \$1,000,000 per occurrence. The foregoing insurance policy(ies) shall be issued by a company or companies licensed to do business in Washington D.C. and reasonably acceptable to Aramark. All policies of liability insurance shall include Aramark and the Walter E. Washington Convention Center Authority (the "Authority") as additional insureds. All of the foregoing policies shall provide a waiver of subrogation in favor of Aramark and the Walter E. Washington Convention Center Authority. Nothing contained in this section shall be deemed in any way to waive, restrict or limit the liability of the Exhibiting Firm under this Authorization.
- 7) Exhibiting Firm hereby agrees to indemnify, defend (with counsel acceptable to Aramark) and hold harmless Aramark and the Authority, and each of their respective subsidiaries, affiliates, employees, agents, officers and directors, and each of their respective successors and assigns, from and against all liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses (including attorneys' fees and expenses), for bodily injury (including death) or property damage caused by, growing out of, or happening in connection with (i) the acts or omissions of Exhibiting Firm, its employees or agents, or use of equipment by Exhibiting Firm, its employees or agents, or (ii) the preparation, serving and/or consumption of the Sample Products.
- 8) Exhibiting Firm is responsible to obtain a health permit/approval (as applicable) from the Washington D.C. Health Department and a copy of all required permits/approvals must be provided to Aramark no later than three (3) days before the first day of the event.
- 9) Exhibiting Firm is required to prepare and serve Sample Products in accordance with industry standard sanitation, food safety and food temperature guidelines and in compliance with all applicable laws and regulations.
- 10) No cash sales are permitted by Exhibiting Firm.
- 11) Aramark will charge Exhibiting Firm standard fees for storage, handling, and delivery where applicable.
- 12) Take Away Items and Buy-Out fees: Any food and beverage brought on premises without written authorization from Aramark and the Walter E. Washington Convention Center is strictly prohibited.



- 13) Shipping/Receiving: Please note that only product you expect to be prepared by, stored by and delivered by Aramark should be shipped to Aramark. Please request a shipping label and ensure it is used properly to ensure proper receiving of your product. You must contact Aramark prior to shipping items – items not expected will not be received.



Information must be received no later than close of business (5:00 pm EST) on _____.
The following information must be provided:

Name of Event: _____

Event Date: _____

Exhibiting Firm Name: _____

Phone: _____

Booth Number: _____

Address: _____

Event Day Contact: _____

Product you wish to dispensed: _____

Size of Portion to be dispensed: _____

Method of Distribution: _____

Quantity to be dispensed: _____

Purpose of offering product: _____

By Signing/executing below, you acknowledge that you have read and agree with the terms and general conditions set forth above.

By: _____
Print Name:

The undersigned hereby consents to Exhibiting Firm's distribution of Sample Products strictly in accordance with the terms and general conditions set forth above.

Aramark Sports and Entertainment Service, LLC

By: _____
Print Name:

Please email request form to WEWCCExhibitorders@aramark.com



Exhibitor Order Form (1 form per service please)

Event Name _____

Booth Number _____

Location of Booth _____

Booth Name _____

Contact Name _____

Phone Number _____

On-Site Contact _____

Email _____

ORDER : Labor fee of \$65 per delivery will apply

Date of Delivery: _____ Time of Delivery _____ am/pm Ending Time _____ am/pm

- 1. Quantity _____ Item: _____
- 2. Quantity _____ Item: _____
- 3. Quantity _____ Item: _____
- 4. Quantity _____ Item: _____
- 5. Quantity _____ Item: _____

METHOD OF PAYMENT:

- Credit Card
- Check
- Wire

Booth Exhibitor Catering is not based on consumption.

Orders submitted without all information requested will not be processed. Signature:

A 23% Service Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.

All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice. Orders submitted later than 21 business days prior to event are charged a 22% Late Ordering Fee.

Orders cancelled within 72 hours of event will not be refunded.

The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees.

Please email order form to WEWCCExhibitorders@aramark.com

INTERNET | TELEPHONE | CABLE TV

WALTER E. WASHINGTON

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



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Where
TECHNOLOGY
Meets **HOSPITALITY**

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



Is the exclusive provider of the following services:



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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 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

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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			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

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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 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
 or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines **HIGH BANDWIDTH WIRELESS** with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE								
STREAMING								
BANDWIDTH ALLOCATION	SD	or	HD	or	UHD	INCENTIVE*	BASE	ON-SITE
10 Mbps	3		N/A		N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6		4		N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10		6		1	\$24,200	\$29,040	\$34,848
40 Mbps	13		8		1	\$31,550	\$37,860	\$45,434
50 Mbps	16		10		2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A		N/A		N/A	\$750	\$750	\$750

***ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
 or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE *	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, electrical services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

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NEED CABLE TV SERVICES?



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**. Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

***ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

**Cable services may require a deposit in some locations.

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

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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:
<https://orders.smartcitynetworks.com>
 or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”

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.....
LOCAL GOOD FOOD
.....

EXHIBITOR MENU



WALTER E. WASHINGTON CONVENTION CENTER

[VIEW MENU »](#)

W E L C O M E



W E L C O M E

ARAMARK IS THE PREMIER EXHIBITOR PARTNER AT THE WALTER E. WASHINGTON CONVENTION CENTER IN THE HEART OF OUR NATION'S CAPITAL.

From intimate private meetings, to grand events, your event will benefit from our innovative approach, professional talent, exceptional agility and unparalleled results.

As the exclusive food and beverage provider for the Walter E. Washington Convention Center, Aramark has partnered with Events DC to develop an innovative new food and beverage brand, called "DC Eats." The DC Eats brand represents a commitment to creating a distinct and authentic experience that embodies Washington, DC's diversity, cultural heritage and flourishing culinary scene.

As an innovator in the marketplace, we continue to push the envelope on transforming the food and beverage experience with new and innovative catering menus and retail food concepts, with an emphasis on local, quality, convenience, healthy and personalization.

LAUREN NOWECK

Director of Sales

office 202-249-3561

email Noweck-lauren@aramark.com

START »



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BREAKFAST

MINIMUM OF 25 GUESTS

SANDWICHES

- BREAKFAST BURRITO** **\$10.00**
Cage Free Scrambled Eggs, Pepper Jack Cheese and Ham Served with Salsa
- BISCUIT BREAKFAST SANDWICH** **\$10.00**
Buttermilk Biscuit topped with Cage-Free Egg, Cheese and Smoked Turkey
- ENGLISH MUFFIN BREAKFAST SANDWICH** **\$10.00**
Cage-Free Egg, Canadian Bacon and Cheese

BREAKS

MINIMUM OF 25 GUESTS

BUFFETS

- RISE AND SHINE MORNING PACKAGE** **\$18.00**
Assorted Individual Yogurts, Sliced Fruits and Seasonal Berries
Freshly Baked Danish, Muffins and Croissants with preserves
- EYE OPENER ENERGY BREAK** **\$9.50**
Whole Fresh Fruit Basket (individual)
Assorted Individual Yogurts and Healthy Trail Mix in individual bags
- POWER BREAK** **\$15.50**
A selection of Whole Grain and Oat Muffins
Sliced Breakfast Breads, Dried Fruits and Granola Bars
Whole Seasonal Fruit
- NOSTALGIC CANDY BREAK** **\$12.00**
Jelly Beans, Twizzlers, and Hershey Mini's
Starburst Fruit Chews and Assorted Hard Candy

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

BISTRO

SALADS

Serve 10-12 guests

SPINACH SALAD \$85.00

Caramelized Shallots, Toasted Pecans, Goat Cheese and Citrus Vinaigrette

HEARTS OF ROMAINE CAESAR SALAD \$85.00

Romaine, Garlic Croutons, Shaved Parmesan and Caesar Dressing

CRISP ICEBERG SALAD \$85.00

Bacon Lardons, Oven-Dried Tomatoes, Red Onions, Cracked Black Pepper, Chive Buttermilk Ranch

RED BLISS POTATO SALAD OR COLE SLAW \$75.00

PLATTERS

SANDWICH PLATTERS

12 sandwiches cut in half

Individually packaged Potato Chips, Deli Mustard and Mayonnaise packets accompany all sandwich platters

TRADITIONAL SANDWICH PLATTER \$75.00

Roasted Turkey and Cheddar Cheese
Black Forest Ham and Swiss Cheese
Grilled Vegetables and Herb Aioli
Potato Buns

GOURMET WRAP PLATTER \$215.00

Premium Roast Turkey with Provolone and Pesto Sauce
Southwest Roast Beef with Roasted Peppers and Chipotle Aioli
Grilled Vegetables with Baby Spinach and Balsamic Glaze

PREMIUM DELICATESSEN PLATTER \$205.00

Rosemary Grilled Chicken with Mesclun Greens, Sundried Tomatoes and Olive Tapenade on Multigrain Bread
Roast Beef with Sliced Cheddar, Arugula, Tomato and Horseradish Cream on Italian Sub Roll
Hummus with Roasted Eggplant, Zucchini and Peppers on Focaccia Bread

BOXES

TRADITIONAL BOX LUNCHES

SERVE WITH

Potato Chips, Whole Fruit, Freshly Baked Cookie and Bottled Water

ROAST BEEF AND CHEDDAR \$31.00

Green Leaf Lettuce, Tomato, Horseradish Sauce, Pretzel Roll

BLACK FOREST HAM AND MÜNSTER CHEESE \$31.00

Green Leaf Lettuce, Tomato, Grain Mustard, Multigrain Roll

TUNA WRAP \$31.00

Green Leaf Lettuce, Tomato, Plain Wrap

GRILLED VEGETABLES WITH LEMON HUMMUS \$36.00

Olive Tapenade, Roasted Peppers on Multigrain Square

GRILLED CHICKEN CAESAR SALAD \$38.00

Romaine Lettuce, Grilled Chicken, Shredded Parmesan Cheese and Caesar Dressing

TOMATO BASIL AND MOZZARELLA \$36.00

Extra Virgin Olive Oil and Balsamic Drizzle on Ciabatta

CRANBERRY QUINOA SALAD \$37.00

Mixed Greens, Cucumber, Carrot and Champagne Vinaigrette



GLUTEN FREE



VEGAN

BREAKFAST, DINNER & SNACK BOXES

GRAB AND GO BREAKFAST \$23.00

Whole Wheat Blueberry Muffin, Fresh Fruit Salad, Orange Juice and Chobani Vanilla Low Fat Yogurt

SNACK TRIO \$18.00

Hummus and Pretzels, Carrot and Celery Sticks with Low-fat Ranch Dressing and Fresh Fruit Salad

PICNIC DINNER \$38.00

Chilled Apple Brined Chicken with Baby Arugula and Honey Champagne Vinaigrette
Fingerling Potato Salad with Grain Mustard and Roasted Brussel Sprouts with Dried Cranberries
French Dinner Roll with Whipped Butter
Three Berry Tart with Vanilla Cream
Pure Leaf Peach Iced Tea

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.



CAPPUCCINO & SMOOTHIES

CAPPUCCINO / LATTE

8oz drinks

CONDIMENT TRAY TO OFFER

Stirrers, napkins, white sugar and Splenda

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'1" x 2' w x 42"h)
Power: (3) 20 amp lines

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Each Machine: 12.5" x 16" x 15"
Grinder : 7" x 11" x 23"
Work Space: 40" x 24" x H (N/A)
(space for small refrigerator or cooler)

FRAPPES

8oz drinks

Client to select two flavors for duration of the show

FLAVORS

Vanilla, Mocha, Caramel, Seasonal

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'1" x 2' w x 42"h)
Power: (2) 20 amp lines

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Blending Shroud: 21" x 25.5" x 26"
Work Space: 51" x 24" x H (N/A)

SMOOTHIES

7oz servings

Client to select two flavors for duration of the show

FLAVORS

Strawberry, Mango, Pineapple/Coconut, Mixed Berry

CUPS & NAPKINS FOR CUSTOM LOGO

Minimum order / 4 week lead time. File types are AI, EPS, or PDF.

ALL QTY 2,500

CUSTOM BRANDED

8OZ HOT CUPS TBD
Full-Color Wrap Printed Cups
Imprint Area: 7" x 2.88"

7OZ COLD CUPS TBD
Full-Color Printed Stickers
Imprint Area: 2.5" x 1.5"

5" X 5" CUSTOM BRANDED NAPKINS TBD
1-Color Printed Napkins
Imprint Area: 3.5" x 3.5"

SERVICE (Includes 3 hours of service or 250 drinks)	\$1,820
ADDITIONAL HOUR(S) <i>Continued service beyond the 3 hour service package</i>	\$150
ADDITIONAL CUPS (ordered in advance/100 increments)	\$400
ADDITIONAL CUPS (ordered in on-site/100 increments)	\$600
PREMIUM CAPPUCCINO SERVICE <i>Includes lattes, mochas & hot chocolate</i>	\$300
TRADESHOW DELIVERY/SET UP FEE <i>One-time charge for station set up one day prior to service</i>	\$275
CAPPUCCINO /LATTE : DELAY IN SET UP (per 15 min interval) <i>(excessive wait time due to not being able to set up on time)</i>	\$150

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

DOUGHNUTS & ICECREAM

FRESH MADE DOUGHNUTS

ASSORTED FLAVORS INCLUDE

Strawberry Glazed, Funfetti, Milk Chocolate Peanut, Brown Butter, Vanilla Bean Glazed, Vanilla Bean Crème Brûlée

SERVICE **\$1,350**

(Includes 2 hours of service or 12 dozen assorted doughnuts)

ADDITIONAL HOUR(S) **\$150**

Continued service beyond the 2 hour service package

ADDITIONAL DOUGHNUTS **\$300**

(must be ordered in advance/ 3 dozen increments)

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

Doughnut menu changes by season

EXHIBITOR TO PROVIDE

Standard (8') table for the donut display case and storage space to keep store some backup doughnuts. (24" wide x 16" Deep)

EQUIPMENT & WORK SPACE

DIMENSIONS L x W x H

Display Unit: 9" x 19" x 15.7"

Work Space: 16" x 24" x H (N/A)

NICECREAM

Nicecream is a DC-Metro-based retail and catering ice cream company changing the way we enjoy dessert. Nicecream's ice cream is made with locally sourced milk and cream delivered from a family farm each week. Fresh cream, combined with fresh fruit, homemade ingredients, and frozen with liquid nitrogen creates an experience your guests will never forget. Nicecream's entire dessert is made in front of guest's eyes, creating an elegant distinction, fun-filled environment, and an incredible award-winning product.

INCLUDES 2 FLAVORS

Additions available which include Toppings Bar or Additional Flavors.

FLAVORS INCLUDES

Vanilla Bean, Milk Chocolate, Salted Caramel, Banana Cream, Peanut Butter Cup, Honey Lavender, Nutella

(2) ATTENDANT SERVICE

200 GUEST **\$1,900**

(Includes 2 hours of service for 200 guests/4oz serving)

400 GUEST **\$3,150**

(Includes 2 hours of service for 400 guests/4oz serving)

ADDITIONAL HOUR(S) **\$265**

Continued service beyond the 4 hour service package

ADDITIONAL SERVINGS **\$400**

(ordered in advance/50 increments)

ADDITIONAL FLAVOR **\$475**

TOPPINGS BAR **\$625**

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (8') L x W x H
Power: (1) 20 amp line

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Display Unit: 9" x 19" x 15.7"

Work Space: 16" x 24" x H (N/A)

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.

All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

COOKIES & CANNOLIS

FRESH BAKED COOKIES

FLAVORS

Chocolate Chip, Oatmeal Raisin, Macadamia White Chocolate Chip, Peanut Butter Cookie

SERVICE **\$2,080**

(Includes 4 hours of service or 400 cookies)

ADDITIONAL HOUR(S) **\$200**

Continued service beyond the 4 hour service package

ADDITIONAL COOKIES **\$400**

(ordered in advance/100 increments)

ADDITIONAL COOKIES **\$550**

(ordered in on-site/100 increments)

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp line for oven & (1) 10 amp line of dedicated 24 hr power for freezer

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Oven Shroud: 21" x 25.5" x 26"

Freezer: 37" x 23" x 34"

(Stored next to station or in booth closet)

Work Space: 51" x 24" x H (N/A)

FRESH PIPED MINI CANNOLIS

Client to select a dipping option for duration of the show

DIPPING OPTIONS

Chocolate Morsels & Red/White/Blue Sprinkles (included)

Pantone Matched Sprinkles (additional charge)

SERVICE **\$1,750**

(Includes 2 hours of service or 200 servings)

ADDITIONAL HOUR(S) **\$200**

Continued service beyond the 2 hour service package

ADDITIONAL SERVINGS **\$400**

(must be ordered 48 hours in advance/100 increments)

PANTONE MATCHED SPRINKLES **\$200**

(per day)

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp line

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Refrigerated Display Case: 71.5" x 14.5" x 11.5"

Work Space: 24" x 24" x H (N/A)

ARAMARK TO PROVIDE

Access to on-site ice machine

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.

All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.



GELATO & COBLERS

GELATO / DOLCI GELATI

Client to select two flavors for duration of the show

FLAVORS

Lemon Custard, Stracietella (Chocolate Chip), Strawberry, Brown Butter, Vanilla Bean, Toasted Coconut

SERVICE **\$1,750**

(Includes 1-4 hours of service or 200 / 4oz cups)

ADDITIONAL HOUR(S) PER HOUR **\$300**

Continued service beyond the 4 hour service package

ADDITIONAL CUPS **\$550**

(must be ordered 48 hours in advance/100 increments)

ADDITIONAL FLAVOR **\$200**

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

FRESH BAKED FRUIT COBLERS

INCLUDES 2 FLAVORS

Additions available which include Toppings Bar or Additional Flavors.

FLAVORS INCLUDES

Apple, Cherry, Peach

(2) ATTENDANT SERVICE **\$2,800**

(Includes 4 hours of service for 200/4oz serving)

ADDITIONAL HOUR(S) PER HOUR **\$200**

Continued service beyond the 4 hour service package

ADDITIONAL COBLERS **\$650**

(must be ordered 96 hours in advance/100 servings)

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp lines with dedicated power for 24 hours for Freezer

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Counter Freezer: 19.3" x 19" x 26"

Work Space: 51" x 24" x H (N/A)

ARAMARK TO PROVIDE

Access to on-site ice machine

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp line for oven (1) 10 amp line for refrigeration

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Oven Shroud: 21" x 25.5" x 26"

Serving Block: 24" x 18" x 3"

Work Space: 27" x 24" x H (N/A)

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

A LA CARTE

BEVERAGES

GALLON UNITS		
Fresh Brewed Coffee	5-gallon unit /approx. 65 cups	\$350.00
Fresh Brewed Decaf Coffee	3-gallon unit /approx. 40 cups	\$210.00
Assorted Hot Tea	3-gallon unit /approx. 40 cups	\$210.00
Iced Tea	3-gallon unit /approx. 38 cups	\$144.00
Lemonade	3-gallon unit /approx. 38 cups	\$144.00
Tropical Fruit Punch	3-gallon unit /approx. 38 cups	\$144.00
Aqua Fresca	3-gallon unit /approx. 38 cups	\$195.00
<i>Watermelon, Pineapple or Cantaloupe</i>		

WATER & RENTAL		
Water Jug	5-gallon / Use with water cooler	\$25.00
<i>Use with water cooler</i>		
Water Cooler Daily Rental		\$75.00
<i>Customer responsible for electrical requirements, 120volt</i>		
Ice		
40lbs of Ice		\$35.00
20lbs of Ice		\$30.00

BY THE CASE (24)	
Assorted Individual Juices	\$132.00
<i>Apple, Cranberry, Orange, Grapefruit</i>	
Assorted Soft Drinks	\$132.00
<i>Pepsi Only</i>	
Bottled Water	\$96.00
Sparkling Mineral Water	\$108.00
Red Bull	\$168.00
Starbucks® Frappuccino	\$168.00

KEURIG® K-CUPS

KEURIG® K-CUPS	\$185.00 (per day)	ADDITIONAL K-CUPS (24ct) \$2.00 (each)
Coffee Service, Includes machine rental		
24 Green Mountain K-Cups of each of the following:		
Sumatra Reserve, Dark Magic, Nantucket Blend and Decaf Breakfast Blend		
Includes 5 gallon water jug		
Sweeteners, Creamers, Bio-Degradable Cups, Lids, Sleeves and Napkins		
Power Requirements: 1 each, 120volt/20amps		

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.

A LA CARTE

BAKERY

(Priced by the dozen)

Assorted Bagels	\$60.00	<i>Raspberry Cheesecake Swirl, Pecan, Apple, and Lemon</i>	
Assorted Freshly Baked Scones	\$54.00	Cupcakes	\$72.00
Whole Wheat Croissants	\$60.00	Logo Cupcakes*	\$84.00
Assorted Fruit and Cheese Danish	\$54.00	<i>*Custom Artwork Available upon Request</i>	
ICE CREAM			
<i>Freshly Baked Miniature Danish</i>		Assorted Ice Cream Novelties	dozen \$56.00
House-Made Muffins	\$50.00	Premium Ice Cream Bars	dozen \$72.00
Assorted Donuts	\$48.00	Freezer Rental Required	per unit \$100.00
Assorted Homestyle Cookies	\$48.00	CAKE	
Chocolate Chip Brownies	\$56.00	Chocolate or Vanilla	
Butterscotch Blondies	\$56.00	Half Sheet *	40 slices \$250.00
Assorted Gourmet Biscotti	\$48.00	Full Sheet Cake*	100 slices \$450.00
Gluten Free Blueberry Muffins	\$60.00	<i>*Custom Artwork Available upon Request</i>	
Gluten Free Chocolate Chip Cookies	\$60.00		
Gluten Free Chocolate Brownie	\$60.00		
Vegan Cornetto Pastry	\$60.00		
Vegan Oatmeal Cookies	\$60.00		
Assorted Dessert Squares	\$48.00		



FROM THE PANTRY

(Priced by the dozen)

Assorted Fruit Yogurt	\$48.00	Bags of Potato Chips	\$36.00
Layered Yogurt Parfait	\$78.00	Bags of Pretzels	\$36.00
<i>Granola and Berries</i>		Bags of Trail Mix	\$42.00
Whole Fresh Fruits	\$48.00	Traditional Chex® Snack Mix	\$42.00
Quaker Chewy Granola	\$48.00	Assorted Candy Bars	\$48.00
Assorted Kind Bars	\$54.00	PER POUND	
Smartfood® Popcorn White Cheddar	\$42.00	Miniature Chocolate Candy Bars	\$36.00
Rice Krispy Treats	\$42.00	Assorted Individually Wrapped Hard Candy	\$45.00
Assorted Candy Bars	\$48.00	Roasted Cocktail Nuts	\$32.00
Potato Chips and French Onion Dip	\$40.00		
(serves 10)			
Tortilla Chips with Fresh Pico de Gallo	\$55.00		
(serves 10)			



A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.



RECEPTION DISPLAYS

— SERVES 25 GUESTS —

CRUDITES \$175.00

Seasonal Vegetables and Buttermilk Ranch

HERITAGE CHEESE \$225.00

Selection of Imported and Domestic Cheese with Grapes, Dried Fruits, Fig Compote Water Crackers and Sliced French Bread

SLICED SEASONAL FRUITS AND BERRIES DISPLAY \$250.00

Orange Honey Yogurt Dipping Sauce

ROASTED GARLIC HUMMUS \$150.00

Served with Crisp Pita Chips and Marinated Olives

ROASTED & GRILLED VEGETABLES \$190.00

Garlic Roasted Peppers, Grilled Zucchini, Yellow Squash Roasted, Eggplant, and Marinated Artichokes



RECEPTION HORS D' OEUVRES

— MINIMUM ORDER TO 50 —

COLD

BRUSCHETTA	\$5.00
Roma Tomatoes and Basil	
PEPPERCORN ENCRUSTED BEEF TENDERLOIN	\$6.00
Garlic Crostini and Grain Mustard	
SPICY TUNA TARTAR WITH GINGER	\$6.00
Wonton Crisp	
SMOKED SALMON	\$6.00
Potato Pancake with Chive Crème Fraiche.	
TRUFFLE DEVILED EGG	\$6.00
PEPPERED BASIL GOAT CHEESE	\$5.00
Flatbread	
CURRIED CHICKEN SALAD IN FILO CUP	\$6.00
Grapes and Raisin	
SCALLOP CECICHE	\$6.00
Chili Pepper and Lime	
SHRIMP COCKTAIL SHOOTERS	\$7.00
Garden Gazpacho	
TOMATO AND MOZZARELLA SKEWERS	\$6.00
Fresh Basil and EVOO	

HOT

SPINACH AND FETA PHYLLO TRIANGLES	\$5.00
BEEF EMPANADA	\$7.00
Braised Beef, Salsa Rojo	
COCONUT SHRIMP	\$8.00
Thai Chili Sauce	
QUATTRO FORMAGGIO MAC N' CHEESE BITES	\$6.00
CHICKEN SATAY	\$6.00
Teriyaki Glaze	
POTATO AND CHEESE PIEROGIS	\$6.00
Jalapeño Sour Cream	
CHICKEN POT STICKERS WITH LEMON GRASS	\$6.00
Hoisin Glaze	
LAMB CHOP LOLLIPOPS	\$8.00
Rosemary and Mustard	
MARYLAND STYLE CRAB CAKES	\$8.00
Creole Remoulade	
VEGETABLE SPRING ROLLS	\$5.00
Sweet and Sour Sauce	
EDAMAME AND SWEET CORN QUESADILLA	\$6.00
Lime Crema	
BRIE AND PEARS	\$6.00
Baked in Filo	
PORTOBELLO MUSHROOM PASTRY FLOWER	\$6.00
Sun Dried Tomato and Ricotta Cheese	
POTATO AND PEA SAMOSA	\$5.00
Mango Coulis	
MINIATURE BLACK ANGUS CHEESE BURGERS	\$6.00

A 23% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice.



BAR PACKAGES

HOSTED CONSUMPTION BAR

Our onsite personnel must dispense all beverages. Bartenders are staffed one (1) per 100 guests for hosted bars and bars using drink tickets. Bartenders are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter. All local taxes and fees apply. Pricing is subject to change.

PRICING

SPIRIT

Standard	\$11.50
Premium	\$12.50
Super Premium	\$13.50

BEER

Domestic	\$7.50
Imported	\$8.50
Craft	\$9.50
Non-Alcoholic	\$6.50

WINE by the Glass

Standard	\$9.50
Premium	\$11.00
Super Premium	\$12.00

NON-ALCOHOLIC

Assorted Soft Drinks	\$5.50
Bottled Water/ Mineral Water	\$4.50
Assorted Fruit Juices	\$5.50

CASH BAR

Our onsite personnel must dispense all beverages. Bartenders are staffed one (1) per 125 guests for cash bars. Bartenders are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter. Cashiers are required for every 2 bartenders. Cashiers are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter. All local taxes and fees apply. Pricing is subject to change.

PRICING

SPIRIT

Standard	\$12.00
Premium	\$13.00
Super Premium	\$14.00

BEER

Domestic	\$8.00
Imported	\$9.00
Craft	\$10.00
Non-Alcoholic	\$7.00

WINE by the Glass

Standard	\$10.00
Premium	\$11.50
Super Premium	\$12.50

NON-ALCOHOLIC

Assorted Soft Drinks	\$6.00
Bottled Water/ Mineral Water	\$5.00
Assorted Fruit Juices	\$6.00

OPEN BAR PACKAGES

Our onsite personnel must dispense all beverages. Bartender are staffed one (1) per 100 guests for hosted bars and bars using drink tickets. Bartenders are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

HOURS

One	\$25.00 per person
Two	\$50.00 per person
Three	\$55.00 per person
Four	\$60.00 per person
Five	\$65.00 per person

ADD

Premium Open Bar	\$2.00 per person
Super Premium Open Bar	\$5.00 per person

GENERAL INFORMATION

SERVICE FEES

Delivery Fee

\$65.00 per Service

China Service Fee

For Events in the Exhibit Halls
\$3.00 per person

Storage Fee

Ask your Sales Manager for details
\$75 per day/flat, minimum

FOOD & BEVERAGE CONTRACT

The Catering Services Agreement (contract) outlines the specific agreement between the client and the Convention Center Catering Department. The signed Catering Services Agreement and a deposit based on estimated food and beverage charges are due 60 days in advance of the first scheduled service.

FOOD & BEVERAGE SPECIFICATIONS

To ensure the proper planning of your event, we request that all food and beverage specifications be received in writing by our office no less than 21 business days prior to the date of your first scheduled service.

Your Catering Sales Manager will review your food and beverage specifications and, in turn, provide you with written confirmation of the services via separate event orders for each function.

These event orders will form part of your contract and are to be confirmed, signed and returned 14 days in advance of the first scheduled service along with 100% of the payment due.

ALLERGY, ALTERNATE DIETARY MEALS

The Walter E. Washington Convention Centre is committed to offering a wide range of food options for our guests. Part of this commitment includes meeting the needs of guests who have special dietary restrictions. Additional costs may apply based on meal requirement (Kosher, Halal). Our kitchen will make every effort to accommodate cultural and medical dietary requests received no later than the final guarantee deadline.

If at the time of service, the number of alternate meals (including vegetarian) exceeds the number on your dietary list, an additional fee of \$40 per entrée (exclusive of tax and gratuity charge) will be applied. We cannot guarantee we will be able to meet all requests, but we will attempt to satisfy your guests' needs to the best of our ability.

With an increase in demand for gluten-free and wheat-free requests, we strongly recommend you provide a small percentage by building these items into your order.

ADMINISTRATIVE CHARGE

The Licensee shall pay to the Licensor an administrative charge in an amount of 23% on all food and beverage charges. Administrative fee is subject to applicable taxes currently at 10%.

The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees.

TAXES

Washington DC currently taxes both Food and Beverage including Alcoholic Beverages at 10%. Labor fees are subject to applicable taxes currently at 6%. If the Licensee is an entity claiming exemption from taxation, the Licensee must deliver to the Caterer satisfactory evidence of such exemption prior to the event(s) in order to be relieved of its obligation to pay state and local retail sales tax. Please note: Washington DC sales tax exemption only can be applied.

PAYMENT POLICY

Aramark's policy requires full payment along with the signed food and beverage event plan in advance.

Aramark accepts certified or cashier's checks, money orders, American Express, MasterCard and Visa as payment for products and services. If payment is received within less than five (5) business days prior to the event, certified funds, credit card payment or a wire transfer will be required. If the customer prefers to pay by company check or wire transfer, a credit card authorization form is required to facilitate on-site orders. A 3% processing fee applies to all credit card charges.

All remaining charges, including additional charges incurred on site are due within 30 days of the date of your invoice. If payment is not received within the time specified, a late charge of 1.5% per month will be added to the balance.

CANCELLATION POLICY

Cancellation of any convention or individual event must be sent in writing to your designated Aramark Sales Professional. Any cancellation received less than 3 days of the first scheduled event will result in a fee payable to Aramark equal to 100% of the estimated food and beverage charges

SERVICE WARE

All booth services include the appropriate variety of high-grade disposable service ware.

China Service may be requested from your catering sales manager for the exhibit halls for an additional fee of \$3.00 per person

SERVICE TIMES

Meal services are based on the following time guidelines

SERVICE	HOURS
Buffet Breakfast or Lunch	2 hours
Continental Breakfast	2 hours
Coffee Service	2 hours
Meeting Breaks	1 hour
Receptions	2 hours

Seated or buffet meals require 2 hours setup time in advance of the function. Extended or reduced service times, early set-up times, or delays in service time start may result in additional labor charges. Functions requiring continuous (all-day) service will incur a labor charge for the service hours

HOLIDAY SERVICE

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following federal holidays: New Year's Eve and Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

TABLES AND ELECTRIC

Aramark does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms used for exhibit space. Please contact the appropriate contractor for these items.

EXHIBITOR F&B POLICY

Aramark is the exclusive provider of all food and beverage at the Walter E. Washington Convention Center. As such, any requests to bring in food and beverage will be at Aramark's discretion and will be considered on a case-by-case basis. Appropriate corkage fees will apply.

Please consult with your designated catering sales manager concerning this.





WALTER E. WASHINGTON CONVENTION CENTER

801 Mt Vernon Pl NW, Washington, DC 20001



Booth Cleaning - Order Form

This Order Form and payment must be postmarked or emailed **21 days prior** to the event start date.

All orders must be submitted with a signed Service Order Payment Form.

Email the COMPLETED & SIGNED forms to: aramarKEVS@aramark.com

Event Name: _____

Event Dates: _____

Company Name

Booth #

Event Contact

E-mail Address

Phone Number

I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE SERVICE ORDER PAYMENT FORM.

SIGNATURE

DATE

ALL CLEANING AND JANITORIAL SERVICES MUST BE PERFORMED BY ARAMARK (minimum charge 100sq. Ft. per booth)


Note: Booth wastebaskets are provided by the Decorator

Please Indicate Type of Cleaning Required	Rates	Booth	Number	Tax	Total
TYPE OF FLOOR HARD CARPET	Sq./ft	Sq./ft	of Days	%	Amount
End of Show Day Booth Cleaning (Vacuuming/mopping booth floor and trash removal)	\$0.65			6	
Shampoo Booth Carpet (After show hours)	\$1.20			6	
Porter Service (Event Hours Only)	Per Day	Sq/ft	Days	Tax %	Total
Sweep floor/empty wastebaskets (rates per day) (service every 2 hours)	\$150.00	Under 500		6	
	\$190.00	501-1500		6	
	\$230.00	1501-2500		6	
*Booths over 3,500 sq/ft must order Custom Service	\$270.00	2501-3500		6	
Custom Porter Services (Minimum charge 2 hours)	Hours	Per Hour	Days	Tax %	Total
Sweep floor/empty wastebaskets (rates per hour)		\$56.00		6	

TOTAL \$

Special Instructions _____

AFTER THE DEADLINE ALL RATES AND PRICES WILL INCREASE BY 30%

Received By:	 Walter E. Washington Convention Center 801 Mt. Vernon Pl NW Washington, DC 20001 Phone: 202-255-1282 E-mail: aramarkev@aramark.com
Check/Credit Card #:	
Expiration Date: CVV#:	
Invoice #:	
Customer #:	
On-Site Customer Signature :	

CREDIT CARD INFORMATION CAN ALSO BE GIVEN OVER THE TELEPHONE