



EXPO
EVENT SERVICES

Exhibitor Services Manual

Atlanta Travel & Adventure Show
March 25 - 26, 2023
Cobb Galleria Centre
Atlanta, GA

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Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

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Atlanta Travel & Adventure Show

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

Show Schedule Move In/Move Out		
Decorator Move-In:	Thursday 3/23/2023	8:00am - 5:00pm
Exhibitor Move-In:	Friday 3/24/2023	9:00am - 5:00pm
Event Open:	Saturday 3/25/2023	9:30am - 5:00pm/ Travel Advisors 10:00am - 5:00pm/ Public
Event Open:	Sunday 3/26/2023	11:00am - 4:00pm
Exhibitor Move-Out:	Sunday 3/26/2023	Close of Show – 8:00pm.
Clear Floor:	Sunday 3/26/2023	by 11:59pm

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

Expo Event Service will begin returning empty shipping containers at **4:00pm on March 26, 2023**; this process should take approximately **two (2) HOURS**.

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

All carriers must check-in for pick-up no later than 6:00pm on Sunday, March 26, 2023



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Shipping Addresses

*Advance Receiving
/Shipments*

Atlanta Travel & Adventure Show

Shipments Should Arrive on or between:

FEBRUARY 24 - MARCH 15, 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*

Atlanta Travel & Adventure Show

Shipments Should Arrive on:

MARCH 23, 2023 (1PM - 5PM)

c/o Expo Event Services

MARCH 24, 2023 (8AM - 4PM)

Cobb Galleria Centre

2 Galleria Parkway SE

Atlanta, GA 30339

State Tax 7.75% (Tax Rates Subject To Change)

Service Center

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

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

INSTALLATION & DISMANTLE LABOR - DECORATORS UNION LOCAL 756

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

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

TEAMSTER LABOR - TEAMSTER UNION LOCAL 745

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

FREIGHT HANDLING

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

WORK BREAKS & GRATUITIES

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

IN GENERAL

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

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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 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 STATU-TORY 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				
A	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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

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

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

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

INDEPENDENT DISPLAY HOUSE CONTRACTORS

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

Exhibiting Company Name: _____ Booth Number: _____
Exhibiting Contact Person: _____ Phone Number: _____
Contractor Company to be utilized: _____
Address: _____
Contractor Contact Name: _____ Contractor Phone Number: _____

INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY

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

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

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

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

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

Authorized Contact Signature _____ Date _____ Authorized Contact (Print) _____

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

LIMITS OF LIABILITY & RESPONSIBILITY

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

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

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

FIRE DEPARTMENT REGULATIONS



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 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://cobbgalleria.com/reopening>

REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!

POV/ASSISTED CART LOAD FORM



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

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

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

CREDIT CARD CHARGE AUTHORIZATION

	EXPIRATION DATE: <input type="text"/>	MASTERCARD <input type="text"/>	VISA* <input type="text"/>	American Express <input type="text"/>	
	<i>Card Expiration Date & Security Code REQUIRED (3 Digit on reverse side of card)</i>				
	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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

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

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

X

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

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

By: _____ (Authorized Signatures)

Exhibiting Firm

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

Third Party

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

Credit Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE	EXPIRATION DATE _____	MASTERCARD VISA* American Express
	Corporate Personal	

Credit Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE	EXPIRATION DATE _____	MASTERCARD VISA* American Express
	Corporate Personal	

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

Account Number _____

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

Account Number _____

CARDHOLDERS NAME		PLEASE PRINT
CARDHOLDERS BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY
All Services I & D Labor Signs		Rental Furniture Material Handling In & Out Signs
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 Signs
Other (Please Specify) _____		

PLEASE SIGN **X** _____
CARDHOLDER'S SIGNATURE

PLEASE SIGN **X** _____
CARDHOLDER'S SIGNATURE

SHIPPING INFORMATION



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Cart Load

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

Vehicle Spotting

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

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

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

Freight Handling Services

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

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

Advance Warehouse Shipments

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

Rates Include:

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

Make out the bill of lading and consign as follows:

To:

Name of Exhibitor AND Booth Number

For:

Atlanta 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:

Atlanta Travel & Adventure Show

C/O:

Expo Event Services
2 Galleria Parkway SE
Atlanta, GA 30339

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

SHIPPING GUIDELINES



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Shipping Guidelines

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

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

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

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

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

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

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

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

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

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

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

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

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

MATERIAL HANDLING ORDER FORM



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

**Arrival Date On Or Before
February 24 - March 15, 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	\$218.00	\$436.00
OT/OT	\$270.00	\$540.00

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

KEY INFORMATION FORM



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 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

WAREHOUSE LABEL

SHOW SITE LABEL

RUSH!

RUSH!

EXHIBITION FREIGHT

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN
FEBRUARY 24 - MARCH 15, 2023**

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

TO: _____
(EXHIBITOR'S NAME)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



C/O: EXPO EVENT SERVICES



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

Cobb Galleria Centre
2 Galleria Parkway SE
Atlanta, GA 30339

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

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

WAREHOUSE LABEL

SHOW SITE LABEL

RUSH!

RUSH!

EXHIBITION FREIGHT

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN
FEBRUARY 24 - MARCH 15, 2023**

**MUST ARRIVE ON
MARCH 23, 2023 (1PM - 5PM)
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TO: _____
(EXHIBITOR'S NAME)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



C/O: EXPO EVENT SERVICES



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

Cobb Galleria Centre
2 Galleria Parkway SE
Atlanta, GA 30339

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

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

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

WAREHOUSE LABEL

SHOW SITE LABEL

RUSH!

RUSH!

EXHIBITION FREIGHT

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN
FEBRUARY 24 - MARCH 15, 2023**

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

TO: _____
(EXHIBITOR'S NAME)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES 

C/O: EXPO EVENT SERVICES 

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

Cobb Galleria Centre
2 Galleria Parkway SE
Atlanta, GA 30339

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

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

WAREHOUSE LABEL

SHOW SITE LABEL

RUSH!

RUSH!

EXHIBITION FREIGHT

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN
FEBRUARY 24 - MARCH 15, 2023**

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

TO: _____
(EXHIBITOR'S NAME)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES 

C/O: EXPO EVENT SERVICES 

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

Cobb Galleria Centre
2 Galleria Parkway SE
Atlanta, GA 30339

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

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

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



Reserve Your Shipment Today with the Official Show Carrier

Fast, Reliable, Secure Trade Show Transportation!



Atlanta, GA
Cobb Galleria Centre
March 25 - 26, 2023



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

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

Freight Services

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

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

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



EMAIL US AT INFO@TSSHIPPER.COM



CALL US AT 216-566-5953



GO ONLINE AT WWW.TSSHIPPER.COM



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: _____
ORDERED BY: _____	ONSITE CONTACT: _____
PHONE: _____	CELL: _____
EMAIL: _____	QUOTED AMOUNT: \$ _____

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

Terms:

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

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

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

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

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

Payment Information:

VISA MasterCard American Express

Credit Card Number: _____

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

Name (as it appears on the card): _____

 Cardholder's Signature _____ / _____ / _____
 Date

Credit Card Billing Address:

Street: _____

City: _____ State: _____

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

Telephone: _____ Email: _____

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

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

Authorization Valid Until: _____ / _____ Initials Here: _____



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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

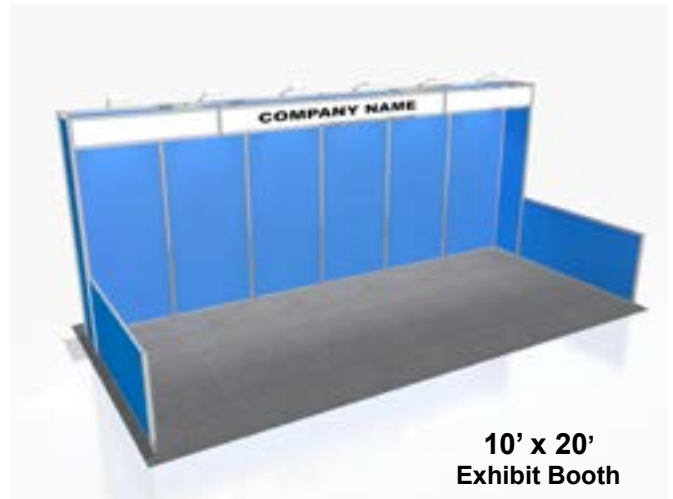
March 25 - 26, 2023

Deadline Date: March 15, 2023

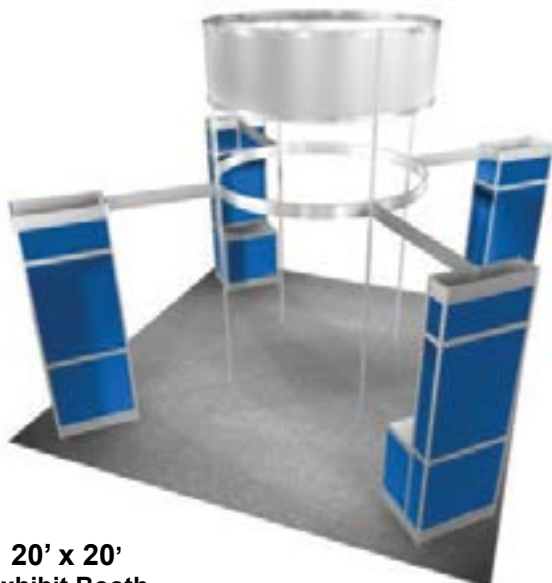
EXPO EVENT SERVICES IS COMMITTED TO MAKING YOUR EXPOSITION EXPERIENCE A SUCCESS. WE OFFER CUSTOM BOOTH AND PAVILLION RENTAL PACKAGES THAT WILL PROMOTE YOUR BRAND, SAVE YOU MONEY AND TIME.



10' x 10'
Exhibit Booth



10' x 20'
Exhibit Booth



20' x 20'
Exhibit Booth

orders@expoeventservices.com

BOOTH PACKAGE ACCESSORIES



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 2023

SHELVES / GONDOLAS

	Qty	Price	Total
12" Deep x 1 Meter Straight Shelf	_____	x \$88.00	_____
12" Deep x 1 Meter Angled Shelf	_____	x \$112.00	_____
12" Deep x 1 Meter x 5' One-Sided Gondola	_____	x \$314.00	_____
12" Deep x 1 Meter x 5' Two-Sided Gondola	_____	x \$403.00	_____



CABINETS / COUNTERS

	Qty	Price	Total
1 Meter x 1/2 Meter 36" _____ 42" _____ Panel Color _____	_____	x \$511.00	_____
2 Meter x 1/2 Meter 36" _____ 42" _____ Panel Color _____	_____	x \$717.00	_____
1 Meter Radius 36" _____ 42" _____ Panel Color _____	_____	x \$717.00	_____



LIGHT FIXTURES (Electricity Not Included)

	Qty	Price	Total
Clip On Light (75 watt)	_____	x \$60.00	_____
Stem Light (75 wall halogen)	_____	x \$126.00	_____
Track Light (300 watt)	_____	x \$341.00	_____
4' Fluorescent Fixture	_____	x \$86.00	_____
6' Fluorescent Fixture	_____	x \$133.00	_____
8' Fluorescent Fixture	_____	x \$168.00	_____



orders@expoeventservices.com

BOOTH PACKAGE RENTAL ORDER FORM



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 2023

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

Step 1 + Step 2 = Base Rental Rate

Step 3: Now Pick Your Accessories

Customized Booths in 3 Easy Steps

Step 1: Pick Your Booths Shell Size

10x10
10x20
10x30
20x20

Step 2: Pick Your Standard Carpet Color

Black
Blue
Green
Gray
Red
Burgundy
White

Step 3: Pick Your Accessories

Standard Furniture
& Accessories (Page 38-39)

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

Hard wall Accessories
(Page 28)

List Selection / Qty

List Selection / Qty

List Selection / Qty

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

What Happens Next

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

SIGNAGE & GRAPHIC ORDER FORM



Atlanta Travel & Adventure Show

Cobb Galleria Centre
March 25 - 26, 2023

Deadline Date: March 15, 2023

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

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

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

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"	\$46.00	\$60.00	
	11" x 17"	\$54.00	\$70.00	
	14" x 22"	\$66.00	\$86.00	
	22" x 28"	\$81.00	\$105.00	
	24" x 36"	\$163.00	\$211.00	
	30" x 40"	\$176.00	\$229.00	
	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 @ 7.75% = _____ = 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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 2023

*** NON - ELECTRICAL SIGNS & BANNERS ONLY

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

PLEASE PROVIDE THE FOLLOWING INFORMATION

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

IMPORTANT NOTE

All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

All overhead rigging/hanging must be assembled, installed and removed by Expo Event Services certified riggers.

Exhibitors are **REQUIRED** to include hanging/setup instructions and orientation diagrams in advance.

Electrical signs must be in working order and in accordance with the National Electric Code. Electrical services must be ordered through the electrical service provider (form included in manual).

STRUCTURE DESCRIPTION

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

Type of Material:

Cloth Metal Wood Plastic Truss
Other: _____

Truss Only:

12" box 20" box Other: _____

Shape of Structure:

Circle Rectangle Square Triangle
Other: _____

Size (in feet):

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

Additional Notes/Description:

STRUCTURE DESCRIPTION (continued)

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

Are you using chain motor(s)?

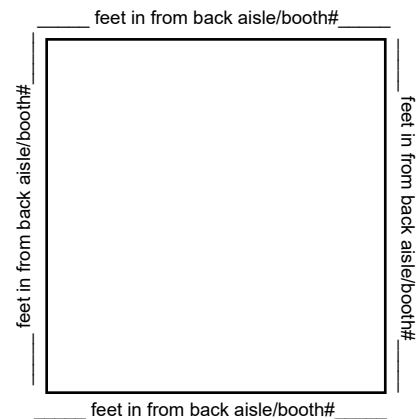
- No
Yes (Quantity: _____)
 Expo Events Provided
 Exhibitor Provided

CHAIN MOTORS				
QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	\$546.00	\$710.00	
	1 Ton Chain Motor	\$683.00	\$889.00	

- 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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 2023

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

IMPORTANT NOTES

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

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

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

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

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

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

PLEASE INDICATE METHOD OF SUPERVISION YOU REQUIRE:

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

SIGN ASSEMBLY / DISASSEMBLY LABOR

Please indicate who will supervise ASSEMBLY:

EES Supervision
 Exhibitor/Display House Supervision

Please indicate who will supervise DISASSEMBLY:

EES Supervision
 Exhibitor/Display House Supervision

SIGN ASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$154.00	\$200.00	
	OT	\$254.00	\$330.00	
	Holiday	\$313.00	\$407.00	
EES Supervision: _____ x 30% =				
		(Assembly total)	(\$40.00 minimum)	

SIGN DISASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$154.00	\$200.00	
	OT	\$254.00	\$330.00	
	Holiday	\$313.00	\$407.00	
EES Supervision: _____ x 30% =				
		(Assembly total)	(\$40.00 minimum)	

Date of Assembly: _____
 Requested Start Time: _____

Date of Disassembly: _____
 Requested Start Time: _____

OVERHEAD SIGN RIGGING LABOR

RIGGING INSTALLATION				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$675.00	\$878.00	
	OT	\$876.00	\$1,139.00	
	Holiday	\$1,050.00	\$1,365.00	

Date of Assembly: _____
 Requested Start Time: _____

RIGGING REMOVAL				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$675.00	\$878.00	
	OT	\$876.00	\$1,139.00	
	Holiday	\$1,050.00	\$1,365.00	

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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 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	\$267.00	\$347.00
	OT	\$319.00	\$415.00
	DT	\$372.00	\$482.00
Additional Rigger	ST	\$83.00	\$108.00
	OT	\$123.00	\$160.00
	DT	\$165.00	\$215.00

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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 2023

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

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

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

DISPLAY LABOR (One Hour Minimum per Worker)

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

Labor		Rates: per person/per hour	
		Discount Price	Standard Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$141.00	\$183.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$231.00	\$300.00
Double Time	Sundays and Holidays	\$284.00	\$369.00

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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 2023

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

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

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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

STANDARD CARPET



Black



Blue



Green



Gray



Red



Burgundy



White

Qty	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$224.00	\$291.00	
	10' x 20' Booth Carpet	\$447.00	\$581.00	
	10' x 30' Booth Carpet	\$670.00	\$871.00	

Standard Cut

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

CUSTOM CARPET



Black



Blue



Green



Gray



Red



Burgundy



White

Qty	Item	Discount	Standard	Total
	Carpet Cut Carpet	\$4.94 sq.ft.	\$6.42 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"	\$2.10 sq.ft.	\$2.73 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = _____ + TAX @ 7.75% = _____ = 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

Atlanta Travel & Adventure Show

Cobb Galleria Centre

March 25 - 26, 2023

Deadline Date: March 15, 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



Atlanta Travel & Adventure Show

Cobb Galleria Centre

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COMPANY

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BOOTH NUMBER

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DATE

	Qty	Item	Discount Price	Standard Price	Color	Total Price
CHAIRS		Upholstered Chair	\$97.00	\$186.00	N/A	
		Tall Black Stool	\$124.00	\$238.00	N/A	
UNDRAPED TABLES		4' x 24" x 30" Undraped Table	\$90.00	\$173.00	N/A	
		6' x 24" x 30" Undraped Table	\$98.00	\$187.00	N/A	
		8' x 24" x 30" Undraped Table	\$112.00	\$216.00	N/A	
UNDRAPED COUNTERS		4' x 24" x 42" Undraped Counter	\$98.00	\$187.00	N/A	
		6' x 24" x 42" Undraped Counter	\$110.00	\$212.00	N/A	
		8' x 24" x 42" Undraped Counter	\$120.00	\$233.00	N/A	
DRAPED TABLES	Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 30" High Draped Table	\$161.00	\$309.00		
		6' x 24" x 30" High Draped Table	\$180.00	\$345.00		
		8' x 24" x 30" High Draped Table	\$203.00	\$263.90		
		4th side Draped – 30"	\$68.00	\$133.00		
DRAPED COUNTERS	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 42" High Draped Counter	\$180.00	\$384.00		
		6' x 24" x 42" High Draped Counter	\$210.00	\$273.00		
		8' x 24" x 42" High Draped Counter	\$240.00	\$460.00		
		4th side Draped – 42"	\$83.00	\$159.00		
DRAPE	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		3' High Banjo Drape (4 ft. min. order)	\$20.00 /ft	\$38.00 /ft		
		8' High Banjo Drape (4 ft. min. order)	\$22.00 /ft	\$44.00 /ft		
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$262.00	\$502.00	N/A	
		30" x 42" High Pedestal Table	\$297.00	\$572.00	N/A	
ACCESSORIES		Chrome Easel	\$63.00	\$122.00	N/A	
		Wastebasket	\$42.00	\$81.00	N/A	
		Retractable Stanchion	\$154.00	\$295.00	N/A	
		Coat Tree	\$63.00	\$122.00	N/A	

SUBTOTAL = _____ + TAX @ 7.75% = _____ = 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

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

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



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



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



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



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



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
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



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

COSTA



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



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



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

EVOKE



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



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



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



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

GRASS



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



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



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

VERONA



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



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



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



CHARGED COLLECTION

Client responsible for power source.



Deadline Date: March 15, 2023

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM

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





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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



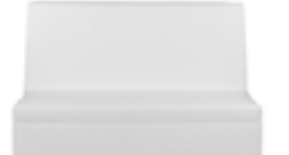
Parma Sofa
79"W x 37"D x 36"H
Trade Show Price: \$669.00



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



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



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



SOFAS

Deadline Date: March 15, 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

AFRTRADESHOW.COM



LOVESEATS

Deadline Date: March 15, 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

AFRTRADESHOW.COM





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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



CHAIRS

Deadline Date: March 15, 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

AFTRADESHOW.COM

OTTOMANS & BENCHES

Deadline Date: March 15, 2023

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM



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 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



OTTOMANS & BENCHES

Deadline Date: March 15, 2023

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



CUBE OTTOMANS

Deadline Date: March 15, 2023

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



BANQUETTES & TURNING BEDS



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



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



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



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

**Client responsible for power source.*



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



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

CAFÉ & DINING CHAIRS



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



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



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



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



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



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



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



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



CAFÉ & DINING CHAIRS

Deadline Date: March 15, 2023

2023 TRADE SHOW FURNISHINGS

AFRTRADESHOW.COM



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



BAR STOOLS

Deadline Date: March 15, 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

AFRTRADESHOW.COM



BAR STOOLS

Deadline Date: March 15, 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



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



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

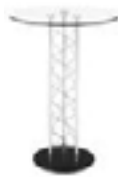


Aspen Bar Table - White
72"W x 26"D x 42"H
Trade Show Price: \$675.00

**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

CAFÉ TABLES



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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



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

**Includes built-in Wireless LED lighting*



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



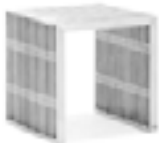
Fuze End Table
24"Square x 23"H
Trade Show Price: \$262.00



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



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



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



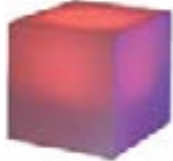
Cylinder End Table
22"Round x 18"H
Trade Show Price: \$269.00



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



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



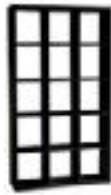
VIP Glow Bar Curve*
86"W x 24"D x 42"H
Trade Show Price: \$1,152.00

*VIP Glow Bars have the ability to be custom branded.

BAR BACKS



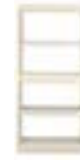
Bloxx Bar Back
30"W x 16"D x 86"H
Trade Show Price: \$509.00
**Please inquire for shelf dimensions*



Piazza Bar Back
44"W x 12"D x 79"H
13"W x 14"H (Shelf)
Trade Show Price: \$478.00



Provence Bar Back - Large
36"W x 18"D x 84"H
Trade Show Price: \$814.00
**Please inquire for shelf dimensions*



Provence Bar Back - Small
36"W x 14"D x 75"H
Trade Show Price: \$675.00
**Please inquire for shelf dimensions*

ACCENTS

PATTERN ACCENT PILLOWS



Abstract Magenta
16"Square
Trade Show Price: \$46.00



Deco Gold
16"Square
Trade Show Price: \$46.00



Hybrid Paradise
16"Square
Trade Show Price: \$46.00



Damask
16"Square
Trade Show Price: \$46.00



Jelly Rose
16"Square
Trade Show Price: \$46.00

SOLID ACCENT PILLOWS



Baby Pink
16"Square
Trade Show Price: \$46.00



Black
16"Square
Trade Show Price: \$46.00



Chocolate Brown
16"Square
Trade Show Price: \$46.00



Fiery Orange
16"Square
Trade Show Price: \$46.00



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



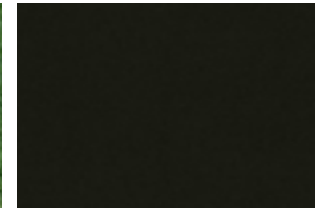
Athens Rug
5'7"W x 7'6"L
Trade Show Price: \$523.00



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



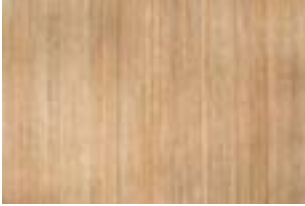
Pearl Rug
5'7"W x 7'6"L
Trade Show Price: \$478.00



Red Carpet
20'L x 5'W
35'L x 5'W
50'L x 5'W
Stanchions
41"H
Ropes
6'L

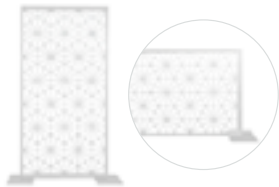
Event Price:
20'L x 5'W / \$182.00
35'L x 5'W / \$213.00
50'L x 5'W / \$242.00
Stanchions
41"H / \$22.00
Ropes
6'L / \$4.00

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

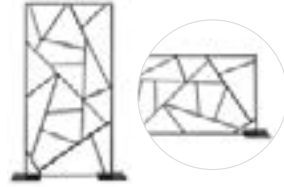


Sawyer Rug
12'W x 15'L
Trade Show Price: \$669.00

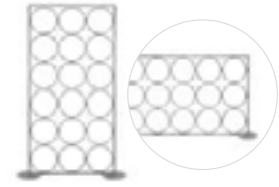
DIVIDER WALLS



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



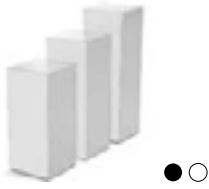
Argento Literature Rack
15"W x 12"D x 54"H (10 pockets)
Trade Show Price: \$186.00



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



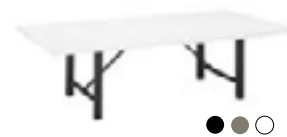
8' White Conference Table - Charged
96"W x 48"D x 29"H
Trade Show Price: \$1,062.00



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
24'1"W x 6'H
Trade Show Price: \$1,075.00



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



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

CONFERENCE SEATING



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



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



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



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



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









Dear Exhibitor,

Thank you for exhibiting at the Cobb Galleria Centre. I invite you to check out the [Online Ordering](#) page on our website for more information on purchasing everything you need for your booth, including utility services, technology, and booth catering. Ordering in advance through this site will help you avoid service desk lines and save you money.

The system is easy to use. Go to the [Exhibitor Service Center](#) to select your show, and create a username and password that is unique to you. Click [here](#) to download instructions for the online ordering process.

If you have any questions or problems logging in, please contact us at services@cobbgalleria.com or 770-989-5016.

Cobb Galleria Centre is a cashless facility. All exhibitor orders, made through this system or on-site, are credit/debit card only.

Thank you!

Jacqueline Dixon
Operations Assistant
Cobb Galleria Centre
Two Galleria Parkway
Atlanta, GA 30339

Direct: 770-989-5016
Fax: 770-989-5222
services@cobbgalleria.com

Visit us on the web at cobbgalleria.com



Exhibitor Service Center Online Ordering Instructions

cobb Galleria.com/exhibitors/online-ordering/

1. Choose your show from the Calendar of Events.

Calendar of Events

Name: Date:

15 - 16
MAY

FRANCHISE EXPO
Cobb Galleria Centre (CGC)

21 - 23
MAY

Spring Atlanta Home Show
Cobb Galleria Centre (CGC)

26 - 27
MAY

Design 2 Part Show
Cobb Galleria Centre (CGC)

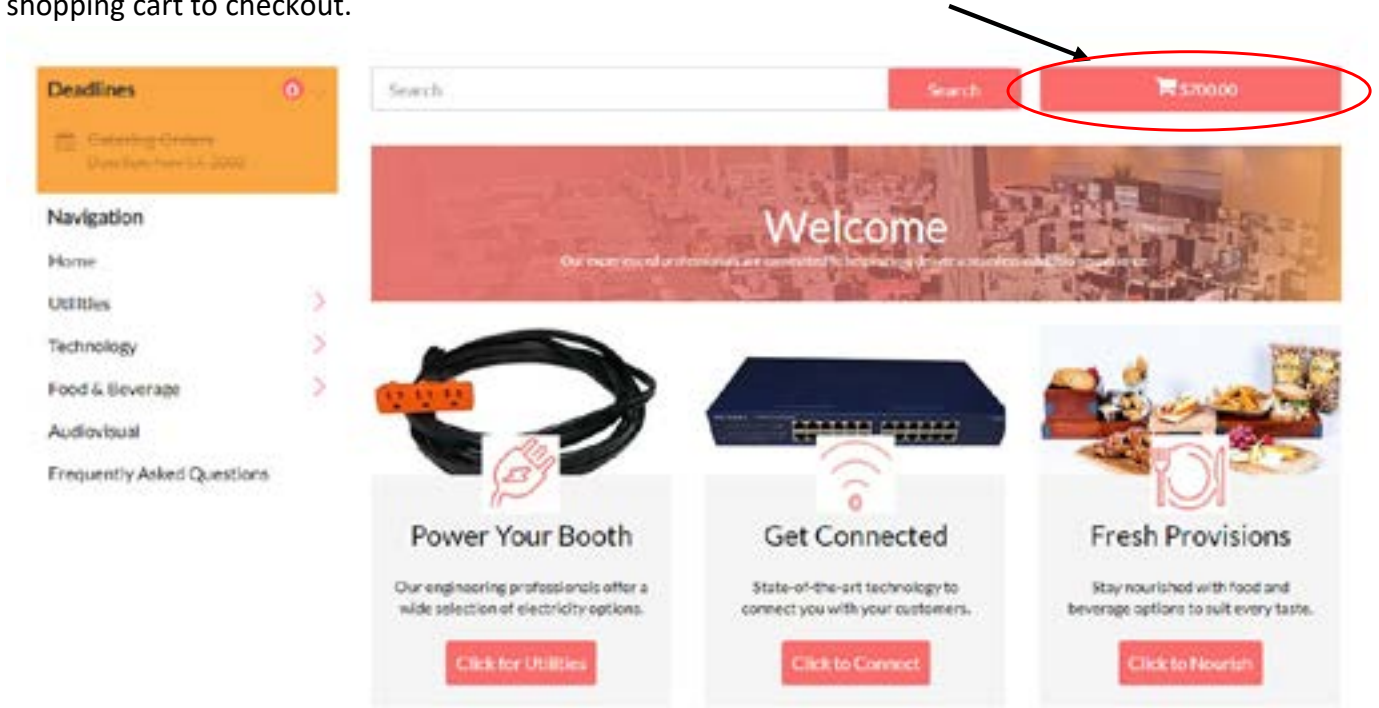
2. Sign-in to your account. If this is your first time ordering, click “Sign Up” to create an account. Please make note of your login and password information.

A screenshot of a web form titled "Sign In". The form includes a heading "Sign In", a sub-heading "I have previously registered and my password is:", and two input fields: "Email" and "Password". Below the input fields is a checkbox labeled "Remember me" and a red "Sign In" button. At the bottom of the form, there is a link "Forgot your password?" and a link "I have never registered Sign Up". The "Sign Up" link is circled in red, and a black arrow points to it from the right.

3. Enter your booth information. If you do not know your booth number or other information, leave it blank and click “OK.”

A screenshot of a web form for entering booth information. The form has a light gray background and contains three input fields: "Enter TBD if booth # is unknown", "Booth Area" (with "Feet²" to its right), and "Open Sides". At the bottom right of the form is a red "OK" button.

- Shop for products using the Amazon-like shopping platform. Add items to your cart. Click the shopping cart to checkout.



- If you order items requiring booth placement, you will be able to draw them or upload a diagram on the Pre Checkout page.

Item Placement

- Complete Item Placement Grid
- Upload File

You have items that require placement. Please use the grid below to indicate where these items should be placed within your booth.

1) Configure Booth

What shape is your booth?

Add Booth Note:

2) Place Items

3) Item Draw

ESC Test Event*** DO NOT USE***[5017
Scale: 1 square = 1 sq. ft./ ~.3 sq. meter (click to edit)

Aisle/Booth #

Front of Booth

[Back to Cart](#) [Checkout](#)

Item Placement

- Complete Item Placement Grid
- Upload File

You have items that require placement. Please use the grid below to indicate where these items should be placed within your booth.

ESC Test Event*** DO NOT USE***[5017
Scale: 1 square = 1 sq. ft./ ~.3 sq. meter (click to edit)

1: 20amp - 208v Single Phase (x1)
Add note for 20amp - 208v Single Phase

3) Free Draw

Aisle/Booth# ___

Aisle/E

Front of Booth

- Proceed to checkout, and enter payment information. Once your order is placed, you will immediately receive a confirmation email that includes a copy of your receipt.
- You can log in to this site and make modifications to your order up to 3 business days in advance of the show start.
- If you have any questions or problems, please contact us at services@cobbgalleria.com or 770-989-5016.



COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 955-8000 – Fax (770) 989-5233

Fire Marshal Guidelines for Cobb Galleria Centre

COBB COUNTY FIRE CODE GUIDELINES FOR ACTIVITIES IN THE COBB GALLERIA CENTER (revised 2019)

1. Exhibit booths shall be constructed of noncombustible or limited-combustible materials.
2. All drapes, curtains, carpet or any materials used in exhibits must be flame retardant.
3. Building signs and all fire exit doors and signs shall not be covered or blocked in any manner
4. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in exhibit hall, ballroom, meeting room or fire exit areas. Minimum one-hour fire rated room with automatic extinguishing system is required for storage.
5. Vehicles on display may contain no more than one quarter (1/4) tank or 5 gallons of fuel, whichever is less, must have a locking cap, battery cables must be disconnected and taped. No vehicles may be moved during event hours.
6. Electric vehicles on display must be chocked; hybrid vehicles must be chocked and may contain no more than one quarter (1/4) or 5 gallons of fuel, whichever is less
7. All welding must be performed on a concrete surface, have at least (1) fire extinguisher, a (5) gallon water bucket and a flame resistant shield
8. Pyrotechnics must be approved at least (60) days in advance by the Cobb County Fire Marshal, and a Probate Court permit is required.
9. An automatic extinguishing system must be installed for exhibit booths greater than 300 square feet and covered with a ceiling. Ceilings constructed of open-grate or listed dropout ceilings are not considered ceilings.
10. Refueling and storage of all fuel must be done outside the facility.
11. Access to fire exit doors and corridors must be maintained at all times. If draping is placed in front of an exit, an illuminated exit sign is required above an opening in the curtain; opening shall be marked so that it will be easily identified as an exit. This must be shown on the plans.
12. Plans must show cross aisles a minimum of 8' wide.
13. Perimeter aisles, all points of ingress and egress a minimum of 10' wide.
14. Dead end corridors shall be no longer than 20'.
15. Public spaces must maintain a center aisle of 20' wide or perimeter aisles on both sides of 10' wide.
16. All fire hose, extinguishers, and standpipe cabinets must be kept clear of all obstructions and cannot be blocked at any time.
17. Space between tables shall be as follows:
 - a. The minimum width of aisles serving seating at tables shall be 44 inches (112 cm) where serving an occupant load greater than 50, and 36 inches (91 cm) where serving an occupant load of 50 or fewer.
 - b. Where non-fixed seating (chairs) is located between a table and an aisle, the measurement of required clear width of the aisle shall be made to a line 19 inches (48.3 cm) away from the edge of the table. The 19 inches (48.3 cm) shall be measured perpendicularly to the edge of the table.
18. Cooking equipment requirements are as follows:
 - a. The use of LP-gas cylinders is prohibited.
 - b. Cooking devices shall be isolated from the public by at least 4 ft (1.2 m) or by a barrier between the devices and the public.
 - c. Multi-well cooking equipment using combustible oils or solids, require a NFPA 96 hood system. Exception: Units 288 sq in. or less of cooking surface.
 - d. 20-B.C. fire extinguisher (K extinguisher) or an approved automatic extinguishing system (required for NFPA 96 hood) provided in each booth.
 - e. Combustible materials in booth shall be limited to a one-day supply.
19. For larger cooking equipment (i.e. grills, fryers, etc.) the following guidelines shall apply:
 - a. If the equipment has the ability to use natural gas, a gas line shall be run to the equipment, and hooked up by Cobb Galleria Centre personnel
 - b. For equipment that **cannot** use natural gas, a maximum of a 2lb. LP gas capacity container may be used. If more than one piece of equipment will have a tank, then the tanks shall be separated by at least 20 feet. A maximum of four tanks are permitted at one time within the same event space. Tanks shall **not** be manifold together, and spare tanks shall be stored outside of the facility.
 - c. A NFPA 96 hood system may be required, depending on the type of cooking to take place.
20. The following is a list of common information left off of plans:
 - a. Detailed description of what will take place during the show, i.e., cooking, heat producing equipment, large booths with a roof, vehicles, etc.
 - b. Location of cooking or heating equipment.
 - c. Aisle width
 - d. Detailed plans and cut sheets of any heat producing equipment and any required ventilation systems.
 - e. Any unusual set-up requirements.

Plans will not be approved until all required information is received by the fire marshal's office. Any exhibits being set up without approved plans could result in closure of the exhibit by the fire marshal's Office.

Please direct questions to the assigned Event Coordinator at the Cobb Galleria Centre.



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.



COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Phone (770) 989-5016 services@cobbgalleria.com

COOKING AUTHORIZATION FORM

Event Name		Event Date(s)		Booth # (REQUIRED)
Company Name		Phone #		Fax #
Address	City		State	Zip Code

- The Fire Marshal has stringent requirements for cooking in the Cobb Galleria Centre. This form must be completed and returned to Show Management 30 days before event date or cooking or warming any item will be strictly prohibited.
- The manufacturer's specification sheet for each piece of equipment listed must be attached to this form and submitted with the floor plans for the Fire Marshal's review.
- The Show Manager must submit the Cooking Authorization Form and the manufacturer's specification sheet along with the floor plans for review and final approval by the Fire Marshal.
- Forms must be submitted to services@cobbgalleria.com at least 14 days prior to the event date.
- Use of equipment is subject to final review and approval by the Cobb County Fire Marshal.
- Exhibitors also are required to submit a [Temporary Food Service Vendor Application](#) to Cobb & Douglas Public Health within 30 days of the event. The health department requires all exhibitors who are distributing sample food and/or non-alcoholic beverage to obtain a Temporary Food Service License or supply a GA Dept of Agriculture License # _____.

COBB COUNTY FIRE CODE GUIDELINES FOR COOKING IN THE COBB GALLERIA CENTRE

1. Cooking equipment requirements are as follows:
 - The use of LP-gas cylinders is prohibited.
 - Cooking devices must be isolated from the public by at least 4' or by a plexiglass barrier between the devices and the public.
 - Multi-well cooking equipment using combustible oils or solids requires a NFPA 96-hood system. There can only be one cooking unit per booth. *Exception: Units 288 square inches or less of cooking surface.*
 - A 20-B.C. fire extinguisher (K extinguisher) or automatic extinguishing system (required for NFPA 96 hood) must be provided in each booth.
2. Larger cooking equipment used (i.e., grills, fryers, etc.) must meet the following guidelines:
 - If the equipment has the ability to use natural gas, a gas line will be provided (additional fee applies) and hooked up by Cobb Galleria Centre personnel.
 - For equipment that cannot use natural gas, a maximum of a 2-lb. LP gas capacity container may be used. If more than one piece of equipment has a tank, then the tanks must be separated by at least 20'. For any one show, a maximum of 4 tanks will be allowed. Tanks will not be manifold together and spare tanks will be stored outside of the Cobb Galleria Centre.
 - A NFPA 96-hood system may be required, depending on the type of cooking to take place.
3. Handwashing Stations required (soap, drying agent, free flowing spicket).

REQUEST FOR EQUIPMENT USE

EQUIPMENT NAME/DESCRIPTION	Size	Model #	ITEM COOKING/WARMING	LOCATION IN BOOTH (Must be a minimum of 4 feet from public or have a shield around the cooking/heating unit.)

I agree to adhere to all Cobb County Fire Marshal regulations regarding use of the above referenced equipment during the event.

Signature of applicant: _____

Email completed form to services@cobbgalleria.com or fax to 770-989-5222.

Event Services Verification _____
 Fire Marshal's Approval _____



Georgia Department of Public Health Temporary Food Service Establishment Application

VENDOR APPLICATION MUST BE RECEIVED 30 DAYS BEFORE THE EVENT
A TEMPORARY FOOD SERVICE OPERATION MAY NOT OPERATE FOR MORE
THAN FOURTEEN (14) CONSECUTIVE DAYS

The Food Service Rules and Regulation, Chapter 511-6-1.08(2) outlining the requirements for temporary food service establishment should be read in the early stages of planning.

Event Name: _____

Event Location: _____

Event Organizer: _____

Name of Organization: _____

Mailing Address: _____
Street # and Name **Suite** **City** **State** **Zip Code**

Date(s) of Operation: _____ Daily Hours of Operation: _____

Booth Name: _____

Person in charge of booth: _____ Phone #: _____

E-mail of person in charge: _____

Structure Type: Tent Mobile unit Other (Specify): _____

Applicant Name: _____ Phone #: _____

Applicant Address: _____
Street # and Name **Suite** **City** **State** **Zip Code**

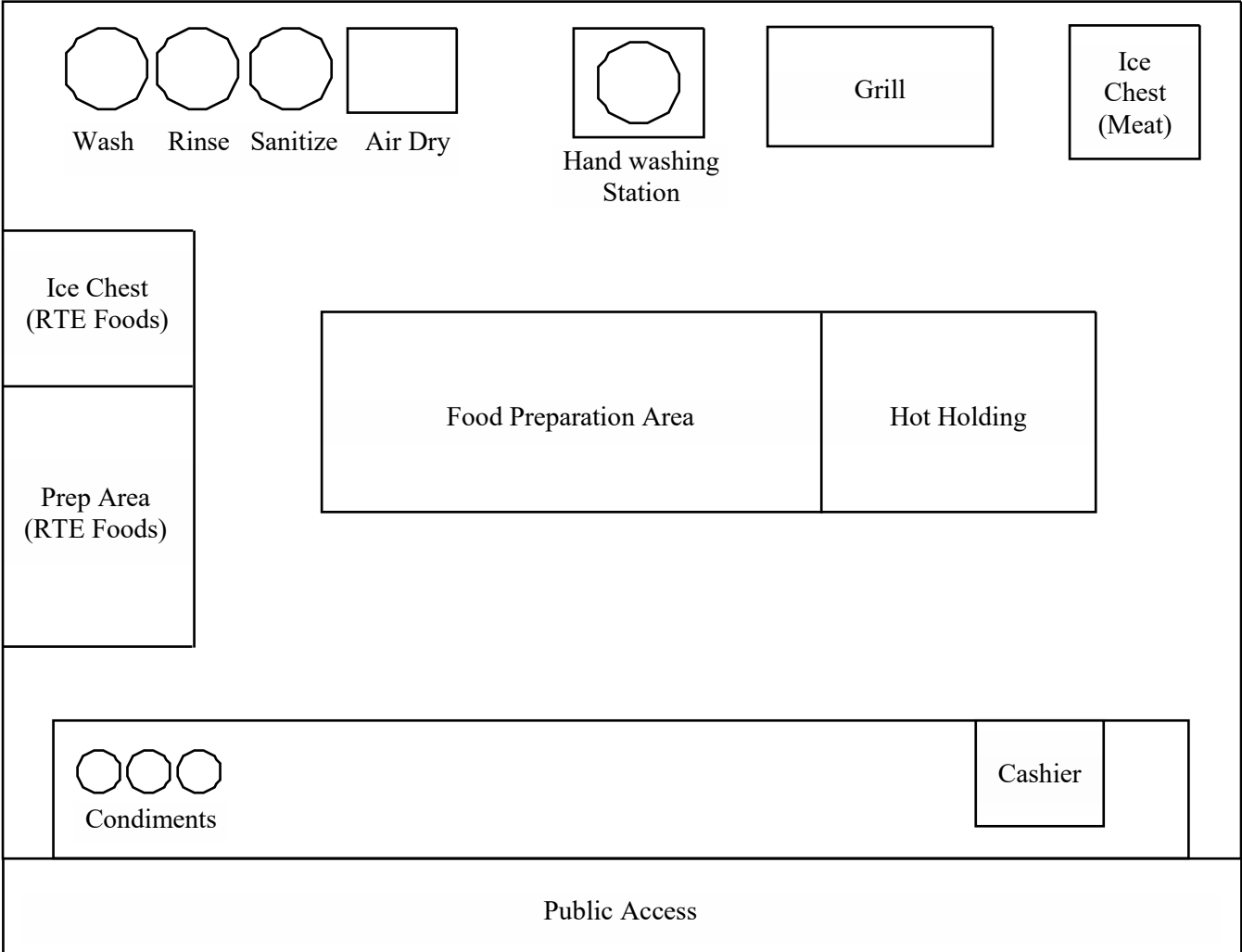
Applicant Signature Date

**PLEASE SUBMIT A COPY OF YOUR MENU WITH THIS APPLICATION
AND INCLUDE PAYMENT OF ALL APPLICABLE FEES**

BOOTH SKETCH / FLOOR PLAN

- A. Sketch the top view (overhead) and identify all equipment including hand wash facilities, cooking equipment, refrigerators (ice chest), worktables, storage areas, sanitizing bucket and sneeze guards.
- B. Type of floor, wall and overhead covering.

SAMPLE SPECIAL EVENT FOOD FACILITY DIAGRAM



TEMPORARY FOOD SERVICE PLAN REVIEW DOCUMENTS

EQUIPMENT AND SUPPLIES

1. How will the potable water be provided and heated? _____

2. What types of wrapped single service and single use supplies will be used? _____

3. What type of equipment will be used to maintain food at 135° F (57 ° C) and higher? _____

4. What type of equipment will be used to maintain food at 41° F (5° C) or below? _____

5. What type of equipment will be used to reheat refrigerated foods for hot holding or serving? _____

6. What type of equipment will be used to cook time/temperature for safety (TCS) food? _____

7. TCS food is to be transported to the event in a hot [135° F (57 ° C)] or refrigerated [41° F (5° C)] condition from an approved supplier or source. How will you transport these products?

8. How will equipment be placed to prevent food contamination? **Show the following on the BOOTH SKETCH / FLOOR PLAN diagram found on page 2:**
 - a) Method of storage off floor / ground that will achieve at least six (6) inches off the floor / ground.
 - b) Eight (8) feet separation of cooking and preparation services from patrons or vertical barriers installed where the required eight (8) feet cannot be achieved.
 - c) Food preparation and service tables.

9. How will equipment and utensils be washed and sanitized? What sanitizer and concentration level will be used?

a) Describe the on site washing and sanitizing set up to be used and **show placement on BOOTH SKETCH / FLOOR PLAN diagram found on page 2.**

b) Permanent base of operation or food service establishment used for washing and sanitizing? Provide address and restaurant permit number (must have prior health authority approval).

10. How will the required hand washing facility be set up? **Show the location on BOOTH SKETCH / FLOOR PLAN diagram found on page 2.**

CONSTRUCTION

Booths must have overhead protection over all food preparation, food cooking, food storage and dish

1. washing areas. What type of material is to be used (tarp, wood, metal etc.)?

2. What are the floors to be constructed of (concrete, asphalt, tight wood or other material)? _____

3. How will the walls, ceilings and entrances of the food preparation area be constructed to prevent the entrance of insects?

4. What method is to be used as a barrier to flying insects at the service window areas?

Screening (16 mesh)

Air Curtain

5. Describe construction methods and materials that will be used for excluding insects and vermin from the food preparation areas, food service areas and from the water storage areas.

FOOD STORAGE

- 1. What type of working containers will be used for food storage in the food preparation area? _____

- 2. How will bulk food storage containers be stored in the booth? _____

- 3. How will working containers of food supplies be protected from contamination during the event? _____

FOOD PREPARATION

- 1. What will be source for ice used? Commercially made and bagged ice Ice from restaurant commissary

Please note that ice procured from a self-dispensing, bag your own ice operation will not be accepted.

- 2. All food and food supplies must be from an approved source. List the foods / supply source. _____

- 3. How will ice used for cooling or refrigeration be kept separated from ice used in beverages? _____

- 4. How will ice be dispensed for use in beverages? _____

- 5. Use the “**Food Processes Form**” on pages 8 and 9 to list all foods and their ingredients.

FOOD HANDLING

1. How will you prevent bare hand contact with ready to eat foods (check all that apply)?
- Single use disposable gloves Deli wax paper Tongs Spoons
- Scoops Other
(describe): _____
2. How will you keep your food preparation areas protected from the public?
- Distance (8 feet) Barriers (describe barrier): _____

PERSONNEL AND HYGIENE

All food workers are required to restrain hair that is longer than 1/2 inch. Beard restraints will be required for beards and mustaches that exceed 1/2 inch in length. Hair and beard restraints will not apply to

1. workers that serve only wrapped or packaged foods. Check below all that will apply.
- Hair nets Beard / mustache nets Cap Scarf
- Other (describe restraint): _____
2. How will you control the "No Jewelry" prohibition with your food workers? _____
- _____
- _____

Food Processes Form

Operator: _____ Event: _____ Event Date(s): _____

INSTRUCTIONS:

- INCLUDE BEVERAGES, ICE, ALL INGREDIENTS AND CONDIMENTS
- LIST APPLICABLE FOOD TEMPERATURES IN PROCESSING STEPS (SUCH AS COOKING AND HOLDING)
- USE ADDITIONAL PAPER FOR ANY FURTHER EXPLANATION NEEDED FOR AN ITEM

Item #	List All Foods / Beverages and Ingredients	Where Purchased	Onsite Prep Yes / No	Thawing	Holding Temps (Cold / Hot)	Cooking Temps	Reheating Temps	Comments on Food Handling

Item #	List All Foods / Beverages and Ingredients	Where Purchased	Onsite Prep Yes / No	Thawing	Holding Temps (Cold / Hot)	Cooking Temps	Reheating Temps	Comments on Food Handling

DO NOT WRITE BELOW THIS LINE
(DEPARTMENTAL USE ONLY)

Approved By

Date

Permit Restrictions: _____

Permit Effective Dates: Beginning: _____, _____ Ending: _____, _____

DISAPPROVAL: _____ DATE: _____, _____

Reason(s) for Disapproval: _____



Deadline Date: March 15, 2023

COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Phone (770) 989-5016 services@cobbgalleria.com

SAMPLE FOOD AND/OR BEVERAGE AUTHORIZATION REQUEST

Event Name		Event Date(s)		Booth # REQUIRED
Company Name		Phone #		Email Address
Address	City	State	Zip Code	

TERMS AND CONDITIONS

- The Cobb Galleria Centre exclusively provides all food and beverage services. Please refer to the complete Food & Beverage Sampling and Cooking Guidelines found in the Exhibitor Kit.
- Read Sample Distribution Guidelines below, and if your product meets these requirements, please submit a [Temporary Food Service Vendor Application](#) to Cobb & Douglas Public Health within 30 days of the event. The health department requires all exhibitors who are distributing sample food and/or non-alcoholic beverage to obtain a Temporary Food Service License or supply a GA Dept of Agriculture License # _____.
- Forms must be submitted to services@cobbgalleria.com at least 14 days prior to the event date.
- If you are preparing food on-site, please complete the Cooking Authorization Form and submit as instructed. Failure to receive approval from the Fire Marshal if needed will negate this authorization.

GUIDELINES FOR SAMPLE DISTRIBUTION IN THE COBB GALLERIA CENTRE

1. FOOD SHOWS ARE NOT REQUIRED TO FILL OUT SAMPLE FOOD AND BEVERAGE FORMS.
2. A company/organization may only distribute samples of food and/or non-alcoholic beverage products that the company/organization produces or sells in its normal day to day operations. Samples may only be distributed in such quantities that are reasonable to promote the merchandise.
3. Items dispensed are limited to products manufactured by or licensed for distribution by exhibiting firms and must be related to the purpose of the show.
4. All items should be limited to **SAMPLE SIZE PORTIONS. IF YOU DO NOT COMPLY WITH THE SAMPLE SIZE REQUIREMENTS BELOW, YOU MAY BE ASKED TO DISCONTINUE SAMPLING.**
 - Beverages limited to a maximum 4 oz. container. No alcoholic beverages.
 - Food items limited to "bite size."
5. The firm name above acknowledges that they have sole responsibility for use, sale, servicing or other disposition of such items in compliance with all applicable laws.
6. Exhibitor agrees to indemnify and forever hold harmless Cobb Galleria Centre from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, sale, serving or other disposition of such items.
7. No outside bottled water permitted for any reason – see below for instructions to order food and/or beverage through CGC.
8. CGC must provide food and/or beverage items used as traffic promoters (i.e. coffee, candy, popcorn, soda, bar service, etc.).

FOOD OR BEVERAGE ITEMS REQUESTED

PRODUCT(S) TO DISPENSE	Size	PROPOSED METHOD OF DISTRIBUTUION	REASON FOR OFFERING SAMPLES

Cobb Galleria Centre offers online ordering for booth catering services. Visit cobbgalleria.com/exhibitors/online-ordering to place your order for items that do not meet the guidelines and requirements as listed above.

ORDERING INSTRUCTIONS FOR FOOD & BEVERAGE

TYPE	COST PER POUND PER DAY	TIME TO BE DELIVERED
ICE	\$37 per 40 pounds plus tax	N/A
Hand Washing Station (Sink rental)	\$475	

Email completed sampling forms to services@cobbgalleria.com or fax to 770-989-5222.

REVISED MARCH 2022

menu

Cobb Galleria Centre
& Cobb Energy
Performing Arts Centre



menu



Meet the Chef

EXECUTIVE CHEF NICK ALVAREZ

Nick Alvarez was named Executive Chef at the Cobb Galleria Centre and Cobb Energy Performing Arts Centre in November 2022.

Alvarez has more than 15 years of experience working in a variety of culinary settings including the Cherokee Town & Country Club, Ansley Golf Club and as Sous Chef for Bacchanalia, one of the most recognized fine-dining restaurants in Atlanta. Most recently, Alvarez was the Executive Chef at the Marietta campus of Kennesaw State University.

With a foundation in classical, French training, Alvarez describes his culinary style as new American, not limited to a specific style or region but borrowing from a variety of influences.

Alvarez holds a bachelor's degree in management from Kennesaw State University and studied culinary arts at Chattahoochee Technical College and mechanical engineering at Georgia Tech. A west Cobb County resident, Alvarez is married with one daughter.

BOOK YOUR NEXT EVENT

For more information on planning your next occasion with us, please contact a sales or catering manager at 770.989.5055, events@cobbgalleria.com or visit our websites at cobbgalleria.com and cobbenerycentre.com.



menu



BREAKFAST

CONTINENTALS

FROM THE BAKERY

Freshly Baked Muffins, Croissants, Danish, Whipped Honey Orange Butter, Seasonal Preserves

Fresh Squeezed Orange Juice, Coffee, Decaffeinated Coffee, and Hot Tea

SUNRISE CONTINENTAL

Freshly Baked Muffins, Croissants, Danish, Whipped Honey Orange Butter, Seasonal Preserves

Seasonal Fruit and Fresh Berries

Pure Bliss Organics Granola & Yogurt Parfait

Fresh Squeezed Orange Juice, Coffee, Decaffeinated Coffee, and Hot Tea

ENHANCED SUNRISE CONTINENTAL

Freshly Baked Muffins, Croissants, Danish, Whipped Honey Orange Butter, Seasonal Preserves

Seasonal Fruit and Fresh Berries

Pure Bliss Organic Granola and Yogurt Parfait

Farm Fresh Scrambled Eggs

Fresh Squeezed Orange Juice, Coffee, Decaffeinated Coffee, and Hot Tea

LET'S BUILD IT BUFFET

Freshly Baked Muffins, Croissants, Danish, Whipped Honey Orange Butter, Seasonal Preserves

Seasonal Fruit and Fresh Berries

Farm Fresh Scrambled Eggs

Fresh Squeezed Orange Juice, Coffee, Decaffeinated Coffee and Hot Tea

(Select Two)

Apple Wood Smoked Bacon

Pork Sausage Links

Homemade Biscuits with Southern

Style Sausage Gravy

Smoked Cheddar Red Mule Grits

Chicken Sausage Links

Home Fries with Caramelized Onions

Old-Fashioned Oatmeal

SUNRISE BREAKFAST STATIONS

Buffet enhancements or stand-alone action stations

FRENCH TOAST BAR Cinnamon Brioche- Maple Syrup, Fresh Berries, Whipped Cream, and Caramel Sauce

OATMEAL BAR Hot Oatmeal- Local Honey, Granola, Fresh Berries, Banana Chips, Golden Raisins

BISCUIT BAR Buttermilk Biscuit- Fried Chicken, Smoked Bacon, Scrambled Eggs, Whipped Butter, Preserves, and Sausage Gravy

BREAKFAST TACO BAR Scrambled Eggs, Chopped Chorizo Sausage, Diced Bacon, Sautéed Peppers, Assorted Salsas, Smoked Cheddar

ON THE PLATE

All plated breakfast menus are served with assorted breakfast breads, honey orange butter, seasonal preserves, juice, coffee and hot tea. Fresh Fruit or Granola Parfait can be added to any plated meal.

CLASSIC Farm Fresh Scrambled Eggs, Smoked Bacon, Sausage, Breakfast Potatoes, Tomato Confit

GEORGIA FRIED CHICKEN & WAFFLES Buttermilk Fried Chicken, Belgian Waffle, Scrambled Eggs, Maple Syrup, Strawberry Jam

SOUTHWEST STEAK AND EGGS Seared Flat Iron Steak, Charred Tomato Salsa, Scrambled Eggs, Yukon Potato and Chorizo Hash

FRENCH TOAST Cinnamon Brioche- Candied Pecans, Maple Syrup, Smoked Bacon, Blackberries, Scrambled Eggs

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menu



A LA CARTE

BREAKFAST

Fresh Cut Fruit and Berries
Whole Seasonal Fruit
Large Croissants with Fruit Preserves and Whipped Butter
Assorted Muffins
Assorted Danish
Assorted Scones
Assorted Yogurts
Glazed Donuts (Krispy Kreme)
Buttermilk Biscuits with Sausage
 add egg
Buttermilk Biscuits with Chicken Sausage
 add egg
Fried Chicken Biscuit
Ham and Smoked Cheddar Croissants
 add egg
Vegetable Quiche (individual)
Ham and Gruyere Quiche (individual)
Assorted Bagels with Cream Cheese (Einstein's)
Hard Boiled Eggs
Grab and Go Granola & Yogurt Parfaits
Grab and Go Cut Fruit

Please speak with your Catering Sales Manager for opportunities to customize snack packaging with your brand or logo.

BEVERAGE

House Blend Coffee, Decaffeinated Coffee, Hot Tea
Assorted Soft Drinks
Bottled Water
Assorted Sparkling Water
Apple Juice
Orange Juice
Grapefruit Juice
Individual Bottled Juices
Galleria Punch or Lemonade
Iced Tea, Unsweetened or Sweet
Hot Chocolate
Warm Cinnamon Infused Apple Cider
Infused Water (Lemon Cucumber or Strawberry Basil)

SNACKS

Jumbo Soft Pretzel with Deli Mustard
Individual Trail Mix
Assorted Zapps Chips
Assorted Sun Chips
Individual Mixed Nuts
Individual Bags of Gourmet Popcorn (Caramel & Cheese)
Cookies
Brownies
Blondies
Hand Crafted Ice Cream Cookie Sandwiches
Pure Bliss Granola and Energy Bars (Organic)
Full Size Candy Bars
Gourmet Cupcakes (chocolate or vanilla)
Classic French Petit Fours
Grab and Go Hummus & Crudit 
16" Pizzas (Cheese, Pepperoni, or Veggie)

menu



BREAKS

THEMED BREAK

Includes bottled water and assorted soft drinks

POP-U-RAMA Gourmet Assorted Savory and Sweet Crafted Popcorn Flavors

GALLERIA COOKIE BREAK Assorted Miniature Cookies, Oatmeal Cookie Sandwich, and Dark Chocolate Cookie Parfait

HEALTH ZEN BREAK Vegetable Raw Bar with Avocado Dip, Homemade Granola Bars, Strawberry Kabobs with Yogurt Dip and Seasonal Whole Fruit

DOUGHNUT PALOOZA **Attended*

Assorted Handcrafted Doughnuts to include Churros, Beignets and Classic Styles

HOME STYLE GOURMET CHIPS & DIP

House-Made BBQ Blue Cheese, Herb Ranch, Sea Salt Vinegar, & Parmesan Gourmet Chips

French Onion Dip and Pimento Cheese Dip

ICE CREAM SOCIAL **Attended*

Showcase of local frozen treats, with a flair. Assortment of Ice Cream Sandwiches, Gourmet Gelato and Ice Cream Flavors, Cups and Waffle Cones. Let's not forget the topping: Cherries, Whipped Cream and Sprinkles!

ALL DAY BREAK

Morning

Freshly Baked Muffins, Croissants, Danish, Whipped Honey Orange Butter, Seasonal House Preserves

Fresh Squeezed Orange Juice, Coffee, Decaffeinated Coffee and Hot Tea

Mid-Morning

Assorted Soft Drinks, Bottled Water, Coffee and Tea

Afternoon

Choice of one themed break from the left column

Assorted Soft Drinks, Bottled Water, Coffee and Tea

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menu



FRESH PROVISIONS

Sandwiches and Sides

SIGNATURE SANDWICHES

Boxed Lunch Includes: choice of side item, chocolate chunk cookie, bottled water and/or soda. All sandwiches available on gluten free options.

ROASTED TURKEY Country Wheat, Creamy Havarti, Apricot Preserves, Bibb Lettuce

CURRIED CHICKEN SALAD CROISSANT Golden Raisins, Toasted Almonds, Seasonal Greens

CLASSIC ROAST BEEF AND CHEDDAR Brioche, Horseradish Aioli, Baby Arugula

CHICKEN SALAD WRAP Herb Mayo, Red Grapes, Seasonal Greens

HAM & GRUYERE Baguette, Spinach, Grain Mustard Spread

GRILLED SPICED EGGPLANT Pumpernickel, Roasted Peppers, Hummus Spread, Seasonal Greens

ROASTED BBQ PORK LOIN Sourdough, Shredded Cabbage, Celery Seed Vinaigrette, Paprika Mayo

MUFFULETTA Sesame Bun, Local Cured Ham and Salamis, Olive Salad, Herb & Garlic Vinaigrette

SIDES

GOURMET ZAPP'S CHIPS Sea Salt (GF)

PASTA SALAD with Roasted Vegetables, Buttermilk Vinaigrette (VEG)

SWEET POTATO SALAD Roasted Peppers, Honey Vinaigrette, Toasted Pecans, Arugula (GF, V)

FRUIT SALAD Basil and Ginger Marinated - fruit changes seasonally (GF, V)

CHICKPEA SALAD with Celery Leaves, Red Onion, Toasted Cumin Yogurt Dressing (GF)

GF=Gluten Free

VEG=Vegetarian

V=Vegan

SET AS A BOXED LUNCH

Includes: choice of side item, Chocolate Chunk Cookie, Bottled Water and/or Soda. Minimum of 20 boxes, additional increments of 5 boxes. Thank you for selecting a maximum of 5 of each type.

SET AS A BUFFET

Minimum of 30 people. Thank you for selecting a maximum of 5 of each sandwich type.

Soup Du Jour

Market Green Salad with Red Wine Vinaigrette

Choice of One Side (see above)

Freshly Baked Assorted Cookies and Brownies

Beverage Service with Tea and Water

DELI COUNTER

Add to existing buffet. Served warm. Attendant required.

FRENCH DIP Slow Roasted Sliced Top Round, Natural Au Jus, Hoagie Roll

REUBEN Corned Beef, Sauerkraut, Russian Dressing, Swiss and Pumpernickel

CUBAN Shredded Pork, Local Ham, Spiced Pickle, Swiss, Yellow Mustard, and Ciabatta

GRILLED VEGETABLE PANINI Seasonal Vegetables, Basil Pesto, Focaccia

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menu



FRESH PROVISIONS

Salads and Bento Boxes

BOXED SALADS & COLD ENTRÉES

Includes Chocolate Chunk Cookie, Bottled Water and/or Soda

LOADED SALAD BOX Local Seasonal Greens, Pulled Chicken, Bacon Lardons, Smoked Blue Cheese, Chopped Egg, Radish, Toasted Almonds, Creamy Herb Yogurt Dressing

BIG GARDEN Local Seasonal Greens, Radish, Tomato, Shaved Zucchini, Shaved Carrot, Herb Crouton, Daikon Sprouts, House Balsamic Dressing

BENTO BOX

Includes Bottled Water and/or Soda

GRILLED & CHILLED CHICKEN LETTUCE WRAPS Basil & Heirloom Carrot Salad, Roasted Red Pepper Hummus, Mini Brownie

GRILLED & CHILLED SALMON LETTUCE WRAPS Fresh Herbs and Lemon, Ponzu Citrus Cucumbers, Wild Rice Salad, Snap Peas, Mini Lemon Bar

GRILLED & CHILLED FLAT IRON LETTUCE WRAPS Roasted Garlic Cherry Tomatoes, Broccoli and Cauliflower Salad, Smoked Almonds, Local Tomme, Mini Cookie Sandwich

ROASTED ORGANIC MUSHROOM WRAP Grilled Sweet Potatoes, Bok Choy, Sesame Almonds, Fresh Fruit



Minimum of 20 boxes. Additional boxes must be ordered in increments of 5.

menu



PLATED MEALS

CENTRE PLATE CLASSICS

FRIED CHICKEN Buttermilk Mashed Potatoes, Heirloom Carrot, Spinach, Chicken Gravy

SEARED HONEY BBQ SALMON Local Grits, Roasted Asparagus, Charred Pepper Vinaigrette, Arugula (GF)

BRAISED SHORT RIB Smoked Cheddar Mac and Cheese, Haricot Vert, Cornbread Gremolata

PEPPERCORN CRUSTED FILET Rosemary Poached Potatoes, Creamed Kale, Bordelaise Sauce (GF)

HERB ROASTED CHICKEN Parmesan Risotto, Shitake, Charred Broccolini, White Wine Chicken Jus (GF)

ROASTED PORK LOIN AND BELLY Roasted Brussels Sprouts, Root Vegetable Puree, Apple Gastrique (GF)

GRILLED SWORDFISH Black Eyed Pea Pico, Corn Puree, Charred Radicchio, Green Onion Verde Sauce (GF)

DUO ENTRÉES

ROASTED LEMON CHICKEN & BRAISED SHORT RIB Fava Bean Puree, Yukon Potato, Pomegranate

SEARED GROUPER & ROASTED FILET Saffron Risotto, Herbs, Grilled Eggplant, Asparagus (GF)

PISTACHIO CRUSTED SALMON & GRILLED FILET Roasted Fingerlings, Smoked Paprika, Sautéed Spinach (GF)

SEASONAL ENTRÉES

Our seasonally designed menus utilize local farmers and butchers.

SPRING/SUMMER March through September | Market Pricing

FALL/WINTER October through February | Market Pricing

GF=Gluten Free

SALADS

KALE CAESAR SALAD Cornbread Crouton, Parmesan, Buttermilk Caesar Dressing

LOCAL GOURMET GREENS Cucumber, Tomato, Radish, House Vinaigrette

ARUGULA Chicory, Smoked Goat Cheese, Caramelized Pecans, Pickled Strawberry, White Balsamic

CORNBREAD PANZANELLA SALAD Cucumber, Tomato, Smoked Bacon and Sweet Onion Dressing

BABY SPINACH Dried Fig, Pickled Red Onion, Almond, Roasted Shallot Dressing

ROMAINE Toasted Flat Bread Crouton, Fresh Herbs, Tomato, Preserved Lemon Vinaigrette

GRILLED VEGETABLE SALAD Tahini Sauce, Sundried Tomato, Crispy Chickpeas, Yogurt Dressing

DESSERTS

LEMON POUND CAKE Lemon Custard, Pineapple Compote, Vanilla Crème Fraiche

CARAMEL POPCORN PARFAIT Smoked Sea Salt, Malted Cream, Caramel

BLACKBERRY CUSTARD TART Baked Vanilla Custard, Lemon Cream, Blackberry

CHOCOLATE TOFFEE CAKE Mocha Cream, Toffee Sauce, Caramelized Cocoa Nibs

ORANGE RICOTTA CHEESECAKE Orange Marmalade, Dried Strawberry

DARK GERMAN CHOCOLATE CAKE Crèmeux, Chocolate Ganache

PEANUT BUTTER BAR Graham Cracker Crust, Dark Chocolate, Fried Peanuts

CARROT CAKE Crème Fraiche, Orange Caramel Sauce, White Chocolate, Dried Orange

PASSION FRUIT PANNA COTTA White Chocolate, Mango, Coconut Toast (GF)

CHOCOLATE CARAMEL CRUNCH CHEESECAKE Salted Pretzel Crust

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menu



BUFFETS

SOUTHERN FLAIR

Local Lettuce, Radish, Tomatoes, Cucumbers, Buttermilk Herb Dressing
Cabbage Collard Slaw with Heirloom Carrot, Celery Seed Vinaigrette
Pepper Crusted Pork Shoulder, Pork Broth, Roasted Onions
Buttermilk Fried Chicken, Spiced Honey
Creamy Three Cheese Macaroni with Buttered Cornbread Topping
Braised Collards with Local Smoked Ham Hock, Bone Broth
Yeast Rolls with Whipped Butter
Banana Pudding "IN A JAR" - Mason of Course!
Hummingbird Cake with Brulee Pineapple, Cream Cheese Icing
Chocolate Peanut Butter Pie

SOUTH OF THE BORDER

Black Bean Soup, Avocado Crème Fraiche
Crisp Romaine, Roasted Peppers, Crispy Tortilla with Roasted Red Pepper
Vinaigrette
Citrus Marinated Chicken with Mojo Orange Vinaigrette
Slow Cooked Pork Barbacoa, Ancho Chili Jus
Roasted Sweet Potatoes, Poblanos, Queso Fresco
Frijoles Charros with Chorizo
Tomato Cumin Rice
Warm Soft Flour Tortillas
Sopapillas, Mezcal Caramel Sauce
Citrus Flan Parfait, Candied Citrus
Dark Chocolate Chili Torte

MEDITERRANEAN

Spinach & Lentil Soup
Artisan Baby Greens, Cucumber, Red Onions, Marinated Feta, and Tomato with
Tahani Garlic Dressing
Vegetable Salad, Sundried Tomato, and Chickpeas
Lemon Chicken with Saffron, Tomato Sauce
Seared Salmon with Olive Relish, Dill
Almond Orange Rice Pilaf with Golden Raisins
Roasted Eggplant, Parsley, Lemon and Olive Oil
Warm Flatbreads
Honey Cake with Toasted Almonds and Dried Strawberries
Baklava Cheesecake with Orange Vanilla Syrup and Crispy Phyllo Garnish

TUSCAN

Tuscan Kale Ribollita Soup
Rucola e Parmigiano Salad - Arugula, Shaved Parmesan and Lemon Vinaigrette
Seared Chicken Piccata, White Wine, Capers, Herbs and Shallots
Orecchiette Pasta Florentine, Roasted Garlic Tomato Sauce, Fresh Mozzarella
Braised Short Rib Ragout with Wild Mushrooms
Baked Polenta with Gorgonzola
Roasted Broccolini with Toasted Pine Nuts
Chocolate Hazelnut Torte, Macerated Dried Fruit
Vanilla Pana Cotta with Raspberries and Honey
Chocolate and Pistachio Biscotti

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menu



EAST MEETS WEST

Chicken Soup with Lemongrass, Ginger and Wontons
Bok Choy, Carrot and Collard Green Slaw, Sesame Dressing
Sambal Lime Chicken with Peppers
Hoisin Glazed Flat Iron with Mushrooms
Vegetable Stir Fried Rice
Miso Honey Glazed Carrots
Kung Pao Brussel Sprouts with Chiles
Green Tea and Lemongrass Pound Cake
Coconut Rice Pudding

AMERICAN SPLENDOR

Sweet Potato and Corn Chowder
Baby Iceberg Wedge, Marinated Tomatoes, Blue Cheese
Cucumber Salad, Red Onion, Roma Tomatoes, Mint, Red Wine Vinaigrette
Roasted Chicken with Charred Radicchio, Fennel, Chicken Jus
Cornmeal Crusted Grouper with Tomato Gravy
Slow Roasted Prime Rib, Red Wine Sauce, Horseradish
Roasted Baby Potatoes, Fresh Herbs and Onion Jam
Creamed Kale Gratin with Parmesan Breadcrumbs
Bourbon Apple Cobbler
Vanilla Crème Brulee Tartlet
Dark Chocolate Mousse Cake with Cherry Compote

LOW COUNTRY

Roasted Tomato Crab Bisque
Local Greens with Cucumber, Cornbread Crouton, Radish, and Buttermilk Vinaigrette
Fried Green Tomatoes, Goat Cheese Fondue
Slow Roasted Beef Brisket with Molasses BBQ Sauce
Southern Fried Chicken, Roasted Garlic Honey Drizzle
Frogmore Stew, Seasonal Seafood, Shrimp, Corn and Potatoes
Baked Stone Ground Cheese Grits
Southern Style Green Beans with Black-Eyed Peas, Smoked Bacon
Braised Tomatoes and Okra
Coconut Cake with Coconut Cream
Chocolate and Banana Cheesecake
Rum Bread Pudding
Biscuits and Corn Bread

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menu



HORS D'OEUVRES

Per piece, 50 piece minimum

BENEATH THE WAVES

Bacon Wrapped Scallop with Chipotle Sauce (hot)
Creole Crab Cake, Spicy Remoulade (hot)
Coconut Shrimp Wonton, Avocado Crème Fraiche, Pickled Red Onion
Smoked Salmon, Potato Crisp, Caviar, Chive Cream
Mini Lobster Roll, Tarragon Mayo

YARD BIRD

Chicken and Waffle Bite, Chili Maple Drizzle
House Chicken Tender, Jalapeno Honey Mustard
Cheese and Jalapeno Arepa with Smoked Chicken, Cilantro, Corn Aioli
Peanut Chicken Satay, Thai Chili, Cilantro
Chicken and Apple Meatball, Brie, Fennel Honey Glaze

PASTURE

BBQ Pork Slider, Cheddar Chive Biscuit
Braised Short Rib Arancini, Roasted Pepper Sauce
Lamb Meatball, Salsa Verde
Bourbon Glazed Lamb Lollipop, Toasted Sesame
Garlic Beef Kabob, Grilled Onion, Harissa Yogurt Sauce
Bao Bun, Pork Belly, Pickled Vegetables

FROM THE GARDEN

Artichoke Parmesan Crisp (hot)
Pimento Mac and Cheese Bites (hot)
Mini Grilled Vegetable Skewer (warm)
Roasted Mushroom Puff, Caramelized Shallots Blue Cheese, Baby Arugula (cold)
Miso Honey Glazed Heirloom Carrots with Toasted Peanut (hot)
Golden Beet with Smoked Goat Cheese, Toasted Almonds (cold)
Petit Grilled Cheese, Brioche, Charred Tomato Jam (hot)
"Tater Tot" with Gochujang Mayo

FROM THE BAKE SHOP

Banana Whoopi Pie
Cheesecake Bites, Caramel Crunch and Tropical Citrus
Mini Fruit Eclair, Seasonal
Chocolate Peanut Butter Cup

DISPLAYS

Per portion

LOCAL & REGIONAL CHEESE DISPLAY House Chutney, Assorted Artisan Breads and Crackers

CARVED FRUIT DISPLAY WITH CITRUS FRUIT DIP Assortment of Chef-Selected Seasonal and Tropical Fruits

FRENCH PATISSERIE Assorted Petit Fours, Macaroons, Éclairs and Crème Puffs

RAW, PICKLED & CURED Farm to Table Vegetable Display featuring Seasonal Vegetables, Hummus and Green Goddess Dip

SOUTHERN INSPIRED TAPAS STATION Gourmet Regional Cheeses and Charcuterie, Pimento Cheese, Sundried Tomato Tapenade, Candied Pecans, Assorted Artisan Breads and Crackers

BREADS AND SPREADS Artichoke & Spinach Dip with Garlic Parmesan Toast, Corn and Crab Queso Fundido, with Crispy Tortilla

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menu



STATIONS

CARVING STATIONS

Attendant Required

SLOW ROASTED PRIME RIB Classic Horseradish Cream, Parker House Rolls
(Feeds 50)

BLACK PEPPER BRISKET Molasses BBQ Sauce, Chive Cheddar Biscuit
(Feeds 40)

BRINED FRESH HAM Pineapple Chili Chutney, Soft Hawaiian Bun
(Feeds 40)

HONEY ROASTED TURKEY Cranberry Relish, Turkey Jus, Silver Dollar Rolls
(Feeds 40)

MEMPHIS PORK SHOULDER Slow Roasted, Molasses BBQ, Pickle, Jalapeno
Cornbread
(Feeds 40)

CARVING STATION ADD-ONS

Per person. All sides are prepared at a required minimum of 40 people

Loaded Mashed Potatoes, Cheese and Chives
Creamed Spinach, Smoked Bacon
Smoked Cheddar Mac and Cheese
Haricot Vert, Caramelized Shallots
Baked Parmesan Grits
Seasonal Vegetables with Basil Pesto

SPECIALTY STATIONS

Per person

ATL CHICKEN AND WAFFLE STATION Tender Pieces of Hand Fried Buttermilk
Chicken, Waffle, Vermont Maple Syrup

EMPIRE CITY SOUTH SLIDER BAR Handcrafted Beef Slider on Brioche, Local
Gouda and Spiked Pickle; Handcrafted Fried Chicken Slider, Sweet Pickle,
Comeback Sauce; Condiments to include House-Made Harissa Ketchup, Crispy
Onion Strings, and Ale Mustard

A-TOWN SHORT RIB RAMEN (*vegetarian available*) Braised Short Rib Ramen, Egg,
Ramen Noodle, Local Shitake, Bok Choy, Miso Pickled Carrot, Smokey Beef Broth

MAC AND CHEESE MELT DOWN Creamy Smoked Cheddar Macaroni – Crispy Pork
Belly, Scallions, Poached Lobster, Cornbread Crumble, Smoked Blue Cheese, C.P.
Hot Sauce

BIG PEACH TACO STAND Slow Roasted Pork Shoulder with Charred Peach Salsa,
Crispy Catfish Taco with Collard Green Slaw, Ancho Chili Aioli

SOUTHERN PIE BAR Chocolate Pecan Pie, Key Lime Pie, Apple Pie, Fried Hand Pie,
Gourmet Ice Cream and Gelato (local/seasonal flavors)

menu



Bars and Wine

BEVERAGE SERVICE

Champagne by the Glass
Mixed Drinks, Premium Brands
Cordials
Specialty Drinks
House Wines by the Glass
Premium Wines by the Glass
House Wines by the Bottle
Premium Wines by the Bottle
Domestic Beer
Imported Beer / Microbrews
Bottled Water
Soft Drinks

HOSTED BAR PACKAGE

Per person

PREMIUM BRANDS FULL BAR

SPECIALTY BARS

MARGARITA BAR

Raspberry
Strawberry
Top Shelf With Grand Marnier

CHAMPAGNE BAR

Prosecco

Mimosa Fresh Squeezed Orange Juice
Bellini Infused with Peach Puree

MARTINI BAR

Sour Apple Vodka with a Sweet and Sour Apple Blend
Chocolate Rich Chocolate Liquor, Chocolate Straw
Pomegranate Pomegranate Juice with a Touch of Sour
Galleria Dirty Martini, Bleu Cheese Stuffed Olive

menu



FOOD & BEVERAGE GUIDE

FOOD POLICIES

All menus will be charged service charge and sales tax.

Plated and buffet meals come with assorted rolls and butter. Coffee and tea service is provided table side by the service team.

Chef-attended and carving stations will require one attendant per 100 guests. Attendants will be charged for each attendant, for four hours, unless included in the menu package. Each additional hour will be charged per attendant.

Buffets and plated events are based on 1.5 hours of continuous service, based on guarantee, unless otherwise stated. Tray passing requires one attendant per 100 guests.

Our goal is to provide the best possible service to you and your guests. If you prefer quicker service due to time constraints please let us know in advance so we can plan the best service possible for you.

MINIMUMS

- There is a 30-person minimum for all buffets, breaks, plated meals, stations and displays.
- There is a minimum of 20 boxed lunches, with additional increments of 5 boxes and a maximum of 5 of each type, per boxed lunch order.
- There is a minimum of 50 pieces on all hors d'oeuvres.
- If you are ordering for a small group, please review the A la Carte menu for options.

ALCOHOL POLICIES AND LAWS

Host and package bars will be charged a service charge, sales tax and alcohol tax where applicable. Our standard bar service is 1 bartender per 100 guests. Additional bars can be added above the bar service standard, but minimums will apply. Please ask your catering manager for details.

Due to state and county laws, alcohol cannot be brought into the facility without having been purchased through a licensed distributor and delivered to the facility with proper invoicing. Donated alcohols will not be accepted without proper licensing and permits; see your catering manager for details.

Cobb Galleria Centre and Cobb Energy Centre will comply with all federal and state laws regarding the sales and service of alcohol. We reserve the right to refuse alcoholic service to intoxicated or underage persons. No alcoholic beverages may be removed from the premises.

DIETARY RESTRICTIONS AND FOOD ALLERGIES

We make every effort possible to accommodate the dietary needs and allergies of guests. For plated meals, we can prepare Gluten Free, Vegan, Lactose Free, Keto, Halal, and Kosher. For seamless service we provide 3 to 5 percent of final guarantee as Gluten Free, Dairy Free, and Vegan. Specialty meals such as Keto, Halal, and Kosher need to be ordered one week in advance. All special meals are created seasonally and with the full meal in detail. Please contact your Catering Manager with the specific needs of your group.

Cobb Galleria Centre and Cobb Energy Centre will use reasonable efforts to prevent the introduction of the allergen of concern into the food through close attention during our sourcing, preparation and handling processes. However, it is ultimately the guest's individual discretion to make an informed choice regarding whether to consume particular items. We cannot guarantee that allergens may not have been introduced during another stage of the food chain process or, even inadvertently, during preparation. Cobb Galleria Centre and Cobb Energy Centre do not have separate kitchens to prepare allergen-free items.

menu



FARM FRESH GUIDE

LOCAL AND REGIONAL FOOD SOURCING

The culinary team brings a fresh, innovative approach to corporate and social events at Cobb Galleria Centre and Cobb Energy Performing Arts Centre. Many of our dishes are sourced from local and regional farms and small businesses.

Everything served from our kitchens is made fresh and from scratch, including all stocks, sauces, salad dressings, pastries and desserts. Our on-site garden, with its yield of peppers, herbs and other seasonal items, provides an inspiration for unique creations by the culinary team.

For an authentic taste of Georgia, look no further than the culinary maestros at Cobb Galleria Centre and Cobb Energy Centre.



**Red Mule
Grits -
Mills Farm**



**BANNER
BUTTER**



2023 Atlanta Travel Show

March 25—26, 2023

Cobb Galleria Centre



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*** PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO EXHIBITOR MOVE-IN**

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—**prices start at \$80.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
 Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$70.00 ea

Visit www.tlc-florist.com for additional sample pictures.
 For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.



TLC Designers can provide the following:

- **Water Features**
 - **Fountains**
 - **Ponds**
 - **Water falls**
 - **Swamps**
 - **Garden Areas**
 - Tropical :**
(beach scenes;
rain forests)
 - Seasonal:**
(Spring, Fall, Holiday)
 - Formal :**
(serenity garden,
English garden)
 - **Border Areas:**
 - Hedges**
(control flow)
 - Lawn or Golf**
(promotional)
 - Trees**
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

COLORFUL POTS OF VIBRANT FLOWERS!

Seasonal

12"-18"H

\$30.00/\$35.00 each

Qty _____

White _____

Yellow _____

Lavender _____

Orange _____

Pink _____



Azaleas—12"H

\$40.00/\$45.00 each

Qty _____

White _____

Pink _____

Red _____

Bromeliads—12"-18"H




\$40.00/\$45.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

*See next
 page for
 green plants.*

Ferns	Ivy	Pothos
		
Ferns \$40.00/\$45.00 each Qty ____	Ivy—10”H x 10”W \$40.00/\$45.00 each Qty ____	Pothos—12”H x 12”W \$40.00/\$45.00 each Qty ____

3' Green Plants



\$50/\$55.00 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$60/\$65 each Qty ____
 5' @ \$70/\$80 each Qty ____
 6' @ \$80/\$96 each Qty ____

7' H & Taller plants & Planters are available
 Call 770-507-6777 for price/availability



Planters are 2 1/2' long.

Top-dressed with azalea (pictured)
 Also available with mum
 Choose flower color for flower choice.

For Top-dressing with fern & azalea
 __ white, __ pink, __ red

For Top-dressing with fern & mum
 __ white, __ yellow, __ lavender



4' @ \$145/\$165 each, Qty ____
 5' @ \$155/\$175 each, Qty ____
 6' @ \$165/\$185 each, Qty ____

Seasonal Flowering Plants
 Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc.
There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.
Orders placed after the open of an event may be subject to a delivery fee.
Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container: Included in rental cost ____ Black ____ White	Subtotal _____
Chrome, Brass, Terra Cotta, & Other Containers are available. Please call 770-507-6777 for pricing.	6% Sales Tax _____
	3% CC Proc Fee _____
	Request ACH pmt invoice when emailing this order to avoid 3% fee
	Total _____

Booth Cleaning Order Form

Return form with payment to: ARES Personnel
 115 Boxford Ct. Alpharetta, GA 30022 Phone: (470) 456 - 8600 Brian Salathe Email: Briansalathe@comcast.net

TRAVEL & ADVENTURE SHOW

Name of venue:	Event Date:	Booth#:
Company Name:	Office#:	On-site Contact#:
Street Address:	City:	State:
Authorizing Signature:	On-site Email:	On-site Name:

1st night cleaning provided. Exhibitors requiring additional nightly vacuum, shampoo, mop, wax and trash removal during show hours must place their order and make payment to ARES Personnel

CARPET CLEANING (100 SQ. FT. MINIMUM)

<input type="checkbox"/> DAILY BOOTH CLEANING INCLUDING NIGHTLY VACUUMING OF BOOTH & EMPTYING WASTEBASKETS	ADVANCE ORDER	FLOOR ORDER
Days _____ X Sq. Ft. _____ @ \$0.32		\$0.034 _____

ALL ORDERS LESS THAN DAILY BUT MORE THAN ONE TIME WILL BE CHARGED AT THE ONE TIME RATE.

<input type="checkbox"/> VACUUM ONE TIME ONLY	Days _____ X Sq. Ft. _____ @ \$0.34	\$0.036 _____
<input type="checkbox"/> SHAMPOO PRIOR TO SHOW OPENING MUST GIVE 24HR. NOTICE	Days _____ X Sq. Ft. _____ @ \$0.67	\$0.70 _____
<input type="checkbox"/> DAMP MOP ONLY - TILE FLOORING	Days _____ X Sq. Ft. _____ @ \$0.30	\$0.032 _____

FOR EXHIBITORS USING COMPUTER OR ELECTRONIC EQUIPMENT - PROTECT FROM STATIC CHARGE, ORDER STATIC SPRAY.

<input type="checkbox"/> ANTI-STATIC SPRAY	Days _____ X Sq. Ft. _____ @ \$0.06	\$0.09 _____
<input type="checkbox"/> PERIODIC PORTER SERVICE IS PERFORMED @ TWO (2) HOUR INTERVALS, DURING SHOW HOURS.	Days _____ @ \$100.00 per day	
<input type="checkbox"/> HOURLY PORTER SERVICE (1) HOUR MINIMUM	Hours _____ @ \$27.50 per hour	

GRAND TOTAL

CREDIT CARD CHARGE AUTHORIZATION

<p>PROVIDE EXPIRATION DATE</p> <p>PLEASE SIGN</p>	<table style="width: 100%;"> <tr> <td style="background-color: black; color: white; padding: 2px;">EXPIRATION DATE:</td> <td style="padding: 2px;"> <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA* <input type="checkbox"/> American Express </td> </tr> <tr> <td style="background-color: yellow; height: 20px;"></td> <td style="text-align: center; color: red; font-size: small;"> Card Expiration Date & Security Code REQUIRED (3 Digit on reverse side of card) </td> </tr> <tr> <td colspan="2" style="padding: 2px;">Account Number: _____</td> </tr> <tr> <td style="padding: 2px;"> _____ <small>CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE</small> </td> <td style="padding: 2px;"> _____ <small>CITY</small> </td> </tr> <tr> <td style="padding: 2px;"> _____ <small>CARDHOLDER'S SIGNATURE</small> </td> <td style="padding: 2px;"> _____ <small>STATE</small> </td> </tr> <tr> <td style="padding: 2px;"> _____ <small>CARDHOLDER'S NAME - PRINT</small> </td> <td style="padding: 2px;"> _____ <small>ZIP</small> </td> </tr> <tr> <td style="padding: 2px;"> _____ <small>COUNTRY</small> </td> <td></td> </tr> </table>	EXPIRATION DATE:	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA* <input type="checkbox"/> American Express		Card Expiration Date & Security Code REQUIRED (3 Digit on reverse side of card)	Account Number: _____		_____ <small>CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE</small>	_____ <small>CITY</small>	_____ <small>CARDHOLDER'S SIGNATURE</small>	_____ <small>STATE</small>	_____ <small>CARDHOLDER'S NAME - PRINT</small>	_____ <small>ZIP</small>	_____ <small>COUNTRY</small>	
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_____ <small>COUNTRY</small>															

ANY questions regarding service ordered and received must be brought to the attention of the ARES Personnel at the show immediately upon noting same. Adjustments cannot be made unless discrepancies are reported prior to show opening on the day following the night when service was to be performed. Y

ARES Personnel HAS BEEN NAMED EXCLUSIVE CLEANING CONTRACTOR FOR THIS SHOW