

EXP O  
EVENT SERVICES

# Exhibitor Services Manual

Los Angeles Travel & Adventure Show  
February 3 - 4, 2024  
Los Angeles Convention Center  
Los Angeles, CA

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## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

Deadline Date: January 25, 2024

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## Los Angeles Travel & Adventure Show

Los Angeles Convention Center  
February 3 - 4, 2024

**Deadline Date: January 25, 2024**

### Welcome to Los Angeles and the **Los Angeles 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](mailto: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 02/01/2024	8:00am - 5:00pm
Exhibitor Move-In:	Friday 02/02/2024	9:00am - 5:00pm
Event Open:	Saturday 02/03/2024	9:30am - 5:00pm/ Travel Advisors
		10:00am - 5:00pm/ Public
Event Open:	Sunday 02/04/2024	11:00am - 4:00pm
Exhibitor Move-Out:	Sunday 02/04/2024	Close of Show – 8:00pm.
Clear Floor:	Sunday 02/04/2024	by 11:59pm

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

Expo Event Service will begin returning empty shipping containers at **4:00pm on February 4, 2024**; this process should take approximately **two (2) HOURS**.

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

**All carriers must check-in for pick-up no later than 6:00pm on Sunday, February 4, 2024**



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Shipping Addresses

Advance Receiving  
/Shipments

Los Angeles Travel & Adventure Show

Shipments Should Arrive on or between: JANUARY 5 - JANUARY 25, 2024  
c/o Expo Event Services  
(ONLY IF TS SHIPPER IS USED, The Official Show Carrier) see Pages 25 - 30

Direct Shipments  
to Show Site

Los Angeles Travel & Adventure Show

Shipments Should Arrive on: FEBRUARY 1, 2024 (1PM - 5PM)  
c/o Expo Event Services FEBRUARY 2, 2024 (8AM - 4PM)  
Los Angeles Convention Center  
1201 S. Figueroa Street  
Los Angeles, CA 90015  
State Tax 9.5% (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.

SIGN, DISPLAY AND ALLIED CRAFT UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display only if one person can accomplish the task in less than 30 minutes without the use of tools.

TEAMSTER UNION

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

FREIGHT HANDLING

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

WORK BREAKS & GRATUITIES

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

IN GENERAL

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



# EXHIBITOR FAQ'S



## 1 What Comes With My Booth?

Each 10'x10' booth space includes:

- 8' high black back-wall drape
- 3' high black side-rail drape
- 1 - 2'W x 6'L x 30"H 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.*

## 2 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.

## 3 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.

## 4 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.

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### **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 hiring an Exhibitor Appointed Contractor (EAC) you MUST complete the Exhibitor Kit documents and submit with certificate of insurance. NO EXCEPTIONS.
- 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.
- Island/Pavilion booths. Exhibitor Move In, Friday 9am-5pm. Should you require Thursday Move In, approval is required from your Sales Representative in coordination with the General Service Contractor.
- 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.

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### **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.
- 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.

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### **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.*

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### **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.*
- Convention Centers are governed by union labor. Therefore, show management is unable to control dock access during move in and move out. Mandatory labor guidelines apply.

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### **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.

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### **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.

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***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](mailto:info@expoeventservices.com) or (201) 300-2782
  - RES can be contacted at [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com) or (847) 696-2208

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***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.

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***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.

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***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](mailto:success@unicomm.org)

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

- Navigate to the **Exhibitor Services** webpage for the applicable show on [www.travelshows.com](http://www.travelshows.com) for information.



# OFFICIAL CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS



Deadline Date: January 25, 2024

## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

### 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.

<b>ACORD</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YY) 00/00/00	
PRODUCER (000) 000-0000		FAX (000) 000-0000		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.	
Name of Insurance Agency Street Address City, State Zip					
INSURED				INSURERS AFFORDING COVERAGE	
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	<b>GENERAL LIABILITY</b>	ABC 12345		2024	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 50,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				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
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A	<b>AUTOMOBILE LIABILITY</b>	ABC 12345		2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
	<b>GARAGE LIABILITY</b>				AUTO ONLY-EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	<b>EXCESS LIABILITY</b>				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
						\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	ABC 12345		2024	<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
	<b>OTHER</b>					

**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.

<b>CERTIFICATE HOLDER</b>	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER _____	<b>CANCELLATION</b>
Expo Event Services 1700 York Ave Suite 2T New York, NY 10128		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <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)

# INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION



EXPO  
EVENT SERVICES

**Los Angeles Travel & Adventure Show**  
**Los Angeles Convention Center**  
**February 3 - 4, 2024**

**Deadline Date: January 25, 2024**

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

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

## INDEPENDENT DISPLAY HOUSE CONTRACTORS

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

Exhibiting Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibiting Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor Company to be utilized: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor Contact Name: \_\_\_\_\_ Contractor Phone Number: \_\_\_\_\_

## INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY

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

\_\_\_ EXHIBIT FURNITURE RENTAL

\_\_\_ DRAYAGE SERVICES

\_\_\_ DISPLAY LABOR

\_\_\_ MISC. - PLEASE LIST: \_\_\_\_\_

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

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

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

Authorized Contact Signature

Date

Authorized Contact (Print)

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



# LIMITS OF LIABILITY & RESPONSIBILITY

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

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

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

# FIRE DEPARTMENT REGULATIONS



## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

Deadline Date: January 25, 2024

### 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

# POV/ASSISTED CART LOAD FORM



## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

**Deadline Date: January 25, 2024**

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

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

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

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

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



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

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

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

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

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



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

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

# VEHICLE SPOTTING FORM



## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

Deadline Date: January 25, 2024

**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



Deadline Date: January 25, 2024

## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

### 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



## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

Deadline Date: January 25, 2024

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

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

### CREDIT CARD CHARGE AUTHORIZATION

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

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

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

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

### Services and Equipment Ordered

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

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

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

\$

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

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



# SHIPPING INFORMATION



## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

Deadline Date: January 25, 2024

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### 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.

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### Advance Warehouse Shipments

Crates, Cartons, Fiber Cases and Skidded and Non-Skidded Carpet Samples. **(ONLY IF TS SHIPPER IS USED) see Pages 25 - 30**

#### 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:**  
**Los Angeles 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:**  
**Los Angeles Travel & Adventure Show**

**C/O:**  
Expo Event Services  
1201 S. Figueroa Street  
Los Angeles, CA 90015

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



# SHIPPING GUIDELINES



## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

Deadline Date: January 25, 2024

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### 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



## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

**MUST ARRIVE ON OR BEFORE  
JANUARY 5 - JANUARY 25, 2024**

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

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

### ADVANCE RECEIVING/SHIPMENTS VIA TS SHIPPER OR DIRECT TO SHOW SITE VIA TS SHIPPER OR CARRIER OF YOUR CHOICE (100 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	100 lbs Minimum
ST/OT	\$235.00	\$470.00
OT/OT	\$275.00	\$550.00

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

### SMALL PACKAGES

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

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

### CALCULATION OF MATERIAL HANDLING CHARGES

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

We will be shipping: lbs. @ per 100 lbs., 200 lbs minimum per shipment \$

We will be shipping approximately number of pieces.

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

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

# KEY INFORMATION FORM



## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

Deadline Date: January 25, 2024

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

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

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

Shipped To: (Check One) Warehouse Showsite

### Set-up Information for Expo Event Services' Installation

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

### Did You Order —

Electrical	Yes	No	Electrical 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 \_\_\_\_\_  
Other \_\_\_\_\_  
Method Common Carrier AirFreight Vanline  
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

# RUSH!

## EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN  
JANUARY 5, 2024 - JANUARY 25, 2024**

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



EXPO  
EVENT SERVICES

### TS SHIPPER ADVANCE FREIGHT SERVICE

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

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: TS SHIPPER

## WAREHOUSE LABEL

# RUSH!

## EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN  
JANUARY 5, 2024 - JANUARY 25, 2024**

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



EXPO  
EVENT SERVICES

### TS SHIPPER ADVANCE FREIGHT SERVICE

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

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: TS SHIPPER

## SHOW SITE LABEL

# RUSH!

## EXHIBITION FREIGHT

**MUST ARRIVE ON  
FEBRUARY 1, 2024 (1PM - 5PM)  
FEBRUARY 2, 2024 (8AM - 4PM)**

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



EXPO  
EVENT SERVICES

Los Angeles Convention Center  
Exhibit G - H  
1201 Figueroa Street  
Los Angeles, CA 90015

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: \_\_\_\_\_

## SHOW SITE LABEL

# RUSH!

## EXHIBITION FREIGHT

**MUST ARRIVE ON  
FEBRUARY 1, 2024 (1PM - 5PM)  
FEBRUARY 2, 2024 (8AM - 4PM)**

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



EXPO  
EVENT SERVICES

Los Angeles Convention Center  
Exhibit G - H  
1201 Figueroa Street  
Los Angeles, CA 90015

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: \_\_\_\_\_

## WAREHOUSE LABEL

# RUSH!

## EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN  
JANUARY 5, 2024 - JANUARY 25, 2024**

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



**TS SHIPPER ADVANCE FREIGHT SERVICE**

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

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: TS SHIPPER

## WAREHOUSE LABEL

# RUSH!

## EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN  
JANUARY 5, 2024 - JANUARY 25, 2024**

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



**TS SHIPPER ADVANCE FREIGHT SERVICE**

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

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: TS SHIPPER

## SHOW SITE LABEL

# RUSH!

## EXHIBITION FREIGHT

**MUST ARRIVE ON  
FEBRUARY 1, 2024 (1PM - 5PM)  
FEBRUARY 2, 2024 (8AM - 4PM)**

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



Los Angeles Convention Center  
Exhibit G - H  
1201 Figueroa Street  
Los Angeles, CA 90015

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: \_\_\_\_\_

## SHOW SITE LABEL

# RUSH!

## EXHIBITION FREIGHT

**MUST ARRIVE ON  
FEBRUARY 1, 2024 (1PM - 5PM)  
FEBRUARY 2, 2024 (8AM - 4PM)**

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



Los Angeles Convention Center  
Exhibit G - H  
1201 Figueroa Street  
Los Angeles, CA 90015

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH# : \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

<p><b>SHIP TO</b></p> <p><b>TRAVEL &amp; ADVENTURE SHOW®</b></p>
--

NEXT SHOW BOOTH# \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NUMBER OF PIECES / LABELS \_\_\_\_\_

SPECIAL DELIVERY INSTRUCTIONS: (Residential, Expedited Date Request, Lift Gate, Etc.)

**\*\* PLEASE CALL DANIELLE TULLO FOR CUSTOMIZED QUOTE. PLEASE TURN IN THIS FORM PRIOR TO THE SHOW FOR THE BEST RATES\*\***

**PAYMENT AUTHORIZATION**

**TERMS:**

TS Shipper requires a credit card authorization prior to handling freight services. Final freight charges must be settled in advance of freight pick up/ delivery via credit card, company check or wire transfers. Services will be denied without complete payment. All adjustments to charge are to be made at show site.

**NO CREDITS WILL BE MADE AFTER THE SHOW CLOSING** - Payment made by check must be in US dollars from a US Bank.

**Company Check:** Make Payable to: TS Shipper LLC, reference Show Name on check. Return checks are subject to a \$25 bounced check fee. All checks require a credit card on file. Mail check to: TS Shipper LLC - 1700 York Avenue Ste 2T - New York, NY 10128

**Wire Transfer:** If paying by wire transfer for TS Shipper LLC, include a \$25 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 for you, the exhibiting company.**

Cardholder: \_\_\_\_\_ Email: \_\_\_\_\_

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Reserve Your Shipment Today with the Official Show Carrier

*Fast, Reliable, Secure Trade Show Transportation!*

**TRAVEL &  
ADVENTURE  
SHOW®**

**Los Angeles**  
Los Angeles Convention Center  
February 3 - 4, 2024



**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](mailto:INFO@TSSHIPPER.COM)



CALL US AT 216-566-5953



GO ONLINE AT [WWW.TSSHIPPER.COM](http://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 <sup>nd</sup> Day Air
Overnight Air	Economy / Standard Group	3 <sup>rd</sup> Day Air

### ADDITIONAL SERVICES

Lift Gate	Residential	Inside Pick Up
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Declared Value \$ \_\_\_\_\_ (Declared Value can not exceed \$10,000)

Phone: 216-566-5953

Email: [info@tsshipper.com](mailto:info@tsshipper.com)

Quick Quote: [TSshipper.com](http://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](http://www.tsshipper.com)

Send completed form to [info@tsshipper.com](mailto: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](mailto:info@tsshipper.com)

Quick Quote: [TSshipper.com](http://TSshipper.com)





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

Show Name: \_\_\_\_\_

Show Dates: \_\_\_\_\_

Venue: \_\_\_\_\_

## PAYMENT AUTHORIZATION

EXHIBITING COMPANY: \_\_\_\_\_

BOOTH # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SHOW: \_\_\_\_\_

ONSITE CONTACT: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_

CELL: \_\_\_\_\_

PHONE: \_\_\_\_\_

QUOTED AMOUNT:

EMAIL: \_\_\_\_\_

\$ \_\_\_\_\_

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

### Terms:

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

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

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

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

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

### Payment Information:

☐ VISA

☐ MasterCard

☐ American Express

Credit Card Number: \_\_\_\_\_

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

Name (as it appears on the card): \_\_\_\_\_

\_\_\_\_\_  
Cardholder's Signature \_\_\_\_\_ / \_\_\_\_\_  
Date

### Credit Card Billing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Country: (if not US) \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Authorization Valid Until: \_\_\_\_\_ / \_\_\_\_\_ Initials Here: \_\_\_\_\_



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

## TS SHIPPER OUTBOUND FORM

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


# UNICOMM TRAVEL & ADVENTURE SHOW 10' x 10' PACKAGE A



**\$3,550.00**

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## **Furnishing**

10' x 8' Pop-Up (Includes print on front side)  
1 - 1M x .5M x 42" Counter \*  
1 - 30" x 42"H Round Cocktail Table  
2 - Bar Stools

## **Graphic Files**

Please send artwork with CMYK color mode with resolution 150 dpi.

Be sure to flatten all images, outline all text and save as PDF or JPG.

**Safe Zone:** 107"w x 81.5"h

**Bleed Zone:** 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied  
30 days out rush charges will be quoted on specs.



EXPO  
EVENT SERVICES

# UNICOMM TRAVEL & ADVENTURE SHOW 10' x 10' PACKAGE B



**\$4,350.00**

## **Furnishing**

- 10' x 8' Tension Fabric (Includes print on front side)
- 1 - 1M x .5M x 42" Counter \*
- 1 - 30" x 42"H Round Cocktail Table
- 2 - Bar Stools

## **Graphic Files**

Please send artwork with CMYK color mode with resolution 150 dpi.

Be sure to flatten all images, outline all text and save as PDF or JPG.

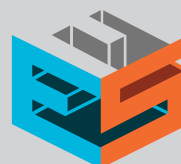
**Safe Zone:** 107"w x 81.5"h

**Bleed Zone:** 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied  
30 days out rush charges will be quoted on specs.



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# UNICOMM TRAVEL & ADVENTURE SHOW 10' x 20' PACKAGE C



**\$5,975.00**

## Furnishing

20' x 8' Tension Fabric (Includes print on front side)

1 - 1M x .5M x 42" Counter \*

1 - Sofa, Single Chair & Coffee Table

1 - 30" x 42"H Round Cocktail Table

2 - Bar Stools

## Graphic Files

Please send artwork with CMYK color mode with resolution 150 dpi.

Be sure to flatten all images, outline all text and save as PDF or JPG.

**Safe Zone:** 107"w x 81.5"h

**Bleed Zone:** 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied  
30 days out rush charges will be quoted on specs.



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# UNICOMM

## TRAVEL & ADVENTURE SHOW

### 20' x 20' PACKAGE D (side 1)



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#### Furnishing

- 20' x 8' Tension Fabric (Includes print on front side)
- 2 - 1M x .5M x 42" Counter \*
- 1 - Sofa, Single Chair & Coffee Table
- 1 - 30" x 42"H Round Cocktail Table
- 4 - Bar Stools

#### Graphic Files

Please send artwork with CMYK color mode with resolution 150 dpi.

Be sure to flatten all images, outline all text and save as PDF or JPG.

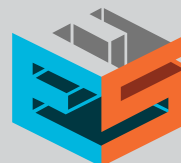
**Safe Zone:** 107"w x 81.5"h

**Bleed Zone:** 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied 30 days out rush charges will be quoted on specs.



EXPO  
EVENT SERVICES



# UNICOMM

## TRAVEL & ADVENTURE SHOW

### 20' x 20' PACKAGE D (side 2)

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**\$7,500.00**

#### **Furnishing**

- 20' x 8' Tension Fabric (Includes print on front side)
- 2 - 1M x .5M x 42" Counter \*
- 1 - Sofa, Single Chair & Coffee Table
- 1 - 30" x 42"H Round Cocktail Table
- 4 - Bar Stools

#### **Graphic Files**

Please send artwork with CMYK color mode with resolution 150 dpi.

Be sure to flatten all images, outline all text and save as PDF or JPG.

**Safe Zone:** 107"w x 81.5"h

**Bleed Zone:** 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied  
30 days out rush charges will be quoted on specs.



EXPO  
EVENT SERVICES

# UNICOMM TRAVEL & ADVENTURE SHOW 20' x 20' PACKAGE E (side 1)

**\$6,500.00**



## **Furnishing**

2M x 2M x 8'H Hardwall Storage Unit w/ Lockable Access Door  
2 - 1M x .5M x 42" Counter \*  
2 - 30" x 42"H Round Cocktail Table  
6 - Bar Stools

## **Graphic Files**

Please send artwork with CMYK color mode with resolution 150 dpi.

Be sure to flatten all images, outline all text and save as PDF or JPG.

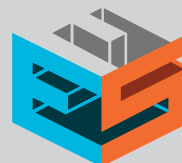
**Safe Zone:** 38.125"w x 90.5"h

**Bleed Zone:** 38.5"w x 95.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied  
30 days out rush charges will be quoted on specs.



EXPO  
EVENT SERVICES

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# UNICOMM

## TRAVEL & ADVENTURE SHOW

### 20' x 20' PACKAGE E (side 2)



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#### Furnishing

2M x 2M x 8'H Hardwall Storage Unit w/ Lockable Access Door  
2 - 1M x .5M x 42" Counter \*  
2 - 30" x 42"H Round Cocktail Table  
6 - Bar Stools

#### Graphic Files

Please send artwork with CMYK color mode with resolution 150 dpi.  
Be sure to flatten all images, outline all text and save as PDF or JPG.

**Safe Zone:** 38.125"w x 90.5"h

**Bleed Zone:** 38.5"w x 95.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

Prices are based on orders and artwork are supplied  
30 days out rush charges will be quoted on specs.



EXPO  
EVENT SERVICES

# SIGNAGE & GRAPHIC ORDER FORM



## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

Deadline Date: January 25, 2024

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

### DIGITAL INKJET SIGNS

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

Qty	Size/Description	Discount Price	Standard Price	Total Price
	8.5" x 11"	\$59.00	\$77.00	
	11" x 17"	\$70.00	\$91.00	
	14" x 22"	\$87.00	\$113.00	
	22" x 28"	\$106.00	\$138.00	
	24" x 36"	\$211.00	\$274.00	
	30" x 40"	\$228.00	\$297.00	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Background Color: \_\_\_\_\_ Copy Color: \_\_\_\_\_

Select Lay-out: ☐ Vertical ☐ Horizontal

Select Font Style: ☐ Corporate ☐ Jazzy

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

SUBTOTAL = \_\_\_\_\_ + TAX @ 9.5% = \_\_\_\_\_ = 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



## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

Deadline Date: January 25, 2024

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.



gif@400%

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EVENT SERVICES



.ai / .eps@400%

EXPO  
EVENT SERVICES

### 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.



C



M



Y



K



PMS 144 C



PMS 255 C



PMS 383 CP



MS 684 C

### 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

## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024



Deadline Date: January 25, 2024

\*\*\* NON - ELECTRICAL SIGNS & BANNERS ONLY

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

### PLEASE PROVIDE THE FOLLOWING INFORMATION

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

#### IMPORTANT NOTE

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

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

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

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

#### STRUCTURE DESCRIPTION

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

##### Type of Material:

Cloth      Metal      Wood      Plastic      Truss

Other: \_\_\_\_\_

##### Truss Only:

12" box      20" box      Other: \_\_\_\_\_

##### Shape of Structure:

Circle      Rectangle      Square      Triangle

Other: \_\_\_\_\_

##### Size (in feet):

\_\_\_\_\_ (H) x \_\_\_\_\_ (L) x \_\_\_\_\_ (W) x \_\_\_\_\_ (D)  
height      length      width      diameter

##### Additional Notes/Description:

#### STRUCTURE DESCRIPTION (continued)

Weight of Hanging Structure: \_\_\_\_\_ lbs

Any hanging structure that weighs in excess of 100 lbs will require the employment of chain motors.

Are you using chain motor(s)?

No

Yes (Quantity: \_\_\_\_\_ )

Expo Events Provided

Exhibitor Provided

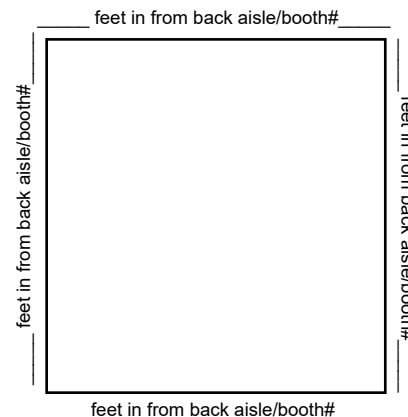
#### CHAIN MOTORS

QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	\$707.00	\$919.00	
	1 Ton Chain Motor	\$884.00	\$1,150.00	

- 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



## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

Deadline Date: January 25, 2024

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

### IMPORTANT NOTES

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

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

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

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

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

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

Additional charges will apply for any cables, connectors or other equipment 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	\$219.00	\$285.00	
	OT	\$364.00	\$474.00	
	Holiday	\$446.00	\$581.00	
EES Supervision: _____ x 30% =				
		(Assembly total)	(\$40.00 minimum)	

Date of Assembly: \_\_\_\_\_

Requested Start Time: \_\_\_\_\_

#### SIGN DISASSEMBLY LABOR

EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$219.00	\$285.00	
	OT	\$364.00	\$474.00	
	Holiday	\$446.00	\$581.00	
EES Supervision: _____ x 30% =				
		(Assembly total)	(\$40.00 minimum)	

Date of Disassembly: \_\_\_\_\_

Requested Start Time: \_\_\_\_\_

### OVERHEAD SIGN RIGGING LABOR

#### RIGGING INSTALLATION

EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$965.00	\$1,255.00	
	OT	\$1,251.00	\$1,625.00	
	Holiday	\$1,499.00	\$1,949.00	

Date of Assembly: \_\_\_\_\_

Requested Start Time: \_\_\_\_\_

#### RIGGING REMOVAL

EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$965.00	\$1,255.00	
	OT	\$1,251.00	\$1,625.00	
	Holiday	\$1,499.00	\$1,949.00	

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.

# DISPLAY LABOR ORDER FORM



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

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

### DISPLAY LABOR (One Hour Minimum per Worker)

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

		Rates: per person/per hour	
Labor		Discount Price	Standard Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$201.00	\$260.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$331.00	\$431.00
Double Time	Sundays and Holidays	\$405.00	\$527.00

### 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



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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



## Los Angeles Travel & Adventure Show Los Angeles Convention Center February 3 - 4, 2024

Deadline Date: January 25, 2024

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### STANDARD CARPET



Black



Blue



Green



Gray



Red



Burgundy



White

Qty	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$302.00	\$393.00	
	10' x 20' Booth Carpet	\$608.00	\$791.00	
	10' x 30' Booth Carpet	\$911.00	\$1,184.00	

#### 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	\$7.41 sq.ft.	\$9.64 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"	\$2.72 sq.ft.	\$3.54 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = \_\_\_\_\_ + TAX @ 9.5% = \_\_\_\_\_ = 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

## Los Angeles Travel & Adventure Show

Los Angeles Convention Center

February 3 - 4, 2024

Deadline Date: January 25, 2024

### 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



**Los Angeles Travel & Adventure Show**  
Los Angeles Convention Center  
February 3 - 4, 2024

**Deadline Date: January 25, 2024**

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

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	Qty	Item	Discount Price	Standard Price	Color	Total Price
CHAIRS		Upholstered Chair	\$129.00	\$168.00	N/A	
		Tall Black Stool	\$164.00	\$213.00	N/A	
UNDRAPED TABLES		4' x 24" x 30" Undraped Table	\$120.00	\$193.00	N/A	
		6' x 24" x 30" Undraped Table	\$131.00	\$171.00	N/A	
		8' x 24" x 30" Undraped Table	\$149.00	\$194.00	N/A	
UNDRAPED COUNTERS		4' x 24" x 42" Undraped Counter	\$131.00	\$171.00	N/A	
		6' x 24" x 42" Undraped Counter	\$147.00	\$191.00	N/A	
		8' x 24" x 42" Undraped Counter	\$161.00	\$209.00	N/A	
DRAPED TABLES	Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 30" High Draped Table	\$214.00	\$278.00		
		6' x 24" x 30" High Draped Table	\$240.00	\$313.00		
		8' x 24" x 30" High Draped Table	\$270.00	\$351.00		
		4th side Draped – 30"	\$91.00	\$119.00		
DRAPED COUNTERS	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 42" High Draped Counter	\$242.00	\$315.00		
		6' x 24" x 42" High Draped Counter	\$280.00	\$364.00		
		8' x 24" x 42" High Draped Counter	\$320.00	\$417.00		
		4th side Draped – 42"	\$111.00	\$146.00		
DRAPE	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		3' High Banjo Drape (4 ft. min. order)	\$27.00 /ft	\$36.00 /ft		
		8' High Banjo Drape (4 ft. min. order)	\$30.00 /ft	\$40.00 /ft		
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$350.00	\$455.00	N/A	
		30" x 42" High Pedestal Table	\$396.00	\$515.00	N/A	
ACCESSORIES		Chrome Easel	\$84.00	\$109.00	N/A	
		Wastebasket	\$56.00	\$72.00	N/A	
		Retractable Stanchion	\$206.00	\$268.00	N/A	
		Coat Tree	\$147.00	\$191.00	N/A	

SUBTOTAL = \_\_\_\_\_ + TAX @ 9.5% = \_\_\_\_\_ = 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.**

A modern lounge area featuring white leather sofas and ottomans with orange cushions, set against a dark, abstract background with large, stylized plant motifs. A white circular overlay is centered on the image, containing the text.

# 2023 TRADE SHOW KIT CATALOG

EFFECTIVE 3.1.2023

**BLANC**



**Blanc Sofa**  
Bright White Leather  
75"W x 35"D x 35"H



**Blanc Loveseat**  
Bright White Leather  
54"W x 35"D x 35"H



**Blanc Chair**  
Bright White Leather  
33"W x 35"D x 35"H



**Blanc Bench Ottoman**  
Bright White Leather  
48"W x 24"D x 18"H



**Blanc Cube Ottoman**  
Bright White Leather  
17"Square x 17"H

**WHISPER**



**Whisper Sofa**  
White Leather  
87"W x 37"D x 35"H



**Whisper Loveseat**  
White Leather  
61"W x 37"D x 35"H



**Whisper Chair**  
White Leather  
35"W x 37"D x 35"H

# WHISPER

Deadline Date: January 25, 2024



**Whisper Bench Ottoman**

White Leather  
60"W x 24"D x 17"H



**Whisper Square Ottoman**

White Leather  
40"Square x 17"H



**Whisper Round Ottoman**

White Leather  
46"Round x 17"H

# FUNCTION

Modular Seating Collection



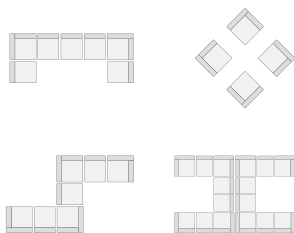
**Function Armless Chair**

White Leather  
28"Square x 29"H



**Function Corner**

White Leather  
28"Square x 29"H



# CONTINENTAL

Modular Seating Collection



**Continental Curved Loveseat**

Bright White Leather  
82"W x 34"D x 31"H



**Continental Reverse Curved Loveseat**

Bright White Leather  
72"W x 34"D x 31"H



**Continental Wedge Ottoman**

Bright White Leather  
30"W x 34"D x 19"H

2023 TRADE SHOW FURNISHINGS / KIT CATALOG

**CONTINENTAL**  
Modular Seating Collection

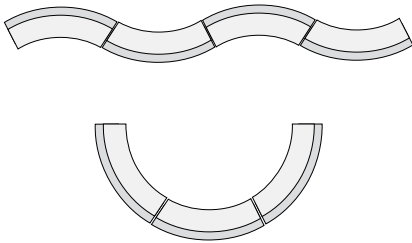
Deadline Date: January 25, 2024



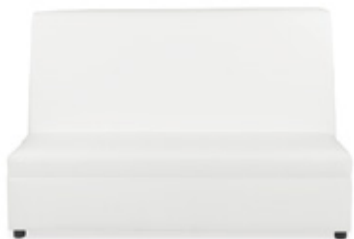
**Continental Curved Bench**  
Bright White Leather  
70"W x 26"D x 19"H



**Continental Half Moon Ottoman**  
Bright White Leather  
33"W x 19"D x 19"H



**SOPHISTICATION**  
Modular Seating Collection



**Sophistication Sofa**  
White Leather  
72"W x 31"D x 48"H



**Sophistication Loveseat**  
White Leather  
48"W x 31"D x 48"H



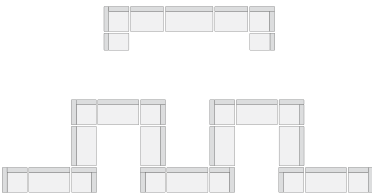
**Sophistication Chair**  
White Leather  
24"W x 31"D x 48"H



**Sophistication Corner**  
White Leather  
31"Square x 48"H



**Sophistication Ottoman**  
White Leather  
31"Square x 19"H





# BOCA

Modular Seating Collection

Deadline Date: January 25, 2024



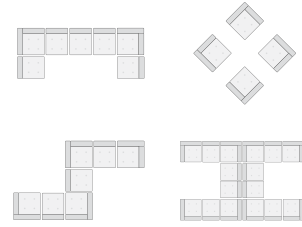
## Boca Corner

Black Leather  
22"W x 27"D x 30"H



## Boca Armless

Black Leather  
27"Square x 30"H



# METRO



## Metro Sofa

Black Leather  
85"W x 35"D x 35"H



## Metro Loveseat

Black Leather  
60"W x 35"D x 35"H



## Metro Chair

Black Leather  
35"Square x 35"H



## Metro Square Ottoman

Black Leather  
40"Square x 17"H



## Metro Bench Ottoman

Black Leather  
60"W x 24"D x 17"H

2023 TRADE SHOW FURNISHINGS / KIT CATALOG

# SUAVE MIDNIGHT

Deadline Date: January 25, 2024



## Suave Midnight Sofa

Midnight Suede  
77"W x 36"D x 33"H



## Suave Midnight Loveseat

Midnight Suede  
54"W x 36"D x 33"H



## Suave Midnight Chair

Midnight Suede  
32"W x 36"D x 33"H

# GRAMMERCY

Modular Seating Collection



## Grammercy Sofa

Charcoal Leather  
82"W x 36"D x 36"H



## Grammercy Loveseat

Charcoal Leather  
57"W x 36"D x 36"H



## Grammercy Chair

Charcoal Leather  
28"W x 36"D x 36"H



## Grammercy Corner

Charcoal Leather  
36"Square x 36"H



## Grammercy Round Ottoman

Charcoal Leather  
46"Round x 17"H



## Grammercy Square Ottoman

Charcoal Leather  
40"Square x 17"H  
Also Available in Bench Ottoman  
60"W x 24"D x 17"H

PARMA

Deadline Date: January 25, 2024



**Parma Sofa**  
Brown Leather  
79"W x 37"D x 36"H



**Parma Loveseat**  
Brown Leather  
56"W x 37"D x 36"H



**Parma Chair**  
Brown Leather  
33"W x 37"D x 36"H



**Parma Bench Ottoman**  
Brown Leather  
60"W x 24"D x 17"H

MONTANA MOCHA



**Montana Mocha Sofa**  
Mocha Tan Fabric  
79"W x 35"D x 34"H



**Montana Mocha Loveseat**  
Mocha Tan Fabric  
57"W x 35"D x 34"H



**Montana Mocha Chair**  
Mocha Tan Fabric  
35"Square x 34"H

MADISON

Deadline Date: January 25, 2024



**Madison Sofa**

Tan Fabric  
86"W x 34"D x 34"H



**Madison Chair**

Tan Fabric  
33"W x 34"D x 34"H



**Madison Sky Bench**

Teal Fabric  
48"W x 24"D x 17"H



**Madison Ottoman - Willow**

Green Fabric  
24"Square x 17"H



**Madison Ottoman - Sand Dollar**

Tan Fabric  
24"Square x 17"H



**Madison Ottoman - Apricot**

Orange Fabric  
24"Square x 17"H



**Madison Ottoman - Sunflower**

Yellow Fabric  
24"Square x 17"H

2023 TRADE SHOW FURNISHINGS / KIT CATALOG

CHANDLER

Deadline Date: January 25, 2024



**Chandler Sofa**

Red Leather  
76"W x 37"D x 35"H



**Chandler Loveseat**

Red Leather  
53"W x 37"D x 35"H



**Chandler Chair**

Red Leather  
31"W x 37"D x 35"H



**Chandler Bench Ottoman**

Red Leather  
60"W x 24"D x 17"H

EVOKE



**Evoke Sofa**

Coffee Resin Frame with Tan Cushions  
81"W x 35"D x 27"H



**Evoke Chair**

Coffee Resin Frame with Tan Cushions  
33"W x 35"D x 27"H



**Evoke Cocktail Table**

Coffee Resin Frame  
48"W x 24"D x 18"H

## EVOKE

Deadline Date: January 25, 2024



### Evoke End Table

Coffee Resin Frame  
24"W x 28"D x 25"H



### Evoke Cube Table

Coffee Resin Frame  
18"Square x 18"H

## NIKO



### Niko Sofa

Grey Microfiber  
81"W x 30"D x 38"H



### Niko Loveseat

Grey Microfiber  
58"W x 30"D x 38"H



### Niko Chair

Grey Microfiber  
31"W x 30"D x 38"H

## STAGE CHAIRS



### Midnight Stage Chair

Midnight Microfiber  
25"W x 26"D x 37"H



### Chamois Stage Chair

Beige Microfiber  
25"W x 26"D x 37"H



### Buckskin Stage Chair

Tan Microfiber  
25"W x 26"D x 37"H

## STAGE CHAIRS

Deadline Date: January 25, 2024



### Empire Chair

■ Black Leather  
□ White Leather  
28"W x 32"D x 32"H



### Monarch Chair

Bright White Leather  
28"Square x 30"H

## OTTOMANS & BENCHES



### Curved Bench

Continental White Leather  
70"W x 26"D x 19"H



### Square Ottoman

■ Metro Black Leather  
□ Whisper White Leather  
■ Grammercy Charcoal Leather  
40"Square x 17"H



### Bench Ottoman

■ Metro Black Leather  
□ Whisper White Leather  
■ Chandler Red Leather  
■ Grammercy Charcoal Leather  
■ Parma Brown Leather  
60"W x 24"D x 17"H



### Essentials Storage Ottoman

White Leather with Locking Mechanism  
48"W x 24"D x 20"H  
Lock Not Included



### Round Ottoman

■ Grammercy Charcoal Leather  
□ Whisper White Leather  
46"Round x 17"H



### 1/4 Round Ottoman

■ Grammercy Charcoal Leather  
□ Whisper White Leather  
34"W x 19"D x 17"H



## OTTOMANS & BENCHES

Deadline Date: January 25, 2024



### Madison Sky Bench

Teal Fabric  
48"W x 24"D x 17"H



### Madison Ottomans

Left to Right: Willow, Sand Dollar, Apricot, Sunflower  
24"Square x 17"H

## BANQUETTES



### Essentials Banquette

White Leather  
60"Round x 48"H (2 Pieces)



### Whisper Banquette

White Leather  
59"Round x 38"H (2 Pieces)



### Grammercy Banquette

Charcoal Leather  
59"Round x 38"H (2 Pieces)

## TURNING BEDS



### Essentials Turning Bed

White Leather  
96"W x 48"D x 36"H

CUBE OTTOMANS

Deadline Date: January 25, 2024



Rubix Cube Ottomans

- Cherry

Cromwell

Grape

Lemon

Lime

Mango
- 18"Square x 18"H



Blanc Cube Ottoman

Bright White Leather  
17"Square x 17"H



Whisper Cube Ottoman

White Leather  
18"Square x 18"H



Metro Cube Ottoman

Black Leather  
18"Square x 18"H



**Essentials Turning Bed - Charged**

Bright White Leather  
96"W x 48"D x 25"H

\*White slip cover available for black charging unit.  
\*Maximum of 1 bed per power source.



**Boca Corner - Charged**

Bright White Leather  
27"Square x 30"H

\*Maximum of 4 daisy linked together per power source.



**Boca Chair - Charged**

Bright White Leather  
22"W x 27"D x 30"H

\*Maximum of 4 daisy linked together per power source.



**Aspen Bar Table - Charged**

White / Brushed Steel  
72"W x 26"D x 42"H

\*Maximum of 1 table per power source.



**Aspen Cocktail Table - Charged**

White / Brushed Steel  
48"W x 24"D x 18"H

\*Maximum of 1 table per power source.



**White Conference Table - Charged**

White  
96"W x 43"D x 30"H

\*Maximum of 1 table per power source.



**Patrice Table Chair - Charged**

Bright White Leather  
28"W x 31"D x 31"H

\*Maximum of 6 daisy linked together per power source.



**Lincoln Bench - Charged**

Bright White Leather  
59"W x 39"D x 17"H

\*Maximum of 3 daisy linked together per power source.

# OCCASIONAL TABLES

Deadline Date: January 25, 2024



## Tribeca Tables

End Table Wood/Black  
24"W x 28"D x 22"H  
Console Table Wood/Black  
48"W x 18"D x 30"H  
Cocktail Table Wood/Black  
48"W x 28"D x 19"H



## Novel Tables

End Table Satin Steel  
15" Square x 16"H  
Cocktail Table Satin Steel  
46"W x 15"D x 16"H



## Aria Tables Red

End Table Red/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Red/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables Green

End Table Green/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Green/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables Blue

End Table Blue/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Blue/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables Purple

End Table Purple/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Purple/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables White

End Table White/Brushed Steel  
24"W x 20"D x 22"H  
Console Table White/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table White/Brushed Steel  
44"W x 20"D x 18"H



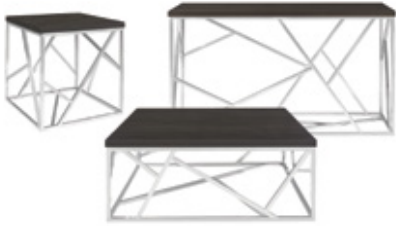
## Aria Tables Charcoal

End Table Storm Grey/Brushed Steel  
24"W x 20"D x 22"H  
Console Table Storm Grey/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table Storm Grey/Brushed Steel  
44"W x 20"D x 18"H

# OCCASIONAL TABLES

Deadline Date: January 25, 2024

2023 TRADE SHOW FURNISHINGS / KIT CATALOG



## Fuze Tables

End Table Chrome/Zebra wood Laminate  
24"Square x 23"H  
Console Table Chrome/Zebra wood Laminate  
60"W x 16"D x 34"H  
Cocktail Table Chrome/Zebra wood Laminate  
40"Square x 16"H



## London Tables

End Table Chrome/Marble  
24"Square x 23"H  
Console Table Chrome/Marble  
60"W x 16"D x 34"H  
Cocktail Table Chrome/Marble  
40"Square x 16"H



## Brooklyn Tables

End Table Square - Chrome  
22"Square x 20"H  
End Table Round - Chrome  
20"Round x 20"H  
Cocktail Table Rectangle - Chrome  
42"W x 24"D x 16"H  
Cocktail Table Round - Chrome  
30"Round x 16"H



## Vivid Tables

End Table - Smoked Powder Coat Finish  
26"Square x 21"H  
Console Table - Smoked Powder Coat Finish  
50"W x 24"D x 30"H  
Cocktail Table - Smoked Powder Coat Finish  
50"W x 24"D x 16"H



## Rose Table

17"Round x 17"H



## Zanzibar Table

17"Square



## Cube End Tables

■ Black 24"  
□ White 24"  
24"Square x 21"H



## Cube Cocktail Tables

■ Black 24"  
□ White 24"  
24"Square x 16"H



## Hylton Tablet Table

White/Brushed Steel  
18"W x 12"D x 28"H

BARS & BAR BACKS

Deadline Date: January 25, 2024



VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit  
72"W x 24"D x 42"H(Bar)  
13"D x 18"H (Shelf)  
\*Includes remote control



VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit  
48"W x 24"D x 42"H(Bar)  
13"D x 18"H (Shelf)  
\*Includes remote control



Bar

■ Black with 2 shelves in back  
□ White with 2 shelves in back  
48"W x 16"D x 42"H



Blox Bar Back

Walnut/Brushed Metal  
30"W x 16"D x 86"H  
Please Inquire About Shelf Dimensions



Piazza Bar Back

■ Black  
□ White  
44"W x 12"D x 79"H  
13"W x 14"H (Inside Shelf)

# STOOLS

Deadline Date: January 25, 2024



## Vienna Stool

Gray Acrylic  
Orange Acrylic  
Teal Acrylic  
17" Square x 39"H



## Criss Cross Bar Stool

Espresso Leather  
White Leather  
15"W x 19"D x 41"H



## Colin Stool

Natural Maple  
20"W x 19"D x 46"H



## Silk Back Bar Stool

Black  
White  
Blue  
Green  
Purple  
Red  
17"W x 18"D x 42"H



## Euro Bar Stool

Black  
22"W x 24"D x 42"H



## Hourglass Bar Stool

Black  
White  
18"W x 20"D x 43"H



## Equino Stool

Black  
White  
15"W x 13"D x 35"H



## STOOLS

Deadline Date: January 25, 2024



**Clara Stool**  
White  
17"W x 21"D x 41"H



**Marcus Bar Stool**  
Steel  
17"Square (at footbase) x 29"H



**Regal Stool**  
Brown Leather  
19"W x 24"D x 45"H



**Caprice Stool**  
Black Fabric  
25"W x 26"D x 44"H



**Sonic Stool**  
Black  
22"W x 23"D x 42"H



**Nexus Stool**  
White  
19"W x 20"D x 44"H

## CAFE CHAIRS



**Vienna Chair**  
Gray Acrylic  
Orange Acrylic  
Teal Acrylic  
21"Square x 32"H



**Silk Back Chair**  
Black  
White  
Blue  
Green  
Purple  
Red  
17"W x 18"D x 34"H

# CAFÉ CHAIRS

Deadline Date: January 25, 2024



**Clara Chair**  
White  
18"W x 21"D x 34"H



**Leslie Chair**  
White  
17"W x 21"D x 31"H



**Criss Cross Chair**  
■ Espresso Leather  
□ White Leather  
17"W x 21"D x 35"H



**Elio Chair**  
Steel  
17"Square x 33"H



**Caprice Chair**  
Black  
25"W x 24"D x 32"H



**Comet Chair**  
Black  
23"W x 22"D x 32"H (With Arms)  
19"W x 22"D x 32"H (Without Arms)



**Regal Dining Chair**  
Brown Leather  
19"W x 23"D x 38"H



**Sonic Chair**  
Black  
20"W x 21"D x 32"H



**Nexus Chair**  
White  
19"W x 22"D x 32"H

2023 TRADE SHOW FURNISHINGS / KIT CATALOG

## CAFÉ CHAIRS

Deadline Date: January 25, 2024



**Colin Chair**  
Natural Maple  
22"W x 19"D x 33"H

## BAR TABLES



**Euro Bar Table**  
Black/Black 30"  
30"Round x 42"H  
Black/Black 36"  
36"Round x 42"H



**Silk Bar Table**  
Black/Chrome 30"  
30"Round x 42"H  
Black/Chrome 36"  
36"Round x 42"H



**City Bar Table**  
Maple/Black 30"  
30"Round x 42"H  
Maple/Black 36"  
36"Round x 42"H



**Park Ave Bar Table**  
Maple/Chrome 30"  
30"Round x 42"H  
Maple/Chrome 36"  
36"Round x 42"H



**Summit Bar Table**  
White/Black 30"  
30"Round x 42"H  
White/Black 36"  
36"Round x 42"H



**Blanco Round Bar Table**  
White/Chrome 30"  
30"Round x 42"H  
White/Chrome 36"  
36"Round x 42"H

# BAR TABLES

Deadline Date: January 25, 2024



**Fuze Bar Table**

Zebrawood Laminate/Chrome  
36"Square x 42"H



**Blanco Square Bar Table**

White/Chrome  
24"Square x 42"H



**Blanco Rectangle Bar Table**

White/Chrome  
72"W x 24"D x 42"H



**Spectrum Bar Table Red**

Red/Chrome  
24"Square x 42"H



**Spectrum Bar Table Blue**

Blue/Chrome  
24"Square x 42"H



**Spectrum Bar Table Purple**

Purple/Chrome  
24"Square x 42"H



**Spectrum Bar Table Green**

Green/Chrome  
24"Square x 42"H



**Zinc Bar Table**

Chrome  
24"Round x 42"H

## BAR TABLES

Deadline Date: January 25, 2024



### Aspen Bar Table

White/Brushed Steel  
72"W x 26"D x 42"H

## CAFÉ TABLES



### Euro Café Table

Black/Black 30"  
30"Round x 30"H  
Black/Black 36"  
36"Round x 30"H



### Silk Café Table

Black/Chrome 30"  
30"Round x 30"H  
Black/Chrome 36"  
36"Round x 30"H



### Park Ave Café Table

Maple/Chrome 30"  
30"Round x 30"H  
Maple/Chrome 36"  
36"Round x 30"H



### City Café Table

Maple/Black 30"  
30"Round x 30"H  
Maple/Black 36"  
36"Round x 30"H



### Summit Café Table

White/Black 30"  
30"Round x 30"H  
White/Black 36"  
36"Round x 30"H



### Blanco Café Table

White/Chrome 30"  
30"Round x 30"H  
White/Chrome 36"  
36"Round x 30"H

# CAFÉ TABLES

Deadline Date: January 25, 2024



## Fuze Café Table

Zebrawood Laminate/Chrome  
36"Square x 30"H



## Blanco Square Café Table

White/Chrome Rectangle  
24"Square x 30"H



## Blanco Rectangle Café Table

White/Chrome Rectangle  
72"W x 24"D x 30"H



## Spectrum Café Table Red

Red/Chrome  
24"Square x 30"H



## Spectrum Café Table Blue

Blue/Chrome  
24"Square x 30"H



## Spectrum Café Table Purple

Purple/Chrome  
24"Square x 30"H



## Spectrum Café Table Green

Green/Chrome  
24"Square x 30"H



## Aspen Dining Table

White/Brushed Steel  
72"W x 30"D x 30"H



## Brio Dining Table

Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H

# OFFICE SEATING

Deadline Date: January 25, 2024



**Tamiri High Back Chair**

Black Leather  
25"W x 27"D x 45"H



**Tamiri Mid Back Chair**

Black Leather  
25"W x 27"D x 39"H



**Tamiri Guest Chair**

Black Leather  
25"W x 27"D x 37"H



**Accord Chair**

■ Black  
□ White  
25"Square x 44"H



**Goal Task Chair**

Black  
25"W x 24"D x 39"H



**Goal Task Chair Armless**

Black  
21"W x 24"D x 39"H



**Enterprise High Back Conference Chair**

Black Fabric  
25"W x 27"D x 45"H



**Enterprise Mid Back Conference Chair**

Black Fabric  
24"W x 26"D x 39"H



**Enterprise Guest Chair**

Black Fabric  
25"W x 27"D x 37"H



OFFICE SEATING



**Goal Drafting Stool**  
Black  
25"W x 24"D x 48"H



**Goal Drafting Stool Armless**  
Black  
21"W x 24"D x 48"H

CONFERENCE TABLES



**Conference Table Round**  
■ Black  
■ Mahogany  
42"Round x 29"H



**Command 6' Conference Table**  
■ Black  
■ Sirona  
□ White  
72"W x 36"D x 31"H



**Command 8' Conference Table**  
■ Black  
■ Sirona  
□ White  
96"W x 48"D x 31"H



**Command 10' Conference Table**  
■ Black  
■ Sirona  
□ White  
120"W x 48"D x 31"H

OFFICE FURNITURE

Deadline Date: January 25, 2024



**Computer Kiosk**  
■ Black  
□ White  
24" Square x 42"H



**Black Credenza**  
Black  
60"W x 20"D x 29"H



**Black Double Pedestal Desk**  
Black  
60"W x 30"D x 29"H



**5 Shelf Bookcase**  
■ Black  
■ Mahogany  
36"W x 12"D x 72"H



**Genoa Kneespace Credenza**  
Mahogany 2 Filing Cabinets/2-Drawers  
66"W x 20"D x 29"H



**Genoa Executive Desk**  
Mahogany Double Pedestal-Locking Drawers  
72"W x 36"D x 29"H



**Genoa Storage Credenza**  
Mahogany 2 Filing Cabinets  
2-Drawers-Inside Shelves  
66"W x 20"D x 29"H

# OFFICE FURNITURE

Deadline Date: January 25, 2024



## Vivid Café Table Square

Clear Glass/Smoked Powder Coat Finish  
42"Square x 30"H



## Vivid Café Table Rectangle

Clear Glass/Smoked Powder Coat Finish  
60"W x 36"D x 30"H



## Brooklyn Rectangle Dining Table

Clear Glass/Chrome  
60"W x 36"D x 30"H



## Brooklyn Round Dining Table

Clear Glass/Chrome  
42"Round x 30"H



## Aspen Dining Table

White/Brushed Steel  
72"W x 30"D x 30"H



## Brio Dining Table

Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H

# METAL FILE & STORAGE CABINETS

Deadline Date: January 25, 2024



## 2-Drawer File

Black Letter  
15"W x 25"D x 29"H  
Black Legal  
18"W x 25"D x 29"H



## 4-Drawer File

Black Letter  
15"W x 25"D x 52"H  
Black Legal  
18"W x 25"D x 52"H



## 2-Drawer Lateral File

Black (Pictured)  
36"W x 18"D x 27"H  
Black (Not Pictured)  
36"W x 20"D x 29"H



## 4-Drawer Lateral File

Black  
36"W x 18"D x 54"H



## Storage Cabinet

Black  
36"W x 18"D x 72"H

2023 TRADE SHOW FURNISHINGS / KIT CATALOG

PEDESTALS

Deadline Date: January 25, 2024



Display Pedestals 42"

- Black  
14"Square x 42"H
- Black  
24"Square x 42"H
- Black  
18"Square x 42"H
- White  
14"Square x 42"H



Display Pedestals 36"

- Black  
14"Square x 36"H
- Black  
24"Square x 36"H
- White  
14"Square x 36"H
- White  
24"Square x 36"H



Display Pedestals 30"

- Black  
14"Square x 30"H
- Black  
24"Square x 30"H
- Black  
18"Square x 30"H
- White  
14"Square x 30"H



Locking Pedestal

- Black  
24"Square x 42"H
- White



Fuze Pedestal

- Zebrawood Laminate/Chrome  
16"Square x 44"H



London Pedestal

- Marble/Chrome  
16"Square x 44"H

## MISCELLANEOUS ITEMS



### Stanchion

Chrome  
41"H

### Stanchion Rope

Red Velour  
6'L



### Nero Literature Rack

Black  
15"W x 12"D x 54"H



### Argento Literature Rack

Aluminum  
15"W x 12"D x 54"H



### Alto Literature Rack

Black/Metal  
11"W x 10"D x 57"H



### Compact Refrigerator

Black 4 Cu Ft  
21"W x 22"D x 32"H

## LIGHTING



### Silo Grey Lamps

Table Lamp  
25"H  
Floor Lamp  
70"H



### Silo White Lamps

Table Lamp  
25"H  
Floor Lamp  
70"H

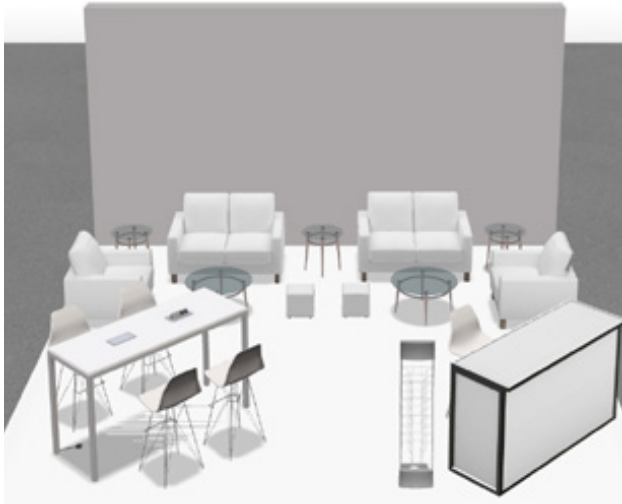


### Neutrino Floor Lamp

Steel  
67"H

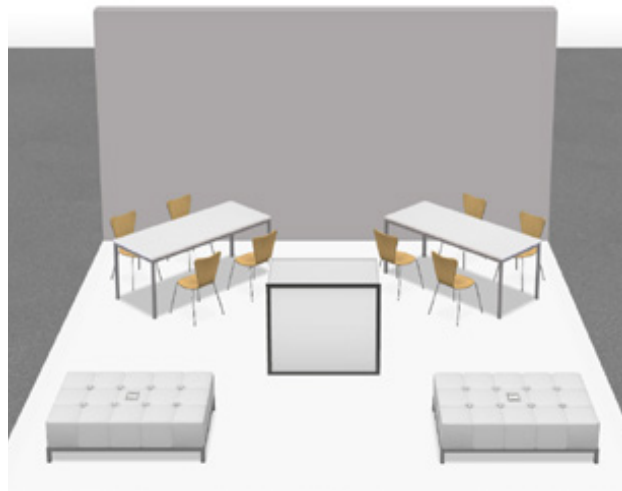
# DESIGN YOUR BOOTH SPACE **YOUR WAY**

Deadline Date: January 25, 2024



## 20x20 Booth Footprint

Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman  
Brooklyn Round End Table • Brooklyn Cocktail Table  
Aspen Bar Table - Charged • Nexus Stool  
VIP Glow Bar 6' • Argento Literature Rack



## 20x20 Booth Footprint

Aspen Dining Table • Colin Chair  
Lincoln Bench - Charged • VIP Glow Bar 4'



## 10x10 Booth Footprint

Niko Chair • Novel End Table • Fuze Pedestal  
30" Round Bar Table With Tulip Base - White • Vienna Stool



## 20x10 Booth Footprint

Chandler Loveseat • Brushed Steel Lamp  
Continental Curved Bench • Rose Table  
Aria End Table - White • London Console Table





# 2023 Trade Show Order Form

Expo Event Services  
141 Lanza Avenue 3C  
Garfield, NJ 07026

Phone: (201) 300 - 2782  
Fax: (917) 591 - 8316  
Email: [orders@expoeventservices.com](mailto:orders@expoeventservices.com)

## TRADE SHOW INFORMATION

Show Name		Company Name			
Show Dates		Onsite Contact Name			
Venue Name		Onsite Contact Cell #			
Venue Address		Delivery Date		Time	
		Pickup Date		Time	
Booth # and Name		Show Contractor			

\*\*\*All Furniture Subject to Availability\*\*\*

**Terms & Conditions:** **Payments:** 100% payment due prior to delivery to secure the order unless credit approved with AFR. You may be subject to additional charges by the drayage company for moving the furniture from the loading dock to the exhibit space. Please check your Exhibitor Manual.

**Cancellation Fee:** If cancelled within 3 days prior to delivery, a 100% charge will be applied.

**Late Fee:** All orders received within 14 days of the show opening will receive at 25% late fee.  
Show site orders will be based on availability and charged a 30% late fee.

**Confirmation:** Please email your sales team if you do not receive confirmation within 1-2 days of submitting this order form.

Item Number	Weight		Dimensions	Standard	Qty.	Total
<b>Blanc (Pg. 2)</b>						
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$1,018.00		\$ -
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$971.00		\$ -
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$811.00		\$ -
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$488.00		\$ -
18184-0274	15 lbs.	Blanc Bright White Leather Cube Ottoman	17"Square	\$170.00		\$ -
<b>Whisper (Pg. 2 &amp; 3)</b>						
18228-0607	115 lbs.	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$971.00		\$ -
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$931.00		\$ -
18284-0487	60 lbs.	Whisper White Leather Chair	35"W x 37"D x 35"H	\$773.00		\$ -
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$431.00		\$ -
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$431.00		\$ -
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$431.00		\$ -
<b>Function (Pg. 3)</b>						
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$519.00		\$ -
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$558.00		\$ -
<b>Continental (Pg. 3 &amp; 4)</b>						
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$1,002.00		\$ -
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$971.00		\$ -
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$431.00		\$ -
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$508.00		\$ -
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$431.00		\$ -
<b>Sophistication (Pg. 4)</b>						
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$1,002.00		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$678.00		\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$508.00		\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$508.00		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$383.00		\$ -
<b>Boca (Pg. 5)</b>						
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$558.00		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$519.00		\$ -
<b>Metro (Pg. 5)</b>						
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$836.00		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$805.00		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$629.00		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$431.00		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$431.00		\$ -
<b>Suave Midnight (Pg. 6)</b>						
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$733.00		\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$636.00		\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$478.00		\$ -
<b>Grammercy (Pg. 6)</b>						
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$931.00		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$811.00		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$519.00		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$598.00		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$431.00		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$431.00		\$ -
<b>Parma (Pg. 7)</b>						
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$836.00		\$ -
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$805.00		\$ -
18284-0710	75 lbs.	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$629.00		\$ -

18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$431.00		\$	-
Montana Mocha (Pg. 7)							
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$788.00		\$	-
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$693.00		\$	-
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$534.00		\$	-
Madison (Pg. 8)							
18228-0823	100 lbs.	Madison Sofa	86"W x 34"D x 34"H	\$971.00		\$	-
18284-0794	75 lbs.	Madison Chair	33"W x 34"D x 34"H	\$566.00		\$	-
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$399.00		\$	-
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$255.00		\$	-
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$255.00		\$	-
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$255.00		\$	-
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$255.00		\$	-
Chandler (Pg. 9)							
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$836.00		\$	-
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$805.00		\$	-
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$629.00		\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$431.00		\$	-
Evoke (Pg. 9 & 10)							
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,264.00		\$	-
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$678.00		\$	-
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$431.00		\$	-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$383.00		\$	-
13110-0008	10 lbs.	Evoke Cube Table	18"Square	\$271.00		\$	-
Niko (Pg. 10)							
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$1,035.00		\$	-
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$946.00		\$	-
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$788.00		\$	-
Stage Chairs (Pg. 10 & 11)							
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$311.00		\$	-
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$311.00		\$	-
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$311.00		\$	-
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$558.00		\$	-
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$558.00		\$	-
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$356.00		\$	-
Ottomans & Benches (Pg. 11 & 12)							
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$509.00		\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$431.00		\$	-
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$431.00		\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$431.00		\$	-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$431.00		\$	-
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$431.00		\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$431.00		\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$431.00		\$	-
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$431.00		\$	-
18184-0192	70 lbs.	Essentials Storage Ottoman	48"W x 24"D x 20"H	\$598.00		\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$431.00		\$	-
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$431.00		\$	-
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$399.00		\$	-
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$255.00		\$	-
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$255.00		\$	-
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$255.00		\$	-
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$255.00		\$	-
Banquettes & Turning Beds (Pg. 12)							
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,264.00		\$	-
18011-0001	130 lbs.	Whisper White Leather Banquette (2 pcs)	59"Round x 38"H	\$1,264.00		\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,264.00		\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,519.00		\$	-
Cube Ottomans (Pg. 13)							
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$174.00		\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$174.00		\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$174.00		\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$174.00		\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$174.00		\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$174.00		\$	-
18184-0274	15 lbs.	Blanc Bright White Leather Cube	17"Square x 17"H	\$170.00		\$	-
18184-0129	15 lbs.	Whisper White Leather Cube Ottoman	18"Square x 18"H	\$170.00		\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$170.00		\$	-
Charged (Pg. 14)							
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,685.00		\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$636.00		\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$589.00		\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$986.00		\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$558.00		\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,328.00		\$	-

18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$614.00	\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$931.00	\$	-
Occasional Tables (Pg. 15 & 16)						
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$303.00	\$	-
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$336.00	\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$319.00	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$306.00	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$431.00	\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$303.00	\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$319.00	\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$303.00	\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$319.00	\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$303.00	\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$319.00	\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$303.00	\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$319.00	\$	-
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$303.00	\$	-
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$336.00	\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$319.00	\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$303.00	\$	-
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$336.00	\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$319.00	\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$328.00	\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$319.00	\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$368.00	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$328.00	\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$319.00	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$368.00	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W x 22"D x 20"H	\$280.00	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$280.00	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W x 24"D x 16"H	\$311.00	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$311.00	\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$303.00	\$	-
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$336.00	\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$319.00	\$	-
12003-0038	15 lbs.	Rose Table	17"Round x 17"H	\$336.00	\$	-
12003-0039	20 lbs.	Zanzibar Table	17"Square	\$336.00	\$	-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$311.00	\$	-
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$311.00	\$	-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$303.00	\$	-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$303.00	\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$271.00	\$	-
Bars & Bar Backs (Pg. 17)						
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$1,105.00	\$	-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$931.00	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$509.00	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$509.00	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$636.00	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$598.00	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$598.00	\$	-
Bar Stools (Pg. 18 & 19)						
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$319.00	\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$319.00	\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$319.00	\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$286.00	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$286.00	\$	-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$240.00	\$	-
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$271.00	\$	-
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$271.00	\$	-
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$271.00	\$	-
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$271.00	\$	-
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$271.00	\$	-
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$271.00	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$271.00	\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$296.00	\$	-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$296.00	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$296.00	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$296.00	\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$286.00	\$	-
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$216.00	\$	-
05237-0156	20 lbs.	Regal Stool	19"W x 24"D x 45"H	\$296.00	\$	-
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$296.00	\$	-
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$240.00	\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$248.00	\$	-
Café Chairs (Pg. 19, 20, & 21)						

05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$201.00	\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$201.00	\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$201.00	\$	-
99-05035-10	20 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$170.00	\$	-
99-05035-11	20 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$170.00	\$	-
99-05035-15	20 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$170.00	\$	-
99-05035-12	20 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$170.00	\$	-
99-05035-13	20 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$170.00	\$	-
99-05035-14	20 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$170.00	\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$191.00	\$	-
05035-0008	10 lbs.	Leslie Chair	17"W x 21"D x 31"H	\$151.00	\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$153.00	\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$153.00	\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$170.00	\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$170.00	\$	-
14233-0005	20 lbs.	Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$233.00	\$	-
14233-0006	15 lbs.	Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$216.00	\$	-
05221-0039	20 lbs.	Regal Dining Chair	19"W x 23"D x 38"H	\$240.00	\$	-
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$170.00	\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$201.00	\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$170.00	\$	-
Bar Tables (Pg. 21, 22, & 23)						
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$303.00	\$	-
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$311.00	\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$303.00	\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$311.00	\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$303.00	\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$311.00	\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$303.00	\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$311.00	\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$303.00	\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$311.00	\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$303.00	\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$311.00	\$	-
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$343.00	\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$303.00	\$	-
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$470.00	\$	-
99-05245-20	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$328.00	\$	-
99-05245-21	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$328.00	\$	-
99-05245-18	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$328.00	\$	-
99-05245-19	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$328.00	\$	-
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$454.00	\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$844.00	\$	-
Café Tables (Pg. 23 & 24)						
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$303.00	\$	-
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$311.00	\$	-
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$303.00	\$	-
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$311.00	\$	-
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$303.00	\$	-
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$311.00	\$	-
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$303.00	\$	-
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$311.00	\$	-
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$303.00	\$	-
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$311.00	\$	-
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$303.00	\$	-
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$311.00	\$	-
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30	\$344.00	\$	-
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$303.00	\$	-
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$470.00	\$	-
99-05036-20	25 lbs.	Spectrum Café Table - Red	24"Square x 29"H	\$328.00	\$	-
99-05036-21	25 lbs.	Spectrum Café Table - Blue	24"Square x 29"H	\$328.00	\$	-
99-05036-18	25 lbs.	Spectrum Café Table - Purple	24"Square x 29"H	\$328.00	\$	-
99-05036-19	25 lbs.	Spectrum Café Table - Green	24"Square x 29"H	\$328.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$724.00	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$971.00	\$	-
Office Seating (Pg. 25 & 26)						
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$383.00	\$	-
14176-0007	37 lbs.	Tamiri Mid Back Chair	27"Square x 39"H	\$336.00	\$	-
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$311.00	\$	-
14136-0081	40 lbs.	Accord High Back Chair - Black	25"Square x 44"H	\$478.00	\$	-
14136-0010	40 lbs.	Accord High Back Chair - White	25"Square x 44"H	\$478.00	\$	-
14250-0013	36 lbs.	Goal Task Chair - Arms	25"Square x 39"H	\$255.00	\$	-
14250-0014	38 lbs.	Goal Task Chair Armless	21"W x 25"D x 39"H	\$233.00	\$	-
14136-0080	40 lbs.	Enterprise High Back Conference Chair	25"W x 27"D x 45"H	\$336.00	\$	-
14176-0046	35 lbs.	Enterprise Mid Back Conference Chair	24"W x 26"D x 39"H	\$311.00	\$	-

14128-0096	33 lbs.	Enterprise Guest Chair	25"W x 27"D x 37"H	\$286.00	\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$271.00	\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$255.00	\$	-
Conference Tables (Pg. 26)						
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$423.00	\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$423.00	\$	-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$755.00	\$	-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$755.00	\$	-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$755.00	\$	-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$811.00	\$	-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$811.00	\$	-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$811.00	\$	-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$931.00	\$	-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$931.00	\$	-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$931.00	\$	-
Office Furniture (Pg. 27 & 28)						
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$621.00	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$621.00	\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$558.00	\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$636.00	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$598.00	\$	-
14029-0091	56 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$598.00	\$	-
14072-0039	200 lbs.	Genoa Kneespace Credenza	66"W x 20"D x 29"H	\$558.00	\$	-
14083-0117	290 lbs.	Genoa Executive Desk	72"W x 36"D x 29"H	\$660.00	\$	-
14072-0038	225 lbs.	Genoa Storage Credenza	66"W x 20"D x 29"H	\$558.00	\$	-
05088-0365	70 lbs.	Vivid Café Table - Square	42"Square x 30"H	\$519.00	\$	-
05088-0364	90 lbs.	Vivid Café Table - Rectangle	60"W x 36"D x 30"H	\$598.00	\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$621.00	\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$488.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$724.00	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$971.00	\$	-
Metal File & Storage Cabinets (Pg. 29)						
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$209.00	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$271.00	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$280.00	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$280.00	\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$280.00	\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$280.00	\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$343.00	\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$343.00	\$	-
Pedestals (Pg. 30)						
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$415.00	\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$503.00	\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$463.00	\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$415.00	\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$351.00	\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$503.00	\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$351.00	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$503.00	\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$328.00	\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$478.00	\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$336.00	\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$328.00	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$621.00	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$621.00	\$	-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$343.00	\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$343.00	\$	-
Miscellaneous Items (Pg. 31)						
14189-0066	30 lbs.	Stanchion Chrome	41"H	\$96.00	\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$50.00	\$	-
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$233.00	\$	-
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$240.00	\$	-
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$431.00	\$	-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$351.00	\$	-
Lighting (Pg. 31)						
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$211.00	\$	-
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$154.00	\$	-
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$211.00	\$	-
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$154.00	\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$216.00	\$	-



**DO NOT MAIL ORDER FORM - Email / Fax Form ONLY**

Please make payments payable to: American Furniture Rentals, Inc.  
PO BOX 778962  
Chicago, IL 60677-8962

Total Product		\$	-
Late Fee %		\$	-
Sub Total		\$	-
Sales Tax %		\$	-
Total Amount Due		\$	-

Company Name	-	Credit Card Type			
Street Address		Credit Card #			
City		Card Holder			
State		Expiration Date		Security Code	
Zip Code		Signature			
Name / Date of Show					
Booth Number	-	Date			
Contact Name		Email Address			
Contact Cell		Fax #			
Special Instructions:					



# LA Travel & Adventure Show

February 3-4, 2024



## ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

01 / 13/ 2024

[ORDERING.EDLEN.COM](https://ordering.edlen.com)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

[ExhibitorServices-LosAngeles@edlen.com](mailto:ExhibitorServices-LosAngeles@edlen.com)

**EDLEN**  
The Power People

Edlen Electrical Exhibition Services

1201 South Figueroa Street, Los Angeles, CA 90015

213.765.4676 • [LACC@edlen.com](mailto:LACC@edlen.com) • [www.edlen.com](http://www.edlen.com)



## ELECTRICAL RATE SHEET



The Power People

## ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015

Phone: (213) 765-4676 Fax: (213) 765-4679

LACC@edlen.com

THIS IS NOT AN ORDER FORM

EVENT:	LA Travel & Adventure Show	
FACILITY:	Los Angeles Convention Center	
DATES:	February 3-4, 2024	EVENT # 024004LA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event					
<b>INLINE AND PENINSULA DELIVERY</b> The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).	<b>120 VOLT</b>	<b>QTY</b> Show Hours Only	<b>QTY</b> 24hrs/day Double rate	<b>ADVANCE PAYMENT PRICE</b>	<b>REGULAR PAYMENT PRICE</b>	<b>TOTAL COST</b>
	500 WATTS (5 AMPS)			150.00	225.00	
	1000 WATTS (10 AMPS)			279.00	419.00	
	1500 WATTS (15 AMPS)			304.00	456.00	
	2000 WATTS (20 AMPS)			330.00	495.00	
<b>ISLAND BOOTH DELIVERY ONE LOCATION</b> Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.	<b>208 VOLT SINGLE PHASE</b>					
	20 AMPS			640.00	960.00	
	30 AMPS			775.00	1163.00	
	60 AMPS			1045.00	1568.00	
<b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b> Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.	<b>208 VOLT THREE PHASE</b>					
	20 AMPS			892.00	1338.00	
	30 AMPS			1056.00	1584.00	
	60 AMPS			1328.00	1992.00	
	100 AMPS			1817.00	2726.00	
	200 AMPS			2038.00	3057.00	
	400 AMPS			2838.00	4257.00	
<b>208/480V POWER DELIVERY AND CONNECTIONS</b> Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.	<b>TRANSFORMER(S) Boost 208 Volt to 230 Volt</b>					
	Transformer (20 amp minimum charge)		Total Amps: _____ x 5.50 =			
	<b>Please call for information on any services you require that are not listed here.</b>					
<b>MOTOR POWER</b> Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.	<b>480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event</b>					
<b>24 HOUR SERVICES</b> Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.	<b>480 VOLT THREE PHASE</b>					
	20 AMPS			1784.00	2676.00	
	30 AMPS			2112.00	3168.00	
	60 AMPS			2546.00	3819.00	
	100 AMPS			3634.00	5451.00	
<b>ADVANCE RATES</b> To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.	<b>120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)</b>					
	15' EXTENSION CORD				27.00	
	POWER STRIP				27.00	
<b>TERMS &amp; CONDITIONS</b> I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.	<b>LABOR RATES:</b>					
	Straight Time M-F (8a-430p) \$180/hr, All other days/times are billed at					
	\$360/hr including Holidays					



# SHORT TERM PLANT RENTAL

## 800 PLANT IT

Live plants. Anytime, anywhere.

800PLANTIT.com

**2024 LA Travel & Adventure**  
**February 3-4, 2024**  
**Los Angeles Convention Center**  
**Los Angeles, CA**

QUALITY AND SERVICE	COST EACH	QUANTITY	TOTAL
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### RENTAL

3' Green Plant	45.00		
4' Green Plant	60.00		
5' Green Plant	70.00		
6' Green Plant	80.00		
8' Green Plant	100.00		
Boston Fern	45.00		
Ivy	40.00		
Pothos	45.00		

### BLOOMING PLANTS

Mums-Yellow	35.00		
Mums-White	35.00		
Mums-Lavender	35.00		
Potted Orchid	35.00		
Bromeliads	40.00		
Azaleas (seasonal)	40.00		
Kalanchoe	40.00		
Succulents	40.00		

### FLOWER ARRANGEMENTS

Cut Flower Arrangement (tabletop, coffee table)	80.00		
Cut Flower Arrangement (reception, countertops, conference room)	100.00		
Custom Succulent Arrangement	125-300		
Bubble Bowl (for business cards only)	30.00		

TOTAL PLANTS AND FLOWERS \_\_\_\_\_

ADD 7.75% SALES TAX TOTAL \_\_\_\_\_

INCLUDING SALES TAX \_\_\_\_\_

### RENTAL POLICY

All plants and materials are rental basis only. Items missing from booths are responsibility of the exhibitor and may be subject to additional charges.

### ALL PRICES INCLUDE:

- Installation
- Servicing
- Top Dressing
- Decorative Containers
- Removal at End of Show

### ALL GREEN PLANTS FOR RENTAL ONLY

### CHOICE OF CONTAINERS

☐ WHITE ☐ BLACK

### PAYMENT POLICY

To complete your order, please visit:

<https://800plantit.boomerecommerce.com>

For all inquiries, please email Customer Service at [customerservice@800plantit.com](mailto:customerservice@800plantit.com)



800PLANTIT.com

Live plants. Anytime, anywhere.

800.752.6848



## Exhibitor Order Form **Deadline Date: January 25, 2024**

To order audio visual equipment for your exhibit booth, please fill out this form and return it via email to [exhibitservices@turningpointav.com](mailto:exhibitservices@turningpointav.com) or fax to 320-341-2270.

You may also fill out and submit the order form online at: <http://www.turningpointav.com/exhibitor-orders-2024>

### Onsite Contact Information

Company Name:

Onsite Contact Name:

Onsite Contact Mobile Number:

Booth Number:

Set up Date:

Removal Date:

Equipment All equipment is charged on a per event basis	Advance Price ordered prior to 10 days of show start date	Standard Price ordered within 10 days of show start date, subject to availability	Quantity
32" LED Monitor (HDMI input) w/ tripod pole stand <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	
65" LED Monitor (HDMI input) w/tripod pole stand <small>Monitors come with the ability to play video via laptop or jump drive</small>	\$1,400.00	\$2,200.00	
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	
PC Laptop Computer w/ Microsoft Office	\$500.00	\$1,000.00	

**Labor** - All exhibit hall AV setups will be charged a \$150.00 set up and removal fee.

Equipment will be set by end of scheduled set up day and removed by end of scheduled strike day

**Power** - All power needs should be directed to power services 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](mailto: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](mailto: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

Please select your preferred method of payment.

An invoice with the total amount due and payment instructions will be emailed to the billing contact provided below.

I would like to pay with company check



I would like to pay with credit card



A 3.5% processing fee will be charged to all credit card payments.

### Billing Contact Information

First and Last Name:

Email Address:

Street Address:

Telephone Number:

City:

State:

Postal Code:

Need Help? 855-487-2811 x213 | Email: [exhibitservices@turningpointav.com](mailto:exhibitservices@turningpointav.com)

1 of 2

### 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 1-5 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 5 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.

INTERNET | TELEPHONE | CABLE TV

# LOS ANGELES

CONVENTION CENTER

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO  
A SUCCESSFUL EVENT



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# Where TECHNOLOGY Meets HOSPITALITY

## EXPERTISE

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

### FIRST CLASS CUSTOMER SERVICE

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

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

### KNOWLEDGEABLE TECHNICAL SUPPORT

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

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

### REDUNDANCY OF EQUIPMENT

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

### 24/7 NETWORK MONITORING

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





Is the exclusive provider of the following services:

**INTERNET**



**TELEPHONE**



**CABLE TV**





# Need just a **BASIC** CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for  
**LIGHT INTERNET USAGE** such as  
web browsing and checking email via a wired connection.

SERVICE	INCENTIVE **	BASE	ON-SITE
Basic Internet	<b>\$895</b>	\$1,140	\$1,368
Additional Device	<b>\$185</b>	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	<b>\$185</b>	\$225	\$270
Patch Cables	<b>\$50</b>	\$62	\$74
Labor (Floor Work)	<b>\$125</b>	\$125	\$125

\* **NOT FOR STREAMING**

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

**Basic Internet Includes:**

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

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

ORDER NOW



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

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# What if it's **MISSION CRITICAL?**

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

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

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

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

**Dedicated Services Include:**

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

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

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# NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides  
**SIMPLE & SECURE WIRELESS**  
connectivity ideal for checking emails, browsing the web,  
processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	<b>\$2,339</b>	\$2,807	\$3,368
15 Device Limit	<b>\$4,133</b>	\$4,960	\$5,952
30 Device Limit	<b>\$6,762</b>	\$8,114	\$9,737
Additional Access Point Rental	<b>\$750</b>	\$750	\$750

\* **NOT FOR STREAMING.**

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

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

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

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)

# WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

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

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

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

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

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

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# NEED TELEPHONE OR CONFERENCE SERVICES?

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

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

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

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

**Telephone Service Information:**

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

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

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# NEED CABLE TV SERVICES?



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

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

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

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

ORDER NOW



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

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# FAQ

## Frequently Asked Questions

### DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

### WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

### WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

**TIP:** Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



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[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

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### DO YOU OFFER INCENTIVE RATES?

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

### WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

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

### CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

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

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

### HOW MUCH BANDWIDTH DO I NEED?

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

### WHAT DOES SD, HD, AND UHD STAND FOR?

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

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



## Our Promise ★★★★★

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

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

# ON-SITE WIRELESS SERVICES

## LOS ANGELES CONVENTION CENTER

### NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

#### EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

**1 day for \$79.99**  
**3 days for \$227.97**  
**5 days for \$359.95**

#### HOW TO CONNECT TO EXHIBITOR INTERNET

1. Open Wi-Fi settings on your device and select "Exhibitor Internet".
2. First time users will be asked to create an account and select a purchase option.
3. Follow the on-screen instructions to get connected.

#### COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

#### HOW TO CONNECT TO COMPLIMENTARY INTERNET

1. Open Wi-Fi settings on your device and select "Free Internet".
2. First time users will be asked to create an account and verify their email address to get connected.

For questions regarding on-site wireless services, please call Smart City Networks at 213-765-4647. To order any other services we provide, please visit us online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com).



LOS ANGELES CONVENTION CENTER

# SAMPLING

THIS INFORMATIONAL PACKET INCLUDES THE FOLLOWING:

- ☐ SAMPLING FORM + GUIDELINES
- ☐ SAMPLE COI - RETURN TO LEVY
- ☐ TFF APPLICATION - RETURN TO EVENT ORGANIZER

LOS ANGELES CONVENTION CENTER

## SAMPLING FORM information

**THE SALE  
OF FOOD +  
BEVERAGE  
ITEMS IS  
STRICTLY  
PROHIBITED.**



### 1 FIRST STEP: DO YOU QUALIFY?

#### Are you the Manufacturer or Distributor?

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence.

ITEMS DISPENSED ARE LIMITED TO PRODUCTS **MANUFACTURED, PROCESSED OR DISTRIBUTED BY EXHIBITING COMPANIES.**

### 2 SECOND STEP: SIZE RESTRICTIONS

All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance to Health Codes

Non-Alcoholic Beverages limited to maximum of No cans or bottles will be permitted. Food items are limited to "bite size", not to exceed Portions or a 2 oz. prepackaged samples.

### 3 THIRD STEP: SAMPLING ALCOHOL

All alcohol sampling requires a Levy Bartender - fees apply

Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. must be "sample" sizes

**ALCOHOLIC BEVERAGES**  
2 oz. for beer/wine + .25 oz for liquor  
HANDLING/STORAGE FEES MAY APPLY

### 4 FOURTH STEP: BUYOUT FEES

FOOD OR BEVERAGE PRODUCTS BROUGHT ON THE PREMISES FOR CONSUMPTION **THAT DO NOT FALL WITHIN THE SAMPLING PARAMETERS**

A buy-out fee will be determined by Levy on a case by case basis; however, the fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

### 5 FIFTH STEP: HEALTH DEPARTMENT

**Every exhibitor that plans to sample food and beverage must obtain a Temporary Food Facility Permit through the LA County Health Department.**

The permit is only valid for the specified site, dates, and business or organization. Each permit is limited to one food facility (exhibitor) operated by one owner.

PLEASE READ OVER THE FULL  
COMMUNITY EVENT HEALTH  
DEPARTMENT REQUIREMENTS

**ESPECIALLY AS IT RELATES TO  
HAND WASHING AND WARE  
WASHING SINKS.**

Sampling exhibitors are all required to provide their own hand washing sink.

### 6 SIXTH STEP: PAPERWORK SUBMISSION

#### RETURN TO EVENT ORGANIZER

- ☐ TEMPORARY FOOD FACILITY APPLICATION [LINK HERE!](#)

#### RETURN TO LEVY

- ☐ [SAMPLING AUTHORIZATION FORM](#) [LINK HERE!](#)

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY

# LOS ANGELES CONVENTION CENTER

## SAMPLE COI

### certificate of insurance

EXHIBITING FIRM MUST PROVIDE LEVY WITH A CERTIFICATE OF INSURANCE SHOWING EVIDENCE OF COMMERCIAL LIABILITY WITH AN EACH OCCURRENCE LIMIT OF \$1,000,000.

**Please review the attached sample for clear instructions.**

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 07/29/2019

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

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

PRODUCER: CA  
INSURED: CA

CONTACT NAME: PHONE: FAX: MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE: RAC #:  
INSURER A: Truck Insurance Exchange 21709  
INSURER B: Farmers Insurance Exchange 21652  
INSURER C: Mid Century Insurance Company 21687  
INSURER D:  
INSURER E:  
INSURER F:

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y X	602631901	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOUND AGG \$ 2,000,000
<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIREN AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y X	602631901	10/01/2018	10/01/2019	COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (per person) \$ 1,000,000 BODILY INJURY (per accident) \$ 1,000,000 PROPERTY DAMAGE (per accident) \$ 1,000,000
<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y X	605441576	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (mandatory in MD)	Y/N N/A				WC STATUTORY LIMITS \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYED \$ E.L. DISEASE - POLICY LIMIT \$

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

Endorsement - (IF APPLICABLE, WILL BE DELIVERED WITH POLICY).  
All Entities below have been added as Additional Insured & Loss Payee.

**CERTIFICATE HOLDER** **CANCELLATION**

Levy Premium FoodService Limited Partnership & AEG/Los Angeles Convention Center  
1201 S. Figueroa St.  
Los Angeles CA 90015

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

AUTHORIZED REPRESENTATIVE  
Derek Anderson

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The ACORD name and logo are registered marks of ACORD

**PLEASE ENSURE THE CERTIFICATE OF INSURANCE IS UPLOADED AT LEAST 30 DAYS PRIOR TO THE EVENT.**

SAMPLING AUTHORIZATION FORM [LINK HERE](#)



OR USE THE QR CODE!

#### CERTIFICATE HOLDER:

LEVY PREMIUM FOODSERVICE LIMITED PARTNERSHIP  
+ AEG/LOS ANGELES CONVENTION CENTER  
1201 S. FIGUEROA ST.  
LOS ANGELES, CA 90015

# Sampling Service

## menu



### STAFF FEES

- **BARTENDER** \$250
- **SERVER** \$250
- **WAREHOUSEMAN** \$250
- **RUNNER** \$250
- **STEWARD** \$250

ALL STAFF FEES ARE BASED ON A 4 HOUR  
MINIMUM SHIFT. ADDITIONAL FEES PER HOUR  
WILL APPLY. ALL STAFF ARE UNION EMPLOYEES  
AND STAFF WILL BE DICTATED BASED ON THE  
UNION CLASSIFICATION

### STORAGE FEES

#### FROZEN STORAGE

\$250 PER PALLET PER DAY

#### DRY STORAGE

\$150 PER PALLET PER DAY

#### PALLET DELIVERY

\$75 PER PALLET

#### CASE DELIVERY

\$35 PER DELIVERY

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## additional items

---

<b>BOTTLED WATER (24 COUNT</b>	<b>\$144</b>
<b>WATER JUG (5 – GALLONS)</b>	<b>\$55</b>
<b>ICE (20 LB BAG)</b>	<b>\$30</b>
<b>NAPKINS (SLEEVE)</b>	<b>\$15</b>
<b>SAMPLE CUPS</b>	
3 OZ (100 CT)	\$30
1 OZ (250 CT)	\$20
<b>BOXED GLOVES</b>	<b>\$20</b>
<b>HANDWASHING STATION - PER DAY</b>	<b>\$250</b>

ADDITIONAL ITEMS AVAILABLE ON REQUEST.

**ALL ITEMS SUBJECT TO AVAILABILITY.**

PRICING SUBJECT TO CHANGE

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY



## COMMUNITY EVENT TEMPORARY FOOD FACILITY APPLICATION

(\*Submit 30 days in advance of the event)

\*Application submitted less than 14 calendar days prior to the start of the event will be subjected to an expedited processing fee.



Name of Event: \_\_\_\_\_ Date(s) of the Event: \_\_\_\_\_ to: \_\_\_\_\_

Name of Facility: \_\_\_\_\_ Event Organizer: \_\_\_\_\_

Facility Operator: \_\_\_\_\_ Booth #: \_\_\_\_\_ # of Food Employees: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

On-site Phone: \_\_\_\_\_

### TEMPORARY FOOD FACILITY TYPE:

☐ Food Booth      ☐ Food Truck      ☐ Food Cart      ☐ Annual Food Booth

### FOOD OPERATION TYPE:

☐ Pre-packaged      ☐ Pre-packaged with Sampling      ☐ Food Demonstration      ☐ Food Preparation

### FOOD TO BE SOLD/SERVED

All food preparation shall be completed either in the temporary food facility or at an approved food facility.

List food items to be sold/served: (teriyaki chicken, burrito, popcorn, etc.)	Check if commercially pre-packaged: (unopened, original containers)	Identify types of preparation at other locations: (cutting, washing, cooking, etc.)	Identify types of preparation at booth: (assembly, portioning, cooking, etc.)	Identify means of temperature control at booth: (steam table, refrigerator, ice chests, etc.)
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

### OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Invoice #: \_\_\_\_\_ Approved By: \_\_\_\_\_

### FOOD PREPARATION AT OTHER LOCATION

All food preparation must be completed either in the temporary facility or at an approved food facility. Identify any facility where advanced preparation will take place. **An agreement form must be submitted for food preparation at a permitted food facility.**

Name of Facility: \_\_\_\_\_ PR/Permit #: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

Method of food temperature control used during transportation: \_\_\_\_\_

### HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining food hot or cold during hours of operation.

Cold Holding: ☐ Mechanical Refrigerator ☐ Ice Chest ☐ Cold Table  
☐ Other (Specify): \_\_\_\_\_

Hot Holding: ☐ Steam Table ☐ Chafing Dishes ☐ Electric Soup Warmer  
☐ Hot Holding Cabinet ☐ Hot Dog Roller Grill ☐ Electric Rice Cooker/warmer  
☐ Other (Specify): \_\_\_\_\_

At the end of the operating day, all potentially hazardous foods that are held at 45°F **shall be destroyed.**

At the end of the operating day, all potentially hazardous foods held at or above 135°F **shall be destroyed.**

### EQUIPMENT/UTENSILS USED

Will multi-use kitchen utensils (knives, scoops, spatulas, bowls, etc.) be used inside the booth for food preparation?

☐ Yes ☐ No

Identify all **equipment** that will be used in food preparation at the food booth:

☐ Barbecue Grill ☐ Range Burner ☐ Deep Fryer ☐ Griddle ☐ Charbroiler ☐ Mixer ☐ Blender

☐ Other (Specify): \_\_\_\_\_

Identify all **utensils** that will be used in food preparation at the food booth:

**Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.)**

### FOOD PROTECTION

Identify methods of protecting foods from customer contamination.

☐ Sneeze Guards ☐ Only pre-packaged food or bottled drink  
☐ Hinged chafing dishes ☐ Prepared and stored away from the customers ☐ Other  
(Specify): \_\_\_\_\_

### FOOD BOOTH CONSTRUCTION

Food preparation booths must be constructed with 4 sides, a washable floor and overhead protection.

Pre-packaged food booths require a washable floor and overhead protection.

Floor Material: \_\_\_\_\_ Wall Material: \_\_\_\_\_

Ceiling Material: \_\_\_\_\_ Size of Pass Through Window: \_\_\_\_\_



## SINK REQUIREMENTS

**Warewashing sink (one per four temporary food facilities) with hot and cold running water under pressure provided by:**

☐ Event Organizer ☐ Pre-packaged only (not required)

☐ Temporary Food Facility Operator (complete Liquid Waste Disposal section)

**\*For temporary food facility operating for less than 4 hours adequate supply of spare utensils may be provided in lieu of a warewashing sink.**

**Handwashing sink with warm and cold running water provided by:**

☐ Event Organizer ☐ Pre-packaged only (not required)

☐ Temporary Food Facility Operator (Complete Liquid Waste Disposal section.)

**Type of handwashing sink:**

☐ Permanently plumbed sink ☐ Self-contained portable sink ☐ Gravity fed unit

**Water Source:** \_\_\_\_\_ **Volume of Water:** \_\_\_\_\_ Gallons

## LIQUID WASTE DISPOSAL

**Liquid Waste Removal Provided By:** ☐ Event Organizer ☐ TFF Operator

**Method of Liquid Waste Removal:** ☐ Connected to public sewer ☐ Waste tank \_\_\_\_\_ Gallons

Waste tank maintenance schedule: \_\_\_\_\_ per day \_\_\_\_\_ per hour

**Provide the name, address and telephone number of Person(s) responsible for removal of liquid waste:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**I agree to voluntarily destroy any and all potentially hazardous food(s) held at 45 F and/or held at or above 135 F at the end of the operating day in a manner approved by the enforcement agency.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application.**

I understand that failure to meet the conditions identified in this application or failure to comply with requirements set forth in the California Health and Safety Code may result in the disposal of food, suspension of my approval to operate and/or may result in the filing of misdemeanor criminal charges.

I understand that once the application is reviewed, the permit fee is non-refundable, including any expedited processing fee.

**Application completed by:**

Print Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



*Levy catering*

# MENU



## city of dreams

LOS ANGELES IS A CITY OF OPPORTUNITY, BUT ALSO A SANCTUARY FOR DIVERSITY. THE CITY'S UNPARALLELED FOOD SCENE HAS LEFT AN INDELIBLE MARK ON OUR APPROACH TO FOOD, FROM USING THE FRESHEST INGREDIENTS IN HEARTY HEALTH-CONSCIOUS DISHES TO MELDING VIBRANT ETHNIC FLAVORS TOGETHER TO CREATE TRENDS THAT ARE DISTINCTLY L.A. OUR CREATIVITY RUNS WILD AND OUR POTENTIAL TO BUILD AWE-INSPIRING, SOUL-SATISFYING DISHES IS LIMITLESS.

THE ENERGY OF POSSIBILITY EMANATES THROUGH THIS CITY, AND YOU CAN FEEL IT IN EVERY DINING EXPERIENCE TO BE HAD TO LACC. WE ARE ALWAYS LOOKING FOR NEW STARS, WHETHER IT BE A PHENOMENAL NEW FOOD TREND OR SOMETHING WHOLLY ORIGINAL COMING STRAIGHT FROM OUR CULINARY TEAM'S MINDS.

### **LACC TONE:**

**ELEVATED | VIBRANT | AMBITIOUS**

### **LOS ANGELES CONVENTION CENTER SIGNATURE ITEMS INCLUDE:**

- KOREAN TACOS
- TAJIN FRIES
- HOUSE-MADE BISON MEATLOAF
- MACAROON TOWERS
- SPECIALTY HEALTH SMOOTHIES
- LOCAL CRAFT BEER.

# the *Levy* difference

## THOUSAND DETAIL DINING

WE BELIEVE THAT EVERY OCCASION SHOULD BE EXTRAORDINARY. IT'S ALL ABOUT THE FOOD AND THE THOUSANDS OF DETAILS THAT SURROUND IT.

YOUR DEDICATED CATERING SALES MANAGER WILL PARTNER WITH YOU TO SHAPE AN EXPERIENCE THAT **STANDS OUT.**

TOGETHER WE LOOK FORWARD TO DELIVERING

the *Levy* difference

**FULL PAYMENT IS REQUIRED PRIOR TO COMMENCEMENT OF SERVICES.**

**THE LOS ANGELES CONVENTION CENTER  
FOOD SERVICES DEPARTMENT (LEVY)  
IS THE EXCLUSIVE CATERER.**

ABSOLUTELY NO FOOD OR BEVERAGE, CANDY  
LOGO WATER, ETC ARE ALLOWED TO BE BROUGHT INTO THE LOS  
ANGELES CONVENTION CENTER WITHOUT PRIOR  
AUTHORIZATION.



### GUARANTEES



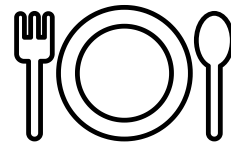
IN ORDER TO PROVIDE THE  
HIGHEST QUALITY AND SERVICE, A  
GUARANTEED NUMBER OF  
ATTENDEES AND  
QUANTITIES OF FOOD IS REQUIRED  
**7 DAYS PRIOR TO YOUR EVENT.**  
PLEASE REFER TO YOUR CATERING  
AGREEMENT  
FOR MORE DETAILS.

### TAXES & FEES



PLEASE NOTE THAT ALL FOOD  
AND BEVERAGE ITEMS ARE  
SUBJECT TO A **19% SERVICE  
CHARGE** AND A SEPARATE **7.5%  
ADMINISTRATIVE FEE**, PLUS  
APPLICABLE SALES TAX.  
RATES ARE SUBJECT TO CHANGE.  
ONLY THE SERVICE CHARGE IS  
DISTRIBUTED TO SERVICE  
EMPLOYEES.

### CHINA SERVICE

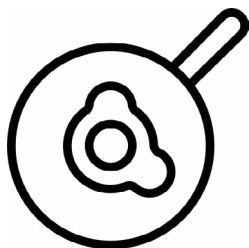


CHINA IS INCLUDED WITH  
SERVICES IN ALL MEETING ROOMS  
AND ANY PLATED FUNCTIONS.  
ADDITIONAL **FEES WILL APPLY**  
FOR CHINA SERVICE IN ALL OTHER  
SPACES.

**NO TWO  
EVENTS  
ARE THE  
SAME**

This **menu is just a starting point to the  
planning process.**  
for custom order, or additional menu  
options, please email  
[tasteofla@levyrestaurants.com](mailto:tasteofla@levyrestaurants.com)





# breakfast

## MENUS

### MORNING STROLL

- FRESHLY BAKED SIGNATURE PASTRIES
- SEASONAL FRESH SLICED FRUIT
- SCRAMBLED EGGS
- CINNAMON TOAST CASSEROLE
- APPLEWOOD SMOKED BACON
- CHICKEN APPLE SAUSAGE
- RED BLISS POTATOES

**42 PER PERSON**

### BREAKFAST BITES

- FRESHLY BAKED MINI SIGNATURE PASTRIES
- TASTE OF LA FRUIT SALAD
- LOW FAT GREEK YOGURT PARFAIT *WITH CRUNCHY GRANOLA, SEASONAL BERRIES AND DRIZZLED WITH HONEY*
- MINI SAUSAGE AND GRAVY BREAKFAST TURNOVER
- CHEESE AND EGG CROISSANT SANDWICH

**45 PER PERSON**

### HEALTHY + FIT

- ALMOND BUTTER TOAST
- WITH SLICED BANANAS AND HONEY
- TURKEY BACON
- SEASONAL FRESH SLICED FRUIT
- EGG WHITE FRITTATA
- WITH SPINACH AND GOAT CHEESE
- OATMEAL WITH BROWN SUGAR, DRIED FRUIT AND NUTS
- FRESH PRESSED JUICE

**40 PER PERSON**

### CONTINENTAL

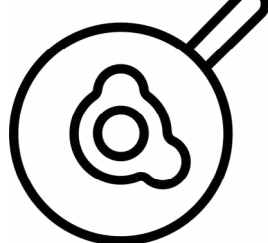
- FRESHLY BAKED SIGNATURE PASTRIES
- LA FRUIT SALAD
- REGULAR COFFEE + HOT TEA SERVICE

**25 PER PERSON**

**ALL MENUS CAN BE BOXED  
MEALS FOR AN  
ADDITIONAL FEE**

## ENHANCEMENTS

OATMEAL	7
BROWN SUGAR, DRIED FRUITS AND FRESH BERRIES	
BREAKFAST QUNIOA BOWL	11
QUINOA, MIXED BERRIES, SERVED WITH WARM SOY MILK & 2% MILK.	
TASTE OF L.A. BREAKFAST BURRITO	10
FILLED WITH FRESH SCRAMBLED EGGS, CHEDDAR CHEESE, TATER TOTS, BREAKFAST SAUSAGE OR BACON SERVED WITH CILANTRO CREMA	
BREAKFAST SANDWICHES	10
CHEDDAR CHEESE AND SCRAMBLED EGGS ON CROISSANT ADD BACON OR SAUSAGE!	



# break fast

## MENUS

### CHEF ACTION STATION

#### PANCAKE STATION

BUTTERMILK PANCAKES, SWEET CREAM BUTTER, MAPLE SYRUP  
SEASONAL BERRY COMPOTE, WHIPPED CREAM,  
CHOCOLATE CHIPS, FUNFETTI CREAM

**16 PER PERSON + CHEF FEES**

#### WAFFLE STATION

WAFFLES, SWEET CREAM BUTTER, MAPLE SYRUP  
SEASONAL BERRY COMPOTE, WHIPPED CREAM  
NUTELLA, AND CHOCOLATE CHIPS, WHIPPED PEANUT BUTTER

**16 PER PERSON + CHEF FEES**

#### BAGEL STATION

BAGELS, SWEET CREAM BUTTER, CINNAMON BUTTER  
PEANUT BUTTER, JELLY, FRESH SLICED BANANAS + ASSORTED  
CREAM CHEESES

**16 PER PERSON + CHEF FEES**

---

#### PLATED BREAKFAST

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ALL SERVED WITH A BASKET OF FRESH BAKED BREAKFAST BREADS AND PASTRIES  
BUTTER AND FRUIT PRESERVES, AND ICE WATER.

ADD COFFEE AND TEA FOR 2.50 PER PERSON

**40 PER PERSON**

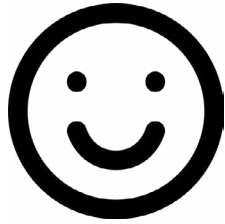
##### CHOOSE ONE ENTREE:

EGG WHITE FRITTATA  
GOAT CHEESE, SPINACH  
& SUNDRIED TOMATOES  
BRIOCHE FRENCH TOAST  
SEASONAL BERRY COMPOTE  
BISCUITS & BUTTERMILK GRAVY  
TOFU SCRAMBLE  
SPINACH, TOMATOES & BLACK BEANS  
INDIVIDUAL QUICHE  
BLACK FOREST HAM & SMOKED CHEDDAR

##### CHOOSE TWO SIDES:

FRUIT SALAD  
PORK SAUSAGE LINKS  
APPLEWOOD SMOKED BACON  
TURKEY BACON  
BREAKFAST POTATOES  
SCRAMBLED EGGS  
CHICKEN APPLE SAUSAGE

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY



# all day break

## MENUS

### ENERGIZE

- LOCAL FRESH PRESSED JUICE
  - MIXED ARRAY OF DRIED FRUITS AND NUTS
  - LOW FAT GREEK YOGURT PARFAITS *WITH CRUNCHY GRANOLA AND SEASONAL BERRIES AND DRIZZLED WITH HONEY*
  - PROTIEN BAR
- 28 PER PERSON**

### SWEET + SALTY

- HOUSE MADE POTATO CHIPS
  - WITH TRUFFLE SALT + REGULAR WITH PARMESAN DIP
  - HOUSE-MADE POPTARTS
  - DRIED FRUITS, CHOCOLATE BARK, AND
  - SALTED CARAMEL BAR
  - COOKIES + BROWNIES
- 16 PER PERSON**

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## ENHANCEMENTS

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<b>FRESH BAKED BREAKFAST PASTRIES</b>	<b>55 PER DOZEN</b>
TO INCLUDE, COFFEE CAKE, BUTTER CROISSANT, BANANA BREAD, AND LEMON POPPY SEED MUFFIN, BUTTER & FRUIT PRESERVES	
<b>AVOIDING GLUTEN + VEGAN PASTRIES</b>	<b>135 PER 2 DOZEN</b>
TO INCLUDE, LEMON RASPBERRY SCONES AND BLUEBERRY MUFFINS	
<b>ASSORTED DONUTS</b>	<b>55 PER DOZEN</b>
<b>ASSORTED BAGELS</b>	<b>55 PER DOZEN</b>
<b>YOGURT PARTFAIT JAR</b>	<b>8</b>
LOW FAT GREEK YOGURT	
HOUSE-MADE GRANOLA, AND FRESH BERRIES	
<b>INDIVIDUAL FRUIT FLAVORED YOGURT</b>	<b>4</b>
ASSORTED FLAVORS	
<b>WHOLE FRESH FRUIT</b>	<b>4</b>
<b>FRESH BAKED COOKIES</b>	<b>55 PER DOZEN</b>
<b>CHOCOLATE FUDGE BROWNIES</b>	<b>55 PER DOZEN</b>
<b>GOURMET DESSERT BARS</b>	<b>55 PER DOZEN</b>
<b>ASSORTED ENERGY &amp; GRANOLA BARS</b>	<b>5</b>
<b>INDIVIDUALLY PACKAGED SNACKS</b>	<b>5</b>
ASSORTED CHIPS, COOKIES, CRACKERS, PRETZELS	
<b>HOMEMADE KETTLE CHIPS</b>	<b>10</b>
WITH ROASTED GARLIC PARMESAN DIP	





# beverage

## MENUS

### HOT BEVERAGES

REGULAR COFFEE  
90 PER GALLON

DECAF COFFEE  
90 PER GALLON

HOT TEA  
90 PER GALLON

ICED COFFEE  
150 PER 3 GALLONS

*make your coffee*

**EXTRA**

*like you.*

ALMOND MILK AND SOY MILK  
WITH HOUSEMADE  
VANILLA SYRUP

10 PER  
GALLON OF COFFEE

### COLD BEVERAGES

REFILLABLE ALUMINUM  
BOTTLED WATER  
7

ASSORTED SODAS  
4.5

TOPO CHICO SPARKLING  
WATER  
6

WATER COOLER BASE RENTAL  
45 PER DAY

5 GAL WATER JUG  
55 PER JUG

RED BULL  
6

ICED TEA OR LEMONADE  
150 PER 3 GALLONS

LOS ANGELES (April 19, 2022) – "This Earth Day, the Los Angeles Convention Center (LACC), owned by the City of Los Angeles and managed by ASM Global, is pleased to announce a ban on single-use plastic bottles throughout the facility."



# a la carte lunch

## MENUS

### SANDWICHES + WRAPS

#### GREEK CHICKEN WRAP - GF

shredded Chicken, Chopped Romaine with  
Marinated Tomato, Cucumber, Feta, Kalamata  
Olive, Lemon Vinaigrette on GF Tortilla

#### FALAFEL PITA SANDWICH - VG

falafel, Tomato, Cucumber + hummus in Pita  
Wrap

#### CLASSIC ITALIAN SANDWICH

Prosciutto, Ham, Salami, Provolone, Arugula,  
Pepperoni, Tomatoes, Balsamic Vinaigrette  
on Ciabatta

#### ROAST BEEF SANDWICH

with horseradish cream

#### TURKEY SANDWICH

with tomato, provolone cheese + lettuce + italian  
dressing

#### CHICKEN CAESAR WRAP

#### BUFFALO CAULIFLOWER WRAP - VG/GF

with vegan ranch + gf tortilla

#### HAM HOAGIE SANDWICH

roasted ham, Cheddar cheese, Tomato slices,  
Leaf Lettuce, Hoagie Bread

#### TURKEY CHIPOTLE WRAP - GF

roasted Turkey, Bacon, Spinach, Chipotle Aioli,  
Tomato, Gluten-Friendly Tortilla

### SALADS

#### NICOISE SALAD - GF

hard-boiled eggs, potatoes  
green beans, tomatoes, tuna, olives with olive oil

#### CHOPPED GREEK SALAD - VG/GF

Chopped Romaine with Marinated Tomato,  
Cucumber, Pickled Red Onion, Sliced Radish,  
Kalamata Olive, Lemon Vinaigrette

#### AUTUMN SALAD - GF

sunflower seeds, pomegranate seeds, sweet  
potato squash  
with maple vinaigrette + shredded chicken

#### POWER SALAD - VG/GF

kale, Spinach, Red Quinoa, Sunflower Seeds,  
Chia Seeds, Seasonal Fruit, Garbanzo Beans,  
Poppy Seed Vinaigrette

#### ASIAN CHICKEN SALAD

grilled Chicken, Napa Cabbage, Green Onion,  
Radish, Shredded Carrots, Snow Peas, Mandarin  
Oranges, Slivered Almonds, Fried Rice Noodles,  
Sesame Ginger Dressing

### 14 PER SALAD OR SANDWICH

*A LA CARTE SANDWICHES AND SALADS ARE SERVED ON PLATTERS. IF  
YOU REQUEST ITEMS TO BE PACKAGED AND/OR WRAPPED,  
ADDITIONAL FEES WILL APPLY.*

want a little  
something extra?

WHOLE FRESH FRUIT	4
FRESH BAKED COOKIES	55 PER DOZEN
CHOCOLATE FUDGE BROWNIES	55 PER DOZEN
GOURMET DESSERT BARS	55 PER DOZEN
ASSORTED ENERGY & GRANOLA BARS	5
INDIVIDUALLY PACKAGED SNACKS	5
ASSORTED CHIPS, COOKIES, CRACKERS, PRETZELS	
HOMEMADE KETTLE CHIPS	10
WITH ROASTED GARLIC PARMESAN DIP	

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY



# boxed lunch

## MENUS

### BASIC BOX

#### ALL MEALS INCLUDE

WHOLE FRUIT, BAG OF CHIPS, FRESH BAKED COOKIE + CHOICE OF  
SANDWICH OR SALAD

**32 PER BOX**

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#### SANDWICH OPTIONS

---

**ROAST BEEF SANDWICH**  
WITH HORSERADISH CREAM

**TURKEY SANDWICH**  
WITH TOMATO, PROVOLONE CHEESE + LETTUCE + ITALIAN DRESSING

**BUFFALO CAULIFLOWER WRAP - VG/GF**  
WITH VEGAN RANCH + GF TORTILLA

**HAM HOAGIE SANDWICH**  
ROASTED HAM, CHEDDAR CHEESE, TOMATO SLICES, LEAF LETTUCE, HOAGIE BREAD

**TURKEY CHIPOTLE WRAP - GF**  
ROASTED TURKEY, BACON, SPINACH, CHIPOTLE AIOLI, TOMATO, GLUTEN-FRIENDLY  
TORTILLA

**CHOPPED GREEK SALAD - VG/GF**  
CHOPPED ROMAINE WITH MARINATED TOMATO, CUCUMBER, PICKLED RED ONION,  
SLICED RADISH, KALAMATA OLIVE, LEMON VINAIGRETTE

**AUTUMN SALAD - GF**  
SUNFLOWER SEEDS, POMEGRANATE SEEDS, SWEET POTATO SQUASH  
WITH MAPLE VINAIGRETTE + SHREDDED CHICKEN

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY



# boxed lunch

## MENUS

### FANCY BOX

#### ALL MEALS INCLUDE

WHOLE FRUIT, BAG OF CHIPS, DESSERT BAR + CHOICE OF SANDWICH  
OR SALAD  
**34 PER BOX**

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#### SANDWICH OPTIONS

---

##### GREEK CHICKEN WRAP - GF

SHREDDED CHICKEN, CHOPPED ROMAINE WITH MARINATED TOMATO, CUCUMBER,  
FETA, KALAMATA OLIVE, LEMON VINAIGRETTE ON GF TORTILLA

##### FALAFEL PITA SANDWICH - VG

FALAFEL, TOMATO, CUCUMBER + HUMMUS IN PITA WRAP

##### CLASSIC ITALIAN SANDWICH

PROSCIUTTO, HAM, SALAMI, PROVOLONE, ARUGULA, PEPPERONI, TOMATOES,  
BALSAMIC VINAIGRETTE  
ON CIABATTA

##### NICOISE SALAD - GF

HARD-BOILED EGGS, POTATOES  
GREEN BEANS, TOMATOES, TUNA, OLIVES WITH OLIVE OIL

##### POWER SALAD - VG/GF

KALE, SPINACH, RED QUINOA, SUNFLOWER SEEDS, CHIA SEEDS, SEASONAL FRUIT,  
GARBANZO BEANS, POPPY SEED VINAIGRETTE

##### ASIAN CHICKEN SALAD

GRILLED CHICKEN, NAPA CABBAGE, GREEN ONION, RADISH, SHREDDED CARROTS,  
SNOW PEAS, MANDARIN ORANGES, SLIVERED ALMONDS, FRIED RICE NOODLES,  
SESAME GINGER DRESSING



# chefs table

## MENUS

### venice canals

#### B&B SALAD

RAW BROCCOLI AND SHAVED  
BRUSSELS SPROUTS SALAD,  
SLICED APPLES  
BALSAMIC HYDRATED  
RAISINS WHITE BALSAMIC  
AND BASIL VINAIGRETTE

#### TUSCAN CHICKEN

WITH SUNDRIED TOMATOES  
AND SPINACH

#### SPAGHETTI

#### DI ZUCCA

WITH ORGANIC SQUASH  
ZUCCHINI BLOSSOMS  
CAMPANIA TOMATOES,  
SPINACH AND VEGETABLE  
BROTH

#### ROASTED CARROTS +

#### PARSNIPS

#### PARMESAN POLENTA

#### CHEESECAKE BITES

50 PER PERSON

### hollywood wok + roll

#### SUNSET SALAD

RED AND GREEN CABBAGE  
CHOPPED SALAD, CARROT  
JICAMA

EDAMAME BEAN PEANUT +  
GINGER SOY VINAIGRETTE

#### PEANUT NOODLE SALAD

RICE NOODLES  
MATCHSTICK CUCUMBER  
SHAVED CARROT  
THAI CHILI CILANTRO LEAVES  
GINGER TOASTED SESAME  
SEED

+ CREAMY PEANUT DRESSING

#### THAI VEGETABLE SPRING ROLLS

WITH HOISIN SAUCE, SERVED  
HOT

#### LEMONGRASS CHICKEN

WITH THAI BASIL, CHILI PEPPER

LIME STIR FRY SZECHUAN

#### JAPANESE EGGPLANT

GARLIC SAUCE

#### STEAMED JASMINE RICE

GREEN TEA CRÈME BRÛLÉE

55 PER PERSON

### meet me at the greek

#### COLD BEET SALAD

WITH TAHINI, DILL, MINT  
LEMON JUICE, OLIVE OIL,  
TOASTED SESAME SEEDS

#### AUTUMN SALAD

SUNFLOWER SEEDS  
POMEGRANATE SEEDS  
SWEET POTATO SQUASH  
AND MAPLE VINAIGRETTE

#### ROASTED CARROTS

WITH URFA BIEBER  
LABNEH AND HONEY

#### SAFFRON RICE

WITH CURRENTS  
ALMONDS AND CILANTRO

#### SAUTÉED CHICKEN

#### MOROCCAN VEGETABLE

#### TAGINE

#### LEMON PISTACHIO TARTS

54 PER PERSON

### olvera street

#### MEXICAN CAESAR SALAD

#### ELOTE CORN SALAD

#### BUILD YOUR OWN FAJITA

#### BAR:

GRILLED SKIRT STEAK

GRILLED CHICKEN

GRILLED VEGETABLES WITH

PEPPERS AND ONIONS

FLOUR AND CORN

TORTILLAS

PICO DE GALLO, SHREDDED

CHEESE, GUACAMOLE,

SOUR CREAM

#### CHEESE ENCHILADAS

#### SPANISH STYLE RICE

#### RANCHERO STYLE BEANS

#### CHURRO CHIPS

WITH CHOCOLATE DIPPING

SAUCE

55 PER PERSON

### griffith park

#### CUCUMBER, TOMATO, &

#### ONION SALAD

WITH DILL AND MINT, FETA  
VINAIGRETTE

#### QUINOA TABOULEH,

ARUGULA, CILANTRO,

ROASTED ONIONS, AND

RADISH

#### SANTA MARIA STYLE TRI TIP

WITH TOMATO CHIMICHURRI

#### HERB ROASTED CHICKEN

#### BREAST

WITH ROSEMARY PAN GRAVY

#### HONEY BISCUITS

#### ROASTED BROCCOLINI

WITH LEMON BUTTER

#### THREE CHEESE MACARONI &

#### CHEESE

#### FINGERLING POTATOES

#### LA FRUIT SALAD

55 PER PERSON

### the beverly

#### CHOPPED ANTIPASTO

#### SALAD

#### CEASAR SALAD

#### BAKED ZITI

WITH BOLOGNESE

#### BOWTIE PESTO PASTA

#### ROASTED ROSEMARY

#### CHICKEN

#### MARINATED GRILLED

#### VEGETABLES

#### GARLIC KNOTTS

#### MINI CANNOLIS

WITH CINNAMON FILLING

45 PER PERSON



# reception

## MENUS

### TASTE OF THE MEDITERRANEAN

- **CHICKEN SCHWARMA BOWL**  
WITH CHICKEN SCHWARAMA ROTISSERIE + CRISPY FALAFEL DICED WITH BASMATI RICE, TOMATO, RED ONION + CUCUMBER SALAD, TZATZIKI SAUCE, PITA POCKET
- **DOLMA GREEK STUFFED GRAPE LEAVES**  
WITH TZATZIKI SAUCE
- **HUMMUS DISPLAY WITH FRESH PITA + PITA CHIPS**  
TRADITIONAL AND ROASTED RED PEPPER HUMMUS AND OLIVE TAMPONADE · CRUMBLED FETA CHEESE DICED TOMATOES, RED BELL PEPPERS AND GREEN ONIONS CUCUMBER WITH FRESH MINT SLICED KALAMATA OLIVES AND SLICED PEPPERONCINI'S
- **SPANAKOPITA WITH ONIONS AND HERBS**  
28 PER PERSON

### LATE NIGHT LA

- **CARNE ASADA TOT BAR**  
CARNE ASADA TOT WITH CARNA ASADA, NACHO CHEESE, PICO DE GALLO AVOCADO CREMA
- **ELOTE CUP**  
CORN NIBBLETS WITH CREMA, QUESO FRESCA, TAJIN AND CHOPPED CILANTRO. WITH ASSORTED LOCAL HOT SAUCES (IF YOU DARE)
- **BUILD YOUR OWN GUACAMOLE STATION**  
SMASHED AVOCADO, POMEGRANATE SEEDS BAY SHRIMP, JAPALENOS, CILANTRO, ROASTED CORN, DICED RED ONIONS, DICED TOMATOES SERVED WITH FRESH TORTILLA CHIPS  
28 PER PERSON

### DOWNTOWN DOJO

- **CHICKEN AND PORK SHANGHAI DUMPLINGS**
- **SESAME CHICKEN MEATBALLS**
- **VEGETABLE EGG ROLLS**
- **KOREAN BBQ BEEF TACOS**  
WITH QUESO FRESCO, PICKLED ONIONS AND CILANTRO  
24 PER PERSON

### LA STREET TACOS

- **CARNE ASADA AND CHICKEN**  
JALAPENOS, PICO DE GALLO, CHIPOTLE CREMA GUACAMOLE, TOMATILLO SALSA, CORN TORTILLAS
- **CORN TORTILLA CHIPS**  
22 PER PERSON

## PLATTERS

#### GARDEN FRESH VEGETABLES

CHEF'S COLORFUL SELECTION OF THE FRESHEST MARKET VEGETABLES  
SERVED WITH BUTTERMILK RANCH DIP, TRADITIONAL HUMMUS  
14 PER PERSON

#### CALIFORNIA ARTISAN CHEESEBOARD

ARTISAN SELECTION OF HAND CRAFTED CHEESES ACCOMPANIED BY HOUSE MADE CHUTNEYS, HONEY, ARTISAN BREADS AND CRACKERS  
15 PER PERSON

#### ANTIPASTI

IMPORTED CURED MEATS, CHEESES, LOCAL SEASONAL VEGETABLES, MARINATED OLIVES SERVED WITH A VARIETY OF FLAT BREADS CROSTINI'S AND BREADSTICKS  
16 PER PERSON

#### FRESH FRUIT

SEASONAL LOCAL FRESH FRUITS AND BERRIES  
16 PER PERSON

#### MEDITERRANEAN TABLE

ROASTED GARLIC HUMMUS, TZATZIKI, TABBOULEH, DOLMAS, FETA CHEESE STUFFED PEPPERS, MARINATED OLIVES AND SUN DRIED TOMATOES CRISP PITA CHIPS, SOFT NAAN BREAD  
24 PER PERSON

additional menu options  
available upon request.



# reception

## MENUS

### BITES

ALL BITES ARE 10 PER PERSON

#### SAVORY OPTIONS

**BBQ PULLED PORK SLIDER  
WITH ONION RING STACK**  
SERVED WITH HORSE RADISH CREAM  
DIPPING SAUCE

**CHARCUTERIE BITES - GF**  
MEATS, CHEESES, AND ASSORTED  
VEGETABLES GARNISHED WITH  
ROSEMARY SPRIGS

**SHRIMP + GRITS - GF**  
SERVED IN INDIVIDUAL CUPS

**MINI LETTUCE WRAP BURGERS - GF**  
WITH CHEESE, TOMATO, PICKLES +  
SECRET SAUCE

**MELON CAPRESE SALAD - GF**  
WITH PROSCIUTTO, MELON BALLS,  
BURRATA, WHITE BALSAMIC + HONEY,  
GARNISHED WITH BASIL + MINT

**CHICKEN + BISCUIT SANDWICHES**  
**BUFFALO CAULIFLOWER TACOS -**  
**GF, VG**  
WITH AVOCADO + VEGAN CILANTRO  
CREMA ON CORN TORTILLAS

**MINI STEAK FRITES BITES**  
WITH TOASTED ROSEMARY  
**FISH TACOS - GF**  
SERVED ON A LIME WEDGE  
**BONESLESS CHICKEN +**  
**WAFFLE BITES**  
WITH MAPLE SYRUP GLAZE  
**TOFU CEVICHE - GF/VG**  
WITH CRISPY TORTILLA STRIPS  
**MINI MUSHROOM BITES -**  
**GF/VG**  
WITH QUINOA + BALSAMIC  
GLAZE

#### SWEET OPTIONS

**DESSERT WAFFLE STICKS**  
RAINBOW SPRINKLES, BREAKFAST CEREAL +  
DARK CHOCOLATE WITH PEANUTS

**LA FRUIT STAND**  
SEASONAL FRUIT + MELON TOSSED WITH LIME  
AND A HINT OF CHILI PEPPER

**HOUSE-MADE POPTARTS**

**NON DAIRY, BLACKBERRY**  
**SODA FLOATS**  
WITH HOUSEMADE BLACKBERRY SODA

**PAPAYA BOATS**  
WITH NON DAIRY YOGURT, SEASONAL FRUITS  
+ SHREDDED COCONUT





# bar

## MENUS

### CANNED COCKTAILS - 14

JUNE SHINE  
PASSION FRUIT VODKA SODA  
VODKA MULE  
VILLAGER SPIRITS  
VODKA MAI TAI  
TEQUILA MARGARITA

### SELTZER - 9

ASHLAND  
VARIETY PACK - BLACKBERRY  
LEMONADE, PINEAPPLE, LIME,  
TANGERINE  
WILD BASIN  
VARIETY PACK - CLASSIC LIME,  
CUCUMBER PEACH, MELON BASIL,  
LEMON AGAVE HIBISCUS

### WINE - 12

BABE - CANNED  
ROSE  
PINOT GRIGIO  
RED

### BEER

CRAFT - 9  
CROWN + HOPS  
HAZY IPA  
STONE  
BUENAVEZA SALT & LIME LAGER  
DELICIOUS IPA  
EL SEGUNDO BREWING CO  
CITRA PALE ALE  
MADEWEST BREWING CO.  
VENTURA LIGHT LAGER  
STANDARD BLONDE ALE  
THREE WEAVERS BREWING  
SEAFARER KOLSCH-STYLE ALE  
CLOUD CITY HAZY IPA  
IMPORT - 9  
MODELO  
CORONA  
DOMESTIC - 8  
BUDLIGHT

### CIDER - 9

ANTHEM  
APPLE  
PEAR

bar selections rotate  
+ are subject to change.

bartender  
required

every hour is  
**happy.**  
**hour.**  
with you.



# plated meal

## MENUS

### PLATED MEALS

#### ALL MEALS INCLUDE

ONE SALAD, ONE ENTREE OR DUO ENTREE AND ONE DESSERT

*Pricing is based on the entrée selection*

ICED WATER + ICED TEA + BREAD & BUTTER

COFFEE SERVICE IS AN ADDITIONAL 3 PER PERSON

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#### SALAD OPTIONS

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##### HOUSE SALAD

BABY FIELD GREENS, GRAPE TOMATOES, CUCUMBERS, SHREDDED CARROTS AND RED WINE VINAIGRETTE

##### TRADITIONAL CAESAR SALAD

CRISP ROMAINE LETTUCE, PARMESAN AND GARLIC CROUTONS WITH CREAMY CAESAR DRESSING

##### CALIFORNIA SALAD

ORGANIC FIELD GREENS, BLUE CHEESE CRUMBLES, DRIED CRANBERRIES, CANDIED WALNUTS WITH BALSAMIC VINAIGRETTE

##### PROSCIUTTO SALAD

PROSCIUTTO, BABY ARUGULA, CHERRY GRAPE TOMATOES, WATERMELON, MICRO BASIL BALSAMIC PEARLS AND OLIVE OIL

##### CARAMELIZED TRI COLORED CAULIFLOWER-STEAK SALAD

WINTER GREENS, GOLDEN BEETS, POMEGRANATE SEEDS  
ROASTED SHALLOT VINAIGRETTE

##### LITTLE GEM WEDGE

TOMATOES, RED ONIONS, BLUE CHEESE CRUMBLES CRISP BACON  
WITH CREAMY BLUE CHEESE DRESSING

##### BBQ SALAD

BABY GEM LETTUCE SALAD WITH TORTILLA CRUNCH, COTIJA CHEESE, SMOKED BACON  
BABY TOMATOES, SHAVED PICKLED RED ONIONS  
AND BBQ RANCH DRESSING

##### HEIRLOOM TOMATO AND BUFFALO MOZZARELLA

WILD ARUGULA, BALSAMIC VINAIGRETTE

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY



# plated meal

## MENUS

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### ENTREE OPTIONS

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**CITRUS HERB CHICKEN**

PAN ROASTED BRICK CHICKEN, OLIVE OIL  
ROASTED POTATOES BUTTERED  
ASPARAGUS, SWEET GARLIC JUS  
55 PER PERSON

**RIGATONI ALLA BOLOGNESE**

**BASIL, RICOTTA**  
50 PER PERSON

**BRAISED SHORT RIBS**

GARLIC PARMESAN POLENTA, BRAISED  
CARROTS, PARSNIPS  
TRUFFLE REDUCTION  
60 PER PERSON

**FARMER'S MARKET VEGETABLE**

**RATATOUILLE PURSE**  
VEGAN & GLUTEN FREE  
55 PER PERSON

**PETITE FILET MIGNON**

SAUTÉED SPINACH, ROSEMARY  
FINGERLING POTATOES, CIPOLLINI ONIONS  
THREE PEPPERCORN SAUCE  
65 PER PERSON

**MISO GLAZED SALMON**

COCONUT JASMINE RICE, BABY BOK CHOY  
60 PER PERSON

**CREOLE CHICKEN AND ROSEMARY GARLIC SHRIMP**

WITH TOMATO LEEK RISOTTO CAKE  
SPICY RED BELL PEPPER COULIS, FRIED LEEK  
70 PER PERSON

**STEAK AND SHRIMP**

GRILLED NEW YORK STRIP STEAK AND  
ACHIOTE BRUSHED GULF SHRIMP "LA  
PADELLA"  
CURRIED CAULIFLOWER, SAUTÉED PETITE  
VEGETABLES  
AND ROASTED GARLIC CREAM SAUCE  
75 PER PERSON

**SURF AND TURF****GRILLED FILET OF BEEF**

WITH SAUCE AU POIVRE BUTTER POACHED  
LOBSTER TAIL  
GRATIN POTATOES, GLAZED BABY CARROTS  
SAUTÉED FRENCH BEANS WITH GARLIC AND  
GREMOLATA CRUMBS  
92 PER PERSON

**STEAK AND CHICKEN**

LEMON AND BLACK PEPPER MARINATED  
AIRLINE CHICKEN BREAST  
AND PETITE FILET, AGED WHITE CHEDDAR  
CHEESE SCALLOPED POTATOES  
ROASTED BRUSSEL SPROUTS AND BELL  
PEPPERS  
78 PER PERSON

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### DESSERT

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**CRÈME BRÛLÉE TRIO**

TRADITIONAL, GREEN TEA, LAVENDER

**CHOCOLATE MOUSSE**

WITH BERRIES IN CHOCOLATE SHELL

**RUSTIC APPLE TART**

CINNAMON BOURBON CRÈME FRAICHE,  
SESAME BRITTLE

**BLOOD ORANGE AND CARDAMOM PANNA COTTA**

WITH BLOOD ORANGE JELLY AND TOASTED  
QUINOA CRUMBLE

**DOUBLE CHOCOLATE CAKE**

WILD BERRY SAUCE

ADDITIONAL STAFFING + SERVICES FEES MAY APPLY



# show stopper

## MENUS

### Espresso Service

6 HOURS OF SERVICE  
attendant included  
(400 - 6 OZ. SERVINGS)  
4.50 PER SERVING AFTER 400  
(BOUGHT IN INCREMENTS OF 100)

ESPRESSO, CAPPUCCINO  
MOCHA, LATTE & AMERICANO  
SPECIFICATIONS: 100 LBS  
REQUIREMENTS: ELECTRICAL AND  
5' X 6' OPERATING SPACE

EXHIBITOR TO PROVIDE:  
TWO DEDICATED 110 VOLT, 20 AMP  
CIRCUITS  
3,000 PER DAY

### Smoothie Service

6 HOURS OF SERVICE  
attendant included  
(400 - 7 OZ SERVINGS)  
4.50 PER SERVING AFTER 400  
(BOUGHT IN INCREMENTS OF 100)

STRAWBERRY OR MANGO  
SPECIFICATIONS: 50 LBS  
REQUIREMENTS: ELECTRICAL AND  
5' X 6' OPERATING SPACE

EXHIBITOR TO PROVIDE:  
ONE DEDICATED 110 VOLT, 20 AMP  
CIRCUITS  
3,000 PER DAY

### POPCORN CART

*includes*

- POPCORN MACHINE AND KERNELS FOR POPPING
- POPCORN BAGS
- SERVICE ATTENDANT

FOR UP TO 6 HOURS OF SERVICE  
PRICE SATISFIES QUANTITIES  
FOR UP TO 400 PORTIONS  
4 PER SERVING AFTER 400  
(BOUGHT IN INCREMENTS OF 100)  
1,200 PER DAY

### Infused Waters

FOR 6 HOURS OF SERVICE  
CHEF'S SELECTION OF FRUITS AND LOCAL  
GROWN HERBS

ON DEMAND FILLING OF BOTTLES  
WITH CHILLED STILL & AMBIENT STILL  
WATER

INCLUDES A SERVICE ATTENDANT  
PRICE SATISFIES QUANTITY  
OF 400 BOTTLES OF WATER  
6 PER SERVING AFTER 400  
(BOUGHT IN INCREMENTS OF 100)  
3,000 PER DAY

\*ADDITIONAL CUSTOMIZATION AVAILABLE

## additional options available on request



*Levy catering*

# MENU



# EXHIBITOR ORDER FORM



EVENT NAME:

BOOTH NUMBER:

COMPANY NAME:

CONTACT NAME:

PHONE NUMBER:

EMAIL ADDRESS:

ONSITE NAME + PHONE NUMBER:

**ALL ITEMS SUBJECT TO AVAILABILITY**

EMAIL THIS COMPLETED FORM TO

**[coffill@levyrestaurants.com](mailto:coffill@levyrestaurants.com)**

**PLEASE ALLOW UP TO 120  
MINUTES FOR DELIVERY**

ALL SERVICES ARE SERVED ON  
DISPOSABLE PLATTERS

EVENT DATE:	TIME:	QUANTITY:	ITEM:	PRICE:

*Taste Los Angeles, Powered by Levy Restaurants  
is the exclusive caterer at the Los Angeles Convention Center*

**ABSOLUTELY NO FOOD OR BEVERAGE, CANDY, LOGO WATER, ETC  
ARE ALLOWED TO BE BROUGHT INTO THE  
LOS ANGELES CONVENTION CENTER WITHOUT PRIOR AUTHORIZATION.**

## **TABLES AND ELECTRICAL REQUIREMENTS**

FOOD SERVICES DOES NOT PROVIDE TABLES OR ELECTRICITY  
IN YOUR EXHIBIT SPACE OR MEETING ROOM SPACE.

TABLES AND ELECTRICITY MUST BE  
ORDERED THROUGH THE APPROPRIATE CONTRACTOR.

## **PAYMENT POLICY**

FULL PAYMENT IS REQUIRED PRIOR TO  
COMMENCEMENT OF SERVICES.

*A credit card must be on file for all orders*

## **OTHER CHARGES**

A \$50.00 DELIVERY CHARGE WILL APPLY  
TO EACH DELIVERY AND REORDERS

*Levy*

# 2024 LA Travel & Adventure Show

**UnitedNational**  
**Maintenance Inc.**

## Booth Cleaning Form

Return form with payment to: **United National Maintenance**  
1550 S. INDIANA AVE  
CHICAGO, IL 60605

PHONE 800-248-8558  
FAX 312-922-8599  
Email: [ttovar@unitedhq.com](mailto:ttovar@unitedhq.com)  
Show Site Contact: **Teresa Ruiz (310) 505-9029**

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

Venue <b>Los Angeles Convention Center</b>	SHOWDATE February 3-4, 2024	BOOTH NUMBER	
COMPANY NAME	OFFICE #	ON-SITE CONTACT #	
STREET ADDRESS	CITY	STATE	ZIP
AUTHORIZING SIGNATURE	ON-SITE E-MAIL	ON-SITE NAME	

(Deadline for advance rate is Feb. 12th)

**ADVANCE ORDER FLOOR ORDER**

<input type="checkbox"/>	<b>Carpet Vacuuming Daily</b>	Days_____ X Sq. Ft._____	@ \$0.46	\$ 0.00	\$0.56= _____
<input type="checkbox"/>	<b>SHAMPOO CARPET</b>	Days_____ X Sq. Ft._____	@ \$0.48	\$ 0.00	\$0.58= _____
<input type="checkbox"/>	<b>HARD FLOOR SERVICE</b>				
<input type="checkbox"/>	Damp Mop Only	Days_____ X Sq. Ft._____	@ \$0.46	\$ 0.00	\$0.56= _____
<input type="checkbox"/>	Damp Mop & Remove Scuff Marks	Days_____ X Sq. Ft._____	@ \$0.49	\$ 0.00	\$0.59= _____
<input type="checkbox"/>	<b>CONCRETE SERVICE</b>	Days_____ X Sq. Ft._____	@ \$0.68	\$ 0.00	\$0.78= _____
<input type="checkbox"/>	<b>HOURLY PORTER</b>	Days_____ X Hrs _____	@ \$62.50	\$ 0.00	\$62.50 = _____

### SHOW HOURS PORTER SERVICE TRASH REMOVAL

100 to 399 Sq. Ft. @ **\$95.00** x \_\_\_\_\_ Days = **\$ 0.00**      800 to 1199 Sq. Ft. @ **\$175.00** x \_\_\_\_\_ Days = **\$ 0.00**  
400 to 799 Sq. Ft. @ **\$135.00** x \_\_\_\_\_ Days = **\$ 0.00**      1200 to 1999 Sq. Ft. @ **\$220.00** x \_\_\_\_\_ Days = **\$ 0.00**  
**ALL BOOTHS OVER 2000 SQ. FT. REQUIRE AN HOURLY PORTER. CALL FOR QUOTE** Daily Rate \_\_\_\_\_ X \_\_\_\_\_ Days = **\$ 0.00**

**Total Cleaning Services** \$ 0.00  
**Total Sanitizing Services** \$ 0.00  
**TOTAL OF ALL SERVICES PURCHASED** \$ 0.00  
**Plus 3% When Using a Credit Card** \$ 0.00

### WE ACCEPT VISA, MASTERCARD & AMERICAN EXPRESS 3% HANDLING CHARGE WILL BE ADDED TO YOUR ORDER

PAYMENT IN U.S. DOLLARS, CREDIT CARD AUTHORIZATION OR COMPANY CHECK MUST ACCOMPANY THIS ORDER FOR PROCESSING

CREDIT CARD NO. _____	CREDIT CARD SECURITY CODE _____
BILLING ADDRESS _____	EXP. DATE _____
AUTHORIZED SIGNATURE _____	CITY / STATE _____
PLEASE PRINT NAME _____	ZIP CODE _____

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



**UnitedNational**  
**Maintenance Inc.**

## Booth Sanitizing Services

**PHONE 800-248-8558**  
**FAX 312-922-8599**  
**Email: [ttovar@unitedhq.com](mailto:ttovar@unitedhq.com)**

Venue	SHOW DATE		BOOTH NUMBER
Los Angeles Convention Center	February 3-4, 2024		



## Disinfecting and Sanitizing Service Options

[illegible]



## IMAGE QUEST

The BUSINESS SERVICE CENTER, would like to welcome you to the Los Angeles Convention Center in advance of your event. We are operated year-round by IMAGE QUEST PLUS, conveniently located in CONCOURSE HALL between West Hall and the South Hall lobby. We are prepared to assist you and your organization, offering a range of services including, but not limited to:

- **Printing/ Copying**
  - Full-Service Printers
  - Daily Schedules, Flyers, Press Release, etc.
  - Pre-Show printing and volume discounts
  - No shipping costs – BIG savings
  - Poster printing, On-Line On Demand
- **Marketing Materials**
  - Banners (Retractable & Standard)
  - Posters/ Post Cards/ Rack Sheets
  - Directional Signage
  - Booklets/ Pamphlets/ Brochures
  - Business Cards
- **Shipping & Receiving Services**
  - Up to 150 lbs.
  - FedEx, UPS, & Independent Courier Services
  - Best Rates on Premise
- **Luggage/ Coat Check Services**
  - Preferred Amenity amongst national and international travelers
- **Business Machine Rentals**
  - Copiers/ Printers Multifunction
- **Private Conference Rooms**
  - Available for hourly/ daily rental

Additional services that we offer include: mobile device charging station, computer workstations, lamination, and office supplies. We are happy and able to offer same-day copying and printing services.

Please be advised that IMAGE QUEST PLUS offers the most cost-effective rates on-premise for Inbound/Outbound package shipping and handling, specifically for the more budget-conscious presentations. Small-to-medium size packages and transport cases (up to 150 lbs.) may be shipped directly to the BUSINESS SERVICE CENTER, in advance of your event. Not only will our team actively track each package's arrival, we will extend *free storage* to all participants who opt to ship with us. For a nominal fee, we will ensure received inbound packages are delivered to the correct Exhibitor Booth or Meeting Room.

Please feel free to share this information with your participants exhibitors, sponsors, vendors.

We look forward to doing business with you! Please do not hesitate to reach out if you have any questions and/or concerns.



## Services & Pricing Guide WALK-IN PRICES



VISUAL GRAPHICS, COMMUNICATIONS & DIGITAL PRINTING				MISCELLANEOUS OFFICE SUPPLIES	
X-Frame Banners	Color Posters	Window Displays		Pens, Markers	Post-Its
Vinyl Banners	Catalogs	Stickers & Decals		Acrylic Sign Stands	Ibuprofen, Tylenol
Brochures	Letterhead	Trade Show Graphics		Batteries	Masks
Business Cards	Envelopes	Interior/Exterior Signage		Tape	Chapstick
Flyers	Postcards	Retractable Banners		HDMI cable	Rubber Bands
Labels	Newsletters	Step and Repeat		Note pad	Glasses
Table Toppers	POP Displays	Tri-Fold Brochures		Toothbrush	Card Holders
				Deodorant	
DIGITAL COLOR PRINTING		BLACK & WHITE PRINTING		COMPUTER USAGE	
8.5" x 11"	\$1.50	8.5" x 11"	\$0.50	Computer Terminal Rental	
8.5" x 14"	\$1.75	8.5" x 14"	\$0.75	\$5 for 10 minutes	
11" x 17"	\$2.25	11" x 17"	\$1.00	\$15 for 30 minutes	
COLOR COPIES		BLACK & WHITE COPIES		\$30 for 60 minutes	
8.5" x 11"	\$1.15	8.5" x 11"	\$0.25	\$0.59/per minute (60 min +)	
8.5" x 14"	\$1.50	8.5" x 14"	\$0.50	PACKAGE HANDLING FEES	
11" x 17"	\$2.00	11" x 17"	\$0.75	Applies to both Inbound Receiving & Outbound shipping	
DOCUMENT FINISHING SERVICES				Fees applied are in addition to standard shipping rates. Inbound & Outbound fees are applied on a per item basis, unless indicated otherwise. For inbound/outbound pallets or crates a labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling or moving due to a customer's request. The Labor Fee can be charged in 15 minute increments.	
Spiral/Coil Binding		\$4.75		Carrier Envelope	\$5.00
Comb Binding / GBC		\$3.00		Padded Pack	\$5.00
Saddle Stitch/ Staple		Available Upon Request		1-10 lbs.	\$8.00
Lamination		Ask for Quote		11-21 lbs.	\$16.00
3 Ring Bind		Ask for Quote		22-41 lbs.	\$35.00
Perfect Bind		Ask for Quote		42-60 lbs.	\$50.00
				61-100 lbs.	\$80.00
				101+ lbs.	\$120.00
				Pallet	\$495.00
<b>CONTACT IQ AT THE BUSINESS SERVICE CENTER VIA PHONE OR EMAIL TO TAKE ADVANTAGE OF PRE-CONFERENCE/PRE-SHOW PRINTING DISCOUNTS!</b>					
<b>VOLUME DISCOUNTS AVAILABLE</b>					
<b>CUSTOM SOLUTIONS UPON REQUEST</b>					
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## Services & Pricing Guide WALK-IN PRICES

HIGH COLOR GLOSS PRINTING		FOAM CORE POSTER BOARDS	
Copy Paper 8 ½" x 11" 11" x 17"	Cardstock 8 ½" x 11" 11" x 17"	<b>COLOR</b> 36 x 48" \$110.00 24 x 36" \$69.00 18 x 24" \$45.00  <b>BLACK &amp; WHITE</b> 36 x 48" \$75.00 24 x 36" \$49.00 18 X 24" \$29.00	
BUSINESS CARDS	CONFERENCE ROOM RENTAL	TABLE TOPPERS	
Set-up fee \$35.00  250 1 Sided \$85.00 250 2 Sided \$99.00 500 1 Sided \$135.00 500 2 Sided \$150.00	Conference Room Rental is available upon request  \$150 first hour \$95 for consecutive hour  Day Rate is available ask for quote	11 X 17" \$35.00 8.5 X 11" \$25.00	
SCANNING	LAMINATION		
Single Page \$2.00 To Email \$7.50	8" X 11" \$4.00 11" X 17" \$7.00		

Los Angeles Convention Center

Tel. 213.765.4210

Fax 213.765.4590

**BUSINESS SERVICE CENTER**

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