

EXP O
EVENT SERVICES

Exhibitor Services Manual

New York Travel & Adventure Show
January 27 - 28, 2024
Jacob K. Javits Convention Center
New York, NY

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New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 2024

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CLICK LINK BELOW

<https://jake.javitscenter.com/register>

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Jacob K. Javits Convention Center

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Welcome to New York and the **New York Travel & Adventure Show.**

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

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

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

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

Official General Contractor

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

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

Standard Booth Information

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

Show Schedule Move In/Move Out		
Decorator Move-In:	Thursday 01/25/2024	8:00am - 5:00pm
Exhibitor Move-In:	Friday 01/26/2024	9:00am - 5:00pm
Event Open:	Saturday 01/27/2024	9:30am - 5:00pm/ Travel Advisors
		10:00am - 5:00pm/ Public
Event Open:	Sunday 01/28/2024	11:00am - 4:00pm
Exhibitor Move-Out:	Sunday 01/28/2024	Close of Show – 8:00pm.
Clear Floor:	Sunday 01/28/2024	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 January 28, 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, January 28, 2024



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Shipping Addresses

Advance Receiving
/Shipments

New York Travel & Adventure Show

Shipments Should Arrive on or between: **DECEMBER 19 - JANUARY 18, 2024**
c/o Expo Event Services
(ONLY IF TS SHIPPER IS USED, The Official Show Carrier) see Pages 25 - 29

Direct Shipments
to Show Site

New York Travel & Adventure Show

Shipments Should Arrive on: **JANUARY 25, 2024 (1PM - 5PM)**
c/o Expo Event Services **JANUARY 26, 2024 (8AM - 4PM)**
Jacob K. Javits Convention Center
369 12th Avenue
New York, NY 10001

State Tax 8.875% (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.

TEAMSTER UNION

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

CARPENTER UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work as well as uncrating and re-crating machinery and equipment. Carpenters install and dismantle drapery, table skirting and floor coverings.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or banners that are lighted, unless they are permanently a part of the exhibit back wall.

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.

5

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.

6

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.

7

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.

8

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.

9

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.

10

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.

11

What Are My Ordering Options (such as electric, internet, booth rental, extra chairs/tables, cleaning, etc.)?**Deadline Date January 18, 2024**

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

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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.

13

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.

14

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

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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 for information.



OFFICIAL CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS



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MUST READ

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

The Official Service Contractor is appointed to:

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

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

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

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

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

ACORD		CERTIFICATE OF LIABILITY INSURANCE		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 Exhibitor Appointed Contractor Street Address City, State Zip		INSURER A: Insurance Company A INSURER B: INSURER C: INSURER D: INSURER E:		INSURERS AFFORDING COVERAGE	

COVERAGES

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	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	AUTOMOBILE LIABILITY	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					
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
						\$
	DEDUCTIBLE					\$
	RETENTION \$					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	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
	OTHER					

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

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

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

New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

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



Deadline Date January 18, 2024

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January 27 - 28, 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 <https://javitscenter.com/reopening-together>

POV/ASSISTED CART LOAD FORM



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 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

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



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 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 18, 2024

New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 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



New York Travel & Adventure Show

Deadline Date January 18, 2024

Jacob K. Javits Convention Center

January 27 - 28, 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 REQUIRED (3 Digit on reverse side of card)
PLEASE SIGN	Account Number:			
	CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE		CITY	STATE
			ZIP	COUNTRY
CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PRINT		

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

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

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

Services and Equipment Ordered

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

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

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

\$

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

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

THIRD PARTY BILLING REQUEST



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 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

EMAIL ADDRESS

DATE _____

X

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and be billed for services, we will agree to this third party billing if they supply the appropriate credit card information below. Advance payment in full must accompany your order including estimated labor and drayage charges. Additionally, both firms must sign the following statement:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE PRIMARILY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY FAILS TO PAY ALL CHARGES, SUCH CHARGES WILL BE PAID BY THE EXHIBITING FIRM ON DEMAND, INCLUDING ANY AND ALL FEES CONNECTED WITH THE COLLECTION OF THIS ACCOUNT.

__(Display House/3rd Party)

By: _____ (Authorized Signatures)

Exhibiting Firm

ADDRESS

CITY	STATE	ZIP
------	-------	-----

PHONE _____ FAX _____

AUTHORIZED SIGNATURE	TITLE
----------------------	-------

AUTHORIZED NAME (PRINT)

Third Party

ADDRESS

CITY	STATE	ZIP
------	-------	-----

PHONE FAX

AUTHORIZED SIGNATURE	TITLE
----------------------	-------

AUTHORIZED NAME (PRINT)

Credit Charge Authorization

(Information Must Be Provided)

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

Account Number

CARDHOLDERS NAME _____ PLEASE PRINT _____

CARDHOLDERS BILLING ADDRESS	CITY
-----------------------------	------

STATE ZIP COUNTRY

Other (Please Specify)

CARDHOLDER'S SIGNATURE _____

Credit Charge Authorization

(Information Must Be Provided)

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

Account Number

CARDHOLDERS NAME _____ PLEASE PRINT _____

CARDHOLDERS BILLING ADDRESS	CITY
-----------------------------	------

STATE ZIP COUNTRY

Other (Please Specify) _____

CARDHOLDER'S SIGNATURE

SHIPPING INFORMATION



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 2024

Cart Load

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

Vehicle Spotting

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

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

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

Freight Handling Services

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

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

Advance Warehouse Shipments

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

Rates Include:

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

Make out the bill of lading and consign as follows:

To:

Name of Exhibitor AND Booth Number

For:

New York 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:

New York Travel & Adventure Show

C/O:

Expo Event Services
369 12th Avenue
New York, NY 10001

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

SHIPPING GUIDELINES



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 2024

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



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

**MUST ARRIVE ON OR BEFORE
DECEMBER 19 - JANUARY 18, 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	\$295.00	\$590.00
OT/OT	\$341.00	\$683.00

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



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 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

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

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN
DECEMBER 29, 2023 - JANUARY 18, 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
DECEMBER 29, 2023 - JANUARY 18, 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
JANUARY 25, 2024 (1PM - 5PM)
JANUARY 26, 2024 (8AM - 4PM)**

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



Jacob K. Javits Convention Center
369 12th Avenue
New York, NY 10001

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

**MUST ARRIVE ON
JANUARY 25, 2024 (1PM - 5PM)
JANUARY 26, 2024 (8AM - 4PM)**

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



Jacob K. Javits Convention Center
369 12th Avenue
New York, NY 10001

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

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BETWEEN
DECEMBER 29, 2023 - JANUARY 18, 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
DECEMBER 29, 2023 - JANUARY 18, 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
JANUARY 25, 2024 (1PM - 5PM)
JANUARY 26, 2024 (8AM - 4PM)**

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



EXPO
EVENT SERVICES

Jacob K. Javits Convention Center
369 12th Avenue
New York, NY 10001

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

**MUST ARRIVE ON
JANUARY 25, 2024 (1PM - 5PM)
JANUARY 26, 2024 (8AM - 4PM)**

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



EXPO
EVENT SERVICES

Jacob K. Javits Convention Center
369 12th Avenue
New York, NY 10001

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

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

COMPANY NAME: _____ BOOTH# : _____

CONTACT NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

SHIP TO	TRAVEL & ADVENTURE SHOW®
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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.**

New York
Jacob K. Javits Convention Center
January 27 - 28, 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



CALL US AT 216-566-5953



GO ONLINE AT WWW.TSSHIPPER.COM



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

Show Name: _____

Show Dates: _____

Venue: _____

CONTACT INFORMATION

COMPANY: _____ CONTACT NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

PICK UP LOCATION

COMPANY NAME: _____ CONTACT NAME: _____

STREET ADDRESS: _____

CITY _____ STATE / COUNTRY: _____

ZIP / POSTAL CODE: _____ PHONE: _____

SHIPPING DESTINATION

COMPANY NAME: _____

SHOW NAME _____ BOOTH #: _____

STREET ADDRESS: _____ CITY _____

STATE / COUNTRY: _____ ZIP / POSTAL CODE: _____

ONSITE CONTACT: _____ PHONE: _____

TYPE OF SERVICE

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

ADDITIONAL SERVICES

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

Phone: 216-566-5953

Email: info@tsshipper.com

Quick Quote: TSshipper.com



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

Show Name: _____
 Show Dates: _____
 Venue: _____

SHIPPING INFORMATION

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

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

ADDITIONAL INFORMATION OR INSTRUCTIONS

For an online Quick Quote, go to www.tsshipper.com

Send completed form to info@tsshipper.com or fax to

866-728-3775 For questions call us at 216-566-5953

Phone: 216-566-5953

Email: info@tsshipper.com

Quick Quote: TSshipper.com



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

Show Name: _____

Show Dates: _____

Venue: _____

PAYMENT AUTHORIZATION

EXHIBITING COMPANY: _____

BOOTH # _____

ADDRESS: _____

SHOW: _____

ONSITE CONTACT: _____

ORDERED BY: _____

CELL: _____

PHONE: _____

QUOTED AMOUNT:

EMAIL: _____

\$ _____

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

Terms:

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

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

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

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

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

Payment Information:

☐ VISA

☐ MasterCard

☐ American Express

Credit Card Number: _____

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

Name (as it appears on the card): _____

Cardholder's Signature _____ / _____
Date

Credit Card Billing Address:

Street: _____

City: _____ State: _____

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

Telephone: _____ Email: _____

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

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

Authorization Valid Until: _____ / _____ Initials Here: _____



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



EXPO
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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.



EXPO
EVENT SERVICES

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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.

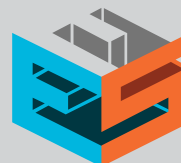
Safe Zone: 107"w x 81.5"h

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.



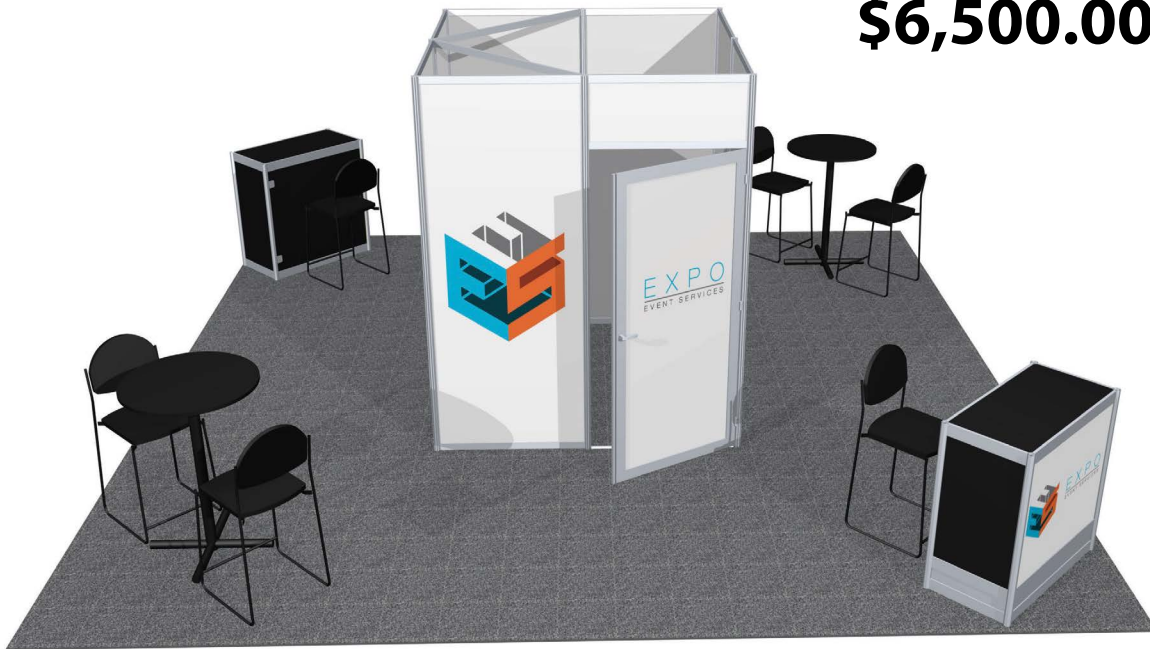
EXPO
EVENT SERVICES

UNICOMM

TRAVEL & ADVENTURE SHOW

20' x 20' PACKAGE E (side 1)

\$6,500.00



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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.

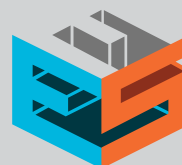
Safe Zone: 38.125"w x 90.5"h

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

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.

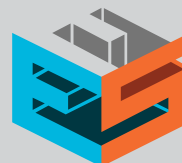
Safe Zone: 38.125"w x 90.5"h

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



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 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"	\$61.00	\$79.00	
	11" x 17"	\$71.00	\$92.00	
	14" x 22"	\$88.00	\$114.00	
	22" x 28"	\$107.00	\$140.00	
	24" x 36"	\$216.00	\$281.00	
	30" x 40"	\$233.00	\$303.00	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Background Color: _____ Copy Color: _____

Select Lay-out: ☐ Vertical ☐ Horizontal

Select Font Style: ☐ Corporate ☐ Jazzy

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

SUBTOTAL = _____ + TAX @ 8.875% = _____ = 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



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 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%

EXPO
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.



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

New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024



EXPO
EVENT SERVICES

Deadline Date January 18, 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

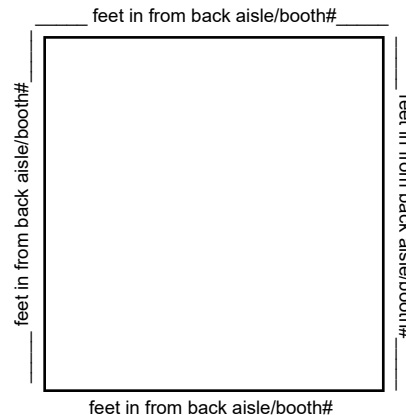
CHAIN MOTORS

QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	\$726.00	\$943.00	
	1 Ton Chain Motor	\$907.00	\$1,179.00	

- 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



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 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	\$250.00	\$272.00	
	OT	\$411.00	\$451.00	
	Holiday	\$505.00	\$553.00	
EES Supervision: _____ x 30% =				
		(Assembly total)	(\$40.00 minimum)	

Date of Assembly: _____

Requested Start Time: _____

Date of Disassembly: _____

Requested Start Time: _____

OVERHEAD SIGN RIGGING LABOR

RIGGING INSTALLATION

EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$1,088.00	\$1,195.00	
	OT	\$1,432.00	\$1,548.00	
	Holiday	\$1,695.00	\$1,856.00	

Date of Assembly: _____

Requested Start Time: _____

RIGGING REMOVAL

EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$1,088.00	\$1,195.00	
	OT	\$1,432.00	\$1,548.00	
	Holiday	\$1,695.00	\$1,856.00	

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



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 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 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	\$227.00	\$295.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$395.00	\$513.00
Double Time	Sundays and Holidays	\$458.00	\$595.00

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



EXPO
EVENT SERVICES

New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 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 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



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 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

STANDARD CARPET



Black



Blue



Green



Gray



Red



Burgundy



White

Qty	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$379.00	\$492.00	
	10' x 20' Booth Carpet	\$758.00	\$986.00	
	10' x 30' Booth Carpet	\$1,135.00	\$1,475.00	

Standard Cut

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

CUSTOM CARPET



Black



Blue



Green



Gray



Red



Burgundy



White

Qty	Item	Discount	Standard	Total
	Carpet Cut Carpet	\$6.25 sq.ft.	\$8.13 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"	\$2.66 sq.ft.	\$3.45 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = _____ + TAX @ 8.875% = _____ = 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

New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 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



New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 27 - 28, 2024

Deadline Date January 18, 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

	Qty	Item	Discount Price	Standard Price	Color	Total Price
CHAIRS		Upholstered Chair	\$127.00	\$165.00	N/A	
		Tall Black Stool	\$162.00	\$211.00	N/A	
UNDRAPED TABLES		4' x 24" x 30" Undraped Table	\$117.00	\$152.00	N/A	
		6' x 24" x 30" Undraped Table	\$129.00	\$168.00	N/A	
		8' x 24" x 30" Undraped Table	\$147.00	\$191.00	N/A	
UNDRAPED COUNTERS		4' x 24" x 42" Undraped Counter	\$129.00	\$168.00	N/A	
		6' x 24" x 42" Undraped Counter	\$143.00	\$186.00	N/A	
		8' x 24" x 42" Undraped Counter	\$158.00	\$205.00	N/A	
DRAPED TABLES	Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 30" High Draped Table	\$309.00	\$402.00		
		6' x 24" x 30" High Draped Table	\$345.00	\$449.00		
		8' x 24" x 30" High Draped Table	\$392.00	\$510.00		
		4th side Draped – 30"	\$133.00	\$173.00		
DRAPED COUNTERS	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 42" High Draped Counter	\$235.00	\$306.00		
		6' x 24" x 42" High Draped Counter	\$274.00	\$356.00		
		8' x 24" x 42" High Draped Counter	\$312.00	\$406.00		
		4th side Draped – 42"	\$108.00	\$140.00		
DRAPE	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		3' High Banjo Drape (4 ft. min. order)	\$26.00 /ft	\$34.00 /ft		
		8' High Banjo Drape (4 ft. min. order)	\$29.00 /ft	\$38.00 /ft		
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$342.00	\$445.00	N/A	
		30" x 42" High Pedestal Table	\$389.00	\$506.00	N/A	
ACCESSORIES		Chrome Easel	\$82.00	\$107.00	N/A	
		Wastebasket	\$55.00	\$72.00	N/A	
		Retractable Stanchion	\$201.00	\$261.00	N/A	
		Coat Tree	\$82.00	\$107.00	N/A	

SUBTOTAL = _____ + TAX @ 8.875% = _____ = 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 and brown patterned cushions. A low, rectangular coffee table with a metal frame holds a small bowl. The background is a dark, abstract wall with a grid-like pattern. The floor is made of light-colored wood planks. A large white circle is centered over the image, containing the text.

2023 TRADE SHOW KIT CATALOG

EFFECTIVE 3.1.2023

EVOKE



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

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



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



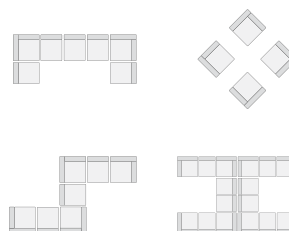
Function Armless Chair

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

CONTINENTAL

Modular Seating Collection



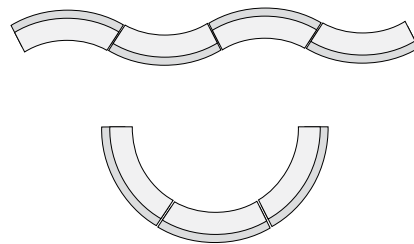
Continental Curved Bench

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



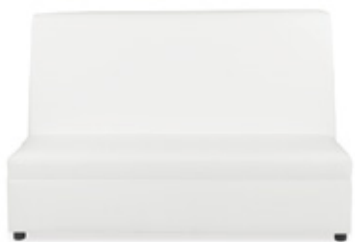
Continental Half Moon Ottoman

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



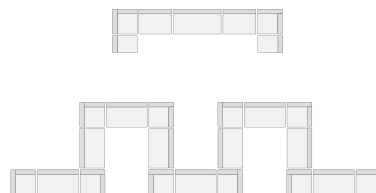
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

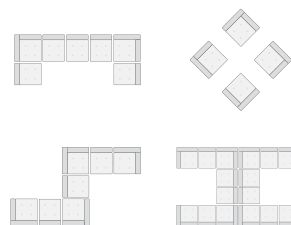
Modular Seating Collection



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

SUAVE MIDNIGHT



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



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



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

CHANDLER



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

STAGE CHAIRS



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



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



Rubix Cube Ottomans

- | | |
|----------|-------|
| Cherry | Lemon |
| Cromwell | Lime |
| Grape | 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

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



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"H 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



Fuze Tables

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



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



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



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



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

CAFÉ CHAIRS



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



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



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



Fuze Café Table

Zebra wood 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



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



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



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



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

PEDESTALS



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

- Zebra wood 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

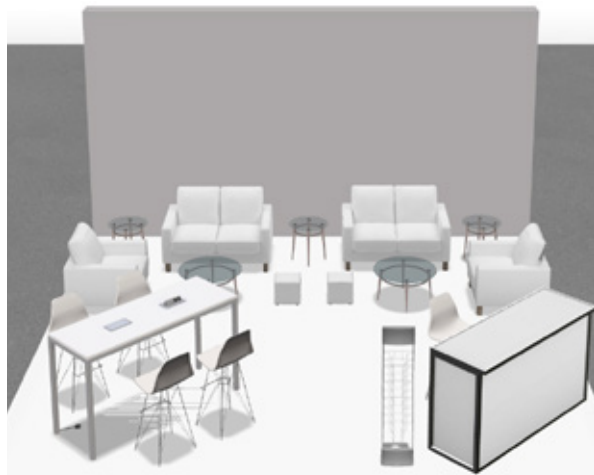
Table Lamp
25"H
Floor Lamp
70"H



Neutrino Floor Lamp

Steel
67"H

DESIGN YOUR BOOTH SPACE **YOUR WAY**



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

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
Blanc (Pg. 2)						
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		\$ -
Whisper (Pg. 2 & 3)						
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		\$ -
Function (Pg. 3)						
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		\$ -
Continental (Pg. 3 & 4)						
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		\$ -
Sophistication (Pg. 4)						
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		\$ -
Boca (Pg. 5)						
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		\$ -
Metro (Pg. 5)						
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		\$ -
Suave Midnight (Pg. 6)						
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		\$ -
Grammercy (Pg. 6)						
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		\$ -
Parma (Pg. 7)						
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"Wx 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:					



CULTIVATED

EXHIBITOR MENU

SNACKS & BREAKS

MINIMUM OF 12 GUESTS FOR THE SNACK BOXES

MILANO BOX

Piava Cheese Wedge **V² AVG**

Dried Mission Fig **V² AVG**

Sorpressa Salami **AVG**

Grissini Sticks **V²**

Baci

Marinated Olives **V² AVG**

\$16

THE CITY BOX

Mini Quiche

Choice of:

Vegetarian /Ham & Cheese/ Brie & Mushroom **V AVG**

Baby Carrot Sticks **V²**

M&M's **V AVG**

Berries **V²**

\$16

SOUTH BEACH

Mixed Berries **V² AVG**

Almonds, Cashews, Walnuts **V² AVG**

Rooftop Crudité Farm Vegetables with Tzatziki **V AVG**

Chia Seed Pudding **V² AVG**

Kale Chips **V² AVG**

\$15

THE FARMER BOX

Paprika Hash Goat Cheese **AVG**

Beet Salad **V² AVG**

Baguette Croutons **V**

Grapes **V² AVG**

\$16

THE BISTRO BOX

Charcuterie **AVG**

Salami and prosciutto

Cheese **V AVG**

Brie & Manchego

Crackers **V**

Radish **V² AVG**

\$16

THE DELI GOURMET

Red Beet Hummus **V² AVG**

Baby Carrot Stick **V² AVG**

Salted Pretzel **V**

Pita Chips **V² AVG**

Trail Mix **V**

\$16

CULTIVATED SIGNATURE

GINGER ENERGY BALLS **V² AVG**

Dates, Sesame Seeds, Maple Syrup

\$60 per dozen

GOJI BERRY PISTACHIO SQUARES **V² AVG**

Oats, Flax Seed, Agave Nectar

\$70 per dozen

JACOB'S HONEY LEMON GRANOLA BAR **V AVG**

Roasted Almond Coconut,
Chia Seeds, Oats, and Quinoa

\$70 per dozen

CINNAMON APPLE HAND PIES **V**

Vanilla Glaze

\$70 per dozen

BLUEBERRY CLUSTERS **V**

Dark Belgian Chocolate

\$60 per dozen

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

AVG =Avoiding Gluten **V²**=Vegan **V** =Vegetarian

ABOUT US

WE CREATE
REMARKABLE
EXPERIENCES BY
BRINGING TOGETHER
THE BEST OF NEW YORK.
CULTIVATING
SUSTAINABLE PRACTICES.
& PERSONALIZING
EVERY MOMENT TO
DELIVER WORLD-CLASS
HOSPITALITY.

CULTIVATED BY NEW YORK

The Javits Center has joined with Levy and CxRA to launch the hospitality brand CULTIVATED, a comprehensive and cutting-edge dining program that has reshaped and reimaged the food and beverage experience throughout the iconic venue. Our brand focuses on enhancing the hospitality experience with elements rooted in the Empire State, including more New York ingredients and producers, as well as unique dining presentations, products sourced on-site and signature high-end catering for the largest and most exclusive events in New York City.

To connect with us, contact CULTIVATED Sales Office at:
212-216-2400 | services@cultivatedny.com

To learn more about CULTIVATED, visit:

   [CultivatedNY | CultivatedNY.com](#)

SUSTAINABILITY

TOTAL FOOD UTILIZATION

Total Food Utilization refers to using the whole ingredient and minimizing food waste from food preparation. In the event where there is excess produce, or even with ugly produce, Cultivated chefs employ these foods in picklings, purees, soups and more.

GREASE RECYCLING

The grease recycling program filters fryer oil to maximize usage and streamlines the changeover of spent oil with new oil.

FOOD RESCUE

Perishable produce, leftover food, bulk items, and excess prepped food are rescued and donated to local community partners.



WASTE MANAGEMENT

All kitchens sort waste into various streams to optimize waste diversion. Streams include compost, plastic, metal, glass, cardboard/ paper and landfill.

WATER COOLERS

We encourage the use of reusable water bottles by having many water coolers and stations throughout the building.

SKIP THE STRAW

Strawless lids allow guests to sip their drinks without a straw.



THE FARM

Spanning one acre on our rooftop, the Farm provides up to 40,000 pounds of produce a year that is incorporated into the meals we serve our guests.



THE FARM ICON

This icon denotes CULTIVATED food and beverage items that are made with ingredients harvested from our rooftop Farm, Greenhouse, Orchard, or Farmshelf.

JACOB'S HONEY

Jacob's Honey is the honey made from the hundreds of thousands of bees on the Javits Center green roof. It is used on the recipes and dishes served by CULTIVATED.

THE GREENHOUSE

The 3,500 sq ft all-season greenhouse is outfitted with a hydroponic growing system, as well as benches for starting seedlings and growing micro greens.

Controlled environment allows for 365 day production and greater yields by providing consistent and near-ideal growing conditions. A vertical, stacked hydroponic system maximizes fields within a smaller footprint 2022 crops include head lettuce, basil, edible flowers, and culinary herbs.

BREAKFAST



BREAKFAST PACKAGES

MINIMUM OF 12 GUESTS | ALL BREAKFAST PACKAGES INCLUDE COFFEE/DECAF/GOURMET TEA AND FRESH SQUEEZED ORANGE JUICE

CHEF'S TABLE

THE CONTINENTAL EXPERIENCE

Pre-packaged selection of Plain and Fruit Flavored Individual Yogurts **V AVG**

Basket of Freshly Baked Croissants and Danishes with Fruit Preserves and Butter **V**

Local and Seasonal Sliced Fruit **V² AVG**

\$26 per person

CLASSIC BREAKFAST TABLE

Local and Seasonal Sliced Fruit **V² AVG**

Basket of Freshly Baked Croissants and Danishes with Fruit Preserves and Butter **V**

Eggs **V AVG**

Scrambled or Fried or Frittata with mushroom & sun dried tomatoes

Crispy Applewood Smoked Bacon or Chicken Apple Sausage or Pork sausage **AVG**

Cultivated Breakfast Potato, Tossed with Herbs, Peppers, and Onions **AVG**

\$36 per person

HEALTHY AND FIT CONTINENTAL

Local and Seasonal Sliced Fruit **V² AVG**

Overnight Oats **V² AVG**

Banana Bread or Strawberry Shortcake

Chia Seed Coconut Pudding with Seasonal Fruit Compote **V² AVG**

Cultivated Signature Bites

Goji Berry Pistachio Squares **V²** & Jacob's Honey Lemon Granola Bar **V**

Old Fashioned Oats or Quinoa **V AVG**

\$29 per person



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BREAKFAST À LA CARTE

MINIMUM OF 12 GUESTS

SANDWICHES

BACON, EGG, AND CHEESE

On a New York Bagel or Classic Roll

PASTRAMI EGG AND CHEESE

On a New York Bagel or Classic Roll

BREAKFAST ENGLISH MUFFIN **V**

Egg Whites, Spinach, Roasted Tomatoes,
Cheddar Cheese, on an English Muffin

SUNRISE BREAKFAST SANDWICH

Scrambled Eggs, Chicken Sausage Patty,
Cheddar Cheese, Croissant

\$130 per dozen

NUCHAS EMPANADAS

SAUSAGE, EGG, AND CHEESE

SPINACH, EGG, AND CHEESE **V**

HAM AND CHEESE

\$130 per dozen
One flavor per dozen

EGG

Tofu Scramble **V² AVG**

Frittata/ Egg White Frittata **V AVG**

Spinach and mushrooms
Bell Pepper and Scallion
Tomato and Herb

Scrambled Eggs **V AVG**

Hard Boiled Eggs **V AVG**

Cheese Scrambled Eggs **V**

\$7 per person

'MEATS'

2-piece serving per person

Turkey Bacon **AVG**

Applewood Bacon **AVG**

Chicken Apple Sausage **AVG**

Pork Sausage **AVG**

Turkey Sausage **AVG**

Veggie Sausage Patties **V²**

* 1-piece serving per person

\$7 per person

POTATOES

Cauliflower and Sweet Potato Hash **V AVG**

Red Bliss Potatoes and Leeks **V AVG**

Root Potato Hash **V AVG**

Skillet Yukon Gold Potatoes & Pepper Hash **V AVG**

\$6 per person

ZUCCHINI BREAD

Zucchini and Sundried Tomato Loaf
with Avocado and Basil Pesto Spread **V²**

\$70 per dozen

COCONUT CHIA PUDDING **V AVG**

Topped with Seasonal Berry Compote

\$84 per dozen

OATMEAL STATION **V AVG**

Steel Cut Oats or Quinoa

Dried fruit /Brown sugar/Walnuts/Pecans/Granola

\$60 per dozen

OVERNIGHT OATS **V² AVG**

Strawberry Shortcake/Banana Bread/
Cinnamon Bun

\$108 per dozen

One flavor per dozen

BAGEL

Smoked Salmon and Caviar

\$22 per person

SEASONAL FRUIT **V² AVG**

Local and Seasonal Sliced Fruit

\$7 per person

Individual Fruit Cups

\$84 per dozen

Banana, Apple, or Orange

\$48 per dozen

YOGURT **V AVG**

Plain & Fruit Flavored Yogurt

\$78 per dozen

Greek Yogurt Parfait **V**

Mixed Berries, Honey, & Granola

\$108 per dozen

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BREAKFAST

MINIMUM OF 24 GUESTS

QUESADILLAS

Mushrooms and Spinach

Chorizo and Cheese

Bacon and Cheddar

Sour Cream, Pico De Gallo, Guacamole,
Fire Roasted Tomato Salsa

\$19 per person

WAFFLES* **V**

Classic Belgium Waffle

Strawberry/ Chantilly Cream/ Berry compote/Nutella, Maple syrup

\$16 per person

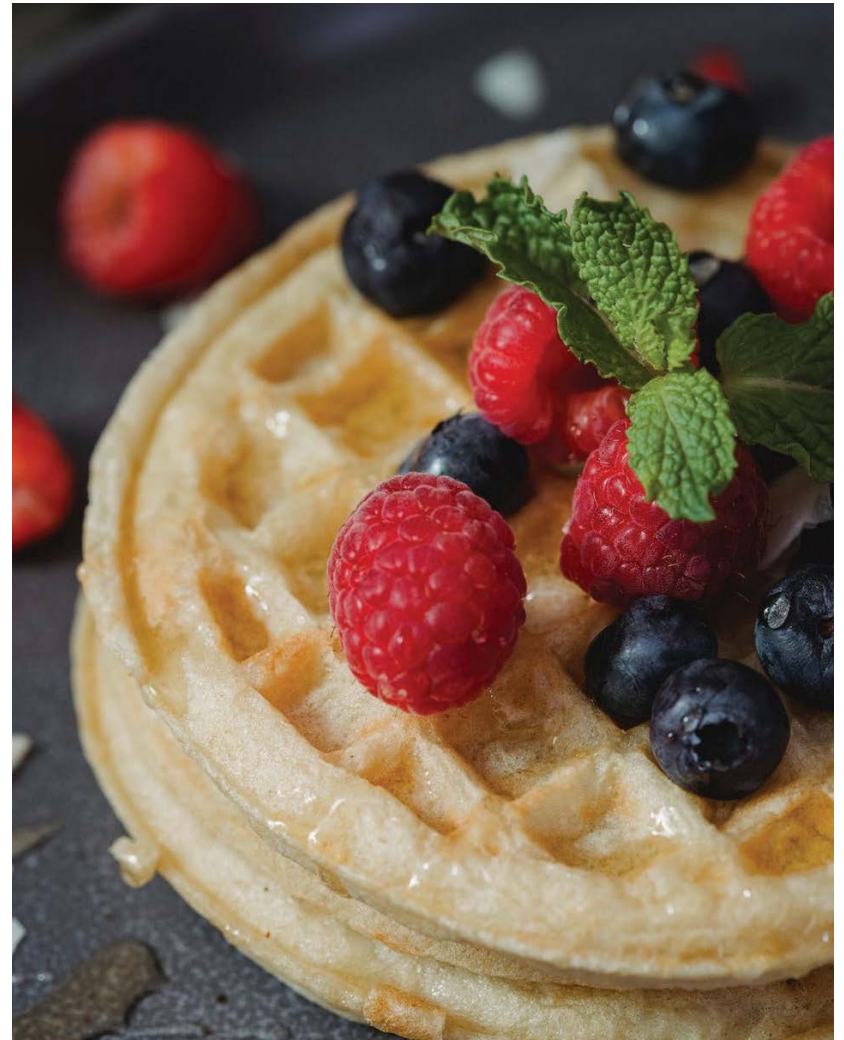
ARTISANAL PANCAKES * **V**

Traditional Buttermilk Pancakes

Maple syrup/ Chocolate chips/ Berries/ Chantilly Cream

\$16 per person

Pre-made served on chafers



* CHEF ATTENDANT REQUIRED

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BAKERY

ONE FLAVOR PER DOZEN

SWEET

CINNAMON ROLLS **V**

Topped with Vanilla Glaze
\$70 per dozen

SPECIALTY DONUTS **V**

Glazed/ Filled/ Cake

* Additional flavors available upon request

\$70 per dozen

SLICED BREAKFAST BREADS **V**

Marble/Lemon Poppy/Orange
\$65 per dozen

GOURMET MUFFINS **V**

Corn/Bran/Blueberry/Banana/Double Chocolate
\$56 per dozen

FRESHLY BAKED CROISSANTS **V**

Butter/ Chocolate/ Almond
\$66 per dozen

FRESHLY BAKED BREAKFAST DANISH **V**

Cheese/ Apple/ Raspberry/Blueberry
\$56 per dozen

HOMEMADE COOKIES **V**

Snickerdoodle/ Oatmeal Raisin/ Chocolate Chip
\$60 per dozen

GOURMET BROWNIES AND BLONDIES **V**

Fudge Brownies/ Chocolate Chip Blondies
\$58 per dozen



SAVORY

CLASSIC BUTTERMILK BISCUITS **V**

Jam and Honey
\$56 per dozen

BACON AND CHEDDAR SCONES

\$56 per dozen

ASSORTED BAGELS **V**

Cream Cheese, Butter, and Jam
\$60 per dozen

GLUTEN FREE

BLUEBERRY MUFFIN **V²**

\$68 per dozen

DOUBLE CHOCOLATE MUFFIN

\$68 per dozen

APPLE MUFFIN **V²**

\$68 per dozen

BANANA BREAD **V²**

\$77 per dozen

ZUCCHINI BREAD **V²**

\$82 per dozen

BROWNIE

\$70 per dozen

CHOCOLATE CHUNK COOKIE

\$72 per dozen

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SNACKS & BREAKS

PRE-PACKAGED BITES

PRICED PER DOZEN

BARS

NATURE VALLEY GRANOLA BARS
\$52

KIND BARS
\$54

CLIFF PROTEIN ENERGY BARS
Chocolate Chip
\$54

SNACKS

CHEEZ-IT
\$39

CHEX MIX
Traditional
\$45

SMART POPCORN
\$39

CHIPS

FRITOS
Original
\$39.00

SUN CHIPS
Original/Garden Salsa/
Harvest Cheddar
\$39.00

DORITOS
Nacho Cheese/ Cool Ranch
\$39.00

CHEETOS
Original
\$39.00

ROLD GOLD PRETZEL
Tiny Twist/
Braided Honey Wheat
\$36.00

**ASSORTED BAGS OF
POTATO CHIPS AND PRETZEL**
\$49.00

MISS VICKIE'S
Smokehouse BBQ/ Sea Salt
\$36.00

CHIPS

TERRA CHIPS
Original
\$45.00

BAKED IN BROOKLYN PITA CHIPS
Sea Salt/Garlic & Parmesan
\$42.00

NUTS

SAHALE FRUIT & NUT MIX
\$54

PEANUTS
Pre-packaged peanuts
\$36

PLANTERS TRAIL MIX
\$36

CANDY

SKITTLES
\$39

SWEDISH FISH
\$39

STARBURST
\$39

SOUR PATCH KIDS
Original
\$39

BAKED BY CITY BAKING
Golden Crumb Cake
\$45

CANDY

BUTTERFINGER
\$39.00

HERSHEY'S
Milk Chocolate
\$39.00

M&M'S
Milk Chocolate/Peanut
\$39.00

SNICKERS
\$36.00

NESTLE CRUNCH BAR
\$39.00

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SNACKS & BREAKS

DI FARA PIZZA

16 inches cut into 6 or 12 slices
Comes in a pizza box

CHEESE PIZZA ^V
\$48

PEPPERONI PIZZA
\$52

MEATBALL & RICOTTA PIZZA
\$52

VEGETARIAN PIZZA ^V
Artichokes, broccolini black olives
\$48



POPCORN

Requires a Catering Server as
Popcorn Attendant

POPCORN CART RENTAL

Power Requirements:
Standard 110V, 11.20 Amps, 60hz,
1345 Watts, Single Phase

Dimensions:
18.25 inches Long, 16.25 inches
Wide, 30.75 inches Tall
\$275

POPCORN KERNEL KIT

Includes (150) 2oz Servings
and Popcorn Bags
\$210



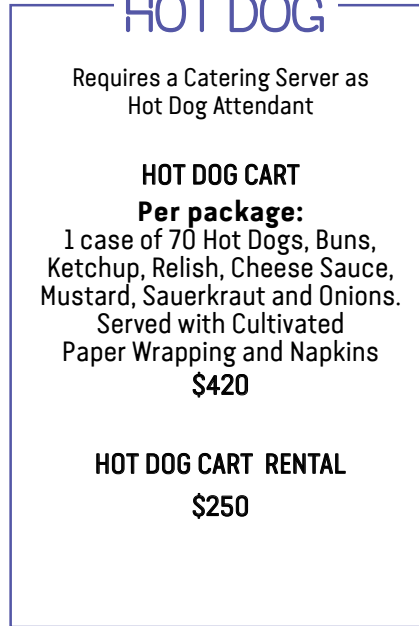
HOT DOG

Requires a Catering Server as
Hot Dog Attendant

HOT DOG CART

Per package:
1 case of 70 Hot Dogs, Buns,
Ketchup, Relish, Cheese Sauce,
Mustard, Sauerkraut and Onions.
Served with Cultivated
Paper Wrapping and Napkins
\$420

HOT DOG CART RENTAL
\$250



NEW YORK PRETZEL

ARTISANAL BAVARIAN PRETZELS ^V
Our signature snack, hand-rolled
in-house. Traditional salt, cheddar
cheese and cinnamon sugar,
Served with stone ground mustard
\$98 per dozen

PRETZEL RACK
\$250

PRETZEL WARMER
Electricity to be supplied by client,
ordered through building contact.
Requirements: 150 amp / 110 V
\$250 per day



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SNACKS & BREAKS

SMOOTHIE BAR

Requires a Catering Server as Smoothie Attendant
Minimum of 200 cup order
Custom flavors available upon request

ESSENTIAL PACKAGE

includes 4-hours service, up to 200 cups (\$12 per additional), equipment & staff
\$2,880

FLAVORS

Mixed Berry Smoothie
\$12

Strawberry Orange
Banana Smoothie
\$12

Mango Pineapple Smoothie
\$12

Green Smoothie
\$13

Add-On Protein shot
\$2 per cup

BLENDER RENTAL

Power order to be placed by client.
Each blender needs a dedicated 110/1500W line

\$150 per blender/ Per Day

Required to have a space for set up
6'w x 4'd, table is not included

BUBBLE TEA BAR

Requires a Catering Server as Bubble Tea Attendant
Minimum of 200 cup order
Custom flavors available upon request

ESSENTIAL PACKAGE

includes 4-hours service, up to 200 cups (\$12 per additional), equipment & staff
\$2,880

FLAVORS

Taro
\$12

Thai Iced Tea
\$12

Mango Tea
\$12

Required to have a space for set up
6'w x 4'd, table is not included

ICE CREAM CART

Requires a Catering Server as Ice Cream Attendant

HAAGEN DAZ ICE CREAM BAR KIT

5 cases of 12

Flavors include:
Vanilla, Chocolate, Almond
\$350

GOOD HUMOR ICE CREAM BAR KIT

3 cases of 24

Flavors Include:
Ice Cream Sandwich, Strawberry Shortcake, Chocolate Eclair, Cookie Sandwich
\$350

GELATYS HANDCRAFTED GELATO POPS

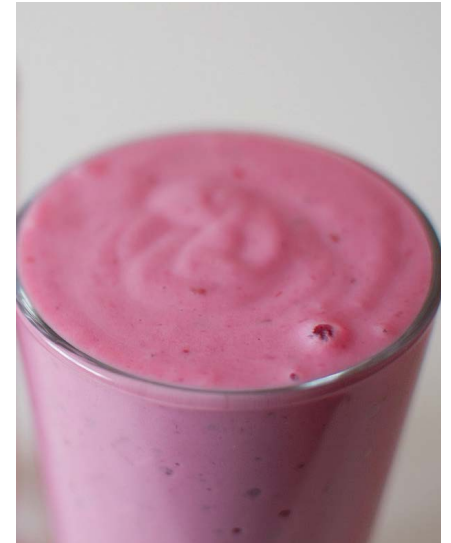
5 cases of 10

Flavors Include:
Pistachio, Coconut, Blueberry Yogurt, Chocolate, Multi-Fruit
\$360

ICE CREAM CART RENTAL

\$250

Requires electrical service for more than 4 hours



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DESSERT

BY THE DOZEN



DESSERT

CLASSIC NEW YORK MINI CANNOLI **V**

CARAMEL FLAN **V**

NEW YORK MINI BLACK
AND WHITE COOKIES **V**

KEY LIME PIE **V**
Whipped Cream

JUNIOR'S SIGNATURE
NY CHEESECAKE **V**
Berry Sauce

CARROT CAKE **V**
Vanilla Bean Icing

TRES LECHES CAKE **V**

DOUBLE CHOCOLATE CAKE **V**
Wild Berry Sauce

SWEET EMPANADA **V**
Apple, Cranberry, and Nutella

\$12

PER PERSON

PREMIUM DESSERT

RASPBERRIES AND CREAM **V**
Sponge Cake, Raspberries,
Mascarpone, Crushed Pistachios

CHOCOLATE MOUSSE **V**
Rich Chocolate, Heart of
Zabaione, Chocolate Curls

TIRAMISU **V**
Espresso Short Cake,
Mascarpone Cream,
Cocoa Powder

BERRY CRÈME BRULEE **V AVG**
Raspberry Sauce, Creamy
Custard, Berries Coated in Caramel

+\$2

PER PERSON

DESSERT BAR

ASSORTMENT OF
CHEF SELECTED DESSERTS

\$16

PER PERSON

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LUNCH
& DINNER

BUILD YOUR OWN MENU

MINIMUM OF 12 ORDERS PER TYPE

SANDWICHES

Selection for boxed lunch or a la carte

ORTIZ TUNA

Tuna Salad, Tomatoes, Red Pepper, Capers, Boiled Egg, Red Onions, Dijon Vinaigrette, Bib Lettuce on Baguette

DOUBLE SMOKED TURKEY SANDWICH

Smoked Turkey, Double Brie Cream, Steak Tomatoes, Baby Spinach Cranberry Aioli on Multi-seeded Baguette

THE CHICKEN

Chicken Salad with Golden Raisin, Provolone, Lettuce on Baguette

ROAST BEEF

Shaved Roast Beef, Lettuce, Tomatoes, Onion Jam, Sharp Cheddar on Multi-seeded Baguette

NEW YORK BLACK FOREST HAM

Smoked Pit Ham & Gruyere, Lettuce, Pickled Chips, Stone Ground Mustard Aioli on Multi-seeded Baguette

PORTOBELLO V

Grilled Marinated Portobello Mushroom Sandwich, Gorgonzola, Arugula, Wheat Roll

CULTIVATED VEGETABLES V²

Spiced Zucchini, Yellow Squash, Eggplant, Tomato, Red Pepper Hummus on French Baguette

\$18

EACH

HOT SANDWICH

CLASSIC NY PASTRAMI SANDWICH

Whole Grain Mustard, Sauerkraut, Whole Wheat Bread

CUBAN SANDWICH

Ham, Roasted Pork, Cheese, Pickles on a Pressed Hero Bread

REUBEN SANDWICH

Corned Beef, Swiss Cheese, Sauerkraut, Thousand Island Dressing on Rye Bread

\$23

EACH

PREMIUM SANDWICH

ROASTED BUTTERNUT SQUASH SANDWICH V²

Balsamic Glazed Red Onion Rings, Watercress, Whole Wheat Roll
Served hot

THE BEST ITALIAN SANDWICH

Genoa Salami, Prosciutto, Fresh Mozzarella, Roasted Peppers, Baby Arugula, Basil Pesto Mayo, Ciabatta
Served cold

\$21

EACH



BUILD YOUR OWN MENU

MINIMUM OF 12 GUESTS

SALAD

Selection for boxed lunch or a la carte

CHICKPEA SALAD

Chorizo Seco, Cherry Tomato, Radishes, Cucumbers, Arugula with Pesto Dressing

VIETNAMESE COLESLAW

STYLE SALAD ^{V²} AVG

Carrot Cabbage Mint, Cilantro, Thai Basil, Crispy Shallots, Toasted Peanuts and Chili, & Lime Dressing

SOBA NOODLE SALAD ^{V²} AVG

Buckwheat Noodles, Snow Peas, Banana Peppers, Bean Sprouts, Edamame, Scallions, Cilantro And Sesame Dressing

ORZO PASTA SALAD ^V

Kalamata Olives, Roasted Peppers, Sun Dried Tomatoes, Chopped Parsley, Arugula, Feta Cheese, Red Wine Vinegar, Olive Oil.

CLASSIC CAESAR SALAD ^V

Romaine Heart, Baby Kale, House Croutons, Grated Parmesan, Caesar Dressing

TRICOLOR QUINOA SALAD ^{V²} AVG

Greek Style Lemon Oregano Dressing

*Chicken \$6 and tofu \$5 enhancement available

\$9

EACH SIDE/
HALF-PORTION

\$18

EACH
FULL-SIZE

SALAD ENTRÉE

Not available for boxed lunches
nor as side/half-portion

RED BEET SALAD ^V AVG

Shallots, Mint, Chive, Candied Hazelnuts, Goat Cheese, Hazelnuts, Lemon-Tahini Dressing

ROASTED CAULIFLOWER SALAD ^V

Kabocha Squash, Red Peppers, Farro and Parsley with Feta Dressing

ROOFTOP FARM SEASONAL ^{V²} AVG

Italian Chopped Vegetable Salad, Dijon Mustard, Oregano Red Wine Vinegar, Olive Oil

\$18

EACH

BOXED LUNCH

Choose 1 type of Sandwich or Salad
Includes 1 snack and 1 dessert
Side salad enhancement available

CHOOSE 1 SNACK

Whole Seasonal Fruit

Potato Chips

Mini Pretzels

Veggie Chips

Popcorn

CHOOSE 1 DESSERT

Chocolate Fudge Brownie

Blondie

Chocolate Chip Cookie

Black and White Cookie

Coffee Crumb Cake

Minimum of 6 guests per
sandwich or salad selection
Maximum selection of 4 sandwich
types OR 3 salad types

\$32



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RECEPTION



CLASSIC HORS D'OEUVRES

MINIMUM OF 24 PER TYPE | STATIONARY SERVICE

HOT

FRIED COCONUT SHRIMP

Sweet & Sour Aioli, Charred Scallion

FLAKY BEEF EMPANADAS

Sofrito Mayo

CONEY ISLAND DOG

Puff Pastry Crust, Everything Spice, Whole Grain Mustard

MACARONI & CHEESE BITES **V**

Crispy Panko Herb Crusted

BLACK BEAN EMPANADAS **V² AVG**

Chipotle Aioli

CHICKEN SATAY

Peanut Cilantro Lime

POTATO & SWEET PEA SAMOSAS **V**

Mint and Cilantro Yogurt Vinaigrette

\$10

PER PIECE

COLD

GOAT CHEESE BRUSCHETTA **V**

With Roasted Beets & Micro Basil

TOMATO CAPRESE SKEWERS **V AVG**

Mozzarella, Basil Pesto, and Balsamic Glaze

SMOKED SALMON **AVG**

Dill Crème Fraiche on Cucumber Cup

RED PEPPER HUMMUS **V² AVG**

Sundried Tomatoes, Cucumber Cup & Dill

MINI CRUDITÉS VERRINE **V² AVG**

Eggplant Caponata, Fresh Herbs

PROSCIUTTO DI PARMA **AVG**

Savor Melon, Basil, Balsamic glaze

SOBA NOODLE **V²**

Wakame, Kombu, Tofu, Ponzu Sesame

\$10

PER PIECE

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PREMIUM HORS D'OEUVRES

MINIMUM OF 24 PER TYPE | STATIONARY SERVICE

HOT

GOAT CHEESE AND HERB ARANCINI ^V

Tomato Chutney

BUTTERMILK CHICKEN SLIDER

Hot Honey Aioli, Biscuit

GRILLED VEGETABLE SKEWERS ^V

Halloumi and Black Olive Tapenade

CROQUETAS DE JAMON

Ham and Cheese Croquettes

\$12

PER PIECE

COLD

KALUGA CAVIAR**

Red Onion, Boiled Egg, Crème Fraiche, Potato Cake

+\$2

TACO DE ATUN** ^{AVG}

Fresh Yellow Fin Tuna, Avocado, Cilantro, Sesame

THAI SHRIMP SALAD ^{AVG}

Green Plantains, Pomelo, Coconut, Holy Basil

SEARED STRIP STEAK

Shichimi, Potato cake, Japanese Pickled Aioli

SCALLOP CEVICHE** ^{AVG}

Cucumber Cup, Wasabi Bloody Mary, Yuzu, Shiso

MINI LOBSTER ROLLS

Bao Bun, Yuzu Mayo

\$12

PER PIECE

**CONSUMING RAW OR UNDERCOOKED MEATS, POULTRY, SEAFOOD, SHELLFISH OR EGGS MAY INCREASE YOUR RISK OF FOOD BORNE ILLNESS

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

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STATIONS

MINIMUM OF 24 GUESTS



JAVITS MAGICAL ROOFTOP VEGETABLE FARM STAND **V² AVG**

Seasonal Vegetables from our Rooftop Farm

Grilled, Roasted, Sautéed

Red Miso Sauce, Lemon Tahini, Huacatay Black Mint Pesto, Htipiti

\$22 per person

CULTIVATED VEGETABLE CRUDITES **V²**

Javits Rooftop Garden Fresh Raw Vegetable Display With Dips

Green Goddess, Almond Skordalia, Roasted Pepper Hummus

\$18 per person

ARTISANAL CHEESE BOARD **V**

Artisanal Local and Imported Cheeses, Local Honey,
Fig Preserve, Grapes, Crostini, Flatbread

\$22 per person

CHARCUTERIE BOARD

Genoa Salami, Sopressata, Prosciutto, Chorizo,
Marcona Almonds, Marinated Olives, Cornichon, Baguettes

\$30 per person

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

AVG Average Station **V²** Vegetarian **V** Vegetarian

BEVERAGES

ALCOHOLIC BEVERAGE MENU
AVAILABLE UPON REQUEST



BEVERAGES

HOT

COFFEE AND TEA

El Dorado Regular Coffee

\$66 per gallon

El Dorado Decaf Coffee

\$66 per gallon

Assorted Teas

\$66 per gallon

Includes:

Creamers

2% milk, skim milk,
half & half, and soy milk

Sweeteners

Sugar, Sugar in Raw, Splenda

*Includes cups, stirrers

REALLY GOOD HOT CHOCOLATE

Mini Marshmallows, Chocolate
Shavings, and Whipped Cream.

*3-gallon minimum required

*On flameless urn

\$67 per gallon

"MILK" CREAMER ENHANCEMENT

Almond/Cashew/Coconut/Oat

32 oz

\$20

COLD

JUICE

Cranberry/ Apple

\$120 per 3 gallons

FRESH SQUEEZED ORANGE JUICE

\$180 per 3 gallons

LEMONADE

Lemon-Basil/ Strawberry/
Watermelon

*Sweetened with Jacob's Honey

3-gallon minimum required

\$49 per gallon

ICED TEA

Country Sweet/ Unsweetened
Served with Fresh-Cut Lemons

*Sweetened with Jacob's Honey

\$46 per gallon



BOTTLED

ASSORTED SOFT DRINKS

Coke, Diet Coke, Sprite

\$4.50 each

INDIVIDUAL BOTTLED JUICE

15.2 oz

\$6.50 each SNAPPLE

Lemon tea/ Diet lemon tea

32 oz

\$5 each

VITAMIN WATER

XXX/ Power C

20 oz

\$5 each

RED BULL

Regular/Sugar free

12 oz

\$9 each



BOTTLED

Advance order only

SARANAC

Rootbeer/ Orange Cream/
Shirley Temple

12 oz

\$5 each

BOYLANS

Blueberry pomegranate mash

16 oz

\$8 each

*MONTAUK

Raspberry iced tea/
Lemon iced tea

16 oz

\$8 each

GRADY'S COLD BREW

8oz

\$12 each

SPECIALTY COFFEE

NESPRESSO

NESPRESSO MACHINE

Includes cups, stirrers, napkins, assorted sweeteners, water, and creamers. Comes with 1 sleeve (10 pieces) of Nespresso pods.

\$250 DAY

1 GALLON WATER JUG

Additional Jugs for Nespresso Coffee Machine

\$15/Jug

FLAVORS

Coffee

Each pod makes 7.77oz/230ml

Intenso

Stormio

Odacio

Melozio

Melozio Decaffeinato

Hazelino Muffin

Espresso

Each pod makes 1.35oz /40ml

Il Caffé

Double Espresso

Each pod makes 2.75oz /80ml

Chiaro

\$50/Sleeve (10 Pods)

ESPRESSO BAR

ESSENTIAL PACKAGE

4 hours of service

\$2,250 / 300 cups

8 hours of service

\$2,750 / 500 cups

Includes;

Espresso Machine, Grinder, 100% Arabica & Decaf Espresso Beans, 1 trained / professional barista

Additional service hours are priced accordingly.

*Additional cup

\$4.75

*Option for Iced Latte, Iced Mocha, Iced Caramel Macchiato, and Iced Chai Latte

\$375

Each machine requires:

Dedicated 110V, 15/20 amp outlet (provided by client)

Required to have a space for set up 6'w x 4'd, table is not included

•Size of Espresso Machine: 15"h x 17"w x 21"d

DELUXE PACKAGE

4 hours of service

\$2,975 / Unlimited Service

8 hours of service

\$3,575 / Unlimited Service

Includes;

Espresso Machine, Grinder, 100% Arabica & Decaf Espresso Beans, 1 trained / professional barista

DaVinci Syrups to flavor any espresso drink, hot teas and hot chocolate.

Custom Logo / Branded coffee sleeves

Additional service hours are priced accordingly.

*Option for Iced Latte, Iced Mocha, Iced Caramel Macchiato, and Iced Chai Latte

\$500

Each machine requires:

Dedicated 110V, 15/20 amp outlet (provided by client)

Required to have a space for set up 6'w x 4'd, table is not included

•Size of Espresso Machine: 15"h x 17"w x 21"d

ADDITIONAL SERVICES

Cold Brew*

\$495 / Day with espresso bar
\$1,095 / Day Stand Alone

Nitro Bar*

\$1,795 / DAY (250 CUPS)

Tricycle:

\$175 / DAY

Flavored Syrup

Vanilla, Sugar Free, Caramel, Hazelnut, White Chocolate, Marshmallow, Macadamia Nut, English Toffee, Coconut, Peach

\$40 / 750 ML BOTTLE

Branded Sleeve Cups

\$175 / Day

Branded Bar

\$500 / Day

Branded Cookies

\$6 / Each

Ripple Maker

Custom Foam Branding:
\$225 / half day and \$395 / full day

***INCLUDES BARISTA ATTENDANT FOR 4 HOURS**

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

AVG =Avoiding Gluten V²=Vegan V=Vegetarian

WATER

STILL

DASANI BOTTLED WATER

\$3.45 each

\$82.80 per case of 24

FIJI WATER

16.9 oz

Minimum order of 24 bottles

\$6.50

SARATOGA SPRINGS STILL WATER

12 oz. Glass Bottle

\$5.25

SARATOGA SPRINGS STILL WATER

28 oz. Glass Bottle

\$10

COOLERS & JUGS

WATER COOLERS

Electric Hot and Cold Water Dispenser

Touchless Electric Cold Water Dispenser

Rental: 1 day \$100 / 3 day \$200

Additional day \$80

5 GALLON WATER JUG

\$37

SPARKLING

PERRIER

16.9 oz Bottle

\$5.25

SARATOGA SPRINGS SPARKLING WATER

12oz Glass Bottle

\$5.25

SARATOGA SPRINGS SPARKLING WATER

28 oz. Glass Bottle

\$10

SAN PELLEGRINO

Sparkling Water

\$5.25

SAN PELLEGRINO ARANCIATA

12 oz. Sparkling Fruit Beverage

\$5.25

SAN PELLEGRINO LIMONATA

12 oz. Sparkling Fruit Beverage

\$5.25

HALS SELTZER

Original/Black Cherry

20 oz

\$5.50 *Advance order only*

INFUSED

NATURALLY INFUSED WATER - CALM

Strawberry, Lemon, and Mint

3-gallon minimum required

\$66 per gallon

NATURALLY INFUSED WATER - CLEANSE

Watermelon, Cucumber, and Lime

3-gallon minimum required

\$66 per gallon

NATURALLY INFUSED WATER - ENERGIZED

Apple, Lime, and Carrot

3-gallon minimum required

\$66 per gallon



PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

A LA CARTE BAR

LIQUOR/ MIXED DRINKS

PLATINUM LIQUOR
\$16

DELUXE LIQUOR
\$15

PREMIUM LIQUOR
\$14

PREMIUM WINE PER GLASS
\$12

PREMIUM, IMPORTED, OR CRAFT BEER
\$11

DOMESTIC BEER
\$10

MIXERS

COKE
DIET COKE
SPRITE
GINGER ALE
TONIC
CLUB SODA
ORANGE JUICE
CRANBERRY JUICE

GARNISHES

LEMONS
LIMES
ORANGES
CHERRIES
OLIVES





GENERAL INFORMATION

GENERAL INFORMATION

ALLERGY INFORMATION

Food may contain or come into contact with common allergens, such as dairy, eggs, wheat, soybeans, tree nuts, peanuts, fish, shellfish or wheat.

Our facilities are not food allergen or gluten-free.

Please talk to the catering sales team if you have a serious allergy and/or require accommodations.

Items under the gluten free bakery section are produced in gluten free facilities and to avoid cross contamination.

Kosher and Halal meals available upon request.

STAFFING RATES

Delivery fee \$50 Charged every time order is delivered to one location.

Set-Up fee \$150 Charged every time an order is set-up.

Set-up only and does not include a dedicated staff for service & maintenance.

Staffing fees will automatically be added to your order.

Please note that a five (5) hour minimum, per staff member applies.

Servers \$256 per five (5) hours.

Five (5) hour minimum. \$88 for each additional hour after the first 5.

Chef Attendant \$270 per five (5) hours. Five (5) hour minimum.

\$95 for each additional hour after the first 5.

Bartender \$270 per five (5) hours. Five (5) hour minimum.

\$95 for each additional hour after the first 5.

Captain \$290 per five (5) hours. Five (5) hour minimum.

\$105 for each additional hour after the first 5.

LINEN, RENTALS, AND SPECIAL EVENT PLANNING

Please contact our Cultivated Catering Sales Team in regards to linen and rentals for your food and beverage service. Floral, décor and entertainment services can be arranged on your behalf.

EXCLUSIVITY

Cultivated maintains the exclusive rights to provide all food and beverage in the Javits Convention Center. All food and beverages, including water, must be purchased from Cultivated.

MENU SELECTION

Cultivated Catering Sales team is available as a valuable resource to you with expertise in event planning, menu selection and to answer any questions or concerns you might have. While our menus are designed to be inclusive to a wide variety of dietary needs, the Cultivated Sales Team, together with our Executive Chef are available if you'd like to design a special menu to serve in your event.

GUARANTEES

The Customer shall notify Cultivated, not less than fourteen (14) business days (excluding holidays and weekends) prior to the event, the minimum number of guests the Customer guarantees will attend the event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance. If Customer fails to notify Cultivated of the Guaranteed Attendance within the time required, (a) Cultivated shall prepare for and provide services to guests attending the event on the basis of the estimate attendance specified on the BEOs and (b) such estimated attendance shall be deemed to be the guaranteed attendance.

Cultivated will be prepared to serve five percent (5%) above the guaranteed attendance, up to a maximum of thirty (30) meals (the overage).

GENERAL INFORMATION

PAYMENT POLICY

A deposit of seventy-five percent (75%) of the total contract value will be required sixty (60) days in advance of the first function. A signed catering agreement must be returned to Cultivated 60 days prior to the start. The final twenty-five percent (25%) shall be paid in full a minimum of seven (7) business days prior to the start of the first event. A completed credit card authorization form must be provided by the customer as a guarantee of payment for any additional on-site services rendered. Any remaining balance due must be paid within ten (10) business days upon receipt of final invoice. Outstanding Event Price balances shall be paid within thirty (30) full calendar days of the Event provided billing privileges have been previously approved in writing through the General Manager's office.

ALCOHOL BEVERAGE GUIDELINES

Cultivated is the sole holder of the New York State issued liquor licenses for the Javits Convention Center. We retain the exclusive right and responsibility to provide and dispense any alcohol served at the facility. We reserve the right to request photo identification from any guest in attendance and to refuse services to attendees who do not have proper identification or appear to be intoxicated. Under New York State law, alcoholic beverages are not permitted to be removed from the facility.

FOOD AND BEVERAGE PRICING

Prices quoted are in US Dollars and are subject to 22.5% administration charge and applicable sales tax. Prices are subject to change without notice; however, guaranteed prices will be confirmed once client provides guaranteed guest count and signs the event order no more than sixty (60) days prior to the event.

ADMINISTRATION CHARGE AND TAX

All food and beverage items are subject to a 22.5% administration charge, plus applicable sales tax. The administration charge is for administration of the special function, is not purported to be a gratuity, and will not be distributed as gratuities to employees who provided the service to the guests.

TAX EXEMPT

If the customer is an entity claiming exemption from taxation in New York State, customer is to provide evidence of the exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.

LATE FEES

Orders received within 14 days of the event may be subject to a limited menu offering. Any new orders or changes received within 10 business days of an event will be assessed a 10% late order fee.

CHANGES & ADDITIONAL SERVICES

Orders and changes received 5 days or less from the date of service are subject to Cultivated's approval and cannot be guaranteed.

Changes to any aspect of the existing event order cannot be accommodated past 48 hours to the service.

HEAT LAMPS

Cultivated recommends the use of heat lamps to serve and present hot or warm food. This will require the client to request & pay for the electrical need from the Javits Center. Heat lamps come as a single lamp which requires a 500-watt line and a double lamp which requires a 1000-watt line. Please let your Catering Sales contact know if you would prefer to have the hot or warm item served in chafers instead to avoid heat lamp costs.

ELECTRICAL REQUIREMENTS

Any electrical needs for your events, including those for equipment needed in your food & beverage service, need to be requested directly to the Javits Center via your Event Solution Manager or Exhibitor Solutions Manager. The charges for these power needs will be charged to the client directly.



JAVITS CONVENTION CENTER CULTIVATED

SAMPLING FORM

This information packet includes:
Sampling for & Guidelines
Sample COI: Return to Cultivated

THE SALE OF FOOD + BEVERAGE ITEMS IS STRICTLY PROHIBITED.

1 DO YOU QUALIFY?

Are you the Manufacturer or Distributor?

Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLES of 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 SIZE RESTRICTIONS

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

Non-Alcoholic Beverages are limited to a maximum of 4 oz. in a cup. 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 BUYOUT FEES

Food or Beverage Products brought on the premises for consumption that do not fall within the Sampling parameters requiree CULTIVATED approval.

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

3 SAMPLING ALCOHOL

All alcohol sampling requires a Cultivated Bartender. *Fees apply.

Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the product. Cultivated is required to receive, handle, & store ALL alcohol product.

*Fees Apply.

You are required to obtain for a Marketing Permit through the New York State Liquor Authority Website and submit Certificate 10 business days prior to:
<https://sla.ny.gov/permits-available-online>

To conduct tastings and provide samples of the permit holders' products to consumers. Supplier of the alcoholic beverages at the event must obtain a transportation permit or use a company that has a transportation permit in order to transport the alcoholic beverages to the event site.

Out-of-State suppliers and licensed in-state wholesalers and manufacturers can apply for a marketing permit.

Note: Per city ordinance Alcohol cannot be served before 11AM on Sundays.

ALCOHOLIC BEVERAGES SAMPLING SIZES

2 oz. for beer/wine + .25 oz for liquor

*HANDLING/STORAGE FEES MAY APPLY

4 STORAGE AND DELIVERY

* Fee Applies

If product/items do not fit in your hand carry, they must be shipped through your show decorator or shipped directly to our on-site Cultivated Warehouse. Alcoholic products cannot be hand-carried and must be shipped to Cultivated. Storage space is limited and is subject to availability. Please contact a Cultivated Sales Team Member to arrange storage and deliveries:

One-Time Receiving/Handling Fee: **\$250.00**

Cold/Dry Storage: **\$150.00 per day / per pallet**

Delivery Fee: **\$50.00 per delivery**

5 PAPERWORK SUBMISSION

RETURN TO LEVY

Sampling Authorization Form &
Certificate of Insurance [LINK HERE!](#)



OR USE QR CODE

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

Levy Premium Foodservice Limited Partnership and Restaurant Associates, LLC; specifically including all of their partners; New York Convention Center Operating Corporation, New York Convention Center Development Corporation, State of New York, Triborough Bridge and Tunnel Authority and New York State Urban Development Corporation d/b/a Empire State Development, and their respective officers, agents and employees; Levy and Restaurant Associates, including, but not limited to, all related partnerships, corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors and managers.



52 Forest Ave., Suite 6, 2nd Fl
Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108
E-Mail: info@metromultimedia.com

CREATIVE.
TECHNICAL.

Memorable.

PAYMENT AUTHORIZATION FORM

TRAVEL &
ADVENTURE
SHOW®

JANUARY 27 – 28, 2024

JAVITS CONVENTION CENTER

DISCOUNT DEADLINE: 1/12/2024

Company:	Booth:
Address:	
City, State Zip:	Phone:
Ordered by (Print):	
Email Address:	Fax:
ESTIMATED TOTALS	
Audio Equipment Total	
Projection Total	
Video and Data Display Total	
Labor Total	
Sub Total Estimate due MetroMultimedia	\$
Sales Tax Due on Sub Total Amount	\$
Delivery & Pick Up	\$ 175.00
Total Due MetroMultimedia	\$
PAYMENT AUTHORIZATION	

YOUR SIGNATURE OF THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND ON YOUR ORDER FORMS

Company Check – Make payable to MetroMultimedia, and reference TRAVEL & ADVENTURE SHOW. Mail to: 52 Forest Ave, Suite 6, 2nd Floor, Paramus, NJ 07652

****Please Note** – Returned checks are subject to a \$35.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACK UP.**

Wire Transfers – If paying by wire transfer please contact MetroMultimedia for wire transfer information and include a \$40.00 wire transfer fee.

ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.

Credit Card – For your convenience, MetroMultimedia Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all MetroMultimedia charges, and any charges that MetroMultimedia may be obliged to pay on your behalf, including without limitations, any material handling

<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER	Exp. Date
Account Number				
Security Code				Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/Zip: _____ Phone: _____

***The cardholder names above hereby authorize MetroMultimedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges. If there is any intent to commit fraud, I will be held to the full extent of the law.

Cardholder Signature: _____ Date: _____

PAYMENT POLICY: MetroMultimedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made prior to completion of event. NO CREDITS WILL BE MADE AFTER THE CLOSE OF THE EVENT. Checks **must** be in US Dollars and drawn on a US Bank.

TAX EXEMPT STATUS: If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

EQUIPMENT: You are responsible for payment on any MetroMultimedia rental equipment.

CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - ** NO EXCEPTIONS **
ALL CANCELLATIONS ARE SUBJECT TO A 5% PROCESSING FEE.
CANCELLATIONS RECEIVED AFTER DISCOUNT DEADLINE DATE ARE SUBJECT TO A 25% RESTOCKING FEE



CREATIVE.
TECHNICAL.

Memorable.

MetroMultimedia Order Form

52 Forest Ave., Suite 6, 2nd Fl
Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108
E-Mail: info@metromultimedia.com

TRAVEL &
ADVENTURE
SHOW®

JANUARY 27 – 28, 2024

JAVITS CONVENTION CENTER

DISCOUNT DEADLINE: 1/12/2024

Company Name: _____ Booth #: _____ Booth Size: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Name: _____ Phone: _____ E-Mail: _____
Delivery Date/Time: _____ Pick Up Date/Time: _____
On Site Contact Name: _____ On Site Contact Phone: _____

Audio Equipment	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
1 Speaker Sound System (Speaker, Stand, Mixer, PC DI)		\$174.75	\$218.50		
2 Speaker Sound System (Speakers, Stands, Mixer, PC DI)		\$291.00	\$371.25		
Wireless Microphone (____ Lavalier, ____ Handheld ____ Headset)		\$142.00	\$177.50		
10 Channel Audio Mixer (required with use of wireless mic)		\$82.00	\$102.50		
Large Venue Sound Systems are available upon request		Please Call	Please Call		
Projection	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
5K Laser Projector		\$600.00	\$750.00		
Tripod Projection Screen ____ 5' ____ 6' ____ 7' or ____ 8'		\$78.00	\$97.50		
Projector Stand		\$25.00	\$31.25		
Custom Projection options are available upon request		Please Call	Please Call		
Computers & Accessories	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
Lenovo Thinkpad		\$174.75	\$218.50		
MacBook Pro 15"		\$273.00	\$341.25		
Apple iPad		\$71.00	\$88.25		
iPad Floor Stand (available upon request)		Please Call	Please Call		
Video and Data Display	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
Please select Source for Monitor: ____ PC Laptop ____ MAC Laptop ____ DVD Player ____ Media Player ____ Other: _____					
42" Flat Panel Display ____ Table Top ____ Wall Mounted		\$311.25	\$374.00		
55" Flat Panel Display ____ Table Top ____ Wall Mounted		\$491.50	\$614.50		
60" Flat Panel Display ____ Table Top ____ Wall Mounted		\$573.50	\$717.00		
70" Flat Panel Display ____ Wall Mounted		\$644.50	\$805.75		
85" Flat Panel Display ____ Wall Mounted		\$1,310.00	\$1,637.50		
40" Touch Screen Panel Display ____ Wall Mounted		\$546.00	\$682.50		
55" Touch Screen Panel Display ____ Wall Mounted		\$928.00	\$1160.00		
*Dual Post Floor Stand for Flat Panel Monitors (for 40" through 70" sizes only)		\$78.00	\$97.50		
*Dual Post Floor Stand Shelf for Laptop		\$16.50	\$20.75		
Media Player (required for USB playback)		\$54.75	\$68.50		
Additional monitors, touchscreens and video walls are available upon request		Please Call	Please Call		
Total Audio, Projection & Video and Data Display					\$
A labor charge of \$87.50 per hour may be added depending on the type and quantity of equipment ordered.			Labor Total		\$
Grand Total Equipment Rental and Labor					\$

Please Note:

Drayage Costs (if applicable) are not included in delivery costs. Regular rate applies if order is received after deadline date.

In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.

*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.

To receive a confirmation of your order prior to event, please e-mail: info@metromultimedia.com.

SUBTOTAL = _____ + TAX @ 8.875 % = _____ + \$175.00 Deliver & Pick-Up = TOTAL _____

Payment Authorization Form must accompany order.

All Cancellations are subject to a 5% processing fee. Cancellations received after discount deadline date are subject to a 25% restocking fee.

Equipment Cancellations not received 72 Hrs. before delivery date will be charged 100% - **NO EXCEPTIONS**

BOOTH ORDER CLEANING FORM



Please return form to the below listed e-mail and Make all Checks payable to: ABM Janitorial Services
 1 Liberty Plaza New York, NY 10006 Phone: 917-494-7131 Email Address: andrea.chaney@abm.com
 Attn: Andrea Chaney

TRAVEL & ADVENTURE SHOW

Name of Venue	Show Date	BOOTH #
COMPANY NAME	OFFICE NUMBER	ONSITE CONTACT NAME/NUMBER
STREET ADDRESS	CITY STATE	ZIP CODE
AUTHORIZING SIGNATURE	ON-SITE CONTACT E-MAIL	

EXHIBITORS REQUIRING ADDITIONAL SERVICES (I.E. VACUUMING, MOPPING, WAXING, SHAMPOO AND TRASH REMOVAL DURING SHOW HOURS MUST PLACE A FORMAL ORDER AND MAKE PAYMENT TO ABM AS PER THE ABOVE

CARPET CLEANING (100 SQ. FT MIN.)

			Advance Order	Floor Order
<input type="checkbox"/> Daily booth cleaning including nightly Vacuuming of Booth & emptying wastebaskets	Days_____ X Sq. Ft. _____	\$	0.57	\$ 0.60
<input type="checkbox"/> Vacuum one time only	Days_____ X Sq. Ft. _____	\$	0.57	\$ 0.60
<input type="checkbox"/> Shampoo Prior to Show Opening Please give 24 hour notice	Days_____ X Sq. Ft. _____	\$	1.21	\$ 1.15
<input type="checkbox"/> Damp mop only - Tile Flooring	Days_____ X Sq. Ft. _____	\$	0.55	\$ 0.57
<input type="checkbox"/> Antistatic Shampoo	Days_____ X Sq. Ft. _____	\$	0.28	\$ 0.24
<input type="checkbox"/> Periodic Porter Service (Two Hour Min.)	Days_____ @ \$127.27 Per Day = _____			
<input type="checkbox"/> Hourly Porter Service (One Hour Min.)	Days_____ @ \$63.61 Per Day = _____			

Cancellations must be given 24 hours in advance to andrea.chaney@abm.com

GRAND TOTAL _____



Starbright

floral design

www.starbrightnyc.com | 140 West 26th Street, New York City, NY 10001

212-229-1610 | Hello@starbrightnyc.com

**TRAVEL &
ADVENTURE
SHOW®**



Sample Selections

Floral Selections



Standing Ovation

\$149.95



Highlander

\$99.95-\$174.95



Glory Bound

\$129.95-\$229.95



Sample Selections

Floral Selections



English Charm

\$99.95-\$149.95



New Sensations

\$159.95-\$299.95



Joy

\$84.95-\$174.95



Sample Selections

Floral Selections



Surprise Smiles

\$94.95-\$114.95



Cast a Spell

\$349.95-\$449.95



Wonderful in White

\$199.95-\$299.95

Sample Selections

Orchids



Orchid Eden

Available in Purple

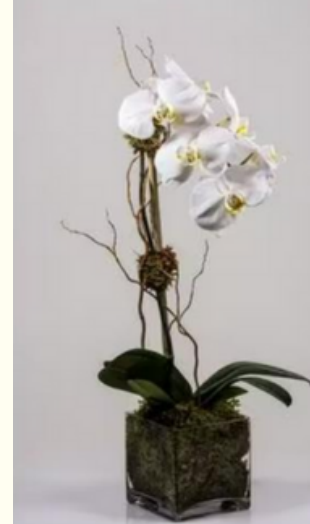
\$149.95-\$224.95



Dancing Orchids

Available in Purple

\$324.95-\$359.95



Phalaenopsis

White

\$84.95



**Grand Phalaenopsis
Orchid**

Available in White

\$149.95



Sample Selections

Succulents



Green Garden

\$84.95



**Desert Beauty
Succulent Garden**

\$124.95



Rustic Charm Box

\$79.95-\$124.95



**Magic Box
of Succulents**

\$84.95-\$114.95

Sample Selections

Plants (Rental)



Snake Plant

\$175



The Greenhouse

\$175



Not Too Shabby (Chic)

\$175

Sample Selections

Plants (Rental)



**Simply Elegant
Spathiphyllum**
Peace Lily
\$175



Chinese Evergreen
\$175



Philodendron
\$175



Notes

- All plant selections are quoted based on size and variety.
 - Floor plants range from 3 to 6 feet tall
 - Table-top plants are approximately 20 inches tall
- Plants are delivered in either black or white decorative resin containers and covered with moss
- Custom floral arrangements can be created based on
 - Color palette
 - Design style
 - Height and other size measurements
 - Floral varieties
- Additional options and selections can be made available in all categories. These selections were curated based on our experience of most requested items for trade shows and exhibits

Sample Selections

Plants (Rental)



Fiddle Leaf Ficus

\$175



Areca Palm

\$175



Corn Plant

\$175



TRAVEL
ADVENTURE
SHOW

www.starbrightnyc.com | 140 West 26th Street, New York City, NY 10001

212-229-1610 | Hello@starbrightnyc.com

Flowers and Decor

- Travel Adventure Show 2024
- Javits Center
- January 27, 2024
-

Please visit www.starbrightnyc.com to place your order

Exhibitor Company Name	
Contact Person	
Telephone Number	
Email Address	
Booth Number	
Mobile Number	



www.starbrightnyc.com | 140 West 26th Street, New York City, NY 10001

212-229-1610 | Hello@starbrightnyc.com

Flowers and Decor

- Travel Adventure Show 2024
- Javits Center
- January 27, 2024
-

Please visit www.starbrightnyc.com to place your order

Floral Selections

Item	QTY	Circle One
Standing Ovation		\$149.95
Highlander		\$99.95/\$124.95/\$174.95
Glory Bound		\$129.95/\$179.95/\$229.95
English Charm		\$99.95/\$124.95/\$149.95
New Sensations		\$159.95/\$209.95/\$299.95
Joy		\$84.95/\$124.95/\$174.95
Surprise Smiles		\$94.95/\$114.95



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Flowers and Decor

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- Javits Center
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Floral Selections

Item	QTY	Circle One
Cast a Spell		\$249.95/\$299.95/\$329.95
Wonderful in White		\$149.95/\$199.95/\$249.95

Orchid Selections

Item	QTY	Circle One	
Orchid Eden		White \$149.95/\$224.95	Purple \$149.95/\$224.95
Dancing Orchids		White \$324.95/\$359.95	Purple \$324.95/\$359.95
Phalaenopsis		\$84.95	
Grand Phalaenopsis Orchid		White \$149.95	Purple \$149.95



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Succulent Selections

Item	QTY	Circle One
Green Garden		\$84.95
Desert Beauty Succulent Garden		\$124.95
Rustic Charm Box		\$79.95/\$99.95/\$124.95
Magic Box of Succulents		\$84.95/\$114.95

Plant Rentals

Item	QTY	Circle One
Snake Plant		\$175
The Greenhouse		\$175



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Plant Rentals

Item	QTY	Circle One
Not Too Shabby (Chic)		\$175
Simply Elegant Spathiphyllum <i>Peace Lily</i>		\$175
Chinese Evergreen		\$175
Philodendron		\$175
Fiddle Leaf Ficus		\$175
Areca Palm		\$175
Corn Plant		\$175



TRAVEL
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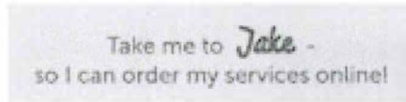
Flowers and Decor

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- January 27, 2024
-

Notes

- All plant selections are quoted based on size and variety.
 - Floor plants range from 3 to 6 feet tall
 - Table-top plants are approximately 20 inches tall
- Plants are delivered in either black or white decorative resin containers and covered with moss
- Custom floral arrangements can be created based on:
 - Color palette
 - Design style
 - Height and other size measurements
 - Floral varieties
- Additional options and selections can be made available in all categories. These selections were based on our experience of most requested items for trade shows and exhibits.

Access Javits Center Online Ordering for Exhibitor Services through Jake



Step By Step Online Ordering:

1. LOG IN

Go to Jake – Javits Center Online Ordering portal: <https://jake.javitscenter.com/register>

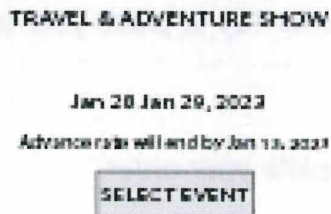
Create an Account.

2. VIDEO INSTRUCTIONS

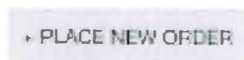
Reference the [Jake How to Video](#) for assistance

3. SHOW SELECT

Locate the **Travel & Adventure Show:**



You may have to click Place New Order at the top right to access:



4. ENTER BOOTH # – Reference the [NY Floor Plan](#)

5. ORDERING

Select the type of service you would like to order:

Order services for your event. Select service type below to begin your order.



Use the tabs to select the kind of service you would like to order:

Electrical Services:

Audio	Video	Power	Light
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Technology Services:

Wired Bandwidth	WiFi	Equipment	Technology Labor
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Enter the number required next to the type of service or use the check boxes to make selections.

Click **Update** at the top right to see the cost and scroll to **Order Details** at the bottom of the screen.

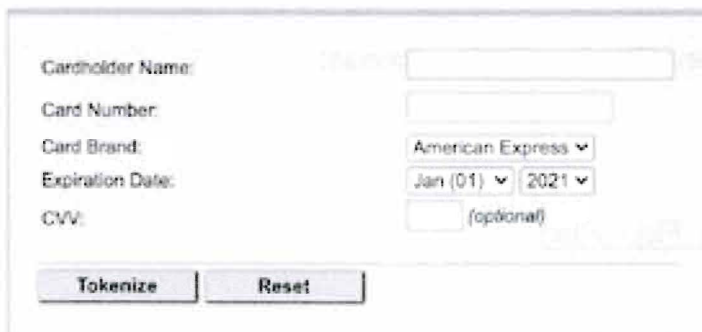
Click **Create Quote** at the top right to see your Order Total.

6. CHECKOUT

After you have completed your order(s), click **Checkout and Pay** to place your order.

Follow the **Payment Instructions**.

Enter credit card information and select **Tokenize** to complete your order.



Cardholder Name:

Card Number:

Card Brand: American Express ▼

Expiration Date: Jan (01) ▼ 2021 ▼

CVV: (optional)

7. QUESTIONS

For wifi questions, call 212-216-4357

For telephone or wired internet access questions, call 202-216-5432

For electrical questions, call 212-216-2645

To place your order, call 1-877-4-JAVITS or email services@javitscenter.com