EXPO
EVENT SERVICES

Exhibitor Services Manual

Phoenix Travel & Adventure Show
February 17 - 18, 2024
Phoenix Convention Center
Phoenix, AZ

©Expo Event Services

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EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Phoenix Convention Center

February 17 - 18, 2024

Deadline Date: February 7, 2024

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Welcome to Phoenix and the Phoenix Travel & Adventure Show.

We are pleased that Expo Event Services has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success!
As the official service contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use.

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

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

Official General Contractor

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

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

Standard Booth Information

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

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

Show Schedule Move In/Move Out		
Decorator Move-In:	Thursday 02/15/2024	8:00am - 5:00pm
Exhibitor Move-In:	Friday 02/16/2024	9:00am - 5:00pm
Event Open:	Saturday 02/17/2024	9:30am - 5:00pm/ Travel Advisors
		10:00am - 5:00pm/ Public
Event Open:	Sunday 02/18/2024	11:00am - 4:00pm
Exhibitor Move-Out:	Sunday 02/18/2024	Close of Show – 8:00pm.
Clear Floor:	Sunday 02/18/2024	by 11:59pm

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

Expo Event Service will begin returning empty shipping containers at **4:00pm on February 18, 2024**; this process should take approximately **two (2)** HOURS.
Please keep this in mind when scheduling labor and freight pick-up.
All carriers must check-in for pick-up no later than 6:00pm on Sunday, February 18, 2024

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Shipping Addresses

Advance Receiving /Shipments

Phoenix Travel & Adventure Show
Shipments Should Arrive on or between: **JANUARY 16 - FEBRUARY 7, 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

Phoenix Travel & Adventure Show
Shipments Should Arrive on: **FEBRUARY 15, 2024 (1PM - 5PM)**
c/o Expo Event Services **FEBRUARY 16, 2024 (8AM - 4PM)**
Phoenix Convention Center
111 N 3rd Street
Phoenix, AZ 85004

State Tax 8.6% (Tax Rates Subject To Change)

Service Center

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

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

Convention, Display, Trade Show Labor Conditions:
All decorating, display, drayage, theatrical, rigging, production, audio visual, commercial presentations as well as all material handling for conventions, trade shows, promotional displays, and consumer shows are performed by the . Stagehand Local #336.

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

Any outside or additional labor required for installation, dismantle or decorating of displays is to be performed by the official General Service Contractor or by any other contractor signatory to the Stagehand Local #336 labor agreement.

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

Show/Job Site Drayage:
Exhibitors may handle their own hand-carried in and out of the Phoenix Convention Center. Any material requiring the use of equipment for delivery, i.e., dollies, fork lifts, will be handled by labor through Stagehand Local #336. Equipment and labor is arranged through the General Service Contractor.

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

International Alliance Of Theatrical Stage Employees - Local 336
IATSE, Local No. 336 1425 E. Washington St
Phoenix, AZ 85034
Business Agent
Office: (602) 253 - 4145

TRAVEL & ADVENTURE SHOW®

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/palleted 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/palleted 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.)?*

- 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*

12 *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

15 *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

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

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MUST READ

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

The Official Service Contractor is appointed to:

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

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

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

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

1. The Exhibitor, in writing, must notify Expo Event Services of their intention to utilize an independent contractor no later than 25 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.

2. Only the Exhibitor-named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor-named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.

3. The independent contractor must furnish Expo Event Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day. They must have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name. In addition to an exhibitor work pass supplied by Show Management.

4. The independent contractor must have all business licenses, permits and Workman's Compensation insurance required by the State and City governments and the Venue prior to commencing work, and shall provide Show Management and Expo Event Services with evidence of compliance.

5. **The independent contractor must carry a minimum of $1,000,000 in Public Liability Insurance and shall provide Show Management and Expo Event Services with a certificate of insurance showing the coverages and amounts, and naming the sponsor, Expo Event Services and the Venue as co-insured.**

6. The independent contractor must follow the scheduled work times or pay any additional cost incurred because of extended work hours.

7. The independent contractor may not solicit business on the exhibit floor.

8. The independent contractor must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.

9. The independent contractor must comply with all labor agreements and practices and must commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.

10. The exposition floor, aisles, loading docks, service and storage areas will be under control of Expo Event Services.

11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or support other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitors. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

ACORD CERTIFICATE OF LIABILITY INSURANCE

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

PRODUCER (000) 000-0000 FAX (000) 000-0000

Name of Insurance Agency
Street Address
City, State Zip

THIS CERTIFICATE IS ISSUES AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

Exhibitor Appointed Contractor
Street Address
City, State Zip

INSURER A: Insurance Company A
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CETIFICATE 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** X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	ABC 12345		2024	EACH OCCURRENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS-COMP/OP AGG	$ 1,000,000 $ 50,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	**AUTOMOBILE LIABILITY** X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	ABC 12345		2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	GARAGE LIABILITY ANY AUTO				AUTO ONLY-EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
	EXCESS LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $				EACH OCCURRENCE AGGREGATE	$ $ $ $ $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**	ABC 12345		2024	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 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 X ADDITIONAL INSURED; INSURER LETTER ____

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 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)

SAMPLE

INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

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Phoenix Convention Center

February 17 - 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 and return this form by the Deadline above only if you are planning to use any company other than Expo Event Services for the installation or dismantling of your exhibit.

INDEPENDENT DISPLAY HOUSE CONTRACTORS

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

Exhibiting Company Name:_____Booth Number:_____

Exhibiting Contact Person:_____Phone Number:_____

Contractor Company to be utilized:_____

Address:_____

Contractor Contact Name:_____Contractor Phone Number:_____

INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY

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

☐ EXHIBITFURNITURE RENTAL
☐ DRAYAGE SERVICES
☐ DISPLAY LABOR
☐ MISC. - PLEASE LIST:_____

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

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

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

_____ _____

Authorized Contact Signature Date Authorized Contact (Print)

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

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LIMITS OF LIABILITY & RESPONSIBILITY

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

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

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

FIRE DEPARTMENT REGULATIONS

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

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Phoenix Convention Center
February 17 - 18, 2024

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT

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

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY

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

COMBUSTIBLES

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

OBSTRUCTIONS

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

ELECTRICAL EXTENSION CORDS & MULTI-PLUG ADAPTERS

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

COMPRESSED CYLINDERS

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

COOKING AND/OR WARMING DEVICES

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

HELIUM BALLOONS

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

SAFETY FIRST

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

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

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

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR LOSS PREVENTION GUIDELINES AT SHOWSITE

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

POV/ASSISTED CART LOAD FORM

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Phoenix Convention Center

February 17 - 18, 2024

Deadline Date: February 7, 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.
Marterials must fit on the 3' x 4' push cart.

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

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

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

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

VEHICLE SPOTTING FORM

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center
February 17 - 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

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center
February 17 - 18, 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.

© Expo Event Services

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center

February 17 - 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

ADDRESS | STREET | CITY | STATE | ZIP | COUNTRY

PHONE | FAX | PURCHASE ORDER NUMBER

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

CREDIT CARD CHARGE AUTHORIZATION

PROVIDE EXPIRATION DATE

EXPIRATION DATE:

☐ MASTERCARD ☐ VISA* ☐ American Express

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

Account Number:

CARDHOLDER'S BILLING ADDRESS - *IF DIFFERENT FROM ABOVE* | CITY | STATE | ZIP | COUNTRY

PLEASE SIGN

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

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

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

Services and Equipment Ordered

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

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

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

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

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

THIRD PARTY BILLING REQUEST

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center

February 17 - 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

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

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

By:_____ _____**(Authorized Signatures)**

Exhibiting Firm

EXHIBITING FIRM

ADDRESS

CITY | STATE | ZIP

PHONE | FAX

AUTHORIZED SIGNATURE | TITLE

AUTHORIZED NAME (PRINT)

Credit Charge Authorization

(Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

☐ MASTERCARD
☐ VISA*
☐ American Express

☐ Corporate
☐ Personal

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

Account Number

CARDHOLDERS NAME | PLEASE PRINT

CARDHOLDERS BILLING ADDRESS | CITY

STATE | ZIP | COUNTRY

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

☐ Other *(Please Specify)* _____

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

Third Party

EXHIBITING FIRM

ADDRESS

CITY | STATE | ZIP

PHONE | FAX

AUTHORIZED SIGNATURE | TITLE

AUTHORIZED NAME (PRINT)

Credit Charge Authorization

(Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

☐ MASTERCARD
☐ VISA*
☐ American Express

☐ Corporate
☐ Personal

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

Account Number

CARDHOLDERS NAME | PLEASE PRINT

CARDHOLDERS BILLING ADDRESS | CITY

STATE | ZIP | COUNTRY

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

☐ Other *(Please Specify)* _____

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

©Expo Event Services

SHIPPING INFORMATION

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center
February 17 - 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:
Phoenix 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:
Phoenix Travel & Adventure Show

C/O:
Expo Event Services
111 N 3rd Street
Phoenix, AZ 85004

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

SHIPPING GUIDELINES

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center

February 17 - 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

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Phoenix Convention Center

February 17 - 18, 2024

MUST ARRIVE ON OR BEFORE
JANUARY 16 - FEBRUARY 7, 2024

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

COMPANY | EMAIL ADDRESS | BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

X

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

ADVANCE RECEIVING/SHIPMENTS VIA TS SHIPPER OR DIRECT TO SHOW SITE VIA TS SHIPPER OR CARRIER OF YOUR CHOICE (100 lbs Minimum Per Shipment)

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

	CRATED / SKIDDED / SPECIAL HANDLING	
	Per 100 lbs	**100 lbs Minimum**
ST/OT	**$235.00**	**$470.00**
OT/OT	**$275.00**	**$550.00**

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

SMALL PACKAGES

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

FIRST CARTON	$95.00	$___95.00_____First Carton
EACH ADDITIONAL CARTON	$25.00	$_____Each Additional Carton

CALCULATION OF MATERIAL HANDLING CHARGES

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

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

We will be shipping approximately number of pieces.

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

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

©Expo Event Services

KEY INFORMATION FORM

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center

February 17 - 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 Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor
Booth Cleaning ☐ Yes ☐ No
Furniture ☐ Yes ☐ No
A/V Furniture ☐ Yes ☐ No
Telephone ☐ Yes ☐ No

Electrical Under Carpet ☐ Yes ☐ No
☐ With the Exhibit
Other Items _____
_____
_____
_____

Outbound Freight Information

Outbound Freight Charges _____
☐ Prepaid ☐ Collect
☐ Bill To _____
_____
_____

Consigned To _____
Address _____
City/State/Zip _____
Second Consignee _____
Address _____
City/State/Zip _____

Method ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____

Emergency Contact Information / Showsite Contact

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

© Expo Event Services

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

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON OR BETWEEN
JANUARY 16, 2024 - FEBRUARY 7, 2024

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES

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

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON
FEBRUARY 15, 2024 (1PM - 5PM)
FEBRUARY 16, 2024 (8AM - 4PM)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES

Phoenix Convention Center
Exhibit South F - G
111 N 3rd Street
Phoenix, AZ 85004

Booth:_____ Number _____ of _____Pcs.
Carrier: _____

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON OR BETWEEN
JANUARY 16, 2024 - FEBRUARY 7, 2024

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES

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

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON
FEBRUARY 15, 2024 (1PM - 5PM)
FEBRUARY 16, 2024 (8AM - 4PM)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES

Phoenix Convention Center
Exhibit South F - G
111 N 3rd Street
Phoenix, AZ 85004

Booth:_____ Number _____ of _____Pcs.
Carrier: _____

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

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON OR BETWEEN
JANUARY 16, 2024 - FEBRUARY 7, 2024

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES

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

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON
FEBRUARY 15, 2024 (1PM - 5PM)
FEBRUARY 16, 2024 (8AM - 4PM)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES

Phoenix Convention Center
Exhibit South F - G
111 N 3rd Street
Phoenix, AZ 85004

Booth:_____ Number _____ of _____Pcs.
Carrier: _____

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON OR BETWEEN
JANUARY 16, 2024 - FEBRUARY 7, 2024

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES

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

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE ON
FEBRUARY 15, 2024 (1PM - 5PM)
FEBRUARY 16, 2024 (8AM - 4PM)

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES

Phoenix Convention Center
Exhibit South F - G
111 N 3rd Street
Phoenix, AZ 85004

Booth:_____ Number _____ of _____Pcs.
Carrier: _____

TS SHIPPER
A TRANSPORTATION COMPANY DEDICATED TO THE TRADE SHOW INDUSTRY

CARAVAN ORDER FORM

TRAVEL & ADVENTURE SHOW

COMPANY NAME: _____ BOOTH# :_____

CONTACT NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

SHIP TO TRAVEL & ADVENTURE SHOW

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!

Phoenix
Phoenix Convention Center
February 17 - 18, 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

TS SHIPPER LLC - INBOUND FORM

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

Show Name: _____

Show Dates: _____

Venue: _____

CONTACT INFORMATION

COMPANY:_____ CONTACT NAME: _____

ADDRESS: _____ _____

PHONE: _____ EMAIL: _____

PICK UP LOCATION

COMPANY NAME: _____ CONTACT NAME: _____

STREET ADDRESS: _____

CITY_____ STATE / COUNTRY: _____

ZIP / POSTAL CODE: _____PHONE: _____

SHIPPING DESTINATION

COMPANY NAME: _____

SHOW NAME_____BOOTH #: _____

STREETADDRESS:_____ CITY_____

STATE / COUNTRY: _____ZIP / POSTAL CODE: _____

ONSITE CONTACT:_____PHONE: _____

TYPE OF SERVICE

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

ADDITIONAL SERVICES

☐ Lift Gate	☐ Residential	☐ Inside Pick Up

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

Phone: 216-566-5953 **Email: info@tsshipper.com** **Quick Quote: TSshipper.com**

TS SHIPPER LLC - INBOUND FORM

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

Show Name: _____

Show Dates: _____

Venue: _____

SHIPPING INFORMATION

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

Delivery Date:_____ **Delivery Time:**_____ (4 hour window)

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

ADDITIONAL INFORMATION OR INSTRUCTIONS

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

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

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

Phone: 216-566-5953 **Email: info@tsshipper.com** **Quick Quote:TSshipper.com**

TS SHIPPER LLC - INBOUND FORM

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

Show Name: _____

Show Dates: _____

Venue: _____

PAYMENT AUTHORIZATION

EXHIBITING COMPANY: _____ _____

ADDRESS: _____

_____

ORDERED BY: _____

PHONE: _____

EMAIL: _____

BOOTH # _____

SHOW: _____

ONSITE CONTACT:

_____

CELL: _____

QUOTED AMOUNT:

$ _____

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

Terms:

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

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

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

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

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

Payment Information: ○ VISA ○ MasterCard ○ American Express

Credit Card Number: _____

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

Name (as it appears on the card): _____

_____ _____ / _____ / _____
Cardholder's Signature Date

Credit Card Billing Address:

Street: _____

City: _____ State: _____

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

Telephone: _____ Email: _____

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

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

Authorization Valid Until: _____ / _____ Initials Here: _____

TS SHIPPER

TS SHIPPER OUTBOUND FORM

Show Name _____

Show Dates _____

Venue _____

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

Company Name _____ Booth Number _____

OUTBOUND SHIPMENT DETAILS

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

☐ Economy / Deferred (4 - 7 Business Days) ☐ 2nd Day

☐ 3rd Day ☐ Next Day

Piece Count Estimate _____ Total Weight Estimate _____

Additional Information or Instructions

© Expo Event Services

UNICOMM
TRAVEL & ADVENTURE SHOW
10’ x 10’ PACKAGE A

$3,550.00

TURNKEY BOOTH PACKAGES

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

TURNKEY BOOTH PACKAGES

$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
EVENT SERVICES

UNICOMM
TRAVEL & ADVENTURE SHOW
10’ x 20’ PACKAGE C

TURNKEY BOOTH PACKAGES

$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

UNICOMM
TRAVEL & ADVENTURE SHOW
20’ x 20’ PACKAGE D (side 1)

TURNKEY BOOTH PACKAGES

$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 D (side 2)

TURNKEY BOOTH PACKAGES

$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)

TURNKEY BOOTH PACKAGES

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

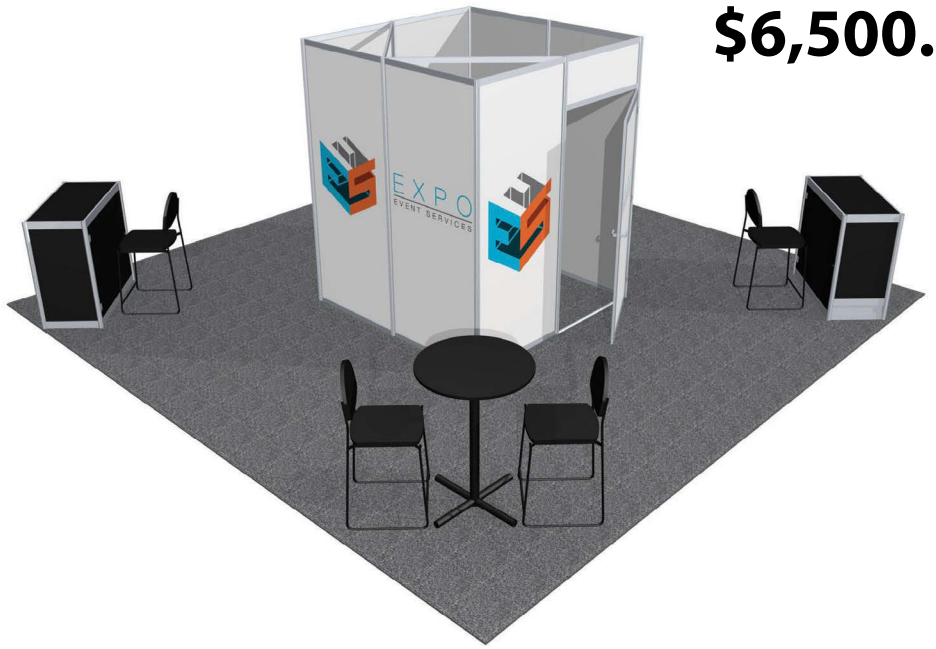
Prices are based on orders and artwork are supplied 30 days out rush charges will be quoted on specs.

EXPO
EVENT SERVICES

UNICOMM
TRAVEL & ADVENTURE SHOW
20’ x 20’ PACKAGE E (side 2)

TURNKEY BOOTH PACKAGES

$6,500.00



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

Graphic Files
Please send artwork with CMYK color mode with resolution 150 dpi.
Be sure to flatten all images, outline all text and save as PDF or JPG.
Safe Zone: 38.125“w x 90.5”h
Bleed Zone: 38.5“w x 95.5”h
Per side if double-sided
Counter Graphic Panel Size 38.125” W x 33”H

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

EXPO
EVENT SERVICES

SIGNAGE & GRAPHIC ORDER FORM

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center

February 17 - 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”	$59.00	$77.00	
	11” x 17”	$70.00	$91.00	
	14” x 22”	$87.00	$113.00	
	22” x 28”	$106.00	$138.00	
	24” x 36”	$211.00	$274.00	
	30” x 40”	$228.00	$297.00	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Background Color: _____ Copy Color: _____

Select Lay-out: ☐ Vertical ☐ Horizontal

Select Font Style: ☐ Corporate ☐ Jazzy

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

SUBTOTAL = _____ + TAX @ 8.6% = _____ = 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

Phoenix Travel & Adventure Show

Phoenix Convention Center

February 17 - 18, 2024

Deadline Date: February 7, 2024

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

File Formats

Program	Preferred File (type)
Adobe Illustrator	ai, eps
Adobe Photoshop	tiff , psd, jpeg (high quality)
Adobe InDesign	indd (include links)
Adobe Acrobat	PDF (press quality setting)

File Transfer Options

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

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

Vector Artwork

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

gif@400%

.ai / .eps@400%

Bitmap/Raster Artwork

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

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

Color Set Up

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

Fonts

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

©Expo Event Services

HANGING SIGNS/BANNERS INFORMATION FORM

Phoenix Travel & Adventure Show

Phoenix Convention Center

February 17 - 18, 2024

Deadline Date: February 7, 2024

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

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

COMPANY | EMAIL ADDRESS | BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE | AUTHORIZED CONTACT - PLEASE PRINT | DATE

PLEASE PROVIDE THE FOLLOWING INFORMATION

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

IMPORTANT NOTE

All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
All overhead rigging/hanging must be assembled, installed and removed by Expo Event Services certified riggers.
Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
Electrical signs must be in working order and in accordance with the National Electric Code. Electrical services must be ordered through the electrical service provider (form included in manual).

STRUCTURE DESCRIPTION

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

Type of Material:

☐ Cloth ☐ Metal ☐ Wood ☐ Plastic ☐ Truss
☐ Other: _____

Truss Only:

☐ 12" box ☐ 20" box ☐ Other: _____

Shape of Structure:

☐ Circle ☐ Rectangle ☐ Square ☐ Triangle
☐ Other: _____

Size (in feet):

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

Additional Notes/Description:

STRUCTURE DESCRIPTION (continued)

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

Are you using chain motor(s)?

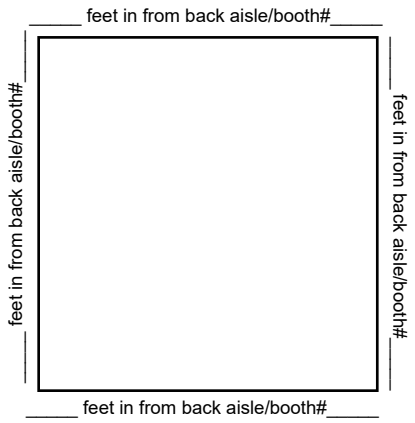
☐ No
☐ Yes (Quantity: _____)
☐ Expo Events Provided
☐ Exhibitor Provided

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

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

PLACEMENT DIAGRAM

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



Number of feet from floor to bottom of sign:_____ft

Would you like your sign centered over your booth?

☐ Yes ☐ No (I will provide an overhead sketch)

© Expo Event Services

HANGING SIGNS/BANNERS ORDER FORM

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center
February 17 - 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 rquipment deemed necessary to safely complete the installation of overhead sign or truss system. A EES certified rigger will determine such requirements onsite.

PLEASE INDICATE METHOD OF SUPERVISION YOU REQUIRE:

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

SIGN ASSEMBLY / DISASSEMBLY LABOR

Please indicate who will supervise ASSEMBLY:

☐ EES Supervision ☐ Exhibitor/Display House Supervision

Please indicate who will supervise DISASSEMBLY:

☐ EES Supervision ☐ Exhibitor/Display House Supervision

SIGN ASSEMBLY LABOR

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

Date of Assembly:_____

Requested Start Time:_____

SIGN DISASSEMBLY LABOR

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

Date of Disassembly:_____

Requested Start Time:_____

OVERHEAD SIGN RIGGING LABOR

RIGGING INSTALLATION

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

Date of Assembly:_____

Requested Start Time:_____

RIGGING REMOVAL

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

Date of Disassembly:_____

Requested Start Time:_____

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

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

© Expo Event Services

DISPLAY LABOR ORDER FORM

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center
February 17 - 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	$201.00	$260.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	$331.00	$431.00
Double Time	Sundays and Holidays	$405.00	$527.00

INSTALLATION LABOR

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

EXPO EVENT SERVICES will provide the following service:
1. Unpack and install display labor before exhibitor arrival at show site
2. Dismantle, pack and arrange to ship display after show closing

A 30% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments.
GRATUITIES IN
ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY
EXPO EVENT SERVICES. EXPO EVENT SERVICES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

DISMANTLE LABOR

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

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

IMPORTANT NOTICE

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

©Expo Event Services

DISPLAY LABOR INFORMATION FORM

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center

February 17 - 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: _____

©Expo Event Services

STANDARD CARPET ORDER FORM

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center

February 17 - 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	$302.00	$393.00	
	10’ x 20’ Booth Carpet	$608.00	$791.00	
	10’ x 30’ Booth Carpet	$911.00	$1,184.00	

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

CUSTOM CARPET

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

Qty	Item	Discount	Standard	Total
	Carpet Cut Carpet	$7.41 sq.ft.	$9.64 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

Custom Cut
Custom carpet pricing includes delivery, installation, carpet tape, visqueen and carpet removal. Colors available in both 16oz. and 28 oz.. Colors may vary from the samples swatches listed

PADDING

Qty	Item	Discount	Standard	Total
	Custom Padding - 1/2”	$2.72 sq.ft.	$3.54 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = _____ + TAX @ 8.6% = _____ = 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.

©Expo Event Services

STANDARD FURNITURE

Phoenix Travel & Adventure Show

Phoenix Convention Center
February 17 - 18, 2024

Deadline Date: February 7, 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

orders@expoeventservices.com

©Expo Event Services

STANDARD FURNITURE & ACCESSORIES ORDER FORM

EXPO EVENT SERVICES

Phoenix Travel & Adventure Show

Deadline Date: February 7, 2024

Phoenix Convention Center

February 17 - 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	$129.00	$168.00	N/A	
		Tall Black Stool	$164.00	$213.00	N/A	
UNDRAPED TABLES		4’ x 24” x 30” Undraped Table	$120.00	$193.00	N/A	
		6’ x 24” x 30” Undraped Table	$131.00	$171.00	N/A	
		8’ x 24” x 30” Undraped Table	$149.00	$194.00	N/A	
UNDRAPED COUNTERS		4’ x 24” x 42” Undraped Counter	$131.00	$171.00	N/A	
		6’ x 24” x 42” Undraped Counter	$147.00	$191.00	N/A	
		8’ x 24” x 42” Undraped Counter	$161.00	$209.00	N/A	
DRAPED TABLES	Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4’ x 24” x 30” High Draped Table	$214.00	$278.00		
		6’ x 24” x 30” High Draped Table	$240.00	$313.00		
		8’ x 24” x 30” High Draped Table	$270.00	$351.00		
		4th side Draped – 30”	$91.00	$119.00		
DRAPED COUNTERS	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4’ x 24” x 42” High Draped Counter	$242.00	$315.00		
		6’ x 24” x 42” High Draped Counter	$280.00	$364.00		
		8’ x 24” x 42” High Draped Counter	$320.00	$417.00		
		4th side Draped – 42”	$111.00	$146.00		
DRAPE	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		3’ High Banjo Drape (4 ft. min. order)	$27.00 /ft	$36.00 /ft		
		8’ High Banjo Drape (4 ft. min. order)	$30.00 /ft	$40.00 /ft		
PEDESTAL TABLES		30” x 30” High Pedestal Table	$350.00	$455.00	N/A	
		30” x 42” High Pedestal Table	$396.00	$515.00	N/A	
ACCESSORIES		Chrome Easel	$84.00	$109.00	N/A	
		Wastebasket	$56.00	$72.00	N/A	
		Retractable Stanchion	$206.00	$268.00	N/A	
		Coat Tree	$147.00	$191.00	N/A	

SUBTOTAL = _____ + TAX @ 8.6% = _____ = TOTAL _____

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

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

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2023 TRADE SHOW KIT CATALOG

EFFECTIVE 3.1.2023

BLANC

Deadline Date: February 7, 2024

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

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

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

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

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

WHISPER

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

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

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

WHISPER

Deadline Date: February 7, 2024

Whisper Bench Ottoman
White Leather
60"W x 24"D x 17"H

Whisper Square Ottoman
White Leather
40"Square x 17"H

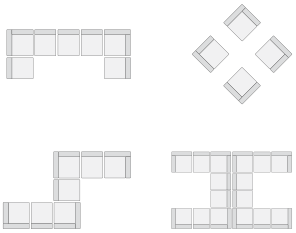
Whisper Round Ottoman
White Leather
46"Round x 17"H

FUNCTION

Modular Seating Collection

Function Armless Chair
White Leather
28"Square x 29"H

Function Corner
White Leather
28"Square x 29"H



CONTINENTAL

Modular Seating Collection

Continental Curved Loveseat
Bright White Leather
82"W x 34"D x 31"H

Continental Reverse Curved Loveseat
Bright White Leather
72"W x 34"D x 31"H

Continental Wedge Ottoman
Bright White Leather
30"W x 34"D x 19"H

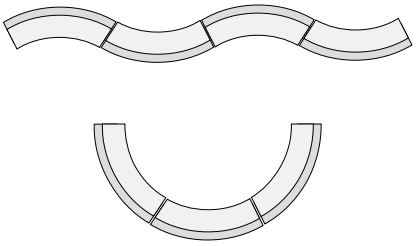
Deadline Date: February 7, 2024

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

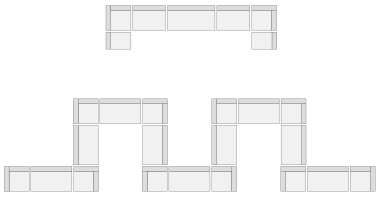
Sophistication Sofa
White Leather
72"W x 31"D x 48"H

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



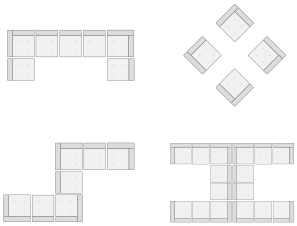
Deadline Date: February 7, 2024

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

Deadline Date: February 7, 2024

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

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

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

GRAMMERCY

Modular Seating Collection

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

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

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

Grammercy Corner
Charcoal Leather
36"Square x 36"H

Grammercy Round Ottoman
Charcoal Leather
46"Round x 17"H

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

PARMA

Deadline Date: February 7, 2024

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

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

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

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

MONTANA MOCHA

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

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

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

MADISON

Deadline Date: February 7, 2024

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

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

Madison Sky Bench
Teal Fabric
48"W x 24"D x 17"H

Madison Ottoman - Willow
Green Fabric
24"Square x 17"H

Madison Ottoman - Sand Dollar
Tan Fabric
24"Square x 17"H

Madison Ottoman - Apricot
Orange Fabric
24"Square x 17"H

Madison Ottoman - Sunflower
Yellow Fabric
24"Square x 17"H

CHANDLER

Deadline Date: February 7, 2024

Chandler Sofa
Red Leather
76″W x 37″D x 35″H

Chandler Loveseat
Red Leather
53″W x 37″D x 35″H

Chandler Chair
Red Leather
31″W x 37″D x 35″H

Chandler Bench Ottoman
Red Leather
60″W x 24″D x 17″H

EVOKE

Evoke Sofa
Coffee Resin Frame with Tan Cushions
81″W x 35″D x 27″H

Evoke Chair
Coffee Resin Frame with Tan Cushions
33″W x 35″D x 27″H

Evoke Cocktail Table
Coffee Resin Frame
48″W x 24″D x 18″H

EVOKE

Evoke End Table
Coffee Resin Frame
24″W x 28″D x 25″H

Evoke Cube Table
Coffee Resin Frame
18″Square x 18″H

NIKO

Niko Sofa
Grey Microfiber
81″W x 30″D x 38″H

Niko Loveseat
Grey Microfiber
58″W x 30″D x 38″H

Niko Chair
Grey Microfiber
31″W x 30″D x 38″H

STAGE CHAIRS

Midnight Stage Chair
Midnight Microfiber
25″W x 26″D x 37″H

Chamois Stage Chair
Beige Microfiber
25″W x 26″D x 37″H

Buckskin Stage Chair
Tan Microfiber
25″W x 26″D x 37″H

STAGE CHAIRS

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

Monarch Chair
Bright White Leather
28"Square x 30"H

OTTOMANS & BENCHES

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

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

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

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

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

1/4 Round Ottoman
■ Grammercy Charcoal Leather
□ Whisper White Leather
34"W x 19"D x 17"H

OTTOMANS & BENCHES

Deadline Date: February 7, 2024

Madison Sky Bench
Teal Fabric
48"W x 24"D x 17"H

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

BANQUETTES

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

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

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

TURNING BEDS

Essentials Turning Bed
White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS

Deadline Date: February 7, 2024

Rubix Cube Ottomans

- Cherry
- Cromwell
- Grape
- Lemon
- Lime
- Mango

18″Square x 18″H

Blanc Cube Ottoman
Bright White Leather
17″Square x 17″H

Whisper Cube Ottoman
White Leather
18″Square x 18″H

Metro Cube Ottoman
Black Leather
18″Square x 18″H

Essentials Turning Bed - Charged
White Leather
96"W x 48"D x 25"H
**White slip cover available for black charging unit.*
**Maximum of 1 bed per power source.*

Boca Corner - Charged
Bright White Leather
27"Square x 30"H
**Maximum of 4 daisy linked together per power source.*

Boca Chair - Charged
Bright White Leather
22"W x 27"D x 30"H
**Maximum of 4 daisy linked together per power source.*

Aspen Bar Table - Charged
White / Brushed Steel
72"W x 26"D x 42"H
**Maximum of 1 table per power source.*

Aspen Cocktail Table - Charged
White / Brushed Steel
48"W x 24"D x 18"H
**Maximum of 1 table per power source.*

White Conference Table - Charged
White
96"W x 43"D x 30"H
**Maximum of 1 table per power source.*

Patrice Table Chair - Charged
Bright White Leather
28"W x 31"D x 31"H
**Maximum of 6 daisy linked together per power source.*

Lincoln Bench - Charged
Bright White Leather
59"W x 39"D x 17"H
**Maximum of 3 daisy linked together per power source.*

OCCASIONAL TABLES

Deadline Date: February 7, 2024

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

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

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

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

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

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

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

Aria Tables Charcoal
End Table Storm Grey/Brushed Steel
24"W x 20"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

Deadline Date: February 7, 2024

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

Deadline Date: February 7, 2024

VIP Glow Bar 6′
Frosted Plexi with Built-in Wireless LED Kit
72″W x 24″D x 42″H(Bar)
13″D x 18″H (Shelf)
*Includes remote control

VIP Glow Bar 4′
Frosted Plexi with Built-in Wireless LED Kit
48″W x 24″D x 42″H(Bar)
13″D x 18″H (Shelf)
*Includes remote control

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

Blox Bar Back
Walnut/Brushed Metal
30″W x 16″D x 86″H
Please Inquire About Shelf Dimensions

Piazza Bar Back
■ Black
□ White
44″W x 12″D x 79″H
13″W x 14″H (Inside Shelf)

STOOLS

Deadline Date: February 7, 2024

Vienna Stool
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic

17"Square x 39"H

Criss Cross Bar Stool
- Espresso Leather
- White Leather

15"W x 19"D x 41"H

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

Silk Back Bar Stool
- Black
- White
- Blue
- Green
- Purple
- Red

17"W x 18"D x 42"H

Euro Bar Stool
Black
22"W x 24"D x 42"H

Hourglass Bar Stool
- Black
- White

18"W x 20"D x 43"H

Equino Stool
- Black
- White

15"W x 13"D x 35"H

STOOLS

Deadline Date: February 7, 2024

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

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

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

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

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

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

CAFE CHAIRS

Vienna Chair
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic

21"Square x 32"H

Silk Back Chair
- Black
- White
- Blue
- Green
- Purple
- Red

17"W x 18"D x 34"H

CAFÉ CHAIRS

Deadline Date: February 7, 2024

Clara Chair
White
18″W x 21″D x 34″H

Leslie Chair
White
17″W x 21″D x 31″H

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

Elio Chair
Steel
17″Square x 33″H

Caprice Chair
Black
25″W x 24″D x 32″H

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

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

Sonic Chair
Black
20″W x 21″D x 32″H

Nexus Chair
White
19″W x 22″D x 32″H

CAFÉ CHAIRS

Deadline Date: February 7, 2024

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

BAR TABLES

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

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

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

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

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

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

BAR TABLES

Deadline Date: February 7, 2024

Fuze Bar Table
Zebrawood Laminate/Chrome
36"Square x 42"H

Blanco Square Bar Table
White/Chrome
24"Square x 42"H

Blanco Rectangle Bar Table
White/Chrome
72"W x 24"D x 42"H

Spectrum Bar Table Red
Red/Chrome
24"Square x 42"H

Spectrum Bar Table Blue
Blue/Chrome
24"Square x 42"H

Spectrum Bar Table Purple
Purple/Chrome
24"Square x 42"H

Spectrum Bar Table Green
Green/Chrome
24"Square x 42"H

Zinc Bar Table
Chrome
24"Round x 42"H

BAR TABLES

Deadline Date: February 7, 2024

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

CAFÉ TABLES

Euro Café Table
Black/Black 30"
30"Round x 30"H
Black/Black 36"
36"Round x 30"H

Silk Café Table
Black/Chrome 30"
30"Round x 30"H
Black/Chrome 36"
36"Round x 30"H

Park Ave Café Table
Maple/Chrome 30"
30"Round x 30"H
Maple/Chrome 36"
36"Round x 30"H

City Café Table
Maple/Black 30"
30"Round x 30"H
Maple/Black 36"
36"Round x 30"H

Summit Café Table
White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H

Blanco Café Table
White/Chrome 30"
30"Round x 30"H
White/Chrome 36"
36"Round x 30"H

CAFÉ TABLES

Deadline Date: February 7, 2024

Fuze Café Table
Zebrawood Laminate/Chrome
36"Square x 30"H

Blanco Square Café Table
White/Chrome Rectangle
24"Square x 30"H

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

Spectrum Café Table Red
Red/Chrome
24"Square x 30"H

Spectrum Café Table Blue
Blue/Chrome
24"Square x 30"H

Spectrum Café Table Purple
Purple/Chrome
24"Square x 30"H

Spectrum Café Table Green
Green/Chrome
24"Square x 30"H

Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H

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

OFFICE SEATING

Deadline Date: February 7, 2024

Tamiri High Back Chair
Black Leather
25"W x 27"D x 45"H

Tamiri Mid Back Chair
Black Leather
25"W x 27"D x 39"H

Tamiri Guest Chair
Black Leather
25"W x 27"D x 37"H

Accord Chair
■ Black
□ White
25"Square x 44"H

Goal Task Chair
Black
25"W x 24"D x 39"H

Goal Task Chair Armless
Black
21"W x 24"D x 39"H

Enterprise High Back Conference Chair
Black Fabric
25"W x 27"D x 45"H

Enterprise Mid Back Conference Chair
Black Fabric
24"W x 26"D x 39"H

Enterprise Guest Chair
Black Fabric
25"W x 27"D x 37"H

OFFICE SEATING

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

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

CONFERENCE TABLES

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

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

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

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

OFFICE FURNITURE

Deadline Date: February 7, 2024

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

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

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

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

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

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

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

Deadline Date: February 7, 2024

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

Vivid Café Table Rectangle
Clear Glass/Smoked Powder Coat Finish
60"W x 36"D x 30"H

Brooklyn Rectangle Dining Table
Clear Glass/Chrome
60"W x 36"D x 30"H

Brooklyn Round Dining Table
Clear Glass/Chrome
42"Round x 30"H

Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H

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

METAL FILE & STORAGE CABINETS

Deadline Date: February 7, 2024

2-Drawer File
Black Letter
15"W x 25"D x 29"H
Black Legal
18"W x 25"D x 29"H

4-Drawer File
Black Letter
15"W x 25"D x 52"H
Black Legal
18"W x 25"D x 52"H

2-Drawer Lateral File
Black (Pictured)
36"W x 18"D x 27"H
Black (Not Pictured)
36"W x 20"D x 29"H

4-Drawer Lateral File
Black
36"W x 18"D x 54"H

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

PEDESTALS

Deadline Date: February 7, 2024

Display Pedestals 42″

■ Black
14″Square x 42″H
■ Black
24″Square x 42″H
■ Black
18″Square x 42″H
□ White
14″Square x 42″H

Display Pedestals 36″

■ Black
14″Square x 36″H
■ Black
24″Square x 36″H
□ White
14″Square x 36″H
□ White
24″Square x 36″H

Display Pedestals 30″

■ Black
14″Square x 30″H
■ Black
24″Square x 30″H
■ Black
18″Square x 30″H
□ White
14″Square x 30″H

Locking Pedestal

■ Black
□ White
24″Square x 42″H

Fuze Pedestal

Zebrawood Laminate/Chrome
16″Square x 44″H

London Pedestal

Marble/Chrome
16″Square x 44″H

MISCELLANEOUS ITEMS

Stanchion
Chrome
41"H
Stanchion Rope
Red Velour
6'L

Nero Literature Rack
Black
15"W x 12"D x 54"H

Argento Literature Rack
Aluminum
15"W x 12"D x 54"H

Alto Literature Rack
Black/Metal
11"W x 10"D x 57"H

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

LIGHTING

Silo Grey Lamps
Table Lamp
25"H
Floor Lamp
70"H

Silo White Lamps
Table Lamp
25"H
Floor Lamp
70"H

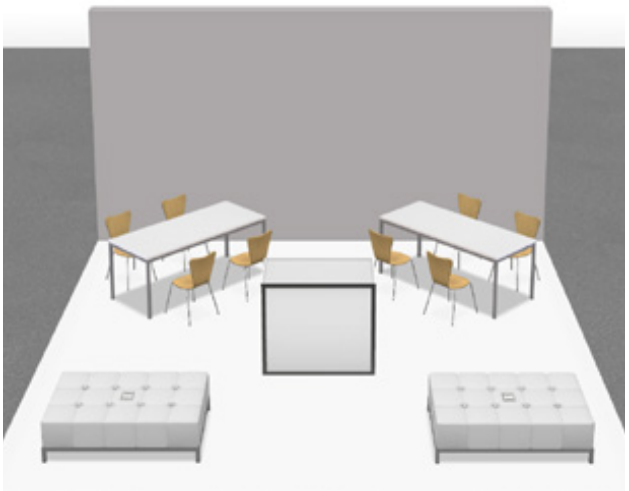
Neutrino Floor Lamp
Steel
67"H

DESIGN YOUR BOOTH SPACE *YOUR WAY*

Deadline Date: February 7, 2024

20x20 Booth Footprint

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



20x20 Booth Footprint

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

10x10 Booth Footprint

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

20x10 Booth Footprint

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

2023 Trade Show Order Form

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

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

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 lee.
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 Lovesea	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	$31.00		$ -
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

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

Please make payments payable to:

American Furniture Rentals, Inc.
PO BOX 778962
Chicago, IL 60677-8962

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:					

Rates Effective July 1, 2023-June 30, 2024

Information & Online Ordering

www.commonwealthexpo.com

Submit Form To:

Commonwealth Electric Company 100 North 3rd Street, Phoenix, AZ 85004 PH
602.253.5881 Fax 602.253.5530
LeAnn Whitehead
lwhitehead@commonwealthelectric.com

Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

Event	Dates
2024 Phoenix Travel & Adventure Show	**February 15-18, 2024**
	Event # **475470**

For Discount Payment Price we must receive your order and payment prior to this
DISCOUNT DEADLINE DATE OF: **2.1.24**

Company Name | Booth

Standard Electrical Outlets **Rates are for duration of event**

Qty	Description	Discount	Regular	Amount
	120V Motor & Equipment Outlets (3 Pronged)			
	500 Watts (5 Amp)	$123.00	$166.00	
	1000 Watts (10 Amp)	$163.00	$220.00	
	2000 Watts (20 Amp)	$206.00	$277.00	
	1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor			
	10 Amp 208V 1 Phase	$277.00	$373.00	
	20 Amp 208V 1 Phase	$326.00	$440.00	
	30 Amp 208V 1 Phase	$407.00	$549.00	
	50 Amp 208V 1 Phase	$555.00	$749.00	
	60 Amp 208V 1 Phase	$630.00	$850.00	
	100 Amp 208V 1 Phase	$1,016.00	$1,371.00	
	3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor			
	10 Amp 208V 3 Phase	$313.00	$422.00	
	20 Amp 208V 3 Phase	$437.00	$589.00	
	30 Amp 208V 3 Phase	$483.00	$652.00	
	50 Amp 208V 3 Phase	$698.00	$942.00	
	60 Amp 208V 3 Phase	$846.00	$1,142.00	
	100 Amp 208V 3 Phase	$1,557.00	$2,101.00	
	Rental Items			
	Extension Cord 15'	$33.00		
	Extension Cord 25'	$35.00		
	5-way power strip	$30.00		
	3-way adaptor	$27.00		

In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges

Labor for Layout/Overhead/Qty and 208V Services

ST (M-F 8am-4:30pm)	$108.00	
OT (M-F 4:30pm-12am & Sat 8am-12am)	$162.00	
DT (M-F 12am-8am & all Sundays/Holidays)	$216.00	

If you require services not listed on this form please call for a quote.

Lighting, Water and/or Air, please call for Order Form

24 Hour Services:

Rates are **DOUBLE** the Outlet Rate

☐ Check if required

Overhead Power:

Rates are Time and Material.
Please call for quote.

208V and 480V Services:

There is a **MINIMUM** labor charge of (1) hr. for installation/removal of all 208V service. There is a **MINIMUM** labor charge of (2) hrs. for installation/ removal of all 480V service.

ELECTRICAL LABOR:

Outlets requested to be placed anywhere other than the **back of the booth** will require a layout and a **MINIMUM** of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power.

☐ **Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in.**

☐ **Layout to follow**

State of Arizona Tax Exempt Form 5000 must be submitted with order to receive exemption.
****By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations.****

Total Order	
8.6% Sales Tax	
Labor Amount	
Total Due	

FOR SUPERVISED LABOR ONLY

Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor.

Date/Time Requested

Onsite Contact

Onsite Contact Cell #

Company Name	**Phone**		
	Cell Phone		
Address	**City**	**State**	**Zip**
Email Address	**Onsite Contact; Name & Number**		
Signature	**Print Name**		
Paid by: CK AX MC VS	**Credit Card Number**	**Exp Date**	**CVV**
Cardholder Signature	**Print Name**		

Terms and Conditions

Payment Policy:

1. **Payment in full:** is required on all orders at the time the order is placed. Purchase orders are not considered payment. There will be an additional $35 service charge on all returned checks. For your convenience, we accept the following forms of payment: Check, Money Order, Visa, MasterCard and American Express. No cash will be accepted.
2. **Tax:** All amounts, except labor, are subject to a combined Arizona State and City sales tax. If you are tax exempt in the state of Arizona, please attach sales tax exemption certificate (form 5000) to your order. Orders submitted online will not be accepted as tax exempt, and credit will not be given for sales tax paid online. Tax exempt orders must be submitted with the order form and not placed online.
3. **Discount Rates:** Please see order form for exact date for each event.
4. **Regular Rates:** are applied to all orders received after the deadline for the discounted rates and orders received on-site at the event.
5. **Refunds:** will not be issued on services that have already been installed. Refunds will not be considered unless submitted in writing by customer prior to the close of the event.
6. **Contract Agreement:** Lessor will not be responsible for strikes, accidents, an Act of God, or delays beyond control. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage an attorney, the lessee agrees to pay all costs, expenses, and the attorney's fees expanded or incurred by lessor in connection therewith. Payment or receipt of this contract constitutes acknowledgment that lessee has read and agrees to all conditions and regulations as stated in this contract.

Outlets & Equipment:

1. All electrical outlets are provided at an additional charge and are not part of a booth package unless otherwise indicated on the Commonwealth Electric order form.
2. Each outlet ordered is ONE (1) SINGLE plug-in.
3. In-line and peninsula booths: each outlet will be located at the back of the booth. Island booths: outlets will be placed at the most convenient location for Commonwealth Electric unless otherwise noted by the customer. Should outlets be required in any other location within the booth, a labor charge will be incurred, and a layout must be submitted with order.
4. Outlets are to be ordered separately by each customer and may not be shared with other customers.
5. Building utility outlets are not a part of the booth space and are not to be accessed, blocked or used by customers.
6. Electrical floor boxes must not be covered or blocked by customer unless prior arrangements have been made with Commonwealth Electric.
7. All materials and equipment furnished by Commonwealth Electric for this service order, shall remain the property of Commonwealth Electric and shall only be removed by Commonwealth Electric at the close of the event. Any equipment removed by the customer shall be charged the replacement cost of the specific equipment.

Terms and Conditions

Labor:

Labor charges shall be incurred for the following: (please refer to the order form or contact Commonwealth Electric for labor minimums per service)

- Request for your outlet to be placed anywhere other than the back of your booth. A layout must be attached to your order with booth orientation & dimensions.
- All 110V (120V) services above 20 amps.
- All 208V (220V) services ordered with a minimum of one (1) hour labor per connection.
- Conversion of customer power connection.
- All overhead services.
- Ordering eight (8) or more services within the same booth space.
- Requested customer supervision for service installation.

Conditions and Regulations:

1. Commonwealth Electric will provide standard NEMA connections for all services 208V (220V) or higher. Please check with Commonwealth Electric for specific type of connection per facility. It is the responsibility of each customer to convert to each facility's connection.
2. Customers are responsible for supplying all converters 220V-110V for international equipment. Should Commonwealth Electric supply, there will be an additional charge. Contact Commonwealth Electric for specific charges.
3. Commonwealth Electric will not be responsible for any cutting or altering of any floor covering in order to bring services to a booth in a specific location.
4. All equipment, regardless of source of power, must comply with all Federal, State, and City safety codes.
5. All equipment must be approved by Underwriters Laboratory and properly UL labeled with complete information as to current, voltage, phase, cycle, horsepower, etc. If equipment is not UL approved and tagged, Commonwealth Electric reserves the right to refuse to energize.
6. All customer supplied cords must be of the three (3) wire grounded type. Use of open sockets, latex or lamp cord wire is prohibited.
7. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
8. Commonwealth Electric is not responsible for voltage fluctuations or power failure because of temporary conditions.

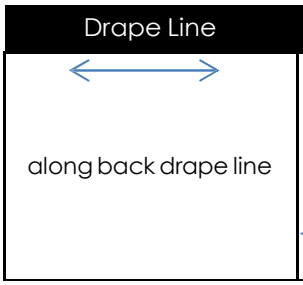
FAQ:

1. **How much power do I need to order?**
   Answer: You will need to check the electrical tag/sticker on each piece of equipment to determine the actual wattage or amperage required. Please feel free to contact the Commonwealth Electric Account Manager for your event if you need assistance.
2. **How much power will I need to order for a laptop?**
   Answer: You may power up to three (3) laptops per 500-watt outlet ordered.
3. **How much power will I need to order for lighting?**
   Answer: Please add up the wattage of each lightbulb to determine total amount of wattage needed to order. Example: Four (4) sixty (60) watt lightbulbs would total two hundred forty (240) watts. You would need to order a 500-watt outlet to power these lights.

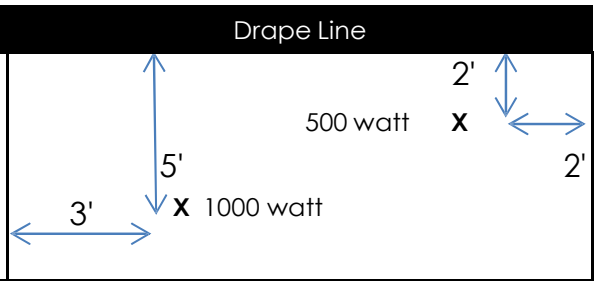
Event:
Booth Name & Number

Examples filling out your floor plan-Not to Scale

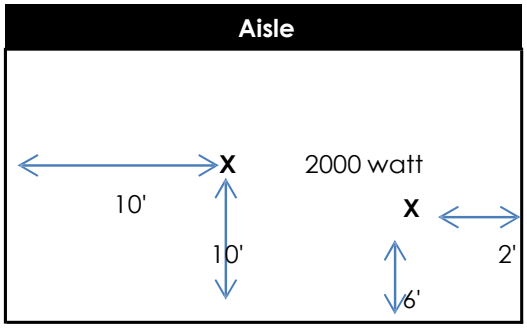
Line Booth
Standard Placement



Line Booth
Custom Placement w/measurements



Island Booth
Custom Placement w/measurements



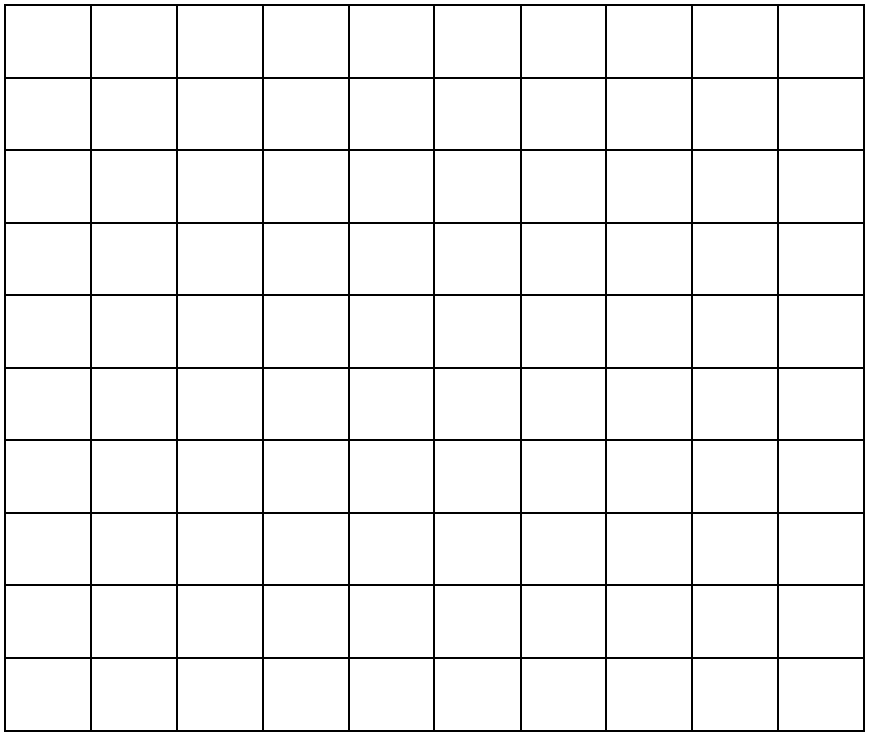
Exhibitor Floor Plan

Important Element of your floor plan to include:

* Mark Service Location
* Indicate adjacent booth numbers and/or aisles
* Indicate your booth dimensions/measurements (ie 10 x 10 diagram below)

Adj Booth # _____

Adj Booth #
_____



Adj Booth #
_____

Adj Booth # _____

Becky's Phoenix Plants, LLC

2024 SHOW
RENTAL
ORDER FORM

PO Box 42448, PHX, AZ. 85080
Phone: 602-410-7633
office@beckysphoenixplants.com
Becky (Owner/Designer): 602-410-7633
We Are Here For You 24/7

www.beckysphoenixplants.com

* Blooming plant colors very upon season.
*Becky's Phoenix Plants, LLC can provide banquet centerprices and VIP amenities for hospitality rooms and hotel rooms.
* Contact us for items not listed ~ Southwest theme, Cactus bowls ect. ( ) Please have Becky ~ designer meet me at my booth.
Date: _____Time:_____AM/PM Contact name _____ Phone number _____ *
Terra Cotta pots are an additional charge

** WE ARE HERE FOR YOU 24/7 **

QTY	CUSTOME FLORAL DESIGNS	PRICE	TOTAL
	FLORAL 12" : TROPICAL ~ TRADITIONAL Shape, Color & Size	$65.00 & UP	
	FLORAL 18" : TROPICAL ~ TRADITIONAL Shape, Color & Size	$95.00 & UP	
	FLORAL 24" : TROPICAL ~ TRADITIONAL Shape, Color & Size	$150.00 & Up	
	BOUTONNIERS/CORSAGE (opt. on flower in season)	$45.00 & UP	
	Bubble bowl 8" ~ Business cards/Candy etc...	$40 & UP	

SHOW INFORMATION
TRAVEL ADVENTURE SHOW FEBRUARY 2/17/2024

QTY	BLOOMING PLANTS	PRICE	TOTAL
	MUM 6" : Yellow_____White_____Purple_____	$20.00	
	AZALEA 6" : Red____Pink____White____	$35.00	
	BROMELIAD 6" : Red____Yellow____Pink____	$35.00	
	KALANCHOE 6" : Red____Yellow____Orange___	$25.00	

QTY	TROPICAL PLANTS	PRICE	TOTAL
	SMALL FERNS ~ 6"	$20.00	
	LARGE FERNS ~ 8"	$35.00	
	3 - FOOT PLANT	$39.00	
	4 - FOOT PLANT	$49.00	
	5 - FOOT PLANT	$59.00	
	6 - FOOT PLANT	$80.00	
	7 - FOOT PLANT	$95.00	
	8 - FOOT PLANT	$145.00	
	10 - FOOT PLANT OR TALLER	Call for Quote	
	CACTUS - SOUTHWESTERN THEME	Call for Quote	
	LIGHTING FOR PLANTS (TWINKLE,UP & CAN)	Call for Quote	
	ASSORTED CONTAINERS AVAILABLE (Black/White pots, Baskets and Terra Cotta		

EXHIBITOR INFORMATION

BOOTH #:
Company Name:
Address:
City: State: Zip:
Contact:
Phone: Fax:

PAYMENT METHOD:

CASH ~ CHECK ~ CREDIT CARD

VISA ~ MASTERCARD ~AMEX

X_____
Cardholder's name ZIP/C#
#_____EXP/D_____
Credit Card Number ccv#

Notes:

SUBTOTAL	
SALES TAX 8.6%	
DELIVERY $20 OR 20% over $200	
TOTAL	

* The undersigned acknowledges receipt of the mechandise described herein and agrees to assure the replacement cost for any loss or damage to said merchandise which is the property of Becky's Phoenix Plants, LLC. No adjustments after close of the show.

X_____ Date: _____

Exhibitor Order Form
2024

To order audio visual equipment for your exhibit booth, please fill out this form and return it via email to exhibitservices@turningpointav.com or fax to 320-341-2270.
You may also fill out and submit the order form online at: http://www.turningpointav.com/exhibitor-orders-2024

Onsite Contact Information

Company Name:
Onsite Contact Name:
Onsite Contact Mobile Number:

Booth Number:
Set up Date:
Removal Date:

Equipment All equipment is charged on a per event basis	**Advance Price** ordered prior to 10 days of show start date	**Standard Price** ordered within 10 days of show start date, subject to availability	**Quantity**
32" LED Monitor (HDMI input) w/ tripod pole stand Monitors come with the ability to play video via laptop or jump drive	$500.00	$900.00	
50" LED Monitor (HDMI input) w/tripod pole stand Monitors come with the ability to play video via laptop or jump drive	$900.00	$1,900.00	
65" LED Monitor (HDMI input) w/tripod pole stand Monitors come with the ability to play video via laptop or jump drive	$1,400.00	$2,200.00	
3,000 Lumen LCD Projector Package (Includes LCD projector and 6' Tripod Screen)	$700.00	$1,400.00	
Wireless Handheld Microphone w/floor stand and (1) Powered Speaker	$550.00	$1,100.00	
PC Laptop Computer w/ Microsoft Office	$500.00	$1,000.00	

Labor - All exhibit hall AV setups will be charged a $150.00 set up and removal fee.
Equipment will be set by end of scheduled set up day and removed by end of scheduled strike day

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

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

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

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

Payment

Please select your preferred method of payment.
An invoice with the total amount due and payment instructions will be emailed to the billing contact provided below.

I would like to pay with company check ○

I would like to pay with credit card ○ A 3.5% processing fee will be charged to all credit card payments.

Billing Contact Information

First and Last Name:

Email Address:

Street Address:

Telephone Number:

City: **State:** **Postal Code:**

Exhibitor Rental Terms and Conditions

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

- The rental period is all or any portion of 1-5 days. Client agrees to pay rental fee stipulated for the period stated. If equipment is used for a longer period, additional rental fees will be accrued.
- This contract supersedes any and all previous verbal or written contracts and is held inviolable unless mutually agreed in writing.
- These terms and conditions supersede all previous representations, understanding, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Turning Point AV at any time.
- Equipment cancellation charges will be incurred at 100% for cancellations within 5 days of your event.
- The cancellation at any time of custom made products, such as gobos or items imprinted with custom logos, will be charged at 100%.
- Turning Point AV is not responsible for contractual agreements between Client and venue regarding audio visual.
- All request for services after your arrival are subject to the availability of the equipment and the services of our technicians.
- Emergency service will be billed at the prevailing rate.
- If you are uncertain of your requirements or for any changes you must notify the Turning Point AV Event Production Manager.
- PAYMENT TERMS: All payment must be received in full before delivery of equipment. A 3.5% processing fee will be added to all credit card payments.
- Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.
- In the event of a dispute between parties, payment due period will be extended until the dispute between parties is resolved. The prevailing party in such a dispute shall recover attorney's fees and cost incurred.
- If necessary to enforce the collection of amount due under this contract, Client agrees to pay all collection costs and charges including court costs and attorney's fees.
- If you are bringing a computer that will be used for presentation purposes during your event, the computer should be tested with the show equipment. Turning Point AV recommends testing the equipment to ensure compatibility and a smooth show. Please be sure you are familiar with the operation of both your computer and software.
- All equipment rentals are based upon a per room basis and not to be taken out of initial set up room for use elsewhere, unless other arrangements have been agreed to by client and Turning Point AV.

ON-SITE **WIRELESS** SERVICES

PHOENIX CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

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

**Internet access is available on one unique device, per purchase.*

EXHIBITOR INTERNET

Our Exhibitor Internet is available throughout the facility at speeds of 3 Mbps up/down. Broadcasted on 5 GHz wireless frequency only. Each purchase is device specific.

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

COMPLIMENTARY INTERNET

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

For questions regarding on-site wireless services, please call Smart City Networks at 602-252-1770. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.

SmartCity NETWORKS

PHOENIX CONVENTION CENTER & VENUES

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT

SmartCity NETWORKS

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EXPERTISE

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

FIRST CLASS CUSTOMER SERVICE

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

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

KNOWLEDGEABLE TECHNICAL SUPPORT

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

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

REDUNDANCY OF EQUIPMENT

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

24/7 NETWORK MONITORING

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

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

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Is the exclusive provider of the following services:

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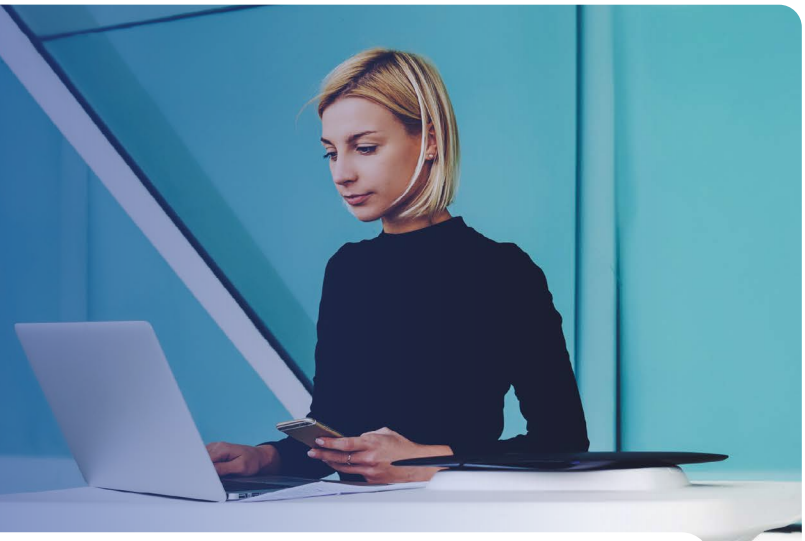
Need just a BASIC CONNECTION?



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

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

*** NOT FOR STREAMING**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

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

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

ORDER NOW

SmartCity NETWORKS

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

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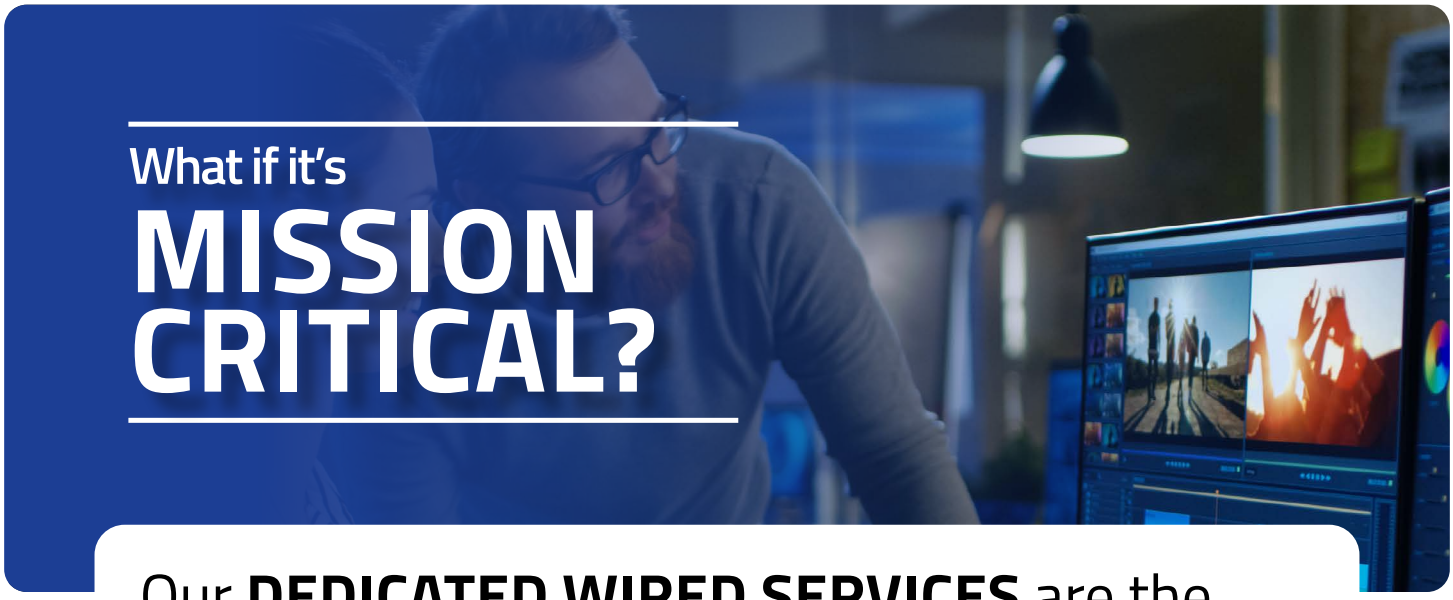

What if it's

MISSION CRITICAL?

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

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

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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

Dedicated Services Include:

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

ORDER NOW

SmartCity NETWORKS

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

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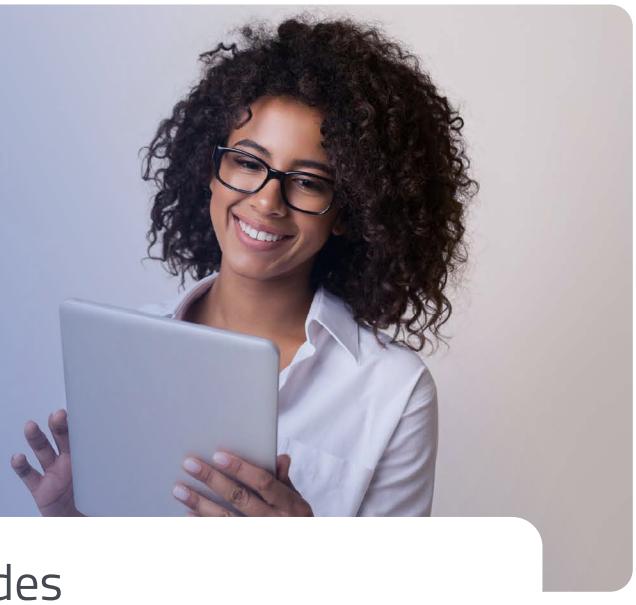
NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides

SIMPLE & SECURE WIRELESS

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

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

***NOT FOR STREAMING.**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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

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

ORDER NOW

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

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

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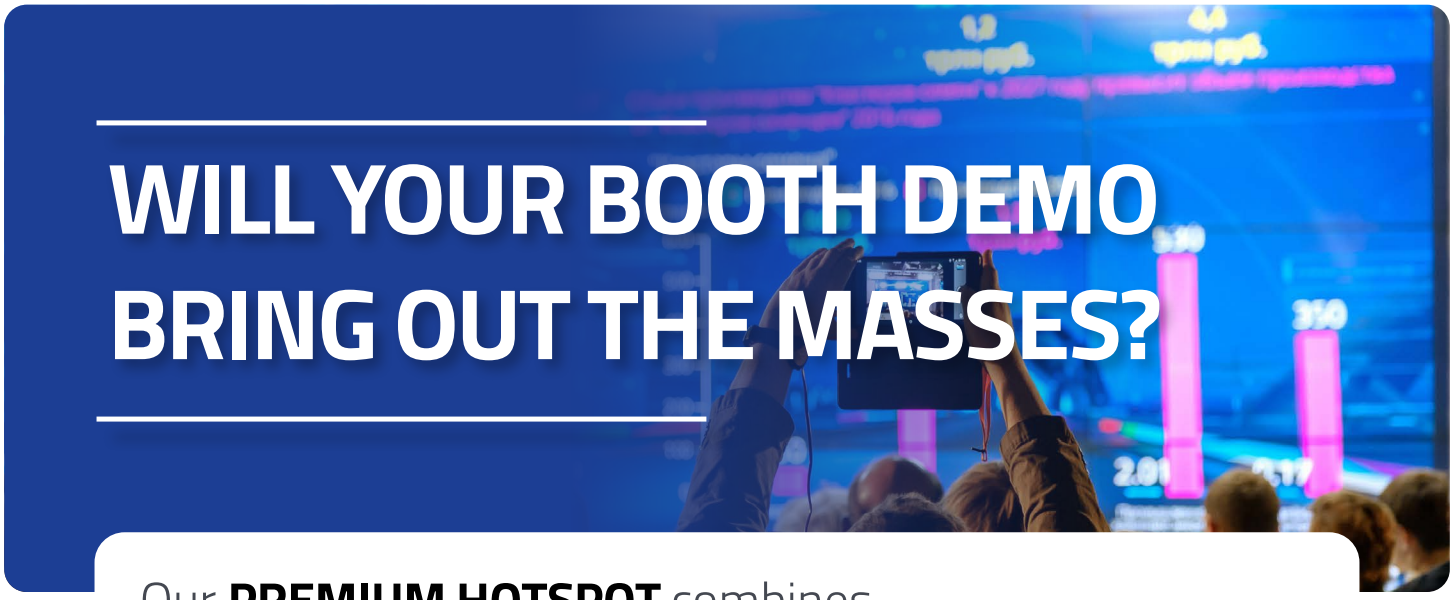

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING SD	or HD	or UHD	**INCENTIVE***	BASE	ON-SITE
10 Mbps	3	N/A	N/A	**$8,800**	$10,560	$12,672
20 Mbps	6	4	N/A	**$16,600**	$19,920	$23,904
30 Mbps	10	6	1	**$24,200**	$29,040	$34,848
40 Mbps	13	8	1	**$31,550**	$37,860	$45,434
50 Mbps	16	10	2	**$39,050**	$46,860	$56,232
Additional Access Point Rental	N/A	N/A	N/A	**$750**	$750	$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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

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

ORDER NOW

SmartCity NETWORKS

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

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

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NEED TELEPHONE OR CONFERENCE SERVICES?

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

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

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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

Telephone Service Information:

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

ORDER NOW

SmartCity NETWORKS

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

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NEED CABLE TV SERVICES?

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

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

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**
**Cable services may require a deposit in some locations.

ORDER NOW

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

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FAQ Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

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

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

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

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

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

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

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

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

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

DO YOU OFFER INCENTIVE RATES?

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

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

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

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

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

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

HOW MUCH BANDWIDTH DO I NEED?

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

WHAT DOES SD, HD, AND UHD STAND FOR?

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

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

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Where TECHNOLOGY Meets HOSPITALITY

Our Promise ★★★★★

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

"IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND."

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AUTHORIZATION REQUEST

SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Aventura…A Premier Catering Company maintains exclusive food & beverage distribution rights with Phoenix Convention Center. The sponsor(s) of an exposition(s) and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization.

GENERAL CONDITIONS:

1.) Items dispensed are limited to products manufactured, processed and/or distributed by exhibiting entity in the tradeshow. **Items may be sampled only and cannot be sold.**

2.) All items are limited to SAMPLE SIZE.
   a.) Beverage items are limited to maximum **3 fluid ounces of product in a 4-ounce container**
   b.) Food items limited to **1"x 1" bite-size portions**
   c.) Food and/or beverage items used as traffic promoters (i.e., popcorn, coffee, bar service) MUST be purchased from the Aventura…A Premier Catering Company.

3.) Vendor must provide Aventura with a certificate of insurance showing evidence of commercial liability with an each occurrence limit of $1,000,000.

Entity distributing sample item(s) must have a Maricopa County Environmental Services Temporary Food Service Establishment permit and must provide a copy of said certificate to Aventura…A Premier Catering Company no later than fourteen (14) days prior to event. Hand washing stations are required for samples that are not pre-packaged per Maricopa County guidelines.

Maricopa County Environmental Services Department - 602.506.6824 / esplanreview@maricopa.gov

Form Center • Maricopa County, AZ • CivicEngage Permits, Forms, and Applications | Maricopa County, AZ

Name of Event _____

Entity Name_____**Booth #**_____

Telephone _____ **Fax** _____

Address_____ **City**_____ **State**_____ **Zip**_____

On site Contact_____**Title**_____

Email address_____

Product(s) you wish to distribute: _____

Size of portion to be distributed: _____

Proposed method of distribution: _____

Please explain purpose for offering samples: _____

SERVICES REQUIRED: Appropriate charges to be quoted after requests have been submitted.
Storage: _____No _____Yes If Yes, approximate amount_____cu. ft.
_____Freezer _____Refrigerator _____Dry Storage _____Ice_____Hand washing station

Aventura…A Premier Catering Company reserves the right to change any policy when necessary.

Please complete this form in its entirety and return to:

Aventura…A Premier Catering Company –
Phoenix Convention Center
100 North Third Street
Phoenix, Arizona 85004
tel 602.534.8607
fax 602.534.8603

PLEASE CONTACT W/ ANY QUESTIONS:
AVENTURA CATERING – 602.534.8607
brown-sandy@aramark.com

Authorized Aventura Representative_____

Aventura Catering Exhibitor Menu and Order Form

Aventura Catering
Sandy Brown
Phone: 602.534.8607
Email: Brown-Sandy@aramark.com

View our full catering menu

www.aventuracatering.com

Aventura Catering Exhibitor Booth Menu and Order Form

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 23% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

beverages

freshly brewed coffee

our coffee service includes disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins. coffee is priced per gallon with a 2-gallon minimum required per variety.

starbucks® house blend coffee $77.00++ per gallon

starbucks® decaffeinated coffee $77.00++ per gallon

tazo® hot tea $77.00++ per gallon

beverage service

assorted pepsi® soft drinks $4.50++ each

individual bottled aquafina® water $4.50++ each

individual sparkling water $5.00++ each

bubly® flavored sparkling water $4.50++ each

individual assorted fruit juice $5.50++ each

iced tea, lemonade or fruit punch $46.00++ per gallon

infused waters of strawberry-basil, cucumber or citrus $30.00++ per gallon

water cooler daily rental **$75.00+**

refrigerated water cooler rental and setup

(5) gallon purified water bottle **$28.00++**
Includes disposable cups
electrical needs: 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

logo bottled water

your booth attendees will be your own personal marketers with your company's logo bottled water. provide us with your company logo and we'll custom order your bottled waters. a lead time of 30 days is required with a minimum of 20 cases ordered. $250.00 artwork fee.

12 oz bottled waters	$102.00++ per case
16.9 oz bottled waters	$115.00++ per case

Aventura Catering Exhibitor Booth Menu and Order Form

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à la carte

bakery breakfast bites

assorted bagels, cream cheese $49.00++ per dozen

assorted danish pastries $49.00++ per dozen

innovation bakery bread, muffins $46.00++ per dozen

assorted donuts $48.00++ per dozen

sweet

assorted cookies $38.00++ per dozen

oreo® crusted fudge brownies $46.00++ per dozen

rich white chocolate m&m® topped blondies $46.00++ per dozen

chocolate dipped strawberries $72.00++ per dozen

petite french dessert pastries $72.00++ per dozen

assorted candy bars $48.00++ per dozen

savory

tri colored tortilla chips and salsa (for 25) $175.00++

tri colored tortilla chips and guacamole (for 25) $175.00++

pita chips and spinach dip (for 25) $175.00++

homemade potato chips and onion dip (for 25) $175.00++

mixed nuts $6.00++ each

mini pretzel, spicy snack mix, trail mix $5.00++ each

rejuvenating

granola bars $4.00++ each

fresh fruit cup $8.00++ each

whole fresh fruit $3.50++ each

sandwich trays

silver dollar sandwich platter (25) — $95.00++ each
assortment to include roast beef, ham, turkey, variety of cheeses
bowl of potato chips

croissant sandwich platter (10) — $100.00++ each
assortment to include roast beef and cheddar, ham and american
turkey and swiss, bowl of potato chips

Aventura Catering Exhibitor Booth Menu and Order Form

specialty booth stations

starbucks bike — $1,500.00++

includes the bike, 15 gallons of cold brew coffee, flavored syrups
disposable cups and condiments for four hours of service

additional coffee: $400.00++ per 5 gallons

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to operate equipment

poppin' popcorn

select our table top popcorn machine or our antique popcorn cart for your booth. each station yields approximately (200) servings of theater style popcorn for up to 4 hours of service and includes popcorn bags and disposable napkins. select one seasoning flavor: theater butter, white cheddar, garlic parmesan, cheesy jalapeño or caramel. a dedicated booth attendant is required.

table top popcorn station	$300.00++
antique popcorn cart station	$350.00++

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

additional 200 servings of popcorn $175.00++

smoothie bar with tiki cart — $650.00++ per hour (3 hour minimum)

specialty made-to-order smoothie bar is a show stopping treat. includes (100) smoothies per hour with disposable cups, straws and napkins with your choice of (2) flavors: strawberry, mango, strawberry-banana, peach, berry berry or piña colada. a dedicated attendant is required.

additional smoothies available at $6.00++ each

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

candy store — $750.00++

ultimate candy buffet that can be coordinated with your company color or event theme. glass containers to display candy with individual bags included. choice of 7 candies to choose from including: gummy bears, mary janes, candy sticks, jelly beans, starburst®, lollipops, red hots®, hershey's® kisses, red vines, m&ms® or let us know your favorite candy! serves 100 guests.

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A 23% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

Aventura Catering Exhibitor Booth Menu and Order Form

specialty booth stations continued

ice cream sandwiches — $600.00++

ice cream sandwiched in between bakery fresh cookies that are a treat no one can resist. includes (100) 2.5" ice cream sandwiches for 2 hours of service, disposable napkins and utensils with your choice of (2) ice cream flavors: vanilla, chocolate, strawberry, mint chip, butter pecan and choice of (2) cookie flavors: chocolate chip, sugar, snickerdoodle.

additional servings: $150.00++ (serves 25)

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to serve sandwiches

fresh baked cookie station — $350.00++

tempt show traffic to your booth with the warm and welcoming scent of freshly baked cookies. the fresh baked cookie station includes up to 4 hours of service, a table top otis spunkmeyer gourmet cookie oven, disposable napkins and approximately (160) 2 oz. cookies with your choice of (1) flavor: chocolate chip, oatmeal raisin or white chocolate macadamia nut.

additional case of cookie dough (160 cookies) available at $200.00++ per case

booth attendant required: $185.00+ (up to 4 hours) to bake and distribute cookies
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

cappuccino bar — $450.00++ per hour (3 hour minimum)

a barista presents your guests with specialty made-to-order coffee service of espresso shots, flavored cappuccinos, macchiato, mochas, lattes, hot chocolate and steamers. the cappuccino bar includes disposable cups with lids and napkins.

barista required: $185.00+ (up to 4 hours) provided by aventura to serve beverages
electrical needs: 2000 watts (20 amp) 120 volt and 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

italian soda bar — $1,500.00++

welcome your guests to your booth by offering soda with an italian twist. the italian soda bar includes up to 4 hours of service and (250) 12 oz. servings with disposable cups with lids and straws. select up to three flavors: strawberry, raspberry, peach, orange, lemon, lime.

additional servings: $125.00++ per hour (serves 25)

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to serve beverages

bubly® bar — $1,325.00++

assorted flavors of bubly® sparkling water with fresh fruit to enhance the flavor pineapple, mango, fresh berries, lemons (serves 250)

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to serve beverages

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A 23% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

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Aventura Catering Exhibitor Booth Menu and Order Form

specialty booth stations continued

dippin' dots stand $800.00++

the original beaded ice cream is a fun and tasty treat! this stand comes with ice cream cups, spoons and disposable napkins with your choice of two flavors for up to 4 hours of service and (100) servings: chocolate, strawberry, vanilla, rainbow, cookies 'n cream, mint chocolate, banana split, cotton candy, birthday cake. a dedicated attendant is required.

booth attendant required: $185.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

hot and soft pretzels $150.00++

keep your soft jumbo pretzels warm with our tabletop pretzel warmer. the pretzel warmer holds up to 36 pretzels and displays them for an easy grab and go snack. order your pretzel quantity and our staff will deliver, setup and remove the warmer for you. a minimum order of 36 pretzels is required.

traditional pretzels $4.00++ each

add individual servings of cheese dip $1.00++ each

booth attendant required: $185.00+ (4 hour minimum) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

hydration station $275.00++

refreshing and delicious, this station will quench your thirst. the hydration station comes with 2 gallons of infused water, 2 gallons of lemonade and 2 gallons of iced tea presented with beverage dispensers, disposable cups with lids and napkins. select from the following flavors:

2 gallons of infused water, choice of: strawberry-basil, cucumber or citrus

2 gallons of lemonade, choice of: classic, strawberry, lavender or mango

2 gallons of iced tea, choice of: regular, passion fruit or prickly pear

keurig® single cup coffee service $145.00++

brew fresh coffee by the cup (30 pods per kit)
includes a single cup coffee brewer with assorted gourmet flavors
disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins

additional pod refill (30 pods) $85.00++

electrical needs: 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 23% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of $100.00 is required. If not met, client is subject to a $50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

Aventura Catering Exhibitor Booth Menu and Order Form

bar service

aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the arizona department of liquor licenses and control. therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by aventura. one bartender per bar is required and will automatically be applied to your order for $200.00+ for up to 4 hours of service. each additional hour is $50.00+ per hour.

host bar

the host bar is based on consumption

premium cocktails $10.00++ each
house wine by the glass $10.00++ each
imported beer $9.00++ each
domestic beer $8.00++ each
bottled still water $4.50++ each
bottled sparkling water $5.00++ each
assorted pepsi® soft drinks $4.50++ each

host specialty items

imported beer keg $565.00++ each
heineken®, corona®, stella artois®
local microbrew beer keg $565.00++ each
four peaks kilt lifter, san tan devil's ale, papago orange blossom
huss brewing scottsdale blonde, arizona light
domestic beer keg $400.00++ each
budweiser®, bud light®, miller lite®
electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric
**ask your sales professional for additional options*

huss brewing bicycle — $975.00++

includes an assortment of (100) huss can beers. showcase your booth with our colorful huss brewing bike featuring local huss brewery assortment of microbrews
bartender required at $200.00+ for up to 4 hours of service

mimosa bar — $1,100.00++

serves (100) mimosas for up to 4 hours of service made with house champagne, orange juice, cranberry juice, grapefruit juice, raspberries, blueberries and strawberries. disposable serviceware included.
bartender required at $200.00+ for up to 4 hours of service

margarita madness — $1,900.00++

(225) frozen margaritas with our frozen margarita machine made with your choice of one of the following: classic, strawberry or prickly pear margaritas. disposable serviceware included.
bartender required at $200.00+ for up to 4 hours of service
electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric

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Client is responsible for providing tables and electrical service for their booth.

Aventura Catering Exhibitor Booth Menu and Order Form

general information, policies and procedures

FOOD & BEVERAGE REGULATIONS

All food and beverage items served within Phoenix Convention Center & Venues must be prepared and presented by Aventura…A Premier Catering Company. This includes requests for exhibitor amenities such as logo-bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverage from the Convention Center. Aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Arizona Department of Liquor Licenses and Control. Therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by Aventura.

EVENT PLANNING

Exhibitor Food & Beverage Order Specifications

To insure the proper planning of your event, we kindly request that all exhibitor food and beverage specifications be received in writing by our office no later than fourteen (14) days prior to the date of your first service. Orders received within fourteen (14) days of the first scheduled service will incur a 10% late administrative charge.

Confirmation of Orders

Upon receipt of all written food and beverage specifications, your Aventura Sales Professional will review and provide the customer with written confirmation of services ordered. A separate event order will be issued to the customer for each individual service, along with a contract outlining specific agreements between the customer and the caterer, Aventura. The contract, signed event orders and payment in full must be received by Aventura no less than five (5) business days prior to the first event. The event orders, when completed, will form part of your contract. Menu prices are subject to change without notice.

Client Responsibility

The client is responsible for ordering electrical power from Commonwealth Electric and booth catering tables and/or bar fronts and bar back tables from show decorator if necessary.

PAYMENT POLICY

Deposits

Aventura policy requires full payment (100%) of total estimated charges in advance.

Acceptable Forms of Payment

Company check, American Express, Visa, MasterCard and Discover are considered acceptable forms of payment. If payment is received within less than three (3) business days prior to the event, certified funds or credit card payment will be required. If company check is utilized for payment, a credit card will be required to facilitate on site additions and changes to existing orders.

Cancellation

Full charges will apply to cancellations made within five (5) business days prior to delivery.

ADMINISTRATIVE CHARGE* AND SALES TAX

- All food and beverage items are subject to 23% administrative charge* and applicable Arizona sales tax. Administrative charge* is taxable in the State of Arizona.
- ++ indicates the addition of 23% administrative charge* and applicable sales tax
- + indicates the addition of applicable Arizona sales tax (currently 8.6%)
- Administrative charge* and sales tax are subject to change without notice

DELIVERY FEES

All catering orders or re-orders totaling less than $100.00 (excluding administrative charge* and sales tax) will result in a $50.00+ delivery fee.

BEVERAGE PURCHASE POLICY

All beverage items are sold à la carte and cannot be purchased on a consumption basis.

LABOR

Each booth attendant is $185.00+ and bartender is $200.00+ for up to 4 hours, each additional hour is $50.00+ per hour for each attendant or bartender.

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Aventura Catering Exhibitor Booth Menu and Order Form

Exhibitor Booth Catering Order Form

Please fax or email your completed order and credit card authorization form to (602) 534-8603 or Sandy Brown at Brown-Sandy@aramark.com. Confirmation will be emailed to you.

Show Name:		
Company:		
Order Contact:		
Street Address:		
City:	**State:**	**Zip:**
Email:		
Phone:	**Fax:**	
Booth #:	**# of Guests:**	
On-Site Contact:		
On-Site Contact Cell:		

MENU ITEMS

Service Date	Start Time	End Time	Quantity	Item Description	Unit Price	Total Price

Subtotal	
23% Administrative Fee (if applicable)	
8.6% Sales Tax	
Total	

Aventura Catering Exhibitor Menu and Order Form

aventura
A PREMIER CATERING COMPANY

Phoenix Convention Center & Venues
100 North Third Street
Phoenix, Arizona 85004
t 602.534.8600 | f 602.534.8603

Aventura requires full payment (100%) of total estimated charges prior to the commencement of services. Aventura accepts cash, company checks, money orders and wire transfers as payment. Major Credit Cards are an acceptable form of payment. A 3% surcharge will be applied. An initial deposit is required at the time the Service Agreement is executed. The amount of the initial deposit varies and will be outlined in the Service Agreement. Final deposits are due prior to the commencement of services with specific due dates outlined in the Service Agreement. If payment is received within less than five (5) business days prior to the commencement of services, cash, certified funds or credit card payment will be required. All events require a completed and signed Credit Card Authorization Form on file to facilitate any on-site orders, or additions. All charges incurred on-site will be applied to the credit card at the closing of the event.

_____ **company check to be issued for advance payment - credit card to be used for any additional orders and/or increases**

_____ **credit card to be used for all charges**

COMPANY: _____

ONSITE CONTACT: _____

CARD HOLDER'S NAME: _____

BILLING ADDRESS: _____

_____

PHONE: _____ **FAX:** _____

EMAIL: _____

CARD HOLDER'S SIGNATURE: _____

(signature MUST be same as name on credit card)

PLEASE CHECK ONE

AMEX _____ **MASTERCARD** _____ **VISA** _____

CREDIT CARD #: _____ **EXPIRATION DATE:** _____

SECURITY CODE#: _____

for all credit card charges a 3% surcharge will be applied

FOR OFFICE USE ONLY

DATE: _____ **(AUTHORIZATION VALID FOR 30 DAYS)**

AUTHORIZATION #: _____ **AMOUNT OF AUTHORIZATION:** _____

AUTHORIZED PERSONNEL: _____

PLEASE MAKE LEGIBLE PHOTO COPY OF CREDIT CARD (FRONT ONLY) FOR CREDIT CARD VERIFICATION

ANY CREDITS DUE WILL BE PLACED ONTO PROVIDED CREDIT CARD

Phoenix Convention Center Exhibition Booth Cleaning Service Order Form

CONTACT INFORMATION		
Company Name		Booth Number
Company Address		
City	State	Zip
Contact Name		
Phone	Email	

Please provide the size of your exhibit booth and the date(s) you would like the booth cleaned. In the space below, specify what you would like our cleaners to focus on cleaning.

Booth Size:

10 x 10	20 x 20
10 x 20	20 x 30
10 x 30	20 x 40
10 x 40	30 x 40
	40 x 40

Date(s) Needed Cleaned:

Thursday, February 15, 2024

Friday, February 16, 2024

Saturday, February 17, 2024

Sunday, February 18, 2024

_____

_____

_____

_____

Please email completed form to gmoore@stratusclean.com, emartinez@stratusclean.com, & ocebzan@stratusclean.com

For information regarding cleaning services, please call our office at **(602) 734 - 5755**.