

EXP O
EVENT SERVICES

Exhibitor Services Manual

Washington DC Travel and Adventure Show
March 29-30, 2025
Walter E Washington Convention Center
Washington, DC

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Washington DC Travel and Adventure Show

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March 29-30, 2025

Deadline Date: March 19, 2025

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WELCOME TO ONLINE ORDERING



We are pleased that Expo Event Services has been selected as the official contractor.

New for 2024 - Expo Event Services Online Ordering Portal powered by Boomer Commerce is live.

[Click here to place your show orders.](#)

This area will provide you with the place to order all your booth furnishings, flooring, labor, sign hanging, and material handling needs for your upcoming show. If you need help shipping your materials, please contact TS Shipper at info@tshipper.com or submit a request for a quote via the [QUICK QUOTE FORM — TSShipper](#). If you need any help ordering your services, please do not hesitate to contact us. We want to make sure you have exactly what you need for a successful event!

If you have questions about the ordering process, please email us your show requirements and the EES Exhibitor Service Center will send you a quote for all your furniture and rental needs.

Upon approval of the quote, you will receive an official invoice from Expo Event Services to make your pre-event show payment via our online processing company.

Thank you.

Expo Event Services Show Team

orders@expoeventservices.com

Existing Users

If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your password in the box on the right. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password.

New Users

Contact us for a username and password so you can begin ordering your exhibit booth needs.



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Welcome to Washington D.C. and the **Washington DC Travel and Adventure Show**

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

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

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

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

Official General Contractor

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

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

Standard Booth Information

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

Show Schedule Move In/Move Out		
Decorator Move-In:	Thursday 3/27/2025	8am - 5pm
Exhibitor Move-In:	Friday 3/28/2025	9am - 5pm
Event Open:	Saturday 3/29/2025	9:30am - 5pm (Travel Advisors) 10am - 5pm (Public)
Event Open:	Sunday 3/30/2025	11am - 4pm
Exhibitor Move-Out:	Sunday 3/30/2025	4pm - 8pm
Clear Floor:	Sunday 3/30/2025	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 p.m. on Sunday, March 30th, 2025**; this process should take approximately **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 p.m. on Sunday, March 30th, 2025



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Shipping Addresses

*Advance Receiving
/Shipments*

Washington DC Travel and Adventure Show

Advance Shipments are through TS Shipper, The Official Show Carrier ONLY.
Direct Contact: dtullo@tsshipper.com

*Direct Shipments
to Show Site*

Washington DC Travel and Adventure Show

Shipments Should Arrive on: **March 27th, 2025 1pm-5pm**
March 28th, 2025 9am-5pm
c/o Expo Event Services
Walter E Washington Convention Center
801 Mt Vernon Place NW
Washington, DC 20001

State Tax 6% (Tax Rates Subject To Change)

Service Center

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

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

TEAMSTER UNION

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

CARPENTER UNION

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

ELECTRICAL UNION

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

FREIGHT HANDLING

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

WORK BREAKS & GRATUITIES

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

IN GENERAL

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

EXHIBITOR FAQ'S



1 What Comes With My Booth?

Each 10'x10' booth space includes:

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

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

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

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

3 How Can I Cut Down On My Overall Costs?

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

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

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

5

Can I Set Up My Own Booth?

- Yes. Refer to Show Exhibitor Services Kit for exact union regulations, EAC form/insurance requirements/submission info.
- If you are hiring an Exhibitor Appointed Contractor (EAC) you MUST complete the Exhibitor Kit documents and submit with certificate of insurance. NO EXCEPTIONS.
- If you are unable set up Friday during Exhibitor Move In hours, you must obtain authorization from your sales rep to set up Saturday at 7:30am.
- Island/Pavilion booths. Exhibitor Move In, Friday 9am-5pm. Should you require Thursday Move In, approval is required from your Sales Representative in coordination with the General Service Contractor.
- Be advised the show opens at 9:00am.
- The show floor will be “show ready” clean. Should you litter your booth space or space around you, you will receive a cleaning charge from the contracted show cleaning company.

6

What Are The Restrictions For My Booth Structure?

- Standard “in-line” booths may not extend beyond 8’ tall.
- Booth materials may also not extend beyond the dimensions of the booth space.
- Sight lines may not be blocked. Show management reserves the right to determine interference with other exhibitors. **NOTE:** Island booths may extend 16’ high.
- No amplified sound in or around your booth is permitted. Show Management reserves the right to determine at what point sound constitutes interference with other exhibitors.

7

Can I Tear Down My Booth Early?

- NO. Per your signed sales contract, your booth must remain furnished and staffed until the show close on Sunday.
Please respect attendees & fellow exhibitors.

8

Am I Allowed To Bring My Booth Material In Myself?

- POV/ASSISTED CARTLOAD SERVICE will be offered through the decorator for a nominal fee. Please visit the Show Exhibitor Services Kit Table of Contents to locate the Material Handling & Shipping section for POV/Assisted Cartload Service Order Form.
 - POV is a personally owned vehicle, automobile, minivan, SUV, pick-up truck, or van.
- Any additional materials or shipped materials (whether it be booth elements or sales collateral brought in through the Loading Dock will be weighed and charged a Material Handling Fee.
 - *Pricing found in the Shipping section of the Show Exhibitor Services Kit.*
 - *Please refer to the Show Exhibitor Services Kit for best safety practices.*
- Convention Centers are governed by union labor. Therefore, show management is unable to control dock access during move in and move out. Mandatory labor guidelines apply.

9

Is Material Handling Mandatory?

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

10

Can I Leave Items In My Booth Overnight?

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

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

- 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



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

INSURERS AFFORDING COVERAGE

INSURED

Exhibitor Appointed Contractor
Street Address
City, State Zip

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

COVERAGES

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	ABC 12345		2025	EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 50,000
					MED EXP (Any one person) \$ 5,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS-COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	ABC 12345		2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT \$
					OTHER THAN AUTO ONLY: EA ACC \$
					AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ABC 12345		2025	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$
					E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE-EA EMPLOYEE \$ 1,000,000
					E.L. DISEASE-POLICY LIMIT \$ 1,000,000
	OTHER				

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

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

CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER _____

CANCELLATION

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

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

INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION



Washington DC Travel and Adventure Show

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

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

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

INDEPENDENT DISPLAY HOUSE CONTRACTORS

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

Exhibiting Company Name: _____ Booth Number: _____

Exhibiting Contact Person: _____ Phone Number: _____

Contractor Company to be utilized: _____

Address: _____

Contractor Contact Name: _____ Contractor Phone Number: _____

INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY

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

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

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

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

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

Authorized Contact Signature Date Authorized Contact (Print)

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

LIMITS OF LIABILITY & RESPONSIBILITY

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

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

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

FIRE DEPARTMENT REGULATIONS



Washington DC Travel and Adventure Show

Walter E Washington Convention Center

March 29-30, 2025

Deadline Date: March 19, 2025

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 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.

POV/ASSISTED CART LOAD FORM



Washington DC Travel and Adventure Show

Walter E Washington Convention Center

March 29-30, 2025

Deadline Date: March 19, 2025

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

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

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

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

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



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

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

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

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



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

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

VEHICLE SPOTTING FORM



Washington DC Travel and Adventure Show

Walter E Washington Convention Center

March 29-30, 2025

Deadline Date: March 19, 2025

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 & Visa credit cards. Absolutely no credits will be issued after 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:
\$450.00 Per Vehicle
(Price includes both in & 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 the facility must have the following steps completed before the Fire Marshall will inspect the facility:

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

TOTAL \$ _____

Please enter this amount on the "Payment/Charge Authorization" Form

PAYMENT POLICY



Washington DC Travel and Adventure Show

Deadline Date: March 19, 2025

Walter E Washington Convention Center

March 29-30, 2025

Payment for Services

Expo Event Services requires payment in full at the time services are ordered. Further, Expo Event Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

Expo Event Services accepts MasterCard, AMEX and Visa. Business Checks are only accepted 2 weeks before the show, **no checks accepted at show site**. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank.*

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Expo Event Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Expo Event Services office for this show. Expo Event Services must receive your certificate by the deadline date on the order forms; or tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

If you have any questions regarding our payment policy,
please call Expo Event Services at (201) 300 - 2782
or visit our Service Center at the show.

****Exhibitors will be charged a \$25.00 fee for returned NSF checks.***

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION



Washington DC Travel and Adventure Show

Deadline Date: March 19, 2025

Walter E Washington Convention Center

March 29-30, 2025

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

CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE		

CITY		

STATE		

ZIP		

COUNTRY		

CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PRINT
_____		_____

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

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

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

Services and Equipment Ordered

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

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

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

\$

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

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

THIRD PARTY BILLING REQUEST



Washington DC Travel and Adventure Show

Deadline Date: March 19, 2025

Walter E Washington Convention Center

March 29-30, 2025

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

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

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

By: _____ (Authorized Signatures)

Exhibiting Firm

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

Third Party

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

Credit Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE	EXPIRATION DATE <div style="background-color: yellow; height: 15px; width: 100%;"></div>	MASTERCARD VISA* American Express Corporate Personal Card Expiration Date & Security Code REQUIRED (3 Digit on reverse side of card) Account Number <div style="display: inline-block; border: 1px solid black; width: 100px; height: 15px; background-color: yellow;"></div> <div style="display: flex; justify-content: space-between; width: 100%; border-top: 1px solid black; border-bottom: 1px solid black;"> </div>
CARDHOLDERS NAME PLEASE PRINT		
CARDHOLDERS BILLING ADDRESS CITY		
STATE	ZIP	COUNTRY
All Services Rental Furniture I & D Labor Material Handling In & Out Signs Other (Please Specify) _____		

PLEASE SIGN CARDHOLDER'S SIGNATURE

Credit Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE	EXPIRATION DATE <div style="background-color: yellow; height: 15px; width: 100%;"></div>	MASTERCARD VISA* American Express Corporate Personal Card Expiration Date & Security Code REQUIRED (3 Digit on reverse side of card) Account Number <div style="display: inline-block; border: 1px solid black; width: 100px; height: 15px; background-color: yellow;"></div> <div style="display: flex; justify-content: space-between; width: 100%; border-top: 1px solid black; border-bottom: 1px solid black;"> </div>
CARDHOLDERS NAME PLEASE PRINT		
CARDHOLDERS BILLING ADDRESS CITY		
STATE	ZIP	COUNTRY
All Services Rental Furniture I & D Labor Material Handling In & Out Signs Other (Please Specify) _____		

PLEASE SIGN CARDHOLDER'S SIGNATURE

SHIPPING INFORMATION



Washington DC Travel and Adventure Show

Deadline Date: March 19, 2025

Walter E Washington Convention Center

March 29-30, 2025

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 \$450.00 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)**

Rates Include:

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

Make out the bill of lading and consign as follows:

To:

Name of Exhibitor AND Booth Number

For:

Washington DC Travel and Adventure Show

C/O:

Expo Event Services
TS Shipper Advance Freight Service

Direct Contact: dtullo@tsshipper.com

Direct Shipments to Exhibit Site

Rates Include:

Unloading freight and delivery to your booth. Picking up, storing, and returning empty shipping containers. Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

To:

Name of Exhibitor AND Booth Number

For:

Washington DC Travel and Adventure Show

C/O:

Expo Event Services
801 Mt Vernon Place NW
Washington, DC 20001

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

Washington DC Travel and Adventure Show

Walter E Washington Convention Center

March 29-30, 2025

Deadline Date: March 19, 2025

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. 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.

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

MATERIAL HANDLING ORDER FORM



Washington DC Travel and Adventure Show

Walter E Washington Convention Center

March 29-30, 2025

MUST ARRIVE ON
THURSDAY MARCH 27TH 1PM-5PM ONLY
FRIDAY MARCH 28TH 9AM-5PM 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

<small>COMPANY</small>	<small>EMAIL ADDRESS</small>	<small>BOOTH NUMBER</small>
<small>AUTHORIZED CONTACT SIGNATURE</small>	<small>AUTHORIZED CONTACT - PLEASE PRINT</small>	<small>DATE</small>

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/DT	\$242.00	\$242.00
OT/DT	\$302.00	\$302.00

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

Our shipment will be sent to	Exhibit Site	Warehouse on:	via:
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1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$

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

KEY INFORMATION FORM



Washington DC Travel and Adventure Show

Deadline Date: March 19, 2025

Walter E Washington Convention Center

March 29-30, 2025

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

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

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

Shipped To: (Check One) Warehouse Showsite

Set-up Information for Expo Event Services' Installation

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

Did You Order —

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

Outbound Freight Information

Outbound Freight Charges _____
Prepaid Collect
Bill To _____

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

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

Emergency Contact Information / Showsite Contact

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

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

MUST ARRIVE
THURSDAY MARCH 27TH 1PM-5PM ONLY
FRIDAY MARCH 28TH 9AM-5PM ONLY

TO: _____
(EXHIBITOR'S NAME)



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

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

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

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THURSDAY MARCH 27TH 1PM-5PM ONLY
FRIDAY MARCH 28TH 9AM-5PM ONLY

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

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

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

SHOW SITE LABEL

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THURSDAY MARCH 27TH 1PM-5PM ONLY
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TO: _____
(EXHIBITOR'S NAME)



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

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

CARAVAN ORDER FORM



Deadline Date: March 19, 2025

COMPANY NAME: _____ BOOTH# : _____

CONTACT NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

SHIP TO	TRAVEL & ADVENTURE SHOW.
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NEXT SHOW BOOTH# _____

CONTACT NAME _____ PHONE _____

NUMBER OF PIECES / LABELS _____

SPECIAL DELIVERY INSTRUCTIONS: (Residential, Expedited Date Request, Lift Gate, Etc.) _____ _____ ** PLEASE CALL DANIELLE TULLO FOR CUSTOMIZED QUOTE. PLEASE TURN IN THIS FORM PRIOR TO THE SHOW FOR THE BEST RATES**
--

PAYMENT AUTHORIZATION

TERMS:

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

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

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

Wire Transfer: If paying by wire transfer for TS Shipper LLC, include a \$25 surcharge for bank fees. Call for wire transfer details.

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

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

Cardholder: _____ Email: _____

Account #: _____ Exp. Date: _____ Security Code: _____

Billing Address: _____ City/ST/Zip: _____

Signature: _____ Date: _____

Reserve Your
Shipment Today with
the
Official Show Carrier

Fast, Reliable, Secure Trade Show Transportation!

**TRAVEL &
ADVENTURE
SHOW.**



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



Show Name: Washington DC Travel and Adventure Show

Show Dates: March 29-30, 2025

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

Venue: Walter E Washington Convention Center

CONTACT INFORMATION

Company Name:

Contact Name:

Address:

Phone:

Email:

PICK UP LOCATION

Company Name:

Contact Name:

Street Address:

City

State / Country

Zip / Postal Code:

Phone:

SHIPPING DESTINATION

Company Name:

Show Name:

Booth #:

Street Address:

City:

State / Country:

Zip / Postal Code:

Phone:

Onsite Contact:

TYPE OF SERVICE

Truck Load

Deferred

2nd Day Air

Overnight Air

Economy / Standard Group

3rd Day Air

ADDITIONAL SERVICE

Lift Gate

Residential

Inside Pick Up

Declared Value (\$):

Declared Value can not exceed \$10,000

Phone: 216-566-5953

Email: info@tsshippers.com

Quick Quote: www.tsshippers.com

TS SHIPPER LLC - INBOUND FORM



Show Name: Washington DC Travel and Adventure Show

Show Dates: March 29-30, 2025

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

Venue: Walter E Washington Convention Center

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

Empty box for additional information or instructions.

Send completed form to info@tsshipper.com or fax to 866-728-3775

Phone: 216-566-5953

Email: info@tsshippers.com

Quick Quote: www.tsshippers.com



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

Show Name: _____

Show Dates: _____

Venue: _____

PAYMENT AUTHORIZATION

EXHIBITING COMPANY: _____

BOOTH # _____

ADDRESS: _____

SHOW: _____

ONSITE CONTACT: _____

ORDERED BY: _____

CELL: _____

PHONE: _____

QUOTED AMOUNT:

EMAIL: _____

\$ _____

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

Terms:

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

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

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

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

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

Payment Information:

VISA

MasterCard

American Express

Credit Card Number: _____

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

Name (as it appears on the card): _____

 Cardholder's Signature _____ / _____ / _____
 Date

Credit Card Billing Address:

Street: _____

City: _____ State: _____

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

Telephone: _____ Email: _____

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

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

Authorization Valid Until: _____ / _____ Initials Here: _____



TS SHIPPER OUTBOUND FORM

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

Show Name _____

Show Dates _____

Venue _____

Company Name _____

Booth Number _____

OUTBOUND SHIPMENT DETAILS

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

Economy / Deferred (4 - 7 Business Days)

2nd Day

3rd Day

Next Day

Piece Count Estimate _____ Total Weight Estimate _____

Additional Information or Instructions

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



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Furnishing

- 10' x 8' Pop-Up (Includes print on front side)
- 1 - 1M x .5M x 42" Counter *
- 1 - 30" x 42"H Round Cocktail Table
- 2 - Bar Stools
- (200lbs of Material Handling at No Charge is included)

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.

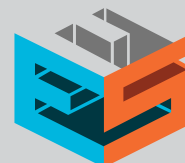
Safe Zone: 107"w x 81.5"h

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

10' x 10' PACKAGE B



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
- (200lbs of Material Handling at No Charge is included)

Graphic Files

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

Safe Zone: 107"w x 81.5"h

Bleed Zone: 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

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



EXPO
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10' x 20' PACKAGE C



\$6,570.00

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

(200lbs of Material Handling at No Charge is included)

Graphic Files

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

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

Safe Zone: 107"w x 81.5"h

Bleed Zone: 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

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



EXPO
EVENT SERVICES

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20' x 20' PACKAGE D (side 1)



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Furnishing

- 20' x 8' Tension Fabric (Includes print on front side)
 - 2 - 1M x .5M x 42" Counter *
 - 1 - Sofa, Single Chair & Coffee Table
 - 1 - 30" x 42"H Round Cocktail Table
 - 4 - Bar Stools
- (200lbs of Material Handling at No Charge is included)

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

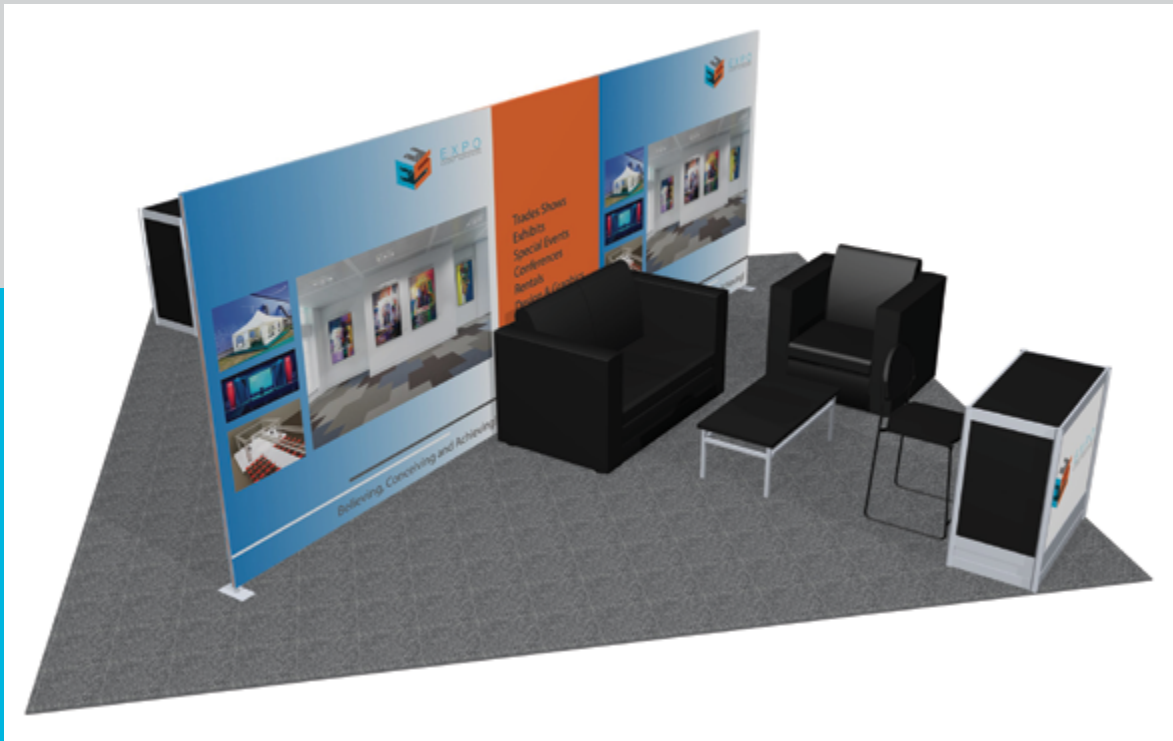
Counter Graphic Panel Size 38.125" W x 33"H

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



EXPO
EVENT SERVICES

20' x 20' PACKAGE D (side 2)



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
- (200lbs of Material Handling at No Charge is included)

Graphic Files

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

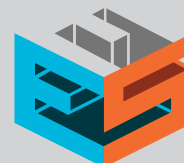
Safe Zone: 107"w x 81.5"h

Bleed Zone: 115"w x 89.5"h

Per side if double-sided

Counter Graphic Panel Size 38.125" W x 33"H

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

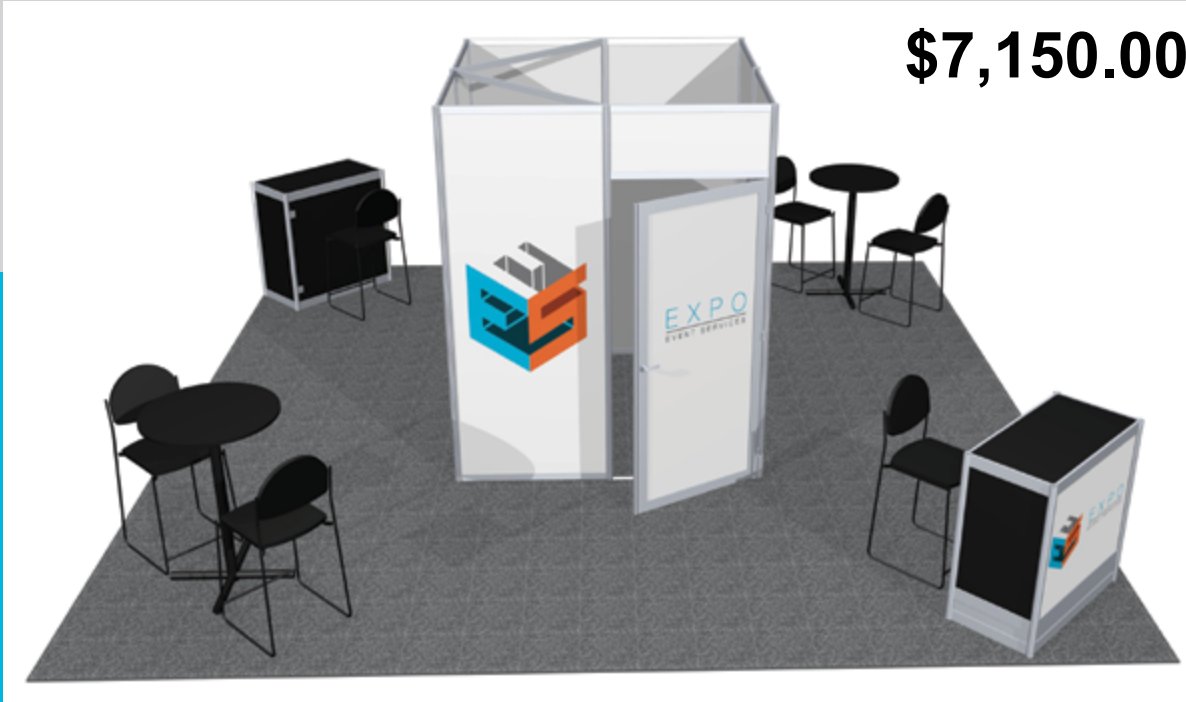


EXPO
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20' x 20' PACKAGE E (side 1)

\$7,150.00



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
- (200lbs of Material Handling at No Charge is included)

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

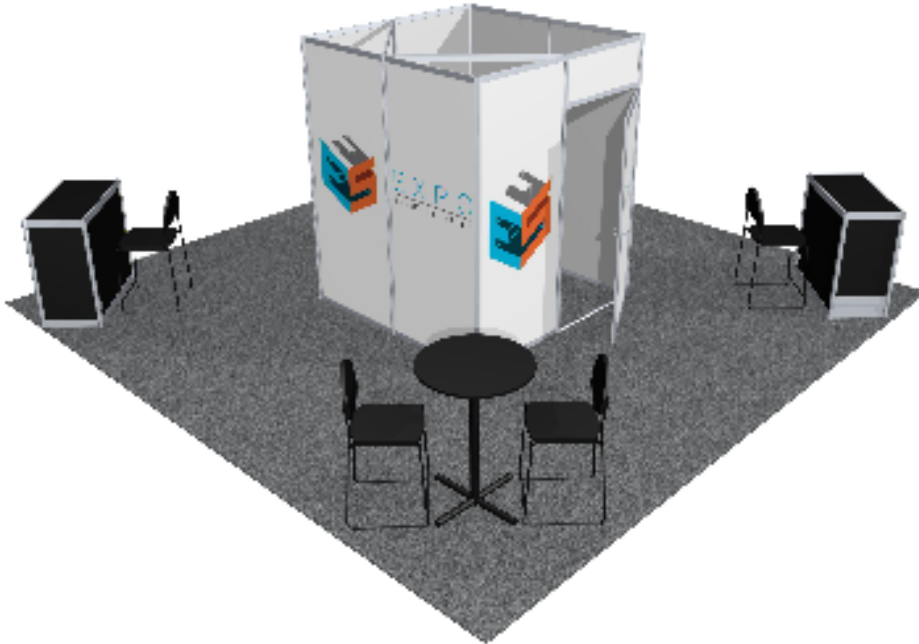
Prices are based on orders and artwork are supplied 30 days out rush charges will be quoted on specs.



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20' x 20' PACKAGE E (side 2)



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
(200lbs of Material Handling at No Charge is included)

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.

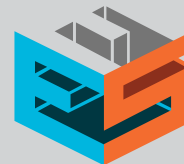
Safe Zone: 38.125"w x 90.5"h

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.



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SIGNAGE & GRAPHIC ORDER FORM



Washington DC Travel and Adventure Show

Deadline Date: March 19, 2025

Walter E Washington Convention Center

March 29-30, 2025

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	Item	Discount Price	Standard Price	Total Price
	8.5" x 11"	\$56.00	\$72.00	
	11" x 17"	\$65.00	\$85.00	
	14" x 22"	\$80.00	\$104.00	
	22" x 28"	\$99.00	\$128.00	
	24" x 36"	\$197.00	\$256.00	
	30" x 40"	\$214.00	\$278.00	
	Logo	Quote Upon Request	Quote Upon Request	
	Banner	Quote Upon Request	Quote Upon Request	

Background Color: _____ Copy Color: _____

Select Lay-out: Vertical Horizontal

Select Font Style: Corporate Jazzy

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

SUBTOTAL = _____ + TAX @ 6% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

GRAPHIC FILE SUBMISSION GUIDELINES



Washington DC Travel and Adventure Show

Walter E Washington Convention Center

March 29-30, 2025

Deadline Date: March 19, 2025

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

File Formats

Program	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 to be produced in vinyl - i.e: solid company logo's or text, must be supplied in a vector format (.ai or .eps). Converting bitmap images to vector for vinyl production is a typical issue that may incur additional fees.



gif@400%



.ai / .eps@400%

Bitmap/Raster Artwork

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

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



Color Set Up

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



Fonts

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

HANGING SIGNS/BANNERS INFORMATION FORM



Washington DC Travel and Adventure Show

Deadline Date: March 19, 2025

Walter E Washington Convention Center

March 29-30, 2025

*** 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

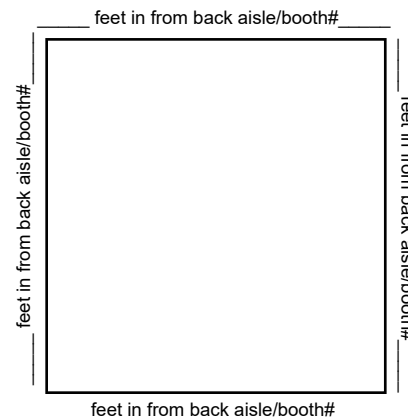
CHAIN MOTORS

QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	\$660.00	\$859.00	
	1 Ton Chain Motor	\$826.00	\$1,074.00	

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

PLACEMENT DIAGRAM

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



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

Would you like your sign centered over your booth?

Yes No (I will provide an overhead sketch)

HANGING SIGNS/BANNERS ORDER FORM



Washington DC Travel and Adventure Show

Deadline Date: March 19, 2025

Walter E Washington Convention Center

March 29-30, 2025

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

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	\$228.00	\$297.00	
	OT	\$373.00	\$484.00	
	Holiday	\$460.00	\$597.00	
EES Supervision: _____ x 30% =				
(Assembly total)			(\$40.00 minimum)	

SIGN DISASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$228.00	\$297.00	
	OT	\$373.00	\$484.00	
	Holiday	\$460.00	\$597.00	
EES Supervision: _____ x 30% =				
(Assembly total)			(\$40.00 minimum)	

Date of Assembly: _____

Requested Start Time: _____

Date of Assembly: _____

Requested Start Time: _____

OVERHEAD SIGN RIGGING LABOR

RIGGING INSTALLATION				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$992.00	\$1,290.00	
	OT	\$1,288.00	\$1,675.00	
	Holiday	\$1,546.00	\$2,010.00	
EES Supervision: _____ x 30% =				

Date of Assembly: _____

Requested Start Time: _____

RIGGING REMOVAL				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$992.00	\$1,290.00	
	OT	\$1,288.00	\$1,675.00	
	Holiday	\$1,546.00	\$2,010.00	
EES Supervision: _____ x 30% =				

Date of Assembly: _____

Requested Start Time: _____

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

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

DISPLAY LABOR ORDER FORM



Washington DC Travel and Adventure Show

Deadline Date: March 19, 2025

Walter E Washington Convention Center

March 29-30, 2025

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 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.

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.

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Labor		Discount Price	Standard Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$227.00	\$295.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$373.00	\$485.00
Double Time	Sundays and Holidays	\$459.00	\$596.00

INSTALLATION LABOR

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

EXPO EVENT SERVICES will provide the following service:

1. Unpack and install display labor before exhibitor arrival at show site
2. Dismantle, pack and arrange to ship display after show closing

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments.

GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED

BY EXPO EVENT SERVICES. EXPO EVENT SERVICES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

DISMANTLE LABOR

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

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

IMPORTANT NOTICE

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display.

Expo Event Services will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of Expo Event Services is limited to a max of 50% of total labor not to exceed \$1000.00.

DISPLAY LABOR INFORMATION FORM



Washington DC Travel and Adventure Show

Deadline Date: March 19, 2025

Walter E Washington Convention Center

March 29-30, 2025

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COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

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

INBOUND SHIPPING INFORMATION

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

SET-UP INFORMATION

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

Graphics: With Exhibit Shipped Separately

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____

Method: Common Carrier Air Freight Van Line Other: _____

Carrier (If Known): _____

Freight Charges: Prepaid Bill To: _____
 Collect _____

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

Special Instructions/Comments: _____

Emergency Contact:

Name: _____ Phone: _____

STANDARD CARPET ORDER FORM



Washington DC Travel and Adventure Show

Deadline Date: March 19, 2025

Walter E Washington Convention Center

March 29-30, 2025

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

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

STANDARD CARPET



Qty	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$344.00	\$447.00	
	10' x 20' Booth Carpet	\$690.00	\$897.00	
	10' x 30' Booth Carpet	\$1,034.00	\$1,345.00	

Standard Cut

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

CUSTOM CARPET



Qty	Item	Discount	Standard	Total
	Carpet Cut Carpet	\$7.62 sq.ft.	\$9.93 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"	\$3.00 sq.ft.	\$3.93 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = _____ + TAX @ 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.

STANDARD FURNITURE

Washington DC Travel and Adventure Show

Walter E Washington Convention Center

March 29-30, 2025

Deadline Date: March 19, 2025

Chairs



Upholstered Side Chair



Upholstered Tall Stool

Pedestal Tables



30" High Black Table



42" High Black Table

Draped & Undraped Tables



Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

STANDARD FURNITURE & ACCESSORIES ORDER FORM



Washington DC Travel and Adventure Show

Deadline Date: March 19, 2025

Walter E Washington Convention Center

March 29-30, 2025

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	\$148.00	\$192.00	N/A	
		Tall Black Stool	\$187.00	\$243.00	N/A	
UNDRAPED TABLES		4' x 24" x 30" Undraped Table	\$135.00	\$176.00	N/A	
		6' x 24" x 30" Undraped Table	\$149.00	\$194.00	N/A	
		8' x 24" x 30" Undraped Table	\$170.00	\$222.00	N/A	
UNDRAPED COUNTERS		4' x 24" x 42" Undraped Counter	\$149.00	\$194.00	N/A	
		6' x 24" x 42" Undraped Counter	\$166.00	\$215.00	N/A	
		8' x 24" x 42" Undraped Counter	\$182.00	\$236.00	N/A	
DRAPED TABLES	Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 30" High Draped Table	\$243.00	\$315.00		
		6' x 24" x 30" High Draped Table	\$272.00	\$354.00		
		8' x 24" x 30" High Draped Table	\$308.00	\$400.00		
		4th side Draped – 30"	\$103.00	\$162.00		
DRAPED COUNTERS	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 42" High Draped Counter	\$275.00	\$356.00		
		6' x 24" x 42" High Draped Counter	\$318.00	\$414.00		
		8' x 24" x 42" High Draped Counter	\$362.00	\$472.00		
		4th side Draped – 42"	\$126.00	\$164.00		
DRAPE	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		3' High Banjo Drape (4 ft. min. order)	\$29.00	\$38.00		
	8' High Banjo Drape (4 ft. min. order)	\$35.00	\$45.00			
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$312.00	\$405.00	N/A	
		30" x 42" High Pedestal Table	\$354.00	\$460.00	N/A	
ACCESSORIES		Chrome Easel	\$96.00	\$124.00	N/A	
		Wastebasket	\$62.00	\$81.00	N/A	
		Retractable Stanchion	\$232.00	\$301.00	N/A	
		Coat Tree	\$76.00	\$99.00	N/A	

SUBTOTAL = _____ + TAX @ 6% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

Deadline Date: March 19, 2025

2025
TRADE SHOW
KIT CATALOG

Deadline Date: March 19, 2025

BLANC



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



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



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



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



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

FUNCTION

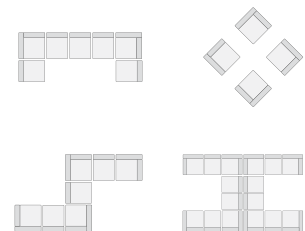
Modular Seating Collection



Function Armless Chair - White
White Vinyl
28"Square x 29"H



Function Corner - White
White Vinyl
28"Square x 29"H



Function Armless Chair - Black
Black Vinyl
28"Square x 29"H



Function Corner - Black
Black Vinyl
28"Square x 29"H

Deadline Date: March 19, 2025

CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

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



Continental Reverse Curved Loveseat

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



Continental Wedge Ottoman

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



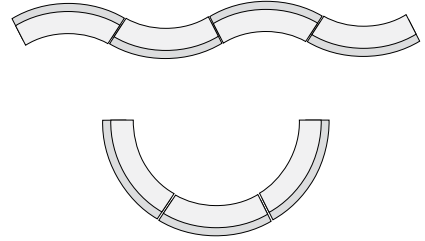
Continental Curved Bench

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



BOCA

Modular Seating Collection



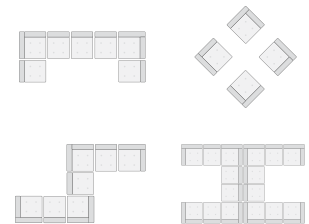
Boca Corner

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

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

Deadline Date: March 19, 2025

GRAMMERCY



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

AUBREY



Aubrey Sofa

Light Beige Faux Linen Fabric
90"W x 35"D x 35"H



Aubrey Chair

Light Beige Faux Linen Fabric
37"W x 35"D x 35"H



Aubrey Bench Ottoman

Light Beige Faux Linen Fabric
48"W x 24"D x 18"H

CHANDLER



Chandler Sofa

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



Chandler Loveseat

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



Chandler Chair

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

CHANDLER



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 End Table

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



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

LATITUDE



Latitude Sofa

Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Loveseat

Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Chair

Beige Olefin Fabric
42"W x 36"D x 33"H

VERONA



Verona Sofa
Granite Frame With Light Grey Cushions
74"W x 38"D x 25"H



Verona Chair
Granite Frame With Light Grey Cushions
28"W x 38"D x 25"H



Verona Ottoman
Granite Frame With Light Grey Cushions
26"W x 21"D x 18"H

JASPER



Jasper Sofa
Boca Bright White
64"W x 28"D x 33"H



Jasper Chair
Boca Bright White
30"W x 28"D x 33"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

CROMWELL



Cromwell Sofa

Royal Blue Velvet
78"W x 32"D x 29"H



Cromwell Chair

Royal Blue Velvet
32"W x 32"D x 29"H

STAGE CHAIRS



Bianca Stage Chair - Frost

Bright White Leather
26"Square x 37"H



Bianca Stage Chair - Onyx

Onyx Microfiber
26"Square x 37"H



Bianca Stage Chair - Sand

Sand Microfiber
26"Square x 37"H



Empire Chair

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



Monarch Chair

Bright White Leather
28"Square x 30"H



Royce Chair - Mink

Mink Microfiber
29"W x 30"D x 33"H



Royce Chair - Oyster

Oyster Microfiber
29"W x 30"D x 33"H

Deadline Date: March 19, 2025

OTTOMANS & BENCHES



Curved Bench

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



Encore Bench

Black Mango Wood
68"W x 15"D x 18"H



Square Ottoman

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



Bench Ottoman

■ Metro Black Leather
■ Chandler Red Leather
■ Grammercy Charcoal 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



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H

BANQUETTES & TURNING BEDS



Essentials Banquette

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



Grammercy Banquette

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



Essentials Turning Bed

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

Deadline Date: March 19, 2025

CUBE OTTOMANS



Rubix Cube Ottomans

- | | |
|--|--|
|  Cherry |  Lemon |
|  Cromwell |  Lime |
|  Grape |  Mango |
- 18"Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H



Metro Cube Ottoman

Black Leather
18"Square x 18"H

CHARGED! 



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.*



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.*



Command 8' Conference Table - White Charged

Bright White Leather
96"W x 48"D x 31"H

**Maximum of 1 table per power source.*

OCCASIONAL TABLES



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



Novel Tables

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



Fuze Tables

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



London Tables

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

Deadline Date: March 19, 2025

OCCASIONAL TABLES



Hylton Tablet Table

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



Gemma Accent Table - Blue Agate

Blue Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Citrine

Rose Quartz Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Moonstone

Grey Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Obsidian

Obsidian Top/Brass Base
14"Round x 20"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



Cube Tables

- Black
- White

Cocktail Table
24"Square x 16"H
End Table
24"Square x 21"H



Sirona Accent Table

Grey Top/Black Metal Base
18"W x 12"D x 28"H



Orbit End Table

White/Powder-Coated Aluminum
16"Round x 19"H

Deadline Date: March 19, 2025

BARS & BAR BACKS



VIP Glow Bar 6'

Frosted Plexi With Built-in Wireless LED Kit
72"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Includes Remote Control



VIP Glow Bar 4'

Frosted Plexi With Built-in Wireless LED Kit
48"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Includes Remote Control



Bar

■ Black
□ White
48"W x 16"D x 42"H
2 Shelves In Back



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)



Elara Bar

Black Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control



Razor Bar

Gold Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control

STOOLS



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



Euro Bar Stool

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



Milo Bar Stool

- Black
- California Wine
- Chartreuse
- Chocolate
- Jade
- Victory Blue
- White

20"W x 21"D x 41"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



Clara Stool

- White
- 17"W x 21"D x 41"H

STOOLS



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

CAFÉ CHAIRS



Milo Chair

- Black
- California Wine
- Chartreuse
- Chocolate
- Jade
- Victory Blue
- White

20"W x 21"D x 41"H

CAFÉ CHAIRS



Clara Chair
White
18"W x 21"D x 35"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)



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



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



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

BAR TABLES



24" Square Bar Table - Cosmo

Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Emerald Tide

Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Icebreaker

Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Sirona

Available in Black or Chrome Base
24"Square x 42"H



32" Round Bar Table - Cement

Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Yukon Gold

Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Smoke

Available in Black or Chrome Base
32"Round x 42"H



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

BAR TABLES



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 Bar Table

White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round x 42"H



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

Deadline Date: March 19, 2025

BAR TABLES



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



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



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

CAFÉ TABLES



24" Square Café Table - Cosmo
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Emerald Tide
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Icebreaker
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Sirona
Available in Black or Chrome Base
24"Square x 30"H



32" Round Café Table - Cement
Available in Black or Chrome Base
32"Round x 30"H



32" Round Café Table - Yukon Gold
Available in Black or Chrome Base
32"Round x 30"H

CAFÉ TABLES



32" Round Café Table - Smoke

Available in Black or Chrome Base
32"Round x 30"H



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



Blanco Café Table

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



Fuze Café Table

Zebrawood Laminate/Chrome
36"Square x 30"H



Blanco Square Café Table

White/Chrome
24"Square x 30"H

CAFÉ TABLES



Blanco Rectangle Café Table
White/Chrome
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



Encore Dining Table
Black Mango Wood
80"W x 40"D x 30"H



Madera Dining Table
Walnut Veneer
92"W x 39"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

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



Tamiri Mid Back Chair

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



Tamiri Guest Chair

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



Accord Chair

■ Black
□ White
25"Square x 44"H



Goal Task Chair

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



Goal Task Chair - Armless

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



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



Rimati Hi-Back Chair - White

■ Black
□ White
30"W x 28"D x 47-50"H



Rimati Guest Chair - Black

■ Black
□ White
27"W x 25"D x 40"H

CONFERENCE TABLES



Conference Table Round

- Black
 - Mahogany
- 42"Round x 29"H



Command 6' Conference Table

- Black
 - Sirona
 - White
- 72"W x 36"D x 31"H



Command 8' Conference Table

- Black
 - Sirona
 - White
- 96"W x 48"D x 31"H



Command 10' Conference Table

- Black
 - Sirona
 - White
- 120"W x 48"D x 31"H

OFFICE FURNITURE



Computer Kiosk

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



Storage Credenza

- Black
 - Mahogany
- 2 Filing Cabinets/2 Drawers/Inside Shelves
66"W x 20"D x 29"H



Jr Executive Desk

- Black
 - Mahogany
- Double Pedestal/Locking Drawers
60"W x 30"D x 29"H

OFFICE FURNITURE



Executive Desk

■ Black
■ Mahogany
Double Pedestal/Locking Drawers
72"W x 36"D x 29"H



5-Shelf Bookcase

■ Black
■ Mahogany
36"W x 12"D x 72"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

Deadline Date: March 19, 2025

METAL FILE & STORAGE CABINETS



2-Drawer File

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

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



4-Drawer File

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

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



2-Drawer Lateral File

Black
36"W x 18"D x 27"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



42" Display Pedestals

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



36" Display Pedestals

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



30" Display Pedestals

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



Locking Pedestal

- Black
24"Square x 42"H
- White



Fuze Pedestal

Zebra wood Laminate/Chrome
16"Square x 44"H



London Pedestal

Marble/Chrome
16"Square x 44"H

Deadline Date: March 19, 2025

MISCELLANEOUS ITEMS



Stanchion

Chrome
41"H

Stanchion Rope

Red Velour
6'L



Nero Literature Rack

Black
14.75"W x 12"D x 53.5"H



Argento Literature Rack

Aluminum
14.75"W x 12"D x 53.5"H



Alto Literature Rack

Black/Metal
10.5"W x 9.5"D x 57"H



Compact Refrigerator

Black 4 Cubic Feet
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

FURNISHINGS ORDER FORM

2025 Trade Show Order Form



AFR Sales Representative:

Email/Fax:

TRADE SHOW INFORMATION

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

All Furniture Subject to Availability

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

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

Late Fee: All orders received within 14 days of the show opening will receive at 25% late fee.

Show site orders will be based on availability and charged a 30% late fee.

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

Item Number	Weight		Dimensions	Standard	Qty.	Total
Blanc (Pg. 2)						
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$1,104.29		\$-
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$1,054.03		\$-
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$880.78		\$-
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$529.00		\$-
18184-0274	15 lbs.	Blanc Bright White Leather Cube Ottoman	17"Square	\$185.15		\$-
Function (Pg. 2)						
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$563.38		\$-
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$605.71		\$-
18284-0452	38 lbs.	Function Black Leather Armless Chair	28"Square x 29"H	\$563.38		\$-
18066-0009	27 lbs.	Function Black Leather Corner	28"Square x 29"H	\$605.71		\$-
Continental (Pg. 3)						
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$1,088.42		\$-
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$1,054.03		\$-
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$468.17		\$-
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$552.81		\$-
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$468.17		\$-
Boca (Pg. 3)						
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$605.71		\$-
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$563.38		\$-
Metro (Pg. 4)						
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$907.24		\$-
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$874.17		\$-
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$682.41		\$-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$468.17		\$-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$468.17		\$-
Grammercy (Pg. 4 & 5)						
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$1,010.39		\$-
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$880.78		\$-
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$563.38		\$-
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$648.03		\$-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$468.17		\$-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$468.17		\$-
Aubrey (Pg. 5)						
18228-0891	100 lbs.	Aubrey Sofa	90"W x 35"D x 35"H	\$1,188.93		\$-
18284-0898	75 lbs.	Aubrey Chair	37"W x 35"D x 35"H	\$747.21		\$-
18184-0303	30 lbs.	Aubrey Bench Ottoman	48"W x 24"D x 18"H	\$435.10		\$-
Chandler (Pg. 5 & 6)						
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$907.24		\$-
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$874.17		\$-
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$682.41		\$-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$468.17		\$-
Evoke (Pg. 6)						
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,371.43		\$-
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$735.31		\$-
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$468.17		\$-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$415.27		\$-
13110-0008	10 lbs.	Evoke Cube Table	18"Square	\$294.92		\$-
Latitude (Pg. 6)						
13229-0020	77 lbs.	Latitude Sofa	91"W x 42"D x 33"H	\$1,187.61		\$-
13170-0011	67 lbs.	Latitude Loveseat	91"W x 42"D x 33"H	\$1,108.26		\$-
13285-0015	37 lbs.	Latitude Chair	42"W x 36"D x 33"H	\$923.11		\$-
Verona (Pg. 7)						
13229-0016	85 lbs.	Verona Sofa	74"W x 38"D x 25"H	\$1,301.34		\$-
13285-0013	44 lbs.	Verona Chair	28"W x 38"D x 25"H	\$671.83		\$-

13185-0010	17 lbs.	Verona Ottoman	26"W x 21"D x 18"H	\$388.82	\$-
Jasper (Pg. 7)					
18228-0892	80 lbs.	Jasper Sofa	64"W x 24"D x 33"H	\$1,017.00	\$-
18284-0902	60 lbs.	Jasper Chair	30"W x 24"D x 33"H	\$659.93	\$-
Niko (Pg. 7)					
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$1,122.80	\$-
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$1,026.26	\$-
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$854.34	\$-
Cromwell (Pg. 8)					
18228-0869	100 lbs.	Cromwell Sofa	78"W x 32"D x 29"H	\$1,276.21	\$-
18284-0873	70 lbs.	Cromwell Chair	32"W x 32"D x 29"H	\$759.11	\$-
Stage Chairs (Pg. 8)					
18284-0876	35 lbs.	Bianca Stage Chair - Frost	26"Square x 37"H	\$403.36	\$-
18284-0895	35 lbs.	Bianca Stage Chair - Onyx	26"Square x 37"H	\$403.36	\$-
18284-0893	35 lbs.	Bianca Stage Chair - Sand	26"Square x 37"H	\$403.36	\$-
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$605.71	\$-
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$605.71	\$-
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$387.49	\$-
18284-0900	55 lbs.	Royce Chair - Mink	29"W x 30"D x 33"H	\$527.68	\$-
18284-0901	55 lbs.	Royce Chair - Oyster	29"W x 30"D x 33"H	\$527.68	\$-
Ottomans & Benches (Pg. 9)					
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$552.81	\$-
05026-0012		Encore Bench	68"W x 15"D x 18"H	\$501.23	\$-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$468.17	\$-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$468.17	\$-
18024-0008	43 lbs.	Metro Black Leather Bench	60"W x 24"D x 17"H	\$468.17	\$-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench	60"W x 24"D x 17"H	\$468.17	\$-
18024-0062	43 lbs.	Chandler Red Leather Bench	60"W x 24"D x 17"H	\$468.17	\$-
18184-0192	70 lbs.	Essentials Storage Ottoman	48"W x 24"D x 20"H	\$648.03	\$-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$468.17	\$-
Banquettes & Turning Beds (Pg. 9)					
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,371.43	\$-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,371.43	\$-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,647.84	\$-
Cube Ottomans (Pg. 10)					
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$189.12	\$-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$189.12	\$-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$189.12	\$-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$189.12	\$-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$189.12	\$-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$189.12	\$-
18184-0274	15 lbs.	Blanc Bright White Leather Cube	17"Square x 17"H	\$185.15	\$-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$185.15	\$-
Charged (Pg. 11)					
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,827.70	\$-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$690.35	\$-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$638.77	\$-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$1,069.90	\$-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$605.71	\$-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$666.54	\$-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$1,010.39	\$-
Occasional Tables (Pg. 12 & 13)					
12108-0001-12304-0006	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$329.30	\$-
12049-0001-12050-0004	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$346.50	\$-
12108-0001-12304-0005	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$329.30	\$-
12049-0001-12050-0007	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$346.50	\$-
12108-0001-12304-0004	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$329.30	\$-
12049-0001-12050-0005	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$346.50	\$-
12108-0001-12304-0007	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$329.30	\$-
12049-0001-12050-0006	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$346.50	\$-
12108-0001-12304-0002	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$329.30	\$-
12231-0001-12305-0002	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$365.01	\$-
12049-0001-12050-0003	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$346.50	\$-
12108-0001-12304-0001	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$329.30	\$-
12231-0001-12305-0001	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$365.01	\$-
12049-0001-12050-0002	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$346.50	\$-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$415.27	\$-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$468.17	\$-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$355.75	\$-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$432.46	\$-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$399.40	\$-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$355.75	\$-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$432.46	\$-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$399.40	\$-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$294.92	\$-
12003-0117	27 lbs.	Gemma Accent Table - Blue Agate	14"Round x 20"H	\$365.01	\$-
12003-0115	27 lbs.	Gemma Accent Table - Citrine	14"Round x 20"H	\$365.01	\$-
12003-0116	27 lbs.	Gemma Accent Table - Moonstone	14"Round x 20"H	\$365.01	\$-
12003-0120	27 lbs.	Gemma Accent Table - Obsidian	14"Round x 20"H	\$365.01	\$-

12107-0494	21 lbs.	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$304.18	\$-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$304.18	\$-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$338.56	\$-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$338.56	\$-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$329.30	\$-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$329.30	\$-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$338.56	\$-
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$338.56	\$-
12003-0102	17 lbs.	Sirona Accent Table	18"W x 12"D x 28"H	\$294.92	\$-
13110-0017	10 lbs.	Orbit End Table	16"Round x 19"H	\$245.99	\$-
Bars & Bar Backs (Pg. 14)					
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$1,199.51	\$-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$1,010.39	\$-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$552.81	\$-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$552.81	\$-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$690.35	\$-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$648.03	\$-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$648.03	\$-
05012-0083	282 lbs.	Elara Bar	72"W x 25"D x 44"H	\$1,838.28	\$-
05012-0082	220 lbs.	Razor Bar	72"W x 25"D x 44"H	\$1,838.28	\$-
Bar Stools (Pg. 15 & 16)					
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$310.79	\$-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$310.79	\$-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$260.53	\$-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$294.92	\$-
05237-0306-05033-0001-05034-0009	27 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H	\$294.92	\$-
05237-0306-05033-0007-05034-0012	27 lbs.	Milo Bar Stool - California Wine	20"W x 21"D x 41"H	\$294.92	\$-
05237-0306-05033-0005-05034-0011	27 lbs.	Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	\$294.92	\$-
05237-0306-05033-0013-05034-0015	27 lbs.	Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	\$294.92	\$-
05237-0306-05033-0011-05034-0014	27 lbs.	Milo Bar Stool - Jade	20"W x 21"D x 41"H	\$294.92	\$-
05237-0306-05033-0009-05034-0013	27 lbs.	Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	\$294.92	\$-
05237-0306-05033-0002-05034-0010	27 lbs.	Milo Bar Stool - White	20"W x 21"D x 41"H	\$294.92	\$-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$321.37	\$-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$321.37	\$-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$321.37	\$-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$321.37	\$-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$310.79	\$-
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$235.41	\$-
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$321.37	\$-
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$260.53	\$-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$268.47	\$-
Café Chairs (Pg. 16 & 17)					
05035-0053-05033-0003-05034-0009	19 lbs.	Milo Chair - Black	20"W x 22"D x 33"H	\$182.51	\$-
05035-0053-05033-0008-05034-0012	19 lbs.	Milo Chair - California Wine	20"W x 22"D x 33"H	\$182.51	\$-
05035-0053-05033-0006-05034-0011	19 lbs.	Milo Chair - Chartreuse	20"W x 22"D x 33"H	\$182.51	\$-
05035-0053-05033-0014-05034-0015	19 lbs.	Milo Chair - Chocolate	20"W x 22"D x 33"H	\$182.51	\$-
05035-0053-05033-0012-05034-0014	19 lbs.	Milo Chair - Jade	20"W x 22"D x 33"H	\$182.51	\$-
05035-0053-05033-0010-05034-0013	19 lbs.	Milo Chair - Victory Blue	20"W x 22"D x 33"H	\$182.51	\$-
05035-0053-05033-0004-05034-0010	19 lbs.	Milo Chair - White	20"W x 22"D x 33"H	\$182.51	\$-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$207.63	\$-
05035-0008	10 lbs.	Leslie Chair	17"W x 21"D x 31"H	\$165.31	\$-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$207.63	\$-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$207.63	\$-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$185.15	\$-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$185.15	\$-
14233-0005	20 lbs.	Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$252.60	\$-
14233-0006	15 lbs.	Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$235.41	\$-
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$185.15	\$-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$219.54	\$-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$185.15	\$-
Bar Tables (Pg. 18, 19 & 20)					
05246-0003-05036-0050	27 lbs.	24" Square Bar Table - Cosmo/Chrome Base	24"Square x 42"H	\$346.50	\$-
05246-0018-05036-0050	31 lbs.	24" Square Bar Table - Cosmo/Black Base	24"Square x 42"H	\$346.50	\$-
05246-0003-05036-0051	27 lbs.	24" Square Bar Table - Emerald Tide/Chrome Base	24"Square x 42"H	\$346.50	\$-
05246-0018-05036-0051	31 lbs.	24" Square Bar Table - Emerald Tide/Black Base	24"Square x 42"H	\$346.50	\$-
05246-0003-05036-0049	27 lbs.	24" Square Bar Table - Icebreaker/Chrome Base	24"Square x 42"H	\$346.50	\$-
05246-0018-05036-0049	31 lbs.	24" Square Bar Table - Icebreaker/Black Base	24"Square x 42"H	\$346.50	\$-
05246-0003-05036-0048	27 lbs.	24" Square Bar Table - Sirona/Chrome Base	24"Square x 42"H	\$346.50	\$-
05246-0018-05036-0048	31 lbs.	24" Square Bar Table - Sirona/Black Base	24"Square x 42"H	\$346.50	\$-
05246-0003-05036-0046	27 lbs.	32" Round Bar Table - Cement/Chrome Base	32"Round x 42"H	\$468.17	\$-
05246-0018-05036-0046	31 lbs.	32" Round Bar Table - Cement/Black Base	32"Round x 42"H	\$468.17	\$-
05246-0003-05036-0047	27 lbs.	32" Round Bar Table - Yukon Oak/Chrome Base	32"Round x 42"H	\$468.17	\$-
05246-0018-05036-0047	31 lbs.	32" Round Bar Table - Yukon Oak/Black Base	32"Round x 42"H	\$468.17	\$-
05036-0053-05246-0018	33 lbs.	32" Round Bar Table - Smoke/Black Base	32"Round x 42"H	\$468.17	\$-
05036-0053-05246-0003	38 lbs.	32" Round Bar Table - Smoke/Chrome Base	32"Round x 42"H	\$468.17	\$-
05246-0018-05036-0001	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$329.30	\$-
05246-0018-05036-0004	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$338.56	\$-
05246-0003-05036-0001	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$329.30	\$-
05246-0003-05036-0004	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$338.56	\$-
05246-0018-05036-0037	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$329.30	\$-

05246-0018-05036-0038	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$338.56	\$-
05246-0003-05036-0037	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$329.30	\$-
05246-0003-05036-0038	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$338.56	\$-
05246-0018-05036-0003	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$329.30	\$-
05246-0018-05036-0006	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$338.56	\$-
05246-0003-05036-0003	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$329.30	\$-
05246-0003-05036-0006	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$338.56	\$-
05036-0039-05246-0003	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$371.62	\$-
05246-0003-05036-0008	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$329.30	\$-
05246-0003-05036-0009	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$510.49	\$-
05246-0003-05036-0033	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$355.75	\$-
05246-0003-05036-0034	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$355.75	\$-
05246-0003-05036-0035	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$355.75	\$-
05246-0003-05036-0036	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$355.75	\$-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$915.17	\$-
Café Tables (Pg. 20, 21 & 22)					
05246-0002-05036-0050	24 lbs.	24" Square Cafe Table - Cosmo/Chrome Base	24"Square x 30"H	\$346.50	\$-
05246-0017-05036-0050	27 lbs.	24" Square Cafe Table - Cosmo/Black Base	24"Square x 30"H	\$346.50	\$-
05246-0002-05036-0051	24 lbs.	24" Square Cafe Table - Emerald Tide/Chrome Base	24"Square x 30"H	\$346.50	\$-
05246-0017-05036-0051	27 lbs.	24" Square Cafe Table - Emerald Tide/Black Base	24"Square x 30"H	\$346.50	\$-
05246-0002-05036-0049	24 lbs.	24" Square Cafe Table - Icebreaker/Chrome Base	24"Square x 30"H	\$346.50	\$-
05246-0017-05036-0049	27 lbs.	24" Square Cafe Table - Icebreaker/Black Base	24"Square x 30"H	\$346.50	\$-
05246-0002-05036-0048	24 lbs.	24" Square Cafe Table - Sirona/Chrome Base	24"Square x 30"H	\$346.50	\$-
05246-0017-05036-0048	27 lbs.	24" Square Cafe Table - Sirona/Black Base	24"Square x 30"H	\$346.50	\$-
05246-0002-05036-0046	24 lbs.	32" Round Café Table - Cement/Chrome Base	32"Round x 30"H	\$468.17	\$-
05246-0017-05036-0046	27 lbs.	32" Round Café Table - Cement/Black Base	32"Round x 30"H	\$468.17	\$-
05246-0002-05036-0047	24 lbs.	32" Round Café Table - Yukon Oak/Chrome Base	32"Round x 30"H	\$468.17	\$-
05246-0017-05036-0047	27 lbs.	32" Round Café Table - Yukon Oak/Black Base	32"Round x 30"H	\$468.17	\$-
05036-0053-05246-0002	38 lbs.	32" Round Café Table - Smoke/Chrome Base	32"Round x 30"H	\$468.17	\$-
05036-0053-05246-0017	35 lbs.	32" Round Café Table - Smoke/Black Base	32"Round x 30"H	\$468.17	\$-
05246-0018-05036-0001	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$329.30	\$-
05246-0018-05036-0004	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$338.56	\$-
05246-0003-05036-0001	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$329.30	\$-
05246-0003-05036-0004	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$338.56	\$-
05246-0018-05036-0037	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$329.30	\$-
05246-0018-05036-0038	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$338.56	\$-
05246-0003-05036-0037	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$329.30	\$-
05246-0003-05036-0038	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$338.56	\$-
05246-0003-05036-0003	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$329.30	\$-
05246-0003-05036-0006	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$338.56	\$-
05246-0018-05036-0003	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$329.30	\$-
05246-0018-05036-0006	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$338.56	\$-
05036-0039-05246-0002	40 lbs.	Fuze Café Table	36"Square x 30	\$371.62	\$-
05246-0002-05036-0008	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$329.30	\$-
05246-0002-05036-0009	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$510.49	\$-
05246-0002-05036-0033	25 lbs.	Spectrum Café Table - Red	24"Square x 29"H	\$355.75	\$-
05246-0002-05036-0034	25 lbs.	Spectrum Café Table - Blue	24"Square x 29"H	\$355.75	\$-
05246-0002-05036-0035	25 lbs.	Spectrum Café Table - Purple	24"Square x 29"H	\$355.75	\$-
05246-0002-05036-0036	25 lbs.	Spectrum Café Table - Green	24"Square x 29"H	\$355.75	\$-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$785.56	\$-
05088-0531		Encore Dining Table	80"W x 40"D x 30"H	\$924.43	\$-
05088-0533	171 lbs.	Madera Dining Table	92"W x 39"D x 30"H	\$1,188.93	\$-
Office Seating (Pg. 23)					
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$415.27	\$-
14176-0007	37 lbs.	Tamiri Mid Back Chair	27"Square x 39"H	\$365.01	\$-
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$338.56	\$-
14136-0081	40 lbs.	Accord High Back Chair - Black	25"Square x 44"H	\$518.42	\$-
14136-0010	40 lbs.	Accord High Back Chair - White	25"Square x 44"H	\$518.42	\$-
14250-0013	36 lbs.	Goal Task Chair - Arms	25"Square x 39"H	\$277.73	\$-
14250-0014	38 lbs.	Goal Task Chair Armless	21"W x 25"D x 39"H	\$252.60	\$-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$294.92	\$-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$277.73	\$-
14136-0105		Rimati Hi-Back Chair - Black	30"W x 28"D x 47-50"H	\$620.25	\$-
14136-0106		Rimati Hi-Back Chair - White	30"W x 28"D x 47-50"H	\$620.25	\$-
14128-0122		Rimati Guest Chair - Black	27"W x 25"D x 40"H	\$263.18	\$-
14128-0123		Rimati Guest Chair - White	27"W x 25"D x 40"H	\$263.18	\$-
Conference Tables (Pg. 24)					
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$458.91	\$-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$458.91	\$-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$819.95	\$-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$819.95	\$-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$819.95	\$-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$880.78	\$-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$880.78	\$-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$880.78	\$-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$1,010.39	\$-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$1,010.39	\$-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$1,010.39	\$-
Office Furniture (Pg. 24 & 25)					
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$674.48	\$-

14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$674.48		\$-
14072-0108	225 lbs.	Storage Credenza - Black	60"W x 20"D x 29"H	\$605.71		\$-
14072-0038	225 lbs.	Storage Credenza - Mahogany	60"W x 20"D x 29"H	\$605.71		\$-
14083-0105	290 lbs.	Jr Executive Desk - Black	60"W x 30"D x 29"H	\$690.35		\$-
14083-0106	290 lbs.	Jr Executive Desk - Mahogany	60"W x 30"D x 29"H	\$690.35		\$-
14083-0324	286 lbs.	Executive Desk - Black	72"W x 36"D x 29"H	\$716.79		\$-
14083-0117	290 lbs.	Executive Desk - Mahogany	72"W x 36"D x 29"H	\$716.79		\$-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$648.03		\$-
14029-0091	56 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$648.03		\$-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$674.48		\$-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$529.00		\$-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$785.56		\$-
Metal File & Storage Cabinets (Pg. 26)						
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$227.47		\$-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$294.92		\$-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$304.18		\$-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$338.56		\$-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$304.18		\$-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$371.62		\$-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$371.62		\$-
Pedestals (Pg. 27)						
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$450.97		\$-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$546.19		\$-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$502.55		\$-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$450.97		\$-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$382.20		\$-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$546.19		\$-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$382.20		\$-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$546.19		\$-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$355.75		\$-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$518.42		\$-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$365.01		\$-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$355.75		\$-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$674.48		\$-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$674.48		\$-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$371.62		\$-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$371.62		\$-
Miscellaneous Items (Pg. 28)						
14189-0066	30 lbs.	Stanchion Chrome	41"H	\$104.48		\$-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$54.22		\$-
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$252.60		\$-
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$252.60		\$-
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$260.53		\$-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$468.17		\$-
Lighting (Pg. 29)						
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$230.12		\$-
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$167.96		\$-
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$230.12		\$-
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$167.96		\$-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$235.41		\$-



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

Phone: (201) 300 - 2782
 Fax: (917) 591 - 8316
 Email:

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



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

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

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

GENERAL CONDITIONS:

- 1) Sample Products dispensed by Exhibiting Firm are limited to products manufactured or processed by Exhibiting Firm, and must be directly related to the purpose of the event.
- 2) All Sample Products must be distributed from Exhibiting Firm's exhibit location and shall comply with the following requirements:
 - a) Beverage Sample Products (non-Alcoholic) are limited to a maximum of 3 fluid ounces.
 - b) Beverage sample Products (alcoholic) are limited to the following:
 - Spirits – ½ oz.
 - Beer and Wine 2 oz.
 - c) Food Sample Products are limited to a maximum of 3 oz.
- 3) District of Columbia law prohibits anyone other than the alcohol license holder to distribute, give away or bring into the licensed establishment (Walter E. Washington Convention Center) any alcoholic beverages for the purpose of traffic promotion. All alcoholic Beverages must be purchased from the license holder.
- 4) Standard fees or corkage, storage, handling, delivery, etc. will be charged where applicable.
- 5) Food and/or beverage items used as traffic promoters, and are not samples of the exhibitor's product, MUST be purchased from Aramark at the Walter E. Washington Convention Center.
- 6) Exhibiting Firm shall maintain at all times during the event, and shall provide to Aramark no later than seven (7) days prior to the first day of the event a certificate of insurance evidencing, workers compensation as required by statute, commercial general liability insurance with minimum limits of liability of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage, including contractual liability coverage (to cover Exhibiting Firm's obligations set forth in Paragraph 4) and food products liability coverage (with respect to any defect or contaminant in the Sample Products and/or in the production or manufacturing of the Sample Products), and automobile liability insurance with limits not less than \$1,000,000 combined single limit for any owned, non-owed or hired vehicle for bodily injury and property damage. If Exhibiting Firm is providing Beverage Sample Products which are alcoholic, Exhibiting Firm shall also maintain liquor liability insurance with limits not less than \$1,000,000 per occurrence. The foregoing insurance policy(ies) shall be issued by a company or companies licensed to do business in Washington D.C. and reasonably acceptable to Aramark. All policies of liability insurance shall include Aramark and the Walter E. Washington Convention Center Authority (the "Authority") as additional insureds. All of the foregoing policies shall provide a waiver of subrogation in favor of Aramark and the Walter E. Washington Convention Center Authority. Nothing contained in this section shall be deemed in any way to waive, restrict or limit the liability of the Exhibiting Firm under this Authorization.
- 7) Exhibiting Firm hereby agrees to indemnify, defend (with counsel acceptable to Aramark) and hold harmless Aramark and the Authority, and each of their respective subsidiaries, affiliates, employees, agents, officers and directors, and each of their respective successors and assigns, from and against all liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses (including attorneys' fees and expenses), for bodily injury (including death) or property damage caused by, growing out of, or happening in connection with (i) the acts or omissions of Exhibiting Firm, its employees or agents, or use of equipment by Exhibiting Firm, its employees or agents, or (ii) the preparation, serving and/or consumption of the Sample Products.
- 8) Provided Exhibitors are licensed food distributors (IE: manufacturer, restaurant, distributor) they are not required to provide any additional health permits as long as the business currently has an active permit. In the event the exhibitor has an expired permit and/or does not have one, one must be obtained from the Department of Health.
- 9) Cash Sales are allowed on products not being consumed on Convention Center property.
- 10) Aramark will charge Exhibiting Firm standard fees for storage, handling, and delivery where applicable.
- 11) Take Away Items and Buy-Out fees: Any food and beverage brought on premises without written authorization from Aramark and the Walter E. Washington Convention Center is strictly prohibited.
- 12) Shipping/Receiving: Please note that only product you expect to be prepared by, stored by and delivered by Aramark should be shipped to Aramark. Please request a shipping label and ensure it is used properly to ensure proper receiving of your product. You must contact Aramark prior to shipping items – items not expected will not be received.



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

Name of Event: _____

Event Date: _____

Exhibiting Firm Name: _____

Phone: _____

Booth Number: _____

Address: _____

Event Day Contact: _____

Product you wish to dispensed: _____

Size of Portion to be dispensed: _____

Method of Distribution: _____

Quantity to be dispensed: _____

Purpose of offering product: _____

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

By: _____
Print Name:

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

Aramark Sports and Entertainment Service, LLC

By: _____
Print Name:

Please email request form to WEWCCExhibitororders@aramark.com



Exhibitor Order Form (1 form per service date/time)

Event Name _____ Booth Number _____
 Location of Booth _____ Booth Name _____
 Contact Name _____ Phone Number _____
 On-Site Contact _____ Email _____

ORDER : Delivery fee of \$70 per delivery will apply

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

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

METHOD OF PAYMENT (check one):

- Credit Card
- Check
- Wire

- Booth Exhibitor Catering is not based on consumption.
- Orders submitted without all information requested will not be processed.
- A 24% Administrative Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
- All orders are subject to a \$70.00++ Delivery Fee, Per Delivery. Prices are subject to change without notice. Orders submitted less than 21 business days prior to event are charged a 23% Late Ordering Fee.**
- Orders cancelled in writing within 72 hours of event will not be refunded.
- Exhibitors are required to provide tables for all food & beverage items. Please reach out to your show decorator.**
- The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees.

Please email all forms to toney-ashley@aramark.com

Signature: _____ Date: _____



EXHIBITOR MENU



WALTER E. WASHINGTON
CONVENTION CENTER

WELCOME

**ARAMARK IS THE EXCLUSIVE FOOD AND BEVERAGE SERVICE PARTNER
AT THE WALTER E. WASHINGTON CONVENTION CENTER IN THE
HEART OF OUR NATION'S CAPITAL.**

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

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

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

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BREAKFAST SANDWICHES

Minimum of 25 Guests

BREAKFAST BURRITO \$12

Cage-Free Scramble- and Ham
Served with Salsa

BISCUIT BREAKFAST

SANDWICH \$11

Buttermilk Biscuit topped with Cage-Free Eggs, Cheese and Smoked Turkey

ENGLISH MUFFIN BREAKFAST SANDWICH \$11

Cage-Free Eggs, Canadian Bacon and Cheese

BREAKS

Minimum of 25 Guests

BUFFETS

RISE AND SHINE MORNING PACKAGE \$18

Assorted Individual Yogurts, Sliced Fruits and Seasonal Berries
Freshly Baked Danishes, Muffins and Croissants with Preserves

EYE OPENER ENERGY BREAK \$10

Whole Seasonal Fruits
Assorted Individual Yogurts
Healthy Trail Mix in Individual Bags

POWER BREAK \$16

A selection of Whole Grain and Oat Muffins
Sliced Breakfast Breads, Dried Fruits and Granola Bars
Whole Seasonal Fruits

PACKAGES

NUTS AND BERRIES \$16

Miniature Mixed Berry Tarts
Roasted Cashews, Raw Almonds and Wasabi Peas
Assorted Kind Bars

SWEET AND SALTY \$16

Terra Chips
White Cheddar Popcorn
Fruit Kabobs with Minted Yogurt Dip
Chocolate Chip Cookies

MEDITERRANEAN \$16

Hummus and Tzatziki Dip with Pita Chips
Grilled Vegetables with Roasted Peppers and Artichokes
Herb Marinated Olives

GARDEN FRESH \$14

Tortilla Chips with Fresh Salsa
Edamame Salad Shooters with Mint and Dill
Fresh Crudité with Low Fat Greek Yogurt Ranch Dip

CHOCOLATE OVERLOAD \$20

Chocolate Chip Cookies
Fudge Brownies
Chocolate Covered Pretzels and Strawberries
Assorted Miniature Chocolate Bars

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A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.



SALADS

Serves 10-12 guests

SPINACH SALAD \$105

Caramelized Shallots, Toasted Pecans,
Goat Cheese and Citrus Vinaigrette

HEARTS OF ROMAINE CAESAR SALAD \$100

Romaine, Garlic Croutons, Shaved Parmesan
and Caesar Dressing

CRISP ICEBERG SALAD \$100

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

RED BLISS POTATO SALAD \$95

COLE SLAW \$95

SANDWICH PLATTERS

12 SANDWICHES CUT IN HALF

All Sandwich Platters accompany with Individually Packaged Potato Chips and
Deli Mustard & Mayonnaise Packets

TRADITIONAL SANDWICH PLATTER \$195

Roasted Turkey and Cheddar Cheese

Black Forest Ham and Swiss Cheese

Grilled Vegetables and Herb Aioli

Potato Buns

GOURMET WRAP PLATTER \$225

Premium Roast Turkey

with Provolone and Pesto Sauce

Southwest Roast Beef

with Roasted Peppers and Chipotle Aioli

Grilled Vegetables

with Baby Spinach and Balsamic Glaze

PREMIUM DELICATESSEN PLATTER \$215

Rosemary Grilled Chicken

with Mesclun Greens, Sundried Tomatoes and
Olive Tapenade on Multigrain Bread

Roast Beef

with Sliced Cheddar, Arugula, Tomato and
Horseradish Cream on Italian Sub Roll

Hummus

with Roasted Eggplant, Zucchini and Peppers
on Focaccia Bread

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BOXES

TRADITIONAL HOAGIES \$34

Served with Potato Chips, Freshly Baked Cookie and Whole Fruit

TURKEY AND CHEDDAR

Oven Roasted Turkey Breast, Cheddar Cheese and Lettuce on Soft White Italian Hoagie Roll

HAM AND PROVOLONE

Hardwood Smoked Ham, Provolone Cheese and Lettuce on Soft White Italian Hoagie Roll

ITALIAN

Hardwood Smoked Ham, Capicola Hot Ham, Genoa Salami, Provolone Cheese and Lettuce on Soft White Italian Hoagie Roll

ROAST BEEF AND HORSERADISH

Roast Beef, Horseradish Aioli, Red Onion and Lettuce on Wheat & Oat Hoagie Roll

VEGETABLES AND HUMMUS

Hummus, Roasted Red Peppers, Spinach, Olives and Red Onions on French Ficelle

ENTRÉE SALADS & WRAPS \$36

Served with Potato Chips, Fruit Cup and Brownie

CHICKEN CAESAR WRAP

Grilled White Meat Chicken, Lettuce, Tomato, Caesar Dressing and Parmesan Cheese in an Herb Flour Tortilla

JAMAICAN JERK CHICKEN WRAP

Jamaican Jerk Grilled White Meat Chicken, Creamy Coleslaw and Lettuce in an Herb Flour Tortilla

TURKEY AND BACON COBB WRAP

Oven Roasted Turkey Breast, Bacon, Tomato, Lettuce, Hard-boiled Egg and Blue Cheese Dressing in a White Flour Tortilla

BUFFALO CHICKEN AND BLUE CHEESE SALAD WITH RANCH DRESSING

Mixed Greens with Buffalo Style Grilled White Meat Chicken, Blue Cheese Crumbles, Celery and Tomato

SOUTHWESTERN CHICKEN SALAD WITH RANCH DRESSING

Mixed Greens with Grilled White Meat Chicken, Bacon Crumbles, Black Bean Corn Salad, Cheddar Cheese, Green Bell Pepper, Red Onion and Tomato

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ARTISAN CRAFT SANDWICHES \$38

Served with Potato Chips, Fruit Cup and Brownie

HOT HONEY CHICKEN

Roasted Red Pepper Aioli, Arcadian Greens, Fontina Cheese, All Seed Ciabatta

PEPPERED TURKEY AND HAVARTI

Spinach, Cranberry Mustard, Rustic Oat Baguette

TURKEY AND MUNSTER

Horseradish Aioli, Pretzel Roll

ROSEMARY HAM AND BRIE

Mesclun, Fig Baguette

SUNDRIED TOMATO AND MOZZARELLA

Pesto, Tomatoes, Pickled Onions, Ciabatta Baguette

CHICKEN BANH MI

Sriracha Aioli, Watermelon Radish, Cucumber, Cilantro, Jalapeno, Baguette

SPECIALTIES VEGAN & GLUTEN FRIENDLY \$40

Served with Potato Chips and Fruit Salad

ASIAN NOODLE BOWL

with Sweet and Spicy Plum Sauce

Noodles with Carrots, Red Bell Pepper, Broccoli, Red Cabbage, Edamame, Scallions & Sesame Seeds

Vegan

TURKEY WRAP

Oven Roasted Turkey Breast

Swiss Cheese & Lettuce in Tortilla

Gluten Friendly

SOUTHWEST GRILLED CHICKEN QUINOA BOWL

with Chipotle Dressing

Grilled White Meat Chicken, Lettuce, Corn, Black Beans, Red Onions and Red Peppers

Gluten Friendly

BLACK BEAN AND CORN SALAD

with Balsamic Vinaigrette Dressing

Mixed Greens, Carrots, Red & Green Bell Peppers, Tomato and Red Onion

Gluten Friendly, Vegan

MIXED GREENS

with Balsamic Vinaigrette Dressing

Fresh Strawberries, Blueberries, Dried Cranberries and Walnuts

Gluten Friendly, Vegan

GARBANZO POWER WRAP

Curried Garbanzo Beans, Carrots, Spinach & Tomato, Tortilla

Gluten Friendly, Vegan

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A L A C A R T E

BEVERAGES

GALLON UNITS

Includes Cups, Dairy and Oat Milk Creamers, Stirrers, Napkins and Various Sweeteners

Fresh Brewed Coffee	\$380
<i>5-gallon unit / approx. 65 cups</i>	
Fresh Brewed Decaf Coffee	\$228
<i>3-gallon unit / approx. 40 cups</i>	
Assorted Hot Tea	\$228
<i>3-gallon unit / approx. 40 cups</i>	
Iced Tea	\$150
<i>3-gallon unit / approx. 38 cups</i>	
Lemonade	\$150
<i>3-gallon unit / approx. 38 cups</i>	
Aqua Fresca	\$195
<i>3-gallon unit / approx. 38 cups</i>	
<i>Watermelon, Pineapple or Cantaloupe</i>	

WATER & RENTAL

Water Cooler Daily Rental	\$75
<i>Includes 1 5-gallon water jug with rental</i>	
<i>Customer responsible for electrical requirements, 120volt</i>	
Additional Water Jug	\$25
<i>5-gallon / Use with water cooler</i>	
<i>Use with water cooler</i>	
ICE	
20lbs of Ice	\$30
40lbs of Ice	\$50

BY THE CASE (24)

Assorted Individual Juices	\$144.00
<i>Apple, Cranberry, Orange, Grapefruit</i>	
Assorted Soft Drinks	\$132.00
<i>Pepsi Only</i>	
Bottled Water	\$108.00
Sparkling Mineral Water	\$144.00
Energy Drink	\$192.00

Exhibitors responsible for providing table/table space for drinks and accouterments.

KEURIG® SERVICE

Keurig® K-Cups **\$185 (per day)**

Coffee Service, Includes machine rental
 Assortment of 24 Green Mountain K-Cups
 Includes 5 gallon water jug
 Sweeteners, Creamers, Bio-Degradable Cups,
 Lids, Sleeves, Stirrers and Napkins
 Power Requirements: 1 each, 120volt/20amps

Additional K-Cups (24ct) **\$48**
 Minimum order of 24 per selection

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BAKERY

BY DOZEN

Assorted Bagels	\$60
Assorted Freshly Baked Scones	\$54
Butter Croissants	\$60
Assorted Fruit and Cheese Danishes	\$54
House-Made Muffins	\$60
Assorted Doughnuts	\$54
Assorted Homestyle Cookies	\$56
Chocolate Chip Brownies	\$56
Butterscotch Blondies	\$56
Assorted Gourmet Biscotti	\$56
Cupcakes	\$72
Logo Cupcakes or Cookies*	\$84

**Custom Artwork Available upon Request*

GLUTEN FRIENDLY/VEGAN OPTIONS

Gluten Friendly Blueberry Muffins <i>Gluten Friendly</i>	\$60
Gluten Friendly Chocolate Chip Cookies <i>Gluten Friendly</i>	\$60
Gluten Friendly Chocolate Brownies <i>Gluten Friendly</i>	\$60
Vegan Cornetto Pastries <i>Vegan</i>	\$60
Vegan Oatmeal Cookies <i>Vegan</i>	\$60

ICE CREAM

Assorted Ice Cream Novelties	<i>dozen</i>	\$56
Premium Ice Cream Bars	<i>dozen</i>	\$72
Freezer Rental Required	<i>per unit</i>	\$100

CAKE

Chocolate or Vanilla

Half Sheet*	40 slices	\$250
Full Sheet*	100 slices	\$450

**Custom Artwork Available upon Request*

FROM THE PANTRY

PRICED BY THE DOZEN

Assorted Fruit Yogurt	\$72
Chobani Non-fat Greek Yogurt	\$90
Whole Fresh Fruits	\$48
Quaker Chewy Granola	\$48
Assorted KIND Bars	\$72
Smartfood® Popcorn White Cheddar	\$42
Assorted Candy Bars	\$72
Potato Chips and French Onion Dip <i>Serves 10</i>	\$55
Tortilla Chips with Fresh Pico de Gallo <i>Serves 10</i>	\$72
Bags of Potato Chips	\$42
Bags of Pretzels	\$42
Bags of Trail Mix	\$48

PRICED PER POUND

Miniature Chocolate Candy Bars	\$42
Assorted Individually Wrapped Hard Candy	\$45
Roasted Cocktail Nuts	\$42

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CAPPUCCINOS OR SMOOTHIES

CAPPUCCINOS /LATTES 8oz drinks

Condiment tray to include dairy and oat milk creamers, stirrers, napkins and various sweeteners

Exhibitor to Provide

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

Equipment & Work Space Dimensions L x W x H

Each Single Group Machine: 18.7" x 22.24" x 23.03"

Work Space: 40" x 24" x H (N/A)
(space for small refrigerator or cooler)

FRAPPES 8oz drinks

Client to select two flavors for duration of the show:
Vanilla, Mocha, Caramel, Seasonal

SMOOTHIES 7oz drinks

Client to select two flavors for duration of the show:
Strawberry, Mango, Pineapple/Coconut, Mixed Berry

Exhibitor to Provide

Hospitality counter or rent a skirted table (6' l x 2' w x 42"h)
Power: (2) 120v/20 amp lines

Equipment & Work Space Dimensions L x W x H

Each Single Group Machine: 18.7" x 22.24" x 23.03"

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

SERVICE \$2,250

Includes 4 hours of service and or 300 drinks

Each Additional Hour(s) \$200

Continued service beyond the 4 hour service package

Additional Cups \$450

Ordered in advance/
100 increments

Additional Cups \$650

Ordered on-site/100 increments

Premium Cappuccino Service \$350

Includes Flavored syrups, mochas, hot chocolates & lattes

Tradeshow Delivery/ Set Up Fee \$275

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

Cappuccino /Latte: Delay in Set Up \$150

Per 15 min interval

Excessive wait time due to not being able to set up on time

Drip Coffee service on request

Ask sales manager for details and costs

CUPS & NAPKINS FOR CUSTOM LOGO

Minimum Order / 4 week lead time. File types are AI, EPS, or PDF. ALL QTY 2,500

CUSTOM BRANDED 8OZ HOT CUPS TBD

Full-Color Wrap Printed Cups
Imprint Area: 7" x 2.88"

CUSTOM STICKERS FOR 7OZ COLD CUPS TBD

Full-Color Printed Stickers
Imprint Area: 2.5" x 1.5"
5" x 5" Custom Branded

NAPKINS TBD

1-Color Printed Napkins
Imprint Area: 3.5" x 3.5"

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F A V O R I T E S

DOUGHNUTS

FRESH MADE DOUGHNUTS

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

SERVICE \$1,820

Includes 2 hours of service or 12 dozen assorted doughnuts

Each Additional Hour(s) \$300

Continued service beyond the 2 hour service package

Additional Doughnuts \$400

Must be ordered in advance/3 dozen increments

Tradeshow Delivery/Set Up Fee \$275

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

Doughnut menu changes by season

Exhibitor to Provide

Standard (8') table for the donut display case and storage space to keep store some backup doughnuts.

(24" wide x 16" Deep)

Equipment & Work Space Dimensions

L x W x H

Display Unit: 9" x 19" x 15.7"

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

COOKIES

FRESH BAKED COOKIES

Flavors: Chocolate Chip, Oatmeal Raisin, Macadamia White Chocolate Chip, Peanut Butter

SERVICE \$2,285

Includes 4 hours of service or 400 cookies

Each Additional Hour(s) \$300

Continued service beyond the 4 hour service package

Additional Cookies

100 increments

Ordered In-Advance \$400

Order On-Site \$550

Tradeshow Delivery/Set Up Fee \$275

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

Exhibitor to Provide

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

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

Equipment & Work Space Dimensions

L x W x H

Oven Shroud: 21" x 25.5" x 26"

Freezer: 37" x 23" x 34"

Stored next to station or in booth closet

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

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

CANNOLIS

FRESH PIPED MINI CANNOLIS

Client to select a dipping option for duration of the show:
Chocolate Morsels & Red/White/Blue Sprinkles
 Included

Pantone Matched Sprinkles
 Additional charge

SERVICE **\$2,285**
 Includes 2 hours of service or 200 servings

Each Additional Hour(s) **\$300**
 Continued service beyond the 2 hour service package

Additional Servings **\$550**
 Must be ordered 48 hours in advance/
 100 increments

Pantone Matched Sprinkles **\$200**
 Per Day

Tradeshow Delivery/Set Up Fee **\$275**
 One-time charge for station set up one day prior to service

Exhibitor to Provide

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)
 Power: (1) 10 amp line

Equipment & Work Space Dimensions
 L x W x H

Refrigerated Display Case: 71.5" x 14.5" x 11.5"
 Work Space: 24" x 24" x H (N/A)

Aramark to Provide

Access to on-site ice machine

POPCORN

POPCORN & MACHINE RENTAL

Includes 2 cases of Popcorn
 (36 packets per case-Packet serves 8 guests)
 Salt, Butter, Napkins, and Bags

SERVICE **\$1,000**
 Includes 1 Attendant, Based on 3 hours of service

Each Additional Hour(s) **\$225**
 Continued service beyond the 3 hours of service package

Additional Attendant **\$225**

Additional Cases **\$200**

Exhibitor to Provide

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)
 Power: 20 amps & 120 Volts

Equipment Dimensions L x W x H
 Machine: 36" x 24" x 26"



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ICE CREAM

NICECREAM

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

Includes 2 Flavors

Additions available to include Toppings Bar or Additional Flavors.

Flavors Includes

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

(2) ATTENDANT SERVICE

200 GUEST **\$2,360**

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

400 GUEST **\$3,720**

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

Each Additional Hour(s) **\$360**

Continued service beyond the 2 hour service package

Additional Servings **\$500**

Ordered in advance/50 increments

Additional Flavor **\$475**

Toppings Bar **\$785**

Tradeshow Delivery/Set Up Fee **\$275**

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

Exhibitor to Provide

Hospitality counter or rent a skirted table (8') L x W x H
Power: (3) 120V/20 amp line

Equipment & Work Space Dimensions

L x W x H
Display Unit: 9" x 19" x 15.7"
Work Space: 16" x 24" x H (N/A)

GELATO

GELATO / DOLCI GELATI

Client to select two flavors for duration of the show:

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

SERVICE **\$2,285**

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

Each Additional Hour(s) **\$300**

Continued service beyond the 4 hour service package

Additional Cups **\$550**

Must be ordered 48 hours in advance / 100 increments

Additional Flavor **\$200**

Tradeshow Delivery/Set Up Fee **\$275**

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

Exhibitor to Provide

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

Equipment & Work Space Dimensions

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

Aramark to Provide

Access to on-site ice machine

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

RECEPTION

RECEPTION DISPLAYS

Serves 24 guests

CRUDITES \$225

Seasonal Vegetables and Buttermilk Ranch

HERITAGE CHEESE \$290

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

SEASONAL FRUITS AND BERRIES DISPLAY \$250

Orange Honey Yogurt Dipping Sauce

VEGETABLES \$300

Vegetables, Pita Crisps and Roasted Garlic Hummus



*Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

HORS D'OEUVRES

All items have a 50 piece minimum

Butler Fees Apply

COLD

BRUSCHETTA \$7

Roma Tomatoes and Basil

PEPPERCORN ENCRUSTED BEEF TENDERLOIN \$7.25

Garlic Crostini and Grain Mustard

SPICY TUNA TARTAR WITH GINGER \$7.25

Wonton Crisp

SMOKED SALMON \$6.50

Potato Pancake with Chive Crème Fraîche

TRUFFLE DEVILED EGG \$6.50

CURRIED CHICKEN SALAD IN PHYLLO CUP \$6.50

Grapes and Raisin

SCALLOP CEVICHE \$6.50

Chili Pepper and Lime

SHRIMP COCKTAIL SHOOTERS \$8

Garden Gazpacho

TOMATO AND MOZZARELLA SKEWERS \$6.50

Fresh Basil and EVOO

HOT

SPINACH AND FETA PHYLLO TRIANGLES \$6

BEEF EMPANADA \$7

Braised Beef, Salsa Rojo

COCONUT SHRIMP \$8

Thai Chili Sauce

QUATTRO FORMAGGIO MAC N' CHEESE BITES \$6.50

CHICKEN SATAY \$7.50

Teriyaki Glaze

POTATO AND CHEESE PIEROGIS \$6

Jalapeño Sour Cream

CHICKEN POT STICKERS WITH LEMONGRASS \$6

Hoisin Glaze

LAMB CHOP LOLLIPOPS \$9

Rosemary and Mustard

MARYLAND STYLE CRAB CAKES \$8.50

Creole Remoulade

VEGETABLE SPRING ROLLS \$6.50

Sweet and Sour Sauce

EDAMAME AND SWEET CORN QUESADILLA \$6.50

Lime Crema

BRIE AND PEARS \$6.25

Baked in Phyllo

PORTOBELLO MUSHROOM PASTRY FLOWER \$6.25

Sun Dried Tomato and Ricotta Cheese

POTATO AND PEA SAMOSA \$6

Mango Coulis

*Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.



BAR

Our onsite personnel must dispense all beverages. Bartenders are staffed one (1) per 100 guests for hosted bars. Bartenders are charged at \$225.00 for four (4) hours minimum of service and \$75.00 per hour/per bartender will apply thereafter.

PACKAGES

HAPPY HOUR \$900

One Bottle (750 ml) each

Tanqueray Gin

Tito's Vodka

Casamigos Blanco Tequila

Served with the following mixers: Cranberry Juice, Orange Juice, Club Soda, Tonic Water, Lemons and Limes

BEER + WINE \$950

One Case (24 bottles) each

Bud Light

Michelob Ultra

Stella Artois

Corona Extra

Two Bottle (750 ml) each

William Hill Chardonnay

William Hill Cabernet Sauvignon

LOCAL CRAFT

BEER + WINE \$750

One Case (24 cans) each

DC Brau The Corruption

DC Brau The Public

Two Bottle (750 ml) each

William Hill Chardonnay

William Hill Cabernet Sauvignon



MARGARITA \$700

Two Bottle (750 ml)

Casamigos Blanco Tequila

BLOODY MARY \$650

Two Bottle (750 ml)

Tito's Vodka

Served with Zing Zang Bloody Mary Mix, Tabasco Sauce, Worcestershire Sauce, Lime Wedges, Celery Sticks and Olives

MIMOSA \$250

Six Bottles

La Marca Brut Prosecco

Served with Orange Juice and Cranberry Juice

PRICING

PRICING EACH

SPIRIT

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

BEER

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

NON-ALCOHOLIC

Assorted Soft Drinks	\$5.50
Bottled Water	\$4.50
Sparkling Water	\$6.00
Assorted Fruit Juices	\$6.00

PRICING PER CASE

SPIRIT

Contact your Catering Sales Manager for pricing

BEER

By the case (24)

Domestic	\$192.00
Imported	\$216.00
Craft	\$240.00
Non Alcoholic	\$168.00

WINE

By the Bottle

Standard	\$50.00
Premium	\$60.00
Super Premium	\$70.00

NON-ALCOHOLIC

By the case (24)

Assorted Soft Drinks	\$132.00
Bottled Water	\$108.00
Sparkling Water	\$144.00
Assorted Fruit Juices	\$144.00

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

GENERAL INFORMATION

SERVICE FEES

DELIVERY FEE

\$70.00 per Service

CHINA SERVICE FEE

For Events in the Exhibit Halls
\$4.00 per person

STORAGE FEE

Ask your Sales Manager for details
\$75.00 per day/flat, minimum

FOOD & BEVERAGE CONTRACT

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

FOOD & BEVERAGE SPECIFICATIONS

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

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

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

ALLERGY, ALTERNATE DIETARY MEALS

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

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

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

ADMINISTRATIVE CHARGE

The Licensee shall pay to the Licensor an administrative charge in an amount of 24% on all food and beverage charges. Administrative fee is subject to applicable taxes currently at 10%.

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

TAXES

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

PAYMENT POLICY

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

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

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

CANCELLATION POLICY

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

SERVICE WARE

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

China Service may be requested from your catering sales manager for the exhibit halls for an additional fee of \$4.00 per person

SERVICE TIMES

Meal services are based on the following time guidelines

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

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

HOLIDAY SERVICE

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

TABLES AND ELECTRIC

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

EXHIBITOR F&B POLICY

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

Please consult with your designated catering sales manager concerning this.



WALTER E. WASHINGTON
CONVENTION CENTER

ON-SITE WIRELESS SERVICES

WALTER E. WASHINGTON 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 for use throughout the facility. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. It is an on-site, pay-per-day wireless service offered on a secure network for light web browsing.

EXHIBITOR INTERNET

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

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

HOW TO CONNECT TO EXHIBITOR INTERNET

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

COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use throughout the facility.

HOW TO CONNECT TO COMPLIMENTARY INTERNET

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

For questions regarding on-site wireless services, please call Smart City Networks at 202-249-3800. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.



INTERNET | TELEPHONE | CABLE TV

WALTER E. WASHINGTON

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets **HOSPITALITY**

EXPERTISE

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

FIRST CLASS CUSTOMER SERVICE

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

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

KNOWLEDGEABLE TECHNICAL SUPPORT

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

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

REDUNDANCY OF EQUIPMENT

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

24/7 NETWORK MONITORING

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

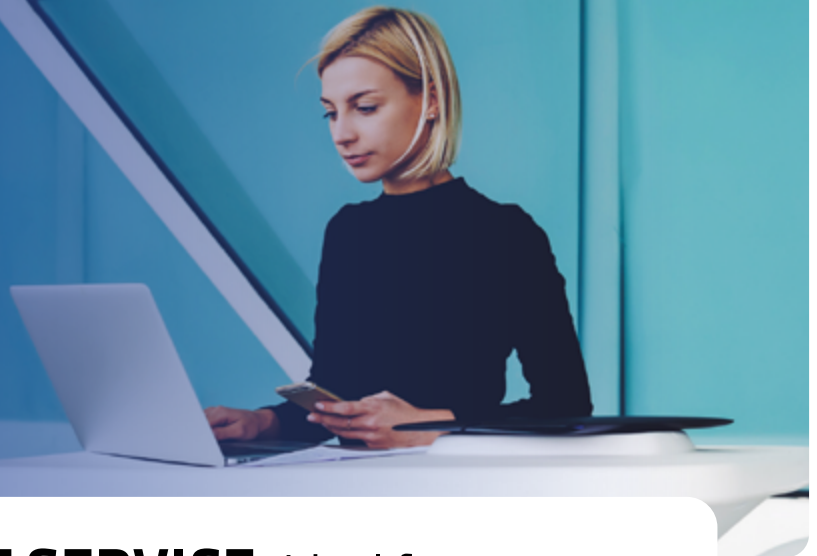




Is the exclusive provider of the following services:



Need just a **BASIC** CONNECTION?



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

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

* **NOT FOR STREAMING**

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

Basic Internet Includes:

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

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

ORDER NOW >



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

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

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

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

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

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

Dedicated Services Include:

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

ORDER NOW >



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

NEED WIRELESS CONNECTIVITY?



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

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

* **NOT FOR STREAMING.**

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

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

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

ORDER NOW >



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



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

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

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

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

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

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

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

ORDER NOW >



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



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

NEED TELEPHONE OR CONFERENCE SERVICES?

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

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

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

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

Telephone Service Information:

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

ORDER NOW >



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

NEED CABLE TV SERVICES?



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

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

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

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

ORDER NOW



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

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

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

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

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

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

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

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

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

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



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

DO YOU OFFER INCENTIVE RATES?

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

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

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

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

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

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

HOW MUCH BANDWIDTH DO I NEED?

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

WHAT DOES SD, HD, AND UHD STAND FOR?

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

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

Our Promise ★★★★★

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

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



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



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

Please remit payment to URBAN JUNGLE, Inc.

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

HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH: Date _____ Time _____

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

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

Show Name: 2024 Travel & Adventure Show -WDC
 Show Dates: March 29-30, 2025

Location: Washington DC Convention Center
 Booth #: _____

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

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

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

WALTER E. WASHINGTON CONVENTION CENTER

BOOTH CLEANING

Aramark Facilities Management is the exclusive cleaning services provider at the Walter E. Washington Convention Center. Our team removes trash, vacuums aisles and booths, and provides porter services and mopping. We have an office on site, so we are able to respond quickly to any requests.

BOOTH CLEANING ORDERS

There are two ways to order services:

1 Visit our website at [wewcc.aramarkcafe.com](http://www.wewcc.aramarkcafe.com) and select exhibitor services. Here, you can select the cleaning services you need, input the number of event days, and add your company name and booth number. You can also create an account, review your information, and finalize the order using a credit card or check. Cash is not accepted. If your booth organization is tax exempt, please email aramarkevs@aramark.com to place an order to avoid being charged taxes.

2 You can reserve same-day booth cleaning on the start date by visiting our service desk (locations vary by show), going to our website [wewcc.aramarkcafe.com](http://www.wewcc.aramarkcafe.com), or emailing us at aramarkevs@aramark.com.



All rates are quoted in USD and taxed at 6%. We accept payment via credit card and/or check.

Rates

End of Show Day Booth Cleaning: Includes trash removal and vacuuming or mopping, based on the floor type. Cost is **\$0.75 per sq. ft. per day**.

Porter Service: Includes emptying wastebaskets and sweeping floor debris on two-hour intervals during show hours only. Porter service is calculated by total booth size per day.



Costs

BOOTH SIZE	RATE (per day)
Under 500 sq. ft.	\$150.00
501-1,500 sq. ft.	\$190.00
1,501-2,500 sq. ft.	\$230.00
2,501-3,500 sq. ft.	\$270.00

Booths bigger than 3,500 square feet require custom porter service.

Custom Porter Service: Includes trash removal and sweeping the floor. This service is charged at a rate of \$60 per hour, with a minimum charge of four hours per worker per day. If you require any additional customization, please email aramarkevs@aramark.com or call us at 202.249.3980. We're happy to help!

Order Add-Ons

Access order add-ons through our website wewcc.aramarkcafe.com. You can also visit our service desk (varies based on show), or contact us at aramarkevs@aramark.com.

Booth and Carpet Disposal

We do not provide booth and/or carpet disposal services. Please reach out to your service contractor for help dismantling your booth and removing carpet.

Exhibitor-appointed contracts, general service contractors, and decorators are prohibited from providing cleaning services on WEWCC property. Exhibitors are subject to penalties if other contractors are present.

Questions? Contact us at aramarkevs@aramark.com or call 202.249.3980.





Exhibitor Order Form Travel & Adventure Show - Atlanta, Phoenix, LA, Dallas, DC: 2025

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-2025>

Onsite Contact Information

Company Name: _____ Booth Number: _____
 Onsite Contact Name: _____ Set up Date: _____
 Onsite Contact Mobile Number: _____ Removal Date: _____

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

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

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

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

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*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.

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



INTERNET SERVICE CONTRACT

WALTER E. WASHINGTON CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:	Show End Date:	
Billing Company Address:		INCENTIVE ORDER DEADLINE: 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Effective June 30, 2023 - December 31, 2024 - V063023A

BASIC INTERNET, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

Includes: 1 Private IP Address, Routers PROHIBITED and will not work					
1.5 Mbps Burstable To 3 Mbps (DHCP), <i>Intended for light Internet usage</i>		\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$185	\$220	\$255	

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

Includes: 5 Public IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps		\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps		\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps		\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
----------------------------	-----	------------	------	---------	-------

Switch Rental – up to 24 ports		\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
Labor / Floor Work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		\$500	\$500	\$500	

WIRELESS INTERNET, Full products catalog available online
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 10% TAX/FEEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
 Las Vegas, NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001

ORDER NOW ➤

Customer Number:

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



TELEPHONE & CABLE TV SERVICE CONTRACT

WALTER E. WASHINGTON CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:	Show End Date:	
Billing Company Address:		INCENTIVE ORDER DEADLINE: 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Effective June 30, 2023 - December 31, 2024 - V063023A

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument		\$465	\$575	\$690	

CABLE TV SERVICE	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Digital Cable TV Service - Includes: Set-Top Box Converter		\$625	\$780	\$936	

SPECIAL SERVICES	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Labor / Floor Work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 10% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

ORDER NOW

Customer Number:

"COMMUNICATIONS" FLOORPLAN WORKSHEET

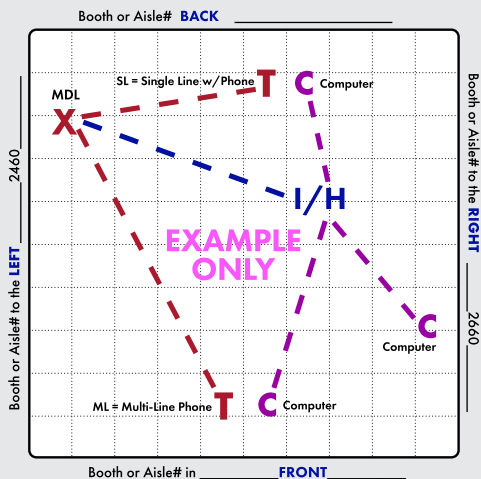
Company Name: _____

Show: _____

Booth/Room #: _____

Center: **Walter E. Washington Convention Center**

Customer / Ref #: _____



Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft **SCALE:** 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline

SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

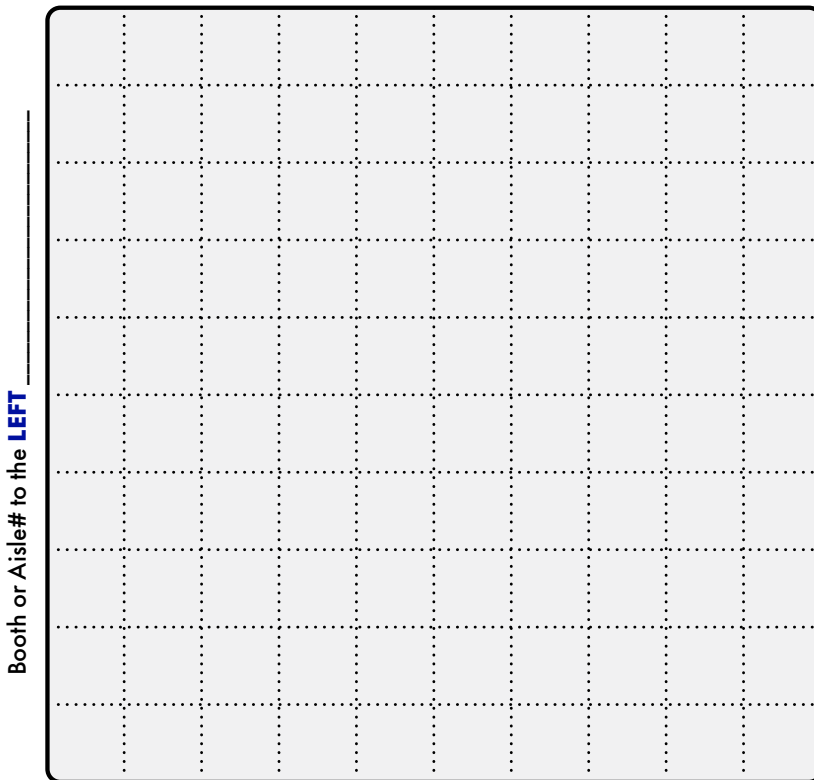
H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Booth or Aisle# **BACK** _____



Booth or Aisle# in **FRONT** _____



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 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: Walter E. Washington Convention Center	Customer / Ref #:	

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001



Welcome to Hi-Tech Electric!

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

Hi-Tech Electric is going green!

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

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

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

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

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



ELECTRICAL SERVICE CONTRACT



801 Allen Y. Lew Pl, NW
 Washington, DC 20001
 202-249-3600
 202-249-3601 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com – online ordering available

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.5% service fee.

Fed ID # 88-0437088 **2024-2025**** 10/1/2024**

Deadline Date for Incentive Rates:

March 8th, 2025

Event Name: Travel & Adventure Show 2025		Event Dates: March 29th – March 30th, 2025	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No	Exp Date	CVV Security Code	Check Number
VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)		
Authorized Contact Name (Please Print)		Authorized Contact Email	

*******IN ORDER TO SECURE THE INCENTIVE RATE, PAYMENT MUST BE RECEIVED 21 DAYS AND ISLAND BOOTH FLOOR PLANS MUST BE SUBMITTED 14 DAYS BEFORE THE EVENT START DATE******

ELECTRICAL OUTLETS

Power strips and extension cords available to rent onsite

Please read page 2 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"
 24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Description of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		\$119.00	\$147.00				
10 Amp /1000 watts		\$149.00	\$180.00				
20 Amp / 2000 watts		\$226.00	\$280.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp- <i>Minimum for European Power</i>		\$400.00	\$487.00				
30 Amp		\$541.00	\$664.00				
40 Amp		\$665.00	\$842.00				
50 Amp		\$752.00	\$937.00				
60 Amp		\$983.00	\$1,204.00				
100 Amp		\$1,218.00	\$1,488.00				
208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp		\$536.00	\$662.00				
30 Amp		\$800.00	\$940.00				
60 Amp		\$1,186.00	\$1,466.00				
100 Amp		\$2,150.00	\$2,590.00				
200 Amp		\$4221.00	\$5,278.00				

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

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V 20amps		\$997.00	\$1,215.00		
European Transformer 480V -380V 480v-380v-30amps-100amps		\$2,442.00	\$3,164.00		
480V 3Ø Motor & Equipment Outlets					
25KW/Kilowatts 30A-480v		\$800.00	\$998.00		
50KW/Kilowatts 60A-480v		\$1,425.00	\$1,709.00		
100KW/Kilowatts 100A-480v		\$3,085.00	\$3,986.00		
200KW/Kilowatts 200A-480v		\$6,169.00	\$8018.00		
Overhead Quartz Lights: <i>Please Use Exhibitor Rigging Order Form</i>					
See Terms and Conditions Section for Labor Rates					
Subtotal of Charges					\$
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

Authorized Signature:

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

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

Labor Request Section:

Send mandatory PDF or DWG for all Island booths to: dcehibitorservices@hi-techelectric.com	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation. *****Indicate all 24 hr and dedicated outlets on floor plan	Requested Installation Labor date: Requested Installation Time: Size of Booth: Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/> Please note this is a request. Labor may start earlier or later depending on move-in factors.

TERMS AND CONDITIONS

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

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$111.00 per hour during Straight Time: 8am-4:30pm M-F
- \$212.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$206.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one (1) hour installation and ½ the total time for dismantle.
- The minimum charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

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

HI-TECH ELECTRIC (HTE) JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.
- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify HTE for any and all work-related accidents.

SPECIAL EQUIPMENT

- Special Equipment orders require 30 days' notice prior to move-in.
- If the exhibitor has special equipment (due to size, weight, access to booth, etc.) HTE needs to be notified to assess if installation for surrounding booths needs to be delayed in order to provide a safe path for special handling or additional delivery space. If the special equipment damages any HTE equipment, and/or requires dismantle and installation of materials at any booth, the exhibitor of the special equipment is fully responsible for repair and associated labor costs.

HI-TECH ELECTRIC MATERIALS

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.
- All materials are inspected and tested upon energizing. Any materials that get damaged after installation and HTE testing occurs, the cost of repair (including labor time and materials) is billable to the credit card on file.

FLOOR COVERINGS

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

RAMPING UTILITY LINES

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

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move-in begins, in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.

SUPERVISION FEES/INVOICES

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

PAYMENT POLICY

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. **PO is not an accepted form of payment.**
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.5% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.

- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

CANCELLATIONS

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

CLAIMS AND INVOICE DISPUTES

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

DISCONNECTION / INTERRUPTION OF SERVICES

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

DELAYS

- In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.
- If your booth is located in front of a freight door/aisle, for safety reasons, it is at our discretion to delay installation until freight traffic decreases. This may result in overtime labor charges at no fault of HTE. If the responsible party still insist on installation earlier than scheduled, the exhibitor will be responsible for all repair costs of any damaged HTE materials (see page 4 "Hi-Tech Electric Materials" section).

INDEMNITY

Exhibitor agrees to indemnify, hold harmless, and defend HTE, its officers, directors, employees, agents, and representatives from and against any claim, demand, cause of action, loss, expense, or liability from or in connection with Exhibitor's negligent acts or omissions of, or breach of this Agreement by the Exhibitor, in connection with the performance of its obligations under this Agreement.



Welcome to Hi-Tech Electric!

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

Hi-Tech Electric is going green!

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

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

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

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

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



PLUMBING SERVICE CONTRACT



801 Allen Y. Lew Place, NW
 Washington, DC 20001
 202-249-3600
 202-249-3601 FAX
dcehibitorservices@hi-techelectric.com
www.hi-techelectric.com

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.5% service fee.

Fed ID # 88-0437088 **2024 – 2025 **10/1/2024**

**Deadline Date for Incentive Rates:
 March 8th, 2025**

Event Name: Travel & Adventure Show 2025			Event Dates: March 29 th – March 30 th , 2025		
Company Name			Booth No.		
Credit Card Billing Address (exact address for credit card)					
City / State / Zip			Phone		Country
Credit Card No		Exp Date	CVV Security Code	Check Number	
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)		
Authorized Contact Name (Please Print)		Phone	Authorized Contact Email		

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

AIR / WATER / DRAIN

Please read page 3 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"

Description Of Service	Total Outlets or Connections	Incentive	Base	24 Hour Service Add 50%	Total Price
Compressed Air: 90-100 lbs. PSI					
1. First outlet at rear of booth (24 hr Service: Add 50%)		\$286.00	\$341.00		
2. Additional outlets (24 hr Service: Add 50%)		\$224.00	\$273.00		
3. Number of connections		\$98.00	\$118.00		
*Size of connections					
*PSI (Required)					
*CFM (Required)					
Water 1/2" and 3/4"					
1. First outlet at rear of booth		\$286.00	\$341.00		
2. Additional outlets		\$224.00	\$273.00		
3. Number of connections		\$98.00	\$118.00		
*Size of connections					
*GPM					
Continuous Water & Drain		\$404.00	\$475.00		
Drain Outlets 1/2" & 3/4"					
1. First outlet at rear of booth		\$214.00	\$263.00		
2. Additional outlets		\$160.00	\$196.00		
3. Number of connections		\$98.00	\$118.00		
* Size of connections					

Description Of Service	Quantity	Incentive	Base	Total Price
Sinks & Water Heaters Booth Package				
1. Single Sink: Includes cold water, drain, labor/materials		\$1010.00	\$1,375.00	
2. Double Sink: Includes cold water, drain, labor/materials		\$1,262.00	\$1,514.00	
3. Hot Water Heater/ 40 gallons (includes electric)		\$659.00	\$782.00	
* Based on straight time labor.25% of total will be added if installed between 4:30pm-8:00am M-F Plus Weekends & Holidays				
Fill and Drain				
1. Fill and Drain 0 -199 Gallons		\$160.00	\$196.00	
2. Fill and Drain 200 - 399 Gallons		\$238.00	\$292.00	
3. Fill and Drain 400 – Gallons and over		\$354.00	\$421.00	
Natural Gas				
1. First outlet at rear of booth Call for estimate of total invoice		\$434.00	\$653.00	
Subtotal of Charges				\$

See Terms and Conditions Section for Labor Rates

THIRD PARTY PAYMENT

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

Labor Request Section:

Send PDF or DWG for all Island booths to: dcexhibitorservices@hi-techelectric.com

Floor Plan included indicating all plumbing services

Floor Plan to follow

Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation.

Indicate all 24 hr services on floor plan

Installation Labor date:

Installation Time:

Size of Booth:

Type of Booth: Inline Island Peninsula Other

Please note this is a request. Labor may start earlier or later depending on move-in factors.

Authorized Signature:

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

Print Name:

Signature:

Booth No:

Date:

TERMS AND CONDITIONS

Page (2) must be signed to schedule Air / Water / Drain installation
Additional Labor and Material Fees May Apply (See Terms and Conditions below for details)

PLUMBING LABOR RATES FOR SERVICES ORDERED

1. \$111.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$212.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. The minimum charge for plumbing service is one hour installation and ½ the total time for dismantle.
4. All drain dismantle labor hours will be equal to the Fill installation labor hours
5. The minimum charge per booth for the relocation of services and or equipment is ½ hour.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

Outlet Locations: All first outlets will be installed on the floor at the back wall of booth. Added outlets must be indicated on floor plan and will be charged on a time and material basis.

Special Equipment:

- Hi-Tech Electric (HTE) requires 30 days-notice prior to move-in to supply special regulators, strainers, traps, etc.
- If the exhibitor has special equipment (due to size, weight, access to booth, etc.) HTE needs to be notified to assess if installation for surrounding booths needs to be delayed in order to provide a safe path for special handling or additional delivery space. If the special equipment damages any HTE equipment, and/or requires dismantle and installation of materials at any booth, the exhibitor of the special equipment is fully responsible for repair and associated labor costs.

Hi-Tech Electric Materials:

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.
- All materials are inspected and tested upon completion. Any materials that get damaged after installation and HTE testing occurs, the cost of repair (including labor time and materials) is billable to the credit card on file.

Service/ Repairs: HTE has exclusive jurisdiction to make Plumbing service connections or repairs.

Floor Coverings: Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installations of service.

Equipment Requiring Water: All equipment using water must have an inlet and outlet properly tagged by exhibitor representative for installation by HTE.

Moisture/ Sediment/ Loss of Pressure: HTE is not responsible for the accumulation of moisture, oil, or water in air lines. Exhibitors should supply their own filter or equipment to handle moisture or water. HTE is not responsible for sediment, color, or taste of water in line. HTE is not responsible for loss of pressure. Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve or pump installed. HTE is not responsible for any costs associated with such accumulation in air lines or loss of pressure. Water filters are recommended and are available on request.

Cylinders: All cylinders must be firmly attached to exhibit. If cylinder must be made secure by HTE it is subject to a labor charge. A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus material at the prevailing labor rate.

Ramping of Utility Lines: All ramping of utility lines in booth are done on a time and material basis. Laying of lines under carpet or floor or spotting from ceiling will incur an additional labor charge.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move-in begins, in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.
- Reductions made to an existing order are subject to a 10% surcharge.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.

SUPERVISION FEES/INVOICES

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

PAYMENT POLICY

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. **PO is not an accepted form of payment.**
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.5% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund for cancellation.
- Credit card refunds are subject to a 3.3% credit card processing fee.
- Cancellation may occur at HTE'S discretion if plumbing is not paid at least 2 business days before move-in due to insufficient time to pull and deliver inventory.

DISCONNECTION

All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor to (and acknowledged by) HTE.

CLAIMS AND/OR INVOICE DISPUTES

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

DELAYS

- In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.
- If your booth is located in front of a freight door/aisle, for safety reasons, it is at our discretion to delay installation until freight traffic decreases. This may result in overtime labor charges at no fault of HTE. If the responsible party still insist on installation earlier than scheduled, the exhibitor will be responsible for all repair costs of any damaged HTE materials (see page 4 “Hi-Tech Electric Materials” section).

LABOR RATES

- All Labor Rates are subject to the current labor contract effective at time of performed labor.
- A four (4) hour minimum applies per plumbing call and is chargeable on a case by case basis,

INDEMNITY

Exhibitor agrees to indemnify, hold harmless, and defend HTE, its officers, directors, employees, agents, and representatives from and against any claim, demand, cause of action, loss, expense, or liability from or in connection with Exhibitor’s negligent acts or omissions of, or breach of this Agreement by the Exhibitor, in connection with the performance of its obligations under this Agreement.