

EXPO  
EVENT SERVICES

# Exhibitor Services Manual

Dallas Travel and Adventure Show  
March 22-23, 2025  
Dallas Market Hall Center  
Dallas, TX

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Deadline Date: March 12th 2025

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# Dallas Travel and Adventure Show

Dallas Market Hall Center

March 22-23, 2025

**Deadline Date: March 12th 2025**

## 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](mailto: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](mailto: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.



## Dallas Travel and Adventure Show

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**Dallas Market Hall Center**

**March 22-23, 2025**

### Welcome to Dallas and the **Dallas 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](mailto:orders@expoeventservices.com)

### Standard Booth Information

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

Show Schedule Move In/Move Out		
<b>Decorator Move-In:</b>	<b>Thursday 3/20/2025</b>	<b>8am-5pm</b>
<b>Exhibitor Move-In:</b>	<b>Friday 3/21/2025</b>	<b>9am-5pm</b>
<b>Event Open:</b>	<b>Saturday 3/22/2025</b>	<b>9:30am-5pm (Travel Advisors)</b> <b>10am - 5pm (Public)</b>
<b>Event Open:</b>	<b>Sunday 3/23/2025</b>	<b>11am - 4pm</b>
<b>Exhibitor Move-Out:</b>	<b>Sunday 3/23/2025</b>	<b>4pm-8pm</b>
<b>Clear Floor:</b>	<b>Sunday 3/23/2025</b>	<b>By 11:59pm</b>

\*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 23rd, 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 23rd, 2025**



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### Shipping Addresses

*Advance Receiving  
/Shipments*

#### Dallas Travel and Adventure Show

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

*Direct Shipments  
to Show Site*

#### Dallas Travel and Adventure Show

Shipments Should Arrive on:  
c/o Expo Event Services  
Dallas Market Hall Center  
2200 N Stemmons Fwy  
Dallas, TX 75207

March 20th, 2025 1pm-5pm  
March 21st, 2025 9am-5pm

**State Tax 8.25% (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.

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### **Can I Set Up My Own Booth?**

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

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### **What Are The Restrictions For My Booth Structure?**

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

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### **Can I Tear Down My Booth Early?**

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

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### **Am I Allowed To Bring My Booth Material In Myself?**

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

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### **Is Material Handling Mandatory?**

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

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](mailto:info@expoeventservices.com) or (201) 300-2782*
  - *RES can be contacted at [customerservice@rosemontexpo.com](mailto: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](mailto: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](http://www.travelshows.com) for information.





# OFFICIAL CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS



## Dallas Travel and Adventure Show

Dallas Market Hall Center

March 22-23, 2025

**Deadline Date: March 12th 2025**

## 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	<b>GENERAL LIABILITY</b> <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	<b>AUTOMOBILE LIABILITY</b> <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) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT \$
					OTHER THAN AUTO ONLY: EA ACC \$
					AGG \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	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
	<b>OTHER</b>				

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

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

CERTIFICATE HOLDER  ADDITIONAL INSURED; INSURER LETTER \_\_\_\_\_

### CANCELLATION

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

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

# INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION



## Dallas Travel and Adventure Show

Deadline Date: March 12th 2025

Dallas Market Hall Center

March 22-23, 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 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



## Dallas Travel and Adventure Show

Dallas Market Hall Center

March 22-23, 2025

**Deadline Date: March 12th 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



## Dallas Travel and Adventure Show

Dallas Market Hall Center

March 22-23, 2025

**Deadline Date: March 12th 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



## Dallas Travel and Adventure Show

Dallas Market Hall Center

March 22-23, 2025

Deadline Date: March 12th 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

## Dallas Travel and Adventure Show

**Deadline Date: March 12th 2025**

Dallas Market Hall Center

March 22-23, 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



## Dallas Travel and Adventure Show

**Deadline Date: March 12th 2025**

Dallas Market Hall Center

March 22-23, 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 ▲	[Redacted]	MASTERCARD	VISA*	American Express		
	[Redacted]	[Redacted]	Card Expiration Date & Security Code <b>REQUIRED</b> (3 Digit on reverse side of card)			
Account Number:						
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE			CITY	STATE	ZIP	COUNTRY
PLEASE SIGN ▲	CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PRINT			

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

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

### Services and Equipment Ordered

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

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

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

\$

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

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

# THIRD PARTY BILLING REQUEST



## Dallas Travel and Adventure Show

**Deadline Date: March 12th 2025**

Dallas Market Hall Center

March 22-23, 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	<b>EXPIRATION DATE</b> _____	MASTERCARD VISA* American Express
	Corporate Personal	

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

Account Number \_\_\_\_\_

CARDHOLDERS NAME	PLEASE PRINT	
CARDHOLDERS BILLING ADDRESS	CITY	
STATE	ZIP	COUNTRY

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

Other (Please Specify) \_\_\_\_\_

PLEASE SIGN  CARDHOLDER'S SIGNATURE

### Credit Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE	<b>EXPIRATION DATE</b> _____	MASTERCARD VISA* American Express
	Corporate Personal	

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

Account Number \_\_\_\_\_

CARDHOLDERS NAME	PLEASE PRINT	
CARDHOLDERS BILLING ADDRESS	CITY	
STATE	ZIP	COUNTRY

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

Other (Please Specify) \_\_\_\_\_

PLEASE SIGN  CARDHOLDER'S SIGNATURE

# SHIPPING INFORMATION



## Dallas Travel and Adventure Show

Deadline Date: March 12th 2025

Dallas Market Hall Center

March 22-23, 2025

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### Cart Load

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

### Vehicle Spotting

Exhibitors will be required to use Expo Event Services personnel for all vehicle spotting inside the exhibit hall. Vehicle spotting rate is \$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.

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### 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:

**Dallas Travel and Adventure Show**

#### C/O:

Expo Event Services

TS Shipper Advance Freight Service

Direct Contact: [dtullo@tsshipper.com](mailto: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:

**Dallas Travel and Adventure Show**

#### C/O:

Expo Event Services

2200 N Stemmons Fwy

Dallas, TX 75207

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

## Dallas Travel and Adventure Show

Dallas Market Hall Center

March 22-23, 2025

**Deadline Date: March 12th 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.

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

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

# MATERIAL HANDLING ORDER FORM



## Dallas Travel and Adventure Show

Dallas Market Hall Center

March 22-23, 2025

**MUST ARRIVE ON**  
**March 20th, 2025, 1pm-5pm ONLY**  
**March 21st, 2025 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

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

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
<b>ST/DT</b>	<b>\$229.00</b>	<b>\$229.00</b>
<b>OT/DT</b>	<b>\$284.00</b>	<b>\$284.00</b>

**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.
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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



## Dallas Travel and Adventure Show

Deadline Date: March 12th 2025

Dallas Market Hall Center

March 22-23, 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**  
March 20th, 2025, 1pm-5pm ONLY  
March 21st, 2025 9am-5pm ONLY

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



Dallas Market Hall Center  
2200 N Stemmons Fwy  
Dallas, TX 75207

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

SHOW SITE LABEL

**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
March 20th, 2025, 1pm-5pm ONLY  
March 21st, 2025 9am-5pm ONLY

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



Dallas Market Hall Center  
2200 N Stemmons Fwy  
Dallas, TX 75207

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

SHOW SITE LABEL

**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
March 20th, 2025, 1pm-5pm ONLY  
March 21st, 2025 9am-5pm ONLY

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



Dallas Market Hall Center  
2200 N Stemmons Fwy  
Dallas, TX 75207

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

SHOW SITE LABEL

**RUSH!**

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March 21st, 2025 9am-5pm ONLY

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



Dallas Market Hall Center  
2200 N Stemmons Fwy  
Dallas, TX 75207

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

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

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**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
March 20th, 2025, 1pm-5pm ONLY  
March 21st, 2025 9am-5pm ONLY

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



Dallas Market Hall Center  
2200 N Stemmons Fwy  
Dallas, TX 75207

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

SHOW SITE LABEL

**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
March 20th, 2025, 1pm-5pm ONLY  
March 21st, 2025 9am-5pm ONLY

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



Dallas Market Hall Center  
2200 N Stemmons Fwy  
Dallas, TX 75207

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

SHOW SITE LABEL

**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
March 20th, 2025, 1pm-5pm ONLY  
March 21st, 2025 9am-5pm ONLY

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



Dallas Market Hall Center  
2200 N Stemmons Fwy  
Dallas, TX 75207

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

SHOW SITE LABEL

**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
March 20th, 2025, 1pm-5pm ONLY  
March 21st, 2025 9am-5pm ONLY

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



Dallas Market Hall Center  
2200 N Stemmons Fwy  
Dallas, TX 75207

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

# CARAVAN ORDER FORM



**Deadline Date: March 12th 2025**

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

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

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

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

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

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

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

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

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



CALL US AT 216-566-5953



GO ONLINE AT [WWW.TSSHIPPER.COM](http://WWW.TSSHIPPER.COM)

# TS SHIPPER LLC - INBOUND FORM



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

Show Name: Dallas Travel and Adventure Show

Show Dates: March 22-23, 2025

Venue: Dallas Market Hall 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](mailto:info@tsshippers.com)

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

**TS SHIPPER LLC - INBOUND FORM**



Show Name: Dallas Travel and Adventure Show

Show Dates: March 22-23, 2025

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

Venue: Dallas Market Hall 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](mailto:info@tsshipper.com) or fax to 866-728-3775

Phone: 216-566-5953

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

Quick Quote: [www.tsshippers.com](http://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](mailto: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



**\$4,790.00**

### Furnishing

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



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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.



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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.

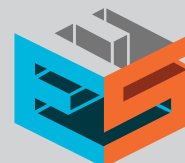
**Safe Zone:** 107"w x 81.5"h

**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.

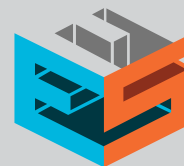
**Safe Zone:** 107"w x 81.5"h

**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.



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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.

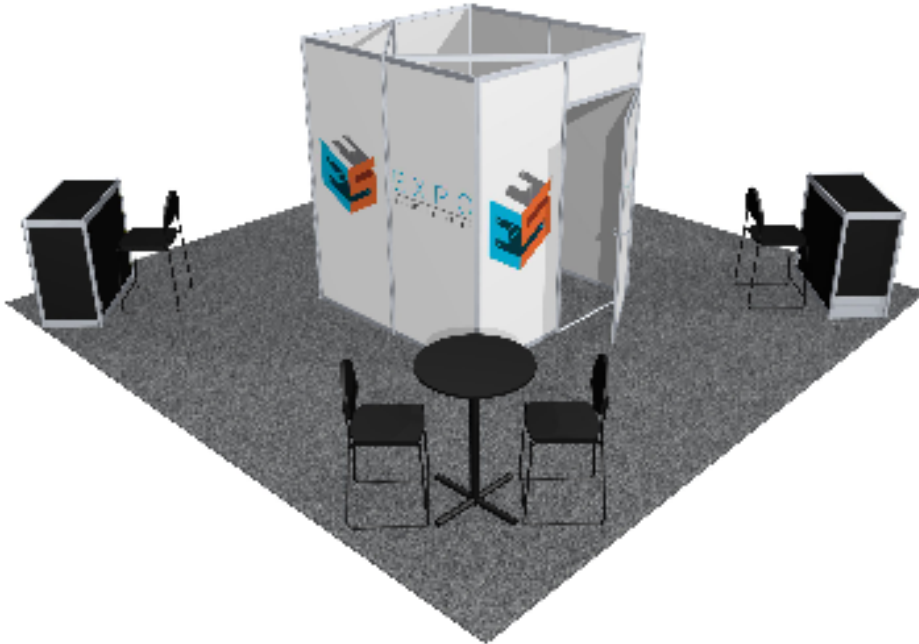


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## 20' x 20' PACKAGE E (side 2)



### 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



## Dallas Travel and Adventure Show

**Deadline Date: March 12th 2025**

Dallas Market Hall Center

March 22-23, 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"	\$54.00	\$69.00	
	11" x 17"	\$64.00	\$83.00	
	14" x 22"	\$79.00	\$103.00	
	22" x 28"	\$96.00	\$124.00	
	24" x 36"	\$192.00	\$250.00	
	30" x 40"	\$296.00	\$269.00	
	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 @ 8.25% = \_\_\_\_\_ = 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



## Dallas Travel and Adventure Show

Dallas Market Hall Center

March 22-23, 2025

Deadline Date: March 12th 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

Adobe Illustrator  
Adobe Photoshop  
Adobe InDesign  
Adobe Acrobat

#### Preferred File (type)

ai, eps  
tiff , psd, jpeg (high quality)  
indd (include links)  
PDF (press quality setting)

### File Transfer Options

#### Media

Flash Drive  
E-mail Attachments  
FTP  
DropBox

#### Note

With attached fonts and links  
Limited to maximum size 5MB  
zip or compression preferred  
File sharing

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

### Vector Artwork

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



EXPO  
EVENT SERVICES



EXPO  
EVENT SERVICES

gif@400%

.ai / .eps@400%

### Bitmap/Raster Artwork

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

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



### Color Set Up

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



C



M



Y



K



PMS 144 C



PMS 255 C



PMS 383 CP



MS 684 C

### Fonts

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

# HANGING SIGNS/BANNERS INFORMATION FORM



## Dallas Travel and Adventure Show

Deadline Date: March 12th 2025

Dallas Market Hall Center

March 22-23, 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

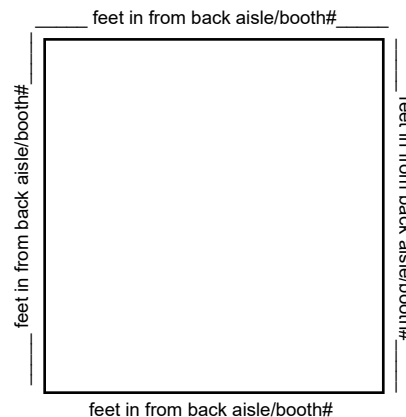
Exhibitor Provided

CHAIN MOTORS				
QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	\$644.00	\$837.00	
	1 Ton Chain Motor	\$806.00	\$1,048.00	

- 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



## Dallas Travel and Adventure Show

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<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>

### 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	\$182.00	\$236.00	
	OT	\$300.00	\$391.00	
	Holiday	\$370.00	\$481.00	
EES Supervision: _____ x 30% = _____				
<small>(Assembly total)</small>			<small>(\$40.00 minimum)</small>	

SIGN DISASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$182.00	\$236.00	
	OT	\$300.00	\$391.00	
	Holiday	\$370.00	\$481.00	
EES Supervision: _____ x 30% = _____				
<small>(Assembly total)</small>			<small>(\$40.00 minimum)</small>	

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	\$796.00	\$1,034.00	
	OT	\$1,033.00	\$1,343.00	
	Holiday	\$1,239.00	\$1,611.00	
EES Supervision: _____ x 30% = _____				

RIGGING REMOVAL				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$796.00	\$1,034.00	
	OT	\$1,033.00	\$1,343.00	
	Holiday	\$1,239.00	\$1,611.00	
EES Supervision: _____ x 30% = _____				

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

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

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



## Dallas Travel and Adventure Show

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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.**

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	\$167.00	\$217.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$272.00	\$354.00
Double Time	Sundays and Holidays	\$335.00	\$436.00

### 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



## Dallas Travel and Adventure Show

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March 22-23, 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.  
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### 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



## Dallas Travel and Adventure Show

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Dallas Market Hall Center

March 22-23, 2025

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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	\$265.00	\$344.00	
	10' x 20' Booth Carpet	\$527.00	\$686.00	
	10' x 30' Booth Carpet	\$791.00	\$1,028.00	

**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	\$6.30 sq.ft.	\$8.19 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

**Custom Cut**

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

### PADDING

Qty	Item	Discount	Standard	Total
	Custom Padding - 1/2"	\$2.48 sq.ft.	\$3.22 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.25% = \_\_\_\_\_ = 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

## Dallas Travel and Adventure Show

Dallas Market Hall Center

March 22-23, 2025

Deadline Date: March 12th 2025

### Chairs



Upholstered Side Chair



Upholstered Tall Stool

### Pedestal Tables

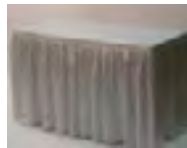
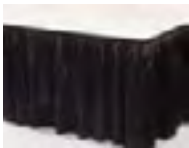


30" High Black Table



42" High Black Table

### Draped & Undraped Tables



### Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

# STANDARD FURNITURE & ACCESSORIES ORDER FORM



## Dallas Travel and Adventure Show

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Dallas Market Hall Center

March 22-23, 2025

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COMPANY

EMAIL ADDRESS

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AUTHORIZED CONTACT - PLEASE PRINT

DATE

	Qty	Item	Discount Price	Standard Price	Color	Total Price
CHAIRS		Upholstered Chair	\$113.00	\$147.00	N/A	
		Tall Black Stool	\$144.00	\$187.00	N/A	
UNDRAPED TABLES		4' x 24" x 30" Undraped Table	\$104.00	\$135.00	N/A	
		6' x 24" x 30" Undraped Table	\$115.00	\$149.00	N/A	
		8' x 24" x 30" Undraped Table	\$130.00	\$169.00	N/A	
UNDRAPED COUNTERS		4' x 24" x 42" Undraped Counter	\$115.00	\$149.00	N/A	
		6' x 24" x 42" Undraped Counter	\$128.00	\$167.00	N/A	
		8' x 24" x 42" Undraped Counter	\$139.00	\$181.00	N/A	
DRAPED TABLES	<b>Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White</b>					
		4' x 24" x 30" High Draped Table	\$186.00	\$242.00		
		6' x 24" x 30" High Draped Table	\$207.00	\$270.00		
		8' x 24" x 30" High Draped Table	\$236.00	\$308.00		
		4th side Draped – 30"	\$80.00	\$104.00		
DRAPED COUNTERS	<b>Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White</b>					
		4' x 24" x 42" High Draped Counter	\$208.00	\$262.00		
		6' x 24" x 42" High Draped Counter	\$243.00	\$315.00		
		8' x 24" x 42" High Draped Counter	\$277.00	\$360.00		
		4th side Draped – 42"	\$97.00	\$126.00		
DRAPE	<b>Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White</b>					
		3' High Banjo Drape (4 ft. min. order)	\$23.00	\$30.00		
	8' High Banjo Drape (4 ft. min. order)	\$26.00	\$35.00			
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$303.00	\$395.00	N/A	
		30" x 42" High Pedestal Table	\$361.00	\$447.00	N/A	
ACCESSORIES		Chrome Easel	\$72.00	\$95.00	N/A	
		Wastebasket	\$48.00	\$63.00	N/A	
		Retractable Stanchion	\$179.00	\$232.00	N/A	
		Coat Tree	\$72.00	\$95.00	N/A	

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.25% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

Payment Authorization Form must accompany order.

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

Deadline Date: March 12th 2025

**2025**  
**TRADE SHOW**  
KIT CATALOG

# 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



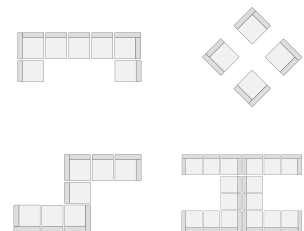
### Function Armless Chair - White

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 12th 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



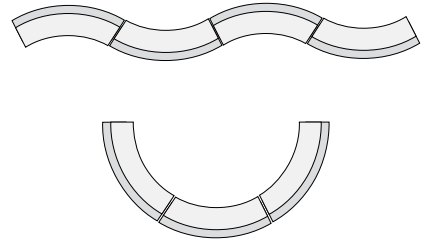
### Continental Curved Bench

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



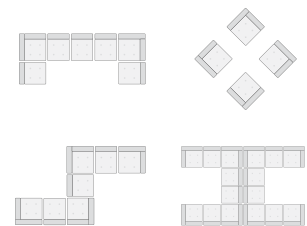
### Boca Corner

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 12th 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

**Deadline Date: March 12th 2025**

## 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 12th 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 12th 2025

# CUBE OTTOMANS



## Rubix Cube Ottomans

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

18"Square x 18"H



## Blanc Cube Ottoman

Bright White Leather  
17"Square x 17"H



## Metro Cube Ottoman

Black Leather  
18"Square x 18"H

**CHARGED!** 



**Essentials Turning Bed - Charged**

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

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



**Boca Corner - Charged**

Bright White Leather  
27"Square x 30"H

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



**Boca Chair - Charged**

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

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



**Aspen Bar Table - Charged**

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

*\*Maximum of 1 table per power source.*



**Aspen Cocktail Table - Charged**

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

*\*Maximum of 1 table per power source.*



**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 Zebra wood Laminate/Chrome  
24"Square x 23"H  
Console Table Zebra wood Laminate/Chrome  
60"W x 16"D x 34"H  
Cocktail Table Zebra wood 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 12th 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 12th 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           | ■ Jade         |
| ■ California Wine | ■ Victory Blue |
| ■ Chartreuse      | ■ White        |
| ■ Chocolate       |                |

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

## 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

Deadline Date: March 12th 2025

# 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



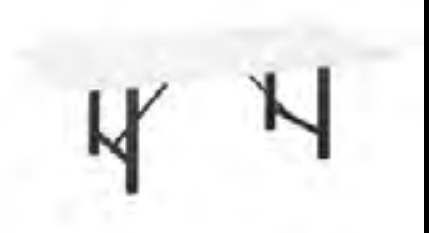
**Conference Table Round**

- 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 12th 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



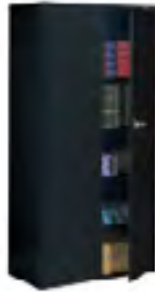
## 2-Drawer Lateral File

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

Zebrawood Laminate/Chrome  
16"Square x 44"H



## London Pedestal

Marble/Chrome  
16"Square x 44"H

**Deadline Date: March 12th 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
<b>Blanc (Pg. 2)</b>						
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		\$-
<b>Function (Pg. 2)</b>						
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		\$-
<b>Continental (Pg. 3)</b>						
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		\$-
<b>Boca (Pg. 3)</b>						
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		\$-
<b>Metro (Pg. 4)</b>						
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		\$-
<b>Grammercy (Pg. 4 &amp; 5)</b>						
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		\$-
<b>Aubrey (Pg. 5)</b>						
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		\$-
<b>Chandler (Pg. 5 &amp; 6)</b>						
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		\$-
<b>Evoke (Pg. 6)</b>						
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		\$-
<b>Latitude (Pg. 6)</b>						
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		\$-
<b>Verona (Pg. 7)</b>						
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	\$-
<b>Bars &amp; Bar Backs (Pg. 14)</b>					
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	\$-
<b>Bar Stools (Pg. 15 &amp; 16)</b>					
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	\$-
<b>Café Chairs (Pg. 16 &amp; 17)</b>					
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	\$-
<b>Bar Tables (Pg. 18, 19 &amp; 20)</b>					
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	\$-
<b>Café Tables (Pg. 20, 21 &amp; 22)</b>					
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	\$-
<b>Office Seating (Pg. 23)</b>					
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	\$-
<b>Conference Tables (Pg. 24)</b>					
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	\$-
<b>Office Furniture (Pg. 24 &amp; 25)</b>					
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		\$-
<b>Metal File &amp; Storage Cabinets (Pg. 26)</b>						
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		\$-
<b>Pedestals (Pg. 27)</b>						
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		\$-
<b>Miscellaneous Items (Pg. 28)</b>						
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		\$-
<b>Lighting (Pg. 29)</b>						
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 %		\$-
<b>Total Amount Due</b>		<b>\$-</b>

**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:

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



## 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](mailto:exhibitservices@turningpointav.com) or fax to 320-341-2270.

You may also fill out and submit the order form online at: <http://www.turningpointav.com/exhibitor-orders-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](mailto:exhibitservices@TurningPointAV.com) if you need to make special arrangements for locations outside of those listed.

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

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

### Payment

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

I would like to pay with company check

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

### Billing Contact Information

First and Last Name:

Email Address:

Street Address:

Telephone Number:

City:

State:

Postal Code:



## 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.



# CATERING MENU

2025



DALLAS  
MARKET  
CENTER

*Levy*

# BREAKFAST PACKAGES

BREAKFAST PACKAGES HAVE A 12 GUEST MINIMUM

## STUFFED FRENCH TOAST

Stuffed French Toast with Brioche Bread, Banana Filling, Orange-Chocolate Ganache, Fresh Berries. served with Crisp Bacon, Sliced Seasonal Fruit and Maple Syrup  
18.95 per person

## CHICKEN AND WAFFLES

Country Fried Chicken, Belgium Waffles, Cheesy Grits, Sliced Seasonal Fresh Fruit, Maple Syrup  
18.95 per person

## MARKET BREAKFAST

Farm Fresh Scrambled Eggs with Cheddar Cheese, Crispy Bacon, Breakfast Potatoes with Onions and Peppers, Buttermilk Biscuits, Peppered Cream Gravy  
17.95 per person

## SOUTHWESTERN BREAKFAST

Farm Fresh Eggs Scrambled with Chorizo, Breakfast Potatoes with Onions and Peppers, Warm Flour Tortillas, Cheddar Cheese and Salsa Roja  
16.95 per person

## SUN-UP BREAKFAST

Chef's Selection of Pastries, Yogurt Parfaits and Sliced Seasonal Fruit  
14.95 per person

## Add on Beverages

Starbucks Coffee 180.00 (3 Gallons)  
Starbucks Coffee 90.00 (1.5 Gallons)



# BREAKFAST A LA CARTE

A LA CARTE BREAKFAST ITEMS ARE SERVED FOR A MINIMUM OF 12 PER ORDER

## CLASSIC FRITTATA

Farm Fresh Eggs, Ham and Swiss Cheese  
7.00 each / minimum 20 per order

## GREEK FRITTATA

Farm Fresh Eggs, Spinach, Tomatoes  
and Feta Cheese  
7.00 each / minimum 20 per order

## TEXAS CHICKEN-N- BISCUIT

Buttermilk Biscuit, Crispy Chicken and  
Jalapeno Jelly  
7.00 each

## SOUTHWESTERN BREAKFAST BURRITO

Scrambled Eggs, Chorizo, Pico De Gallo and  
Jack Cheese with Salsa Roja  
6.00 each

## BREAKFAST CROISSANT SANDWICH

Scrambled Eggs, Smoked Bacon and  
Cheddar Cheese  
6.00 each

## BAGEL SANDWICH

Scrambled Eggs, Smoked Ham,  
Cheddar Cheese on a Plain Bagel  
6.00 each

## MUFFIN SANDWICH

Egg Whites, Cheddar Cheese  
on an English Muffin  
6.00 each

## YOGURT PARFAIT

Vanilla Yogurt, Fresh Berries and  
Granola  
6.00 each





# BREAKFAST PLATTERS

## SEASONAL FRUIT PLATTER

60.00 serves 12

## HOUSE MADE GRANOLA BARS

Nutella, Nuts and Dried Fruit

Peanut Butter, Nuts and Dried Fruit

54.00 per dozen - Half Nutella, Half Peanut Butter

## CHEF'S PASTRY SELECTION

Selection of House Made Muffins, Danishes and Croissants

45.00 per dozen

## ASSORTED BAGELS AND CREAM CHEESE

45.00 per dozen

## LOX AND BAGEL BOARD

Scottish Smoked Salmon, Assorted Bagels, Plain and Chive Cream Cheese, Seasonal Young Greens, Sliced Cucumbers, Sliced Tomatoes, Red Onions, Capers  
450.00, serves 25 guests

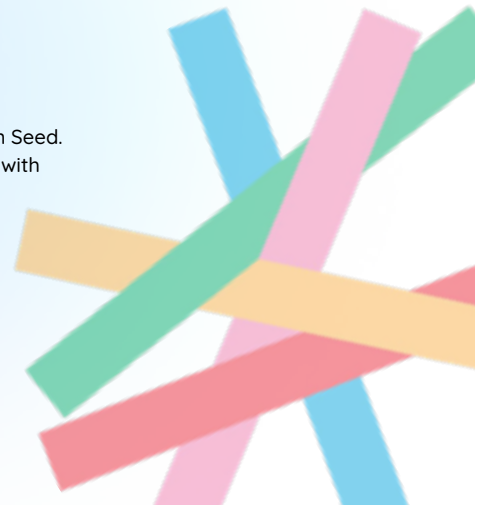
## AVOCADO TOAST BOARD

Avocado Mash, Marinated Grape Tomatoes, Red Roasted Peppers, Hard Boil Eggs and Smoked Bacon Bites, Pumpkin Seed. Seasonal Young Greens, Olive Oil and Balsamic Reduction with Sour Dough Deli Bread and Whole Wheat Bread

350.00, serves 25 guests

## TEXAS SIZED CINNAMON BUN

Large Cinnamon Bun Casserole, Sliced with Cream Cheese Frosting and Pecans  
112.00 16 Slices



# SIGNATURE SANDWICHES

## DELI TABLE

Choose up to Four (4) Sandwiches, Served with House Salad, Kettle Chips and Freshly Baked Cookies

24.95 per person / minimum of 12

## SIGNATURE SANDWICH PLATTER

Choose up to Four (4) Signature Sandwiches Sandwiches Cut in Half, Served with Kettle Chips

Platter of Eight (8) 96.00

Platter of Twelve (12) 144.00

## DELUXE LUNCH TO-GO

MINIMUM OF 12, Choose up to Four (4) Choices Choice of Signature Sandwich, Pasta Salad, Kettle Chips, Cookie

23.95 each

## TRADITIONAL LUNCH TO-GO

MINIMUM OF 12, Choose up to Four (4) Choices Choice of Signature Sandwich with Kettle Chips, Cookie

16.95 each

Roast Turkey BLT  
with Herb Aioli, Lettuce,  
Tomato and Bacon

Chicken Salad  
with Granny Smith Apples,  
Lettuce and Tomato

Grilled Chicken  
Honey Cilantro Slaw  
with Chipotle Aioli

Roast Turkey  
with Provolone Cheese,  
Tomato, Arugula  
and Lemon Aioli

Roast Sirloin  
Boursin Spread with  
Caramelized Onions

## The Natural

Turkey, Ham, Swiss,  
Cheddar, Lettuce, Tomato  
and Louie Dressing

## Smoked Ham and Swiss

Smoked Ham, Swiss Cheese  
and Mustard Butter on  
Pretzel Bread

## Vegetable Wrap

Grilled Seasonal Vegetables  
with Hummus Spread  
Wrapped in a Spinach Tortilla

## ZLT Sandwich

Grilled Zucchini, Tomatoes,  
Jack Cheese, and Sun-Dried  
Tomato

## Caprese

Roma Tomatoes,  
Mozzarella and Basil Pesto

Gluten-Free Bread +2.00



# SALADS AND SOUPS

SALADS SERVE 12-15 GUESTS  
SOUP PER GALLON (10-12 GUESTS)

## Dallas Market Center Caesar

Crisp Romaine, Parmesan Cheese and Fried Lemon Garbanzos with Citrus Caesar Dressing

60.00

## Arcadian Garden Harvest Salad

Baby Field Greens, Tomatoes, Red Onion and Cucumbers with Balsamic Vinaigrette

60.00

## Texas Cobb Salad

Romaine and Iceberg Lettuces, Black Beans, Corn, Tomato, Red Bell Pepper, Green Onions, Shredded Cheddar and Monterey Jack Cheeses with Chipotle Ranch Dressing

60.00

Add Grilled Chicken to any Salad for 6.00 per person - Minimum 12 guests

## Southern Salad

Baby Field Greens, Fresh Berries, Spiced Pecans and White Balsamic Vinaigrette

60.00

## Xochi Salad

Romaine Lettuce, Arugula, Marinated Black Beans, Roasted Corn, Tortilla Strips and Chipotle Honey Vinaigrette

60.00

## Mediterranean Salad

Romaine Lettuce, Roma Tomatoes, Cucumbers, Onions, Feta Crumbles, Kalamata Olives and Oregano Dressing

60.00

## Soups

60.00 per gallon

### TRADITIONAL CHICKEN NOODLE

### TOMATO BASIL BISQUE

Parmesan Croutons on the Side

### SOUTHWEST TORTILLA

with Tortilla Strips and Cheddar Cheese

### TEXAS CHILI

with Diced Onions and Cheddar Cheese

### FRENCH ONION

with Cheese and Croutons

### VEGETABLE SOUP



# ANYTIME GATHERINGS

ORDER FOR A MINIMUM OF 12 GUESTS

## TEXAS BARBECUE

House-Smoked BBQ Chicken  
Jalapeno Cole Slaw  
Mustard Potato Salad  
Three Cheese Macaroni and Cheese  
Warm Yeast Rolls  
Warm Peach Cobbler  
32.95 per person  
Add Sliced Brisket 10.00 per person

## AROUND THE MEDITERRANEAN

Mediterranean Salad  
Tuscan Chicken with Sun-Dried Tomatoes, Garlic  
and Herb Sauce  
Italian Seasoned Roasted Potatoes  
Sautéed Asparagus with Red Peppers  
Traditional Hummus and Pita Chips  
Traditional Cannoli  
32.95 per person

## UP NORTH

Arcadian Garden Harvest Salad  
Parmesan Crusted Chicken Breast  
with Parmesan Cream Sauce  
Oven Roasted Potatoes  
Roasted Seasonal Vegetables  
Warm Yeast Rolls and Butter  
NY Style Cheesecake  
30.95 per person

## FAJITAS

Fajita Chicken and Jack Cheese  
Served with Pico de Gallo, Cheddar Cheese,  
Sour Cream and Warm Flour Tortillas  
Fiesta Rice , Refried Beans  
Tortilla Chips with Salsa Roja  
Churros with Caramel Sauce  
28.95 per person  
Add Fajita Steak 6.00 per person

For seated meal events,  
please contact the sales manager  
for separate menu options



# ANYTIME GATHERINGS

ORDER FOR A MINIMUM OF 12 GUESTS

## MARKET PASTA

Dallas Market Center Caesar Salad  
Cavatappi Pasta with Creamy Pesto  
Grilled Chicken  
Grilled Zucchini Medley  
Garlic Knots  
Parmesan Cheese & Crushed Red Peppers  
NY Style Cheesecake  
28.95 per person

## BAKED POTATO

### AND SALAD COMBO

House Mixed Green Salad with Tomato,  
Cucumber, Red Onion and Balsamic Vinaigrette  
Hot Baked Potato  
Served with Sour Cream, Butter, Bacon Bits,  
Cheddar Cheese and Green Onions  
Fresh Baked Cookies  
Add Chili or Diced Chicken for  
6.00 per person-each item  
18.95 per person

## DOWN SOUTH

Southern Salad  
Chicken Fried Chicken  
with Pepper Gravy  
Traditional Mashed Potatoes  
Green Beans with Bacon and Onions  
Warm Yeast Rolls with Butter  
Bourbon Bread Pudding with Caramel  
Sauce  
28.95 per person

## EAST SIDE

Chinoise Salad with Napa Cabbage,  
Carrots, Bok Choy, Tomato and  
Sesame Seed with Ginger Dressing  
Grilled Chicken and Broccoli  
Jasmin Rice  
Asian Style Vegetables  
Freshly Baked Cookies  
28.95 per person

For seated meal events,  
please contact the sales manager  
for separate menu options



## BUILD YOUR OWN PACKAGE

ORDER FOR A MINIMUM OF 12 GUESTS

Choose One (1) of each: Salad (page 6), Protein, Vegetable, Starch, Dessert

32.95 per person

Additional Entrée: +8.00

Additional Vegetable or Starch: +4.00 each selection

### Proteins

- House Smoked BBQ Chicken with Traditional BBQ Sauce
- Sliced BBQ Brisket (+6.00)
- Parmesan Crusted Chicken with Parmesan Cream Sauce
- Chicken Piccata with Lemons and Capers Sauce
- Chicken Marsala with Mushrooms Marsala Sauce
- Blackened Chicken Breast with Meuniere Sauce
- Cajun Garlic Pork Roast
- Stuffed Paprika Chicken with Spinach, Bacon, Cheese Stuffing
- Rosemary Lemon Chicken with Lemon and Garlic
- Tuscan Chicken Breast with Sun-Dried Tomatoes
- Chili Spiced Roasted Chicken with Parmesan Cream Sauce
- Classic Pot Roast with Celery, Carrots and Onions
- Cilantro Lime Chicken
- Chipotle Meatloaf with Chipotle Cream Sauce
- Chicken Parmesan with Marinara Sauce
- Vegetarian Lasagna

### Vegetables

- Green Beans with Bacon and Onions
- Grilled Zucchini Medley
- Roasted Seasonal Vegetables
- Honey Glazed Carrots
- Brussel Sprouts with Bacon
- Blistered Grape Tomatoes with Spinach
- Roasted Broccoli and Cauliflower
- California Vegetable Blend

### Starch

- Traditional Mashed Potatoes
- Italian Seasoned Roasted Potatoes
- Cheddar-Chipotle Smashed Potatoes
- Three Cheese Macaroni and Cheese
- Cilantro Lime White Rice
- Steamed Jasmin Rice

### Dessert

- Freshly Baked Cookies
- Brownies and Dessert Bars
- NY Cheesecake with Raspberry Sauce
- Traditional Chocolate Cake

For seated meal events,  
please contact the sales manager  
for separate menu options



# HORS D'OEUVRES

COLD OPTIONS

## CEVICHE SHRIMP SHOOTER

Lime Marinated Shrimp with Pico de Gallo  
200.00 per 25

## TEXAS SHRIMP COCKTAIL SHOOTERS

Gulf Coast Shrimp, Tomatoes, Red Onions  
and Cilantro  
200.00 per 25

## STEAK CHURRASCO CROSTINI

Marinated Steak with Chimichurri Sauce  
175.00 per 25

## ANTIPASTI SKEWERS

Salami, Cheese, Olives, Marinated Artichokes  
and Roasted Bell Pepper  
150.00 per 25

## PROSCIUTTO E MELONE

Prosciutto Wrapped Cantaloupe  
125.00 per 25

## SPINACH & ARTICHOKE TART

Creamy Spinach and Roasted Artichoke  
125.00 per 25

## TRADITIONAL CHICKPEA HUMMUS

with Vegetable Sticks in a Cup  
125.00 per 25

## CAPRESE SKEWERS

Tomato, Mozzarella and Basil with Balsamic Drizzle  
125.00 per 25

## WHIPPED FETA CUCUMBER

Whipped Feta on a Cucumber Round  
125.00 per 25

## ELOTE IN A CUP

Traditional Corn with Mayo and Sour Cream,  
Queso Fresco and Chili Powder  
125.00 per 25

## OVEN ROASTED TOMATO CROSTINI

Oven Roasted Tomatoes, Whipped Ricotta Cheese  
and Balsamic Drizzle  
125.00 per 25

## AVOCADO TOAST BITES

Avocado, Roasted Tomatoes and Feta  
on Brioche Toast  
125.00 per 25

## FRUIT AND CHEESE SKEWER

Strawberries, Grapes and Cheese Cubes  
125.00 per 25

## TEXAS DEVILED EGGS

Cholula Spiced with Cilantro and Sliced Jalapeno  
110.00 per 25



# HORS D'OEUVRES

HOT OPTIONS

**CRAB CAKE**  
with Lemon Aioli  
200.00 per 25

**MINI BEEF WELLINGTON**  
with Horseradish Sauce  
175.00 per 25

**COCONUT SHRIMP**  
with Mango Chutney  
175.00 per 25

**BUFFALO CHICKEN SPRING ROLLS**  
with Blue Cheese  
150.00 per 25

**BRISKET FLOUTA**  
with Avocado Creama  
150.00 per 25

**GINGER CHICKEN SATAY**  
with Sweet Chili Sauce  
150.00 per 25

**BEEF SATAY**  
with Ponzu Sauce  
150.00 per 25

**BEEF MEATBALLS**  
Two Meatballs per Skewer with BBQ or Teriyaki Sauce  
150.00 per 25

**PIGS IN A BLANKET**  
with Shiner Bock Beer Cheese  
150.00 per 50

**CHICKEN OR PORK POTSTICKERS**  
with Ponzu Sauce (One Selection per 25)  
135.00 per 25

**BACON WRAPPED DATES**  
135.00 per 25

**MAC AND CHEESE BITES**  
with Buttermilk Ranch  
135.00 per 25

**SMOKED CHICKEN TOSTADAS**  
with Corn Salsa  
135.00 per 25

**CRISP VEGETABLE SPRING ROLLS**  
with Sweet Chili Sauce  
125.00 per 25





# PARTY PLATTERS

ORDER FOR A MINIMUM OF 12 GUESTS

## Antipasti Platter

Imported Cured Meats, Domestic Cheeses, Marinated Artichokes and Olives served with Crostini and Crackers  
14.95 per person

## Farmstead Cheese

Local Farmstead Artisan Cheeses with Dried Fruit, Honey, Grapes served with Flatbreads and Crackers  
12.50 per person

## Garden Fresh Vegetables

Seasonal Vegetables served with Buttermilk Ranch  
8.50 per person

## Hummus Trio

Traditional Chickpea, Roasted Red Pepper and Signature White Bean Hummus with Pita Chips and Veggie Sticks  
8.50 per person

## Classic Bruschetta Bar

Tomato Basil, Roasted Wild Mushrooms and Roasted Red Pepper Tapenade served with Crostini  
7.50 per person

## Salsa Sampler

Salsa Fresca, Salsa Verde and Salsa Cruda accompanied by Tortilla Chips  
5.95 per person

## Potato Chips and Gourmet Dips

Kettle-Style Potato Chips served with Roasted Garlic Parmesan, French Onion and Buttermilk Ranch Dips  
5.95 per person



## HOT BITES

ORDER FOR A MINIMUM OF 12 GUESTS

### TEXAS TWINKIES

Jalapeno stuffed with House Chopped Brisket, Cream Cheese and Wrapped in Bacon  
8.95 each

### TEXAS SLIDERS

House- Smoked Brisket, Barbecue Sauce and Crispy Onions on a Slider Roll  
7.95 each

### CHICKEN QUESADILLAS

Ancho-Marinated Chicken with Cilantro and Monterey Jack Cheese With Salsa Roja  
7.95 each (2 pieces)

### WARM PRETZEL BITES

Served with Traditional Mustard, Sriracha Mustard, and Beer Cheese  
7.95 per person

### GARLIC KNOT MEATBALL SLIDERS

Meatballs with Marinara Sauce, Mozzarella Cheese on a Garlic Knot  
6.95 each

### CAMPFIRE QUESO

Creamy Cheese Dip with Chorizo, Bell Peppers, Onions and Tomatoes. accompanied by Tortilla Chips and Salsa Roja  
6.95 per person

### WARM ARTICHOKE SPINACH DIP

Accompanied by Tortilla Chips  
6.95 per person

### LOADED POTATO SKINS

Smoked Barbecue Brisket, Cheddar Cheese, Sour Cream and Jalapeno  
6.95 each



## DESSERTS

### WILLY WONKA BOX

Chocolate dipped Cookies, Pretzels, Chips, Jumbo Marshmallow, and more  
250.00 serves 20-25

### DECADENT CHOCOLATE CAKE

with Vanilla Whipped Cream  
80.00 serves 16

### BOURBON TEXAS BREAD PUDDING

Pecan Caramel Sauce  
80.00 serves 16

### NY STYLE CHEESECAKE

Raspberry Sauce  
80.00 serves 16

### MINI CUPCAKES

Variety of Seasonal Flavors  
80.00 per two (2) dozen

### WARM FRUIT COBBLER

Choice of Peach, Apple or Cherry, Served with Vanilla Whipped Cream  
80.00 serves 16

### CANNOLI

Traditional filled Cannoli dusted with Powdered Sugar  
72.00 per dozen

### CHURROS

Cinnamon Sugar Dusted Churros served with Caramel Sauce and Chocolate Sauce  
55.00 per dozen

### FRESHLY BAKED COOKIES

Texas Sized Cookies- Double Chocolate Chunk, Oatmeal Raisin and Red Velvet  
55.00 per dozen

### COOKIE AND BROWNIE SAMPLER

Chocolate Chunk, Peanut Butter and Red Velvet and Triple Chocolate Fudge Brownies  
55.00 per dozen

### BROWNIES AND DESSERT BARS

Decadent Brownies, Lemon and Pecan Bars  
55.00 per dozen

### RICE KRISPY TREATS

Dipped in Chocolate and Peanut Butter  
42.00 per dozen



# SIGNATURE STATIONS

SAVORY

All Signature Stations Require a Chef Attendant and appropriate power supply.  
Please Discuss Station Set-up with your Sales Manager

## FROM THE WOK

Asian noodles, chicken or beef, mixed vegetables, teriyaki or ponzu sauce, served with crisp vegetable spring rolls, and fortune cookies

28.95 per person, minimum 50 guests

## NONNA'S KITCHEN

Penne Pasta with marinara and alfredo sauces, roasted chicken, variety of vegetable selections, served with garlic knots, parmesan cheese and red pepper flakes

26.95 per person, 50 guest minimum

## BBQ SLIDER STATION

Chopped Brisket and Pulled Pork served on a freshly toasted bun, with Texas toppings including pickles, white onions, pickled jalapenos and served with BBQ seasoned kettle chips

19.95 per person, 50 guests minimum

## CARVING STATION

Beef Round served with Horseradish Cream, and Creole Mustard

Whole Boneless Roast Pork Loin roasted apple & cranberry chutney

Oven-Roasted Chicken Breast with pan gravy and cranberry chutney

Country Baked Ham with stone ground mustard Served with Grilled Vegetables and Dinner Rolls

19.95 per person, 50 guests minimum per selection

## STREET TACO

Choice of ancho marinated chicken or pork served with corn tortillas, pineapple relish, diced onions, pico de gallo, guacamole, salsa roja, salsa verde, sour cream, lime wedges, queso fresco, cilantro and tortilla chips

19.95 per person, 50 guest minimum



# SIGNATURE STATIONS

SWEET

All Signature Stations Require a Chef Attendant and appropriate power supply.  
Please Discuss Station Set-up with your Sales Manager

## S'MORGASBORD

House Made Texas Sized Marshmallow Loaf torched to order, served with a variety of toppings including Pretzel Rods, Graham Crackers, Hershey's Chocolate, Reese's Cups, Oreos, Brownie Bites, Liege Waffle Halves, Hazelnut Spread, Fresh Strawberries  
25.00 per person, 50 guests minimum

## MINI PIES

Filled to order mini pie crusts with your choice of filling, topped with whipped cream or meringue  
Choose three (3) fillings:

- Banana Cream Pie
- Lemon Meringue
- S'mores
- Key Lime
- Pina Colada
- Chocolate Silk Cream
- Cappuccino Pie
- Mandarin Orange
- Strawberry Cream

14.00 per person, 50 guest minimum

## TEXAS SIZED PRETZELS

Salted Pretzels and Cinnamon Sugar Pretzels served with Mustard, Sriracha Mustard, Beer Cheese Sauce, Sweet Vanilla Glaze, and a variety of toppings  
14.00 per person, 50 guest minimum

## DONUT STATION

House Fried Donuts topped to order with choice of chocolate or vanilla glaze, toppings including M&M's, Chocolate Chips, Variety of Cereals, Vanilla Ice Cream  
14.00 per person, 50 guests minimum

## CINNAMON ROLL CARVERY

Giant Cinnamon Roll Carving Station served with Cream Cheese Icing, Toasted Pecans, Cinnamon Simple Syrup  
10.00 per person, 50 guests minimum



# BEVERAGES

## HOT BEVERAGES

### **SIGNATURE COFFEE BAR**

Freshly Brewed Starbucks Coffee served with a variety of Flavored Syrups, Whipped Cream, Cocoa and Cinnamon Powder, Half and Half and a Variety of Sweeteners.  
150.00/ 1.5 Gallons  
225.00/ 3 Gallons

### **FRESH BREWED COFFEE**

We proudly brew Starbucks coffee Regular or Decaffeinated. Includes cups, sugar, cream, etc.  
55.00/.75 Gallons (9-12 cups)  
90.00/1.5 Gallons (20-25 cups)  
180.00/ 3 Gallons (40-45 cups)

### **TEAVANA TEA BAGS**

A Variety of Teavana Selections with Hot Water, Lemons, Sugar and Sweeteners  
40.00/12 Tea Bags

## REFRESHERS

### **FRESH FRUIT INFUSED WATER**

Cucumber, Lemon, Mint or Strawberry, Lemon, Basil  
95.00/3 Gallons

### **FRESH BREWED STARBUCKS**

**ICED TEA**  
40.00/gallon

### **LEMONADE**

40.00/gallon

### **CARAFES OF JUICE**

Orange, Cranberry, or Grapefruit  
24.00/liter (Serves 6)

## BOTTLED

### **RED BULL**

Regular or Sugar-Free  
6.00/can

### **SPARKLING WATER**

6.00/bottle

### **BOTTLED SODA**

Coca-Cola, Diet Coke, Sprite, or Pibb  
4.25/bottle

### **DASANI BOTTLED WATER**

4.00/bottle

### **MINUTE MAID BOTTLED JUICE**

Orange, Tropical or Apple  
4.00/bottle



# BAR SELECTIONS

## ALCOHOL POLICIES

All alcohol must be purchased through Levy and served by a TABC certified bartender

Hosted bars based on consumption

### HOSTED COCKTAIL BAR

Featuring Deluxe Brand Vodka, Gin, Whiskey, Bourbon, Tequila, Rum and Mixers  
12.00/drink

### ASK YOUR SALES PERSON ABOUT SPECIALTY COCKTAILS FOR YOUR GROUP

MIMOSA BAR  
BLOODY MARY BAR  
SANGRIA  
OLD FASHIONED BAR  
SIGNATURE COCKTAILS  
SPIRIT-FREE BEVERAGES (MOCKTAILS)  
AND MORE

### BEER

Domestic Beer 8.00 per bottle  
Premium Beer 8.00 per bottle  
Hard Seltzer 8.00 per can  
Beer list available upon request

### WINE BY THE GLASS/BOTTLE

House White 8.00/ 40  
House Red 8.00/ 40  
House Champagne 8.00/ 40  
Wine list available upon request

### BARTENDER FEES

TABC certified bartender 150.00 per 3 hours of service  
40.00 each additional hour



# THE SCOOP

## DETAILS AND INFORMATION



### FOOD ORDERING

For the highest standard in presentation, service and quality, we ask that all food and beverage selections be placed two (2) weeks in advance. Orders can be arranged with the assistance of our Sales Team at [mcoma@levyrestaurants.com](mailto:mcoma@levyrestaurants.com). Please note that all food and beverage items are subject to a 22% service charge plus applicable sales tax. This service charge is not a tip or gratuity and is not distributed to service employees. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.

### SPECIALIZED MENUS

Levy Restaurants will endeavor to fulfill special menu requests, including gluten sensitive, vegan and vegetarian meals, whenever possible. Please place all requests for specialized menus and menu items three weeks prior to your event.

### CATERING POLICIES

Cancellation within 72 hours (3) business days of the event will result in 100% charge of the total food and beverage charges. Special Items (e.g. logo cookies, specialty ordered products) cannot be cancelled once confirmed. Additional labor charges will be applied as determined on a case by case basis for any unusual service requirements, minimal revenue events, late night, early morning or holiday events. Payment in full is required no less than 72 hours prior to the event. Levy policy requires a credit card on file for billing and incidentals.

A fee of 25.00 will be added to all orders that are received less than 48 hours prior to the event.

### SERVICE OPTIONS

Delivery and Set-up includes delivery of your food and beverage to your showroom along with the set-up and clean-up of the event with a 22% service charge. Levy Restaurants provides serving equipment for all hot food service at no additional fee. Showroom catering is delivered on high-grade disposable and compostable disposable ware. VIP china service, glassware, and linens are available and can be arranged for an additional fee with the purchase of food and beverage ordered through Levy Restaurants. Additional service staff may be requested over and above our normal staffing level for the event for an additional charge. Service times are scheduled for 2 hours to maximize food quality. Per the Texas Department of State Health Services, food may not stay out longer than 2 hours as it will reach the temperature danger zone.

### DELIVERY INFORMATION

A company representative must be present to accept and sign for delivery. In the event the showroom is closed, notification will be left advising another delivery attempt will be made at a charge of \$25.00 per delivery attempt. An additional 25.00 will be charged for any requested late service pick-up, including event day requests.





# EXHIBITOR ORDER FORM



EVENT NAME:	BOOTH NUMBER:
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COMPANY NAME:

CONTACT NAME:

PHONE NUMBER:

EMAIL ADDRESS:

ONSITE NAME + PHONE NUMBER:

**ALL ITEMS SUBJECT TO AVAILABILITY**  
EMAIL THIS COMPLETED FORM TO  
**[MCOMO@LEVYRESTAURANTS.COM](mailto:MCOMO@LEVYRESTAURANTS.COM)**

EVENT DATE:	TIME:	QUANTITY:	ITEM:	PRICE:

LEVY RESTAURANTS IS THE EXCLUSIVE CATERER AT  
THE DALLAS MARKET CENTER & DALLAS MARKET HALL

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

## **TABLES AND ELECTRICAL REQUIREMENTS**

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

TABLES AND ELECTRICITY MUST BE  
ORDERED THROUGH THE APPROPRIATE CONTRACTOR.

## **PAYMENT POLICY**

FULL PAYMENT IS REQUIRED PRIOR TO COMMENCEMENT OF  
SERVICES.  
A CREDIT CARD MUST BE ON FILE FOR ALL ORDERS

## **OTHER CHARGES**

A \$30.00 DELIVERY CHARGE WILL APPLY  
TO EACH DELIVERY AND REORDERS

**Alcoholic Beverage Policies:**

No Alcoholic Beverages may be brought into the Dallas Market Center (World Trade Center, Trade Mart and Market Hall) outside of the Levy distribution channels.  
All Alcohol must be TABC Registered to be served at DMC.

All alcoholic beverages must be poured and served by Levy TABC certified Bartenders.  
\$150 for 3 hours of service (\$30 each additional hour)

No Alcohol may be taken from the Dallas Market Center.  
Levy will take possession of all remaining beverage product at the end of event

**Beverage Orders:**

To place an order for your beverages to be available at the event, please complete the order form to include:

- Specific items you would like to order
- Quantities of items requested
- Time of service
- Booth Number and Name

Orders will be placed by Levy through the distributor, each exhibitor will be responsible for covering the cost of the purchase to Levy Restaurants.

**Sampling Guidelines:**

Event sponsors/exhibitors may sample their product at a particular event under the Levy Guidelines. All alcoholic product intended for sampling must be purchased Through Levy at cost and is subject to a 15% Handling fee. Exhibitors must provide all necessary serving tools and adhere to the below maximum sample sizes:

- Distilled Spirits: 0.5oz
- Mixed drinks: 2.0oz
- Beer: 2.0oz
- Wine/Champagne: 2.0oz

**Payment and Deadlines**

Catering orders must be placed no less than 14 days prior to event date.

Any orders within 14 days of event are subject to availability and will result in an additional 10% late fee.

100% Full Payment required prior to commencement of services.

A credit card must be on file for any orders made on site - no exceptions.

Catering services are subject to a 22% service charge and 8.25% sales tax. \*Service charge is not a gratuity.

**Beverage Menu:**

Cocktail bar on Consumption: \$12 each	House White Wine: \$40/btl
Liquor by the Bottle:	House Red Wine: \$40/btl
Tito's Vodka: \$180/1L btl	House Champagne: \$40/btl
Sauza Silver Tequila: \$155/1L btl	Beer Selections: \$195/case of 24
Tequila \$12: \$180/1L btl	Michelob Ultra, Bud Light, Coors Light, Miller Lite, Shiner Bock, Modelo, Dos Equis, Corona, White Claw Seltzer, Deep Ebuth Craft Selections
Jack Daniel's Whiskey: \$180/1L btl	
Jim Beam Bourbon: \$180/1L btl	Additional options available upon request For food options, please ask to see our full catering menu.
Bacardi Superior: \$155/btl	

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

On-site Contact Name (if \_\_\_\_\_ Phone: \_\_\_\_\_

Booth Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**CREDIT CARD INFORMATION - Visa, Master Card, American Express, or Discover**

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

Name on Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

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

DALLAS MARKET CENTER  
MARKET HALL  
EXHIBITOR FOOD SAMPLING PERMISSION FORM

I \_\_\_\_\_, of \_\_\_\_\_,  
request to serve samples of \_\_\_\_\_ in exhibitor booth \_\_\_\_\_  
for the upcoming \_\_\_\_\_ trade show.

I understand that all food and beverage sampling must be pre-approved two weeks prior to the date of the show by the Levy Restaurants Food and Beverage Division Market center and comply with the food sampling requirements outlined below. All food and beverages samples must be given away and not sold by the Exhibitor. Levy Restaurants at Dallas Market Center Food & Beverage is the exclusive caterer at Market Hall.

Any food vendor wanting to sell their products at Market Hall is required to pay 30% Commission on Sales.

A Temporary Food Establishment permit must be purchased through the Health and Human Services Office of Dallas either by the Exhibitor or Tradeshow Management Company no later than 48 hours prior to the date of the show; however, Exhibitors distributing manufactured pre-packaged food samples do not require a Temporary Food Establishment permit. Failure to display required permit during the show will result in omitting the food or beverage item offered in the exhibit. You can contact The Dallas Health Department at 214-670-8083 for detail requirement.

Per the Texas Alcoholic Beverage Commission, all alcoholic beverages must be purchased through Levy Restaurants at Dallas Market Center Food and Beverage.

Please comply with the following approved maximum food and beverage sample sizes.

- Maximum 2 fluid oz. Liquid Food Sample (yogurt, chili, etc)
- Maximum 1" Cube Food Sample
- Maximum 4 fluid oz. Non Alcoholic Beverage Sample & 2 fluid oz Alcoholic Beverages Sample

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

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

Please mail or fax this form to :  
Levy Restaurants at Dallas Market Center  
2100 North Stemmons Freeway  
Dallas, Texas 75207  
Phone: 214-655-7698  
Fax: 214-744-7439

## BOOTH & CARPET CLEANING

### Booth Vacuuming

VACUUM ONCE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47050	0 - 399 sq. ft.		\$0.46	\$0.55	\$0.60	
47051	400 - 900 sq. ft.		\$0.40	\$0.45	\$0.50	
47052	400+ sq. ft.		\$0.40	\$0.45	\$0.50	

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0 - 399 sq. ft.		\$1.38	\$1.60	\$1.50	
47056	400 - 900 sq. ft.		\$1.25	\$1.45	\$1.60	
47057	400+ sq. ft.		\$1.15	\$1.30	\$1.45	

### Porter Service

Includes emptying wastebaskets within the booth every two hours during the show.

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		\$0.45	\$0.50	\$0.55	
47031	Daily Porter		\$1.40	\$1.60	\$1.80	

### Specialty Services

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		\$0.60	\$0.70	\$0.80	
47022	Mop Daily		\$1.50	\$1.70	\$1.90	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$138.25	\$159.00	\$178.10	
47044	Daily		\$377.05	\$433.60	\$485.65	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	\$8.25%
AMOUNT DUE	\$ _____

### PAYMENT POLICY

**PAYMENT POLICY ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW / EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW / EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 3 DAYS PRIOR TO OPENING TO RECEIVE REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE.**

**TERMS: CREDIT CARD ONLY PRIOR TO EVENT**

### Customer Information

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Booth#: \_\_\_\_\_

### Billing Information

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ SecCode: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_ Billing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

<p><b>Return Copy To:</b>                      P: (210)306-1967                      E: expoklean@gmail.com</p>
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Event: \_\_\_\_\_  
 Exhibitor: \_\_\_\_\_  
 Booth# \_\_\_\_\_

To place orders for booth electricity go to  
<https://ordering.ges.com/042695769>

## Wireless Internet

The Dallas Market Hall offers free wireless internet service throughout. Open your internet browser and look for the Dallas Market Hall Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend you bring a dedicated hot spot for guaranteed service.

# Local Florists

McShan Florist

10311 Garland Rd.

Dallas, TX 75218

(214) 324-2481

[www.mcshanflorist.com/](http://www.mcshanflorist.com/)

[comments@mcshan.com](mailto:comments@mcshan.com)

Mocking Bird Florist

5606 East Mockingbird Lane

Dallas, TX 75206

214-821-1433

[www.mockingbirdflorist.com/](http://www.mockingbirdflorist.com/)

[orders@mockingbirdflorist.com](mailto:orders@mockingbirdflorist.com)

Dr Delphinium

5806 W Lovers Ln

Dallas, TX 75225

(214) 522-9911

[www.drdelphinium.com/](http://www.drdelphinium.com/)

[customerservice@drdelphinium.com](mailto:customerservice@drdelphinium.com)