



EXPO  
EVENT SERVICES

# Exhibitor Services Manual

New York Travel & Adventure Show  
January 25 - 26, 2025  
Jacob K. Javits Convention Center  
New York, NY



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Deadline Date January 16, 2025

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# New York Travel & Adventure Show

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## WELCOME TO ONLINE ORDERING



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

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

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

This area will provide you with the place to order all your booth furnishings, flooring, labor, sign hanging, and material handling needs for your upcoming show. If you need help shipping your materials, please contact TS Shipper at [info@tshipper.com](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.



## New York Travel & Adventure Show

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

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

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

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

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

### Official General Contractor

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

Phone: (201) 300 - 2782  
Fax: (917) 591 - 8316  
Email: [orders@expoeventservices.com](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 01/23/2025</b>	<b>8:00am - 5:00pm</b>
<b>Exhibitor Move-In:</b>	<b>Friday 01/24/2025</b>	<b>9:00am - 5:00pm</b>
<b>Event Open:</b>	<b>Saturday 01/25/2025</b>	<b>9:30am - 5:00pm/ Travel Advisors</b> <b>10:00am - 5:00pm/ Public</b>
<b>Event Open:</b>	<b>Sunday 01/26/2025</b>	<b>11:00am - 4:00pm</b>
<b>Exhibitor Move-Out:</b>	<b>Sunday 01/26/2025</b>	<b>Close of Show - 8:00pm.</b>
<b>Clear Floor:</b>	<b>Sunday 01/26/2025</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 **4:00pm on January 26, 2025**; this process should take approximately **two (2) HOURS**.

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

**All carriers must check-in for pick-up no later than 6:00pm on Sunday, January 26, 2025**





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### Shipping Addresses

*Advance Receiving  
/Shipments*

#### New York Travel & Adventure Show

Advance Shipments are through TS Shipper, The Official Show Carrier ONLY.  
See Pages 25 - 30 for ordering and shipping details. Direct Contact: [dtullo@tsshipper.com](mailto:dtullo@tsshipper.com)

*Direct Shipments  
to Show Site*

#### New York Travel & Adventure Show

Shipments Should Arrive on: **JANUARY 23, 2025 (1PM - 5PM)**  
c/o Expo Event Services **JANUARY 24, 2025 (8AM - 4PM)**  
Jacob K. Javits Convention Center  
369 12th Avenue  
New York, NY 10001

**State Tax 8.875% (Tax Rates Subject To Change)**

### Service Center

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

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

#### TEAMSTER UNION

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

#### CARPENTER UNION

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

#### ELECTRICAL UNION

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

#### FREIGHT HANDLING

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

#### WORK BREAKS & GRATUITIES

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

#### IN GENERAL

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

## EXHIBITOR FAQ'S



### 1 What Comes With My Booth?

Each 10'x10' booth space includes:

- 8' high black back-wall drape
- 3' high black side-rail drape
- 1 - 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.

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### **Can I Leave Items In My Booth Overnight?**

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

**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



## New York Travel & Adventure Show

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## MUST READ

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

The Official Service Contractor is appointed to:

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

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

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

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

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



# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

00/00/00

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

Name of Insurance Agency  
Street Address  
City, State Zip

THIS CERTIFICATE IS 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.

<b>CERTIFICATE HOLDER</b>	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER _____	<b>CANCELLATION</b>
Expo Event Services 1700 York Ave Suite 2T New York, NY 10128		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Name (First & Last)

# INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION



## New York Travel & Adventure Show

Deadline Date January 16, 2025

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January 25 - 26, 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



## New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 25 - 26, 2025

Deadline Date January 16, 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 tank cannot exceed an 1/8. 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.
- Health & Safety is Our Top Priority <https://javitscenter.com/reopening-together>

# POV/ASSISTED CART LOAD FORM



## New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 25 - 26, 2025

**Deadline Date January 16, 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



## New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 25 - 26, 2025

Deadline Date January 16, 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 1/8th tank of fuel is permitted per vehicle.
2. Cannot be refueled or emptied inside .
3. Venue electrician will disconnect battery upon move in and reconnect battery at move out. Venue electrical will charge exhibitor 1/2 hr inbound, 1/2 outbound.
4. Fuel tank must be equipped with a locking gas cap.
5. Must be locked during non show hours.
6. Repairs or alterations may not be made inside the Javits Center.
7. Must have adequate floor covering beneath the vehicle.
8. Must be turned off when parked inside

TOTAL \$ \_\_\_\_\_

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

## New York Travel & Adventure Show

Deadline Date January 16, 2025

Jacob K. Javits Convention Center

January 25 - 26, 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



## New York Travel & Adventure Show

Deadline Date January 16, 2025

Jacob K. Javits Convention Center

January 25 - 26, 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

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

PLEASE SIGN

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

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

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

### Services and Equipment Ordered

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

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

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

\$

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

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

# THIRD PARTY BILLING REQUEST



## New York Travel & Adventure Show

Deadline Date January 16, 2025

Jacob K. Javits Convention Center

January 25 - 26, 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	<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:25%"> </td> <td style="width:25%"> </td> <td style="width:25%"> </td> <td style="width:25%"> </td> </tr> </table>				

CARDHOLDERS NAME	PLEASE PRINT	
CARDHOLDERS BILLING ADDRESS	CITY	
STATE	ZIP	COUNTRY

- |                                      |                                                |
|--------------------------------------|------------------------------------------------|
| All Services<br>I & D Labor<br>Signs | Rental Furniture<br>Material Handling In & Out |
|--------------------------------------|------------------------------------------------|

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

PLEASE SIGN	<b>X</b> _____ 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	<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:25%"> </td> <td style="width:25%"> </td> <td style="width:25%"> </td> <td style="width:25%"> </td> </tr> </table>				

CARDHOLDERS NAME	PLEASE PRINT	
CARDHOLDERS BILLING ADDRESS	CITY	
STATE	ZIP	COUNTRY

- |                                      |                                                |
|--------------------------------------|------------------------------------------------|
| All Services<br>I & D Labor<br>Signs | Rental Furniture<br>Material Handling In & Out |
|--------------------------------------|------------------------------------------------|

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

PLEASE SIGN	<b>X</b> _____ CARDHOLDER'S SIGNATURE
-------------	---------------------------------------------



# SHIPPING INFORMATION



## New York Travel & Adventure Show

Deadline Date January 16, 2025

Jacob K. Javits Convention Center

January 25 - 26, 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 1/8 tank of gasoline.
2. Battery must be disconnected by Javits electrician.
3. Gas cap must be taped down
4. Keys should be left with Show Manager

### Freight Handling Services

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

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

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### Advance Warehouse Shipments

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

#### Rates Include:

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

Make out the bill of lading and consign as follows:

**To:**  
Name of Exhibitor AND Booth Number

**For:**  
**New York Travel & 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:**  
**New York Travel & Adventure Show**

**C/O:**  
Expo Event Services  
369 12th Avenue  
New York, NY 10001

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



## New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 25 - 26, 2025

Deadline Date January 16, 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.

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

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

# MATERIAL HANDLING ORDER FORM



## New York Travel & Adventure Show

Deadline Date January 16, 2025

Jacob K. Javits Convention Center

January 25 - 26, 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

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

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

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

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

CRATED / SKIDDED / SPECIAL HANDLING		
	Per 100 lbs	100 lbs Minimum
<b>ST/DT</b>	<b>\$310.00</b>	<b>\$310.00</b>
<b>OT/DT</b>	<b>\$375.00</b>	<b>\$375.00</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	\$
----------------------	--------	--------------------------------------------	----

We will be shipping approximately	number of pieces.
-----------------------------------	-------------------

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

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

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

# KEY INFORMATION FORM



## New York Travel & Adventure Show

Deadline Date January 16, 2025

Jacob K. Javits Convention Center

January 25 - 26, 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**  
JANUARY 23, 2025 (1PM - 5PM)  
JANUARY 24, 2025 (8AM - 4PM)

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



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

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

SHOW SITE LABEL

**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
JANUARY 23, 2025 (1PM - 5PM)  
JANUARY 24, 2025 (8AM - 4PM)

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



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

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

SHOW SITE LABEL

**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
JANUARY 23, 2025 (1PM - 5PM)  
JANUARY 24, 2025 (8AM - 4PM)

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



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

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

SHOW SITE LABEL

**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
JANUARY 23, 2025 (1PM - 5PM)  
JANUARY 24, 2025 (8AM - 4PM)

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



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

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

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

SHOW SITE LABEL

**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
JANUARY 23, 2025 (1PM - 5PM)  
JANUARY 24, 2025 (8AM - 4PM)

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



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

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

SHOW SITE LABEL

**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
JANUARY 23, 2025 (1PM - 5PM)  
JANUARY 24, 2025 (8AM - 4PM)

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



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

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

SHOW SITE LABEL

**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
JANUARY 23, 2025 (1PM - 5PM)  
JANUARY 24, 2025 (8AM - 4PM)

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



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

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

SHOW SITE LABEL

**RUSH!**

EXHIBITION FREIGHT

**MUST ARRIVE**  
JANUARY 23, 2025 (1PM - 5PM)  
JANUARY 24, 2025 (8AM - 4PM)

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



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

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

# CARAVAN ORDER FORM



Deadline Date January 16, 2025

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

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

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

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

<b>PAYMENT AUTHORIZATION</b>
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**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!*



**New York**  
Jacob K. Javits Convention Center  
January 25 - 26, 2025



**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: New York Travel & Adventure Show

Show Dates: January 25 - 26, 2025

Venue: Jacob K. Javits Convention Center

**CONTACT INFORMATION**

Company Name:

Contact Name:

Address:

Phone:

Email:

**PICK UP LOCATION**

Company Name:

Contact Name:

Street Address:

City

State / Country

Zip / Postal Code:

Phone:

**SHIPPING DESTINATION**

Company Name:

Show Name:

Booth #:

Street Address:

City:

State / Country:

Zip / Postal Code:

Phone:

Onsite Contact:

**TYPE OF SERVICE**

Truck Load

Deferred

2nd Day Air

Overnight Air

Economy / Standard Group

3rd Day Air

**ADDITIONAL SERVICE**

Lift Gate

Residential

Inside Pick Up

Declared Value (\$):

**Declared Value can not exceed \$10,000**

Phone: 216-566-5953

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

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



**TS SHIPPER LLC - INBOUND FORM**



Show Name: [EVENT NAME]

Show Dates: [EVENT DATES]

Venue: [VENUE]

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

**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



**\$3,900.00**

## 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.



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## 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)



**\$8,250.00**

### **Furnishing**

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

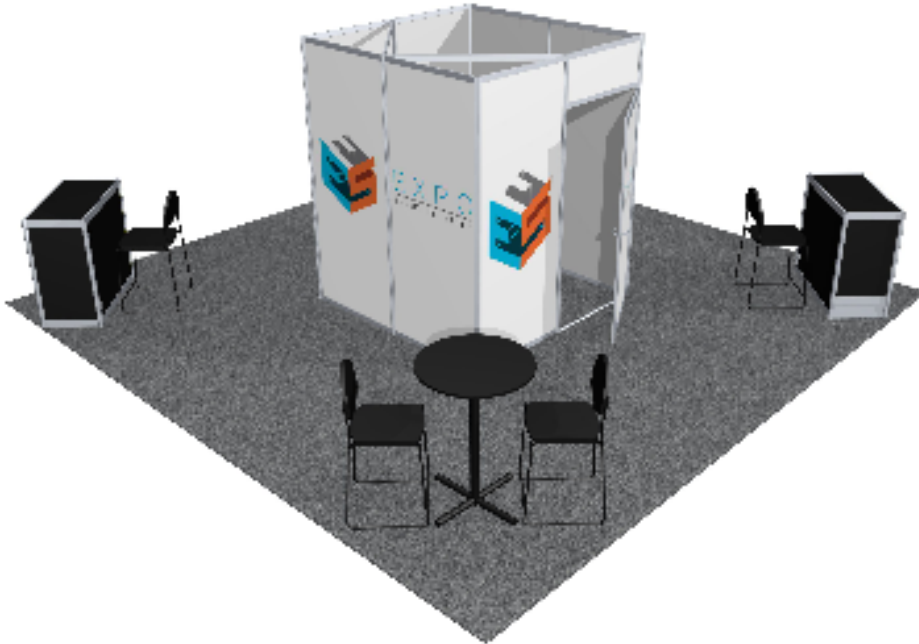
Prices are based on orders and artwork are supplied 30 days out rush charges will be quoted on specs.



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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



## New York Travel & Adventure Show

Deadline Date January 16, 2025

Jacob K. Javits Convention Center

January 25 - 26, 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"	\$64.00	\$83.00	
	11" x 17"	\$75.00	\$98.00	
	14" x 22"	\$92.00	\$120.00	
	22" x 28"	\$112.00	\$146.00	
	24" x 36"	\$227.00	\$295.00	
	30" x 40"	\$245.00	\$319.00	
	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 @ 8.875% = \_\_\_\_\_ = 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



## New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 25 - 26, 2025

Deadline Date January 16, 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.



#### Fonts

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

# HANGING SIGNS/BANNERS INFORMATION FORM



## New York Travel & Adventure Show

Deadline Date January 16, 2025

Jacob K. Javits Convention Center

January 25 - 26, 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

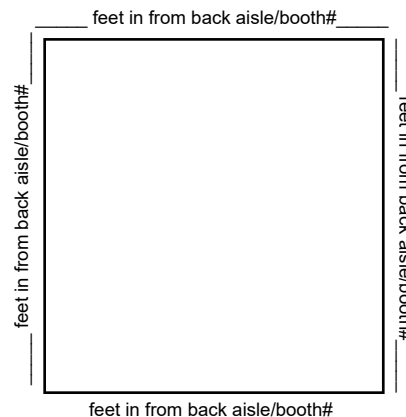
Exhibitor Provided

CHAIN MOTORS				
QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	\$762.00	\$991.00	
	1 Ton Chain Motor	\$952.00	\$1,238.00	

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

#### PLACEMENT DIAGRAM

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



Number of feet from floor to bottom of sign: \_\_\_\_\_ ft

Would you like your sign centered over your booth?

Yes    No (I will provide an overhead sketch)

# HANGING SIGNS/BANNERS ORDER FORM



## New York Travel & Adventure Show

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

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

### IMPORTANT NOTES

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

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

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

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

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

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

Additional charges will apply for any cables, connectors or other equipment deemed necessary to safely complete the installation of overhead sign or truss system. A EES certified rigger will determine such requirements onsite.

**PLEASE INDICATE METHOD OF SUPERVISION YOU REQUIRE:**

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

### SIGN ASSEMBLY / DISASSEMBLY LABOR

Please indicate who will supervise ASSEMBLY:

EES Supervision     
  Exhibitor/Display House Supervision

Please indicate who will supervise DISASSEMBLY:

EES Supervision     
  Exhibitor/Display House Supervision

SIGN ASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$263.00	\$342.00	
	OT	\$432.00	\$562.00	
	Holiday	\$530.00	\$689.00	
EES Supervision: _____ x 30% =				
		(Assembly total)	(\$40.00 minimum)	

SIGN DISASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$263.00	\$342.00	
	OT	\$432.00	\$562.00	
	Holiday	\$530.00	\$689.00	
EES Supervision: _____ x 30% =				
		(Assembly total)	(\$40.00 minimum)	

Date of Assembly: \_\_\_\_\_  
 Requested Start Time: \_\_\_\_\_

Date of Disassembly: \_\_\_\_\_  
 Requested Start Time: \_\_\_\_\_

### OVERHEAD SIGN RIGGING LABOR

RIGGING INSTALLATION				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$1,142.00	\$1,485.00	
	OT	\$1,504.00	\$1,955.00	
	Holiday	\$1,780.00	\$2,314.00	

Date of Assembly: \_\_\_\_\_  
 Requested Start Time: \_\_\_\_\_

RIGGING REMOVAL				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$1,142.00	\$1,485.00	
	OT	\$1,504.00	\$1,955.00	
	Holiday	\$1,780.00	\$2,314.00	

Date of Disassembly: \_\_\_\_\_  
 Requested Start Time: \_\_\_\_\_

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

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

# DISPLAY LABOR ORDER FORM



## New York Travel & Adventure Show

Deadline Date January 16, 2025

Jacob K. Javits Convention Center

January 25 - 26, 2025

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

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

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

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

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

Labor	Schedule	Rates: per person/per hour	
		Discount Price	Standard Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$238.00	\$310.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$415.00	\$539.00
Double Time	Sundays and Holidays	\$481.00	\$625.00

### 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



## New York Travel & Adventure Show

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Jacob K. Javits Convention Center

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COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

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

### INBOUND SHIPPING INFORMATION

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

### SET-UP INFORMATION

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

Graphics:  With Exhibit  Shipped Separately

Comments: \_\_\_\_\_  
\_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_  
\_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

Ship To: \_\_\_\_\_  
\_\_\_\_\_

Method:  Common Carrier  Air Freight  Van Line  Other: \_\_\_\_\_

Carrier (If Known): \_\_\_\_\_

Freight Charges:  Prepaid  Bill To: \_\_\_\_\_  
 Collect \_\_\_\_\_

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

Special Instructions/Comments: \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact:

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



# STANDARD CARPET ORDER FORM



## New York Travel & Adventure Show

Deadline Date January 16, 2025

Jacob K. Javits Convention Center

January 25 - 26, 2025

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

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

### STANDARD CARPET



Black



Blue



Green



Gray



Red



Burgundy



White

Qty	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$398.00	\$517.00	
	10' x 20' Booth Carpet	\$796.00	\$1,035.00	
	10' x 30' Booth Carpet	\$1,192.00	\$1,550.00	

#### Standard Cut

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

### CUSTOM CARPET



Black



Blue



Green



Gray



Red



Burgundy



White

Qty	Item	Discount	Standard	Total
	Carpet Cut Carpet	\$6.56 sq.ft.	\$8.53 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"	\$2.79 sq.ft.	\$3.63 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

Payment Authorization Form must accompany order.

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

**Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.**

# STANDARD FURNITURE

## New York Travel & Adventure Show

Jacob K. Javits Convention Center

January 25 - 26, 2025

Deadline Date January 16, 2025

### Chairs



Upholstered Side Chair



Upholstered Tall Stool

### Pedestal Tables

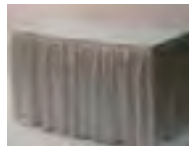


30" High Black Table



42" High Black Table

### Draped & Undraped Tables



### Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

# STANDARD FURNITURE & ACCESSORIES ORDER FORM



## New York Travel & Adventure Show

Deadline Date January 16, 2025

Jacob K. Javits Convention Center

January 25 - 26, 2025

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COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

	Qty	Item	Discount Price	Standard Price	Color	Total Price
CHAIRS		Upholstered Chair	\$133.00	\$173.00	N/A	
		Tall Black Stool	\$170.00	\$221.00	N/A	
UNDRAPED TABLES		4' x 24" x 30" Undraped Table	\$123.00	\$160.00	N/A	
		6' x 24" x 30" Undraped Table	\$135.00	\$176.00	N/A	
		8' x 24" x 30" Undraped Table	\$154.00	\$200.00	N/A	
UNDRAPED COUNTERS		4' x 24" x 42" Undraped Counter	\$135.00	\$176.00	N/A	
		6' x 24" x 42" Undraped Counter	\$150.00	\$195.00	N/A	
		8' x 24" x 42" Undraped Counter	\$166.00	\$216.00	N/A	
DRAPED TABLES	<b>Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White</b>					
		4' x 24" x 30" High Draped Table	\$324.00	\$421.00		
		6' x 24" x 30" High Draped Table	\$362.00	\$471.00		
		8' x 24" x 30" High Draped Table	\$412.00	\$536.00		
	4th side Draped – 30"	\$140.00	\$182.00			
DRAPED COUNTERS	<b>Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White</b>					
		4' x 24" x 42" High Draped Counter	\$247.00	\$321.00		
		6' x 24" x 42" High Draped Counter	\$288.00	\$374.00		
		8' x 24" x 42" High Draped Counter	\$328.00	\$426.00		
	4th side Draped – 42"	\$113.00	\$147.00			
DRAPE	<b>Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White</b>					
		3' High Banjo Drape (4 ft. min. order)	\$27.00 /ft	\$35.00 /ft		
	8' High Banjo Drape (4 ft. min. order)	\$30.00 /ft	\$39.00 /ft			
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$359.00	\$467.00	N/A	
		30" x 42" High Pedestal Table	\$408.00	\$530.00	N/A	
ACCESSORIES		Chrome Easel	\$86.00	\$112.00	N/A	
		Wastebasket	\$58.00	\$75.00	N/A	
		Retractable Stanchion	\$211.00	\$274.00	N/A	
		Coat Tree	\$86.00	\$112.00	N/A	

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

Payment Authorization Form must accompany order.

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

Deadline Date: JANUARY 16, 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



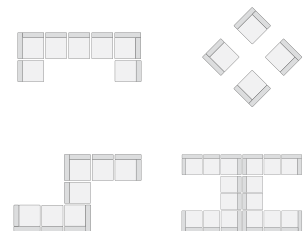
### Function Armless Chair - White

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: JANUARY 16, 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



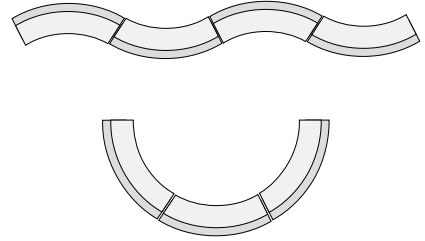
### Continental Curved Bench

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



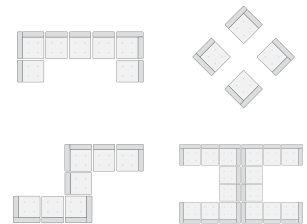
### Boca Corner

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: JANUARY 16, 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: JANUARY 16, 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

Deadline Date: JANUARY 16, 2025

## 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: JANUARY 16, 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: JANUARY 16, 2025

# CUBE OTTOMANS



## Rubix Cube Ottomans

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



## Blanc Cube Ottoman

Bright White Leather  
17"Square x 17"H



## Metro Cube Ottoman

Black Leather  
18"Square x 18"H

**CHARGED** 



**Essentials Turning Bed - Charged**

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

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



**Boca Corner - Charged**

Bright White Leather  
27"Square x 30"H

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



**Boca Chair - Charged**

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

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



**Aspen Bar Table - Charged**

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

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



**Aspen Cocktail Table - Charged**

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

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



**Patrice Table Chair - Charged**

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

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



**Lincoln Bench - Charged**

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

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



**Command 8' Conference Table - White Charged**

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

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

**Deadline Date: JANUARY 16, 2025**

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



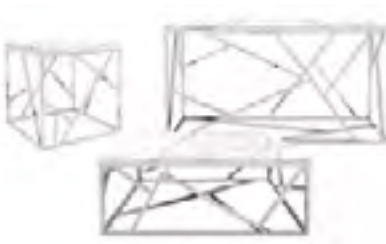
### **Novel Tables**

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



### **Fuze Tables**

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



### **London Tables**

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



Deadline Date: JANUARY 16, 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: JANUARY 16, 2025**

## **BARS & BAR BACKS**



### **VIP Glow Bar 6'**

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



### **VIP Glow Bar 4'**

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



### **Bar**

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



### **Blox Bar Back**

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



### **Piazza Bar Back**

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



### **Elara Bar**

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



### **Razor Bar**

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

# STOOLS



**Criss Cross Bar Stool**

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



**Colin Stool**

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



**Euro Bar Stool**

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



**Milo Bar Stool**

- Black
  - California Wine
  - Chartreuse
  - Chocolate
  - Jade
  - Victory Blue
  - White
- 20"W x 21"D x 41"H



**Hourglass Bar Stool**

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



**Equino Stool**

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



**Clara Stool**

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

# STOOLS



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



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



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



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

# CAFÉ CHAIRS



## Milo Chair

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

20"W x 21"D x 41"H

# CAFÉ CHAIRS



**Clara Chair**

White  
18"W x 21"D x 35"H



**Leslie Chair**

White  
17"W x 21"D x 31"H



**Criss Cross Chair**

■ Espresso Leather  
□ White Leather  
17"W x 21"D x 35"H



**Elio Chair**

Steel  
17"Square x 33"H



**Caprice Chair**

Black  
25"W x 24"D x 32"H



**Comet Chair**

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



**Sonic Chair**

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



**Nexus Chair**

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



**Colin Chair**

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

# BAR TABLES



**24" Square Bar Table - Cosmo**  
Available in Black or Chrome Base  
24"Square x 42"H



**24" Square Bar Table - Emerald Tide**  
Available in Black or Chrome Base  
24"Square x 42"H



**24" Square Bar Table - Icebreaker**  
Available in Black or Chrome Base  
24"Square x 42"H



**24" Square Bar Table - Sirona**  
Available in Black or Chrome Base  
24"Square x 42"H



**32" Round Bar Table - Cement**  
Available in Black or Chrome Base  
32"Round x 42"H



**32" Round Bar Table - Yukon Gold**  
Available in Black or Chrome Base  
32"Round x 42"H



**32" Round Bar Table - Smoke**  
Available in Black or Chrome Base  
32"Round x 42"H



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



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

# BAR TABLES



**City Bar Table**

Maple/Black 30"  
30"Round x 42"H  
Maple/Black 36"  
36"Round x 42"H



**Park Ave Bar Table**

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



**Summit Bar Table**

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



**Blanco Bar Table**

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



**Fuze Bar Table**

Zebrawood Laminate/Chrome  
36"Square x 42"H



**Blanco Square Bar Table**

White/Chrome  
24"Square x 42"H



**Blanco Rectangle Bar Table**

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



**Spectrum Bar Table - Red**

Red/Chrome  
24"Square x 42"H



**Spectrum Bar Table - Blue**

Blue/Chrome  
24"Square x 42"H



## BAR TABLES



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



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



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

## CAFÉ TABLES



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



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



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



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



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



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

## CAFÉ TABLES



**32" Round Café Table - Smoke**

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



**Euro Café Table**

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



**Silk Café Table**

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



**Park Ave Café Table**

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



**City Café Table**

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



**Blanco Café Table**

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



**Summit Café Table**

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



**Fuze Café Table**

Zebrawood Laminate/Chrome  
36"Square x 30"H



**Blanco Square Café Table**

White/Chrome  
24"Square x 30"H

# CAFÉ TABLES



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



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



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



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



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



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



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



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

OFFICE SEATING



**Tamiri High Back Chair**

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



**Tamiri Mid Back Chair**

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



**Tamiri Guest Chair**

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



**Accord Chair**

■ Black  
□ White  
25"Square x 44"H



**Goal Task Chair**

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



**Goal Task Chair - Armless**

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



**Goal Drafting Stool**

Black  
25"W x 24"D x 48"H



**Goal Drafting Stool - Armless**

Black  
21"W x 24"D x 48"H



**Rimati Hi-Back Chair - White**

■ Black  
□ White  
30"W x 28"D x 47-50"H



**Rimati Guest Chair - Black**

■ Black  
□ White  
27"W x 25"D x 40"H

# CONFERENCE TABLES



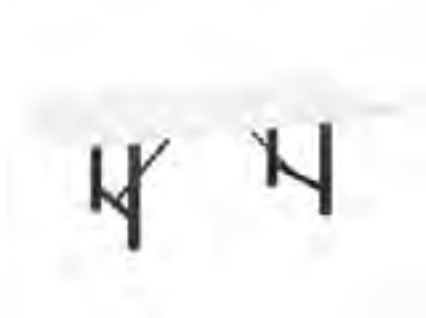
**Conference Table Round**

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



**Command 6' Conference Table**

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



**Command 8' Conference Table**

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



**Command 10' Conference Table**

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

# OFFICE FURNITURE



**Computer Kiosk**

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



**Storage Credenza**

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



**Jr Executive Desk**

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

## OFFICE FURNITURE



### Executive Desk

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



### 5-Shelf Bookcase

■ Black  
■ Mahogany  
36"W x 12"D x 72"H



### Brooklyn Rectangle Dining Table

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



### Brooklyn Round Dining Table

Clear Glass/Chrome  
42"Round x 30"H



### Aspen Dining Table

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

**Deadline Date: JANUARY 16, 2025**

# METAL FILE & STORAGE CABINETS



### 2-Drawer File

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



### 4-Drawer File

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



### 2-Drawer Lateral File

Black  
36"W x 18"D x 27"H



### 4-Drawer Lateral File

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



### Storage Cabinet

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

# PEDESTALS



### 42" Display Pedestals

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



### 36" Display Pedestals

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



### 30" Display Pedestals

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



### Locking Pedestal

- Black  
24"Square x 42"H
- White



### Fuze Pedestal

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



### London Pedestal

- Marble/Chrome  
16"Square x 44"H



Deadline Date: JANUARY 16, 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	\$-
<b>Jasper (Pg. 7)</b>					
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	\$-
<b>Niko (Pg. 7)</b>					
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	\$-
<b>Cromwell (Pg. 8)</b>					
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	\$-
<b>Stage Chairs (Pg. 8)</b>					
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	\$-
<b>Ottomans &amp; Benches (Pg. 9)</b>					
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	\$-
<b>Banquettes &amp; Turning Beds (Pg. 9)</b>					
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	\$-
<b>Cube Ottomans (Pg. 10)</b>					
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	\$-
<b>Charged (Pg. 11)</b>					
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	\$-
<b>Occasional Tables (Pg. 12 &amp; 13)</b>					
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>			

# CULTIVATED SAMPLING FORM

This information packet includes the sampling guideline and link to the sampling form

## ALCOHOLIC BEVERAGES

### 1 DO YOU QUALIFY?

#### Are you the Manufacturer or Distributor?

Show Management of expositions and trade shows, and/or their exhibitors, may distribute samples of alcoholic beverage products only upon written authorization and adherence.

Items dispensed are limited to products  
**MANUFACTURED, PROCESSED OR  
DISTRIBUTED BY EXHIBITING COMPANIES.**

### 3 SAMPLING ALCOHOL

All alcohol sampling requires a Cultivated  
Bartender to pour and serve.

Bartender \$277 per five (5) hours. Five (5) hour minimum. \$90 for each additional hour after the first 5.

Cultivated is required to receive,  
handle, & store ALL alcohol product.

**EXHIBITING COMPANY MUST OBTAIN ALL PERMITS AND/OR LICENSES IN  
ACCORDANCE WITH APPLICABLE LAW.**

For alcohol sampling, please obtain a Marketing Permit through the New York State  
Liquor Authority website and submit certificate 10 business days prior to the event.

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

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

### 5 ADDITIONAL SERVICES

#### Support Staff Available:

Staffing Rates: \$262 per five (5) hours.  
Five (5) hour minimum. \$97 for each  
additional hour after the first 5.

Steward/Dishwasher Rates: \$262 per  
five (5) hours. Five (5) hour minimum. \$97  
for each additional hour after the first 5.

#### Other available products & services:

- Equipment rental
- Smallwares rental
- Serving vessels
- Ice
- Disposable supplies

**Note:** Please reach out to your  
catering sales lead to avail these  
added services and products.

### 2 SIZE RESTRICTIONS

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

#### ALCOHOLIC BEVERAGES SAMPLING SIZES

2 oz. for beer/wine                      0.25 oz for liquor.

Beverage products brought on the premises for consumption that  
do not fall within the sampling parameters require discussion with  
the CULTIVATED team for further review + consideration.

For larger serving sizes, please consult with your catering sales lead  
or potential buy-out option.

### 4 STORAGE, DELIVERY & SHIPPING

Alcoholic products cannot be hand-carried and must be shipped  
to Cultivated at **655 West 34th St New York, NY 10001** for UPS/  
FEDEX/USPS shipment and **369 12th Ave New York, NY 10001** for  
distribution companies. Please label as "**Attention CULTIVATED +  
Show name + Company name/Shipper.**"

Storage space is limited and is subject to availability. Please contact a  
catering sales lead to arrange storage and deliveries.

#### Applicable Fees:

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

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

Delivery Fee: **\$51.00 per delivery**

### 6 PAPERWORK SUBMISSION

#### RETURN TO LEVY

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

OR USE QR CODE





# CULTIVATED

## NON-ALCOHOLIC BEVERAGES

This information packet includes the sampling guideline and link to the sampling form

## SAMPLING FORM

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

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

### 1 DO YOU QUALIFY?

#### Are you the Manufacturer or Distributor?

Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLES of beverage products ONLY upon written authorization and adherence.

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

### 2 SIZE RESTRICTIONS

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

Non-Alcoholic Beverages are limited to a maximum of 4 oz. in a cup. No cans or bottles will be permitted.

### 3 BUYOUT FEES

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

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

### 4 STORAGE, DELIVERY & SERVICES

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

\*For other requirements please contact your sales lead.

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

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

Delivery Fee: **\$51.00 per delivery**

Staffing Rates: **\$262** per five (5) hours, Five (5) hour minimum. **\$97** for each additional hour after the first 5.

Steward/Dishwasher Rates: **\$262** per five (5) hours, Five (5) hour minimum. **\$97** for each additional hour after the first 5.

### 5 PAPERWORK SUBMISSION

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

OR USE QR CODE



# CULTIVATED FOOD PRODUCTS

This information packet includes the sampling guideline and link to the sampling form

## SAMPLING FORM

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

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

### 1 DO YOU QUALIFY?

#### Are you the Manufacturer or Distributor?

Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLES of food products ONLY upon written authorization and adherence.

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

### 4 STORAGE, DELIVERY & SERVICES

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

\*For other requirements please contact your sales lead.

### 2 SIZE RESTRICTIONS

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

Food items are limited to "bite size", not to exceed Portions or a 2 oz. prepackaged samples.

### 3 BUYOUT FEES

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

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

### 5 PAPERWORK SUBMISSION

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

#### OR USE QR CODE



# CULTIVATED

## CATERING MENU 2025 PREVIEW



# ABOUT US

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

## CULTIVATED

BY NEW YORK

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

To connect with us, contact CULTIVATED sales office at:  
212-216-2400 | [Services@CultivatedNY.com](mailto:Services@CultivatedNY.com)

To learn more about CULTIVATED, visit:

   [CultivatedNY | CultivatedNY.com](#)



# SUSTAINABILITY

## TOTAL FOOD UTILIZATION

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

## GREASE RECYCLING

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

## FOOD RESCUE

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



## WASTE MANAGEMENT

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

## WATER COOLERS

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

## SKIP THE STRAW

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

## LINEN USE

Cultivated minimizes the use of linen whenever possible to save water, energy, and reduce chemical waste deposits in our sewer systems.

## THE FARM

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



## THE FARM ICON

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

## JACOB'S HONEY

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

## THE GREENHOUSE

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

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

# BREAKFAST



# BREAKFAST PACKAGES

MINIMUM OF 24 GUESTS | ALL BREAKFAST PACKAGES INCLUDE COFFEE/DECAF/GOURMET TEA AND FRESH SQUEEZED ORANGE JUICE

## CHEF'S TABLE

### THE CONTINENTAL EXPERIENCE

Local and Seasonal Sliced Fruit **V<sup>2</sup> AVG**

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

Pre-Packaged Selection of Plain and Fruit Flavored Individual Yogurts **V AVG**

**\$28 per person**

### CLASSIC BREAKFAST TABLE

Local and Seasonal Sliced Fruit **V<sup>2</sup> AVG**

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

Eggs **V AVG**

Scrambled, Fried, or Frittata with Mushroom and Sun-Dried Tomatoes

Crispy Applewood Smoked Bacon/Chicken Apple Sausage/Pork Sausage **AVG**

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

**\$38 per person**

### HEALTHY AND FIT CONTINENTAL

Local and Seasonal Sliced Fruit **V<sup>2</sup> AVG**

Chia Seed Coconut Pudding with Seasonal Fruit Compote **V<sup>2</sup> AVG N**

Goji Berry Pistachio Squares **V<sup>2</sup> N**

Jacob's Honey Lemon Granola Bar **V N**

Old Fashioned Oats **V AVG**

Dried Fruit/Brown Sugar/Walnuts **N**/Pecans **N**/Granola

**\$31 per person**



PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

**AVG**=Avoiding Gluten **N**=Contains Nuts **V<sup>2</sup>**=Vegan **V**=Vegetarian



# BREAKFAST À LA CARTE

MINIMUM OF 12 GUESTS

## SANDWICHES

### BACON, EGG, AND CHEESE

on a New York Bagel or Classic Roll

### PASTRAMI EGG AND CHEESE

on a New York Bagel or Classic Roll

### BREAKFAST ENGLISH MUFFIN **V**

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

### SUNRISE BREAKFAST SANDWICH

Scrambled Eggs, Chicken Sausage Patty, and Cheddar Cheese, on a Croissant

\$138 per dozen

## NUCHAS EMPANADAS

Flavors sold by the dozen

### SAUSAGE, EGG, AND CHEESE

### SPINACH, EGG, AND CHEESE **V**

### HAM AND CHEESE

\$133 per dozen

## EGG

Tofu Scramble **V<sup>2</sup> AVG**

Frittata/Egg White Frittata **V AVG**  
Spinach and Mushrooms/Bell Pepper and Scallion/  
Tomato and Herb

Scrambled Eggs **V AVG**

Hard Boiled Eggs **V AVG**

Fried Eggs **V**

\$7.50 per person

## 'MEATS'

2-piece serving

Turkey Bacon **AVG**

Applewood Bacon **AVG**

Chicken Apple Sausage **AVG**

Pork Sausage **AVG**

Turkey Sausage **AVG**

1-piece serving

Veggie Sausage Patties **V<sup>2</sup>**

\$7.50 per person

## POTATOES

Cauliflower and Sweet Potato Hash **V AVG**

Red Bliss Potatoes and Leek Hash **V AVG**

Root Vegetable Hash **V AVG**

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

\$6.50 per person

## OATMEAL STATION **V AVG**

Old Fashion Oats  
Dried Fruit/Brown Sugar/Walnuts **N/**  
Pecans **N/**Granola  
**\$63 per dozen**

## OVERNIGHT OATS **V<sup>2</sup> AVG**

Strawberry Shortcake/Banana Bread/  
Cinnamon Bun  
**\$112 per dozen**  
One flavor per dozen

## HALF-BAGEL

Smoked Salmon and Caviar  
**\$24 per piece**

## LOX DISPLAY **AVG:**

Smoked Salmon, Lemons, Capers, Red Onions  
**\$21.50 per person**  
Bagels must be purchased separately.

## SEASONAL FRUIT **V<sup>2</sup> AVG**

Local and Seasonal Sliced Fruit platter  
**\$7.50 per person**

Individual Fruit Cups  
**\$94 per dozen**

Whole Fruit  
Banana/Apple/Orange  
**\$51 per dozen**

Fruit Skewers  
5 pieces of fruit on a skewer  
served with yogurt and honey  
**\$102 per dozen**

## YOGURT **V AVG**

Plain and Fruit Flavored Yogurt  
**\$82 per dozen**

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

**AVG**=Avoiding Gluten **N**=Contains Nuts **V<sup>2</sup>**=Vegan **V**=Vegetarian



# BREAKFAST STATIONS

MINIMUM OF 24 GUESTS | POWER REQUIREMENTS\*

## BREAKFAST QUESADILLA STATION

Mushrooms and Spinach  
Chorizo and Cheese  
Bacon and Cheddar  
Sour Cream, Pico de Gallo, Guacamole,  
and Fire Roasted Tomato Salsa  
**\$20 per person**

## EGGS BENEDICT STATION

*Requires a minimum of 2 chef attendants*

Served on Toasted English Muffin

### Classic

Poached Egg, Grilled Canadian Bacon, and Hollandaise

or

### Italiano Rustica Benedict

Poached Egg, Sliced Prosciutto,  
Sun-Dried Tomato, and Basil Hollandaise

**For 24 to 200 attendees only**

**\$28 per person**

## OMELET STATION

*Requires a minimum of 2 chef attendants*

Whole egg and egg whites available

Local Cheddar Cheese, Swiss Cheese, Ham,  
Smoked Bacon, Tomatoes, Onions, Mushrooms,  
Sweet Peppers, and Fine Herbs

**\$21.50 per person**

## TOAST BAR\*

Whole Wheat  
White Sourdough  
Rye  
Mutli Grain  
Gluten Free Bread

### Spreads

Butter  
Cream Cheese  
Strawberry Jam  
Peanut Butter  
Nutella  
Avocado Spread +\$7.50 per person

**\$26 per person**

\*Includes toaster.

\*Power requirements for toaster: Dedicated 110V, 20 amp outlet (Client to place power order directly to Javits electrical team.)

## FRENCH TOAST STATION **V**

Classic Brioche with Sweetened Mascarpone  
Nutella **N**/Bananas Foster/ Maple Syrup/  
Chocolate Chips/ Berries/ Chantilly Cream

**\$17 per person**

## WAFFLE STATION **V**

Classic Belgium Waffle  
Strawberry/Chantilly Cream/Berry Compote/Nutella **N**/  
Maple Syrup

\*Choice of action station with chef attendant  
or pre-made in chafer

**\$17 per person**

## ARTISANAL PANCAKE STATION **V**

Traditional Buttermilk Pancakes  
Maple Syrup/Chocolate Chips/ Berries/Chantilly Cream

\*Choice of action station with chef attendant  
or pre-made in chafer

**\$17 per person**



\*Please consult with your catering sales representative about power requirements.

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AVG=Avoiding Gluten **N**=Contains Nuts **V**<sup>2</sup>=Vegan **V**=Vegetarian

# BAKERY

## ASSORTED SWEETS

### SPECIALTY DONUTS **V**

Glazed/Filled/Cake  
\$74 per dozen

### SLICED BREAKFAST BREADS **V**

Assortment of Flavors  
\$68 per dozen

### GOURMET MUFFINS **V**

Corn/Bran/Blueberry/Double Chocolate  
\$59 per dozen

### FRESHLY BAKED CROISSANTS **V**

Traditional Croissant, with Strawberry Preserve  
\$68 per dozen  
Flavored Croissant, Chocolate or Almond  
\$72 per dozen

### FRESHLY BAKED BREAKFAST DANISH **V**

Assortment of Flavors  
\$59 per dozen

### GOURMET BROWNIES AND BLONDIES **V**

Fudge Brownies/Chocolate Chip Blondies **N**  
\$61 per dozen

### HOMEMADE COOKIES **V**

Snickerdoodle/Oatmeal Raisin/Chocolate Chip  
\$63 per dozen

## GLUTEN FREE

### MUFFIN

Apple Cinnamon Muffin **AVG V<sup>2</sup>**  
Blueberry Muffin **AVG V<sup>2</sup>**  
\$85 per half a dozen

### BREAD

Banana Bread **AVG V<sup>2</sup>**  
Zucchini Bread **AVG V<sup>2</sup>**  
Pumpkin Bread **AVG V<sup>2</sup>**  
\$81 per half a dozen

### BROWNIES

Gluten-Free + Vegan Brownies **AVG V<sup>2</sup>**  
\$81 per half a dozen

### COOKIES

Chocolate Chunk Cookies **AVG**  
Ginger Chew Cookies **AVG**  
\$47 per half a dozen  
Chai Chocolate Chip Cookies **AVG V<sup>2</sup> N**  
\$51 per half a dozen

### CAKE

Funfetti Cake **AVG V<sup>2</sup>**  
\$76 per half a dozen

### DONUTS

Cinnamon Sugar Donuts **AVG**  
\$76 per half a dozen

## SAVORY

### CLASSIC BUTTERMILK BISCUITS **V**

Jam and Honey  
\$59 per dozen

### CHEDDAR AND CHIVE SCONES

\$59 per dozen

### ASSORTED BAGELS **V**

Cream Cheese, Butter, and Jam  
\$63 per dozen

## SWEETS

### CINNAMON ROLLS **V**

Topped with Vanilla Glaze  
\$74 per dozen



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# SNACKS & BREAKS

# SNACKS & BREAKS

## CULTIVATED SIGNATURE

### GINGER ENERGY BALLS **V<sup>2</sup> AVG N**

Dates, Sesame Seeds,  
and Maple Syrup  
\$63 per dozen

### GOJI BERRY PISTACHIO SQUARES **V<sup>2</sup> AVG N**

Oats, Flax Seed, and Agave Nectar  
\$74 per dozen

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

Roasted Almond, Coconut,  
Chia Seeds and Oats  
\$74 per dozen

### CINNAMON APPLE HAND PIES **V**

Vanilla Glaze  
\$74 per dozen

### CHIA SEED COCONUT PUDDING **V<sup>2</sup> AVG N**

with Seasonal Fruit Compote  
\$88 per dozen

### GREEK YOGURT PARFAIT **V**

Mixed Berries, Honey, and Granola  
\$113 per dozen

### BLUEBERRY CLUSTERS **V**

Dark Belgian Chocolate  
\$63 per 12 person serving

## SNACK BOX

MINIMUM OF 24 ORDERS

### MILANO BOX

Piave Cheese Wedge **V AVG**  
Dried Mission Fig **V<sup>2</sup> AVG**  
Soppressata Salami **AVG**  
Grissini Sticks **V<sup>2</sup>**  
Baci **N**  
Marinated Olives **V<sup>2</sup> AVG**  
\$17

### THE FARMER BOX

Paprika Hash Goat Cheese **AVG**  
Marinated Beets **V<sup>2</sup> AVG**  
Baguette Croutons **V**  
Grapes **V<sup>2</sup> AVG**  
\$17

### SOUTH BEACH

Mixed Berries **V<sup>2</sup> AVG**  
Almonds, Cashews, and Walnuts **V<sup>2</sup> AVG N**  
Rooftop Crudité Farm Vegetables with  
Tzatziki **V AVG**  
Chia Seed Coconut Pudding **V<sup>2</sup> AVG N**  
Crispy Seaweed Chips **V<sup>2</sup> AVG**  
\$16

### THE DELI GOURMET

Red Beet Hummus **V<sup>2</sup> AVG**  
Baby Carrot Stick **V<sup>2</sup> AVG**  
Salted Pretzel **V**  
Pita Chips **V<sup>2</sup> AVG**  
Trail Mix **V N**  
\$17

### THE CITY BOX

Mini Quiche  
Choice of  
Vegetarian /Ham and Cheese/  
Brie and Mushroom **V AVG**  
Baby Carrot Sticks **V<sup>2</sup>**  
M&M's **V AVG**  
Mixed Berries **V<sup>2</sup> AVG**  
\$17

### THE BISTRO BOX

Charcuterie **AVG**  
Salami and Prosciutto  
Cheese **V AVG**  
Brie and Manchego  
Crackers **V**  
Radish **V<sup>2</sup> AVG**  
\$17

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

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# SNACKS & BREAKS

## DI FARA PIZZA

16 inches cut into 6 or 12 slices

### CHEESE PIZZA **V**

\$50

### PEPPERONI PIZZA

\$54

### MEATBALL AND RICOTTA PIZZA

\$54

### VEGETARIAN PIZZA **V**

Artichokes, Broccoli, and Black Olives

\$50

## HOT DOG

Requires a catering server

### HOT DOG KIT

1 Case of 70 Hot Dogs Buns

#### Includes

Ketchup, Relish, Cheese Sauce, Mustard, Sauerkraut, and Onions

Cultivated Paper Wrapping and Napkins

\$440

### HOT DOG CART RENTAL

\$250

Note: This package is not available to services that take place in Javits North.

## POPCORN

Requires a catering server

### POPCORN CART RENTAL

#### Requires

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

#### Dimensions

18.25 Inches Long, 16.25 Inches Wide, and 30.75 Inches Tall

\$275

### POPCORN KERNEL KIT

(150) 2oz Servings and Popcorn Bags

\$225

Note: This package is not available to services that take place in Javits North.

## PRETZEL

### NEW YORK PRETZELS **V**

Hand-Rolled In-House. Traditional Salt, Cheddar Cheese, and Cinnamon Sugar.

Served with Stone Ground Mustard

\$103 per dozen

### PRETZEL RACK

\$250 per day

### PRETZEL WARMER

#### Requires

Dedicated 110V, 15/20 amp outlet (Electricity to be supplied by client, ordered through building contact)

\$250 per day



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# SNACKS & BREAKS

## SMOOTHIE BAR

Requires a catering server

### ESSENTIAL PACKAGE

Minimum of 200 cup order

10 oz cup size

Includes 4 Hour Service, up to 200 Cups, Equipment, and Staff

**\$2,950**

Additional Cup  
**\$12.50**

### FLAVORS

Custom flavors available upon request

Mixed Berry Smoothie  
**\$12.50**

Strawberry Orange  
Banana Smoothie  
**\$12.50**

Mango Pineapple Smoothie  
**\$12.50**

Green Smoothie  
**\$13.50**

Protein Shot  
+\$2 per cup

### Power requirements for blender

Dedicated 110V, 15/20 amp outlet  
(power order to be placed by client)

Space for set up 6'w x 4'd

**\*Table is not included**

## BUBBLE TEA BAR

Requires a catering server

### ESSENTIAL PACKAGE

Minimum of 200 cup order

10 oz cup size

Includes 4 Hour Service, up to 200 Cups, Equipment, and Staff

**\$2,950**

Additional Cup  
**\$12.50**

### FLAVORS

Custom flavors available upon request

Taro  
**\$12.50**

Thai Iced Tea  
**\$12.50**

Mango Tea  
**\$12.50**

### Requires

Space for set up 6'w x 4'd

**\*Table is not included**



## ICE CREAM CART

Requires a catering server and cart rental

### HÄAGEN-DAZS ICE CREAM BAR KIT

Vanilla/Chocolate/Almond **N**

**\$362 for 5 cases of 12**

### GELATYS HANDCRAFTED GELATO POPS

Pistachio/Coconut **N**/Blueberry  
Yogurt/Chocolate/Multi-Fruit

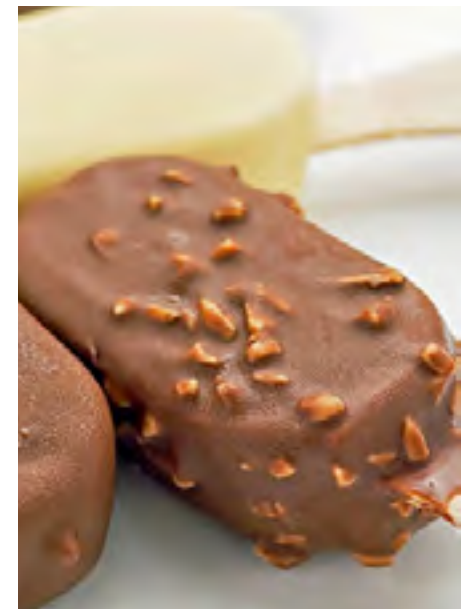
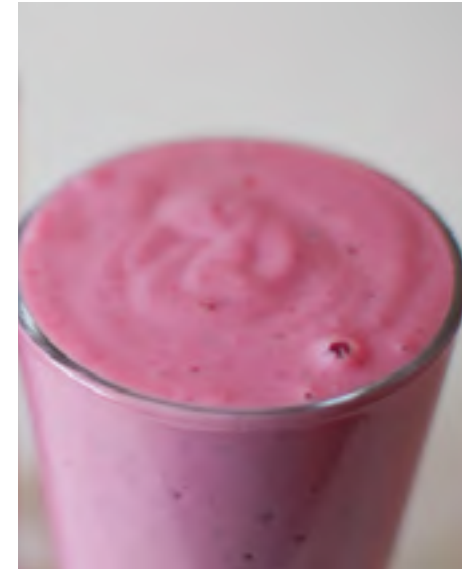
**\$373 for 5 cases of 10**

### ICE CREAM CART RENTAL

**\$250 per day**

### Requires

Electrical service for services  
more than 4 hours long



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# DESSERT



## MOCHI AVG

Minimum of 24 pieces  
per flavor

MATCHA **V<sup>2</sup>**

BLACK SESAME

PASSION FRUIT **V<sup>2</sup>**

**\$8**  
PER PIECE



## TRUFFLES AVG

Minimum of 24 pieces  
per flavor

MILK CHOCOLATE

Plain/Tiramisu/Champagne

WHITE CHOCOLATE

Vanilla

DARK CHOCOLATE

Raspberry/Coffee

**\$51**  
PER DOZEN

## DESSERT

Minimum of 12 orders per item

CLASSIC NEW YORK CANNOLI **V**

CARAMEL FLAN **V**

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

KEY LIME PIE **V**

Whipped Cream

JUNIOR'S SIGNATURE  
NY CHEESECAKE **V**

Berry Sauce

CARROT CAKE **V N**

Vanilla Bean Icing

TRES LECHES CAKE **V**

DOUBLE CHOCOLATE CAKE **V**

Wild Berry Sauce

SWEET EMPANADA **V N**

Apple, Cranberry, and Nutella

**\$12.50**  
PER PIECE

## PREMIUM DESSERT

Minimum of 12 orders per item

RASPBERRIES AND CREAM **V N**

Sponge Cake, Raspberries,  
Mascarpone, and  
Crushed Pistachios

CHOCOLATE MOUSSE **V**

Rich Chocolate, Heart of  
Zabaione, and Chocolate Curls

TIRAMISU **V**

Espresso Short Cake,  
Mascarpone Cream, and  
Cocoa Powder

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

**\$14**  
PER PIECE

## DESSERT BAR

ASSORTMENT OF  
CHEF SELECTED DESSERTS  
4-5 depending on dessert size

**\$16**  
PER PERSON

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# LUNCH & DINNER



# SIGNATURE CHEF'S TABLES

MINIMUM OF 24 GUESTS

## NEW YORK

### RED BEET SALAD **V<sup>2</sup> AVG N**

Roasted Beets, Arugula, Cara Cara Orange, Hazelnuts, and Shallots Vinaigrette

### PENNE POMODORO **V**

Tomato, Basil, Parmigiano, and Olive Oil

### HALF ROASTED CHICKEN **AVG**

Free Range Chicken, Lemon Chicken Jus, and Rosemary

### ROASTED NY STRIP STEAK

Green Peppercorn Sauce

### GREEN BEANS **V<sup>2</sup> AVG**

Sautéed in Garlic

### JUNIOR'S CHEESECAKE **V**

Berry Compote

### BRANZINO **AVG**

Olive Oil, Lemon, Parsley, and Capers  
+\$15

\$68

## SOUTHERN

### CORNBREAD **V**

Whipped Butter

### BUTTERMILK FRIED CHICKEN

Crispy Fried Chicken, and Javits Pickles

### ST. LOUIS STYLE SPARE RIBS **AVG**

Sweet and Tangy Barbecue Sauce

### CREAMY STONE GROUND GRITS **V AVG**

Slow Cooked Grits, and Cheddar Cheese

### COLLARD GREENS **V AVG**

Slow Cooked, and Javits Honey

### CAROLINA COLESLAW **V**

Classic Vinegar Dressing

### BANANA PUDDING **V**

### CAJUN GRILLED SHRIMP **AVG**

Scallions, Paprika, Black Pepper, and Lime  
+\$15

\$68

## MEXICAN

### WATERMELON SALAD **V<sup>2</sup> AVG**

Jícama, Avocado, Toasted Sesame, Parsley, Celery Hearts, Arugula, and Tequila Dressing

### STREET CORN **V AVG**

Chili, Lime, Mayo, and Cotija

### EMPANADAS **V<sup>2</sup>**

Pinto Beans Epazote, and Chili Poblano

### CHICKEN MOLE **AVG N**

Grilled Chicken Breast, Oregano, Epazote, and Red Mole

### CARNE ASADA STYLE SKIRT STEAK **AVG**

Árbol Chili Steak Salsa

### BLACK BEANS **V AVG**

Epazote, Sweet Onion, and Jalapeño

### GREEN RICE **V<sup>2</sup> AVG**

Poblano Chili, Garlic, and Cilantro

### TORTILLAS

Warm Flour Tortillas **V** and Corn Tostadas **V<sup>2</sup> AVG**

### CARAMEL FLAN **V**

\$68

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# SIGNATURE CHEF'S TABLES

MINIMUM OF 24 GUESTS

## ITALIAN

### TUSCAN KALE SALAD **V<sup>2</sup> AVG**

Artichokes, Lemon Zest, Mint, and Crispy Chickpeas

### ANTIPASTI DI VERDURE **V<sup>2</sup> AVG**

Grilled Javits Garden Vegetables,  
Bell Peppers, Eggplants, Zucchini,  
Aged Balsamic, and Olive Oil

### TUSCAN BEAN SOUP **V**

Cannellini Bean, Escarole,  
Pecorino Cheese, and Virgin Olive Oil

### CONCHIGLIE **V**

Baked Shell Pasta, Portobello Mushroom,  
Parmigiano, and Gorgonzola Sauce

### PORCHETTA **AVG**

Traditional Italian Roasted Pork, Garlic,  
Raisin Preserve, and Thyme

### POLLO ALLA GRIGLIA **AVG**

Half Roasted Chicken, Lemon, and Herb Sauce

### TIRAMISU **V**

### SWORDFISH

Grilled with Lemon, Oregano,  
Chili, Breadcrumbs, and Olive Oil  
+\$15

\$68

## ASIAN

### VIETNAMESE COLESLAW **AVG N V**

Peanuts, Chili and Lime Dressing

### BEEF SATAY **N**

Peanut Sauce

### VEGETABLE SPRING ROLLS **V<sup>2</sup>**

Hoisin Sauce

### FRIED RICE **AVG**

Red Peppers, Carrots, and Green Beans  
Add Chicken \$2/Pork \$2.5/ Beef \$3/Shrimp \$3

### GENERAL TSO'S CHICKEN

Sesame, Scallion, Soy, and Honey

### KUNG PAO CAULIFLOWER **V<sup>2</sup> N**

Peanuts, Sesame, and Scallions

### MOCHI ICE CREAM **AVG**

Matcha **V<sup>2</sup>**/Red Bean/Black Sesame

### SNAPPER

Crispy Fried Snapper Filet in Sweet Chili Sauce  
+\$15

\$68

## GREEK

### HORIATIKI SALAD **V AVG**

Traditional Garden Greek Salad

### HTIPITI **V**

Spicy Feta Spread and Grilled Pita

### SPANAKOPITA **V**

Traditional Spinach Pie Wrapped in Phyllo Dough

### CHICKEN SOUVLAKI

Grilled Chicken, Lemon, Oregano, Tomato, Onion,  
Lettuce, Tzatziki, Pita

### MOUSSAKA

Layered Eggplant with Meat Sauce,  
and Béchamel

### BAKLAVA **V N**

Crispy Phyllo Pastry, Almonds, and Walnuts

### BRANZINO **AVG**

Olive Oil, Lemon, Parsley, and Capers  
+\$15

\$68

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# LUNCH À LA CARTE

MINIMUM OF 24 GUESTS PER ITEM

## PASTA

### CONCHIGLIE **V**

Baked Shell Pasta, Portobello Mushroom, Parmigiano, and Gorgonzola Sauce

\$19

### PENNE POMODORO **V**

Tomato, Basil, Parmigiano, and Olive Oil

\$19

### FARFALLE

Slow Braised Short Rib Ragù

\$23



## HOT SANDWICH

### CLASSIC NY PASTRAMI

Whole Grain Mustard and Sauerkraut on Multi-Grain Baguette

### CUBAN

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

### REUBEN

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

### GYRO

Chicken, Warm Grilled Pita, Pickled Onions, Sliced Tomato, Tzatziki Sauce

\$24  
EACH



## PREMIUM SANDWICH

### ROASTED BUTTERNUT SQUASH **V<sup>2</sup>**

Balsamic Glazed Red Onion Rings and Watercress on Whole Wheat Roll

### THE BEST ITALIAN SANDWICH

Genoa Salami, Prosciutto, Fresh Mozzarella, Roasted Peppers, Baby Arugula, and Basil Pesto Mayo on Ciabatta

\$22  
EACH

## SOUP

### CORN SOUP **AVG V**

Javits Farm Corn, Cilantro, Extra Virgin olive oil

### BUTTERNUT SQUASH **V<sup>2</sup> AVG N**

Cashew and Coconut

### POTATO **AVG**

Leek and Bacon

### TUSCAN BEAN **V**

Cannellini Bean, Escarole, Pecorino Cheese, and Virgin Olive Oil

\$12.50  
EACH

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

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# LUNCH YOUR WAY

## LUNCH TO GO

MINIMUM OF 12 ORDERS PER COMBINATION | \$37

Our new LUNCH TO GO offers a thoughtfully curated selection by choosing one option from each category below. Each meal is elegantly packaged in an eco-friendly, compostable bento box, combining convenience with sustainability.

### SANDWICH

#### DOUBLE SMOKED TURKEY SANDWICH

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

#### THE CHICKEN SANDWICH

Chicken Salad with Golden Raisin, Provolone, Lettuce on Baguette

#### NY BLACK FOREST HAM SANDWICH

Pit Smoked Ham, Brie Spread, Strawberry Mustard, Arugula, on Baguette

#### ROAST BEEF SANDWICH

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

#### PORTOBELLO SANDWICH

Grilled Marinated Portobello Mushroom, Gorgonzola, Arugula, Wheat Roll

#### FOCACCIA VEGETABLE SANDWICH

Herb Roasted King Oyster Mushroom, Beets, Eggplant, Arugula, and Calabrian Chili Aioli, on Focaccia

#### CULTIVATED VEGETABLES SANDWICH

Spiced Zucchini, Yellow Squash, Eggplant, Tomato, Red Pepper Hummus on a Baguette (Vegan)

#### VEGAN TUNA SANDWICH

Vegan Tuna Salad, Celery, Red Onion, Capers, Vegan Mayo, Lemon, Tomato, Bib Lettuce (Vegan)

### SALAD

#### CHICKPEA SALAD

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

#### VIETNAMESE COLESLAW STYLE

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

#### SOBA NOODLE SALAD

Buckwheat Noodles, Snow Peas, Banana Peppers, Carrots, Edamame, Scallions, Cilantro and Sesame Dressing (Vegan)

#### ORZO PASTA SALAD

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

#### CLASSIC CAESAR SALAD

Romaine Heart, Baby Kale, House Croutons, Grated Parmesan, Caesar Dressing (Vegetarian)

#### TRICOLOR QUINOA SALAD

Greek Style Lemon Oregano Dressing (Vegan, Avoiding Gluten)

#### RED BEET SALAD

Roasted Beets, Arugula, Cara Cara Orange, Hazelnuts, and Shallots Vinaigrette (Vegan, Avoiding Gluten, Contains Nuts)

#### ROASTED CAULIFLOWER SALAD

Kabocha Squash, Red Peppers, Farro and Parsley with Feta Dressing (Vegetarian)

#### ROOFTOP FARM SEASONAL SALAD

Roasted, Chopped Vegetable Salad, Oregano, Red Wine Vinaigrette (Vegan, Avoiding Gluten)

#### ORECCHIETTE PASTA SALAD

Orecchiette Pasta, Bell Peppers, Grape Tomatoes, Asparagus, Basil, Parmesan Cheese, Olive Oil, Red Wine Vinegar

#### RED BLISS POTATO SALAD

Red Potatoes, Dill, Scallions, Parsley, Boiled Egg, Pickled Peppers, Smoked Paprika, Italian dressing



## CHEFS TABLE

MINIMUM OF 24 GUESTS | \$37

Our CHEF'S TABLE features an array of gourmet sandwiches or fresh salads, each paired with a delightful snack and dessert, tastefully displayed on curated food stations.

Choose 3 sandwiches OR 2 salads and 1 snack and 1 dessert

\*Sandwiches are cut in half-portions  
*Approximately 3 inches*

### SNACKS

FRUIT SALAD

POTATO CHIPS

CARROTS + HUMMUS

VEGGIE CHIPS

TRAIL MIX

DORITOS

MINI PRETZELS

POPCORN

### DESSERT

CHOCOLATE FUDGE BROWNIE  
BLONDIE

CHOCOLATE CHIP COOKIE

BLACK AND WHITE COOKIE

COFFEE CRUMB CAKE

BROWNIE (GF & VEGAN)\*

\*Gluten-Free & Vegan +\$8.50

# RECEPTION



# CLASSIC HORS D'OEUVRES

MINIMUM OF 24 PIECES | PASSED OR STATIONARY SERVICE

## HOT

### FRIED COCONUT SHRIMP **N**

Sweet and Sour Aioli, and Charred Scallion

### FLAKY BEEF EMPANADAS

Sofrito Mayo

### PINTO BEAN EMPANADAS **V<sup>2</sup>**

Chipotle Aioli

### CONEY ISLAND DOG

Puff Pastry Crust, Everything Spice, and Whole Grain Mustard

### MINI BRIOCHE **V**

Grilled Cheese and Tomato Bisque Shooter

### MACARONI AND CHEESE BITES **V**

Crispy Panko Herb Crusted

### CHICKEN SATAY

Peanut Cilantro Lime

### POTATO AND SWEET PEA SAMOSAS **V**

Mint and Cilantro Yogurt

**\$10.50**  
PER PIECE

## COLD

### GOAT CHEESE BRUSCHETTA **V**

with Roasted Beets and Micro Basil

### TOMATO CAPRESE SKEWERS **V AVG N**

Mozzarella, Basil Pesto, and Balsamic Glaze

### SMOKED SALMON **AVG**

Dill Crème Fraîche on Cucumber Cup

### RED PEPPER HUMMUS **V<sup>2</sup> AVG**

Sun-Dried Tomatoes, Cucumber Cup, and Dill

### MINI CRUDITÉS VERRINE **V<sup>2</sup> AVG**

Eggplant Caponata, and Fresh Herbs

### MELON AND PROSCIUTTO **AVG**

Savor Melon, Basil, and Balsamic Glaze

### SOBA NOODLE **V<sup>2</sup>**

Chili, Sesame, Yuzu, Ponzu

**\$10.50**  
PER PIECE

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

**AVG**=Avoiding Gluten **N**=Contains Nuts **V<sup>2</sup>**=Vegan **V**=Vegetarian



# PREMIUM HORS D'OEUVRES

MINIMUM OF 24 PIECES | PASSED OR STATIONARY SERVICE

## HOT

### FOUR CHEESE ARANCINI **V** **AVG**

Parmesan, Fontinella, Mozzarella, Gouda with Tomato Chutney

### BUTTERMILK BISCUIT CHICKEN SLIDER

Hot Honey Aioli, and Pickle Chips

### GRILLED VEGETABLE SKEWERS **V**

Halloumi and Black Olive Tapenade

### ONION SOUP-WICH

Truffle Gruyere Cheese and Caramelized Onion Jam

### CROQUETAS DE JAMÓN

Ham and Cheese Croquettes

### BRAISED SHORT RIBS **AVG**

Crispy Polenta and Carrot Chips

### MINI BURGERS

Lettuce, Tomato, American Cheese, and Jake's Sauce

**\$12.50**  
PER PIECE

## COLD

### KALUGA CAVIAR\*

Red Onion, Boiled Egg, Crème Fraîche, and Potato Cake  
+\$2

### TACO DE ATÚN\*\* **AVG**

Fresh Yellow Fin Tuna, Avocado, Cilantro, and Sesame

### THAI SHRIMP SALAD **AVG** **N**

Pomelo, Coconut, and Holy Basil

### SEARED STRIP STEAK

Shichimi, Potato Cake, and Japanese Pickled Aioli

### SCALLOP CEVICHE\* **AVG**

Cucumber, Red Chili, Lime, Yuzu, and Shiso

### MINI LOBSTER ROLLS

Bao Bun, and Yuzu Mayo

### PROSCIUTTO

Burratta, Fig Jam, and Balsamic Pearl Crostini

**\$12.50**  
PER PIECE

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

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# RECEPTION STATIONS

MINIMUM OF 24 GUESTS

## CULTIVATED VEGETABLE CRUDITÉS **V<sup>2</sup>**

Javits Rooftop Garden Fresh Raw Vegetable Display  
Green Goddess, Almond Skordalia **N**, and Clasic Hummus  
**\$19 per person**

## ARTISANAL CHEESE BOARD **V**

Artisanal Local and Imported Cheeses,  
Local Honey, Fig Preserve, Grapes, and Crostini  
**\$23 per person**

## MEDITERRANEAN MEZZE TABLE **V**

Roasted Garlic Hummus, Tzatziki, Baba Ganoush, Feta Dip,  
Dolmathes, Citrus Marinated Olive Medley, Cured Tomatoes, and  
Charred Grilled Bell Peppers, Zucchini and Eggplant, and Crispy Pita  
**\$23 per person**

## JAVITS WING STATION

*Requires a minimum of 1 chef attendants*

Classic Buffalo, BBQ, Honey Mustard, Vegetable Crudites from The Farm,  
Green Goddess, Gorgonzola Dressing  
**\$24 per person**

## JAVITS MAGICAL ROOFTOP VEGETABLE FARM STAND **V<sup>2</sup>AVG**

*Requires a minimum of 2 chef attendants*

Seasonal Vegetables from our Rooftop Farm  
Grilled/Roasted/Sautéed  
Red Miso Sauce, Lemon Tahini, Huacatay Black Mint Pesto, and Htipiti  
**\$23 per person**

**Requires:**

Double Heat Lamp

## NUCHAS EMPANADAS STATION

Portobello Spinach and Mozzarella **V**  
Adobo Chicken  
Pinto Bean **V<sup>2</sup>**

Classic Argentine Ground Beef  
Salsa: Aji Amarillo, Aji Panca, and Aji Rocoto **V**  
**\$24 per person**

## MAC AND CHEESE BAR

Classic Four Cheese Blend with Parmesan Herb Crust **V**  
Gruyere Cream Sauce with Crispy Bacon  
White Cheddar Sauce with Mushrooms and Spinach **V**  
**\$25 per person**

## MEATBALL BAR

*Selection of Hand Crafted Meatballs*

Traditional Beef Meatballs and Grandma's Gravy  
Swedish Chicken Meatballs and Wild Mushroom Cream Sauce  
Pork Meatballs, Basil, Fennel Seed, and All'Amatriciana  
Accompanied by Warm Ciabatta Crostini and Olive Oil  
**\$25.50 per person**



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# RECEPTION STATIONS

MINIMUM OF 24 GUESTS

## TACO BAR

*Requires a minimum of 2 chef attendants*

### Carne Asada

Grilled Marinated Skirt Steak, and Sautéed Onion

### Tinga de Pollo

Shredded Chicken Braised in Chipotle Tomato Sauce

### Mexico's Famous Al Pastor

Marinated Grilled Pork, Pineapple, Cilantro, and Onions

Limes, Radishes, and Shredded Lettuce **AVG**

Salsa Picante, Salsa Verde, and Salsa Roja **AVG**

Pickled Red Onion **AVG**

Flour Tortilla and Corn Tortilla **V<sup>2</sup> AVG**

**\$26 per person**

## ASIAN BITES

Selection of Pork, Shrimp, and Vegetables Dumplings

Crispy Vegetable Spring Rolls, Char Shu Pork Bao Buns, and Edamame

Ginger Soy, Sweet Chili, Plum, and Hoisin Sauce

**\$26 per person**

## AL DENTE STATION

*Requires a minimum of 2 chef attendants*

Campanelle Cacio E Pepe **V**

Pasta Cooked in a Giant Cheese Wheel

Cavatelli Pasta Cultivated Basil Pesto **V N**

Tortellini with Sausage and Rustic Tuscan Salsa Di Pomodoro

**\$27 per person**

## POKE BOWL CART

*Requires a minimum of 2 chef attendants*

All Poke is Served with Sushi Rice and Plantain Chips

Tuna, Sesame, Jalapeño, Watermelon,  
Radish, Avocado, and Kabayaki Sauce

Shrimp, Pineapple, Jícama, Scallion, Edamame,  
Chili, and Yuzu Ginger Ponzu

**\$30 per person**

## CHARCUTERIE BOARD **N**

Genoa Salami, Soppresata, Prosciutto, Chorizo,  
Marcona Almonds, Marinated Olives, Cornichon, and Baguettes

**\$32 per person**



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# RECEPTION STATIONS

MINIMUM OF 24 GUESTS

## QUESADILLAS

Selection of Chimichurri Marinated Skirt Steak

Al Pastor Chicken

Roasted Mushroom and Spinach **V**

Accompanied by Pico de Gallo, Salsa Verde,  
Guacamole, Lime Wedges, and Hot Sauce

**\$32 per person**

## OCEANA – RAW BAR STATION \* **AVG**

*Requires a minimum of 2 chef attendants*

Maine Lobster

Oysters – Selection of the Northeast

Little Neck Clams

Jumbo Shrimp

Alaskan King Crab

Cocktail Sauce, Classic Mignonette, and Lemon

*\*\*Ice carvings available on request*

**\$60 per person**



## CULTIVATED CARVERY

*\*\*Each station requires a minimum of 1 chef attendant*

### TURKEY BREAST \*\*

Cranberry Relish, Classic Gravy, and Roasted Heirloom Carrots

**\$27 per person**

### PORK LOIN \*\* **AVG**

Garlic Jus and Roasted Broccoli

**\$29 per person**

### LEG OF LAMB \*\* **AVG**

Greek Yogurt and Mint Sauce and Lemon Oregano Potatoes

**\$38 per person**

### NEW YORK STRIP \*\* **AVG**

Béarnaise Sauce and Sautéed Exotic Mushrooms

**\$40 per person**

### BEEF TENDERLOIN \*\* **AVG**

Port Wine Reduction and Grilled Asparagus

**\$42 per person**

### PRIME RIB \*\* **AVG**

Bordelaise Jus and Robuchon Potato

**\$47 per person**

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# PLATED MEALS

# PLATED MEALS

MINIMUM OF 24 GUESTS | INCLUDES 1 SALAD, 1 ENTRÉE, AND 1 DESSERT  
Entrées include freshly baked rolls, lavash, and butter, freshly brewed coffee, decaf coffee, and assorted hot teas

## SALAD

### CURED SMOKED SALMON

Radishes, Petite Romaine, Boursin Cheese, Marbled Rye Croutons, and Tarragon-Champagne Vinaigrette

### PROSCIUTTO **AVG**

Baby Arugula, Cherry Grape Tomatoes, Watermelon, Micro Basil, Balsamic Pearls, and Olive Oil

### BABY BRONZE AND GREEN ROMAINE **V**

Marinated Olives, Herbed Ciabatta Croutons, Parmesan Cheese, and Classic Caesar Dressing

### UPLAND CRESS AND FRISÉE **V<sup>2</sup> AVG N**

Caramelized Walnuts, Poached Pear, NY Chatham Blue Cheese, and White Balsamic Vinaigrette

### ASPARAGUS AND ARTICHOKE **V**

Upland Cress, Baby Tomatoes, Asiago Cheese, and Tarragon-Champagne Vinaigrette

### HEIRLOOM TOMATO **V**

Aged Manchego Cheese Croutons, Watercress, Baby Bib Lettuce, Red Endive, and White Wine Vinaigrette

### BABY ICEBERG WEDGES

Blue Cheese, Bacon, Baby Tomatoes, Red Onions, Garlic, Cheddar Cheese Croutons, and Pink Peppercorn Ranch

### BABY GEM LETTUCE

Cotija Cheese, Smoked Bacon, Baby Tomatoes, Shaved Pickled Red Onions, and Ranch Dressing

## SOUP

### MINISTRONE **V<sup>2</sup> AVG**

Seven Herb Oil

### NEW ENGLAND CLAM CHOWDER

Crispy Bacon

### WILD MUSHROOM BISQUE **V<sup>2</sup> AVG**

Fresh Thyme and Truffle Oil

### SMOKED CHICKEN AND BARLEY

### SWEET POTATO AND VEGETABLE CHOWDER **V<sup>2</sup>**

Wild Rice

### LENTIL SOUP **V**

Micro Arugula

\*Enhancement \$10 per person

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# PLATED MEALS

MINIMUM OF 24 GUESTS | INCLUDES 1 SALAD, 1 ENTRÉE, AND 1 DESSERT  
Entrées include freshly baked rolls, lavash, and butter, freshly brewed coffee, decaf coffee, and assorted hot teas

## ENTREE

### GRILLED CHICKEN **N**

Creamy Pesto Orzo Pasta, Artichokes, Oven-Dried Tomatoes, Kalamata Olives, Pine Nuts, and Natural Chicken Jus

\$50 per person

### LEMON PEPPER CHICKEN **AVG**

Lemon Preserve and Rosemary Jus, Butter Poached Asparagus, Roasted and Smashed Creamed Potatoes, Sea Salt, and EVOO

\$50 per person

### RED SNAPPER A LA PROVENCAL **AVG**

Pancetta, Tomato Beurre Blanc, Scalloped Zucchini, Tomatoes Tian, and Green Basil Risotto

\$52 per person



## ENTREE

### ROASTED EGGPLANT **V<sup>2</sup>**

Red Miso, Shiitake Mushrooms, Sesame, Cilantro, Scallions, and Kabayaki sauce

\$49 per person

### HERB-CRUSTED SALMON

Sun-Dried Tomatoes, Orange Sauce, Caramelized Sage, White Polenta Cake, and Seasonal Baby Vegetables

\$54 per person

### GRILLED RIB-EYE **AVG**

Chili-Garlic Demi-Glace and Beurre Maître D'hôtel, Gorgonzola Cheese Scalloped Potatoes, Sautéed Haricot Vert, and Garlic Chips

\$66 per person

### NEW YORK STRIP

Peppercorn Sauce, Sautéed Haricot Verts and Garlic Confit, Truffled Macaroni and Cheese, and Steeped Cherry Tomatoes

\$67 per person

### SLOW-BRAISED BLACK LAGER BEEF SHORT RIB **AVG**

Guinness® Demi-Glace, Soft Stone Ground Polenta, and Caramelized Root Vegetables, and Crispy Kale

\$70 per person

### FILET OF BEEF **AVG**

Perigourdine Sauce and Yukon Gold Pomme Purée

\$73 per person

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MINIMUM OF 24 GUESTS | INCLUDES 1 SALAD, 1 ENTRÉE, AND 1 DESSERT  
Entrées include freshly baked rolls, lavash, and butter, freshly brewed coffee, decaf coffee, and assorted hot teas

## DUO ENTRÉE

### SURF AND TURF

Grilled Filet of Beef with Sauce Au Poivre,  
Butter Poached  
Lobster Tail, Gratin Dauphinois,  
Glazed Baby Carrots,  
Sautéed French Beans with Garlic,  
and Gremolata Crumbs

**\$86 per person**

## DESSERT

### CLASSIC NEW YORK CANNOLI **V**

#### CARAMEL FLAN **V**

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

#### KEY LIME PIE **V**

Whipped Cream

#### JUNIOR'S SIGNATURE NY CHEESECAKE **V**

Berry Sauce

#### CARROT CAKE **V N**

Vanilla Bean Icing

#### TRES LECHES CAKE **V**

#### DOUBLE CHOCOLATE CAKE **V**

Wild Berry Sauce

#### SWEET EMPANADA **V N**

Apple, Cranberry, and Nutella

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# BEVERAGES

ALCOHOLIC BEVERAGE MENU  
AVAILABLE UPON REQUEST





# BEVERAGES

## HOT

### COFFEE AND TEA

El Dorado Coffee  
Regular and decaf

Assorted Teas

#### Includes

Creamers  
2% Milk/Skim Milk/  
Half and Half/Soy Milk

Sweeteners  
Sugar/Sugar in Raw/Splenda

Cups and Stirrers

**\$69.50 per gallon**

### REALLY GOOD HOT CHOCOLATE

Mini Marshmallows, Chocolate  
Shavings, and Whipped Cream

\*3-gallon minimum \*On flameless urn  
**\$68.50 per gallon**

### "MILK" CREAMER ENHANCEMENT

Almond/Cashew/Coconut/Oat  
**\$20.50 per 32oz carton**



## COLD

### JUICE

Cranberry/Apple  
**\$125 per 3 gallons**

### FRESH SQUEEZED ORANGE JUICE

**\$184.50 per 3 gallons**

### ICED TEA

Country Sweet/Unsweetened  
Served with Fresh-Cut Lemons

\*Sweetened with Jacob's Honey

**\$48 per gallon**

### LEMONADE

Lemon-Basil/ Strawberry/  
Watermelon

\*Sweetened with Jacob's Honey  
\*3-gallon minimum

**\$51 per gallon**



## BOTTLES/CANS

### ASSORTED SOFT DRINKS

Coke/Diet Coke/Sprite  
**\$4.75 per 12oz can**

### MINUTE MAID JUICE

Orange/Apple  
Cranberry Apple Raspberry  
**\$5.75 per 12oz bottle**

### SNAPPLE

Lemon Tea/Diet Lemon Tea  
**\$5 per 32oz bottle**

### VITAMIN WATER

XXX, Açai-blueberry-pomegranate  
Power C, Dragonfruit  
**\$5.25 per 20oz bottle**

### RED BULL

Regular/Sugar-free  
**\$9 per 12 oz can**

## BOTTLED\*

*\*Advance order only*

### SARANAC

Root Beer/Orange Cream/  
Shirley Temple  
**\$5 per 12 oz bottle**

### BOYLAN'S

Blueberry Pomegranate Mash  
**\$8 per 16oz bottle**

### GRADY'S COLD BREW

**\$12.25 per 8oz bottle**



# SPECIALTY HANDCRAFTED COFFEE

## NESPRESSO

### NESPRESSO MACHINE

#### Includes

Cups, Stirrers, Napkins,  
Assorted Sweeteners,  
1 Gallon of Water, Creamers,  
and 1 Sleeve of Nespresso Pods

**\$250 per day**

### 1 GALLON WATER JUG

Additional Jugs for Nespresso  
Coffee Machine

**\$15 per jug**

### COFFEE

7.77oz/230ml per pod  
Intenso/Stormio/Odacio/  
Melozio/Melozio Decaffeinato/  
Hazelino Muffin

### ESPRESSO

1.35oz/40ml per pod  
Il Caffé

### DOUBLE ESPRESSO

2.75oz/80ml per pod  
Chiara

**\$50 per 10 pod sleeve**

#### Requires

Dedicated 1500w power line.

(Client to place power order directly to  
Javits electrical team.)

## ESPRESSO BAR

### ESSENTIAL PACKAGE

Up to 4 Hours | 300 cups  
**\$2,300**

Up to 8 Hours | 500 cups  
**\$2,800**

#### Includes

Espresso Machine, Grinder, 100%  
Arabica and Decaf Espresso Beans,  
and 1 Trained/Professional Barista

\*Option for Iced Latte, Iced Mocha,  
and Iced Caramel Macchiato  
**\$300**

#### Add-Ons

Additional Cup  
**\$5 | Hot Beverage**

**\$4 | Cold Brew**

#### Requires

Dedicated 110V, 15amp outlet  
(Arranged by Express Kafeh through  
Javits. Paid by the client via

Javits Electrical)

Machine size 15”h x 17”w x 21”d

Space for set up 6’w x 4’d

Table for set-up\*: 6’w, 24” d, 42”h

\*Table not provided

Additional service hours  
are priced accordingly

## ESPRESSO BAR

### DELUXE PACKAGE

Up to 4 Hours | Unlimited  
**\$3,050**

Up to 8 Hours | Unlimited  
**\$3,650**

#### Includes

Espresso Machine, Grinder, 100%  
Arabica and Decaf Espresso Beans,  
and 1 Trained/Professional Barista

DaVinci Syrups to Flavor Any  
Espresso Drink, Hot Teas,  
and Hot Chocolate

Custom Logo/Branded  
Coffee Sleeves

#### Add-Ons

Option for Iced Latte,  
Iced Mocha, Iced Caramel  
Macchiato, and Iced Chai Latte  
**\$510**

#### Requires

Dedicated 110V, 15amp outlet  
(Arranged by Express Kafeh through  
Javits. Paid by the client via

Javits Electrical)

Machine size 15”h x 17”w x 21”d

Space for set up 6’w x 4’d

Table for set-up\*: 6’w, 24” d, 42”h

\*Table not provided

Additional service hours  
are priced accordingly

## ESPRESSO BAR

### ADDITIONAL SERVICES

Cold Brew\*  
250 cups

**\$495 a day with espresso bar**  
**\$1,100 a day stand alone**

Nitro Bar\*  
250 cups

**\$1,840 per day**

Flavored Syrup  
Vanilla/Sugar-Free/Caramel/  
Hazelnut/White Chocolate/  
Marshmallow/Macadamia Nut/  
English Toffee/Coconut/Peach

**\$41 per 750ml bottle**

Tricycle  
**\$250 per day**

Branded Sleeve Cups  
**\$250 per day**

Branded Napkins  
**\$500 per 1,000**

Branded Bar  
**\$500 per day**

Branded Cookies  
Individually wrapped  
**\$100 per dozen**

Branded Cupcakes  
**\$120 per dozen**

Ripple Maker  
Custom Foam Branding  
**\$225 for a half day**  
**\$395 for a full day**

\*Includes Barista Attendant  
for 4 Hours

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# WATER

## STILL

### DASANI BOTTLED WATER

Plastic Bottle 16.9 oz.

\$3.50 per bottle | \$84 per case of 24

### FIJI WATER

\* 24 bottles minimum

\$6.50 per 11.2oz bottle

### SARATOGA SPRINGS

\$5.50 for 12oz | \$10.25 for 28oz

## SPARKLING

### PERRIER

\$5.50 per 16.9oz bottle

### SARATOGA SPRINGS

\$5.50 for 12oz | \$10.25 for 28oz

### SAN PELLEGRINO

Plain/Aranciata/Limonata

\$5.50 per 12oz bottle

### HALS SELTZER

\*Advance order only

Original/Black Cherry

\$5.50 per 20oz bottle

## NATURALLY INFUSED

3-gallon minimum required per flavor

### CALM

Strawberry, Lemon, and Mint

\$69 per gallon

### CLEANSE

Watermelon, Cucumber, and Lime

\$69 per gallon

### ENERGIZED

Apple, Lime, and Carrot

\$69 per gallon

## COOLERS & JUGS

### WATER COOLERS

Electric Hot and Cold Water Dispenser

1 day \$102 | 3 days \$204

Additional day \$80

### 5 GALLON WATER JUG

\$40

#### Requires

2 dedicated lines:

1000 Watts and 1500 Watts  
(provided by client)

Size Including the jug: 4.6" h x 9.5" w x 10.5" d



# BAR À LA CARTE

## LIQUOR/ MIXED DRINKS

PLATINUM LIQUOR  
\$17

DELUXE LIQUOR  
\$16

PREMIUM LIQUOR  
\$15

PREMIUM WINE PER GLASS  
\$12.50

CRAFT BEER  
\$12.50

IMPORTED BEER  
\$11.50

DOMESTIC BEER  
\$10.50

## MIXERS

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

## GARNISHES

LEMONS  
LIMES  
ORANGES  
CHERRIES  
OLIVES







# GENERAL INFORMATION

# GENERAL INFORMATION

## ALLERGY INFORMATION

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

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

Our facilities are not food-allergen, gluten-free, or nut free.

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

Kosher and Halal meals are available upon request.

## STAFFING RATES

A delivery fee of \$51 is charged every time order is delivered to one location.

Set-Up fee of \$154 is charged every time an order is set up.

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

Staffing fees will automatically be added to your order.

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

Servers \$262 per five (5) hours.

Five (5) hour minimum. \$90 for each additional hour after the first 5.

Chef Attendant \$277 per five (5) hours. Five (5) hour minimum.

\$97 for each additional hour after the first 5.

Bartender \$277 per five (5) hours. Five (5) hour minimum.

\$97 for each additional hour after the first 5.

Captain \$297 per five (5) hours. Five (5) hour minimum.

\$108 for each additional hour after the first 5.

\*Please note that the calculations of labor hours must include two (2) hours of set-up, the number of hours for service, and one (1) hour of breakdown and clean-up.

## LINEN, RENTALS, AND SPECIAL EVENT PLANNING

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

## LINEN USE

As part of our sustainability initiatives, Cultivated is committed to minimizing the use of linen in our services whenever feasible. Clients who choose to use linens may rent them through Cultivated (fees vary based on linen size and color) or opt to provide their own. The only exception to this policy is for plated services, where Cultivated provides complimentary tablecloths and linen napkins in black or white only. Other colors incur an additional cost.

The reduction or elimination of linen use has several positive sustainability impacts, including: Water conservation | Energy savings | Chemical usage reduction | Cost savings.

## EXCLUSIVITY

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

## MENU SELECTION

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

## GUARANTEES

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

Cultivated will be prepared to serve five percent (5%) above the guaranteed attendance, with a maximum of thirty (30) meals (the overage), which shall be at client's cost and expense if pre-set or utilized.



# GENERAL INFORMATION

## PAYMENT POLICY

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

## ALCOHOL BEVERAGE GUIDELINES

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

## FOOD AND BEVERAGE PRICING

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

## ADMINISTRATION CHARGE AND TAX

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

## TAX EXEMPT

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

## LATE FEES

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

## CHANGES & ADDITIONAL SERVICES

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

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

## HEAT LAMPS

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

## ELECTRICAL REQUIREMENTS

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







Dear Exhibitor,

We look forward to the welcoming the **Travel & Adventure** to the Javits Center.

The **Advance Rate** will only be valid for orders placed by **January 10, 2025**.

Orders are to be placed via our Online ordering portal **Jake**.

**Jake** is an innovative Online ordering system that allow you to place **electrical, technology and plumbing** needs - **there are no forms**.

Please see USEFUL TOOLS below for Work Rules and Jake Tutorial.

For any questions regarding Jake contact the Exhibitor Solutions Team via mail at [services@javitscenter.com](mailto:services@javitscenter.com) or call us Monday – Friday 9am-5pm, Eastern Time at 877.452.8487.

Thank you,  
The Javits Center

**JAKE** is an online portal which allows you to place your utility orders for an event at the Javits Center. To get started click [JAKE](#) or [TUTORIAL](#)

**MARKET EXPRESS** is the place to go to for all your catering requirements and with timely delivery. To get started click here: [MARKET EXPRESS](#). For menus with pricing and other helpful documents to aid your planning, please visit their website by [clicking here](#).

## SERVICES

Need assistance choosing the best service options?

We're here to help - Click below.

[ELECTRICAL](#)

[TECHNOLOGY](#)

[PLUMBING](#)

[CATERING](#)

## MOBILITY VEHICLE RENTAL

We are pleased to announce the Mobility Vehicle program. Interested in knowing more? [Click here](#)

## USEFUL TOOLS

Need assistance navigating Jake? [Click here](#)

Javits Lights Illustrations. [Click here](#)

Work Rule - Exhibit Building. [Click here](#)

Javits Catalog. [Click here](#)

Important Wireless Internet Guidelines at the Javits Center. [Click here](#)

Javits Tool Kit PDF. [Click here](#)



# Jacob K. Javits Convention Center 2025 Exhibitor Price List

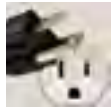
effective for events held 1/1/2025 through 12/31/2025

## ELECTRIC



E025 Up To 500 Watts - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$144.00 Std Rate: \$205.75  
Price per unit



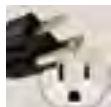
E025X UP TO 500 WATTS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$180.00 Std Rate: \$257.00  
Price per unit



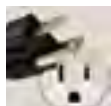
E026 501 - 1000 Watts - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$237.75 Std Rate: \$339.75  
Price per unit



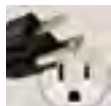
E026X 501 - 1000 WATTS - 24 hours - Javits provided power.

EACH Adv Rate: \$297.00 Std Rate: \$424.25  
Price per unit



E027 1001 - 1500 Watts - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$287.75 Std Rate: \$411.00  
Price per unit



E027X 1001 - 1500 WATTS - 24 hours - Javits provided power.

EACH Adv Rate: \$359.50 Std Rate: \$513.50  
Price per unit



E028 Multi Box (4 Outlet) - Javits provided power. Please ensure the order includes: 1500w or less of power. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$53.30 Std Rate: \$76.15  
Price per unit



E029 Plug In Strip (6 Outlets) - Javits provided power. Please ensure the order includes: 1500w or less of power. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$53.30 Std Rate: \$76.15  
Price per unit



E030 1501 - 2000 Watts - Javits provided power. Single plug point (outlet) only Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Electric Equipment Connection (Price per Event)

EACH Adv Rate: \$305.75 Std Rate: \$436.75  
Price per unit



E030X 1501 - 2000 WATTS - 24 hours - 24 hour option if power is needed overnight. Labor included to install at back of in line booths.

EACH Adv Rate: \$382.00 Std Rate: \$545.75  
Price per unit



E031 2001 - 2500 Watts - Javits provided power. Single plug point (outlet) only Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Power (Price per Event)

EACH Adv Rate: \$411.25 Std Rate: \$587.50  
Price per unit



E031X 2001 - 2500 WATTS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$514.00 Std Rate: \$734.25  
Price per unit



# Jacob K. Javits Convention Center 2025 Exhibitor Price List

effective for events held 1/1/2025 through 12/31/2025



E247 1 Phase 208V To 30 Amps - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Power (Price per Event)

EACH Adv Rate: \$575.50 Std Rate: \$822.25  
Price per unit



E247X 1 PHASE 208V TO 30 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$719.50 Std Rate: \$1,028.00  
Price per unit



E248 1 Phase 208V 31-60 Amps - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Power (Price per Event)

EACH Adv Rate: \$834.50 Std Rate: \$1,192.00  
Price per unit



E248X 1 PHASE 208V 31-60 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$1,044.00 Std Rate: \$1,491.00  
Price per unit



E249 1 Phase 208V 61-100 Amps - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Power (Price per Event)

EACH Adv Rate: \$1,252.00 Std Rate: \$1,789.00  
Price per unit



E249X 1 PHASE 208V 61-100 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$1,566.00 Std Rate: \$2,237.00  
Price per unit



E254 3 Phase 208V To 30 Amps - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Power (Price per Event)

EACH Adv Rate: \$664.25 Std Rate: \$948.75  
Price per unit



E254X 3 PHASE 208V TO 30 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$830.25 Std Rate: \$1,186.00  
Price per unit



E255 3 Phase 208V 31-60 Amps - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Power (Price per Event)

EACH Adv Rate: \$917.00 Std Rate: \$1,310.00  
Price per unit



E255X 3 PHASE 208V 31-60 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$1,148.00 Std Rate: \$1,640.00  
Price per unit



E256 3 Phase 208V 61-100 Amps - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Power (Price per Event)

EACH Adv Rate: \$1,316.00 Std Rate: \$1,880.00  
Price per unit



E256X 3 PHASE 208V 61-100 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$1,646.00 Std Rate: \$2,352.00  
Price per unit



E232X 3 PHASE 208V 101-200 AMP -24 Hr - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$3,617.00 Std Rate: \$5,167.00  
Price per unit





# Jacob K. Javits Convention Center 2025 Exhibitor Price List

effective for events held 1/1/2025 through 12/31/2025

	E233X 3 PHASE 208V 201-400 AMP -24 Hr - Javits provided power. Labor included to install at back of in line booths.	EACH	Adv Rate: \$5,864.00	Std Rate: \$8,377.00	Price per unit
	E268X 1 PHASE 460V TO 30 AMPS -24 Hr	EACH	Adv Rate: \$1,566.00	Std Rate: \$2,237.00	Price per unit
	E269X 1 PHASE 460V 31-60 AMPS -24 Hr	EACH	Adv Rate: \$1,836.00	Std Rate: \$2,623.00	Price per unit
	E261X 3 PHASE 460V TO 30 AMPS -24 Hr	EACH	Adv Rate: \$1,722.00	Std Rate: \$2,460.00	Price per unit
	E262X 3 PHASE 460V 31-60 AMPS -24 Hr	EACH	Adv Rate: \$2,056.00	Std Rate: \$2,937.00	Price per unit
	E263X 3 PHASE 460V 61-100 AMPS -24 Hr	EACH	Adv Rate: \$2,104.00	Std Rate: \$3,005.00	Price per unit
	E032 1 120 W Flood Lamp Clamp On Assembly - Floodlight with a clamp to clip on. Power included Jake Service: Electrical--> Tab: Lights --> Section: Lighting (Price Per Event)	EACH	Adv Rate: \$215.25	Std Rate: \$307.50	Price per unit
	E033 2 120 W Flood Lamp Goose Neck - Floodlight with 2 bulbs. Please note: Attachment to booth may differ from the product image. Power included Jake Service: Electrical--> Tab: Lights --> Section: Lighting (Price Per Event)	EACH	Adv Rate: \$259.25	Std Rate: \$370.50	Price per unit
	E082 150 Watt Skanda Light Assembly - Standard Skanda light. Power included Jake Service: Electrical--> Tab: Light--> Section: Lighting (Price Per Event)	EACH	Adv Rate: \$228.25	Std Rate: \$326.25	Price per unit
	E080 1 300W Post Light Quartz, Assembly - Standard Post light. Power included Jake Service: Electrical--> Tab: Light--> Section: Lighting (Price Per Event)	EACH	Adv Rate: \$234.50	Std Rate: \$335.00	Price per unit
	E055 Led Par-Can Assembly - Standard Par-Can lights. Power included Jake Service: Electrical--> Tab: Light--> Section: Lighting (Price Per Event)	EACH	Adv Rate: \$421.00	Std Rate: \$601.25	Price per unit
	E097 Electrician S/T - Labor. Straight time hours include: 7:30 a.m. to 3:00 p.m., Monday through Friday. Jake Service: Electrical--> Tab: Labor	1/2HR	Adv Rate: \$83.85	Std Rate: \$83.85	Price per 1/2 hour. Billed in 1/2 Hour increments.
	E098 Electrician O/T - Labor. Overtime hours include: 3:00 p.m. to 7:30 a.m., Monday through Sunday and Holidays. Jake Service: Electrical--> Tab: Labor	1/2HR	Adv Rate: \$109.95	Std Rate: \$109.95	Price per 1/2 hour. Billed in 1/2 Hour increments.



# Jacob K. Javits Convention Center 2025 Exhibitor Price List

effective for events held 1/1/2025 through 12/31/2025

## AUDIO/VISUAL



AV035 Name Brand 32 Lcd Hd/Std Wall Mount - LG SMART TV. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$186.00 Std Rate: \$265.75  
Price per unit/day



AV025 Name Brand 32In Lcd Hd/Std Table Top - LG SMART TV. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling

EACH Adv Rate: \$279.25 Std Rate: \$398.75  
Price per unit/day



AV191 Name Brand 32In Lcd Hd With Chrome Tv Stand - LG SMART TV with Dual Post Stand. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$279.25 Std Rate: \$398.75  
Price per unit/day



AV032 Name Brand 42In Full Hd Wall Mount - LG SMART TV. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$483.75 Std Rate: \$691.25  
Price per unit/day



AV022 Name Brand 42In Full Hd Table Top - LG SMART TV. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$576.75 Std Rate: \$824.00  
Price per unit/day



AV188 Name Brand 42In Full Hd With Chrome Tv Stand - LG SMART TV with Dual Post Stand. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$576.75 Std Rate: \$824.00  
Price per unit/day



AV033 Name Brand 50In Full Hd Wall Mount - LG SMART TV. Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$576.75 Std Rate: \$824.00  
Price per unit/day



AV023 Name Brand 50In Hd/D Table Top - LG SMART TV. Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$670.00 Std Rate: \$957.00  
Price per unit/day



AV189 Name Brand 50In Hd/D With Chrome Tv Stand - LG SMART TV with Dual Post Stand. Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$642.50 Std Rate: \$918.00  
Price per unit/day



# Jacob K. Javits Convention Center 2025 Exhibitor Price List

effective for events held 1/1/2025 through 12/31/2025

	AV034 Name Brand 65In Full Hd Wall Mount - LG SMART TV. Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)	EACH	Adv Rate: \$775.50	Std Rate: \$1,108.00	Price per unit/day
	AV024 Name Brand 65In Hd/D Table Top - LG SMART TV. Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)	EACH	Adv Rate: \$868.00	Std Rate: \$1,240.00	Price per unit/day
	AV190 Name Brand 65In Hd/D With Chrome Tv Stand - LG SMART TV with Dual Post Stand. Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)	EACH	Adv Rate: \$868.00	Std Rate: \$1,240.00	Price per unit/day
	AV100 Hdmi Splitter - Kopul 1 X 4 model # KOHDSP2014 and Kopul 1x2 model #KOHDSP2012. Used when one source needs to go to more than one monitor. Please note the order includes: HDMI Cable - 10 Feet long and electrical labor for installation and dismantling Includes Javits provided power (up to 500 Watts). Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	Each	Adv Rate: \$57.85	Std Rate: \$57.85	Price per unit
	AV026 Name Brand Blue Ray Hd - LG Blu Ray Disc Player Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	EACH	Adv Rate: \$80.75	Std Rate: \$115.25	Price per unit/day
	AV027 Name Brand Dvd Player - LG DVD player. Used for product demonstration, ads, etc. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	EACH	Adv Rate: \$43.45	Std Rate: \$62.10	Price per unit/day
	AV019 Name Brand 2Ghz Intel Core Duo Laptop - Lenovo ThinkPad Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	EACH	Adv Rate: \$322.75	Std Rate: \$461.00	Price per unit/day
	AV070 Laser Presentation Remote - wireless presenter device up to 50-foot range.	EACH	Adv Rate: \$19.78	Std Rate: \$28.26	Price per unit
	AV071 Lexmark Color Printer - Color laser, integrated duplex and 2-sided printing, printing speed 42ppm and recommended monthly page volume: 2000-12000. Limited availability please call Electrical solutions to order at (212)216-2645.	EACH	Adv Rate: \$158.00	Std Rate: \$158.00	Price per unit



## Jacob K. Javits Convention Center 2025 Exhibitor Price List

effective for events held 1/1/2025 through 12/31/2025

	AV056 Cable Tv Package - Cable TV for the booth with 100's of channels available. Please note the order includes: electrical labor for installation and dismantling and Ethernet Cable which is charged per foot. Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	EACH	Adv Rate: \$1,240.00	Std Rate: \$1,240.00	Price per unit
	E035 Fiber Optic Connectors LC Rattlers - Convert multi-mode fiber to single mode fiber.	EACH	Adv Rate: \$578.50	Std Rate: \$578.50	Price per unit
	AV179 Wired Lavalier Microphone - Shure Brand. Jake Service: Electrical--> Tab: Audio--> Section: Wired Microphone (Price Per Day)	EACH	Adv Rate: \$31.70	Std Rate: \$45.30	Price per unit/day
	AV178 Wired Table Top/Hand Held Microphone - SM58 Shure brand microphones with table stands. Jake Service: Electrical--> Tab: Audio--> Section: Wired Microphone (Price Per Day)	EACH	Adv Rate: \$27.80	Std Rate: \$39.70	Price per unit/day
	AV180 Wireless Hand Held Microphone - Shure Brand. Jake Service: Electrical--> Tab: Audio--> Section: Wireless Microphone (Price Per Day)	EACH	Adv Rate: \$147.25	Std Rate: \$210.50	Price per unit/day
	AV017 Wireless Countryman Microphone - Lightweight microphone for presentations. Jake Service: Electrical--> Tab: Audio--> Section: Wireless Microphone (Price Per Day)	EACH	Adv Rate: \$221.50	Std Rate: \$316.25	Price per unit/day
	AV181 Wireless Lavalier Microphone - Shure Brand. Jake Service: Electrical--> Tab: Audio--> Section: Wireless Microphone (Price Per Day)	EACH	Adv Rate: \$147.25	Std Rate: \$210.50	Price per unit/day
	AV182 Wireless Headset Microphone - Shure Brand.	EACH	Adv Rate: \$147.25	Std Rate: \$210.50	Price per unit/day
	AV059 1 10" JBL EON With Stand - Portable Self-Powered. Installation and dismantling labor included with Javits provided power and SM58 Shure brand microphone Jake Service: Electrical--> Tab: Audio--> Section: Portable Sound System (Price Per Day)	EACH	Adv Rate: \$154.00	Std Rate: \$220.00	Price per unit/day
	AV060 2-10" JBL Eons With Stand And 1 Wired Microphone - Portable Self-Powered. Installation and dismantling labor included with Javits provided power and SM58 Shure brand microphone Jake Service: Electrical--> Tab: Audio--> Section: Portable Sound System (Price Per Day)	EACH	Adv Rate: \$276.50	Std Rate: \$395.00	Price per unit/day
	AV061 4-10" JBL Eons With Stand And 1 Wired Microphone - Portable Self-Powered. Jake Service: Electrical--> Tab: Audio--> Section: Portable Sound System (Price Per Day)	EACH	Adv Rate: \$389.75	Std Rate: \$556.75	Price per unit/day
	AV006 Clearcom / Headset - Single ear standard headset. Jake Service: Electrical--> Tab: Audio--> Section: Misc Audio	EACH	Adv Rate: \$31.65	Std Rate: \$31.65	Price per unit/day



# Jacob K. Javits Convention Center 2025 Exhibitor Price List

effective for events held 1/1/2025 through 12/31/2025



AV016 Clearcom Add'L Headset/Beltpak - Additional  
ClearCom headset with a beltpack. Jake Service: Electrical-->  
Tab: Audio--> Section: Misc Audio

EACH Adv Rate: \$31.65 Std Rate: \$31.65  
Price per unit/day



AV137 Cd Player 5 Disk Cd Changer - Standard CD player.  
Jake Service: Electrical--> Tab: Audio Visual Equipment-->  
Section: Misc Audio

EACH Adv Rate: \$66.45 Std Rate: \$94.95  
Price per unit



AV174 Press Note Box - Used for Press to connect to audio.  
Must call to order. Jake Service: Electrical--> Tab: Audio  
Visual Equipment--> Section: Misc Audio

EACH Adv Rate: \$126.50 Std Rate: \$126.50  
Price per unit/day



AV142 Genter Box (Single Line) - Mainly used in meeting  
room situations. Jake Service: Electrical--> Tab: Audio Visual  
Equipment--> Section: Misc Audio

EACH Adv Rate: \$124.00 Std Rate: \$124.00  
Price per unit/day



# Jacob K. Javits Convention Center 2025 Exhibitor Price List

effective for events held 1/1/2025 through 12/31/2025

## TELECOM



T508 Wi-Fi - Single Device (Campus Wide)T508 Wi-Fi - Single Device (Campus Wide) - includes unrestricted bandwidth. Optional, for a fee, custom Wi-Fi Name (SSID) & Password. Jake Service: Technology--> Tab: Connectivity--> Section: Wi-Fi

EACH Adv Rate: \$256.25 Std Rate: \$341.50  
Price includes up to 5 days of service, pricing varies for different days of service.



T509 Wi-Fi - >5 Devices (per device) (Campus Wide)T509 Wi-Fi - >5 Devices (Campus Wide) - includes unrestricted bandwidth. Optional, for a fee, custom Wi-Fi Name (SSID) & Password. Jake Service: Technology--> Tab: Connectivity--> Section: Wi-Fi

EACH Adv Rate: \$205.00 Std Rate: \$273.25  
Price includes up to 5 days of service, pricing varies for different days of service.



T007 Analog Phone Line For Modem, Fax And Credit Card (Pots) - RJ11 Telephone land line typically used for fax machines and credit card machines that use a phone connection. Customer provides any other device that needs to be connected. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone

EACH Adv Rate: \$342.50 Std Rate: \$456.75  
Price per unit



T051 Speaker Phone W/ Single Line (Voip) - For a Voice over IP (VoIP) Phone and phone number with speaker phone capability. Usage will be billed separately after the event. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone

EACH Adv Rate: \$370.00 Std Rate: \$493.25  
Price per unit



T002 Multi Line Phone (Voip) - A multiple phone line capable Voice over IP (VoIP) Phone and phone number. Usage will be billed separately after the event. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone

EACH Adv Rate: \$463.00 Std Rate: \$617.25  
Price per unit



T079 Tel/Conf Spkr Phone 1 Line - For a Voice over IP (VoIP) Conference Phone unit and phone number with speaker phone capability. Usage will be billed separately after the event. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone

EACH Adv Rate: \$653.25 Std Rate: \$871.00  
Price per unit



T013 Credit Card Processing Ethernet Drop 256K - Ethernet 256Kbps data drop for an internet capable Credit Card Terminal. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$337.50 Std Rate: \$450.00  
Price includes up to 5 days of service, pricing varies for different days of service.



T044 T1 Service (1.5 Mbps Managed Service) - An ethernet cable hand off with a dedicated internet speed of 1.5 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$3,050.00 Std Rate: \$4,067.00  
Price includes up to 5 days of service, pricing varies for different days of service.



T102 3 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 3 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$4,450.00 Std Rate: \$5,933.00  
Price includes up to 5 days of service, pricing varies for different days of service.



T073 5 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 5 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$7,046.00 Std Rate: \$9,394.00  
Price includes up to 5 days of service, pricing varies for different days of service.





# Jacob K. Javits Convention Center 2025 Exhibitor Price List

effective for events held 1/1/2025 through 12/31/2025



T074 10 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 10 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$13,212.00 Std Rate: \$17,616.00 Price includes up to 5 days of service, pricing varies for different days of service.
T075 15 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 15 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$16,207.00 Std Rate: \$21,609.00 Price includes up to 5 days of service, pricing varies for different days of service.
T076 20 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 20 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$19,880.00 Std Rate: \$26,507.00 Price includes up to 5 days of service, pricing varies for different days of service.
T004 30 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 30 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$27,434.00 Std Rate: \$36,578.00 Price includes up to 5 days of service, pricing varies for different days of service.
T005 50 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 50 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$39,780.00 Std Rate: \$53,040.00 Price includes up to 5 days of service, pricing varies for different days of service.
T103 60 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 60 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$40,098.00 Std Rate: \$53,464.00 Price includes up to 5 days of service, pricing varies for different days of service.
T104 75 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 75 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$48,118.00 Std Rate: \$64,157.00 Price includes up to 5 days of service, pricing varies for different days of service.
T022 100 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 100 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$61,590.00 Std Rate: \$82,120.00 Price includes up to 5 days of service, pricing varies for different days of service.
T501 101Mbps to 500MbpsT501 101 Mbps to 500 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 101 Mbps to 500 Mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$80,068.00 Std Rate: \$106,757.00 Price includes up to 5 days of service, pricing varies for different days of service.
T502 Above 500MbpsT502 Above 500 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of above 500 Mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$107,783.00 Std Rate: \$143,710.00 Price includes up to 5 days of service, pricing varies for different days of service.
T505 Exhibitor Business Grade - BasicT505 Exhibitor Business Grade - Basic - Single Internet drop in booth, service is good for SD video streaming, product demonstrations, social networking and up to 2 devices. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$1,537.00 Std Rate: \$2,049.00 Price includes up to 5 days of service, pricing varies for different days of service.



# Jacob K. Javits Convention Center 2025 Exhibitor Price List

effective for events held 1/1/2025 through 12/31/2025



T506 Exhibitor Business Grade - EssentialsT506 Exhibitor Business Grade - Essentials - Single Internet drop in booth, service is good for HD video streaming, product demonstrations, streaming music, social networking and up to 5 devices. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$2,561.00 Std Rate: \$3,415.00  
Price includes up to 5 days of service, pricing varies for different days of service.



T507 Exhibitor Business Grade - PremierT507 Exhibitor Business Grade - Premier - Single Internet drop in booth, service is good for HD 4K video streaming, product demonstrations, streaming of music & games, social networking and up to 10 devices, Wi-Fi for up to 5 devices. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$3,586.00 Std Rate: \$4,781.00  
Price includes up to 5 days of service, pricing varies for different days of service.



T045 Static Private/Public IP Address - To be ordered if a Public or Private Static IP Address is required. The IP Address will be sent by email and it is the customer's responsibility to configure their equipment accordingly. Please ensure the order includes: a Managed Internet Service Jake Service: Technology--> Tab: Connectivity--> Section: Supporting Services

EACH Adv Rate: \$118.50 Std Rate: \$158.00  
Price includes up to 5 days of service, pricing varies for different days of service.



T089 Vlan - Private Network Requires a second VLAN drop (p2p) or a managed service Jake Service: Technology--> Tab: Connectivity--> Section: Supporting Services

EACH Adv Rate: \$436.50 Std Rate: \$582.00  
Price includes up to 5 days of service, pricing varies for different days of service.



T098 Technical Support Labor - Customer specific technical support services (ex. to configure and maintain customer equipment or for dedicated technical support beyond the Javits handoff domain). Jake Service: Technology--> Tab: Technology Labor

1/2HR Adv Rate: \$82.50 Std Rate: \$82.50  
Price per hour. Billed in 1/2 Hour increments.



T060 8 Port Switch Rental - 8 Port Gigabit Ethernet Switch. Additional labor and material will be charged depending on the proximity (to extend lines beyond the switch) to connect the devices. Please ensure the order includes: electrical power Jake Service: Technology--> Tab: Equipment

EACH Adv Rate: \$177.75 Std Rate: \$237.00  
Price includes up to 5 days of service, pricing varies for different days of service.



T061 16 Port Switch Rental - 16 Port Gigabit Ethernet Switch. Additional labor and material will be charged depending on the proximity (to extend lines beyond the switch) to connect the devices. Please ensure the order includes: electrical power Jake Service: Technology--> Tab: Equipment

EACH Adv Rate: \$278.75 Std Rate: \$371.50  
Price includes up to 5 days of service, pricing varies for different days of service.



T100 2Mp Camera With Wi-Fi And 7 Day Data Storage

EACH Adv Rate: \$368.50 Std Rate: \$491.25  
Price includes up to 5 days of service, pricing varies for different days of service.



T105 Wireless Router Rental - Wireless router device to be configured by Javits Technology Solutions Additional labor and material will be charged depending on the proximity (to extend lines beyond the switch) to connect the devices. Please ensure the order includes: electrical power Jake Service: Technology--> Tab: Equipment

EACH Adv Rate: \$293.75 Std Rate: \$391.50  
Price includes up to 5 days of service, pricing varies for different days of service.



# Jacob K. Javits Convention Center 2025 Exhibitor Price List

effective for events held 1/1/2025 through 12/31/2025

## PLUMBING



P011 Air Single Outlet 1/4" - Single Outlet Air Line EACH Adv Rate: \$1,303.00 Std Rate: \$1,533.00  
Price per unit



P012 Air Single Outlet 3/8" - Single Outlet Air Line EACH Adv Rate: \$1,303.00 Std Rate: \$1,533.00  
Price per unit



P013 Air Single Outlet 1/2" - Single Outlet Air Line EACH Adv Rate: \$1,303.00 Std Rate: \$1,533.00  
Price per unit



P014 Air Single Outlet 3/4" - Single Outlet Air Line EACH Adv Rate: \$1,303.00 Std Rate: \$1,533.00  
Price per unit



P043 Air Addl Branch Outlet 1/4" EACH Adv Rate: \$264.75 Std Rate: \$311.50  
Price per unit



P040 Air Addl Branch Outlet 3/8" EACH Adv Rate: \$264.75 Std Rate: \$311.50  
Price per unit



P041 Air Addl Branch Outlet 1/2" EACH Adv Rate: \$264.75 Std Rate: \$311.50  
Price per unit



P042 Air Addl Branch Outlet 3/4" EACH Adv Rate: \$264.75 Std Rate: \$311.50  
Price per unit



P017 Water Single Outlet 1/2" - Single Outlet Water Line EACH Adv Rate: \$1,270.00 Std Rate: \$1,494.00  
Price per unit



P018 Water Single Outlet 3/4" - Single Outlet Water Line EACH Adv Rate: \$1,270.00 Std Rate: \$1,494.00  
Price per unit



P243 Water Addl Branch Outlet 1/4" EACH Adv Rate: \$264.75 Std Rate: \$311.50  
Price per unit



P240 Water Addl Branch Outlet 3/8" EACH Adv Rate: \$264.75 Std Rate: \$311.50  
Price per unit



P241 Water Addl Branch Outlet 1/2" EACH Adv Rate: \$264.75 Std Rate: \$311.50  
Price per unit






P242 Water Addl Branch Outlet 3/4" EACH Adv Rate: \$264.75 Std Rate: \$311.50  
Price per unit



## Jacob K. Javits Convention Center 2025 Exhibitor Price List

effective for events held 1/1/2025 through 12/31/2025

	P045 Water - Fill/Drain To 500 Gals	EACH	Adv Rate: \$654.75	Std Rate: \$770.25	Price per unit
	P020 Drain Single Outlet 3/4" - Single Outlet Drain	EACH	Adv Rate: \$1,294.50	Std Rate: \$1,523.00	Price per unit
	P021 Drain Single Outlet 1" - Single Outlet Drain	EACH	Adv Rate: \$1,294.50	Std Rate: \$1,523.00	Price per unit
	P049 Drain - Add'L Connections	EACH	Adv Rate: \$455.25	Std Rate: \$535.50	Price per unit
	P050 Sink - Cold Water Only - Javits Center Supplied Sink (includes drain)	EACH	Adv Rate: \$1,477.25	Std Rate: \$1,738.00	Price per unit
	P051 Sink - With 6 Gal Elec Heater - Javits Center Supplied Sink (cold & hot water, includes power for heater)	EACH	Adv Rate: \$1,571.75	Std Rate: \$1,849.00	Price per unit
	P095 6 Gal Hot Water Heater (Electrical Service Included) - Water Line Not Included. Please ensure the order includes: water supply/source.	EACH	Adv Rate: \$737.50	Std Rate: \$867.50	Price per unit
	P053 80 Gallon Hot Water Heater Hot Water Heater - 80 Gallons - requires one 30 amp 3 phase 208 service, which is included. Please insure the order includes: water supply/source.	EACH	Adv Rate: \$1,180.75	Std Rate: \$1,389.00	Price per unit
	P081 Manifold For Air/Water	EACH	Adv Rate: \$224.75	Std Rate: \$264.50	Price per unit
	P097 Plumber - St(1/2Hr) - One hour minimum labor charge. Additional time charged at 1/2 hour increments. Straight time hours include: 7:30 a.m. to 3:00 p.m., Monday through Friday.	1/2HR	Adv Rate: \$74.00	Std Rate: \$74.00	Price per 1/2 hour. Billed in 1/2 Hour increments.
	P098 Plumber - Ot(1/2Hr) - One hour minimum labor charge. Additional time charged at 1/2 hour increments. Overtime hours include: 3:00 p.m. to 7:30 a.m., Monday through Sunday and Holidays.	1/2HR	Adv Rate: \$145.65	Std Rate: \$145.65	Price per 1/2 hour. Billed in 1/2 Hour increments.



# Jacob K. Javits Convention Center 2025 Exhibitor Price List

effective for events held 1/1/2025 through 12/31/2025

## MEDICAL



M030 Mobility Vehicle Rental, Small Up To 200 Lbs. - Pick up and drop off scooter at the concierge desk. ID required and payment in advance.

EACH

Adv Rate: \$128.50

Std Rate: \$128.50

Price per day shown, discounted pricing based on number of days of service.



M031 Mobility Vehicle Rental, Medium 201 To 300 Lbs. - Pick up and drop off scooter at the concierge desk. ID required and payment in advance.

EACH

Adv Rate: \$128.50

Std Rate: \$128.50

Price per day shown, discounted pricing based on number of days of service.



M032 Mobility Vehicle Rental, Large Over 300 Lbs. - Pick up and drop off scooter at the concierge desk. ID required and payment in advance.

EACH

Adv Rate: \$128.50

Std Rate: \$128.50

Price per day shown, discounted pricing based on number of days of service.



M033 Manual Wheelchair - NO CHARGE

EACH

Adv Rate: \$0.00

Std Rate: \$0.00

No Charge



M034 Manual Wheelchair - Large - NO CHARGE

EACH

Adv Rate: \$0.00

Std Rate: \$0.00

No Charge



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PAYMENT AUTHORIZATION FORM



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

JANUARY 25 – 26, 2025  
JAVITS CENTER

DISCOUNT DEADLINE: 1/10/2025

Company:	Booth:
Address:	
City, State, Zip:	Phone:
Ordered by (Print):	
Email Address:	Fax:
ESTIMATED TOTALS	
Subtotal Page 2	
Subtotal Page 3	
<i>Total Sub Total</i>	\$
<i>Sales Tax Due on Sub Total Amount</i>	\$
Delivery & Pick Up	\$ 175.00
<i>Total Due MetroMultimedia</i>	\$
PAYMENT AUTHORIZATION	

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

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

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

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

**ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.**

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

AMEX     VISA     MASTERCARD     DISCOVER

Exp. Date

Account Number																					
Security Code					Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)																

Cardholder Name (Please Print): \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

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

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

**CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - \*\* NO EXCEPTIONS \*\***

**ALL CANCELLATIONS ARE SUBJECT TO A 5% PROCESSING FEE.**

**CANCELLATIONS RECEIVED AFTER DISCOUNT DEADLINE DATE ARE SUBJECT TO A 25% RESTOCKING FEE**





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*Memorable.*

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

**MetroMultimedia Order Form**



JANUARY 25 – 26, 2025  
JAVITS CENTER

**DISCOUNT DEADLINE: 1/10/2025**

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

Audio Equipment	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total	
1 Speaker Sound System (Speaker, Stand, Mixer, PCDI)		\$181.00	\$226.25			
2 Speaker Sound System (Speakers, Stands, Mixer, PCDI)		\$301.25	\$376.75			
Wireless Microphone ( _____ Lavalier, _____ Handheld _____ Headset)		\$147.00	\$183.75			
10 Channel Audio Mixer (required with use of wireless mic)		\$85.00	\$106.25			
Large Venue Sound Systems are available upon request		Please Call	Please Call			
Projection	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total	
5K Laser Projector		\$621.00	\$776.25			
Tripod Projection Screen _____ 5' _____ 6' _____ 7' or _____ 8'		\$80.75	\$101.00			
Projector Stand		\$26.00	\$32.50			
Custom Projection options are available upon request		Please Call	Please Call			
Computers & Accessories	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total	
Lenovo Thinkpad		\$181.00	\$226.25			
MacBook Pro 15"		\$282.50	\$353.25			
Apple iPad		\$73.50	\$92.00			
iPad Floor Stand (available upon request)		Please Call	Please Call			
Video and Data Display	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total	
Please select Source for Monitor: _____ PC Laptop _____ MAC Laptop _____ DVD Player _____ Media Player _____ Other: _____						
42" Flat Panel Display _____ Table Top _____ Wall Mounted		\$322.25	\$402.75			
55" Flat Panel Display _____ Table Top _____ Wall Mounted		\$508.50	\$635.75			
60" Flat Panel Display _____ Table Top _____ Wall Mounted		\$593.50	\$742.00			
70" Flat Panel Display _____ Wall Mounted		\$667.00	\$833.75			
85" Flat Panel Display _____ Wall Mounted		\$1,356.00	\$1,695.00			
81" LED Poster – Black		Please Call	Please Call			
*Dual Post Floor Stand for Flat Panel Monitors (for 40" through 70" sizes only)		\$80.75	\$101.00			
*Dual Post Floor Stand Shelf for Laptop		\$17.25	\$21.50			
Media Player (required for USB playback)		\$56.75	\$71.00			
Additional monitors, touchscreens and video walls are available upon request		Please Call	Please Call			
<b>Total Audio, Projection &amp; Video and Data Display</b>					\$	
<b>A labor charge of \$87.50 per hour may be added depending on the type and quantity of equipment ordered.</b>					<b>Labor Total</b>	\$
<b>Total Page 2</b>					\$	

Please Note: To receive a confirmation of your order prior to event, please e-mail: [info@metromultimedia.com](mailto:info@metromultimedia.com) .

Drayage Costs (if applicable) are not included in delivery costs. Regular rate applies if order is received after deadline date.  
 In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.  
 \*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.



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**MetroMultimedia Order Form**

**TRAVEL &  
ADVENTURE  
SHOW.**

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

JANUARY 25 – 26, 2025  
JAVITS CENTER

**DISCOUNT DEADLINE: 1/10/2025**

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

**Note: Software for the below Kiosks is available upon request. If you require software, please indicate below. Circle "Y" for Yes or "N" for No. Software Fees are based on specific need, please call or email for an estimate \***

Touch-Table Kiosk	Qty.	Discounted Show Rate	Regular Show Rate	Software (optional)	Total
32" Table Kiosk 4K White		\$1,366.50	\$1,708.00	Y/N	
43" Table Kiosk 4K White		\$1,604.25	\$2,005.00	Y/N	
49" Table Kiosk 4K White		\$1,842.50	\$2,005.00	Y/N	
55" Table Kiosk 4K White		\$1,940.50	\$2,425.75	Y/N	
Touch-Standing Kiosk	Qty.	Discounted Show Rate	Regular Show Rate	Software (optional)	Total
55" Standing Kiosk 4K White		\$1,966.50	\$2,458.00	Y/N	
65" Standing Kiosk 4K White		\$2,225.25	\$2,781.50	Y/N	
75" Standing Kiosk 4K White		\$2,660.00	\$3,325.00	Y/N	
65" Double Standing Kiosk 4K White		\$4,400.00	\$5,500.00	Y/N	
Interactive Touchscreen Monitors	Qty.	Discounted Show Rate	Regular Show Rate	Software (optional)	Total
32" Wall Mount Interactive Touchscreen 4K White (includes Mini PC)		\$1,086.75	\$1,358.50	Y/N	
43" Wall Mount Interactive Touchscreen 4K White (includes Mini PC)		\$1,397.25	\$1,746.50	Y/N	
49" Wall Mount Interactive Touchscreen 4K White (includes Mini PC)		\$1,707.75	\$2,134.50	Y/N	
55" Wall Mount Interactive Touchscreen 4K White (includes Mini PC)		\$2,018.25	\$2,522.75	Y/N	
<b>Total Kiosks and Touchscreens</b>					\$
<b>A labor charge of \$87.50 per hour may be added depending on the type and quantity of equipment ordered.</b>			<b>Labor Total</b>		\$
<b>Total Page 3</b>					\$

Please Note: To receive a confirmation of your order prior to event, please e-mail: [info@metromultimedia.com](mailto:info@metromultimedia.com).

Drayage Costs (if applicable) are not included in delivery costs. Regular rate applies if order is received after deadline date. In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.

# DIGITAL KIOSKS

Examples of our Touch-Table and Touch-Standing Kiosks



TOTAL PAGE 2 + PAGE 3 = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ + \$175.00 Deliver & Pick-Up = TOTAL \_\_\_\_\_

**Payment Authorization Form must accompany order.**

All Cancellations are subject to a 5% processing fee. Cancellations received after discount deadline date are subject to a 25% restocking fee. Equipment Cancellations not received 72 Hrs. before delivery date will be charged 100% - \*\*NO EXCEPTIONS\*\*



*Starbright*  
floral design

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

140 West 26th Street, New York City, NY 10001

212-229-1610

[Hello@starbrightnyc.com](mailto:Hello@starbrightnyc.com)

**TRAVEL &  
ADVENTURE  
SHOW**



## Sample Selections

Floral Selections



**Standing Ovation**

\$149.95



**Highlander**

\$99.95-\$174.95



**Textures of Emotions**

\$124.95-\$274.95

## Sample Selections

Floral Selections



**Tropical Lemon Coupe**

\$99.95



**Art in Motion**

*Available in Multiple  
Colors*

\$174.95



**Joy**

\$84.95-\$174.95

## Sample Selections

Floral Selections



**Pastel Dreams of Love**

\$149.95-\$184.95



**Need You So**

\$249.95-\$399.95



**Apple Lime Ice**

\$99.95



## Sample Selections

Floral Selections



**Beautiful Bromeliad**

\$80.00



**If The Sky Was Green**

\$88.95-\$174.95



**Paradise Waters**

\$150.00

## Sample Selections

Floral Selections



**Tropical Escape**

\$125.00



**Ginger Elation**

\$250.00

## Sample Selections

### Orchids



**Orchid Eden**

*Available in Purple*

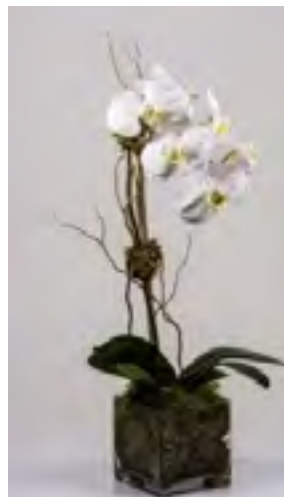
\$149.95-\$224.95



**Dancing Orchids**

*Available in Purple*

\$324.95-\$359.95



**Phalaenopsis**

*White*

\$84.95



**Grand Phalaenopsis  
Orchid**

*Available in White*

\$149.95

## Sample Selections

### Succulents



**Green Garden**

\$84.95



**Desert Beauty  
Succulent Garden**

\$124.95



**Rustic Charm Box**

\$79.95-\$124.95



**Magic Box  
of Succulents**

\$84.95-\$114.95

## Sample Selections

Plants (Rental)



**Snake Plant**

\$175



**The Greenhouse**

\$175



**Not Too Shabby (Chic)**

\$175



## Sample Selections

Plants (Rental)



**Simply Elegant  
Spathiphyllum**  
*Peace Lily*

\$175



**Chinese Evergreen**

\$175



**Philodendron**

\$175



## Sample Selections

Plants (Rental)



**Fiddle Leaf Ficus**

\$175



**Areca Palm**

\$175



**Corn Plant**

\$175

## Notes

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

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

212-229-1610 | Hello@starbrightnyc.com

## Flowers and Decor

- Travel Adventure Show 2025
- Javits Center
- January 25, 2024
- 

Please complete this form and email to [hello@starbrightnuc.com](mailto:hello@starbrightnuc.com). Orders may also be placed via phone or the website.

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

## Flowers and Decor

- Travel Adventure Show 2025
- Javits Center
- January 25, 2025
- 

### Floral Selections

Item	QTY	Circle One
Standing Ovation		\$149.95
Highlander		\$99.95/\$124.95/\$174.95
Textures of Emotions		\$124.95/\$174.95/\$274.95
Tropical Lemon Coupe		\$99.95
Art in Motion		\$174.95
Joy		\$84.95/\$124.95/\$174.95
Pastel Dreams of Love		\$149.95/\$184.95

## Flowers and Decor

- Travel Adventure Show 2025
- Javits Center
- January 25, 2025
- 

### Floral Selections

Item	QTY	Circle One
Need You So		\$249.95/\$299.95/\$399.95
Apple Lime Ice		\$99.95
Beautiful Bromeliad		\$80.00
If The Sky Was Green		\$89.95/\$124.95/\$174.95
Paradise Waters		\$150.00
Tropical Escape		\$125.00
Ginger Elation		\$250.00



## Flowers and Decor

- Travel Adventure Show 2025
- Javits Center
- January 25, 2025

### Orchid Selections

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



## Flowers and Decor

- Travel Adventure Show 2025
- Javits Center
- January 25, 2025
- 

### Succulent Selections

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

### Plant Rentals

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

## Flowers and Decor

- Travel Adventure Show 2025
- Javits Center
- January 25, 2025
- 

### Plant Rentals

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

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

212-229-1610 | Hello@starbrightnyc.com

## Flowers and Decor

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- 

### Notes

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

EMAIL form or MAIL  
with payment to:  
UNM@unitedhq.com

# UnitedNational Maintenance Inc.



**BOOTH CLEANING**

1550 S. Indiana Ave • Chicago, IL 60605 • Phone 312-922-8558 • Fax 312-922-8599 Email UNM@unitedhq.com

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

Event Name NY Travel & Adventure Show 2025	SHOW DATE January 25-26, 2025	BOOTH NUMBER
COMPANY NAME	OFFICE #	ON-SITE CONTACT #
STREET ADDRESS	CITY	STATE
AUTHORIZING SIGNATURE	ON-SITE E-MAIL	ON-SITE NAME

(Deadline for advance rate is December 25, 2024)

**ADVANCE ORDER    FLOOR ORDER**

<b>Carpet Vacuuming 1 Time</b>	Days _____	X Sq. Ft. _____	@ \$0.38	\$ 0.00	\$0.48= _____
<b>Carpet Vacuuming Daily</b>	Days <u>2</u>	X Sq. Ft. _____	@ \$0.30	\$ 0.00	\$0.40= _____
<b>Shampoo Carpet</b>	Days _____	X Sq. Ft. _____	@ \$0.42	\$ 0.00	\$0.52= _____
<b>Damp Mop</b>	Days _____	X Sq. Ft. _____	@ \$0.28	\$ 0.00	\$0.38= _____
<b>Damp Mop &amp; Remove Scuffs</b>	Days _____	X Sq. Ft. _____	@ \$0.38	\$ 0.00	\$0.48= _____
<b>Concrete Cleaning, Polishing and Removal</b>	Days _____	X Sq. Ft. _____	@ \$0.75	\$ 0.00	\$0.85 = _____
<b>Hourly Porter</b>	Days _____	X Hrs _____	@ \$35.00	\$ 0.00	\$45.00 = _____

**SHOW HOURS PORTER SERVICE TRASH REMOVAL**

100 to 399 Sq. Ft. @ \$45.00 x _____	Days = <u>\$ 0.00</u>	800 to 1199 Sq. Ft. @ \$85.00 x _____	Days = <u>\$ 0.00</u>
400 to 799 Sq. Ft. @ \$65.00 x _____	Days = <u>\$ 0.00</u>	1200 to 1999 Sq. Ft. @ \$105.00 x _____	Days = <u>\$ 0.00</u>
<b>ALL BOOTHS OVER 2000 SQ. FT. REQUIRE AN HOURLY PORTER. CALL FOR QUOTE</b> Daily Rate _____ X _____ Days = <u>\$ 0.00</u>			

**BULK TRASH REMOVAL (BOOTH DISPOSAL OR CRATES)**

Labor Include, Call United for Quote and if needed Order Forklift from GC

Full Dumpster needed _____ x \$1,500.00 = <u>\$ 0.00</u>	Total Cleaning Services	\$ 0.00
Half Dumpster needed _____ x \$800.00 = <u>\$ 0.00</u>	Total Sanitizing Services	\$ 0.00

**TOTAL OF ALL SERVICES PURCHASED    \$ 0.00**

**WE ACCEPT VISA, MASTERCARD & AMERICAN EXPRESS  
3% HANDLING CHARGE WILL BE ADDED TO YOUR ORDER**

PAYMENT IN U.S. DOLLARS, CREDIT CARD AUTHORIZATION OR COMPANY CHECK MUST ACCOMPANY THIS ORDER FOR PROCESSING

CREDIT CARD NO. \_\_\_\_\_ CREDIT CARD SECURITY CODE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_ EXP. DATE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ CITY / STATE \_\_\_\_\_

PLEASE PRINT NAME \_\_\_\_\_ ZIP CODE \_\_\_\_\_

ANY questions regarding service ordered and received must be brought to the attention of the United National Service Desk at the show immediately upon noting same. Adjustments cannot be made unless discrepancies are reported prior to show opening on the day following the night when service was to be performed. **UNITED NATIONAL MAINTENANCE, INC. HAS BEEN NAMED EXCLUSIVE CLEANING CONTRACTOR FOR THIS SHOW**

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EMAIL form or MAIL  
with payment to:  
UNM@unitedhq.com

**UnitedNational**  
Maintenance Inc.



11550 S. Indiana Ave • Chicago, IL 60605 • Phone 312-922-8558 • Fax 312-922-8599 Email UNM@unitedhq.com

Event Name	SHOW DATE	BOOTH NUMBER
NY Travel & Adventure Show 2025	January 25-26, 2025	



**Disinfecting and Sanitizing Service Options**

**Booth Sanitizing Services**

Sanitizing Services	Estimated Sq Ft	Start Time	End Time	Days	Hours/Units	Rate	Total Charge
<b>Example - Continuous Booth Porter Disinfecting and Sanitizing during show hours per hours, per day</b>		08:00	05:00			\$35.00	\$ 0.00
<b>Booth Disinfecting and Sanitizing periodically every 2 hours during show hours per sq ft, per day</b>						\$0.09	\$ 0.00
<b>Disinfecting and sanitizing of freight, furniture and product delivered to booths per sq ft(Spary or Wet wipe) per day</b>						\$0.04	\$ 0.00
<b>Booth Hand sanitizer dispensers, labor and refill as needed,per unit per day</b>						\$99.00	\$ 0.00
Grand Total							\$ 0.00