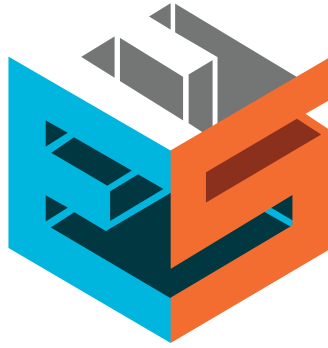




EXP O  
EVENT SERVICES

# Exhibitor Services Manual

Washington D.C. Travel & Adventure Show  
January 17-18, 2026  
Walter E. Washington Convention Center  
Washington D.C.

# Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



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# Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



## WELCOME TO ONLINE ORDERING



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

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@tsshipper.com](mailto:info@tsshipper.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.

# SHOW INFORMATION

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



### Welcome to Washington D.C. and the Washington D.C. 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 |                    |                                                       |
|--------------------------------|--------------------|-------------------------------------------------------|
| Decorator Move In:             | Thursday 1/15/2026 | 8am - 5pm                                             |
| Exhibitor Move-In:             | Friday 1/16/2026   | 9am - 5pm                                             |
| Exhibit Hours:                 | Saturday 1/17/2026 | 9:30am - 5pm (Travel Advisors)<br>10am - 5pm (Public) |
|                                | Sunday 1/18/2026   | 11am - 4pm                                            |
| Exhibitor Move-Out:            | Sunday 1/18/2026   | 4pm - 8pm                                             |
| Clear Floor:                   | Sunday 1/18/2026   | By 11:59pm                                            |

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

Expo Event Service will begin returning empty shipping containers at **4pm** on **Sunday, January 18th, 2026** ase keep this in mind when scheduling labor and freight pick-up.  
All carriers must check-in for pick-up no later than **6pm** on **Sunday, January 18th, 2026**



# SHOW INFORMATION

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



### Shipping Addresses

|                                      |                                                                                                                                                                                    |                                                                                                                  |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Advance Receiving / Shipments</b> | <b>Washington D.C. Travel &amp; Adventure Show</b><br>Advance Shipments are through TS Shipper,<br>The Official Show Carrier <b>ONLY</b> .<br>Direct Contact: dtullo@tsshipper.com |                                                                                                                  |
| <b>Direct Shipments to Showsite</b>  | <b>Washington D.C. Travel &amp; Adventure</b><br>c/o Expo Event Services<br>Walter E Washington Convention Center<br>801 Allen Y. Lew Place NW<br>Washington, DC 20001             | <b>Shipments Should Arrive on:</b><br><br><b>January 15th, 2026 1pm-5pm</b><br><b>January 16th, 2026 9am-5pm</b> |

**State Tax 6% (Tax Rates Subject To Change)**

### Service Center

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

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

### TEAMSTER UNION

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

### CARPENTER UNION

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

### ELECTRICAL UNION

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

### FREIGHT HANDLING

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

### WORK BREAKS & GRATUITIES

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

### IN GENERAL

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

## TRAVEL & ADVENTURE SHOW®

# EXHIBITOR FAQ'S



### 1 What Comes With My Booth?

Each 10'x10' booth space includes:

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

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

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

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

### 3 How Can I Cut Down On My Overall Costs?

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

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

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

5

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

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

6

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

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

7

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

- NO. Per your signed sales contract, your booth must remain furnished and staffed until the show close on Sunday.

*Please respect attendees & fellow exhibitors.*

8

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

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

9

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

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

10

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

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

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

- Where applicable, order online, call, or fill out the necessary forms from the Show Exhibitor Services Kit for the appropriate vendor.
  - Expo Event Services can be contacted at [info@expoeventservices.com](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.



# Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026

## 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 ployment 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.



|                                                                                                                        |  |                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ACORD      CERTIFICATE OF LIABILITY INSURANCE</b>                                                                   |  | DATE (MM/DD/YY)<br><b>00/00/00</b>                                                                                                                                                                          |
| PRODUCER (000) 000-0000      FAX (000) 000-0000<br><br>Name of Insurance Agency<br>Street Address<br>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. |
| INSURED<br><br>Exhibitor Appointed Contractor<br>Street Address<br>City, State   Zip                                   |  | <b>INSURERS AFFORDING COVERAGE</b><br>INSURER A:    Insurance Company A<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>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                                                                                  |              |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------|----------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------|--------------|
| <b>A</b>                                                                                                                             | <b>GENERAL LIABILITY</b>                                                       | <b>ABC 12345</b> |                                  | <b>2026</b>                       | EACH OCCURRENCE                                                                         | \$ 1,000,000 |
|                                                                                                                                      | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY               |                  |                                  |                                   | FIRE DAMAGE (Any one fire)                                                              | \$ 50,000    |
|                                                                                                                                      | <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR |                  |                                  |                                   | MED EXP (Any one person)                                                                | \$ 5,000     |
|                                                                                                                                      |                                                                                |                  |                                  |                                   | PERSONAL & ADV INJURY                                                                   | \$ 1,000,000 |
|                                                                                                                                      |                                                                                |                  |                                  |                                   | GENERAL AGGREGATE                                                                       | \$ 2,000,000 |
|                                                                                                                                      |                                                                                |                  |                                  |                                   | PRODUCTS-COMP/OP AGG                                                                    | \$ 2,000,000 |
| GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |                                                                                |                  |                                  |                                   |                                                                                         |              |
| <b>A</b>                                                                                                                             | <b>AUTOMOBILE LIABILITY</b>                                                    | <b>ABC 12345</b> |                                  | <b>2026</b>                       | COMBINED SINGLE LIMIT (Ea accident)                                                     | \$ 1,000,000 |
|                                                                                                                                      | <input checked="" type="checkbox"/> ANY AUTO                                   |                  |                                  |                                   | BODILY INJURY (Per person)                                                              | \$           |
|                                                                                                                                      | <input type="checkbox"/> ALL OWNED AUTOS                                       |                  |                                  |                                   | BODILY INJURY (Per accident)                                                            | \$           |
|                                                                                                                                      | <input type="checkbox"/> SCHEDULED AUTOS                                       |                  |                                  |                                   | PROPERTY DAMAGE (Per accident)                                                          | \$           |
|                                                                                                                                      | <input type="checkbox"/> HIRED AUTOS                                           |                  |                                  |                                   |                                                                                         |              |
| <input type="checkbox"/> NON-OWNED AUTOS                                                                                             |                                                                                |                  |                                  |                                   |                                                                                         |              |
|                                                                                                                                      | <b>GARAGE LIABILITY</b>                                                        |                  |                                  |                                   | AUTO ONLY-EA ACCIDENT                                                                   | \$           |
|                                                                                                                                      | <input type="checkbox"/> ANY AUTO                                              |                  |                                  |                                   | OTHER THAN EA ACC                                                                       | \$           |
|                                                                                                                                      | <input type="checkbox"/>                                                       |                  |                                  |                                   | AUTO ONLY: AGG                                                                          | \$           |
|                                                                                                                                      | <b>EXCESS LIABILITY</b>                                                        |                  |                                  | <b>2026</b>                       | EACH OCCURRENCE                                                                         | \$           |
|                                                                                                                                      | <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE            |                  |                                  |                                   | AGGREGATE                                                                               | \$           |
|                                                                                                                                      |                                                                                |                  |                                  |                                   |                                                                                         | \$           |
|                                                                                                                                      | DEDUCTIBLE                                                                     |                  |                                  |                                   |                                                                                         | \$           |
|                                                                                                                                      | RETENTION \$                                                                   |                  |                                  |                                   |                                                                                         | \$           |
| <b>A</b>                                                                                                                             | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>                           | <b>ABC 12345</b> |                                  |                                   | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER |              |
|                                                                                                                                      | E.L. EACH ACCIDENT                                                             |                  |                                  |                                   | \$ 1,000,000                                                                            |              |
|                                                                                                                                      | E.L. DISEASE-EA EMPLOYEE                                                       |                  |                                  |                                   | \$ 1,000,000                                                                            |              |
|                                                                                                                                      | E.L. DISEASE-POLICY LIMIT                                                      |                  |                                  |                                   | \$ 1,000,000                                                                            |              |
|                                                                                                                                      | <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><br><br>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. |
| Expo Event Services<br>1700 York Ave Suite 2T<br>New York, NY 10128 |                                     |                                         | AUTHORIZED REPRESENTATIVE<br><br>Name (First & Last)                                                                                                                                                                                                                                                                                                                             |

# INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • P: (201) 300-2782 • F: (917) 591-8316 • Email: orders@expoevents.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  
☐ DRYAGE 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 age, 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
7. 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.
8. 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.
9. 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.
10. 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 there of.
11. 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.
12. 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.
13. 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.
14. Dry and Cold Storage – Exhibitor stores products at its own risk. Expo Event Services assumes no liability or responsibility for dry or cold storage
15. The Exhibitor agrees, in the event of a dispute with Expo Event Services or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Expo Event Services for freight handling services or any other services provided by Expo Event Services or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Expo Event Services prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Expo Event Services or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

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



# FIRE DEPARTMENT REGULATIONS

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



### INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT

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

### VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY

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

### COMBUSTIBLES

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

### OBSTRUCTIONS

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

### ELECTRICAL EXTENSION CORDS & MULTI-PLUG ADAPTERS

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

### COMPRESSED CYLINDERS

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

### COOKING AND/OR WARMING DEVICES

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

### HELIUM BALLOONS

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

# SAFETY FIRST

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



### 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.

# PAYMENT POLICY

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



### Payment for Services

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

### Discount Prices

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

### Method of Payment

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

### Third Party Billing

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

### Tax Exempt

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

### Adjustments and Cancellations

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

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

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

# PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



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

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

### CREDIT CARD CHARGE AUTHORIZATION

|                         |                                                        |  |                                |                           |                                                                                        |             |
|-------------------------|--------------------------------------------------------|--|--------------------------------|---------------------------|----------------------------------------------------------------------------------------|-------------|
| PROVIDE EXPIRATION DATE | <input type="checkbox"/> MASTERCARD                    |  | <input type="checkbox"/> VISA* |                           | American Express                                                                       |             |
|                         |                                                        |  |                                |                           | Card Expiration Date & Security Code <b>REQUIRED</b> (3 Digit on reverse side of card) |             |
|                         |                                                        |  |                                |                           |                                                                                        |             |
|                         |                                                        |  |                                |                           |                                                                                        |             |
|                         | CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE |  |                                | CITY                      | STATE                                                                                  | ZIP COUNTRY |
| PLEASE SIGN             | CARDHOLDER'S SIGNATURE                                 |  |                                | CARDHOLDER'S NAME - PRINT |                                                                                        |             |
|                         |                                                        |  |                                |                           |                                                                                        |             |

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

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

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

### Services and Equipment Ordered

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

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

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

\$

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

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

# THIRD PARTY BILLING REQUEST

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • P: (201) 300-2782 • F: (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) |       |     |

### Credit Charge Authorization

(Information Must Be Provided)

|                         |                                    |                                           |
|-------------------------|------------------------------------|-------------------------------------------|
| PROVIDE EXPIRATION DATE | EXPIRATION DATE                    | <input type="checkbox"/> MASTERCARD       |
|                         |                                    | <input type="checkbox"/> VISA*            |
|                         |                                    | <input type="checkbox"/> American Express |
|                         | <input type="checkbox"/> Corporate |                                           |
|                         | <input type="checkbox"/> Personal  |                                           |

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

|                |  |
|----------------|--|
| Account Number |  |
|                |  |

|                             |              |         |
|-----------------------------|--------------|---------|
| CARDHOLDERS NAME            | PLEASE PRINT |         |
| CARDHOLDERS BILLING ADDRESS | CITY         |         |
| STATE                       | ZIP          | COUNTRY |

|                                                       |                                                     |
|-------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> All Services                 | <input type="checkbox"/> Rental Furniture           |
| <input type="checkbox"/> I & D Labor                  | <input type="checkbox"/> Material Handling In & Out |
| <input type="checkbox"/> Signs                        |                                                     |
| <input type="checkbox"/> Other (Please Specify) _____ |                                                     |

|             |                        |
|-------------|------------------------|
| PLEASE SIGN | X                      |
|             | CARDHOLDER'S SIGNATURE |

### Third Party

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

### Credit Charge Authorization

(Information Must Be Provided)

|                         |                                    |                                           |
|-------------------------|------------------------------------|-------------------------------------------|
| PROVIDE EXPIRATION DATE | EXPIRATION DATE                    | <input type="checkbox"/> MASTERCARD       |
|                         |                                    | <input type="checkbox"/> VISA*            |
|                         |                                    | <input type="checkbox"/> American Express |
|                         | <input type="checkbox"/> Corporate |                                           |
|                         | <input type="checkbox"/> Personal  |                                           |

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

|                |  |
|----------------|--|
| Account Number |  |
|                |  |

|                             |              |         |
|-----------------------------|--------------|---------|
| CARDHOLDERS NAME            | PLEASE PRINT |         |
| CARDHOLDERS BILLING ADDRESS | CITY         |         |
| STATE                       | ZIP          | COUNTRY |

|                                                       |                                                     |
|-------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> All Services                 | <input type="checkbox"/> Rental Furniture           |
| <input type="checkbox"/> I & D Labor                  | <input type="checkbox"/> Material Handling In & Out |
| <input type="checkbox"/> Signs                        |                                                     |
| <input type="checkbox"/> Other (Please Specify) _____ |                                                     |

|             |                        |
|-------------|------------------------|
| PLEASE SIGN | X                      |
|             | CARDHOLDER'S SIGNATURE |

# SHIPPING INFORMATION

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



### 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 **\$475.00 per vehicle** (price includes both in and out of hall).

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

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

### Freight Handling Services

Expo Event Services is prepared to receive your shipment directly to show site, or in advance via TS Shipper. 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.

### Direct Shipments to Exhibit Site

#### Rates Include:

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

Make out the bill of lading and consign as follows:

#### To:

Name of Exhibitor AND Booth Number

#### For:

**Washington D.C. Travel & Adventure Show**

#### C/O:

Expo Event Services  
Walter E. Washington Convention Center / Hall C  
801 Allen Y. Lew Place NW  
Washington, DC 20001

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



# SHIPPING GUIDELINES

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



### 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.

**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.

**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.

**Rigging** - 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.

### Freight Handling Services

Expo Event Services is prepared to receive your shipment directly to show site, or in advance via TS Shipper. 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.

**Reserve Your  
Shipment Today with  
the  
Official Show Carrier**

*Fast, Reliable, Secure Trade Show Transportation!*



**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: Washington D.C. Travel & Adventure Show

Show Dates: January 17-18, 2026

Venue: Walter E. Washington Convention Center

**CONTACT INFORMATION**

Company Name:  Contact Name:   
Address:   
Phone:  Email:

**PICK UP LOCATION**

Company Name:  Contact Name:   
Street Address:   
City:  State / Country:   
Zip / Postal Code:  Phone:

**SHIPPING DESTINATION**

Company Name:   
Show Name:  Booth #:   
Street Address:   
City:  State / Country:   
Zip / Postal Code:  Phone:   
Onsite Contact:

**TYPE OF SERVICE**

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

**ADDITIONAL SERVICE**

☐ Lift Gate ☐ Residential ☐ Inside Pick Up

Declared Value (\$):  ☐

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

Phone: 216-566-5953

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

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

**TS SHIPPER LLC - INBOUND FORM**

Show Name: Washington D.C. Travel &amp; Adventure Show

Show Dates: January 17-18, 2026

1700 York Avenue, Suite 2T, New York, NY 10128

Phone: (216) 566 - 5953 Fax: (866) 728 - 3775

Venue: Walter E. Washington Convention Center

**SHIPPING INFORMATION**

Pickup Date: Pick Up Time: (4 Hour Window)

Delivery Date: Delivery Time (4 Hour Window)

| Number of Pieces | Length | Width | Height | Weight |
|------------------|--------|-------|--------|--------|
|                  |        |       |        |        |
|                  |        |       |        |        |
|                  |        |       |        |        |
|                  |        |       |        |        |
|                  |        |       |        |        |
|                  |        |       |        |        |
|                  |        |       |        |        |
|                  |        |       |        |        |

Hazardous Materials: ☐ Yes ☐ No

Total Weight:

**ADDITIONAL INFORMATION OR INSTRUCTIONS**Send completed form to [info@tsshipper.com](mailto:info@tsshipper.com) or fax to 866-728-3775

Phone: 216-566-5953

Email: [info@tsshipper.com](mailto:info@tsshipper.com)Quick Quote: [www.tsshipper.com](http://www.tsshipper.com)



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

Show Name: Washington D.C. Travel & Adventure Show

Show Dates: January 17-18, 2026

Venue: Walter E. Washington Convention Center

## PAYMENT AUTHORIZATION

EXHIBITING COMPANY: \_\_\_\_\_

BOOTH # \_\_\_\_\_

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

SHOW: \_\_\_\_\_

ONSITE CONTACT: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_

CELL: \_\_\_\_\_

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

QUOTED AMOUNT: \_\_\_\_\_

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

\$ \_\_\_\_\_

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

### Terms:

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

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

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

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

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

### Payment Information:



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 LLC - OUTBOUND FORM**

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

Show Name: Washington D.C. Travel & Adventure Show

Show Dates: January 17-18, 2026

Venue: Walter E. Washington Convention Center

Company Name

Booth Number

| Company / Business Name   |                   |    |
|---------------------------|-------------------|----|
|                           |                   |    |
| Street Address            |                   |    |
|                           |                   |    |
|                           |                   |    |
| Show Name (if applicable) | City              | ST |
|                           |                   |    |
| 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**

# CARAVAN ORDER FORM



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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

SHIP TO



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

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

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

SPECIAL DELIVERY INSTRUCTIONS: (Residential, Expedited Date Request, Lift Gate, Etc.)

**\*\* PLEASE CALL DANIELLE TULLO FOR CUSTOMIZED QUOTE. PLEASE TURN IN THIS FORM PRIOR TO THE SHOW FOR THE BEST RATES\*\***

## PAYMENT AUTHORIZATION

### TERMS:

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

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

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

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

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

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

Cardholder: \_\_\_\_\_ Email: \_\_\_\_\_

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

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



# Washington D.C. Travel & Adventure Show

## Walter E. Washington Convention Center

**January 17-18, 2026**



EXP O  
EVENT SERVICES

**MUST ARRIVE ON  
THURSDAY JANUARY 15TH 1PM-5PM  
OR  
FRIDAY JANUARY 16TH 9AM-5PM ONLY**

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE \_\_\_\_\_

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

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

|       | CRATED / SKIDDED / SPECIAL HANDLING |                 |
|-------|-------------------------------------|-----------------|
|       | Per 100 lbs                         | 100 lbs Minimum |
| ST/DT | \$254.00                            | \$254.00        |
| OT/DT | \$317.00                            | \$317.00        |

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

## SMALL PACKAGES

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

|                        |         |          |                        |
|------------------------|---------|----------|------------------------|
| FIRST CARTON           | \$95.00 | \$ _____ | 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

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



Deadline Date: January 2, 2026

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • P: (201) 300-2782 • F: (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 Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor ☐ With the Exhibit  
Booth Cleaning ☐ Yes ☐ No  
Furniture ☐ Yes ☐ No  
A/V Furniture ☐ Yes ☐ No  
Telephone ☐ Yes ☐ No  
Electrical Under Carpet ☐ Yes ☐ No  
Other Items \_\_\_\_\_

### Outbound Freight Information

Outbound Freight Charges ☐ Prepaid ☐ Collect  
Bill To \_\_\_\_\_  
Method ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other  
Carrier (if known) \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Consigned To \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Second Consignee \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

### Emergency Contact Information / Showsite Contact

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

# POV/ASSISTED CART LOAD FORM

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



**Deadline Date: January 2, 2026**

**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 • P: (201) 300-2782 • F: (917) 591-8316 • Email: [orders@expoeventservices.com](mailto:orders@expoeventservices.com)

|                              |                                   |              |
|------------------------------|-----------------------------------|--------------|
| COMPANY                      | EMAIL ADDRESS                     | BOOTH 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 **\$185.00 per trip**.



**A cartload will be construed as 8 pieces or less and / or weighing 250 lbs. or less.**

Materials must fit on the 3' x 4' push cart.

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

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



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

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

# VEHICLE SPOTTING FORM

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



**Deadline Date: January 2, 2026**

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

### Vehicle Spotting Rate:

\$475.00 Per Vehicle

(Price includes both in & out of exhibit hall)



Vehicle Type: \_\_\_\_\_ Qty: \_\_\_\_\_  
Vehicle Length: \_\_\_\_\_  
Vehicle Width: \_\_\_\_\_  
Vehicle Height: \_\_\_\_\_  
Move-In Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Vehicle Spotting Rules & Regulations

All vehicles coming into the facility must have the following steps completed before the Fire Marshall will inspect the facility:

1. No more than 1/4 tank of gasoline.
2. Battery must be disconnected.
3. Gas cap must be taped down.
4. Keys should be left with Show Manager.
5. Must be locked during non show hours.
6. Repairs or alterations may not be made inside the venue.
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**

SHOW SITE LABEL

**RUSH !**

**EXHIBITION FREIGHT**

**MUST ARRIVE**

January 15th, 2026 1pm-5pm

January 16th, 2026 9am-5pm

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

**C/O: Expo Event Services**



EXPO  
EVENT SERVICES

Travel & Adventure D.C.

Walter E. Washington Convention Center / Hall C

801 Allen Y. Lew Place NW

Washington, DC 20001

BOOTH: \_\_\_\_\_ NUMBER \_\_\_\_\_ OF \_\_\_\_\_ Pcs.

CARRIER: \_\_\_\_\_

SHOW SITE LABEL

**RUSH !**

**EXHIBITION FREIGHT**

**MUST ARRIVE**

January 15th, 2026 1pm-5pm

January 16th, 2026 9am-5pm

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

**C/O: Expo Event Services**



EXPO  
EVENT SERVICES

Travel & Adventure D.C.

Walter E. Washington Convention Center / Hall C

801 Allen Y. Lew Place NW

Washington, DC 20001

BOOTH: \_\_\_\_\_ NUMBER \_\_\_\_\_ OF \_\_\_\_\_ Pcs

CARRIER: \_\_\_\_\_

SHOW SITE LABEL

**RUSH !**

**EXHIBITION FREIGHT**

**MUST ARRIVE**

January 15th, 2026 1pm-5pm

January 16th, 2026 9am-5pm

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

**C/O: Expo Event Services**



EXPO  
EVENT SERVICES

Travel & Adventure D.C.

Walter E. Washington Convention Center / Hall C

801 Allen Y. Lew Place NW

Washington, DC 20001

BOOTH: \_\_\_\_\_ NUMBER \_\_\_\_\_ OF \_\_\_\_\_ Pcs

CARRIER: \_\_\_\_\_

SHOW SITE LABEL

**RUSH !**

**EXHIBITION FREIGHT**

**MUST ARRIVE**

January 15th, 2026 1pm-5pm

January 16th, 2026 9am-5pm

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

**C/O: Expo Event Services**



EXPO  
EVENT SERVICES

Travel & Adventure D.C.

Walter E. Washington Convention Center / Hall C

801 Allen Y. Lew Place NW

Washington, DC 20001

BOOTH: \_\_\_\_\_ NUMBER \_\_\_\_\_ OF \_\_\_\_\_ Pcs

CARRIER: \_\_\_\_\_

# DISPLAY LABOR ORDER FORM

## Washington D.C. Travel & Adventure Show



Walter E. Washington Convention Center  
January 17-18, 2026

Deadline Date: January 2, 2026

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

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

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

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

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

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

|               |                                                                | Rates: per person/per hour |                |
|---------------|----------------------------------------------------------------|----------------------------|----------------|
| Labor         |                                                                | Discount Price             | Standard Price |
| Straight Time | 8:00 a.m. to 4:30 p.m. Monday through Friday                   | \$238.00                   | \$310.00       |
| Over Time     | 4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday | \$392.00                   | \$509.00       |
| Double Time   | Sundays and Holidays                                           | \$482.00                   | \$626.00       |

### 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.

# HANGING SIGNS/BANNERS ORDER FORM

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



Deadline Date: January 2, 2026

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • P: (201) 300-2782 • F: (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<br>TOTAL<br>HOURS          | ITEM | ADVANCE  | STANDARD | TOTAL             |
|--------------------------------|------|----------|----------|-------------------|
|                                | ST   | \$239.00 | \$312.00 |                   |
|                                | OT   | \$392.00 | \$508.00 |                   |
|                                | DT   | \$483.00 | \$627.00 |                   |
| EES Supervision: _____ x 30% = |      |          |          |                   |
| (Assembly total)               |      |          |          | (\$40.00 minimum) |

Date of Assembly:

Requested Start Time:

#### SIGN DISASSEMBLY LABOR

| EST<br>TOTAL<br>HOURS          | ITEM | ADVANCE  | STANDARD | TOTAL             |
|--------------------------------|------|----------|----------|-------------------|
|                                | ST   | \$239.00 | \$312.00 |                   |
|                                | OT   | \$392.00 | \$508.00 |                   |
|                                | DT   | \$483.00 | \$627.00 |                   |
| EES Supervision: _____ x 30% = |      |          |          |                   |
| (Assembly total)               |      |          |          | (\$40.00 minimum) |

Date of Assembly:

Requested Start Time:

### OVERHEAD SIGN RIGGING LABOR

#### RIGGING INSTALLATION

| EST<br>TOTAL<br>HOURS          | ITEM | ADVANCE    | STANDARD   | TOTAL |
|--------------------------------|------|------------|------------|-------|
|                                | ST   | \$1,042.00 | \$1,355.00 |       |
|                                | OT   | \$1,352.00 | \$1,759.00 |       |
|                                | DT   | \$1,623.00 | \$2,111.00 |       |
| EES Supervision: _____ x 30% = |      |            |            |       |

Date of Assembly:

Requested Start Time:

#### RIGGING REMOVAL

| EST<br>TOTAL<br>HOURS          | ITEM | ADVANCE    | STANDARD   | TOTAL |
|--------------------------------|------|------------|------------|-------|
|                                | ST   | \$1,042.00 | \$1,355.00 |       |
|                                | OT   | \$1,352.00 | \$1,759.00 |       |
|                                | DT   | \$1,623.00 | \$2,111.00 |       |
| EES Supervision: _____ x 30% = |      |            |            |       |

Date of Assembly:

Requested Start Time:

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

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



# DISPLAY LABOR INFORMATION FORM

## Washington D.C. Travel & Adventure Show



Walter E. Washington Convention Center  
January 17-18, 2026

Deadline Date: January 2, 2026

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

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

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

### 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: \_\_\_\_\_

# TURNKEY PACKAGES

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center  
January 17-18, 2026



**Deadline Date: December 17th, 2025**



### 10' x 10' PACKAGE A

**\$4,095.00**

#### Furnishing

- 10' x 8' Pop-Up (Includes print on front side)
- 1 - 1m x 1/2m x 42" Counter
- 1 - 30" x 42"H Round Cocktail Table
- 2 - Bar Stools

#### Graphic Size

- Safe Zone:** 107" wide x 81.5" high
- Bleed Zone:** 115" wide x 89.5" high
- Per side if double sided
- Counter Graphic Panel Size:** 38.1250" wide x 33" high



### 10' x 10' PACKAGE B

**\$5,030.00**

#### Furnishing

- (1) 10' x 8' Tension Fabric (Includes print on front side)
- (1) 1m x 1/2m x 42" Counter
- (1) 30" x 42"H Round Cocktail Table
- (2) Bar Stools

#### Graphic Size

- Safe Zone:** 107" wide x 81.5" high
- Bleed Zone:** 115" wide x 89.5" high
- Per side if double sided
- Counter Graphic Panel Size:** 38.1250" wide x 33" high



### 10' x 10' PACKAGE C

**\$6,899.00**

#### Furnishing

- (1) 20' x 8' Tensions Fabric (Includes print on front Side).
- (1) Counter\* (1m x 1/2m x 42"h)
- (1) Rount Cocktail Table (30" x 42"h)
- (2) Bar Stools

#### Graphic Size

- Safe Zone:** 228" wide x 81.5" high
- Bleed Zone:** 236" wide x 89.5" high
- Per side if double sided
- Counter Graphic Panel Size:** 38.1250" wide x 33" high

### GRAPHIC REQUIREMENTS PLEASE READ

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

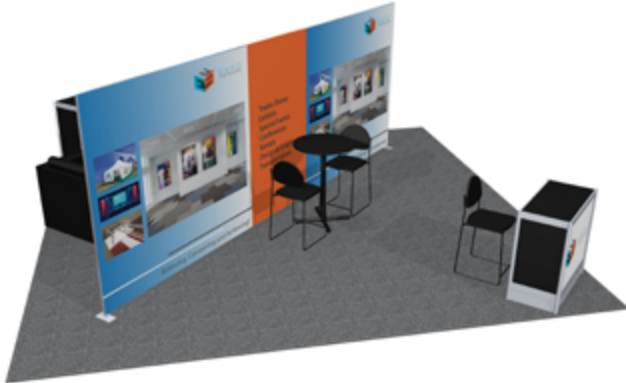
**Prices are based on orders and artwork are supplied 30 days out. Rush charges will be quoted on specs.**

# Washington D.C. Travel & Adventure Show

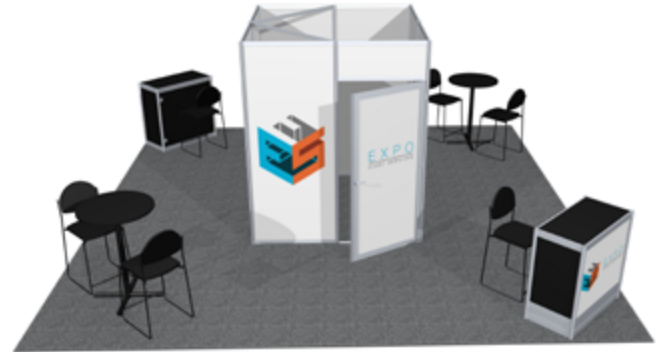
Walter E. Washington Convention Center  
January 17-18, 2026



Deadline Date: December 17th, 2025



Front



Front



Back

**20' x 20' Package D**  
**\$8,663.00**

## Furnishing

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

## Graphic Size

**Safe Zone:** 107" wide x 81.5" high

**Bleed Zone:** 115" wide x 89.5" high

Per side if double sided

**Counter Graphic Panel Size:** 38.1250" wide x 33" high



Back

**20' x 20' Package E**  
**\$7,508.00**

## Furnishing

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

## Graphic Size

**Safe Zone:** 107" wide x 81.5" high

**Bleed Zone:** 115" wide x 89.5" high

Per side if double sided

**Counter Graphic Panel Size:** 38.1250" wide x 33" high

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

# LIGHTBOXES

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



Deadline Date: December 17th, 2025

### 10' x 8' Lightbox

#### Graphic Size

Single Sided Graphic: \$4,050.00

Double Sided Graphic: \$6,450.00



### 20' x 8' Lightbox

#### Graphic Size

Single Sided Graphic: \$6,450.00

Double Sided Graphic: Quoted upon request



### PLEASE NOTE

Labor to set up and tear down is not included and estimated time would be 2 men 2 hours each on the install and 2 men 1 hour each on the dismantle

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

# SIGNAGE & GRAPHIC ORDER FORM

## Washington D.C. Travel & Adventure Show



Walter E. Washington Convention Center  
January 17-18, 2026

Deadline Date: January 2, 2026

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • P: (201) 300-2782 • F: (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" | \$59.00            | \$76.00            |             |
|     | 11" x 17"  | \$68.00            | \$90.00            |             |
|     | 14" x 22"  | \$84.00            | \$109.00           |             |
|     | 22" x 28"  | \$104.00           | \$134.00           |             |
|     | 24" x 36"  | \$207.00           | \$269.00           |             |
|     | 30" x 40"  | \$225.00           | \$292.00           |             |
|     | 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 @ 10.35% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

Payment Authorization Form must accompany order.

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

# GRAPHIC FILE SUBMISSION GUIDELINES

## Washington D.C. Travel & Adventure Show



Walter E. Washington Convention Center

January 17-18, 2026

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

### File Formats

#### Program

Adobe Illustrator  
Adobe Photoshop  
Adobe InDesign  
Adobe Acrobat

#### Preferred File (type)

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

### File Transfer Options

#### Media

Flash Drive  
E-mail Attachments  
FTP  
DropBox

#### Note

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

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

### Vector Artwork

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



gif@400%

EXPO  
EVENT SERVICES



.ai / .eps@400%

EXPO  
EVENT SERVICES

### Bitmap/Raster Artwork

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

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



### Color Set Up

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



C



M



Y



K



PMS 144 C



PMS 255 C



PMS 383 CP



MS 684 C

### Fonts

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



# STANDARD CARPET ORDER FORM

## Washington D.C. Travel & Adventure Show



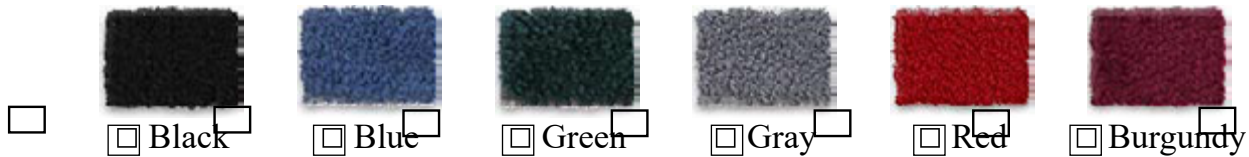
Walter E. Washington Convention Center  
January 17-18, 2026

Deadline Date: January 2, 2026

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

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

### STANDARD CARPET

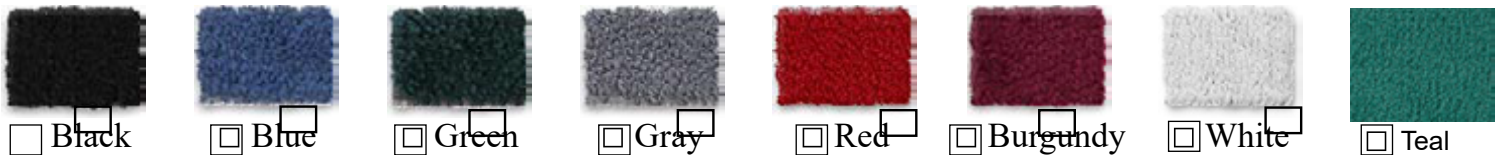


| Qty | Item                   | Discount   | Standard   | Total |
|-----|------------------------|------------|------------|-------|
|     | 10' x 10' Booth Carpet | \$362.00   | \$469.00   |       |
|     | 10' x 20' Booth Carpet | \$725.00   | \$942.00   |       |
|     | 10' x 30' Booth Carpet | \$1,086.00 | \$1,412.00 |       |

#### 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 may vary from the samples swatches listed

### CUSTOM CARPET



| Qty                                                           | Item              | Discount      | Standard       | Total |
|---------------------------------------------------------------|-------------------|---------------|----------------|-------|
|                                                               | Carpet Cut Carpet | \$8.01 sq.ft. | \$10.43 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 may vary from the samples swatches listed

### PADDING

| Qty                                                           | Item                  | Discount      | Standard      | Total |
|---------------------------------------------------------------|-----------------------|---------------|---------------|-------|
|                                                               | Custom Padding - 1/2" | \$3.15 sq.ft. | \$4.13 sq.ft. |       |
| Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft. |                       |               |               |       |

SUBTOTAL = \_\_\_\_\_ + TAX @ 10.35% = \_\_\_\_\_ = 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 & ACCESSORIES

Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center  
January 17-18, 2026



Chairs



Upholstered Side Chair



Upholstered Tall Stool

Pedestal Tables

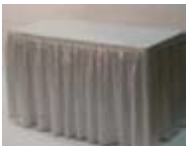


30" High Black Table



42" High Black Table

Draped & Undraped Tables



Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

# STANDARD FURNITURE & ACCESSORIES ORDER FORM

## Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



Deadline Date: January 2, 2026

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

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

|                   | Qty                                                                  | Item                                   | Discount Price | Standard Price | Color | Total Price |
|-------------------|----------------------------------------------------------------------|----------------------------------------|----------------|----------------|-------|-------------|
| CHAIRS            |                                                                      | Upholstered Chair                      | \$155.00       | \$202.00       | N/A   |             |
|                   |                                                                      | Tall Black Stool                       | \$196.00       | \$255.00       | N/A   |             |
| UNDRAPED TABLES   |                                                                      | 4' x 24" x 30" Undraped Table          | \$141.00       | \$185.00       | N/A   |             |
|                   |                                                                      | 6' x 24" x 30" Undraped Table          | \$156.00       | \$204.00       | N/A   |             |
|                   |                                                                      | 8' x 24" x 30" Undraped Table          | \$179.00       | \$233.00       | N/A   |             |
| UNDRAPED COUNTERS |                                                                      | 4' x 24" x 42" Undraped Counter        | \$156.00       | \$204.00       | N/A   |             |
|                   |                                                                      | 6' x 24" x 42" Undraped Counter        | \$174.00       | \$226.00       | N/A   |             |
|                   |                                                                      | 8' x 24" x 42" Undraped Counter        | \$191.00       | \$248.00       | N/A   |             |
| DRAPED TABLES     | Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White   |                                        |                |                |       |             |
|                   |                                                                      | 4' x 24" x 30" High Draped Table       | \$255.00       | \$331.00       |       |             |
|                   |                                                                      | 6' x 24" x 30" High Draped Table       | \$286.00       | \$372.00       |       |             |
|                   |                                                                      | 8' x 24" x 30" High Draped Table       | \$323.00       | \$420.00       |       |             |
|                   |                                                                      | 4th side Draped – 30"                  | \$108.00       | \$170.00       |       |             |
| DRAPED COUNTERS   | Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White |                                        |                |                |       |             |
|                   |                                                                      | 4' x 24" x 42" High Draped Counter     | \$289.00       | \$374.00       |       |             |
|                   |                                                                      | 6' x 24" x 42" High Draped Counter     | \$334.00       | \$435.00       |       |             |
|                   |                                                                      | 8' x 24" x 42" High Draped Counter     | \$380.00       | \$496.00       |       |             |
|                   |                                                                      | 4th side Draped – 42"                  | \$132.00       | \$172.00       |       |             |
| DRAPE             | Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White |                                        |                |                |       |             |
|                   |                                                                      | 3' High Banjo Drape (4 ft. min. order) | \$31.00        | \$40.00        |       |             |
|                   |                                                                      | 8' High Banjo Drape (4 ft. min. order) | \$37.00        | \$48.00        |       |             |
| PEDESTAL TABLES   |                                                                      | 30" x 30" High Pedestal Table          | \$328.00       | \$425.00       | N/A   |             |
|                   |                                                                      | 30" x 42" High Pedestal Table          | \$372.00       | \$483.00       | N/A   |             |
| ACCESSORIES       |                                                                      | Chrome Easel                           | \$101.00       | \$130.00       | N/A   |             |
|                   |                                                                      | Wastebasket                            | \$65.00        | \$85.00        | N/A   |             |
|                   |                                                                      | Retractable Stanchion                  | \$244.00       | \$316.00       | N/A   |             |
|                   |                                                                      | Coat Tree / Bag Rack                   | \$80.00        | \$104.00       | N/A   |             |

SUBTOTAL = \_\_\_\_\_ + TAX @ 10.35% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

Payment Authorization Form must accompany order.

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

Deadline Date: January 2, 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



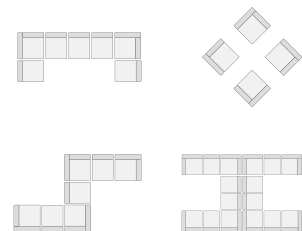
### Function Armless Chair - Black

Black Vinyl  
28"Square x 29"H



### Function Corner - Black

Black Vinyl  
28"Square x 29"H



Deadline Date: January 2, 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



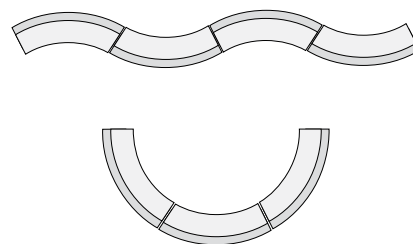
### Continental Curved Bench

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



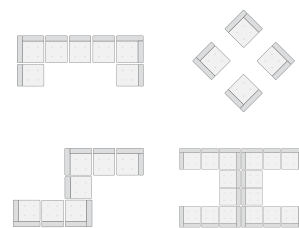
### Boca Corner

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

## 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 2, 2025**

## VERONA



### Verona Sofa

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



### Verona Chair

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



### Verona Ottoman

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

## JASPER



### Jasper Sofa

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



### Jasper Chair

Boca Bright White  
30"W x 28"D x 33"H

## NIKO



### Niko Sofa

Grey Microfiber  
81"W x 30"D x 38"H



### Niko Loveseat

Grey Microfiber  
58"W x 30"D x 38"H



### Niko Chair

Grey Microfiber  
31"W x 30"D x 38"H

## CROMWELL



### Cromwell Sofa

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



### Cromwell Chair

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

## STAGE CHAIRS



### Bianca Stage Chair - Frost

Bright White Leather  
26"Square x 37"H



### Bianca Stage Chair - Onyx

Onyx Microfiber  
26"Square x 37"H



### Bianca Stage Chair - Sand

Sand Microfiber  
26"Square x 37"H



### Empire Chair

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



### Monarch Chair

Bright White Leather  
28"Square x 30"H



### Royce Chair - Mink

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



### Royce Chair - Oyster

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

**Deadline Date: January 2, 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 2, 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

**Deadline Date: January 2, 2025**

**CHARGED** 



**Essentials Turning Bed - Charged**

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

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



**Boca Corner - Charged**

Bright White Leather  
27"Square x 30"H

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



**Boca Chair - Charged**

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

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



**Aspen Bar Table - Charged**

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

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



**Aspen Cocktail Table - Charged**

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

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



**Patrice Table Chair - Charged**

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

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



**Lincoln Bench - Charged**

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

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



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

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

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

**Deadline Date: January 2, 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"H x 22"H  
Console Table Storm Grey/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table Storm Grey/Brushed Steel  
44"W x 20"D x 18"H



### **Novel Tables**

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



### **Fuze Tables**

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



### **London Tables**

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



Deadline Date: January 2, 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

## 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           | ■ Jade         |
| ■ California Wine | ■ Victory Blue |
| ■ Chartreuse      | ■ White        |
| ■ Chocolate       |                |

20"W x 21"D x 41"H



**Hourglass Bar Stool**

- Black
- White

18"W x 20"D x 43"H



**Equino Stool**

- Black
- White

15"W x 13"D x 35"H



**Clara Stool**

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

STOOLS



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



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



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



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

CAFÉ CHAIRS



**Milo Chair**

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

## CAFÉ CHAIRS



**Clara Chair**

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



**Leslie Chair**

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



**Criss Cross Chair**

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



**Elio Chair**

Steel  
17"Square x 33"H



**Caprice Chair**

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



**Comet Chair**

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



**Sonic Chair**

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



**Nexus Chair**

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



**Colin Chair**

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

## BAR TABLES



**24" Square Bar Table - Cosmo**

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



**24" Square Bar Table - Emerald Tide**

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



**24" Square Bar Table - Icebreaker**

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



**24" Square Bar Table - Sirona**

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



**32" Round Bar Table - Cement**

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



**32" Round Bar Table - Yukon Gold**

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



**32" Round Bar Table - Smoke**

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



**Euro Bar Table**

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



**Silk Bar Table**

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

## BAR TABLES



### City Bar Table

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



### Park Ave Bar Table

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



### Summit Bar Table

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



### Blanco Bar Table

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



### Fuze Bar Table

Zebrawood Laminate/Chrome  
36"Square x 42"H



### Blanco Square Bar Table

White/Chrome  
24"Square x 42"H



### Blanco Rectangle Bar Table

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



### Spectrum Bar Table - Red

Red/Chrome  
24"Square x 42"H



### Spectrum Bar Table - Blue

Blue/Chrome  
24"Square x 42"H



## BAR TABLES



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



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



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

## CAFÉ TABLES



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



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



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



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



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



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

## CAFÉ TABLES



### 32" Round Café Table - Smoke

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



### Euro Café Table

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



### Silk Café Table

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



### Park Ave Café Table

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



### City Café Table

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



### Blanco Café Table

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



### Summit Café Table

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



### Fuze Café Table

Zebrawood Laminate/Chrome  
36"Square x 30"H



### Blanco Square Café Table

White/Chrome  
24"Square x 30"H

## CAFÉ TABLES



**Blanco Rectangle Café Table**

White/Chrome  
72"W x 24"D x 30"H



**Spectrum Café Table - Red**

Red/Chrome  
24"Square x 30"H



**Spectrum Café Table - Blue**

Blue/Chrome  
24"Square x 30"H



**Spectrum Café Table - Purple**

Purple/Chrome  
24"Square x 30"H



**Spectrum Café Table - Green**

Green/Chrome  
24"Square x 30"H



**Aspen Dining Table**

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



**Encore Dining Table**

Black Mango Wood  
80"W x 40"D x 30"H



**Madera Dining Table**

Walnut Veneer  
92"W x 39"D x 30"H

## 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 2, 2025**

## **METAL FILE & STORAGE CABINETS**



### **2-Drawer File**

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



### **4-Drawer File**

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



### **2-Drawer Lateral File**

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



### **4-Drawer Lateral File**

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



### **Storage Cabinet**

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



PEDESTALS



42" Display Pedestals

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



36" Display Pedestals

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



30" Display Pedestals

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



Locking Pedestal

- Black  
24"Square x 42"H
- White



Fuze Pedestal

- Zebrawood Laminate/Chrome  
16"Square x 44"H



London Pedestal

- Marble/Chrome  
16"Square x 44"H

## 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

# Washington D.C. Travel & Adventure Show

Walter E. Washington Convention Center

January 17-18, 2026



Deadline Date: January 2, 2026

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\*\*\*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   | Description                                              | Dimensions         | Discount Price | Standard Price | Qty. | Total |
|--------------------|----------|----------------------------------------------------------|--------------------|----------------|----------------|------|-------|
| <b>Blanc</b>       |          |                                                          |                    |                |                |      |       |
| 18228-0847         | 100 lbs. | Blanc Bright White Leather Sofa                          | 75"W x 35"D x 35"H | \$1,214.72     | \$1,579.14     |      | \$    |
| 18167-0614         | 90 lbs.  | Blanc Bright White Leather Loveseat                      | 54"W x 35"D x 35"H | \$1,159.44     | \$1,507.27     |      | \$    |
| 18284-0834         | 75 lbs.  | Blanc Bright White Leather Chair                         | 33"W x 35"D x 35"H | \$968.86       | \$1,259.52     |      | \$    |
| 18024-0072         | 40 lbs.  | Blanc Bright White Leather Bench Ottoman                 | 48"W x 24"D x 18"H | \$581.90       | \$756.47       |      | \$    |
| 18184-0274         | 15 lbs.  | Blanc Bright White Leather Cube Ottoman                  | 17"Square          | \$203.67       | \$264.77       |      | \$    |
| <b>Function</b>    |          |                                                          |                    |                |                |      |       |
| 18284-0554         | 38 lbs.  | Function Bright White Leather Armless Chair              | 28"Square x 29"H   | \$619.72       | \$805.64       |      | \$    |
| 18066-0016         | 27 lbs.  | Function Bright White Leather Corner                     | 28"Square x 29"H   | \$666.28       | \$866.16       |      | \$    |
| 18284-0452         | 38 lbs.  | Function Black Leather Armless Chair                     | 28"Square x 29"H   | \$619.72       | \$805.64       |      | \$    |
| 18066-0009         | 27 lbs.  | Function Black Leather Corner                            | 28"Square x 29"H   | \$681.69       | \$886.20       |      | \$    |
| <b>Continental</b> |          |                                                          |                    |                |                |      |       |
| 18303-0006         | 105 lbs. | Continental Bright White Leather Curved Loveseat         | 82"W x 34"D x 31"H | \$1,197.26     | \$1,556.44     |      | \$    |
| 18304-0002         | 105 lbs. | Continental Bright White Leather Reverse Curved Loveseat | 72"W x 34"D x 31"H | \$1,159.44     | \$1,507.27     |      | \$    |
| 18296-0006         | 35 lbs.  | Continental Bright White Leather Wedge Ottoman           | 30"W x 34"D x 19"H | \$514.98       | \$669.47       |      | \$    |
| 18184-0283         | 75 lbs.  | Continental Bright White Leather Curved Bench            | 70"W x 26"D x 19"H | \$608.09       | \$790.52       |      | \$    |
| 18184-0284         | 30 lbs.  | Continental Bright White Leather Half Moon Ottoman       | 33"W x 19"D x 19"H | \$514.98       | \$669.47       |      | \$    |
| <b>Boca</b>        |          |                                                          |                    |                |                |      |       |
| 18066-0026         | 38 lbs.  | Boca Black Leather Corner                                | 27"W x 27"D x 30"H | \$666.28       | \$866.16       |      | \$    |
| 18284-0786         | 28 lbs.  | Boca Black Leather Armless                               | 22"W x 27"D x 30"H | \$619.72       | \$805.64       |      | \$    |
| <b>Metro</b>       |          |                                                          |                    |                |                |      |       |
| 18228-0602         | 110 lbs. | Metro Black Leather Sofa                                 | 85"W x 35"D x 35"H | \$997.96       | \$1,297.35     |      | \$    |
| 18167-0467         | 90 lbs.  | Metro Black Leather Loveseat                             | 60"W x 35"D x 35"H | \$961.59       | \$1,250.07     |      | \$    |
| 18284-0482         | 75 lbs.  | Metro Black Leather Chair                                | 35"Square x 35"H   | \$750.65       | \$975.85       |      | \$    |
| 18184-0179         | 65 lbs.  | Metro Black Leather Square Ottoman                       | 40"Square x 17"H   | \$514.98       | \$669.47       |      | \$    |
| 18024-0008         | 43 lbs.  | Metro Black Leather Bench Ottoman                        | 60"W x 24"D x 17"H | \$514.98       | \$669.47       |      | \$    |
| <b>Grammercy</b>   |          |                                                          |                    |                |                |      |       |
| 18228-0605         | 90 lbs.  | Grammercy Charcoal Leather Sofa                          | 82"W x 36"D x 36"H | \$1,111.43     | \$1,444.86     |      | \$    |
| 18167-0469         | 90 lbs.  | Grammercy Charcoal Leather Loveseat                      | 57"W x 36"D x 36"H | \$968.86       | \$1,259.52     |      | \$    |
| 18284-0485         | 40 lbs.  | Grammercy Charcoal Leather Chair                         | 28"W x 36"D x 36"H | \$619.72       | \$805.64       |      | \$    |
| 18066-0015         | 51 lbs.  | Grammercy Charcoal Leather Corner                        | 36"Square x 36"H   | \$712.83       | \$926.68       |      | \$    |
| 18184-0036         | 64 lbs.  | Grammercy Charcoal Leather Round Ottoman                 | 46"Round x 17"H    | \$514.98       | \$669.47       |      | \$    |
| 18184-0033         | 65 lbs.  | Grammercy Charcoal Leather Square Ottoman                | 40"Square x 17"H   | \$514.98       | \$669.47       |      | \$    |
| <b>Aubrey</b>      |          |                                                          |                    |                |                |      |       |
| 18228-0891         | 100 lbs. | Aubrey Sofa                                              | 90"W x 35"D x 35"H | \$1,307.82     | \$1,700.17     |      | \$    |
| 18284-0898         | 75 lbs.  | Aubrey Chair                                             | 37"W x 35"D x 35"H | \$821.93       | \$1,068.51     |      | \$    |
| 18184-0303         | 30 lbs.  | Aubrey Bench Ottoman                                     | 48"W x 24"D x 18"H | \$478.61       | \$622.19       |      | \$    |
| <b>Chandler</b>    |          |                                                          |                    |                |                |      |       |
| 18228-0795         | 100 lbs. | Chandler Red Leather Sofa                                | 76"W x 37"D x 35"H | \$997.96       | \$1,297.35     |      | \$    |
| 18167-0581         | 90 lbs.  | Chandler Red Leather Loveseat                            | 53"W x 37"D x 35"H | \$961.59       | \$1,250.07     |      | \$    |
| 18284-0717         | 75 lbs.  | Chandler Red Leather Chair                               | 31"W x 37"D x 35"H | \$750.65       | \$975.85       |      | \$    |
| 18024-0062         | 43 lbs.  | Chandler Red Leather Bench Ottoman                       | 60"W x 24"D x 17"H | \$514.98       | \$669.47       |      | \$    |
| <b>Evoke</b>       |          |                                                          |                    |                |                |      |       |
| 13229-0007         | 80 lbs.  | Evoke Sofa                                               | 81"W x 35"D x 27"H | \$1,508.58     | \$1,961.15     |      | \$    |
| 13041-0015         | 40 lbs.  | Evoke Chair                                              | 33"W x 35"D x 27"H | \$808.84       | \$1,051.49     |      | \$    |
| 13054-0011         | 20 lbs.  | Evoke Cocktail Table                                     | 48"W x 24"D x 18"H | \$514.98       | \$669.47       |      | \$    |
| 13110-0009         | 20 lbs.  | Evoke End Table                                          | 24"W x 28"D x 25"H | \$456.79       | \$593.83       |      | \$    |
| 13110-0008         | 10 lbs.  | Evoke Cube Table                                         | 18"Square          | \$324.41       | \$421.73       |      | \$    |
| <b>Latitude</b>    |          |                                                          |                    |                |                |      |       |
| 13229-0020         | 77 lbs.  | Latitude Sofa                                            | 91"W x 42"D x 33"H | \$1,306.37     | \$1,698.28     |      | \$    |
| 13170-0011         | 67 lbs.  | Latitude Loveseat                                        | 91"W x 42"D x 33"H | \$1,219.08     | \$1,584.80     |      | \$    |
| 13285-0015         | 37 lbs.  | Latitude Chair                                           | 42"W x 36"D x 33"H | \$1,015.42     | \$1,320.05     |      | \$    |
| <b>Verona</b>      |          |                                                          |                    |                |                |      |       |
| 13229-0016         | 85 lbs.  | Verona Sofa                                              | 74"W x 38"D x 25"H | \$1,431.47     | \$1,860.91     |      | \$    |
| 13285-0013         | 44 lbs.  | Verona Chair                                             | 28"W x 38"D x 25"H | \$739.01       | \$960.71       |      | \$    |
| 13185-0010         | 17 lbs.  | Verona Ottoman                                           | 26"W x 21"D x 18"H | \$427.70       | \$556.01       |      | \$    |

|                                      |          |                                                  |                      |            |            |  |    |
|--------------------------------------|----------|--------------------------------------------------|----------------------|------------|------------|--|----|
| <b>Jasper</b>                        |          |                                                  |                      |            |            |  |    |
| 18228-0892                           | 80 lbs.  | Jasper Sofa                                      | 64"W x 24"D x 33"H   | \$1,118.70 | \$1,454.31 |  | \$ |
| 18284-0902                           | 60 lbs.  | Jasper Chair                                     | 30"W x 24"D x 33"H   | \$725.92   | \$943.70   |  | \$ |
| <b>Niko</b>                          |          |                                                  |                      |            |            |  |    |
| 18228-0858                           | 100 lbs. | Niko Sofa                                        | 81"W x 30"D x 38"H   | \$1,235.08 | \$1,605.60 |  | \$ |
| 18167-0622                           | 85 lbs.  | Niko Loveseat                                    | 58"W x 30"D x 38"H   | \$1,128.89 | \$1,467.56 |  | \$ |
| 18284-0856                           | 70 lbs.  | Niko Chair                                       | 31"W x 30"D x 38"H   | \$939.77   | \$1,221.70 |  | \$ |
| <b>Cromwell</b>                      |          |                                                  |                      |            |            |  |    |
| 18228-0869                           | 100 lbs. | Cromwell Sofa                                    | 78"W x 32"D x 29"H   | \$1,403.83 | \$1,824.98 |  | \$ |
| 18284-0873                           | 70 lbs.  | Cromwell Chair                                   | 32"W x 32"D x 29"H   | \$835.03   | \$1,085.54 |  | \$ |
| <b>Stage Chairs</b>                  |          |                                                  |                      |            |            |  |    |
| 18284-0876                           | 35 lbs.  | Bianca Stage Chair - Frost                       | 26"Square x 37"H     | \$443.70   | \$576.81   |  | \$ |
| 18284-0895                           | 35 lbs.  | Bianca Stage Chair - Onyx                        | 26"Square x 37"H     | \$443.70   | \$576.81   |  | \$ |
| 18284-0893                           | 35 lbs.  | Bianca Stage Chair - Sand                        | 26"Square x 37"H     | \$443.70   | \$576.81   |  | \$ |
| 18284-0621                           | 80 lbs.  | Empire Chair - Black Leather                     | 28"W x 32"D x 32"H   | \$666.28   | \$866.16   |  | \$ |
| 18284-0564                           | 80 lbs.  | Empire Chair - White Leather                     | 28"W x 32"D x 32"H   | \$666.28   | \$866.16   |  | \$ |
| 18284-0785                           | 24 lbs.  | Monarch Chair                                    | 28"Square x 30"H     | \$426.24   | \$554.11   |  | \$ |
| 18284-0900                           | 55 lbs.  | Royce Chair - Mink                               | 29"W x 30"D x 33"H   | \$580.45   | \$754.59   |  | \$ |
| 18284-0901                           | 55 lbs.  | Royce Chair - Oyster                             | 29"W x 30"D x 33"H   | \$580.45   | \$754.59   |  | \$ |
| <b>Ottomans &amp; Benches</b>        |          |                                                  |                      |            |            |  |    |
| 18184-0283                           | 75 lbs.  | Continental Bright White Leather Curved Bench    | 70"W x 26"D x 19"H   | \$608.09   | \$790.52   |  | \$ |
| 05026-0012                           |          | Encore Bench                                     | 68"W x 15"D x 18"H   | \$551.35   | \$716.76   |  | \$ |
| 18184-0179                           | 65 lbs.  | Metro Black Leather Square Ottoman               | 40"Square x 17"H     | \$514.98   | \$669.47   |  | \$ |
| 18184-0033                           | 65 lbs.  | Grammercy Charcoal Leather Square Ottoman        | 40"Square x 17"H     | \$514.98   | \$669.47   |  | \$ |
| 18024-0008                           | 43 lbs.  | Metro Black Leather Bench                        | 60"W x 24"D x 17"H   | \$514.98   | \$669.47   |  | \$ |
| 18024-0002                           | 43 lbs.  | Grammercy Charcoal Leather Bench                 | 60"W x 24"D x 17"H   | \$514.98   | \$669.47   |  | \$ |
| 18024-0062                           | 43 lbs.  | Chandler Red Leather Bench                       | 60"W x 24"D x 17"H   | \$514.98   | \$669.47   |  | \$ |
| 18184-0192                           | 70 lbs.  | Essentials Storage Ottoman                       | 48"W x 24"D x 20"H   | \$712.83   | \$926.68   |  | \$ |
| 18184-0036                           | 64 lbs.  | Grammercy Charcoal Leather Round Ottoman         | 46"Round x 17"H      | \$514.98   | \$669.47   |  | \$ |
| <b>Banquettes &amp; Turning Beds</b> |          |                                                  |                      |            |            |  |    |
| 18011-0011                           | 185 lbs. | Essentials White Leather Banquette (2 pcs)       | 60"Round x 48"H      | \$1,508.58 | \$1,961.15 |  | \$ |
| 18011-0002                           | 130 lbs. | Grammercy Charcoal Leather Banquette (2 pcs)     | 59"Round x 38"H      | \$1,508.58 | \$1,961.15 |  | \$ |
| 02082-0033                           | 200 lbs. | Essentials White Leather Turning Bed             | 96"W x 48"D x 34"H   | \$1,812.62 | \$2,356.41 |  | \$ |
| <b>Cube Ottomans</b>                 |          |                                                  |                      |            |            |  |    |
| 18184-0294                           | 10 lbs.  | Rubix Cube - Cherry                              | 17"Square x 18"H     | \$208.03   | \$270.44   |  | \$ |
| 18184-0295                           | 10 lbs.  | Rubix Cube - Cromwell                            | 17"Square x 18"H     | \$208.03   | \$270.44   |  | \$ |
| 18184-0296                           | 10 lbs.  | Rubix Cube - Grape                               | 17"Square x 18"H     | \$208.03   | \$270.44   |  | \$ |
| 18184-0293                           | 10 lbs.  | Rubix Cube - Lemon                               | 17"Square x 18"H     | \$208.03   | \$270.44   |  | \$ |
| 18184-0297                           | 10 lbs.  | Rubix Cube - Lime                                | 17"Square x 18"H     | \$208.03   | \$270.44   |  | \$ |
| 18184-0298                           | 10 lbs.  | Rubix Cube - Mango                               | 17"Square x 18"H     | \$208.03   | \$270.44   |  | \$ |
| 18184-0274                           | 15 lbs.  | Blanc Bright White Leather Cube                  | 17"Square x 17"H     | \$203.67   | \$264.77   |  | \$ |
| 18184-0128                           | 15 lbs.  | Metro Black Leather Cube Ottoman                 | 18"Square x 18"H     | \$203.67   | \$264.77   |  | \$ |
| <b>Charged</b>                       |          |                                                  |                      |            |            |  |    |
| 22100-0001                           | 192 lbs. | Essentials Turning Bed w/Charging Station Insert | 96"W x 48"D x 19"H   | \$2,010.46 | \$2,613.60 |  | \$ |
| 22051-0001                           | 40 lbs.  | Boca Bright White Corner - Charged               | 27"W x 27"D x 30"H   | \$759.38   | \$987.19   |  | \$ |
| 22050-0001                           | 40 lbs.  | Boca Bright White Armless - Charged              | 22"W x 27"D x 30"H   | \$702.64   | \$913.43   |  | \$ |
| 22001-0001                           | 80 lbs.  | Aspen Bar Table - Charged                        | 72"W x 26"D x 42"H   | \$1,176.89 | \$1,529.96 |  | \$ |
| 22002-0002                           | 55 lbs.  | Aspen Cocktail Table - Charged                   | 48"W x 24"D x 18"H   | \$666.28   | \$866.16   |  | \$ |
| 18284-0861                           | 52 lbs.  | Patrice Tablet Chair                             | 28"W x 30.5"D x 31"H | \$733.19   | \$953.15   |  | \$ |
| 22052-0001                           | 60 lbs.  | Lincoln Bench - Charged                          | 59"W x 39"D x 17"H   | \$1,111.43 | \$1,444.86 |  | \$ |
| <b>Occasional Tables</b>             |          |                                                  |                      |            |            |  |    |
| 12108-0001-12304-0006                | 10 lbs.  | Aria Red End Table                               | 24"W x 20"D x 22"H   | \$362.23   | \$470.90   |  | \$ |
| 12049-0001-12050-0004                | 20 lbs.  | Aria Red Cocktail Table                          | 44"W x 20"D x 18"H   | \$381.14   | \$495.48   |  | \$ |
| 12108-0001-12304-0005                | 10 lbs.  | Aria Green End Table                             | 24"W x 20"D x 22"H   | \$362.23   | \$470.90   |  | \$ |
| 12049-0001-12050-0007                | 20 lbs.  | Aria Green Cocktail Table                        | 44"W x 20"D x 18"H   | \$381.14   | \$495.48   |  | \$ |
| 12108-0001-12304-0004                | 10 lbs.  | Aria Blue End Table                              | 24"W x 20"D x 22"H   | \$362.23   | \$470.90   |  | \$ |
| 12049-0001-12050-0005                | 20 lbs.  | Aria Blue Cocktail Table                         | 44"W x 20"D x 18"H   | \$381.14   | \$495.48   |  | \$ |
| 12108-0001-12304-0007                | 10 lbs.  | Aria Purple End Table                            | 24"W x 20"D x 22"H   | \$362.23   | \$470.90   |  | \$ |
| 12049-0001-12050-0006                | 20 lbs.  | Aria Purple Cocktail Table                       | 44"W x 20"D x 18"H   | \$381.14   | \$495.48   |  | \$ |
| 12108-0001-12304-0002                | 10 lbs.  | Aria White End Table                             | 24"W x 20"D x 22"H   | \$362.23   | \$470.90   |  | \$ |
| 12231-0001-12305-0002                | 35 lbs.  | Aria White Console Table                         | 44"W x 20"D x 30"H   | \$401.51   | \$521.96   |  | \$ |
| 12049-0001-12050-0003                | 20 lbs.  | Aria White Cocktail Table                        | 44"W x 20"D x 18"H   | \$381.14   | \$495.48   |  | \$ |
| 12108-0001-12304-0001                | 10 lbs.  | Aria Charcoal End Table                          | 24"W x 20"D x 22"H   | \$362.23   | \$470.90   |  | \$ |
| 12231-0001-12305-0001                | 35 lbs.  | Aria Charcoal Console Table                      | 44"W x 20"D x 30"H   | \$401.51   | \$521.96   |  | \$ |
| 12049-0001-12050-0002                | 20 lbs.  | Aria Charcoal Cocktail Table                     | 44"W x 20"D x 18"H   | \$381.14   | \$495.48   |  | \$ |
| 18024-0010                           | 30 lbs.  | Novel End Table                                  | 15"Square x 16"H     | \$456.79   | \$593.83   |  | \$ |
| 18024-0011                           | 50 lbs.  | Novel Cocktail Table                             | 46"W x 15"D x 16"H   | \$514.98   | \$669.47   |  | \$ |
| 12107-0512                           | 27 lbs.  | Fuze End Table                                   | 24"Square x 23"H     | \$391.33   | \$508.73   |  | \$ |
| 12230-0116                           | 49 lbs.  | Fuze Console Table                               | 60"W x 16"D x 34"H   | \$475.70   | \$618.41   |  | \$ |
| 12055-0453                           | 55 lbs.  | Fuze Cocktail Table                              | 40"Square x 16"H     | \$439.33   | \$571.13   |  | \$ |
| 12107-0493                           | 27 lbs.  | London End Table                                 | 24"Square x 23"H     | \$391.33   | \$508.73   |  | \$ |
| 12230-0110                           | 49 lbs.  | London Console Table                             | 60"W x 16"D x 34"H   | \$475.70   | \$618.41   |  | \$ |
| 12055-0428                           | 55 lbs.  | London Cocktail Table                            | 40"Square x 16"H     | \$439.33   | \$571.13   |  | \$ |
| 12107-0467                           | 13 lbs.  | Hylton Tablet Table                              | 18"W x 12"D x 28"H   | \$324.41   | \$421.73   |  | \$ |
| 12003-0117                           | 27 lbs.  | Gemma Accent Table - Blue Agate                  | 14"Round x 20"H      | \$401.51   | \$521.96   |  | \$ |
| 12003-0115                           | 27 lbs.  | Gemma Accent Table - Citrine                     | 14"Round x 20"H      | \$401.51   | \$521.96   |  | \$ |
| 12003-0116                           | 27 lbs.  | Gemma Accent Table - Moonstone                   | 14"Round x 20"H      | \$401.51   | \$521.96   |  | \$ |
| 12003-0120                           | 27 lbs.  | Gemma Accent Table - Obsidian                    | 14"Round x 20"H      | \$401.51   | \$521.96   |  | \$ |
| 12107-0494                           | 21 lbs.  | Brooklyn II Square End Table                     | 22"W X 22"D X 20"H   | \$334.59   | \$434.97   |  | \$ |
| 12107-0495                           | 15 lbs.  | Brooklyn II Round End Table                      | 20"Round X 20"H      | \$334.59   | \$434.97   |  | \$ |
| 12055-0429                           | 35 lbs.  | Brooklyn II Rect Cocktail Table                  | 42"W X 24"D X 16"H   | \$372.42   | \$484.15   |  | \$ |
| 12055-0430                           | 25 lbs.  | Brooklyn II Round Cocktail Table                 | 30"Round X 16"H      | \$372.42   | \$484.15   |  | \$ |
| 12055-0285                           | 40 lbs.  | 24" Cube Cocktail Table - Black                  | 24"Square x 16"H     | \$362.23   | \$470.90   |  | \$ |
| 12055-0286                           | 40 lbs.  | 24" Cube Cocktail Table - White                  | 24"Square x 16"H     | \$362.23   | \$470.90   |  | \$ |
| 12107-0296                           | 50 lbs.  | 24" Cube End Table - Black                       | 24"Square x 21"H     | \$372.42   | \$484.15   |  | \$ |
| 12107-0297                           | 55 lbs.  | 24" Cube End Table - White                       | 24"Square x 21"H     | \$372.42   | \$484.15   |  | \$ |
| 12003-0102                           | 17 lbs.  | Sirona Accent Table                              | 18"W x 12"D x 28"H   | \$324.41   | \$421.73   |  | \$ |
| 13110-0017                           | 10 lbs.  | Orbit End Table                                  | 16"Round x 19"H      | \$270.58   | \$351.75   |  | \$ |

|                                  |          |                                                 |                    |            |            |    |
|----------------------------------|----------|-------------------------------------------------|--------------------|------------|------------|----|
| <b>Bars &amp; Bar Backs</b>      |          |                                                 |                    |            |            |    |
| 05012-0076                       | 185 lbs. | VIP Glow Bar 6'                                 | 72"W x 24"D x 42"H | \$1,319.46 | \$1,715.30 | \$ |
| 05012-0075                       | 130 lbs. | VIP Glow Bar 4'                                 | 48"W x 24"D x 42"H | \$1,111.43 | \$1,444.86 | \$ |
| 05012-0053                       | 70 lbs.  | Black Bar - 2 Shelf                             | 48"W x 16"D x 42"H | \$608.09   | \$790.52   | \$ |
| 05012-0054                       | 70 lbs.  | White Bar - 2 Shelf                             | 48"W x 16"D x 42"H | \$608.09   | \$790.52   | \$ |
| 12112-0010                       | 60 lbs.  | Blox Bar Back                                   | 30"W x 16"D x 86"H | \$759.38   | \$987.19   | \$ |
| 05001-0017                       | 150 lbs. | Piazza Bar Back - Black                         | 44"W x 12"D x 80"H | \$712.83   | \$926.68   | \$ |
| 05001-0018                       | 150 lbs. | Piazza Bar Back - White                         | 44"W x 12"D x 80"H | \$712.83   | \$926.68   | \$ |
| 05012-0083                       | 282 lbs. | Elara Bar                                       | 72"W x 25"D x 44"H | \$2,022.10 | \$2,628.73 | \$ |
| 05012-0082                       | 220 lbs. | Razor Bar                                       | 72"W x 25"D x 44"H | \$2,022.10 | \$2,628.73 | \$ |
| <b>Bar Stools</b>                |          |                                                 |                    |            |            |    |
| 05237-0038                       | 15 lbs.  | Criss Cross Bar Stool - Espresso                | 15"W x 19"D x 41"H | \$341.87   | \$444.43   | \$ |
| 05237-0039                       | 15 lbs.  | Criss Cross Bar Stool - White                   | 15"W x 19"D x 41"H | \$341.87   | \$444.43   | \$ |
| 05237-0305                       | 17 lbs.  | Colin Stool                                     | 20"W x 19"D x 46"H | \$286.59   | \$372.57   | \$ |
| 05237-0221                       | 20 lbs.  | Euro Bar Stool - Black                          | 22"W x 24"D x 42"H | \$324.41   | \$421.73   | \$ |
| 05237-0306-05033-0001-05034-0009 | 27 lbs.  | Milo Bar Stool - Black                          | 20"W x 21"D x 41"H | \$324.41   | \$421.73   | \$ |
| 05237-0306-05033-0007-05034-0012 | 27 lbs.  | Milo Bar Stool - California Wine                | 20"W x 21"D x 41"H | \$324.41   | \$421.73   | \$ |
| 05237-0306-05033-0005-05034-0011 | 27 lbs.  | Milo Bar Stool - Chartreuse                     | 20"W x 21"D x 41"H | \$324.41   | \$421.73   | \$ |
| 05237-0306-05033-0013-05034-0015 | 27 lbs.  | Milo Bar Stool - Chocolate                      | 20"W x 21"D x 41"H | \$324.41   | \$421.73   | \$ |
| 05237-0306-05033-0011-05034-0014 | 27 lbs.  | Milo Bar Stool - Jade                           | 20"W x 21"D x 41"H | \$324.41   | \$421.73   | \$ |
| 05237-0306-05033-0009-05034-0013 | 27 lbs.  | Milo Bar Stool - Victory Blue                   | 20"W x 21"D x 41"H | \$324.41   | \$421.73   | \$ |
| 05237-0306-05033-0002-05034-0010 | 27 lbs.  | Milo Bar Stool - White                          | 20"W x 21"D x 41"H | \$324.41   | \$421.73   | \$ |
| 05237-0270                       | 40 lbs.  | Hourglass Bar Stool - Black                     | 18"W x 20"D x 43"H | \$353.50   | \$459.55   | \$ |
| 05237-0271                       | 40 lbs.  | Hourglass Bar Stool - White                     | 18"W x 20"D x 43"H | \$353.50   | \$459.55   | \$ |
| 05237-0160                       | 35 lbs.  | Equino Bar Stool - Black                        | 15"W x 13"D x 35"H | \$353.50   | \$459.55   | \$ |
| 05237-0041                       | 35 lbs.  | Equino Bar Stool - White                        | 15"W x 13"D x 35"H | \$353.50   | \$459.55   | \$ |
| 05237-0298                       | 16 lbs.  | Clara Stool                                     | 17"W x 21"D x 41"H | \$341.87   | \$444.43   | \$ |
| 05237-0215                       | 15 lbs.  | Marcus Stool                                    | 18"Square x 29"H   | \$258.95   | \$336.64   | \$ |
| 05237-0169                       | 25 lbs.  | Caprice Stool                                   | 25"W x 26"D x 44"H | \$353.50   | \$459.55   | \$ |
| 05237-0042                       | 15 lbs.  | Sonic Stool                                     | 22"W x 23"D x 42"H | \$286.59   | \$372.57   | \$ |
| 05237-0300                       | 6 lbs.   | Nexus Stool                                     | 19"W x 20"D x 44"H | \$295.31   | \$383.90   | \$ |
| <b>Café Chairs</b>               |          |                                                 |                    |            |            |    |
| 05035-0053-05033-0003-05034-0009 | 19 lbs.  | Milo Chair - Black                              | 20"W x 22"D x 33"H | \$200.76   | \$260.99   | \$ |
| 05035-0053-05033-0008-05034-0012 | 19 lbs.  | Milo Chair - California Wine                    | 20"W x 22"D x 33"H | \$200.76   | \$260.99   | \$ |
| 05035-0053-05033-0006-05034-0011 | 19 lbs.  | Milo Chair - Chartreuse                         | 20"W x 22"D x 33"H | \$200.76   | \$260.99   | \$ |
| 05035-0053-05033-0014-05034-0015 | 19 lbs.  | Milo Chair - Chocolate                          | 20"W x 22"D x 33"H | \$200.76   | \$260.99   | \$ |
| 05035-0053-05033-0012-05034-0014 | 19 lbs.  | Milo Chair - Jade                               | 20"W x 22"D x 33"H | \$200.76   | \$260.99   | \$ |
| 05035-0053-05033-0010-05034-0013 | 19 lbs.  | Milo Chair - Victory Blue                       | 20"W x 22"D x 33"H | \$200.76   | \$260.99   | \$ |
| 05035-0053-05033-0004-05034-0010 | 19 lbs.  | Milo Chair - White                              | 20"W x 22"D x 33"H | \$200.76   | \$260.99   | \$ |
| 05035-0051                       | 11 lbs.  | Clara Chair                                     | 18"W x 21"D x 35"H | \$228.40   | \$296.92   | \$ |
| 05035-0008                       | 10 lbs.  | Leslie Chair                                    | 17"W x 21"D x 31"H | \$181.84   | \$236.39   | \$ |
| 05035-0010                       | 15 lbs.  | Criss Cross Chair - Espresso                    | 17"W x 21"D x 35"H | \$228.40   | \$296.92   | \$ |
| 05035-0011                       | 15 lbs.  | Criss Cross Chair - White                       | 17"W x 21"D x 35"H | \$228.40   | \$296.92   | \$ |
| 05035-0023                       | 24 lbs.  | Elio Chair                                      | 17"Square x 33"H   | \$203.67   | \$264.77   | \$ |
| 14233-0025                       | 20 lbs.  | Caprice Chair - Black                           | 25"W x 24"D x 32"H | \$203.67   | \$264.77   | \$ |
| 14233-0005                       | 20 lbs.  | Comet Stack Chair - Arms                        | 23"W x 22"D x 32"H | \$277.86   | \$361.22   | \$ |
| 14233-0006                       | 15 lbs.  | Comet Stack Chair - Armless                     | 19"W x 22"D x 32"H | \$258.95   | \$336.64   | \$ |
| 14233-0016                       | 10 lbs.  | Sonic Chair                                     | 20"W x 21"D x 32"H | \$203.67   | \$264.77   | \$ |
| 05035-0050                       | 5 lbs.   | Nexus Chair                                     | 19"W x 22"D x 32"H | \$241.49   | \$313.94   | \$ |
| 05035-0052                       | 12 lbs.  | Colin Chair                                     | 22"W x 19"D x 33"H | \$203.67   | \$264.77   | \$ |
| <b>Bar Tables</b>                |          |                                                 |                    |            |            |    |
| 05246-0003-05036-0050            | 27 lbs.  | 24" Square Bar Table - Cosmo/Chrome Base        | 24"Square x 42"H   | \$381.14   | \$495.48   | \$ |
| 05246-0018-05036-0050            | 31 lbs.  | 24" Square Bar Table - Cosmo/Black Base         | 24"Square x 42"H   | \$381.14   | \$495.48   | \$ |
| 05246-0003-05036-0051            | 27 lbs.  | 24" Square Bar Table - Emerald Tide/Chrome Base | 24"Square x 42"H   | \$381.14   | \$495.48   | \$ |
| 05246-0018-05036-0051            | 31 lbs.  | 24" Square Bar Table - Emerald Tide/Black Base  | 24"Square x 42"H   | \$381.14   | \$495.48   | \$ |
| 05246-0003-05036-0049            | 27 lbs.  | 24" Square Bar Table - Icebreaker/Chrome Base   | 24"Square x 42"H   | \$381.14   | \$495.48   | \$ |
| 05246-0018-05036-0049            | 31 lbs.  | 24" Square Bar Table - Icebreaker/Black Base    | 24"Square x 42"H   | \$381.14   | \$495.48   | \$ |
| 05246-0003-05036-0048            | 27 lbs.  | 24" Square Bar Table - Sirona/Chrome Base       | 24"Square x 42"H   | \$381.14   | \$495.48   | \$ |
| 05246-0018-05036-0048            | 31 lbs.  | 24" Square Bar Table - Sirona/Black Base        | 24"Square x 42"H   | \$381.14   | \$495.48   | \$ |
| 05246-0003-05036-0046            | 27 lbs.  | 32" Round Bar Table - Cement/Chrome Base        | 32"Round x 42"H    | \$514.98   | \$669.47   | \$ |
| 05246-0018-05036-0046            | 31 lbs.  | 32" Round Bar Table - Cement/Black Base         | 32"Round x 42"H    | \$514.98   | \$669.47   | \$ |
| 05246-0003-05036-0047            | 27 lbs.  | 32" Round Bar Table - Yukon Oak/Chrome Base     | 32"Round x 42"H    | \$514.98   | \$669.47   | \$ |
| 05246-0018-05036-0047            | 31 lbs.  | 32" Round Bar Table - Yukon Oak/Black Base      | 32"Round x 42"H    | \$514.98   | \$669.47   | \$ |
| 05036-0053-05246-0018            | 33 lbs.  | 32" Round Bar Table - Smoke/Black Base          | 32"Round x 42"H    | \$514.98   | \$669.47   | \$ |
| 05036-0053-05246-0003            | 38 lbs.  | 32" Round Bar Table - Smoke/Chrome Base         | 32"Round x 42"H    | \$514.98   | \$669.47   | \$ |
| 05246-0018-05036-0001            | 34 lbs.  | Euro Bar Table Black/Black 30" Round            | 30"Round x 42"H    | \$362.23   | \$470.90   | \$ |
| 05246-0018-05036-0004            | 41 lbs.  | Euro Bar Table Black/Black 36" Round            | 36"Round x 42"H    | \$372.42   | \$484.15   | \$ |
| 05246-0003-05036-0001            | 30 lbs.  | Silk Bar Table Black/Chrome 30" Round           | 30"Round x 42"H    | \$362.23   | \$470.90   | \$ |
| 05246-0003-05036-0004            | 37 lbs.  | Silk Bar Table Black/Chrome 36" Round           | 36"Round x 42"H    | \$372.42   | \$484.15   | \$ |
| 05246-0018-05036-0037            | 34 lbs.  | City Bar Table Maple/Black 30" Round            | 30"Round x 42"H    | \$362.23   | \$470.90   | \$ |
| 05246-0018-05036-0038            | 41 lbs.  | City Bar Table Maple/Black 36" Round            | 36"Round x 42"H    | \$372.42   | \$484.15   | \$ |
| 05246-0003-05036-0037            | 30 lbs.  | Park Ave Bar Table Maple/Chrome 30" Round       | 30"Round x 42"H    | \$362.23   | \$470.90   | \$ |
| 05246-0003-05036-0038            | 37 lbs.  | Park Ave Bar Table Maple/Chrome 36" Round       | 36"Round x 42"H    | \$372.42   | \$484.15   | \$ |
| 05246-0018-05036-0003            | 34 lbs.  | Summit Bar Table White/Black 30" Round          | 30"Round x 42"H    | \$362.23   | \$470.90   | \$ |
| 05246-0018-05036-0006            | 41 lbs.  | Summit Bar Table White/Black 36" Round          | 36"Round x 42"H    | \$398.45   | \$517.99   | \$ |
| 05246-0003-05036-0003            | 30 lbs.  | Blanco Bar Table White/Chrome 30" Round         | 30"Round x 42"H    | \$362.23   | \$470.90   | \$ |
| 05246-0003-05036-0006            | 37 lbs.  | Blanco Bar Table White/Chrome 36" Round         | 36"Round x 42"H    | \$372.42   | \$484.15   | \$ |
| 05036-0039-05246-0003            | 43 lbs.  | Fuze Bar Table                                  | 36"Square x 42"H   | \$408.78   | \$531.41   | \$ |
| 05246-0003-05036-0008            | 28 lbs.  | Blanco Bar Table - White/Chrome 24"Square       | 24"Square x 42"H   | \$362.23   | \$470.90   | \$ |
| 05246-0003-05036-0009            | 69 lbs.  | Blanco Rectangle Bar Table - White/Chrome       | 72"W x 24"D x 42"H | \$561.53   | \$729.99   | \$ |
| 05246-0003-05036-0033            | 28 lbs.  | Spectrum Bar Table - Red                        | 24"Square x 42"H   | \$391.33   | \$508.73   | \$ |
| 05246-0003-05036-0034            | 28 lbs.  | Spectrum Bar Table - Blue                       | 24"Square x 42"H   | \$391.33   | \$508.73   | \$ |
| 05246-0003-05036-0035            | 28 lbs.  | Spectrum Bar Table - Purple                     | 24"Square x 42"H   | \$391.33   | \$508.73   | \$ |
| 05246-0003-05036-0036            | 28 lbs.  | Spectrum Bar Table - Green                      | 24"Square x 42"H   | \$391.33   | \$508.73   | \$ |
| 05204-0001                       | 75 lbs.  | Aspen Bar Table                                 | 72"W x 26"D x 42"H | \$1,006.64 | \$1,308.63 | \$ |

|                                          |          |                                                  |                       |            |            |  |    |
|------------------------------------------|----------|--------------------------------------------------|-----------------------|------------|------------|--|----|
| <b>Café Tables</b>                       |          |                                                  |                       |            |            |  |    |
| 05246-0002-05036-0050                    | 24 lbs.  | 24" Square Cafe Table - Cosmo/Chrome Base        | 24"Square x 30"H      | \$381.14   | \$495.48   |  | \$ |
| 05246-0017-05036-0050                    | 27 lbs.  | 24" Square Cafe Table - Cosmo/Black Base         | 24"Square x 30"H      | \$381.14   | \$495.48   |  | \$ |
| 05246-0002-05036-0051                    | 24 lbs.  | 24" Square Cafe Table - Emerald Tide/Chrome Base | 24"Square x 30"H      | \$381.14   | \$495.48   |  | \$ |
| 05246-0017-05036-0051                    | 27 lbs.  | 24" Square Cafe Table - Emerald Tide/Black Base  | 24"Square x 30"H      | \$381.14   | \$495.48   |  | \$ |
| 05246-0002-05036-0049                    | 24 lbs.  | 24" Square Cafe Table - Icebreaker/Chrome Base   | 24"Square x 30"H      | \$381.14   | \$495.48   |  | \$ |
| 05246-0017-05036-0049                    | 27 lbs.  | 24" Square Cafe Table - Icebreaker/Black Base    | 24"Square x 30"H      | \$381.14   | \$495.48   |  | \$ |
| 05246-0002-05036-0048                    | 24 lbs.  | 24" Square Cafe Table - Sirona/Chrome Base       | 24"Square x 30"H      | \$381.14   | \$495.48   |  | \$ |
| 05246-0017-05036-0048                    | 27 lbs.  | 24" Square Cafe Table - Sirona/Black Base        | 24"Square x 30"H      | \$381.14   | \$495.48   |  | \$ |
| 05246-0002-05036-0046                    | 24 lbs.  | 32" Round Café Table - Cement/Chrome Base        | 32"Round x 30"H       | \$514.98   | \$669.47   |  | \$ |
| 05246-0017-05036-0046                    | 27 lbs.  | 32" Round Café Table - Cement/Black Base         | 32"Round x 30"H       | \$514.98   | \$669.47   |  | \$ |
| 05246-0002-05036-0047                    | 24 lbs.  | 32" Round Café Table - Yukon Oak/Chrome Base     | 32"Round x 30"H       | \$514.98   | \$669.47   |  | \$ |
| 05246-0017-05036-0047                    | 27 lbs.  | 32" Round Café Table - Yukon Oak/Black Base      | 32"Round x 30"H       | \$514.98   | \$669.47   |  | \$ |
| 05036-0053-05246-0002                    | 38 lbs.  | 32" Round Café Table - Smoke/Chrome Base         | 32"Round x 30"H       | \$514.98   | \$669.47   |  | \$ |
| 05036-0053-05246-0017                    | 35 lbs.  | 32" Round Café Table - Smoke/Black Base          | 32"Round x 30"H       | \$514.98   | \$669.47   |  | \$ |
| 05246-0018-05036-0001                    | 30 lbs.  | Euro Café Table Black/Black 30" Round            | 30"Round x 30"H       | \$362.23   | \$470.90   |  | \$ |
| 05246-0018-05036-0004                    | 37 lbs.  | Euro Café Table Black/Black 36" Round            | 36"Round x 30"H       | \$372.42   | \$484.15   |  | \$ |
| 05246-0003-05036-0001                    | 27 lbs.  | Silk Café Table Black/Chrome 30" Round           | 30"Round x 30"H       | \$362.23   | \$470.90   |  | \$ |
| 05246-0003-05036-0004                    | 34 lbs.  | Silk Café Table Black/Chrome 36" Round           | 36"Round x 30"H       | \$372.42   | \$484.15   |  | \$ |
| 05246-0018-05036-0037                    | 27 lbs.  | Park Ave Café Table Maple/Chrome 30" Round       | 30"Round x 30"H       | \$362.23   | \$470.90   |  | \$ |
| 05246-0018-05036-0038                    | 34 lbs.  | Park Ave Café Table Maple/Chrome 36" Round       | 36"Round x 30"H       | \$372.42   | \$484.15   |  | \$ |
| 05246-0003-05036-0037                    | 30 lbs.  | City Café Table Maple/Black 30" Round            | 30"Round x 30"H       | \$362.23   | \$470.90   |  | \$ |
| 05246-0003-05036-0038                    | 37 lbs.  | City Café Table Maple/Black 36" Round            | 36"Round x 30"H       | \$372.42   | \$484.15   |  | \$ |
| 05246-0003-05036-0003                    | 27 lbs.  | Blanco Café Table White/Chrome 30" Round         | 30"Round x 30"H       | \$362.23   | \$470.90   |  | \$ |
| 05246-0003-05036-0006                    | 34 lbs.  | Blanco Café Table White/Chrome 36" Round         | 36"Round x 30"H       | \$372.42   | \$484.15   |  | \$ |
| 05246-0018-05036-0003                    | 30 lbs.  | Summit Café Table White/Black 30" Round          | 30"Round x 30"H       | \$362.23   | \$470.90   |  | \$ |
| 05246-0018-05036-0006                    | 37 lbs.  | Summit Café Table White/Black 36" Round          | 36"Round x 30"H       | \$372.42   | \$484.15   |  | \$ |
| 05036-0039-05246-0002                    | 40 lbs.  | Fuze Café Table                                  | 36"Square x 30"       | \$408.78   | \$531.41   |  | \$ |
| 05246-0002-05036-0008                    | 25 lbs.  | Blanco Café Table White/Chrome 24"Square         | 24"Square x 30"H      | \$362.23   | \$470.90   |  | \$ |
| 05246-0002-05036-0009                    | 63 lbs.  | Blanco Café Table White/Chrome Rectangle         | 72"W x 24"D x 30"H    | \$561.53   | \$729.99   |  | \$ |
| 05246-0002-05036-0033                    | 25 lbs.  | Spectrum Café Table - Red                        | 24"Square x 29"H      | \$392.33   | \$510.03   |  | \$ |
| 05246-0002-05036-0034                    | 25 lbs.  | Spectrum Café Table - Blue                       | 24"Square x 29"H      | \$391.33   | \$508.73   |  | \$ |
| 05246-0002-05036-0035                    | 25 lbs.  | Spectrum Café Table - Purple                     | 24"Square x 29"H      | \$391.33   | \$508.73   |  | \$ |
| 05246-0002-05036-0036                    | 25 lbs.  | Spectrum Café Table - Green                      | 24"Square x 29"H      | \$391.33   | \$508.73   |  | \$ |
| 05090-0001                               | 90 lbs.  | Aspen Dining Table                               | 72"W x 30"D x 30"H    | \$864.12   | \$1,123.36 |  | \$ |
| 05088-0531                               |          | Encore Dining Table                              | 80"W x 40"D x 30"H    | \$1,016.87 | \$1,321.93 |  | \$ |
| 05088-0533                               | 171 lbs. | Madera Dining Table                              | 92"W x 39"D x 30"H    | \$1,307.82 | \$1,700.17 |  | \$ |
| <b>Office Seating</b>                    |          |                                                  |                       |            |            |  |    |
| 14136-0002                               | 38 lbs.  | Tamiri High Back Chair                           | 25"W x 27"D x 45"H    | \$456.79   | \$593.83   |  | \$ |
| 14176-0007                               | 37 lbs.  | Tamiri Mid Back Chair                            | 27"Square x 39"H      | \$401.51   | \$521.96   |  | \$ |
| 14128-0002                               | 41 lbs.  | Tamiri Guest Chair                               | 25"W x 26"D x 37"H    | \$372.42   | \$484.15   |  | \$ |
| 14136-0081                               | 40 lbs.  | Accord High Back Chair - Black                   | 25"Square x 44"H      | \$570.26   | \$741.34   |  | \$ |
| 14136-0010                               | 40 lbs.  | Accord High Back Chair - White                   | 25"Square x 44"H      | \$570.26   | \$741.34   |  | \$ |
| 14250-0013                               | 36 lbs.  | Goal Task Chair - Arms                           | 25"Square x 39"H      | \$305.50   | \$397.15   |  | \$ |
| 14250-0014                               | 38 lbs.  | Goal Task Chair Armless                          | 21"W x 25"D x 39"H    | \$277.86   | \$361.22   |  | \$ |
| 14307-0003                               | 36 lbs.  | Goal Black Drafting Stool - Arms                 | 25"W x 24"D x 48"H    | \$324.41   | \$421.73   |  | \$ |
| 14307-0004                               | 30 lbs.  | Goal Black Drafting Stool - Armless              | 21"W x 24"D x 48"H    | \$305.50   | \$397.15   |  | \$ |
| 14136-0105                               |          | Rimati Hi-Back Chair - Black                     | 30"W x 28"D x 47-50"H | \$682.28   | \$886.96   |  | \$ |
| 14136-0106                               |          | Rimati Hi-Back Chair - White                     | 30"W x 28"D x 47-50"H | \$682.28   | \$886.96   |  | \$ |
| 14128-0122                               |          | Rimati Guest Chair - Black                       | 27"W x 25"D x 40"H    | \$289.50   | \$376.35   |  | \$ |
| 14128-0123                               |          | Rimati Guest Chair - White                       | 27"W x 25"D x 40"H    | \$289.50   | \$376.35   |  | \$ |
| <b>Conference Tables</b>                 |          |                                                  |                       |            |            |  |    |
| 14062-0105                               | 97 lbs.  | 42" Round Conference Table - Black               | 42" Round x 29"H      | \$504.80   | \$656.24   |  | \$ |
| 14062-0106                               | 97 lbs.  | 42" Round Conference Table - Mahogany            | 42" Round x 29"H      | \$504.80   | \$656.24   |  | \$ |
| 14062-0297                               | 90 lbs.  | Command Conference Table - 6' Black              | 72"W x 36"D x 31"H    | \$901.95   | \$1,172.54 |  | \$ |
| 14062-0303                               | 90 lbs.  | Command Conference Table - 6' Sirona             | 72"W x 36"D x 31"H    | \$901.95   | \$1,172.54 |  | \$ |
| 14062-0300                               | 90 lbs.  | Command Conference Table - 6' White              | 72"W x 36"D x 31"H    | \$901.95   | \$1,172.54 |  | \$ |
| 14062-0298                               | 125 lbs. | Command Conference Table - 8' Black              | 96"W x 48"D x 31"H    | \$968.86   | \$1,259.52 |  | \$ |
| 14062-0304                               | 125 lbs. | Command Conference Table - 8' Sirona             | 96"W x 48"D x 31"H    | \$968.86   | \$1,259.52 |  | \$ |
| 14062-0301                               | 125 lbs. | Command Conference Table - 8' White              | 96"W x 48"D x 31"H    | \$968.86   | \$1,259.52 |  | \$ |
| 14062-0299                               | 182 lbs. | Command Conference Table - 10' Black             | 120"W x 48"D x 31"H   | \$1,111.43 | \$1,444.86 |  | \$ |
| 14062-0305                               | 182 lbs. | Command Conference Table - 10' Sirona            | 120"W x 48"D x 31"H   | \$1,111.43 | \$1,444.86 |  | \$ |
| 14062-0302                               | 182 lbs. | Command Conference Table - 10' White             | 120"W x 48"D x 31"H   | \$1,111.43 | \$1,444.86 |  | \$ |
| <b>Office Furniture</b>                  |          |                                                  |                       |            |            |  |    |
| 14309-0001                               | 125 lbs. | Computer Kiosk - Black                           | 24"Square x 42"H      | \$741.92   | \$964.50   |  | \$ |
| 14179-0005                               | 125 lbs. | Computer Kiosk - White                           | 24"Square x 42"H      | \$741.92   | \$964.50   |  | \$ |
| 14072-0108                               | 225 lbs. | Storage Credenza - Black                         | 60"W x 20"D x 29"H    | \$666.28   | \$866.16   |  | \$ |
| 14072-0038                               | 225 lbs. | Storage Credenza - Mahogany                      | 60"W x 20"D x 29"H    | \$666.28   | \$866.16   |  | \$ |
| 14083-0105                               | 290 lbs. | Jr Executive Desk - Black                        | 60"W x 30"D x 29"H    | \$759.38   | \$987.19   |  | \$ |
| 14083-0106                               | 290 lbs. | Jr Executive Desk - Mahogany                     | 60"W x 30"D x 29"H    | \$759.38   | \$987.19   |  | \$ |
| 14083-0324                               | 286 lbs. | Executive Desk - Black                           | 72"W x 36"D x 29"H    | \$788.47   | \$1,025.01 |  | \$ |
| 14083-0117                               | 290 lbs. | Executive Desk - Mahogany                        | 72"W x 36"D x 29"H    | \$788.47   | \$1,025.01 |  | \$ |
| 14029-0098                               | 56 lbs.  | 5 Shelf Bookcase - Black                         | 36"W x 12"D x 72"H    | \$412.83   | \$536.68   |  | \$ |
| 14029-0091                               | 56 lbs.  | 5 Shelf Bookcase - Mahogany                      | 36"W x 12"D x 72"H    | \$712.83   | \$926.68   |  | \$ |
| 05088-0498                               | 77 lbs.  | Brooklyn II Rect Dining Table                    | 60"W x 36"D x 30"H    | \$741.92   | \$964.50   |  | \$ |
| 05088-0499                               | 59 lbs.  | Brooklyn II Round Dining Table                   | 42" Round x 30"H      | \$581.90   | \$756.47   |  | \$ |
| 05090-0001                               | 90 lbs.  | Aspen Dining Table                               | 72"W x 30"D x 30"H    | \$864.12   | \$1,123.36 |  | \$ |
| <b>Metal File &amp; Storage Cabinets</b> |          |                                                  |                       |            |            |  |    |
| 14148-0001                               | 35 lbs.  | 2 Drawer Vertical File - Letter Size Black       | 15"W x 25"D x 29"H    | \$250.22   | \$325.29   |  | \$ |
| 14147-0001                               | 35 lbs.  | 2 Drawer Vertical File - Legal Size Black        | 18"W x 25"D x 29"H    | \$324.41   | \$421.73   |  | \$ |
| 14148-0002                               | 45 lbs.  | 4 Drawer Vertical File - Letter Size Black       | 15"W x 25"D x 52"H    | \$334.59   | \$434.97   |  | \$ |
| 14147-0002                               | 45 lbs.  | 4 Drawer Vertical File - Legal Size Black        | 18"W x 25"D x 52"H    | \$372.42   | \$484.15   |  | \$ |
| 14143-0006                               | 100 lbs. | 2 Drawer Lateral File - Black                    | 36"W x 18"D x 27"H    | \$334.59   | \$434.97   |  | \$ |
| 14143-0008                               | 170 lbs. | 4 Drawer Lateral File - Black                    | 36"W x 18"D x 54"H    | \$408.78   | \$531.41   |  | \$ |
| 14034-0015                               | 135 lbs. | Storage Cabinet - Black                          | 36"W x 18"D x 72"H    | \$408.78   | \$531.41   |  | \$ |



|                            |          |                                        |                       |          |          |  |    |
|----------------------------|----------|----------------------------------------|-----------------------|----------|----------|--|----|
| <b>Pedestals</b>           |          |                                        |                       |          |          |  |    |
| 12091-0023                 | 50 lbs.  | Display Pedestal 14" x 42" Black       | 14"Square x 42"H      | \$496.07 | \$644.89 |  | \$ |
| 12091-0004                 | 120 lbs. | Display Pedestal 24" x 42" Black       | 24"Square x 42"H      | \$600.81 | \$781.05 |  | \$ |
| 12091-0002                 | 55 lbs.  | Display Pedestal 18" x 42" Black       | 18"Square x 42"H      | \$552.81 | \$718.65 |  | \$ |
| 12091-0030                 | 50 lbs.  | Display Pedestal 14" x 42" White       | 14"Square x 42"H      | \$496.07 | \$644.89 |  | \$ |
| 12091-0024                 | 45 lbs.  | Display Pedestal 14" x 36" Black       | 14"Square x 36"H      | \$420.42 | \$546.55 |  | \$ |
| 12091-0034                 | 75 lbs.  | Display Pedestal 24" x 36" Black       | 24"Square x 36"H      | \$600.81 | \$781.05 |  | \$ |
| 12091-0031                 | 45 lbs.  | Display Pedestal 14" x 36" White       | 14"Square x 36"H      | \$420.42 | \$546.55 |  | \$ |
| 12091-0033                 | 75 lbs.  | Display Pedestal 24" x 36" White       | 24"Square x 36"H      | \$600.81 | \$781.05 |  | \$ |
| 12091-0025                 | 40 lbs.  | Display Pedestal 14" x 30" Black       | 14"Square x 30"H      | \$391.33 | \$508.73 |  | \$ |
| 12091-0003                 | 80 lbs.  | Display Pedestal 24" x 30" Black       | 24"Square x 30"H      | \$570.26 | \$741.34 |  | \$ |
| 12091-0001                 | 45 lbs.  | Display Pedestal 18" x 30" Black       | 18"Square x 30"H      | \$401.51 | \$521.96 |  | \$ |
| 12091-0032                 | 40 lbs.  | Display Pedestal 14" x 30" White       | 14"Square x 30"H      | \$391.33 | \$508.73 |  | \$ |
| 14309-0001                 | 125 lbs. | Locking Pedestal Black                 | 24"Square x 42"H      | \$741.92 | \$964.50 |  | \$ |
| 14179-0005                 | 125 lbs. | Locking Pedestal White                 | 24"Square x 42"H      | \$741.92 | \$964.50 |  | \$ |
| 12091-0055                 | 24 lbs.  | Fuze Pedestal                          | 16"Square x 44"H      | \$408.78 | \$531.41 |  | \$ |
| 12091-0043                 | 24 lbs.  | London Pedestal                        | 16"Square x 44"H      | \$408.78 | \$531.41 |  | \$ |
| <b>Miscellaneous Items</b> |          |                                        |                       |          |          |  |    |
| 14189-0066                 | 30 lbs.  | Stanchion Chrome                       | 41"H                  | \$114.93 | \$149.41 |  | \$ |
| 11526-0001                 | 2 lbs.   | Stanchion Rope - Red Velour            | 6' L                  | \$59.64  | \$77.53  |  | \$ |
| 14308-0009                 | 8 lbs.   | Nero Literature Stand - Black          | 15"W x 12"D x 53.5"H  | \$277.86 | \$361.22 |  | \$ |
| 14308-0010                 | 8 lbs.   | Argento Literature Rack                | 15"W x 12"D x 53.5"H  | \$277.86 | \$361.22 |  | \$ |
| 14308-0005                 | 7 lbs.   | Alto Literature Rack                   | 10.5"W x 9.5"D x 57"H | \$286.59 | \$372.57 |  | \$ |
| 01209-0003                 | 50 lbs.  | Compact Refrigerator Black - 4.0 Cu Ft | 21"W x 22"D x 32"H    | \$514.98 | \$669.47 |  | \$ |
| <b>Lighting</b>            |          |                                        |                       |          |          |  |    |
| 09392-0019                 | 15 lbs.  | Silo Grey Floor Lamp                   | 70"H                  | \$253.13 | \$329.07 |  | \$ |
| 09417-0037                 | 7 lbs.   | Silo Grey Table Lamp                   | 25"H                  | \$184.75 | \$240.18 |  | \$ |
| 09392-0018                 | 15 lbs.  | Silo White Floor Lamp                  | 70"H                  | \$253.13 | \$329.07 |  | \$ |
| 09417-0036                 | 7 lbs.   | Silo White Table Lamp                  | 25"H                  | \$184.75 | \$240.18 |  | \$ |
| 09392-0001                 | 7 lbs.   | Neutrino Steel Floor Lamp - Steel      | 67"H                  | \$258.95 | \$336.64 |  | \$ |

**The 2026 catering menu pricing is still being finalized for now please email [WEWCCExhibitorders@aramark.com](mailto:WEWCCExhibitorders@aramark.com) and Kathy Phung [phung-kathy@aramark.com](mailto:phung-kathy@aramark.com) for all inquiries and orders.**





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

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

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

**GENERAL CONDITIONS:**

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



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

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Exhibiting Firm Name: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Event Day Contact: \_\_\_\_\_

Product you wish to dispensed: \_\_\_\_\_

Size of Portion to be dispensed: \_\_\_\_\_

Method of Distribution: \_\_\_\_\_

Quantity to be dispensed: \_\_\_\_\_

Purpose of offering product: \_\_\_\_\_

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

By: \_\_\_\_\_

Print Name:

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

**Aramark Sports and Entertainment Service, LLC**

By: \_\_\_\_\_

Print Name:

Please email request form to [WEWCCExhibitorders@aramark.com](mailto:WEWCCExhibitorders@aramark.com)



EXHIBITOR MENU



WALTER E. WASHINGTON  
CONVENTION CENTER



# WELCOME

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

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

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

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



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# BREAKFAST SANDWICHES

Minimum of 25 Guests

## **BREAKFAST BURRITO \$12**

Cage-Free Scramble- and Ham  
Served with Salsa

## **BISCUIT BREAKFAST SANDWICH \$11**

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

## **ENGLISH MUFFIN BREAKFAST SANDWICH \$11**

Cage-Free Eggs,  
Canadian Bacon and Cheese

# BREAKS

Minimum of 25 Guests

## **BUFFETS**

### **RISE AND SHINE MORNING PACKAGE \$18**

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

### **EYE OPENER ENERGY BREAK \$10**

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

### **POWER BREAK \$16**

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

## **PACKAGES**

### **NUTS AND BERRIES \$16**

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

### **SWEET AND SALTY \$16**

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

### **MEDITERRANEAN \$16**

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

### **GARDEN FRESH \$14**

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

### **CHOCOLATE OVERLOAD \$20**

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

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

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.

All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.







# SALADS

Serves 10-12 guests

## **SPINACH SALAD \$105**

Caramelized Shallots, Toasted Pecans,  
Goat Cheese and Citrus Vinaigrette

## **HEARTS OF ROMAINE CAESAR SALAD \$100**

Romaine, Garlic Croutons, Shaved Parmesan  
and Caesar Dressing

## **CRISP ICEBERG SALAD \$100**

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

## **RED BLISS POTATO SALAD \$95**

## **COLE SLAW \$95**

# SANDWICH PLATTERS

## **12 SANDWICHES CUT IN HALF**

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

## **TRADITIONAL SANDWICH PLATTER \$195**

**Roasted Turkey and Cheddar Cheese**

**Black Forest Ham and Swiss Cheese**

**Grilled Vegetables and Herb Aioli**

Potato Buns

## **GOURMET WRAP PLATTER \$225**

**Premium Roast Turkey**

with Provolone and Pesto Sauce

**Southwest Roast Beef**

with Roasted Peppers and Chipotle Aioli

**Grilled Vegetables**

with Baby Spinach and Balsamic Glaze

## **PREMIUM DELICATESSEN PLATTER \$215**

**Rosemary Grilled Chicken**

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

**Roast Beef**

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

**Hummus**

with Roasted Eggplant, Zucchini and Peppers  
on Focaccia Bread

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# BOXES

## TRADITIONAL HOAGIES \$36

Served with Potato Chips, Freshly Baked Cookie and Whole Fruit

### TURKEY AND CHEDDAR

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

### HAM AND PROVOLONE

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

### ITALIAN

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

### ROAST BEEF AND HORSE RADISH

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

### VEGETABLES AND HUMMUS

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

## ENTRÉE SALADS & WRAPS \$38

Served with Potato Chips, Fruit Cup and Brownie

### CHICKEN CAESAR WRAP

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

### JAMAICAN JERK CHICKEN WRAP

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

### TURKEY AND BACON COBB WRAP

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

### BUFFALO CHICKEN AND BLUE CHEESE SALAD WITH RANCH DRESSING

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

### SOUTHWESTERN CHICKEN SALAD WITH RANCH DRESSING

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

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## ARTISAN CRAFT SANDWICHES \$40

Served with Potato Chips, Fruit Cup and Brownie

### HOT HONEY CHICKEN

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

### PEPPERED TURKEY AND HAVARTI

Spinach, Cranberry Mustard, Rustic Oat Baguette

### TURKEY AND MUNSTER

Horseradish Aioli, Pretzel Roll

### ROSEMARY HAM AND BRIE

Mesclun, Fig Baguette

### SUNDRIED TOMATO AND MOZZARELLA

Pesto, Tomatoes, Pickled Onions, Ciabatta Baguette

### CHICKEN BANH MI

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

## SPECIALTIES VEGAN & GLUTEN FRIENDLY \$42

Served with Potato Chips and Fruit Salad

### ASIAN NOODLE BOWL

with Sweet and Spicy Plum Sauce

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

*Vegan*

### TURKEY WRAP

Oven Roasted Turkey Breast

Swiss Cheese & Lettuce in Tortilla

*Gluten Friendly*

### SOUTHWEST GRILLED CHICKEN QUINOA BOWL

with Chipotle Dressing

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

*Gluten Friendly*

### BLACK BEAN AND CORN SALAD

with Balsamic Vinaigrette Dressing

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

*Gluten Friendly, Vegan*

### MIXED GREENS

with Balsamic Vinaigrette Dressing

Fresh Strawberries, Blueberries, Dried Cranberries and Walnuts

*Gluten Friendly, Vegan*

### GARBANZO POWER WRAP

Curried Garbanzo Beans, Carrots, Spinach & Tomato, Tortilla

*Gluten Friendly, Vegan*

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## KEURIG® SERVICE

### Keurig® K-Cups **\$185 (per day)**

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

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

## A L A C A R T E

# BEVERAGES

## GALLON UNITS

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

**Fresh Brewed Coffee** \$390  
*5-gallon unit / approx. 65 cups*

**Fresh Brewed Decaf Coffee** \$234  
*3-gallon unit / approx. 40 cups*

**Assorted Hot Tea** \$234  
*3-gallon unit / approx. 40 cups*

**Iced Tea** \$156  
*3-gallon unit / approx. 38 cups*

**Lemonade** \$156  
*3-gallon unit / approx. 38 cups*

**Aqua Fresca** \$195  
*3-gallon unit / approx. 38 cups*  
Watermelon, Pineapple or Cantaloupe

## WATER & RENTAL

**Water Cooler Daily Rental** \$75  
*Includes 1 5-gallon water jug with rental*  
Customer responsible for  
electrical requirements, 120volt

**Additional Water Jug** \$25  
*5-gallon / Use with water cooler*  
Use with water cooler

**ICE**  
20lbs of Ice \$30  
40lbs of Ice \$50

## BY THE CASE (24)

**Assorted Individual Juices** \$144  
Apple, Cranberry, Orange, Grapefruit

**Assorted Soft Drinks** \$132  
Pepsi Only

**Bottled Water** \$120

**Sparkling Mineral Water** \$144

**Energy Drink** \$192

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

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# BAKERY

## BY DOZEN

|                                    |         |
|------------------------------------|---------|
| Assorted Bagels                    | \$64    |
| Assorted Freshly Baked Scones      | \$56    |
| Butter Croissants                  | \$62.50 |
| Assorted Fruit and Cheese Danishes | \$56    |
| House-Made Muffins                 | \$62.50 |
| Assorted Doughnuts                 | \$56    |
| Assorted Homestyle Cookies         | \$58    |
| Chocolate Chip Brownies            | \$58    |
| Butterscotch Blondies              | \$58    |
| Assorted Gourmet Biscotti          | \$58    |
| Cupcakes                           | \$72    |
| Logo Cupcakes or Cookies*          | \$84    |

*\*Custom Artwork Available upon Request*

## GLUTEN FRIENDLY/VEGAN OPTIONS

|                                                                  |      |
|------------------------------------------------------------------|------|
| Gluten Friendly Blueberry Muffins<br><i>Gluten Friendly</i>      | \$72 |
| Gluten Friendly Chocolate Chip Cookies<br><i>Gluten Friendly</i> | \$72 |
| Gluten Friendly Chocolate Brownies<br><i>Gluten Friendly</i>     | \$72 |
| Vegan Cornetto Pastries<br><i>Vegan</i>                          | \$72 |
| Vegan Oatmeal Cookies<br><i>Vegan</i>                            | \$72 |

## ICE CREAM

|                              |          |       |
|------------------------------|----------|-------|
| Assorted Ice Cream Novelties | dozen    | \$56  |
| Premium Ice Cream Bars       | dozen    | \$72  |
| Freezer Rental Required      | per unit | \$100 |

## CAKE

### Chocolate or Vanilla

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

*\*Custom Artwork Available upon Request*

# FROM THE PANTRY

## PRICED BY THE DOZEN

|                                                             |      |
|-------------------------------------------------------------|------|
| Assorted Fruit Yogurt                                       | \$78 |
| Chobani Non-fat Greek Yogurt                                | \$90 |
| Whole Fresh Fruits                                          | \$48 |
| Quaker Chewy Granola                                        | \$54 |
| Assorted KIND Bars                                          | \$84 |
| Smartfood® Popcorn White Cheddar                            | \$48 |
| Assorted Candy Bars                                         | \$72 |
| Potato Chips and French Onion Dip<br><i>Serves 10</i>       | \$55 |
| Tortilla Chips with Fresh Pico de Gallo<br><i>Serves 10</i> | \$72 |
| Bags of Potato Chips                                        | \$48 |
| Bags of Pretzels                                            | \$42 |
| Bags of Trail Mix                                           | \$48 |

## PRICED PER POUND

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

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

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.

All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.







# CAPPUCCINOS OR SMOOTHIES

## CAPPUCCINOS /LATTES 8oz drinks

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

### Exhibitor to Provide

Hospitality counter with access hole or rent a skirted table (6'L x 2' W x 42"H)  
Power: (1) 20 amp line

### Equipment & Work Space Dimensions L x W x H

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

Work Space: 40" x 24" x H (N/A)

((space for smaller cooler and 2 5-gallon water jugs under counter/table)

## FRAPPES 8oz drinks

Select two flavors: Vanilla, Mocha, Caramel, Seasonal

## SMOOTHIES 7oz drinks

Select two flavors: Strawberry, Mango, Pineapple/Coconut, Mixed Berry

### Exhibitor to Provide

Hospitality counter or rent a skirted table (6'L x 2' W x 42"H)  
Power: (2) 120v/20 amp lines

### Equipment & Work Space Dimensions L x W x H

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

## SERVICE \$2,250

Includes 4 hours of service and or 300 drinks

## Each Additional Hour(s) \$200

Continued service beyond the 4 hour service package

## Additional Cups \$450

Ordered in advance/  
100 increments

## Additional Cups \$650

Ordered on-site/100 increments

## Premium Cappuccino Service \$350

Includes Flavored syrups, mochas and hot chocolates

## Tradeshow Delivery/ Set Up Fee \$275

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

## Cappuccino /Latte: Delay in Set Up \$150

Per 15 min interval

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

## Drip Coffee service on request

Ask sales manager for details and costs

## CUPS & NAPKINS FOR CUSTOM LOGO

Minimum 4 week lead time. Please inquire with your sales manager.  
File types are AI, EPS, or PDF.

**CUSTOM BRANDED  
8OZ HOT CUPS** TBD

**CUSTOM STICKERS  
FOR 7OZ COLD CUPS** TBD

**NAPKINS** TBD

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# DOUGHNUTS

## FRESH MADE DOUGHNUTS

Select two flavors: Glazed, Chocolate Frosted, Vanilla Frosted, Strawberry Frosted, Maple Frosted, Cinnamon Sugar, Cake

### SERVICE **\$1,400**

Includes 2 hours of service or 12 dozen assorted doughnuts

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

Continued service beyond the 2 hour service package

### Additional Doughnuts **\$350**

Must be ordered in advance/3 dozen increments

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

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

*Doughnut menu changes by season*

## PREMIUM DC MADE DOUGHNUTS

Select two flavors: Strawberry Glazed, Funfetti, Milk Chocolate Peanut, Brown Butter, Vanilla Bean Glazed, Vanilla Bean Crème Brûlée

### SERVICE **\$1,820**

Includes 2 hours of service or 12 dozen assorted doughnuts

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

Continued service beyond the 2 hour service package

### Additional Doughnuts **\$400**

Must be ordered in advance/3 dozen increments

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

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

*Doughnut menu changes by season*

#### Exhibitor to Provide

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)  
Storage space to store backup doughnuts

#### Equipment & Work Space Dimensions

**L x W x H**

Display Case: 21" x 18" x 16 1/2"

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

# COOKIES

## FRESH BAKED COOKIES

Select two flavors: Chocolate Chip, Oatmeal Raisin, Macadamia White Chocolate Chip, Peanut Butter

### SERVICE **\$2,285**

Includes 4 hours of service or 400 cookies

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

Continued service beyond the 4 hour service package

### Additional Cookies

100 increments

#### Ordered In-Advance **\$400**

#### Order On-Site **\$550**

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

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

#### Exhibitor to Provide

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

Power: (1) 20 amp

#### Equipment & Work Space Dimensions

**L x W x H**

Oven Shroud: 21" x 25.5" x 26"

Freezer: 37" x 23" x 34"

*Stored next to station or in booth closet*

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

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

# CANNOLIS

## FRESH PIPED MINI CANNOLIS

Select one dipping option: Chocolate Morsels or Red/White/Blue Sprinkles

### SERVICE \$2,285

Includes 2 hours of service or 200 servings

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

Continued service beyond the 2 hour service package

### Additional Servings \$550

Must be ordered 48 hours in advance/ 100 increments

### Pantone Matched Sprinkles \$200

Per Day

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

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

#### Exhibitor to Provide

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

#### Equipment & Work Space Dimensions L x W x H

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

# POPCORN

## POPCORN & MACHINE RENTAL

Includes 2 cases of Popcorn

(36 packets per case-Packet serves 8 guests)

Salt, Butter, Napkins, and Bags

### SERVICE \$1,000

Includes 1 Attendant, Based on 3 hours of service

### Each Additional Hour(s) \$225

Continued service beyond the 3 hours of service package

### Additional Attendant \$225

### Additional Cases \$200

#### Exhibitor to Provide

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

Power: 20 amps & 120 Volts

#### Equipment Dimensions L x W x H

Machine: 36" x 24" x 26"



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# LIQUID NITROGEN ICE CREAM

## NICECREAM

Nicecream is a local, minority, and female-owned business transforming dessert in the DC Metro area. Their handcrafted ice cream, made from locally sourced milk and cream, is crafted fresh with locally sourced fruit and homemade ingredients. The ice cream is then frozen in front of guests using liquid nitrogen for an unforgettable experience. Watch as your dessert is made before your eyes, delivering a unique treat that turns any event into an elegant and fun-filled occasion. Nicecream has been featured in major publications as one of the best ice creams in the United States. Their professional catering team can serve your event for 100 to 5000 people.

Select two flavors: Madagascar Vanilla Bean, Milk Chocolate, Pistachio, Nutella, Cookies and Cream, Salted Caramel, Homemade Peanut Butter Cup, Local Honey Lavender

### (2) ATTENDANT SERVICE

**200 GUEST** **\$2,360**

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

**400 GUEST** **\$3,720**

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

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

Continued service beyond the 2 hour service package

**Additional Servings** **\$500**

Ordered in advance/50 increments

**Additional Flavor** **\$475**

**Additional Flavor** **\$475**

**Vegan Option: only available as add-on flavor**

**Toppings Bar** **\$785**

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

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

#### Exhibitor to Provide

Hospitality counter or rent a skirted table (8' L x 2' W x 32" H)  
Power: (1) 20 amp/120 volt line

#### Equipment & Work Space Dimensions L x W x H

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

# GELATO

## GELATO / DOLCI GELATI

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

**SERVICE** **\$2,285**

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

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

Continued service beyond the  
4 hour service package

**Additional Cups** **\$550**

Must be ordered 48 hours in  
advance / 100 increments

**Additional Flavor** **\$200**

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

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

#### Exhibitor to Provide

Hospitality counter or rent a  
skirted table (6'L x 2' x 32")

#### Equipment & Work Space Dimensions L x W x H

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

#### Aramark to Provide

Access to on-site ice machine

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

# RECEPTION DISPLAYS

Serves 24 guests

**CRUDITES \$225**

Seasonal Vegetables and Buttermilk Ranch

**HERITAGE CHEESE \$290**

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

**SEASONAL FRUITS AND BERRIES DISPLAY \$250**

Orange Honey Yogurt Dipping Sauce

**ROASTED AND GRILLED VEGETABLES \$300**

Vegetables, Pita Crisps and Roasted Garlic Hummus



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

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.

All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.



# HORS D'OEUVRES

All items have a 50 piece minimum

Butler Fees Apply

## COLD

### BRUSCHETTA \$7

Roma Tomatoes and Basil

### PEPPERCORN ENCRUSTED

#### BEEF TENDERLOIN \$8

Garlic Crostini and Grain Mustard

### SPICY TUNA TARTAR

#### WITH GINGER \$7.50

Wonton Crisp

### SMOKED SALMON \$7

Potato Pancake with Chive Crème Fraîche

### TRUFFLE DEVEILED EGG \$6.75

### CURRIED CHICKEN SALAD

#### IN PHYLLO CUP \$6.75

Grapes and Raisin

### SCALLOP CEVICHE \$7

Chili Pepper and Lime

### SHRIMP COCKTAIL SHOOTERS \$8

Garden Gazpacho

### TOMATO AND MOZZARELLA

#### SKEWERS \$6.75

Fresh Basil and EVOO

## HOT

### SPINACH AND FETA PHYLLO

#### TRIANGLES \$6.50

### BEEF EMPANADA \$7.50

Braised Beef, Salsa Rojo

### COCONUT SHRIMP \$8.25

Thai Chili Sauce

### QUATTRO FORMAGGIO

#### MAC N' CHEESE BITES \$6.75

### CHICKEN SATAY \$8

Teriyaki Glaze

### POTATO AND CHEESE PIEROGIS \$6.50

Jalapeño Sour Cream

### CHICKEN POT STICKERS

#### WITH LEMONGRASS \$6.50

Hoisin Glaze

### LAMB CHOP LOLLIPOPS \$10

Rosemary and Mustard

### MARYLAND STYLE CRAB CAKES \$9

Creole Remoulade

### VEGETABLE SPRING ROLLS \$6.50

Sweet and Sour Sauce

### EDAMAME AND SWEET

#### CORN QUESADILLA \$6.50

Lime Crema

### BRIE AND PEARS \$6.50

Baked in Phyllo

### PORTOBELLO MUSHROOM

#### PASTRY FLOWER \$6.25

Sun Dried Tomato and Ricotta Cheese

### POTATO AND PEA SAMOSA \$6

Mango Coulis

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

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.

All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.



# BAR

Our onsite personnel must dispense all beverages. Bartenders are staffed one (1) per 100 guests for hosted bars.

Bartenders are charged at \$225.00 for four (4) hours minimum of service and \$75.00 per hour/per bartender will apply thereafter.

## PACKAGES

### HAPPY HOUR \$900

One Bottle (750 ml) each

**Tanqueray** Gin

**Tito's** Vodka

**Casamigos** Blanco Tequila

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

### BEER + WINE \$950

One Case (24 bottles) each

**Bud Light**

**Michelob Ultra**

**Stella Artois**

**Corona Extra**

Two Bottle (750 ml) each

**William Hill** Chardonnay

**William Hill** Cabernet Sauvignon

### LOCAL CRAFT BEER + WINE \$675

One Case (24 cans) each

**DC Brau** The Corruption

**DC Brau** The Public

Two Bottle (750 ml) each

**William Hill** Chardonnay

**William Hill** Cabernet Sauvignon

### MARGARITA \$650

Two Bottle (750 ml)

**Casamigos** Blanco Tequila

### BLOODY MARY \$600

Two Bottle (750 ml)

**Tito's** Vodka

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

### MIMOSA \$325

Six Bottles

**La Marca** Brut Prosecco

Served with Orange Juice and Cranberry Juice

## PRICING

### PRICING PER CASE

#### SPIRIT

Contact your Catering Sales Manager for pricing

#### BEER

By the case (24)

|               |       |
|---------------|-------|
| Domestic      | \$204 |
| Imported      | \$228 |
| Craft         | \$252 |
| Non Alcoholic | \$168 |

#### WINE

By the Bottle

|               |      |
|---------------|------|
| Standard      | \$55 |
| Premium       | \$65 |
| Super Premium | \$75 |

#### NON-ALCOHOLIC

By the case (24)

|                       |       |
|-----------------------|-------|
| Assorted Soft Drinks  | \$132 |
| Bottled Water         | \$120 |
| Sparkling Water       | \$144 |
| Assorted Fruit Juices | \$144 |



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

## PAYMENT POLICY

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

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

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

## CANCELLATION POLICY

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

## SERVICE WARE

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

China Service may be requested from your catering sales manager for the exhibit halls for an additional fee of \$5.00 per person.

## SERVICE TIMES

Meal services are based on the following time guidelines:

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

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

## HOLIDAY SERVICE

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

## TABLES AND ELECTRIC

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

## EXHIBITOR F&B POLICY

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

Please consult with your designated catering sales manager concerning this.





WALTER E. WASHINGTON  
CONVENTION CENTER

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



## INTERNET SERVICE CONTRACT

### WALTER E. WASHINGTON CONVENTION CENTER



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Effective February 3, 2025 - December 31, 2025 - V012125

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

| SHARED - LIGHT WIRED INTERNET, <b>NOT FOR STREAMING</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |  | QTY | INCENTIVE* | BASE                   | ON-SITE  | TOTAL |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|------------|------------------------|----------|-------|
| Includes: 1 Private IP Address, Routers PROHIBITED and will not work                                                                                                                                                                                                                                                                                                                                                                                                                  |  |     |            |                        |          |       |
| Average Usage Up to 3 Mbps Burstable To 5 Mbps (DHCP), per device                                                                                                                                                                                                                                                                                                                                                                                                                     |  |     | \$895      | \$1,140                | \$1,368  |       |
| Additional Device(s), Per Device Up to 4 [6 or more available online]                                                                                                                                                                                                                                                                                                                                                                                                                 |  |     | \$185      | \$220                  | \$255    |       |
| DEDICATED INTERNET, <b>FOR STREAMING, GAMING &amp; WEBCAST</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |  | QTY | INCENTIVE* | BASE                   | ON-SITE  | TOTAL |
| Includes: 5 Public IP Addresses, Routers SUPPORTED                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |     |            |                        |          |       |
| Dedicated 3 Mbps                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |     | \$3,495    | \$4,370                | \$5,244  |       |
| Dedicated 6 Mbps                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |     | \$5,900    | \$7,375                | \$8,850  |       |
| Dedicated 10 Mbps                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |     | \$7,850    | \$9,810                | \$11,772 |       |
| Dedicated 15 Mbps                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |     | \$11,700   | \$14,630               | \$17,556 |       |
| Dedicated 20 Mbps                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |     | \$15,500   | \$19,380               | \$23,256 |       |
| Upgrade to 29 Public Static IP Addresses                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |     | \$995      | \$1,194                | \$1,433  |       |
| Higher bandwidth services available for uhd streaming                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |     |            |                        |          |       |
| INTERNET EQUIPMENT & LABOR                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | QTY | INCENTIVE* | BASE                   | ON-SITE  | TOTAL |
| Switch Rental – up to 24 ports                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |     | \$185      | \$225                  | \$270    |       |
| Patch Cable (up to 100') – Cat5e                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |     | \$50       | \$62                   | \$74     |       |
| Labor / Floor Work – four lines per hour                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |     | \$125      | \$125                  | \$125    |       |
| Distance Fee for each Internet line delivered outside the facility                                                                                                                                                                                                                                                                                                                                                                                                                    |  |     | \$500      | \$500                  | \$500    |       |
| WIRELESS INTERNET, Full products catalog available online                                                                                                                                                                                                                                                                                                                                                                                                                             |  |     |            |                        |          |       |
| SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                      |  |     |            |                        |          |       |
| I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the <a href="#">Terms and Conditions</a> . |  |     |            | SUBTOTAL               |          |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |     |            | ESTIMATED 10% TAX/FEES |          |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |     |            | GRAND TOTAL            |          |       |

### ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

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

### PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

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

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



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

ORDER NOW >

Customer Number:





# TELEPHONE & CABLE TV SERVICE CONTRACT

## WALTER E. WASHINGTON CONVENTION CENTER



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Effective February 3, 2025 - December 31, 2025 - V012125

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

| VOICE SERVICES, PBX Service – Domestic Long Distance Included                                                                            |  | QTY | INCENTIVE*   | BASE  | ON-SITE | TOTAL |
|------------------------------------------------------------------------------------------------------------------------------------------|--|-----|--------------|-------|---------|-------|
| Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance |  |     | <b>\$275</b> | \$345 | \$414   |       |
| Multi Line Phone with (1) main number and (1) rollover line                                                                              |  |     | <b>\$415</b> | \$520 | \$624   |       |
| Speaker Phone Line with Polycom Instrument                                                                                               |  |     | <b>\$465</b> | \$575 | \$690   |       |
| CABLE TV SERVICE                                                                                                                         |  | QTY | INCENTIVE*   | BASE  | ON-SITE | TOTAL |
| Digital Cable TV Service - Includes: Set-Top Box Converter                                                                               |  |     | <b>\$625</b> | \$780 | \$936   |       |
| SPECIAL SERVICES                                                                                                                         |  | QTY | INCENTIVE*   | BASE  | ON-SITE | TOTAL |
| Labor / Floor Work – four lines per hour                                                                                                 |  |     | <b>\$125</b> | \$125 | \$125   |       |
| Distance Fee for each Telephone line delivered outside the facility                                                                      |  |     | <b>\$100</b> | \$100 | \$100   |       |
| SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)                                                                         |  |     |              |       |         |       |

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

|                               |  |
|-------------------------------|--|
| <b>SUBTOTAL</b>               |  |
| <b>ESTIMATED 10% TAX/FEES</b> |  |
| <b>GRAND TOTAL</b>            |  |

### ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

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

### PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

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

**Make checks payable to** SMART CITY NETWORKS  
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Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001

**ORDER NOW** ➔

Customer Number:

# "COMMUNICATIONS" FLOORPLAN WORKSHEET

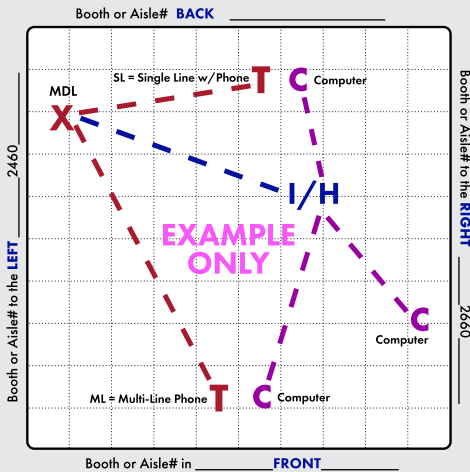
Company Name:

Show:

Booth/Room #:

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

Customer / Ref #:



## SPECIFY YOUR DESIRED LOCATION OF SERVICES

### X = MAIN DISTRIBUTION LOCATION (MDL)

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

**T** = TELEPHONE/FAX

**I** = INTERNET SERVICE

**H** = HUBS

**PC** = PATCH CABLES

**C** = COMPUTERS

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

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

### IMPORTANT! Prior to installation of service, a complete Floorplan is required.

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

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

**BOOTH SIZE** \_\_\_\_\_ ft x \_\_\_\_\_ ft

**SCALE:** 1 BOX IS = TO \_\_\_\_\_ ft

**BOOTH TYPE** ☐ Island ☐ Inline

Booth or Aisle# **BACK** \_\_\_\_\_

Booth or Aisle# to the **LEFT** \_\_\_\_\_

Booth or Aisle# to the **RIGHT** \_\_\_\_\_

Booth or Aisle# in **FRONT** \_\_\_\_\_



You may reach us with questions at:

Call (888) 446-6911 • Email: [customerservice@smarcitynetworks.com](mailto:customerservice@smarcitynetworks.com)

Order online at: [orders.smarcitynetworks.com](http://orders.smarcitynetworks.com)

Or fax order to (702) 943-6001

# WIRELESS PERFORMANCE AGREEMENT

|                                                       |                   |               |
|-------------------------------------------------------|-------------------|---------------|
| Company Name:                                         | Show:             | Booth/Room #: |
| Center: <b>Walter E. Washington Convention Center</b> | Customer / Ref #: |               |

## OVERVIEW

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

## CUSTOM WIRELESS NETWORKS

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

## INTERNAL NETWORKS

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

## CUSTOMER ACCEPTANCE

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

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

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

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_



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 Or fax order to (702) 943-6001

INTERNET | TELEPHONE | CABLE TV

# WALTER E. WASHINGTON

CONVENTION CENTER

## EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO  
A SUCCESSFUL EVENT



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# Where TECHNOLOGY Meets HOSPITALITY

## EXPERTISE

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

### FIRST CLASS CUSTOMER SERVICE

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

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

### KNOWLEDGEABLE TECHNICAL SUPPORT

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

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

### REDUNDANCY OF EQUIPMENT

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

### 24/7 NETWORK MONITORING

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







Is the exclusive provider of the following services:

**INTERNET**

**TELEPHONE**

**CABLE TV**



# Need just a **BASIC** CONNECTION?

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

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

\* **NOT FOR STREAMING**

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

#### Basic Internet Includes:

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

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

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

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

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

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

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

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

**Dedicated Services Include:**

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

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or call 888.446.6911

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# NEED WIRELESS CONNECTIVITY?



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

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

\* **NOT FOR STREAMING.**

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

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

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

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)

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# WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

## HIGH BANDWIDTH WIRELESS

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

### PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

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

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

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

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

ORDER NOW >



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or call 888.446.6911



[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)

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# NEED TELEPHONE OR CONFERENCE SERVICES?

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

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

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

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

**Telephone Service Information:**

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

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[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

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# NEED CABLE TV SERVICES?



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

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

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

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

ORDER NOW



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

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# FAQ

## Frequently Asked Questions

### DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

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

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

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

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

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

### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

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

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



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

### DO YOU OFFER INCENTIVE RATES?

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

### WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

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

### CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

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

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

### HOW MUCH BANDWIDTH DO I NEED?

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

### WHAT DOES SD, HD, AND UHD STAND FOR?

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

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

## Our Promise ★★★★★

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

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

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Welcome to Hi-Tech Electric!

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

### Hi-Tech Electric is going green!

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

Please visit our website [www.hi-techelectric.com](http://www.hi-techelectric.com) to begin the order process.

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

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

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

# EVENTS DC ELECTRICAL SERVICE CONTRACT



801 Allen Y. Lew Pl, NW  
Washington, DC 20001  
202-249-3600  
202-249-3601 FAX  
[dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)  
[www.hi-techelectric.com](http://www.hi-techelectric.com) – online ordering available

**Deadline Date for Incentive Rates:**  
**December 27<sup>th</sup>, 2025**

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

Fed ID # 88-0437088 **2025-2026\*\*\*\* 10/1/2025**

|                                                                                         |                                                      |                                                                 |              |
|-----------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------|--------------|
| Event Name: Travel and Adventure Show 2026                                              |                                                      | Event Dates: January 17 <sup>th</sup> – 18 <sup>th</sup> , 2026 |              |
| Company Name                                                                            |                                                      | Booth No.                                                       |              |
| <b>Credit Card Billing Address</b> (exact address for credit card)                      |                                                      |                                                                 |              |
| City / State / Zip                                                                      |                                                      | Phone                                                           | Country      |
| Credit Card No                                                                          | Exp Date                                             | CVV Security Code                                               | Check Number |
| VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> | Cardholder Name as it appears on card (Please Print) |                                                                 |              |
| Authorized Contact Name (Please Print)                                                  |                                                      | Authorized Contact Email                                        |              |

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

## ELECTRICAL OUTLETS

Power strips and extension cords available to rent onsite

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

| Description of Service                                                                  | Total Outlets | Incentive  | Base       | 24 Hr or Dedicated 20 amp | Overhead Service | Floor Service | Total Price |
|-----------------------------------------------------------------------------------------|---------------|------------|------------|---------------------------|------------------|---------------|-------------|
| <b>120 V Outlet - Maximum of One (1) connection per outlet</b>                          |               |            |            |                           |                  |               |             |
| 5 Amp / 500 watts                                                                       |               | \$125.00   | \$154.00   |                           |                  |               |             |
| 10 Amp / 1000 watts                                                                     |               | \$156.00   | \$189.00   |                           |                  |               |             |
| 20 Amp / 2000 watts                                                                     |               | \$237.00   | \$294.00   |                           |                  |               |             |
| <b>208 V 1Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b> |               |            |            |                           |                  |               |             |
| 20 Amp- <i>Minimum for European Power</i>                                               |               | \$420.00   | \$511.00   |                           |                  |               |             |
| 30 Amp                                                                                  |               | \$568.00   | \$697.00   |                           |                  |               |             |
| 40 Amp                                                                                  |               | \$716.00   | \$884.00   |                           |                  |               |             |
| 50 Amp                                                                                  |               | \$790.00   | \$984.00   |                           |                  |               |             |
| 60 Amp                                                                                  |               | \$1032.00  | \$1,264.00 |                           |                  |               |             |
| 100 Amp                                                                                 |               | \$1,279.00 | \$1,562.00 |                           |                  |               |             |
| <b>208 V 3Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b> |               |            |            |                           |                  |               |             |
| 20 Amp                                                                                  |               | \$563.00   | \$695.00   |                           |                  |               |             |
| 30 Amp                                                                                  |               | \$840.00   | \$987.00   |                           |                  |               |             |
| 60 Amp                                                                                  |               | \$1,245.00 | \$1,539.00 |                           |                  |               |             |
| 100 Amp                                                                                 |               | \$2,258.00 | \$2,720.00 |                           |                  |               |             |
| 200 Amp                                                                                 |               | \$4,432.00 | \$5,542.00 |                           |                  |               |             |

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

| Description Of Service                                                                                                                                                                             | Qty | Incentive  | Base       | European Power | Total Price |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|------------|----------------|-------------|
| Boost 208V to 230V Euro Transformer 208V-240V 20amps                                                                                                                                               |     | \$1,047.00 | \$1,276.00 |                |             |
| European Transformer 480V -380V 480v-380v-30amps-100amps                                                                                                                                           |     | \$2,564.00 | \$3,322.00 |                |             |
| <b>480V 3Ø Motor &amp; Equipment Outlets</b>                                                                                                                                                       |     |            |            |                |             |
| 25KW/Kilowatts 30A-480v                                                                                                                                                                            |     | \$840.00   | \$1,048.00 |                |             |
| 50KW/Kilowatts 60A-480v                                                                                                                                                                            |     | \$1,496.00 | \$1,794.00 |                |             |
| 100KW/Kilowatts 100A-480v                                                                                                                                                                          |     | \$3,239.00 | \$4,185.00 |                |             |
| 200KW/Kilowatts 200A-480v                                                                                                                                                                          |     | \$6,477.00 | \$8419.00  |                |             |
| <b>Overhead Quartz Lights:</b> <i>Please Use Exhibitor Rigging Order Form</i>                                                                                                                      |     |            |            |                |             |
| <b>See Terms and Conditions Section for Labor Rates</b>                                                                                                                                            |     |            |            |                |             |
| Subtotal of Charges                                                                                                                                                                                |     |            |            |                | \$          |
| THIRD PARTY PAYMENT                                                                                                                                                                                |     |            |            |                |             |
| Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing. |     |            |            |                |             |

## Authorized Signature:

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

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Booth No: \_\_\_\_\_ Date: \_\_\_\_\_

## Labor Request Section:

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

# TERMS AND CONDITIONS

***Page (3) must be signed in order for electrical installation to be scheduled***

***Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)***

## **ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION**

- \$117.00 per hour during Straight Time: 8am-4:30pm M-F
- \$223.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$216.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one (1) hour installation and ½ the total time for dismantle.
- The minimum charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

## **DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES**

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

## **HI-TECH ELECTRIC (HTE) JURISDICTION**

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



## **SPECIAL EQUIPMENT**

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

## **HI-TECH ELECTRIC MATERIALS**

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

## **FLOOR COVERINGS**

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

## **RAMPING UTILITY LINES**

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

## **ESTIMATES / REVISIONS**

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

## **SUPERVISION FEES/INVOICES**

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

## **PAYMENT POLICY**

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

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

### **CANCELLATIONS**

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

### **CLAIMS AND INVOICE DISPUTES**

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

### **DISCONNECTION / INTERRUPTION OF SERVICES**

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

### **DELAYS**

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

### **INDEMNITY**

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



Welcome to Hi-Tech Electric!

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

### Hi-Tech Electric is going green!

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

Please visit our website [www.hi-techelectric.com](http://www.hi-techelectric.com) to begin the order process.

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

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

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



## PLUMBING SERVICE CONTRACT



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

Fed ID # 88-0437088    **2025 – 2026 \*\*10/1/2025**

801 Allen Y. Lew Place, NW  
Washington, DC 20001  
202-249-3600  
202-249-3601 FAX

[dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)  
[www.hi-techelectric.com](http://www.hi-techelectric.com)

**Deadline Date for Incentive Rates:  
December 27<sup>th</sup>, 2025**

|                                                                                         |                                                      |                                                                 |                          |
|-----------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------|--------------------------|
| Event Name: Travel and Adventure Show 2026                                              |                                                      | Event Dates: January 17 <sup>th</sup> – 18 <sup>th</sup> , 2026 |                          |
| Company Name                                                                            |                                                      | Booth No.                                                       |                          |
| Credit Card Billing Address (exact address for credit card)                             |                                                      |                                                                 |                          |
| City / State / Zip                                                                      |                                                      | Phone                                                           | Country                  |
| Credit Card No                                                                          | Exp Date                                             | CVV Security Code                                               | Check Number             |
| VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> | Cardholder Name as it appears on card (Please Print) |                                                                 |                          |
| Authorized Contact Name (Please Print)                                                  |                                                      | Phone                                                           | Authorized Contact Email |

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

### AIR / WATER / DRAIN

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

| Description Of Service                                    | Total Outlets<br>or<br>Connections | Incentive | Base     | 24 Hour<br>Service<br>Add 50% | Total Price |
|-----------------------------------------------------------|------------------------------------|-----------|----------|-------------------------------|-------------|
| <b>Compressed Air: 90-100 lbs. PSI</b>                    |                                    |           |          |                               |             |
| 1. First outlet at rear of booth (24 hr Service: Add 50%) |                                    | \$300.00  | \$358.00 |                               |             |
| 2. Additional outlets (24 hr Service: Add 50%)            |                                    | \$235.00  | \$287.00 |                               |             |
| 3. Number of connections                                  |                                    | \$103.00  | \$124.00 |                               |             |
| *Size of connections                                      |                                    |           |          |                               |             |
| *PSI (Required)                                           |                                    |           |          |                               |             |
| *CFM (Required)                                           |                                    |           |          |                               |             |
| Water 1/2" and 3/4"                                       |                                    |           |          |                               |             |
| 1. First outlet at rear of booth                          |                                    | \$300.00  | \$358.00 |                               |             |
| 2. Additional outlets                                     |                                    | \$235.00  | \$287.00 |                               |             |
| 3. Number of connections                                  |                                    | \$103.00  | \$124.00 |                               |             |
| *Size of connections                                      |                                    |           |          |                               |             |
| *GPM                                                      |                                    |           |          |                               |             |
| <b>Continuous Water &amp; Drain</b>                       |                                    | \$424.00  | \$499.00 |                               |             |
| <b>Drain Outlets 1/2" &amp; 3/4"</b>                      |                                    |           |          |                               |             |
| 1. First outlet at rear of booth                          |                                    | \$225.00  | \$276.00 |                               |             |
| 2. Additional outlets                                     |                                    | \$168.00  | \$206.00 |                               |             |
| 3. Number of connections                                  |                                    | \$103.00  | \$124.00 |                               |             |

|                       |  |  |  |  |  |  |
|-----------------------|--|--|--|--|--|--|
| * Size of connections |  |  |  |  |  |  |
|-----------------------|--|--|--|--|--|--|

| Description Of Service                                                                                                    | Quantity | Incentive  | Base       | Total Price |
|---------------------------------------------------------------------------------------------------------------------------|----------|------------|------------|-------------|
| <b>Sinks &amp; Water Heaters Booth Package</b>                                                                            |          |            |            |             |
| 1. Single Sink: Includes cold water, drain, labor/materials                                                               |          | \$1061.00  | \$1,444.00 |             |
| 2. Double Sink: Includes cold water, drain, labor/materials                                                               |          | \$1,325.00 | \$1,590.00 |             |
| 3. Hot Water Heater/ 40 gallons (includes electric)                                                                       |          | \$692.00   | \$821.00   |             |
| * Based on straight time labor.25% of total will be added if installed between 4:30pm-8:00am M-F Plus Weekends & Holidays |          |            |            |             |
| <b>Fill and Drain</b>                                                                                                     |          |            |            |             |
| 1. Fill and Drain 0 -199 Gallons                                                                                          |          | \$168.00   | \$206.00   |             |
| 2. Fill and Drain 200 - 399 Gallons                                                                                       |          | \$250.00   | \$307.00   |             |
| 3. Fill and Drain 400 – Gallons and over                                                                                  |          | \$372.00   | \$442.00   |             |
| <b>Natural Gas</b>                                                                                                        |          |            |            |             |
| 1. First outlet at rear of booth<br>Call for estimate of total invoice                                                    |          | \$456.00   | \$686.00   |             |
| Subtotal of Charges                                                                                                       |          |            |            | \$          |

### See Terms and Conditions Section for Labor Rates

#### THIRD PARTY PAYMENT

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

#### Labor Request Section:

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

### Authorized Signature:

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

Print Name:

Signature:

Booth No:

Date:

# TERMS AND CONDITIONS

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

## PLUMBING LABOR RATES FOR SERVICES ORDERED

1. \$117.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$223.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. The minimum charge for plumbing service is one hour installation and ½ the total time for dismantle.
4. All drain dismantle labor hours will be equal to the Fill installation labor hours
5. The minimum charge per booth for the relocation of services and or equipment is ½ hour.

## DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

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

### Special Equipment:

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

### Hi-Tech Electric Materials:

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

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

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

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

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



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

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

### ESTIMATES / REVISIONS

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

### SUPERVISION FEES/INVOICES

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

### PAYMENT POLICY

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

### CANCELLATIONS

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

**DISCONNECTION**

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

**CLAIMS AND/OR INVOICE DISPUTES**

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

**DELAYS**

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

**LABOR RATES**

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

**INDEMNITY**

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



WALTER E. WASHINGTON CONVENTION CENTER

# BOOTH CLEANING

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

## BOOTH CLEANING ORDERS

There are two ways to order services:

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

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



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

## Rates

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

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



## Costs

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

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

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

## Order Add-Ons

Access order add-ons through our website [webcc.aramarkcafe.com](http://webcc.aramarkcafe.com). You can also visit our service desk (varies based on show), or contact us at [aramarkevs@aramark.com](mailto:aramarkevs@aramark.com).

## Booth and Carpet Disposal

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

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



**Questions? Contact us at**  
[aramarkevs@aramark.com](mailto:aramarkevs@aramark.com)  
**or call 202.249.3980.**





## Exhibitor Order Form Travel & Adventure Show - Seattle, DC, Phoenix, Ft Lauderdale, LA, Dallas: 2026

To order audio visual equipment for your exhibit booth, please fill out this form and return it via email to [exhibitservices@turningpointav.com](mailto:exhibitservices@turningpointav.com) or fax to 320-341-2270.

You may also fill out and submit the order form online at: <http://www.turningpointav.com/exhibitor-orders-2026>

### Onsite Contact Information

Company Name:

Onsite Contact Name:

Onsite Contact Mobile Number:

Booth Number:

Set up Date:

Removal Date:

| Equipment<br>All equipment is charged on a per event basis                                                                                | Advance Price<br>ordered prior to 10 days of show start date | Standard Price<br>ordered within 10 days of show start date, subject to availability | Quantity |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------|----------|
| 32" LED Monitor (HDMI input) w/ tripod pole stand<br><small>Monitors come with the ability to play video via laptop or jump drive</small> | \$550.00                                                     | \$950.00                                                                             |          |
| 50" LED Monitor (HDMI input) w/tripod pole stand<br><small>Monitors come with the ability to play video via laptop or jump drive</small>  | \$950.00                                                     | \$1,950.00                                                                           |          |
| 65" LED Monitor (HDMI input) w/tripod pole stand<br><small>Monitors come with the ability to play video via laptop or jump drive</small>  | \$1,450.00                                                   | \$2,250.00                                                                           |          |
| 3,000 Lumen LCD Projector Package (Includes LCD projector and 6' Tripod Screen)                                                           | \$700.00                                                     | \$1,400.00                                                                           |          |
| Wireless Handheld Microphone w/floor stand and (1) Powered Speaker                                                                        | \$550.00                                                     | \$1,100.00                                                                           |          |
| PC Laptop Computer w/ Microsoft Office                                                                                                    | \$500.00                                                     | \$1,000.00                                                                           |          |

**Labor** - All exhibit hall AV setups will be charged a \$175.00 set up and removal fee.

Equipment will be set by end of scheduled set up day and removed by end of scheduled strike day

**Power** – All power needs should be directed to power services at the venue.

Turning Point AV does not provide power.

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

|  |  |
|--|--|
|  |  |
|  |  |

\*DVD player playback is for **REGION 1 ONLY** (U.S., U.S. Territories, Canada, and Bermuda). Please contact us at [exhibitservices@TurningPointAV.com](mailto:exhibitservices@TurningPointAV.com) if you need to make special arrangements for locations outside of those listed.

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

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

### Payment

Please select your preferred method of payment.

An invoice with the total amount due and payment instructions will be emailed to the billing contact provided below.

I would like to pay with company check



I would like to pay with credit card



A 3.5% processing fee will be charged to all credit card payments.

### Billing Contact Information

First and Last Name:

Email Address:

Street Address:

Telephone Number:

City:

State:

Postal Code:

Need Help? 855-487-2811 x213 | Email: [exhibitservices@turningpointav.com](mailto:exhibitservices@turningpointav.com)

1 of 2



## Exhibitor Rental Terms and Conditions

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

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