



EXPO
EVENT SERVICES

Exhibitor Services Manual



**LET US HELP
ELEVATE
YOUR NEXT EVENT**

Dallas Travel & Adventure Show

March 6 - 7, 2027

Kay Bailey Hutchison Convention Center - Hall B

Dallas, TX

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For detailed information & to place orders visit our [online store](#)

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[Dallas Area Travel & Adventure Show Helper](#)

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 or submit a request for a quote via the **[QUICK QUOTE FORM - TSShipper](#)**. If you need any help ordering your services, please do not hesitate to contact us. We want to make sure you have exactly what you need for a successful event!

If you have questions about the ordering process, please email us your show requirements and the EES Exhibitor Service Center will send you a quote for all your furniture and rental needs. Upon approval of the quote, you will receive an official invoice from Expo Event Services to make your pre-event show payment via our online processing company.

Thank you.

Expo Event Services Show Team

orders@expoeventservices.com

Existing Users

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

New Users

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

SHOW INFORMATION - SCHEDULE

Welcome to Dallas and the **Dallas 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. *As of July 13, 2026 a 3.5% credit card processing fee will be added to your invoice when paying by credit card.*

Take advantage of our substantial price discounts! Order online and complete your payment by the applicable discount deadline to qualify for the reduced price

Official General Contractor

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

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

10x10 Booth Furnishings:

- (1) 8' Black Drape Back Wall with 3' Black Drape Side Walls
- (1) 6' x 30" Black Skirted Table
- (2) Standard Chairs
- (1) ID Sign (44"w x 7"h)
- (1) Trash Bin
- 10x10 Black Booth Carpet

Show Schedule Move In/Move Out		
Exhibitor Move-In:	Friday, March 5, 2027	9 a.m. - 5 p.m.
Event Open:	Saturday, March 6, 2027	9:30 a.m. - 5 p.m. Travel Advisors 10 a.m. - 5 p.m. Public
Event Open:	Sunday, March 7, 2027	11 a.m. - 4 p.m.
Exhibitor Move Out:	Sunday, March 7, 2027	4 p.m. - 8 p.m.

*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 Services will begin returning empty shipping containers at **4 p.m.** on **Sunday, March 7, 2027**; this process should take approximately **2 HOURS**.

Please keep this in mind when scheduling labor and freight pick-up.
All carriers must check-in for pick-up no later than **6 p.m.** on **Sunday, March 7, 2027**

SHOW INFORMATION

SHIPPING ADDRESSES

Advance Receiving / Shipments

Advance Shipments are through TS Shipper, The Official Show Carrier ONLY.

Contact: dtullo@tsshipper.com

Direct Shipments to Show site

Dallas Travel and Adventure Show 2027
Exhibitor Name & Booth #
c/o Expo Event Services
Kay Bailey Hutchison Convention Center - Hall B
650 S Griffin St.
Dallas, TX 75202

Shipments Can Only Arrive:
Thursday, March 4, 2027- 11 a.m.-5 p.m.
Friday, March 5, 2027 - 9 a.m. - 5 p.m.

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.

PAYMENT POLICY

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.

As of July 13, 2026 a 3.5% credit card processing fee will be added to your invoice when paying by credit card.

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.

* *As of July 13, 2026 a 3.5% credit card processing fee will be added to your invoice when paying by credit card.*

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Deadline Date: February 12, 2027

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		PO Number	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

Cardholder: _____ Email: _____

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

Billing Address: _____ City/ST/Zip: _____

Signature: _____ Date: _____

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

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

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

Services and Equipment Ordered

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

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

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

\$

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

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

THIRD PARTY BILLING REQUEST

Deadline Date: February 12, 2027

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		PO 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	MASTERCARD VISA* American Express
	Corporate Personal	

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

Account Number																			
----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CARDHOLDERS NAME		PLEASE PRINT
CARDHOLDERS BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

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

Other (Please Specify) _____

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

Third Party

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

Credit Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE	EXPIRATION DATE	MASTERCARD VISA* American Express
	Corporate Personal	

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

Account Number																			
----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CARDHOLDERS NAME		PLEASE PRINT
CARDHOLDERS BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

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

Other (Please Specify) _____

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

INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION

Deadline Date: February 12, 2027

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		PO 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 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 party billing information above and below is for use by Expo Event Services only, therefore if a service that you have ordered is being provided by someone other than Expo Event Services, you need NOT indicate that particular service below:

☐ EXHIBIT FURNITURE RENTAL

☐ DRAYAGE SERVICES

☐ DISPLAY LABOR

☐ MISC. - PLEASE LIST: _____

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

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

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

Authorized Contact Signature

Date

Authorized Contact (Print)

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

SHIPPING INFORMATION

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 per vehicle (price includes both in and out of hall). Rates can be found online under Material Handling

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

Vehicle Spotting Rules & Regulations

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.

Freight Handling Services

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

Direct to show site 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 online. Expo Event Services must have payment before forwarding freight.

Advance Shipments

Advance Shipments are through TS Shipper, The Official Show Carrier ONLY.

Contact: dtullo@tsshipper.com

Direct Shipments to Exhibit Site

Rates Include:

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

Make out the bill of lading and consign as follows:

To:

Name of Exhibitor & Booth Number

For:

Dallas Travel & Adventure

C/O: Expo Event Services

Kay Bailey Hutchison Convention Center - Hall B
650 S Griffin St.
Dallas, TX 75202

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

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 show site 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



CALL US AT 216-566-5953



GO ONLINE AT WWW.TSSHIPPER.COM

TS SHIPPER LLC - INBOUND FORM

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

Show Name: Dallas Travel & Adventure Show

Show Dates: March 6 - 7, 2027

Venue: Kay Bailey Hutchison Convention Center - Hall B

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 cannot exceed \$10,000

Phone: 216-566-5953

Email: info@tsshipper.com

Quick Quote: www.tsshipper.com

TS SHIPPER LLC - INBOUND FORM

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

Show Name: Dallas Travel & Adventure Show

Show Dates: March 6 - 7, 2027

Venue: Kay Bailey Hutchison Convention Center - Hall B

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 or fax to 866-728-3775

Phone: 216-566-5953

Email: info@tsshipper.com

Quick Quote: www.tsshipper.com

TS SHIPPER LLC - INBOUND FORM

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

Show Name: Dallas Travel & Adventure Show

Show Dates: March 6 - 7, 2027

Venue: Kay Bailey Hutchison Convention Center - Hall B

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

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

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

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

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

Payment Information:

☐ VISA

☐ MasterCard

☐ American Express

Credit Card Number: _____

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

Name (as it appears on the card): _____

Cardholder's Signature

Date

Credit Card Billing Address:

Street: _____

City: _____ State: _____

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

Telephone: _____ Email: _____

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

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

Authorization Valid Until: _____ / _____ Initials Here: _____

TS SHIPPER LLC - OUTBOUND FORM

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

Show Name: Dallas Travel & Adventure Show

Show Dates: March 6 - 7, 2027

Venue: Kay Bailey Hutchison Convention Center - Hall B

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 Air

☐ 3rd Day Air

☐ Next Day Air

Piece Count Estimate

Total Weight
Estimate

ADDITIONAL INFORMATION OR INSTRUCTIONS

POV/ASSISTED CART LOAD FORM

Deadline Date: February 12, 2027

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		PO Number	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

Payment Policy: All invoices must be settled at our services desk prior to loading/unloading. For your convenience, we accept MasterCard, American Express & Visa credit cards.

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.

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 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 **\$193.00 per trip**.

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

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 show site. To receive this service at show site, 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.

SHOW SITE LABEL



EXHIBITION FREIGHT

CAN ONLY ARRIVE

Thursday, March 4, 2027: 11 a.m. - 5 p.m.

Friday, March 5, 2027: 9 a.m. - 5 p.m.

TO: _____

(EXHIBITOR'S NAME)

Dallas Travel & Adventure Show 2027

C/O: Expo Event Services

Kay Bailey Hutchison Convention Center -Hall B

650 S Griffin Street

Dallas, TX 75202

BOOTH #: _____ NUMBER _____ OF _____ Pcs.

SHOW SITE LABEL



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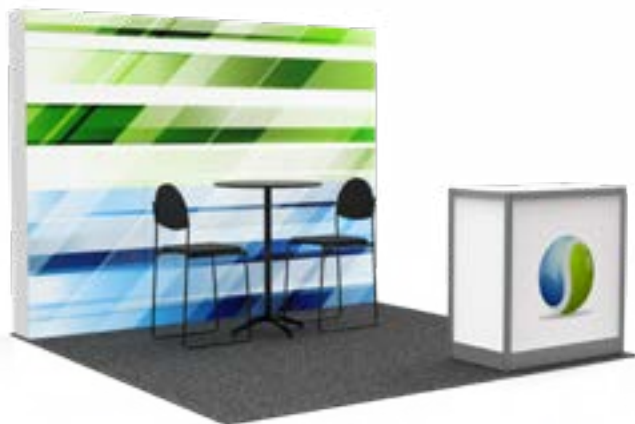


TURNKEY BOOTH PACKAGES & LIGHTBOXES

TURNKEY PACKAGES

Deadline Date: February 1, 2027

To Order, Email: orders@expoeventservices.com

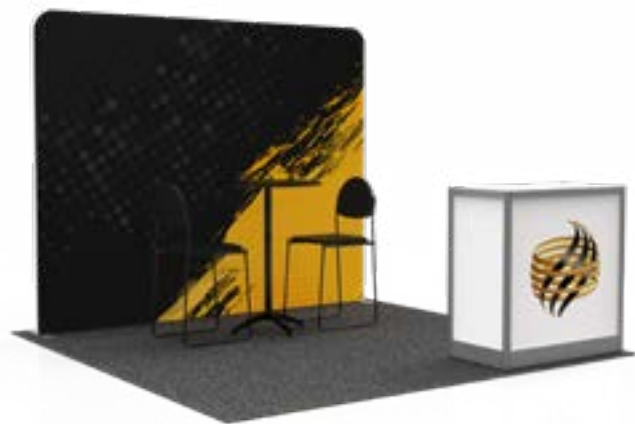


10' x 10' PACKAGE A

\$4,300.00

Furnishings Include:

- (1) 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



10' x 10' PACKAGE B

\$5,282.00

Furnishings Include:

- (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



10' x 20' PACKAGE C

\$7,244.00

Furnishings Include:

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

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.

TURNKEY PACKAGES

Deadline Date: February 1, 2027

To Order, Email: orders@expoeventservices.com



Front



Front



Back

20' x 20' Package D \$9,096.00

Furnishings Include:

- (1) 20' x 8' Tension Fabric (Includes print on both sides).
- (2) Counter (1m x 1/2m x 42"h)
- (1) Sofa
- (1) Single Chair
- (1) Coffee Table
- (1) Round Cocktail Table (30" x 42"h)
- (4) Bar Stools



Back

20' x 20' Package E \$7,883.00

Furnishings Include:

- (1) 2m x 2m x 8'h Hardwall Storage Unit w/ Lockable Access Door
- (2) 1m x 1/2m x 42"h Counters
- (2) 30" x 42"h Round Cocktail Tables
- (6) Bar Stools

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.

LIGHTBOXES

Deadline Date: February 1, 2027

To Order, Email: orders@expoeventservices.com



10' x 8' Lightbox

Single Sided Graphic: \$4,253.00

Double Sided Graphic: \$6,773.00

**Electrical Not Included, please order directly from the Electrical Provider*



20' x 8' Lightbox

Single Sided Graphic: \$6,773.00

Double Sided Graphic: \$8,128.00

**Electrical Not Included, please order directly from the Electrical Provider*

PLEASE NOTE FOR LIGHTBOXES:

Labor to set up and tear down is **not** included and estimated time would be:

Install: 2 men, 2 hours each,

Dismantle: 2 men, 1 hour each

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.

TURNKEY BOOTH PACKAGE & LIGHTBOX ORDER FORM

Deadline Date: February 1, 2027

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		PO Number	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

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

Qty	Item	Standard Price	Total Price
	10' x 10' Package A	\$4,300.00	
	10' x 10' Package B	\$5,282.00	
	10' x 20' Package C	\$7,244.00	
	20' x 20' Package D	\$9,096.00	
	20' x 20' Package E	\$7,883.00	
LIGHTBOXES			
* please note labor is not included with lightboxes			
	10' x 8' Lightbox S/S	Single Sided, \$4,253.00	
	10' x 8' Lightbox D/S	Double Sided, \$6,773.00	
	20' x 8' Lightbox S/S	Single Sided \$6,773.00	
	20' x 8' Lightbox D/S	Double Sided \$8,128.00	

*** PLEASE NOTE FOR LIGHTBOXES:**

Labor to set up and tear down is **not** included and estimated time would be:

Install: 2 men, 2 hours each,

Dismantle: 2 men, 1 hour each

To proceed with your Turnkey Package order, please submit the completed order form to

orders@expoeventservices.com

Once your order has been received, we will send a Square invoice with a secure payment link and provide the necessary instructions to finalize your turnkey package.

SUBTOTAL = _____ + TAX @ 8.25% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

GRAPHIC FILE SUBMISSION GUIDELINES

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

PLEASE NOTE

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, 3 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 GIFs. 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 logos 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.

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

Color Set Up

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

Fonts

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



EXPO
EVENT SERVICES



EXPO
EVENT SERVICES

gif@400%

.ai / .eps@400%



PRICING

Product ID	Item Name	Advance Price	Standard Price
Material Handling			
MH70-E	POV/Assisted Cart Load Service Estimate: Move-In	\$193.00	\$193.00
MH80-E	POV/Assisted Cart Load Service Estimate: Move-Out	\$193.00	\$193.00
MH150	Vehicle Spotting	\$499.00	\$499.00
MH132	Priority Empty Label	\$250.00	\$250.00
MH30-E1	Direct Shipment to Show Site (Crated/Skidded/Special Handling) ST/OT - 100 lb. min	\$252.00	\$252.00
MH40-E1	Direct Shipment to Show Site (Crated/Skidded/Special Handling) OT/OT - 100 lb. min.	\$313.00	\$313.00
MH50-E	Small Package - 1st Package	\$95.00	\$95.00
MH60-E	Small Package - Additional Packages	\$25.00	\$25.00
Signage and Graphics			
S10	8.5" x 11"	\$60.00	\$76.00
S20	11" x 17"	\$70.00	\$91.00
S30	14" x 22"	\$87.00	\$113.00
S40	22" x 28"	\$106.00	\$137.00
S50	24" x 36"	\$265.00	\$276.00
S60	30" x 40"	\$327.00	\$296.00
Labor			
L100	Sign Assembly Labor - Install ST	\$201.00	\$260.00
L1001	Sign Assembly Labor - Install OT	\$331.00	\$432.00
L10011	Sign Assembly Labor - Install DT	\$408.00	\$530.00
L110	Sign Assembly Labor - Dismantle ST	\$201.00	\$260.00
L1101	Sign Assembly Labor - Dismantle OT	\$331.00	\$432.00
L11011	Sign Assembly Labor - Dismantle DT	\$408.00	\$530.00
L140	Overhead Sign Rigging Labor - Install ST	\$878.00	\$1,140.00
L1401	Overhead Sign Rigging Labor - Install OT	\$1,139.00	\$1,481.00
L14011	Overhead Sign Rigging Labor - Install DT	\$1,366.00	\$1,777.00
L150	Overhead Sign Rigging Labor - Removal ST	\$878.00	\$1,140.00
L1501	Overhead Sign Rigging Labor - Removal OT	\$1,139.00	\$1,481.00
L15011	Overhead Sign Rigging Labor - Removal DT	\$1,366.00	\$1,777.00
L10	Installation Display Labor Straight Time	\$184.00	\$239.00
L11	Installation Display Labor Overtime	\$300.00	\$391.00
L101	Installation Display Labor Double Time	\$370.00	\$481.00
L20	Dismantle Display Labor Straight Time	\$184.00	\$239.00
L21	Dismantle Display Labor Overtime	\$300.00	\$391.00
L221	Dismantle Display Labor Double Time	\$370.00	\$481.00

Product ID	Item Name	Advance Price	Standard Price
Carpet			
F250	10' x 10' Booth Carpet	\$292.00	\$379.00
F260	10' x 20' Booth Carpet	\$581.00	\$756.00
F270	10' x 30' Booth Carpet	\$873.00	\$1,133.00
F280	Custom Cut Carpet	\$6.95	\$9.03
F290	Custom Padding- 1/2"	\$2.77	\$3.55
Standard Furniture			
F10	4' Draped Table	\$205.00	\$267.00
F20	6' Draped Table	\$228.00	\$298.00
F30	8' Draped Table	\$260.00	\$339.00
F40	4th Side Drape, Optional	\$88.00	\$114.00
F50	4' Draped Counter	\$229.00	\$289.00
F60	6' Draped Counter	\$268.00	\$348.00
F70	8' Draped Counter	\$306.00	\$397.00
F80	4th Side Drape, Optional	\$107.00	\$139.00
F90	4' Undraped Table	\$114.00	\$149.00
F100	6' Undraped Table	\$127.00	\$164.00
F110	8' Undraped Table	\$144.00	\$186.00
F120	4' Undraped Counter	\$127.00	\$164.00
F130	6' Undraped Counter	\$268.00	\$348.00
F140	8' Undraped Counter	\$306.00	\$397.00
F150	Upholstered Chair	\$125.00	\$162.00
F160	Tall Black Stool	\$159.00	\$206.00
F170	3' High Side Drape	\$25.00	\$34.00
F180	8' High Back Drape	\$28.00	\$39.00
F190	30" x 30" High Pedestal Table	\$334.00	\$436.00
F200	30" x 42" High Pedestal Table	\$397.00	\$492.00
F210	Chrome Easel	\$80.00	\$105.00
F211	Bag Holder	\$80.00	\$105.00
F220	Wastebasket	\$53.00	\$69.00
F230	Retractable Stanchion	\$197.00	\$256.00
F240	Coat Tree	\$80.00	\$105.00
Speciality Furniture			
01209-0003	4 Cubic Ft. Refrigerator	\$566.48	\$736.42
05246-0003-05036-0050	24" Square Bar Table - Cosmo/Chrome Base	\$419.25	\$543.03

Product ID	Item Name	Advance Price	Standard Price
05246-0018-05036-0050	24" Square Bar Table - Cosmo/Black Base	\$419.25	\$543.03
05246-0003-05036-0051	24" Square Bar Table - Emerald Tide/Chrome Base	\$419.25	\$543.03
05246-0018-05036-0051	24" Square Bar Table - Emerald Tide/Black Base	\$419.25	\$543.03
05246-0003-05036-0049	24" Square Bar Table - Icebreaker/Chrome Base	\$419.25	\$543.03
05246-0018-05036-0049	24" Square Bar Table - Icebreaker/Black Base	\$419.25	\$543.03
05246-0003-05036-0048	24" Square Bar Table - Sirona/Chrome Base	\$419.25	\$543.03
05246-0018-05036-0048	24" Square Bar Table - Sirona/Black Base	\$419.25	\$543.03
05246-0002-05036-0050	24" Square Café Table - Cosmo/Chrome Base	\$419.25	\$543.03
05246-0017-05036-0050	24" Square Café Table - Cosmo/Black Base	\$419.25	\$543.03
05246-0002-05036-0051	24" Square Café Table - Emerald Tide/Chrome Base	\$419.25	\$543.03
05246-0017-05036-0051	24" Square Café Table - Emerald Tide/Black Base	\$419.25	\$543.03
05246-0002-05036-0049	24" Square Café Table - Icebreaker/Chrome Base	\$419.25	\$543.03
05246-0017-05036-0049	24" Square Café Table - Icebreaker/Black Base	\$419.25	\$543.03
05246-0002-05036-0048	24" Square Café Table - Sirona/Chrome Base	\$419.25	\$543.03
05246-0017-05036-0048	24" Square Café Table - Sirona/Black Base	\$419.25	\$543.03
05246-0003-05036-0046	32" Round Bar Table - Cement/Chrome Base	\$566.48	\$736.42
05246-0018-05036-0046	32" Round Bar Table - Cement/Black Base	\$566.48	\$736.42
05246-0003-05036-0047	32" Round Bar Table - Yukon Oak/Chrome Base	\$566.48	\$736.42
05246-0018-05036-0047	32" Round Bar Table - Yukon Oak/Black Base	\$566.48	\$736.42
05036-0053-05246-0018	32" Round Bar Table - Smoke/Chrome Base	\$566.48	\$736.42
05036-0053-05246-0003	32" Round Bar Table - Smoke/Black Base	\$566.48	\$736.42
05246-0002-05036-0046	32" Round Café Table - Cement/Chrome Base	\$566.48	\$736.42
05246-0017-05036-0046	32" Round Café Table - Cement/Black Base	\$566.48	\$736.42
05246-0002-05036-0047	32" Round Café Table - Yukon Oak/Chrome Base	\$566.48	\$736.42
05246-0017-05036-0047	32" Round Café Table - Yukon Oak/Black Base	\$566.48	\$736.42
05036-0053-05246-0002	32" Round Café Table - Smoke/Chrome Base	\$566.48	\$736.42
05036-0053-05246-0017	32" Round Café Table - Smoke/Black Base	\$566.48	\$736.42
14062-0287	42" Round Conference Table - Espresso	\$641.54	\$834.54
14062-0315	42" Round Conference Table - Urban Walnut	\$573.10	\$744.70
14136-0081	Accord Black Leather High Back	\$627.29	\$815.47
14136-0010	Accord White Leather High Back	\$627.29	\$815.47
05012-0054	Agile White Bar - 2 Shelf	\$668.90	\$869.57
05012-0053	Agile Black Bar - 2 Shelf	\$668.90	\$869.57
14308-0005	Alto Literature Rack - Black - 6 Pocket	\$315.25	\$409.83
14308-0005S	Alto Literature Rack - Silver - 6 Pocket	\$315.25	\$409.83
12049-0001-12050-0005	Aria Cocktail Table - Blue	\$419.25	\$545.03

Product ID	Item Name	Advance Price	Standard Price
12049-0001-12050-0002	Aria Cocktail Table - Charcoal	\$419.25	\$545.03
12049-0001-12050-0007	Aria Cocktail Table - Green	\$419.25	\$545.03
12049-0001-12050-0006	Aria Cocktail Table - Purple	\$419.25	\$545.03
12049-0001-12050-0004	Aria Cocktail Table - Red	\$419.25	\$545.03
12049-0001-12050-0003	Aria Cocktail Table - White	\$419.25	\$545.03
12231-0001-12305-0001	Aria Console Table - Charcoal	\$441.66	\$574.16
12231-0001-12305-0002	Aria Console Table - White	\$441.66	\$574.16
12108-0001-12304-0004	Aria End Table - Blue	\$398.45	\$519.77
12108-0001-12304-0001	Aria End Table - Charcoal	\$398.45	\$519.77
12108-0001-12304-0005	Aria End Table - Green	\$398.45	\$519.77
12108-0001-12304-0007	Aria End Table - Purple	\$398.45	\$519.77
12108-0001-12304-0006	Aria End Table - Red	\$398.45	\$519.77
12108-0001-12304-0002	Aria End Table - White	\$398.45	\$519.77
05204-0001	Aspen Bar Table	\$1,107.30	\$1,439.49
22001-0001	Aspen Bar Table - Charged	\$1,294.58	\$1,682.96
22002-0002	Aspen Cocktail Table - Charged	\$732.91	\$952.78
05090-0001	Aspen Dining Table	\$950.53	\$1,235.70
18228-0891	Aubrey Sofa	\$1,438.60	\$1,870.19
18284-0898	Aubrey Chair	\$904.12	\$1,175.36
18184-0303	Aubrey Bench Ottoman	\$526.47	\$684.41
18284-0876	Bianca Stage Chair - Frost	\$488.07	\$634.52
18284-0895	Bianca Stage Chair - Onyx	\$488.07	\$634.52
18284-0893	Bianca Stage Chair - Sand	\$488.07	\$634.52
18024-0072	Blanc Bench Ottoman	\$640.09	\$832.12
18284-0834	Blanc Chair	\$1,065.75	\$1,385.47
18184-0274	Blanc Cube	\$224.04	\$291.25
18167-0614	Blanc Loveseat	\$1,275.38	\$1,658.00
18228-0847	Blanc Sofa	\$1,336.19	\$1,737.05
05246-0003-05036-0008	Blanco Bar Table White/Chrome 24" Square	\$398.45	\$517.99
05246-0003-05036-0009	Blanco Rectangle Bar Table - White/Chrome	\$617.68	\$802.99
05246-0003-05036-0003	Blanco Bar Table White/Chrome 30" Round	\$398.45	\$517.99
05246-0003-05036-0006	Blanco Bar Table White/Chrome 36" Round	\$409.66	\$532.57
05246-0002-05036-0008	Blanco Café Table White/Chrome 24" Square	\$398.45	\$517.99
05246-0002-05036-0009	Blanco Café Table White/Chrome Rectangle	\$617.68	\$802.99
05246-0003-05036-0003Cafe	Blanco Café Table White/Chrome 30" Round	\$398.45	\$517.99
05246-0003-05036-0006Cafe	Blanco Café Table White/Chrome 36" Round	\$409.66	\$532.57

Product ID	Item Name	Advance Price	Standard Price
12112-0010	Blox Bar Back	\$835.32	\$1,085.91
05088-0498	Brooklyn II Rect Dining Table	\$816.11	\$1,060.95
12055-0429	Brooklyn II Rectangle Cocktail Table	\$409.66	\$532.57
12055-0430	Brooklyn II Round Cocktail Table	\$409.66	\$532.57
05088-0499	Brooklyn II Round Dining Table	\$640.09	\$832.12
12107-0495	Brooklyn II Round End Table	\$368.05	\$478.47
12107-0494	Brooklyn II Square End Table	\$368.05	\$478.47
14233-0025	Caprice Chair	\$224.04	\$291.25
05237-0169	Caprice Bar Stool - Black	\$388.85	\$505.51
05246-0018-05036-0037	City Bar Table Maple/Black 30" Round	\$398.45	\$517.99
05246-0018-05036-0038	City Bar Table Maple/Black 36" Round	\$409.66	\$532.57
05246-0003-05036-0037	City Café Table Maple/Black 30" Round	\$398.45	\$517.99
05246-0003-05036-0038	City Café Table Maple/Black 36" Round	\$409.66	\$532.57
05035-0051	Clara Chair	\$251.24	\$326.61
05237-0298	Clara Stool	\$376.06	\$488.87
05035-0052	Colin Chair - Natural Wood	\$224.04	\$291.25
05237-0305	Colin Stool	\$315.25	\$409.83
14062-0297	Command Conference Table - 6' Black	\$992.15	\$1,289.79
14062-0303	Command Conference Table - 6' Sirona	\$992.15	\$1,289.79
14062-0300	Command Conference Table - 6' White	\$992.15	\$1,289.79
14062-0298	Command Conference Table - 8' Black	\$1,065.75	\$1,385.47
14062-0304	Command Conference Table - 8' Sirona	\$1,065.75	\$1,385.47
14062-0301	Command Conference Table - 8' White	\$1,065.75	\$1,385.47
14062-0299	Command Conference Table - 10' Black	\$1,222.57	\$1,589.35
14062-0305	Command Conference Table - 10' Sirona	\$1,222.57	\$1,589.35
14062-0302	Command Conference Table - 10' White	\$1,222.57	\$1,589.35
14309-0001	Computer Kiosk/Locking Pedestal - Black	\$816.11	\$1,060.95
14179-0005	Computer Kiosk/Locking Pedestal - White	\$816.11	\$1,060.95
SHELL14083-0279,BBF14189-0044,FF14189-0075	Conference Desk - Espresso	\$1,229.36	\$1,598.41
SHELL14083-0344,BBF14189-0100,FF14189-0099	Conference Desk - Urban Walnut	\$1,317.69	\$1,713.36
18184-0283	Continental White Leather Curved Bench	\$668.90	\$869.57
18303-0006	Continental White Leather Curved Loveseat	\$1,316.99	\$1,712.08
18184-0284	Continental White Leather Half Moon Ottoman	\$566.48	\$736.42
18304-0002	Continental White Leather Reverse Loveseat	\$1,275.38	\$1,658.00
18296-0006	Continental White Leather Wedge Ottoman	\$566.48	\$736.42

Product ID	Item Name	Advance Price	Standard Price
18228-0869	Cromwell Sofa	\$1,544.21	\$2,007.48
18284-0873	Cromwell Chair	\$918.53	\$1,194.09
12055-0285	Cube, Black 24" Cocktail Table	\$398.45	\$517.99
12107-0296	Cube, Black 24" End Table	\$409.66	\$532.57
12055-0286	Cube, White 24" Cocktail Table	\$398.45	\$517.99
12107-0297	Cube, White 24" End Table	\$409.66	\$532.57
12091-0001	Display Pedestal 18x30 Black	\$441.66	\$574.16
12091-0001W	Display Pedestal 18x30 White	\$441.66	\$574.16
12091-0038B	Display Pedestal 18x36 Black	\$506.99	\$659.09
12091-0038	Display Pedestal 18x36 White	\$506.99	\$659.09
12091-0002	Display Pedestal 18x42 Black	\$608.09	\$790.52
12091-0056	Display Pedestal 18x42 White	\$608.09	\$790.52
12091-0003	Display Pedestal 24x30 Black	\$627.29	\$815.47
12091-0003W	Display Pedestal 24x30 White	\$627.29	\$815.47
12091-0034	Display Pedestal 24x36 Black	\$660.89	\$859.16
12091-0033	Display Pedestal 24x36 White	\$660.89	\$859.16
12091-0004	Display Pedestal 24x42 Black	\$660.89	\$859.16
12091-0004W	Display Pedestal 24x42 White	\$660.89	\$859.16
05012-0083	Elara Bar	\$2,224.31	\$2,891.60
05035-0023	Elio Chair	\$224.04	\$291.25
05026-0012	Encore Bench	\$606.49	\$788.44
05088-0531	Encore Dining Table	\$1,118.56	\$1,454.12
05237-0160	Equino Chrome Stool - Black	\$388.85	\$505.51
05237-0041	Equino Chrome Stool - White	\$388.85	\$505.51
18011-0011	Essentials White Banquette (2 pcs)	\$1,659.44	\$2,157.27
02082-0033	Essentials White Leather Turning Bed	\$1,993.88	\$2,592.05
22100-0001	Essentials White Turning Bed w/ Charging Station Insert	\$2,211.51	\$2,874.96
05246-0018-05036-0001	Euro Bar Table Black/Black 30" Round	\$398.45	\$517.99
05246-0018-05036-0004	Euro Bar Table Black/Black 36" Round	\$409.66	\$532.57
05246-0018-05036-0001Cafe	Euro Café Table Black/Black 30" Round	\$398.45	\$517.99
05246-0018-05036-0004Cafe	Euro Café Table Black/Black 36" Round	\$409.66	\$532.57
18284-0554	Function White Leather Armless Chair	\$681.69	\$886.20
18066-0016	Function White Leather Corner	\$732.91	\$952.78
18284-0452	Function Black Leather Armless Chair	\$681.69	\$886.20
18066-0009	Function Black Leather Corner	\$732.91	\$952.70
12003-0117	Gemma Accent Table - Blue Agate	\$441.66	\$574.16
12003-0115	Gemma Accent Table - Citrine	\$441.66	\$574.16

Deadline Date: February 12, 2027

Product ID	Item Name	Advance Price	Standard Price
12003-0116	Gemma Accent Table - Moonstone	\$441.66	\$574.16
12003-0120	Gemma Accent Table - Obsidian	\$441.66	\$574.16
18024-0002	Grammercy Charcoal Leather Bench Ottoman	\$566.48	\$736.42
18284-0485	Grammercy Charcoal Leather Chair	\$681.69	\$886.20
18066-0015	Grammercy Charcoal Leather Corner	\$784.11	\$1,019.35
18167-0469	Grammercy Charcoal Leather Loveseat	\$1,065.75	\$1,385.47
18228-0605	Grammercy Charcoal Leather Sofa	\$1,222.57	\$1,589.35
18184-0033	Grammercy Charcoal Leather Square Ottoman	\$566.48	\$736.42
12107-0467	Hylton Tablet Table	\$356.85	\$463.90
18284-0902	Jasper Chair	\$798.51	\$1,038.07
18228-0892	Jasper Sofa	\$1,230.57	\$1,599.74
SHELL14083-0329,BBF14189-0044,FF14189-0075	Jr. Executive Desk - Espresso	\$1,022.45	\$1,329.79
SHELL14803-0346,BBF14189-0100,FF14189-0099	Jr. Executive Desk - Urban Walnut	\$1,182.17	\$1,539.12
13229-0020	Latitude Sofa	\$1,437.01	\$1,868.11
13170-0011	Latitude Loveseat	\$1,340.99	\$1,743.28
13285-0015	Latitude Chair	\$1,116.96	\$1,452.06
05035-0008	Leslie Chair	\$200.02	\$260.03
12055-0428	London Cocktail Table	\$483.26	\$628.24
12230-0110	London Console Table	\$523.27	\$680.25
12107-0493	London End Table	\$430.46	\$559.60
12091-0043	London Pedestal	\$449.66	\$584.55
05237-0215	Marcus Bar Stool - Gunmetal	\$284.85	\$370.30
18024-0008	Metro Black Leather Bench Ottoman	\$566.48	\$736.42
18184-0128	Metro Black Leather Cube Ottoman	\$224.04	\$291.25
18184-0179	Metro Black Leather Square Ottoman	\$566.48	\$736.42
18284-0482	Metro Black Leather Chair	\$825.72	\$1,073.44
18167-0467	Metro Black Leather Loveseat	\$1,057.75	\$1,375.08
18228-0602	Metro Black Leather Sofa	\$1,097.76	\$1,427.09
05237-0306-05033-0001-05034-0009	Milo Bar Stool - Black	\$356.85	\$463.90
05237-0306-05033-0007-05034-0012	Milo Bar Stool - California Wine	\$356.85	\$463.90
05237-0306-05033-0005-05034-0011	Milo Bar Stool - Chartreuse	\$356.85	\$463.90
05237-0306-05033-0013-05034-0015	Milo Bar Stool - Chocolate	\$356.85	\$463.90
05237-0306-05033-0011-05034-0014	Milo Bar Stool - Jade	\$356.85	\$463.90

Product ID	Item Name	Advance Price	Standard Price
05237-0306-05033-0009-05034-0013	Milo Bar Stool - Victory Blue	\$356.85	\$463.90
05237-0306-05033-0002-05034-0010	Milo Bar Stool - White	\$356.85	\$463.90
05035-0053-05033-0003-05034-0009	Milo Chair - Black	\$220.84	\$287.09
05035-0053-05033-0008-05034-0012	Milo Chair - California Wine	\$220.84	\$287.09
05035-0053-05033-0006-05034-0011	Milo Chair - Chartreuse	\$220.84	\$287.09
05035-0053-05033-0014-05034-0015	Milo Chair - Chocolate	\$220.84	\$287.09
05035-0053-05033-0012-05034-0014	Milo Chair - Jade	\$220.84	\$287.09
05035-0053-05033-0010-05034-0013	Milo Chair - Victory Blue	\$220.84	\$287.09
05035-0053-05033-0004-05034-0010	Milo Chair - White	\$220.84	\$287.09
18284-0785	Monarch Chair - Bright White	\$468.86	\$609.52
05035-0050	Nexus Chair	\$265.64	\$345.33
05237-0300	Nexus Stool	\$324.84	\$422.29
18228-0858	Niko Sofa	\$1,358.59	\$1,766.16
18167-0622	Niko Loveseat	\$1,241.78	\$1,614.32
18284-0856	Niko Chair	\$1,033.75	\$1,343.87
18024-0011	Novel Satin Steel Cocktail Table	\$566.48	\$736.42
18024-0010	Novel End Table	\$502.47	\$653.21
13110-0017	Orbit End Table	\$297.64	\$386.93
05246-0003-05036-0037ParkAve	Park Ave Bar Table Maple/Chrome 30" Round	\$398.45	\$517.99
05246-0003-05036-0038ParkAve	Park Ave Bar Table Maple/Chrome 36" Round	\$409.66	\$532.57
05246-0018-05036-0037ParkAve	Park Ave Café Table Maple/Chrome 30" Round	\$398.45	\$517.99
05246-0018-05036-0038ParkAve	Park Ave Café Table Maple/Chrome 36" Round	\$409.66	\$532.57
18284-0812	Patrice Tablet Chair - Charged	\$806.51	\$1,048.47
05001-0017	Piazza Bar Back - Black	\$784.11	\$1,019.35
05001-0018	Piazza Bar Back - White	\$784.11	\$1,019.35
05012-0082	Razor Bar	\$2,224.31	\$2,891.60
14136-0105	Rimati Hi-Back Chair - Black	\$750.51	\$975.66
14136-0106	Rimati Hi-Back Chair - White	\$750.51	\$975.66
14128-0122	Rimati Guest Chair - Black	\$318.45	\$413.99
14128-0123	Rimati Guest Chair - White	\$318.45	\$413.99
18284-0900	Royce Chair - Mink	\$638.50	\$830.05

Product ID	Item Name	Advance Price	Standard Price
18284-0901	Royce Chair - Oyster	\$638.50	\$830.05
18184-0294	Rubix Cube - Cherry	\$228.83	\$297.48
18184-0295	Rubix Cube - Cromwell	\$228.83	\$297.48
18184-0296	Rubix Cube - Grape	\$228.83	\$297.48
18184-0293	Rubix Cube - Lemon	\$228.83	\$297.48
18184-0297	Rubix Cube - Lime	\$228.83	\$297.48
18184-0298	Rubix Cube - Mango	\$228.83	\$297.48
05246-0003-05036-0001	Silk Bar Table Black/Chrome 30" Round	\$398.45	\$517.99
05246-0003-05036-0004	Silk Bar Table Black/Chrome 36" Round	\$409.65	\$532.57
05246-0003-05036-0001Cafe	Silk Café Table Black/Chrome 30" Round	\$398.45	\$517.99
05246-0003-05036-0004Cafe	Silk Café Table Black/Chrome 36" Round	\$409.65	\$532.57
12003-0102	Sirona Accent Table	\$356.85	\$463.90
05237-0042	Sonic Bar Stool	\$315.25	\$409.83
14233-0016	Sonic Chair - Black	\$224.04	\$291.25
05246-0003-05036-0034	Spectrum Blue Bar Table	\$431.56	\$561.03
05246-0002-05036-0034	Spectrum Café Table - Blue	\$431.56	\$561.03
05246-0002-05036-0036	Spectrum Café Table - Green	\$431.56	\$561.03
05246-0002-05036-0035	Spectrum Café Table - Purple	\$431.56	\$561.03
05246-0002-05036-0033	Spectrum Café Table - Red	\$431.56	\$561.03
05246-0003-05036-0036	Spectrum Green Bar Table	\$431.56	\$561.03
05246-0003-05036-0035	Spectrum Purple Bar Table	\$431.56	\$561.03
05246-0003-05036-0033	Spectrum Red Bar Table	\$431.56	\$561.03
14034-0015	Storage Cabinet - Locking Black	\$449.66	\$584.55
05246-0018-05036-0003	Summit Bar Table White/Black 30" Round	\$398.45	\$517.99
05246-0018-05036-0006	Summit Bar Table White/Black 36" Round	\$438.20	\$569.79
05246-0018-05036-0003Sum	Summit Café Table White/Black 30" Round	\$398.45	\$517.99
05246-0018-05036-0006Sum	Summit Café Table White/Black 36" Round	\$438.20	\$569.79
14128-0002	Tamiri Black Leather Guest Chair	\$409.66	\$532.57
14136-0002	Tamiri Black Leather High Back	\$502.47	\$653.21
14176-0007	Tamiri Black Leather Mid Back	\$441.66	\$574.16
13229-0016	Verona Sofa	\$1,574.62	\$2,047.00
13285-0013	Verona Chair	\$812.91	\$1,056.78
13185-0010	Verona Ottoman	\$470.47	\$611.61
05012-0075	VIP Frosted Plexi Glow Bar 4'	\$1,222.57	\$1,589.35
05012-0076	VIP Frosted Plexi Glow Bar 6'	\$1,451.41	\$1,886.83
14307-0011	Worksmart Drafting Stool Armless	\$284.35	\$369.66
14307-0012	Worksmart Drafting Stool w/ Arms	\$303.71	\$394.82
14250-0055	Worksmart Task Chair Armless	\$307.46	\$363.36
14250-0054	Worksmart Task Chair w/ Arms	\$298.87	\$388.53

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 9:30am.
- The show floor will be “show ready” clean. Should you litter your booth space or space around you, you will receive a cleaning charge from the contracted show cleaning company.

6

What Are The Restrictions For My Booth Structure?

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

7

Can I Tear Down My Booth Early?

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

8

Am I Allowed To Bring My Booth Material In Myself?

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

9

Is Material Handling Mandatory?

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

10

Can I Leave Items In My Booth Overnight?

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

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

- Where applicable, order online, call, or fill out the necessary forms from the Show Exhibitor Services Kit for the appropriate vendor.
 - *Expo Event Services can be contacted at info@expoeventservices.com or (201) 300-2782*

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@travelshows.com

15 ***Where Can I Find Information On Health and Safety Regulations for the Event?***

- Navigate to the **Exhibitor Services** webpage for the applicable show on www.travelshows.com for information.



POLICIES & STANDARDS

1

Service Animal Policy

We are committed to accessibility and welcome Service Animals on our show sites, subject to the following guidelines. These guidelines are in place to ensure everyone's safety and comfort. If you have any questions about whether your animal will be permitted on-site, please email the Show Manager prior to move-in.

Eligibility. Service Animals are generally permitted at our shows. Under the ADA regulations, a Service Animal is a dog that is individually trained to do work or perform tasks for a person with disabilities. To bring a dog on-site, the dog owner must be willing to answer the following questions:

- Is the dog a service animal required because of a disability, and
- What work or task has the dog been trained to perform?

Limitations. Emotional support animals are not necessarily "Service Animals." While an animal might provide comfort and emotional support for its owner, we are unable to permit the animal on the show site if it does not meet the criteria above.

Behavior Expectations. Individuals who use Service Animals must always retain control of their animals and should keep them on a leash or harness while on-site. If a Service Animal is required to be off-leash due to the nature of the disability, this will need to be cleared with the Show Manager. Further, Service Animals must be housebroken and are required to behave and not bark, growl, jump on, or lunge at others. MPE may take corrective action if the Service Animal is not behaving appropriately, up to and including the removal of the service animal from the show.

Thank you for helping us maintain a safe and accessible show site environment.

2

MPE Exhibit/Product Acceptability Standards For 2025 (USA)

Effective January 1, 2024, Marketplace Events (MPE) acceptability standards do not permit political candidates, parties or other groups promoting issues or ballot initiatives to participate as exhibitors. In addition, the display or sale of any products or services that are political/partisan in nature or that can be interpreted to promote, incite, or glorify hatred, violence, racial, sexual, or religious intolerance are prohibited. MPE's judgment in applying these standards will be final.

MPE shows are welcoming environments built solely to encourage face-to-face commerce. Creating respectful, safe marketplaces where our attendees and exhibitors can come together to learn, shop, compare pricing and do business together is our highest priority. MPE maintains these policies to ensure hospitable experiences for all attendees and exhibitors.

Political Policy

MPE prohibits political candidates, political parties, and organizations advocating for ballot initiatives or political issues from exhibiting at US consumer home and holiday shows. MPE also prohibits the display or sale of products or services that are political or partisan in nature, or that may reasonably be understood to promote, incite, or glorify hatred, violence, or racial, sexual, or religious intolerance. MPE reserves the right to interpret and apply these standards in its sole discretion, and its determinations shall be final.

MPE shows are intended to provide welcoming, in-person commerce experiences. Our priority is to maintain respectful, safe marketplaces where attendees and exhibitors can gather to learn, shop, compare offerings, and conduct business. These standards are designed to support an inclusive and professional environment for all participants. This policy is effective January 1, 2024, for all U.S. shows.

POLICIES & STANDARDS

3

Insurance Requirements

The Insurance clause is #5 on the Terms and Conditions page of all booth space contracts. You may use any insurance company for insurance but it must meet the following requirements:

- Comprehensive General Liability and All Risk Property insurance
- Coverage must be from the start of move in to the end of move out
- Coverage of at least \$1,000,000 for each separate occurrence
- Name Marketplace Events LLC and the venue as additional insured
- Provide a copy of the certificate of insurance (COI) to MPE if requested

Certificate of Insurance (COI)

For the COI, the certificate holder should be:

Marketplace Events LLC
2000 Auburn Dr, Suite 200
Beachwood, OH 44122



2027 Exhibitor Order Form

Travel & Adventure Show - DC, Phoenix, South Florida, Dallas, Seattle, LA

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

You may also fill out and submit the order form online at: <http://www.turningpointav.com/exhibitor-orders-2027>

Onsite Contact Information

Company Name:

Onsite Contact Name:

Onsite Contact Mobile Number:

Booth Number:

Set up Date:

Removal Date:

Equipment All equipment is charged on a per event basis	Advance Price ordered prior to 10 days of show start date	Standard Price ordered within 10 days of show start date, subject to availability	Quantity
32" LED Monitor (HDMI input) w/ tripod pole stand Monitors come with the ability to play video via laptop or jump drive	\$550.00	\$950.00	
50" LED Monitor (HDMI input) w/tripod pole stand Monitors come with the ability to play video via laptop or jump drive	\$950.00	\$1,950.00	
65" LED Monitor (HDMI input) w/tripod pole stand Monitors come with the ability to play video via laptop or jump drive	\$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 \$400.00 set up and removal fee.
Equipment will be set by end of scheduled set up day and removed by end of scheduled strike day

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

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

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

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

Payment

Please select your preferred method of payment.

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

I would like to pay with company check or bank transfer



I would like to pay with credit card



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

Billing Contact Information

First and Last Name:

Email Address:

Street Address:

Telephone Number:

City:

State:

Postal Code:



Exhibitor Rental Terms and Conditions

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

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

EXHIBITOR MENU



KAY BAILEY HUTCHISON
CONVENTION CENTER DALLAS



Welcome to Dallas!

Welcome to Dallas a world-renowned destination for food, wine and free-spirited fun – where the natural beauty and entertainment options are matched only by the warmth and energy of an exciting community.

We are thrilled to be your exclusive hospitality partner at the Kay Bailey Hutchison Convention Center Dallas. Our style is collaborative and our Dallas team is delighted to work with you to ensure your experience here in this special location is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests.

Much of our success comes from our attention to the important details that create truly welcoming experiences. From fresh, locally-sourced and quality ingredients to crisp, sincere and attentive service, our goal is to provide world-class hospitality for every one of our guests.

Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results. Please give us a call to start the planning process today!

Here's to your successful event in Dallas,

Sodexo Live Catering

Kay Bailey Hutchison Convention Center Dallas
650 S. Griffin Street, Dallas, TX 75202



P: 214.743.2521

E: cateringsales.dallas@sodexo.com

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SERVICE DIRECTORY

Exhibitor Booth Catering	214.743.2521
Catering Fax Line	214.743.2515

Gluten Free Items (GF)
These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. We do not operate a dedicated gluten-free, or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment, and may come into contact with products containing gluten and common allergens such as nuts.



ALA CARTE MENUS



A LA CARTE

BEVERAGES

All services include the appropriate condiments, cups and napkins.

Freshly Brewed Coffee Three gallon units (approximately 40 cups)	177.00
Freshly Brewed Decaffeinated Coffee Three gallon units (approximately 40 cups)	177.00
Keurig K-Cups Coffee Service (per day) Includes machine rental, first 50 K-Cups with sweeteners, creamers, bio-degradable cups, lids, sleeves and napkins	265.00
Additional K-Cups (50 ct) Client to arrange for 110v 20amp electrical.	225.00

Starbucks Coffee Package (per day) (14) Gallons of Starbucks Cofee with (154) 12 oz. Starbucks cups/lids, napkins, stirrers, sugar and creamers with (4) flavored syrups. Based on 4 hours of service. Booth attendant required.	875.00
Additional Gallons of Starbucks Coffee (per gallon)	63.00



A LA CARTE

BEVERAGES

All services include the appropriate condiments, cups and napkins.

Herbal Tea Three gallon units (approximately 40 cups)	185.00	Fruit Punch Three gallon units (approximately 40 cups)	130.00	Bottled Water (per case of 24)	90.00
Freshly Brewed Iced Tea Three gallon units (approximately 40 cups)	125.00	Assorted Individual Fruit Juices (per case of 24)	114.00	Sparkling Water (per case of 24)	96.00
Lemonade Three gallon units (approximately 40 cups)	125.00	Assorted Soft Drinks (per case of 24)	96.00	Hydration Station (3 gallons) Choose one from the list below: Cucumber mint, limon, peach jalapeño, strawberry mint, strawberry basil and pineapple orange	135.00
Jalapeño Lemonade Three gallon units (approximately 40 cups)	135.00	Assorted Bottled Snapple® (per case of 24)	108.00		



A LA CARTE

FROM THE BAKERY

All services include the appropriate condiments, disposable plates, cutlery and napkins.

Assorted Fresh Baked Muffins (dozen)	48.75	Freshly Baked Otis Spunkmeyer Assorted Cookies (dozen)	55.50	
Assorted Bagels with Cream Cheese, Butter (dozen)	49.75	Double Fudge Brownies (dozen) Fudge/Walnut	53.50	Custom Logo Sugar Cookies Market Price
Assorted Danish (dozen)	51.25	Gourmet Cupcakes (dozen)	80.00	Chocolate Covered Strawberries (three dozen) 165.75
Assorted Croissants (dozen)	65.25	Jumbo Almond and Chocolate Dipped Biscotti (dozen)	58.00	Full Sheet Cake (100 slices approximately) 285.00
Assortment of Scones (dozen)	56.50			Full Sheet Cake with Custom Logo NA Ask for details
Assorted Sliced Breakfast Breads (serves approximately 20)	90.00			



A LA CARTE

FROM THE PANTRY

All services include the appropriate condiments, disposable plates, cutlery and napkins.

Sliced Seasonal Fruits and Berries with Dip (serves 20) With toasted coconut and vanilla bean yogurt	185.00	Granola Bars (24 pieces)	96.00	Mrs. Vickie's Gourmet Potato Chips (Case of 60, 1 oz. bags)	225.00
Individual Assorted Fruit Yogurt (dozen)	63.00	Tortilla Chips Served with Salsa and Guacamole (serves approximately 20)	205.00	Individual Bags of Pretzels (Case of 88, 1.5 oz. bags)	330.00
Whole Fresh Fruits (GF) (dozen)	42.00	Lays Potato Chips (Case of 104, 1 oz. bags)	305.00	Salted Peanuts (Case of 144, 1 oz. bags)	325.00
Hard Candy (two pounds) Assortment of individually wrapped hard candies	35.00			Trail Mix (Case of 72, 2 oz. bags)	325.00



LUNCH MENUS



LUNCH

BOXED LUNCHES

Prices listed are per guest.
All boxed lunches are served with gourmet chips, chocolate chip cookie or brownie and a soda or bottled water.

Traditional Box Lunch 27.00
Selection of sandwich on a freshly baked cracked wheat hoagie:

- Turkey and Swiss cheese
- Roast beef and cheddar cheese
- Ham and cheddar cheese
- Grilled vegetables

Gourmet Wrap Box Lunch 30.50
Selection of gourmet wrap sandwich served with pasta salad:

- Southwest roast beef with grilled peppers
- Oven roasted turkey with pesto
- Grilled vegetables

Gourmet Salad 28.75
Selection of gourmet salad, freshly baked roll and butter:

- Barbecue chicken salad with red onions, red bell peppers, cheddar cheese, black beans and honey-mustard dressing
- Southwest chicken Caesar salad with grilled chicken breast over romaine lettuce, queso fresco, cherry tomatoes, tortilla croutons and chipotle-Caesar dressing
- Beef fajita salad with iceberg lettuce, bell peppers, onions and corn, topped with Jack cheese and chipotle-ranch dressing

Grilled Chicken Breast 33.00
· Served on ciabatta bread with oven-dried tomatoes, herb aioli, roasted vegetable salad and chips



LUNCH

EXHIBIT BOOTH DELI LUNCHEONS

All deli luncheons are served with disposable plates, cutlery, napkins, and appropriate condiments.

Each selection serves approximately 18 guests.

Italian Submarine Sandwich 220.50

Salami, Italian bologna, cappicola, provolone cheese, lettuce and tomato. Italian dressing or mustard and mayonnaise on a 3 foot loaf of crusty French bread

Platter of Assorted Mini Sandwiches 194.25

Forty mini sandwiches to include turkey, roast beef and ham

Garden Salad (GF) 125.00

Mixed field greens, tomatoes, carrot curls and cucumbers. Choice of ranch, Italian or blue cheese dressings

Chicken Caesar Salad 220.50

Crisp Romaine lettuce, sliced breast of chicken, garlic croutons. Traditional Caesar dressing and garlic sticks

Health Salad 231.00

Baby kale, tofu, quinoa, raisins, carrots, chickpeas and cucumbers with lemon-herb vinaigrette



RECEPTION MENUS



RECEPTION

COLD HORS D'OEUVRE

Prices listed are per piece.
Minimum of 50 pieces per selection.

Antipasto Skewers 8.50
With sweet basil pesto

Poached Jumbo Shrimp 8.50
With southwest cocktail
sauce and lemon wedges

California Rolls (GF) Market Price
With wasabi, pickled
ginger and soy

Gulf Shrimp Ceviche Shooters 7.50

Tomato Bruschetta 5.50
With herbed croustades

House-Smoked Chicken 6.75
With tortilla rounds with
avocado purée



RECEPTION

HOT HORS D'OEUVRE

Prices listed are per piece.
Minimum of 50 pieces per selection.

Beef Brochettes 8.00
With Southwest catsup

Beef Empanadas 8.00
Argentine style

Vegetable Spring Rolls 6.50
With sweet soy dipping sauce

Texas White Wings (GF) 9.00
Chicken and jalapeños
wrapped in bacon

Thai Chicken Spring Rolls 9.00
With ponzu sauce

Mini Quesadillas 7.00
Smoked chicken filling

Mini Crab Cakes 9.00
With spicy Cajun rémoulade

Southwest Spiced Chicken Saté (GF) 9.00
Chipotle dipping sauce

Brisket/Pepper Jack Spring Rolls 9.00



RECEPTION

RECEPTION DISPLAYS

Display serves approximately 20 guests.

Imported and Domestic Cheese Display 315.00
Garnished with seasonal fruit, sliced baguettes and assorted crackers

Sliced Seasonal Fruits and Berries with Dip (GF) 240.00
With toasted coconut and vanilla bean yogurt

Fresh Vegetable Crudité's Display (GF) 210.00
With Chipotle-infused ranch and blue cheese dips



EXHIBITOR FAVORITES



EXHIBITOR FAVORITES

BOOTH ATTRACTIONS

Tables and electrical power required for any equipment will be the responsibility of the customer.

Otis Spunkmeyer Cookie Station™ 550.00
(per day)
To include: Chocolate chip cookies (240 each), David's oven, napkins and appropriate supplies
A one-time set-up fee of \$175

Additional Otis Spunkmeyer Cookies 250.00
(per case of 240 1.5 oz cookies)

Client to supply: Electricity, 4x4 workspace, trash removal & clean up. A Booth Attendant is required to bake and distribute the product to your guests.

Popcorn Cart™ (GF) (per day) 550.00
To include: (1) Popcorn machine and (24) nap packs.
All supplies: (240) popcorn bags and napkins
Each nap pack includes pre-measured popcorn and oil for machine usage, 10 servings per nap pack
A one-time set-up fee of \$175

Additional Bags of Popcorn & Nap Packs 150.00
(per case of 240 bags and 24 nap packs)

Client to supply: 110-volt single phase (15) amp, 4x4 workspace, trash removal & clean up. A Booth Attendant is required to pop the corn and distribute the product to your guests.

CAPPUCCINO SERVICE PROVIDED BY NIGHTOWL

Essential Package (per day) 3,000.00
To include 4 hours of service with a trained / professional barista, unlimited 8oz hot drinks and 12oz cold drinks, espresso, cappuccino, vanilla latte, two (2) seasonal lattes, americano, and chai tea, regular and decaf espresso, whole, oat & almond milk, custom cups, latte printer

Deluxe Package (per day) 3,800.00

Custom Logo cups and latte printer - please provide your artwork to your Catering Manager 21 days prior to your event.



EXHIBITOR FAVORITES

BOOTH ATTRACTIONS continued

Ice Cream Cart** (per day) 550.00
To include:
Ice cream cart and 120 assorted ice cream novelties
A one-time set-up fee of \$175

Additional Standard Ice Cream Novelties (case of 24) 126.00

Client to supply:
Electricity | 4x4 workspace | trash removal & clean up

Maui Wowi Smoothie Station** (per day) 600.00
To include:
Smoothie blender and 134, 8 oz. made to order
fruit smoothies
A one-time set-up fee of \$175

Additional Made to Order Smoothies (each) 5.00
Client to supply:
Electricity | 4x4 workspace | trash removal & clean up
A Booth Attendant is required.



BEVERAGE MENUS



BEVERAGES

HOSTED FULL SERVICE BAR

The following special beverage service can be ordered for your exhibit booth with Show Management's approval.

Premium Brand Cocktails (by the cocktail)	11.00
Deluxe Brand Cocktails (by the cocktail)	10.00
Imported and Microbrew Beers (case of 24) Heineken, Corona Extra, Stella Artois, Shiner Bock, Sam Adams	180.00
American Premium Beer (case of 24) Budweiser, Bud Light, Miller Lite, O'Doul's, Coors Light	156.00
Assorted Soft Drinks (case of 24)	96.00
Bottled Spring Water (case of 24)	90.00

INDIVIDUAL PRICED ITEMS

Draft Beer – Keg (by the keg)	
· American Premium Budweiser, Bud Light, Miller Lite, Coors Light	595.00
· Imported and Microbrew Heineken, Shiner Bock, Sam Adams	750.00
· Specialty Draft Beer	Market Price

*Client is responsible for the necessary space and electrical requirements for keg service in the booth. Power requirements are 110 volt/20amp power supply per keg Perlick

House Wine by the Bottle	47.00
Serves approximately five glasses per bottle	
Canyon Road, Chardonnay	
Cavit, Pinot Grigio	
Frontera, Cabernet	
Sauvignon Two Vines, Merlot	

A Catering Bartender is required for all alcoholic beverage events.



BEVERAGES

WATER SERVICES

Water Cooler Rental	185.00
To include one, 5-gallon container of spring water Price listed is for the entire duration of the show Power Requirements: 110volt/20amps/single phase	
Additional Five-Gallon Containers of Spring Water	48.00
Cups included	
Cubed Ice (20 lbs)	17.50

PERSONNEL

Based upon a minimum requirement of 4 hours	
Booth Attendant (Server) for Your Booth	175.00
Each additional hour above the required minimum \$43.75	
Bartender for Your Booth	250.00
Each additional hour above the required minimum \$62.50	



INFORMATION



GENERAL INFORMATION

POLICIES AND PROCEDURES

As Kay Bailey Hutchison Convention Center Dallas's exclusive caterer, we are renowned for our impeccable, world-class service, truly delectable cuisine and superb selection of menus that can be customized to any event or special occasion. Whether it's a casual brunch, an elegant sit-down dinner or a reception featuring vibrant international cuisine, our culinarians will use only the finest and freshest ingredients to create a truly extraordinary dining experience for you and your guests.

In keeping with attention to every detail, we offer the following information to facilitate your planning. Count on your dedicated catering sales professional to assist you in your pre-planning activities and communicate your goals to our operations team. Together, we will execute all services to your delight and satisfaction.

Exclusivity

Catering maintains the exclusive right to provide all food and beverage in the Kay Bailey Hutchison Convention Center Dallas. All food and beverages, including water, must be purchased from us.

Food and Beverage Pricing

A good faith estimate of food and beverage prices will be provided six (6) months in advance of the event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases.

Service Charges and Tax

A 24% "House" or "Administrative" charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

The "House" or "Administrative" charge of 24% is added to your bill for this catered event/function (or comparable service) which is used to defray the cost of set up, break down, service and other house expenses. No portion of this charge is distributed to the employees providing the service. You are free, but not obligated to add or give a gratuity directly to your servers.

If the customer is an entity claiming exemption from taxation in the state where the facility is located, the customer must deliver to catering satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.

GENERAL INFORMATION

POLICIES AND PROCEDURES continued

Payment Policy

A 90% deposit of the estimated catering spend along with the signed banquet contract is due (30) days prior to the start of your first catering service. The remaining balance will be due fourteen (14) days prior to the start of your first catering service in accordance to your final guarantees due date. A 100% deposit of the estimated catering spend will be due upon receipt of the banquet contract if inside the (30) day advance deposit period.

Customer shall, within (10) business days from the Final Invoice date, advise catering in writing of any discrepancies so that they may be reviewed, and the proper adjustments be made if necessary. After the review period, the invoice will be considered correct, and the remaining balance will be due within (14) days. Any remaining balance after this time, will be subject to interest at the monthly rate of 1.5% (or, if lower, the maximum legal rate).

Linen Service

Catering provides its in house linen for all meal functions with our compliments. Additional linen fees will apply for specialty linens. Please consult with your Event Services Manager for linen needs for meetings without meal services.

Supplemental Staffing

- Butler, Attendant or Additional Server Fee – \$175 plus tax for up to (4) hours. Minimum of (4) hours per attendant. \$43.75 plus tax for each additional hour after initial (4) hour period
- Culinary Professional Fee – \$250 plus tax for up to four (4) hours. Minimum of four (4) hours per attendant. \$62.50 plus tax for each additional hour after initial four (4) hour period
- Bartender Fee – \$250 plus tax for up to four (4) hours. Minimum of four (4) hours per attendant. \$62.50 plus tax for each additional hour after initial four (4) hour period
- Additional fees may apply to orders with guest guarantees lower than stated minimums. All labor fees listed are based on a minimum requirement of four hours. Additional fees may apply for special events requiring staffing over industry standards.

Delayed or Extended Service

On the day of your event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge will apply.

Should your event require extended pre or post service or stand by time, often necessitated by high functions, an additional labor charge will apply.

GENERAL INFORMATION

POLICIES AND PROCEDURES continued

Guarantees

The customer shall notify catering, not less than five (5) business days (excluding holidays and weekends) prior to the contracted service, the minimum number of persons the customer guarantees will attend the event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance.

If customer fails to notify catering of the guaranteed attendance within the time required, (a) we shall prepare for and provide services to persons attending the event on the basis of the estimated attendance specified in the BEO's, and (b) such estimated attendance shall be deemed to be the guaranteed attendance.

Catering will be prepared to serve five percent (5%) above the guaranteed attendance, up to a maximum of 30 meals (the overage).

- If this overage is used, the customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- Should additional persons attend the event in excess of the total of the guaranteed attendance plus the overage, we will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.

- Should the guaranteed attendance increase or decrease by 33% or more from the original contracted number of guests, an additional charge of 20% per guaranteed guest may apply.

Meal functions of 2,500 and above are considered "Specialty Events" and may require customized menus. Your catering sales professional and our executive chef will design menus that are logistically and creatively appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to successfully orchestrate these events.

The guaranteed attendance shall not exceed the maximum capacity of the areas within the facility in which the event will be held.

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 Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

At the time of booking the event(s), catering will notify the customer of estimated labor fees based on the information supplied by the customer.

GENERAL INFORMATION

POLICIES AND PROCEDURES continued

China Service

In all carpeted meeting rooms and ballrooms, china service will automatically be used for all meal services, unless our high-grade and/or compostable disposable ware is requested.

All food and beverage events located in the exhibit halls and non-carpeted areas with the exception of plated meals, are accompanied by high-grade and/or compostable disposable ware. If china is preferred, the following fees will apply:

- Breakfast, lunch, receptions and dinners: \$2.00++ per person, per meal period.
- Refreshment or coffee breaks: \$2.00++ per person, per break.

Concession Service

Sales Minimums may apply. Appropriate operation of concession outlets will occur during all show hours, starting ½ hour before doors open to the event. Catering reserves the right to determine which carts/outlets are open for business and hours of operation pending the flow of business.

For additional concession carts/fixed outlets, a minimum guarantee in sales is required per cart/outlet or customer will be responsible for the difference in sales per outlet/cart.

Security

At the discretion of the Kay Bailey Hutchison Convention Center Dallas, in order to maintain adequate security measures, the customer may be required to provide security for certain functions. Security personnel will be at the customer's sole expense. Please consult your event manager for details.

Thanks to our Local Suppliers:

Massimo's Bakery
Willow Bend Bakery
Signature Baking



KAY BAILEY HUTCHISON
CONVENTION CENTER DALLAS





Sodexo Live! Booth Catering Form

Kay Bailey Hutchison Convention Center Dallas

Email: cateringsales.dallas@sodexo.com

- All food and beverage brought onto the premises must be purchased through and prepared by Sodexo Live!.
- Sodexo Live! Catering does not provide tables, countertops, or electrical services for booth orders. These items must be ordered through your service contractor or show decorator.
- All orders must be received with full payment by the ordering deadline.
- Orders received after **Friday, February 19** will be subject to an administrative fee equal to 10% of the food and beverage order total, with a minimum charge of \$25.00. This fee is subject to applicable sales tax of 8.25%.
- Reductions or cancellations of food orders will not be accepted within 72 hours of the scheduled delivery date.
- A \$45.00 delivery fee will apply to each delivery. Orders with multiple deliveries will incur a delivery fee for each scheduled delivery. Specialty cart orders are excluded.

Company Name _____ Booth Number / Location _____

Phone Number _____ Cell Number _____

Address _____

City _____ State _____ Zip _____

Person Placing Order _____ Email Address _____

On-Site Contact _____ On-Site Cell Number _____

Quantity	Item	Delivery Date	Start/End Time	Price	Notes / Details (Optional)

Final pricing, including applicable sales tax, service charge, and any additional fees, will be reflected in your Banquet Event Order (BEO).

PAYMENT INFORMATION

To register and securely enter your credit card information:

1. Visit: <https://kbhccd.ezplanit.com/#/welcome>
2. Select "Sign Up" in the upper-right corner.
3. Complete the registration form and create your account.
4. Once registered, enter your credit card information.
5. Sodexo Live! will process payment and provide a payment receipt.



AUTHORIZATION

By signing below, I authorize Sodexo Live! (formerly Centerplate) to charge my credit card for all services rendered during my event(s), including any outstanding balances incurred during or after the event.

Authorized Signature _____ Date _____

Printed Name _____ Title _____



Kay Bailey Hutchinson Convention Center Dallas
650 S. Griffin St., Dallas, TX 75202
Phone: (214) 743-2514 | Email: CateringSales.Dallas@sodexo.com
Food and Beverage Sampling Request Form

The Client/Show Management is responsible for distributing this form to all exhibitors and ensuring compliance with all sampling guidelines during the event. Completed forms must be submitted to Sodexo Live! for review and approval no later than twenty-one (21) days prior to the event move-in. Submission of this form does not constitute approval. No food or beverage may be brought onto Kay Bailey Hutchison Convention Center Dallas property for sampling until written approval has been issued by Sodexo Live! and all applicable permits have been obtained.

GENERAL CONDITIONS:

1. Sampled items are limited to products manufactured, represented, or distributed by the exhibiting firm.
2. Sample sizes are limited to:
 - o Food: 2 ounces or less per person
 - o Beverages: 3 fluid ounces or less per person
3. All alcoholic beverages must be purchased through and served by Sodexo Live! in accordance with the Texas Alcoholic Beverage Code. Please contact the Catering Representative for your event for information regarding the purchase, service, and distribution of alcoholic beverage samples.
4. The Applicant and its representatives acknowledge and agree to assume full responsibility for the preparation, handling, and distribution of the approved sample items in compliance with all applicable federal, state, and local laws, regulations, and health codes.
5. Health Permit Requirements:
 - A. Each Exhibitor is responsible for obtaining all required permits issued by the City of Dallas Health Department. For permit information, call (214) 670-8083 or visit consumerhealthrfsmandtemp.dallascityhall.com.
 - B. Applications for Temporary Food Service Establishment Permits may be submitted to 7901 Goforth Road, Dallas, TX 75238.
 - C. Completed permit applications (all required pages) must be submitted to the City of Dallas at least five (5) business days prior to the event.
 - D. Vendors must provide the City of Dallas with a copy of the written approval issued by Sodexo Live! authorizing participation in the event.
6. All required permits must be obtained prior to the distribution of samples and must be prominently displayed within the booth listed on this form. Failure to obtain or display the required permits may result in the immediate removal of all food and beverage items from the Convention Center.
7. Requests to distribute food or beverages exceeding the approved sample sizes are subject to a Loss of Revenue Fee, as determined by Sodexo Live!. Please contact the Catering Representative for your event to discuss applicable fees and approval requirements.
8. The sale of unauthorized food or beverages, including alcoholic and non-alcoholic beverages, is strictly prohibited on the premises of the Kay Bailey Hutchison Convention Center Dallas.

PLEASE COMPLETE AND RETURN PAGE TWO OF THIS FORM.



Event Name: _____ Event Date: _____

Applicant Name: _____ Phone: _____

Email Address: _____

Company Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Booth Number(s): _____

Item to Be Sampled	Sample Portion Size	Estimated Quantity per Day
Please list each item separately. Attach additional pages if more space is needed.		

☐ I certify that the products listed above are manufactured, represented, or distributed by my company.

By signing below, the Applicant and its representatives acknowledge that they have read, understand, and agree to comply with the terms and conditions set forth in this Food and Beverage Sampling Request Form.

The Applicant and its representatives further agree to release, indemnify, and hold harmless Sodexo Live!, the City of Dallas, the Kay Bailey Hutchison Convention Center Dallas, and Oak View Group, LLC, including their respective officers, directors, employees, agents, affiliates, successors, assigns, and representatives, from any liability arising out of the preparation, handling, service, consumption, distribution, or disposal of the approved sample items in connection with this event.

The Applicant further agrees to assume full responsibility for any claims, damages, losses, liabilities, costs, or legal expenses arising from the preparation, handling, service, consumption, distribution, or disposal of the approved sample items or from any failure to comply with applicable federal, state, or local laws, regulations, or health codes.

The Applicant certifies that all information provided on this Food and Beverage Sampling Request Form is true, complete, and accurate to the best of their knowledge.

Applicant Signature: _____ Date: _____

Printed Name: _____

FOR SODEXO LIVE! USE ONLY

☐ Approved ☐ Denied

Comments: _____

Approved By: _____ Date: _____

BOOTH & CARPET CLEANING

Booth Vacuuming

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

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

Porter Service

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

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

Specialty Services

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

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

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

PAYMENT POLICY

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

TERMS: CREDIT CARD ONLY PRIOR TO EVENT

Customer Information

Company Name: _____ Address: _____

City, State, Zip: _____ Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Booth#: _____

Billing Information

Credit Card #: _____ Exp. Date: _____ SecCode: _____

Name on Card: _____ Billing Address: _____

City, State, Zip: _____ Signature: _____

Return Copy To:

P: (210)306-1967

E: expoklean@gmail.com

Event: _____

Exhibitor: _____

Booth# _____

Booth Electrical Ordering Instructions

Travel & Adventure Show – Dallas, TX

Electrical service for your booth (power drops, outlets, and lighting connections) is ordered directly through GES, the official show contractor for electrical services. Please use the link below to place your order — electrical is **not** included with your standard booth package and must be ordered separately.

CLICK HERE TO ORDER YOUR BOOTH ELECTRICAL →

Or copy and paste this link into your browser: <https://ordering.ges.com/042695888>

How to Order

1. Click the link above (or paste it into your browser) to open the GES ordering portal.
2. Select **Electrical** from the list of available services.
3. Choose the power/outlet type and wattage that matches your booth's equipment needs (lighting, monitors, chargers, appliances, etc.).
4. Enter your **booth number** and **company name** exactly as they appear on your exhibitor confirmation.
5. Complete checkout to confirm your order.

Important Reminders

- Order **early**. Rates increase and availability is not guaranteed after the advance-order deadline listed on the GES portal — on-site orders cost more and are subject to availability.
- Electrical service is billed separately from your booth space and is the exhibitor's responsibility.
- Power is typically installed prior to move-in but will not be turned on until you request activation on-site, per GES instructions at the show.
- If you have multiple pieces of equipment, add up their wattage before ordering to avoid ordering insufficient power.

Questions about your electrical order? Contact GES customer support through the ordering portal, or reach out to your Travel & Adventure Show – Dallas exhibitor services contact for assistance.

ON-SITE WIRELESS SERVICES

KAY BAILEY HUTCHISON CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

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

EXHIBITOR INTERNET

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

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

HOW TO CONNECT TO EXHIBITOR INTERNET

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

COMPLIMENTARY INTERNET

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

HOW TO CONNECT TO COMPLIMENTARY INTERNET

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

For questions regarding on-site wireless services, please call Smart City Networks at 214-853-8900. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.



KAY BAILEY HUTCHISON
CONVENTION CENTER DALLAS



INTERNET | TELEPHONE

KAY BAILEY HUTCHISON

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where TECHNOLOGY Meets HOSPITALITY

EXPERTISE

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

FIRST CLASS CUSTOMER SERVICE

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

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

KNOWLEDGEABLE TECHNICAL SUPPORT

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

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

REDUNDANCY OF EQUIPMENT

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

24/7 NETWORK MONITORING

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





Is the exclusive provider of the following services:

A woman with blonde hair, wearing a black top, is sitting at a white desk in a modern office setting. She is looking down at a smartphone in her hands, with a laptop open in front of her. The background is a bright blue wall with large windows.

INTERNET

A man in a white shirt and black tie is sitting at a desk, smiling and looking at a laptop. He is pointing at the screen with his right hand. The background is a light blue wall.

TELEPHONE

Need just a **BASIC** CONNECTION?

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

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

*** NOT FOR STREAMING**

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

Light Wired Internet Includes:

- Average Usage up to 3 Mbps burstable to 5 Mbps, per device, on a shared network
- **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 (Light Wired 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. The actual maximum bandwidth available is dependent upon the type of activity and how many users are accessing the Internet simultaneously at any given time.

ORDER NOW >



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

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

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

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

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

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

Dedicated Services Include:

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

ORDER NOW >



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

NEED WIRELESS CONNECTIVITY?



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

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE *

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

* **NOT FOR STREAMING.**

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

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

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

ORDER NOW



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



orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines
HIGH BANDWIDTH WIRELESS
with greater flexibility and customization options that generate
smoother product demos, quicker remote connectivity and superior
video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

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

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

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

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

ORDER NOW >



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



orders.smartcitynetworks.com/wifi-splash-page-design

NEED TELEPHONE OR CONFERENCE SERVICES?

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

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

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

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

Telephone Service Information:

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

ORDER NOW >



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

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

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

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

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

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

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

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

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

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



Order online at:
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.”

*** INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



INTERNET SERVICE CONTRACT

KAY BAILEY HUTCHISON CONVENTION CENTER



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Effective July 1, 2025 - December 31, 2026 - V070125

Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

SHARED - LIGHT WIRED INTERNET, **NOT FOR STREAMING**

QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
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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	
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Additional Device(s), Per Device Up to 4 [6 or more available online]		\$185	\$220	\$255	
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DEDICATED INTERNET, **FOR STREAMING, GAMING & WEBCAST**

QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
-----	------------	------	---------	-------

Includes: 5 Public IP Addresses, Routers SUPPORTED

Dedicated 3 Mbps		\$3,495	\$4,370	\$5,244	
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Dedicated 6 Mbps		\$5,900	\$7,375	\$8,850	
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Dedicated 10 Mbps		\$7,850	\$9,810	\$11,772	
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Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556	
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Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	
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Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
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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	
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Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
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Labor / Floor Work – four lines per hour		\$125	\$125	\$125	
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Distance Fee for each Internet line delivered outside the facility		\$500	\$500	\$500	
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WIRELESS INTERNET, Full products catalog available online

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

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

SUBTOTAL	
----------	--

ESTIMATED 10% TAX/FEEES	
-------------------------	--

GRAND TOTAL	
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ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

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

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

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

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



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

ORDER NOW >

Customer Number: