



EXPO
EVENT SERVICES

Exhibitor Services Manual



**LET US HELP
ELEVATE
YOUR NEXT EVENT**

**DC Travel & Adventure Show
January 16 - 17, 2027
Washington Convention Center - Hall C
Washington, DC**

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

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[DC 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 Washington DC and the **DC 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 onto 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 Draped Back Wall with 3' Black Draped 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, January 15, 2027	9 a.m. - 5 p.m.
Event Open:	Saturday, January 16, 2027	9:30 a.m. - 5 p.m. Travel Advisors 10 a.m. - 5 p.m. Public
Event Open:	Sunday, January 17, 2027	11 a.m. - 4 p.m.
Exhibitor Move Out:	Sunday, January 17, 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, January 17, 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, January 17, 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

DC Travel and Adventure Show 2027
Exhibitor Name & Booth #
c/o Expo Event Services
Walter E Washington Convention Center - Hall C
801 Allen Y Lew Place NW
Washington, DC 20001

Shipments Can Only Arrive:
Thursday, January 14, 2027 - 11 a.m. - 5 p.m.
Friday, January 15, 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 onto your invoice when paying by credit card.

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Deadline Date: December 30, 2026

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

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS STREET		CITY	STATE	ZIP	COUNTRY
Phone		Fax		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: December 30, 2026

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

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS STREET		CITY	STATE	ZIP	COUNTRY
Phone		Fax		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: December 30, 2026

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

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS STREET		CITY	STATE	ZIP	COUNTRY
Phone		Fax		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:

DC Travel & Adventure

C/O: Expo Event Services

Walter E Washington Convention Center - Hall C
801 Allen Y Lew Place NW
Washington, DC 20001

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

SHIPPING GUIDELINES

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: DC Travel & Adventure

Show Dates: January 16 - 17, 2027

Venue: Washington Convention Center, DC – Hall C

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: DC Travel & Adventure
Show Dates: January 16 - 17, 2027
Venue: Washington Convention Center, DC – Hall C

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: DC Travel & Adventure

Show Dates: January 16 - 17, 2027

Venue: Washington Convention Center, DC – Hall C

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: DC Travel & Adventure

Show Dates: January 16 - 17, 2027

Venue: Washington Convention Center, DC – Hall C

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: December 30, 2026

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

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS STREET		CITY	STATE	ZIP	COUNTRY
Phone		Fax		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, January 14, 2027: 11 a.m. - 5 p.m.

Friday, January 15, 2027: 9 a.m. - 5 p.m.

TO: _____

(EXHIBITOR'S NAME)

DC Travel & Adventure Show 2027

C/O: Expo Event Services

Walter E. Washington Convention Center - Hall C

801 Allen Y Low Place NW

Washington, DC 20001

BOOTH #: _____ NUMBER _____ OF _____ Pcs.

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Washington, DC 20001

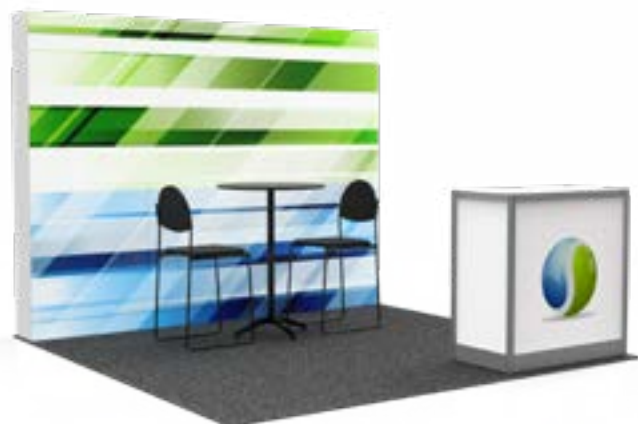
BOOTH #: _____ NUMBER _____ OF _____ Pcs

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



TURNKEY BOOTH PACKAGES & LIGHTBOXES

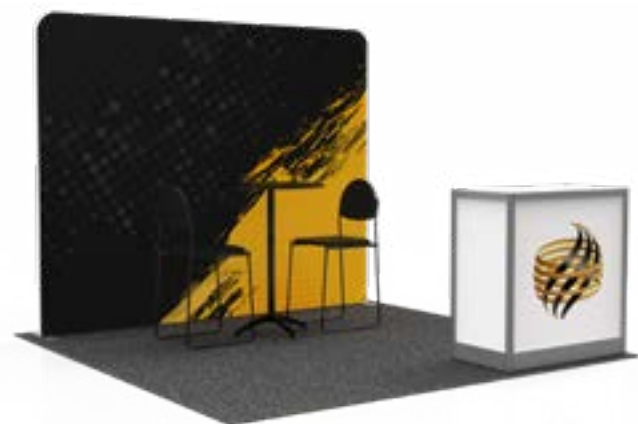
To Order, Email: orders@expoeventservices.com



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 being supplied 30 days prior to the show. Rush charges will be quoted on specs.

TURNKEY PACKAGES

Deadline Date: December 17, 2026

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 Stool



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 being supplied 30 days prior to the show. Rush charges will be quoted on specs.



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 being supplied 30 days prior to the show. Rush charges will be quoted on specs.

TURNKEY BOOTH PACKAGE & LIGHTBOX ORDER FORM

Deadline Date: December 17, 2026

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

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS STREET		CITY	STATE	ZIP	COUNTRY
Phone		Fax		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 @ 7% = _____ = 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



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gif@400%

.ai / .eps@400%



C



M



Y



K



PMS 144 C



PMS 255 C



PMS 383 CP



MS 684 C

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	\$263.00	\$263.00
MH30-E1	Direct Shipment to Show Site (Crated/Skidded/Special Handling) ST/OT - 100 lb. min	\$267.00	\$267.00
MH40-E1	Direct Shipment to Show Site (Crated/Skidded/Special Handling) OT/OT - 100 lb. min.	\$333.00	\$333.00
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"	\$62.00	\$80.00
S20	11" x 17"	\$71.00	\$95.00
S30	14" x 22"	\$88.00	\$114.00
S40	22" x 28"	\$109.00	\$141.00
S50	24" x 36"	\$217.00	\$282.00
S60	30" x 40"	\$236.00	\$307.00
Labor			
L100	Sign Assembly Labor - Install ST	\$251.00	\$328.00
L1001	Sign Assembly Labor - Install OT	\$412.00	\$533.00
L10011	Sign Assembly Labor - Install DT	\$507.00	\$658.00
L110	Sign Assembly Labor - Dismantle ST	\$251.00	\$328.00
L1101	Sign Assembly Labor - Dismantle OT	\$412.00	\$533.00
L11011	Sign Assembly Labor - Dismantle DT	\$507.00	\$658.00
L140	Overhead Sign Rigging Labor - Install ST	\$1,094.00	\$1,423.00
L1401	Overhead Sign Rigging Labor - Install OT	\$1,420.00	\$1,847.00
L14011	Overhead Sign Rigging Labor - Install DT	\$1,704.00	\$2,217.00
L150	Overhead Sign Rigging Labor - Removal ST	\$1,094.00	\$1,423.00
L1501	Overhead Sign Rigging Labor - Removal OT	\$1,420.00	\$1,847.00
L15011	Overhead Sign Rigging Labor - Removal DT	\$1,704.00	\$2,217.00
L10	Installation Display Labor Straight Time	\$250.00	\$326.00
L11	Installation Display Labor Overtime	\$412.00	\$534.00
L101	Installation Display Labor Double Time	\$506.00	\$657.00
L20	Dismantle Display Labor Straight Time	\$250.00	\$326.00
L21	Dismantle Display Labor Overtime	\$412.00	\$534.00
L221	Dismantle Display Labor Double Time	\$506.00	\$657.30
Carpet			
F250	10' x 10' Booth Carpet	\$380.00	\$492.00
F260	10' x 20' Booth Carpet	\$761.00	\$989.00
F270	10' x 30' Booth Carpet	\$1,140.00	\$1,483.00
F280	Custom Cut Carpet	\$8.41	\$10.95
F290	Custom Padding- 1/2"	\$3.31	\$4.34

Product ID	Item Name	Advance Price	Standard Price
Standard Furniture			
F10	4' Draped Table	\$268.00	\$348.00
F20	6' Draped Table	\$300.00	\$391.00
F30	8' Draped Table	\$339.00	\$441.00
F40	4th Side Drape, Optional	\$113.00	\$179.00
F50	4' Draped Counter	\$303.00	\$393.00
F60	6' Draped Counter	\$351.00	\$457.00
F70	8' Draped Counter	\$399.00	\$521.00
F80	4th Side Drape, Optional	\$139.00	\$181.00
F90	4' Undraped Table	\$148.00	\$194.00
F100	6' Undraped Table	\$164.00	\$214.00
F110	8' Undraped Table	\$188.00	\$245.00
F120	4' Undraped Counter	\$164.00	\$214.00
F130	6' Undraped Counter	\$183.00	\$237.00
F140	8' Undraped Counter	\$201.00	\$260.00
F150	Upholstered Chair	\$163.00	\$212.00
F160	Tall Black Stool	\$206.00	\$268.00
F170	3' High Side Drape	\$33.00	\$42.00
F180	8' High Back Drape	\$39.00	\$50.00
F190	30" x 30" High Pedestal Table	\$344.00	\$446.00
F200	30" x 42" High Pedestal Table	\$391.00	\$507.00
F210	Chrome Easel	\$106.00	\$137.00
F2101	Chrome Sign Holder	\$184.00	\$239.00
F211	Bag Holder	\$84.00	\$109.00
F220	Wastebasket	\$68.00	\$89.00
F230	Retractable Stanchion	\$256.00	\$332.00
F240	Coat Tree	\$84.00	\$109.00
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
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

Product ID	Item Name	Advance Price	Standard Price
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
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

Product ID	Item Name	Advance Price	Standard Price
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
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

Product ID	Item Name	Advance Price	Standard Price
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
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

January 16 - 17, 2027
Deadline Date: December 30, 2026

Product ID	Item Name	Advance Price	Standard Price
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
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

Product ID	Item Name	Advance Price	Standard Price
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
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

Product ID	Item Name	Advance Price	Standard Price
14128-0123	Rimati Guest Chair - White	\$318.45	\$413.99
18284-0900	Royce Chair - Mink	\$638.50	\$830.05
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

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.





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.

A top-down photograph of two glass bowls filled with a vibrant pink smoothie. Each bowl is garnished with three fresh raspberries and a small sprig of green mint. A white and light blue striped straw is placed in each bowl. The bowls are set on a light-colored wooden surface. Several more raspberries and a larger sprig of mint are scattered around the bowls. A dark purple rectangular banner is positioned in the upper right corner of the image.

EXHIBITOR MENU



WALTER E. WASHINGTON
CONVENTION CENTER

WELCOME

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

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

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

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



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BREAKFAST SANDWICHES

Minimum of 25 Guests

BREAKFAST BURRITO \$12

Cage-Free Scramble- and Ham
Served with Salsa

BISCUIT BREAKFAST SANDWICH \$11

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

ENGLISH MUFFIN BREAKFAST SANDWICH \$11

Cage-Free Eggs,
Canadian Bacon and Cheese

BREAKS

Minimum of 25 Guests

BUFFETS

RISE AND SHINE MORNING PACKAGE \$18

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

EYE OPENER ENERGY BREAK \$10

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

POWER BREAK \$16

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

PACKAGES

NUTS AND BERRIES \$16

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

SWEET AND SALTY \$16

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

MEDITERRANEAN \$16

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

GARDEN FRESH \$14

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

CHOCOLATE OVERLOAD \$20

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

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

A 25% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.

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



SALADS

Serves 10-12 guests

SPINACH SALAD \$105

Caramelized Shallots, Toasted Pecans,
Goat Cheese and Citrus Vinaigrette

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

Romaine, Garlic Croutons, Shaved Parmesan
and Caesar Dressing

CRISP ICEBERG SALAD \$100

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

RED BLISS POTATO SALAD \$95**COLE SLAW \$95**

SANDWICH PLATTERS

12 SANDWICHES CUT IN HALF

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

TRADITIONAL SANDWICH PLATTER \$195

Roasted Turkey and Cheddar Cheese

Black Forest Ham and Swiss Cheese

Grilled Vegetables and Herb Aioli

Potato Buns

GOURMET WRAP PLATTER \$225

Premium Roast Turkey

with Provolone and Pesto Sauce

Southwest Roast Beef

with Roasted Peppers and Chipotle Aioli

Grilled Vegetables

with Baby Spinach and Balsamic Glaze

PREMIUM DELICATESSEN PLATTER \$215

Rosemary Grilled Chicken

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

Roast Beef

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

Hummus

with Roasted Eggplant, Zucchini and Peppers
on Focaccia Bread

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

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BOXES

TRADITIONAL HOAGIES \$36

Served with Potato Chips, Freshly Baked Cookie and Whole Fruit

TURKEY AND CHEDDAR

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

HAM AND PROVOLONE

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

ITALIAN

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

ROAST BEEF AND HORSERADISH

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

VEGETABLES AND HUMMUS

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

ENTRÉE SALADS & WRAPS \$38

Served with Potato Chips, Fruit Cup and Brownie

CHICKEN CAESAR WRAP

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

JAMAICAN JERK CHICKEN WRAP

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

TURKEY AND BACON COBB WRAP

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

BUFFALO CHICKEN AND BLUE CHEESE SALAD WITH RANCH DRESSING

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

SOUTHWESTERN CHICKEN SALAD WITH RANCH DRESSING

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

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ARTISAN CRAFT SANDWICHES \$40

Served with Potato Chips, Fruit Cup and Brownie

HOT HONEY CHICKEN

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

PEPPERED TURKEY AND HAVARTI

Spinach, Cranberry Mustard, Rustic Oat Baguette

TURKEY AND MUNSTER

Horseradish Aioli, Pretzel Roll

ROSEMARY HAM AND BRIE

Mesclun, Fig Baguette

SUNDRIED TOMATO AND MOZZARELLA

Pesto, Tomatoes, Pickled Onions, Ciabatta Baguette

CHICKEN BANH MI

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

SPECIALTIES VEGAN & GLUTEN FRIENDLY \$42

Served with Potato Chips and Fruit Salad

ASIAN NOODLE BOWL

with Sweet and Spicy Plum Sauce

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

Vegan

TURKEY WRAP

Oven Roasted Turkey Breast

Swiss Cheese & Lettuce in Tortilla

Gluten Friendly

SOUTHWEST GRILLED CHICKEN QUINOA BOWL

with Chipotle Dressing

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

Gluten Friendly

BLACK BEAN AND CORN SALAD

with Balsamic Vinaigrette Dressing

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

Gluten Friendly, Vegan

MIXED GREENS

with Balsamic Vinaigrette Dressing

Fresh Strawberries, Blueberries, Dried Cranberries and Walnuts

Gluten Friendly, Vegan

GARBANZO POWER WRAP

Curried Garbanzo Beans, Carrots, Spinach & Tomato, Tortilla

Gluten Friendly, Vegan

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A L A C A R T E

BEVERAGES

GALLON UNITS

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

Fresh Brewed Coffee \$390

5-gallon unit / approx. 65 cups

Fresh Brewed Decaf Coffee \$234

3-gallon unit / approx. 40 cups

Assorted Hot Tea \$234

3-gallon unit / approx. 40 cups

Iced Tea \$156

3-gallon unit / approx. 38 cups

Lemonade \$156

3-gallon unit / approx. 38 cups

Aqua Fresca \$195

3-gallon unit / approx. 38 cups

Watermelon, Pineapple or Cantaloupe

WATER & RENTAL

Water Cooler Daily Rental \$75

Includes 1 5-gallon water jug with rental

Customer responsible for electrical requirements, 120volt

Additional Water Jug \$25

5-gallon / Use with water cooler

Use with water cooler

ICE

20lbs of Ice \$30

40lbs of Ice \$50

BY THE CASE (24)

Assorted Individual Juices \$144

Apple, Cranberry, Orange, Grapefruit

Assorted Soft Drinks \$132

Pepsi Only

Bottled Water \$120

Sparkling Mineral Water \$168

Energy Drink \$192

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

KEURIG® SERVICE

Keurig® K-Cups \$185 (per day)

Coffee Service, Includes machine rental
Assortment of 24 Green Mountain K-Cups

Includes 5 gallon water jug

Sweeteners, Creamers, Bio-Degradable Cups,
Lids, Sleeves, Stirrers and Napkins

Power Requirements: 1 each, 120volt/20amps

Additional K-Cups (24ct) \$48

Minimum order of 24 per selection

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BAKERY

BY DOZEN

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

**Custom Artwork Available upon Request*

GLUTEN FRIENDLY/VEGAN OPTIONS

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

ICE CREAM

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

CAKE

Chocolate or Vanilla

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

**Custom Artwork Available upon Request*

FROM THE PANTRY

PRICED BY THE DOZEN

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

PRICED PER POUND

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

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



BEVERAGES

PREMIUM ESPRESSO 8oz drinks

ESPRESSOS, LATTES, CAPPUCCINO, AMERICANOS, flavored syrups, sauces, mochas, hot chocolates and assorted teas. Dairy, almond, and oat creamers, assorted sweeteners, cups, napkins and stirrers included.

SERVICE \$2,860

Includes 5 hours of service or 400 drinks

Each Additional Hour(s) \$285

Continued service beyond the 5 hour service package

Additional Cups

100 increments

Ordered In Advance \$450

Order On-Site \$650

Drip Coffee Add On \$500

Freshly brewed LAVAZZA Drip Coffee

Ask Sales Manager for additional details

Tradeshow Delivery/Set Up Fee \$300

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

Delay in Set Up Fee \$150

Per 15 min interval

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

Exhibitor to Provide

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

Power: (1) 20 amp line

Equipment & Work Space Dimensions

L x W x H

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

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

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

COLD BREW/FRAPPE

16oz drinks

Select two flavors: Vanilla, Mocha, Caramel, Seasonal

SERVICE \$2,250

Includes 4 hours of service or 400 drinks

Each Additional Hour(s) \$285

Continued service beyond the 4 hour service package

Additional Flavor \$350

Additional Cups

100 increments

Ordered In Advance \$450

Order On-Site \$650

Tradeshow Delivery/Set Up Fee \$300

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

Delay in Set Up Fee \$150

Per 15 min interval

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

Exhibitor to Provide

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

Power: (2) 120v/20 amp lines

Equipment & Work Space Dimensions

L x W x H

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

CUPS & NAPKINS FOR CUSTOM LOGO

Minimum 8 week lead time.

Please inquire with your sales manager.

File types are AI, EPS, or PDF.



BEVERAGES

SMOOTHIE

8oz drinks

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

SERVICE

\$2,500

Includes 4 hours of service or 400 drinks

Each Additional Hour(s)

\$285

Continued service beyond the 4 hour service package

Additional Flavor

\$350

Additional Cups

100 increments

Ordered In Advance

\$450

Order On-Site

\$650

Tradeshow Delivery/Set Up Fee

\$300

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

Delay in Set Up Fee

\$150

Per 15 min interval

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

Exhibitor to Provide

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

Power: (2) 120v/20 amp lines

Equipment & Work Space Dimensions

L x W x H

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

BEVERAGES

FRESH HAND SQUEEZED LEMONADE

16oz drinks

Select one flavor: Fresh Lemon, Strawberry, Mixed Berries, Blackberry

SERVICE

\$1,820

Includes 3 hours of service or 300 drinks

Each Additional Hour(s)

\$285

Continued service beyond the 3 hour service package

Additional Flavor

\$300

Must be ordered 48 hours in advance

Additional Cups

100 increments

Ordered In Advance

\$450

Order On-Site

\$650

Tradeshow Delivery/Set Up Fee

\$300

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

Exhibitor to Provide

Hospitality counter or rent a skirted table (6'L x 2' W x 42"H) and back work table (8 feet long)

ITALIAN SODAS

16oz drinks

Select up to three Italian or Dirty Soda flavors.

Ask Sales Manager for full list.

SERVICE

\$2,250

Includes 4 hours of service or 200 drinks

Each Additional Hour(s)

\$285

Continued service beyond the 4 hour service package

Additional Flavor

\$350

Must be ordered 48 hours in advance

Additional Cups

100 increments

Ordered In Advance

\$450

Order On-Site

\$650

Tradeshow Delivery/Set Up Fee

\$300

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

Exhibitor to Provide

Hospitality counter or rent a skirted table (6'L x 2' W x 42"H) and back work table (8 feet long)

DOUGHNUTS

FRESH MADE DOUGHNUTS

Assorted flavors may include: Glazed, Chocolate Frosted, Vanilla Frosted, Chocolate/Vanilla Frosted with nuts or coconut, Strawberry Frosted, Maple Frosted, Cinnamon Sugar, Cake (assorted flavors)

SERVICE

\$1,680

Includes 4 hours of service or 20 dozen assorted doughnuts

Each Additional Hour(s)

\$285

Continued service beyond the 4 hour service package

Additional Doughnuts

\$350

Must be ordered 72 hours in advance/ 3 dozen increments

Doughnut Wall Rental

\$250

Inquire with Sales Manager regarding Doughnut Wall specs

Tradeshow Delivery/Set Up Fee

\$300

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

Doughnut menu changes by season

Exhibitor to Provide

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

Storage space to store backup doughnuts

Equipment & Work Space Dimensions

L x W x H

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

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

COOKIES

FRESH BAKED COOKIES

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

SERVICE

\$2,575

Includes 4 hours of service or 500 cookies

Each Additional Hour(s)

\$285

Continued service beyond the 4 hour service package

Additional Cookies

100 cookie increments

Ordered In Advance

\$450

Order On-Site

\$550

Tradeshow Delivery/Set Up Fee

\$300

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

Exhibitor to Provide

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

Power: (1) 20 amp

Equipment & Work Space Dimensions

L x W x H

Oven: 19" x 22" x 16"

(Stored on exhibitor provided surface)

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

PASTRIES

FRESH BAKED PASTRIES

Select two flavors: Cinnamon Rolls, Chocolate Croissants, Strawberry Cheesecake Danish, Blueberry Cheesecake Danish, Apple Pie Danish, Chocolate Avalanche Danish, Spinach Feta Danish

SERVICE **\$2,285**

Includes 4 hours of service or 275 pastries

Each Additional Hour(s) **\$285**

Continued service beyond 4 hour service package

Additional Servings **\$550**

100 pastry increments

Must be ordered 48 hours in advance

Tradeshow Delivery/Set Up Fee **\$300**

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

Exhibitor to Provide

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

Power: (1) 20 amp

Equipment & Work Space Dimensions L x W x H

Oven: 19" x 22" x 16"

(Stored on exhibitor provided surface)

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

POPCORN

POPCORN & MACHINE RENTAL

Includes 2 cases of Popcorn

(36 packets per case-Packet serves 8 guests)

Salt, Butter, Napkins, and Bags

SERVICE **\$1,000**

Includes 1 Attendant, Based on 3 hours of service

Each Additional Hour(s) **\$75**

Continued service beyond the 3 hours of service package

Additional Attendant **\$225**

Additional Cases **\$200**

Exhibitor to Provide

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

Power: 20 amps & 120 Volts

Equipment Dimensions L x W x H

Machine: 36" x 24" x 26"



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LIQUID NITROGEN ICE CREAM

NICECREAM

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

Select two flavors: Vanilla Bean, Milk Chocolate, Salted Caramel, Banana Cream, Peanut Butter Cup, Honey Lavender, Nutella

(2) ATTENDANT SERVICE

200 GUEST **\$2,360**

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

400 GUEST **\$3,720**

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

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

Continued service beyond the 2 hour service package

Additional Servings

50 servings

Ordered In Advance **\$500**

Order On-Site **\$860**

Additional Flavor **\$475**

Additional Flavor **\$475**

Vegan Option: only available as add-on flavor

Toppings Bar **\$785**

Tradeshow Delivery/Set Up Fee **\$300**

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

Exhibitor to Provide

Hospitality counter or rent a skirted table (8' L x 2' W x 32" H)

Power: (1) 20 amp/120 volt line

Equipment & Work Space Dimensions L x W x H

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

GELATO

DOLCI GELATI

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

SERVICE **\$2,575**

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

Each Additional Hour(s) **\$285**

Continued service beyond the 4 hour service package

Additional Cups **\$550**

Must be ordered 48 hours in advance / 100 increments

Additional Flavor **\$200**

Tradeshow Delivery/Set Up Fee **\$300**

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

Exhibitor to Provide

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

Equipment & Work Space

Dimensions L x W x H

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

RECEPTION DISPLAYS

Serves 24 guests

CRUDITES \$225

Seasonal Vegetables and Buttermilk Ranch

HERITAGE CHEESE \$290

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

SEASONAL FRUITS AND BERRIES DISPLAY \$250

Orange Honey Yogurt Dipping Sauce

ROASTED AND GRILLED VEGETABLES \$300

Vegetables, Pita Crisps and Roasted Garlic Hummus



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HORS D'OEUVRES

All items have a 50 piece minimum

Butler Fees Apply

COLD

BRUSCHETTA \$7

Roma Tomatoes and Basil

PEPPERCORN ENCRUSTED BEEF TENDERLOIN \$8

Garlic Crostini and Grain Mustard

SPICY TUNA TARTAR WITH GINGER \$7.50

Wonton Crisp

SMOKED SALMON \$7

Potato Pancake with Chive Crème Fraîche

TRUFFLE DEVEILED EGG \$6.75

CURRIED CHICKEN SALAD IN PHYLLO CUP \$6.75

Grapes and Raisin

SCALLOP CEVICHE \$7

Chili Pepper and Lime

SHRIMP COCKTAIL SHOOTERS \$8

Garden Gazpacho

TOMATO AND MOZZARELLA SKEWERS \$6.75

Fresh Basil and EVOO

HOT

SPINACH AND FETA PHYLLO TRIANGLES \$6.50

BEEF EMPANADA \$7.50

Braised Beef, Salsa Rojo

COCONUT SHRIMP \$8.25

Thai Chili Sauce

QUATTRO FORMAGGIO MAC N' CHEESE BITES \$6.75

CHICKEN SATAY \$8

Teriyaki Glaze

POTATO AND CHEESE PIEROGIS \$6.50

Jalapeño Sour Cream

CHICKEN POT STICKERS WITH LEMONGRASS \$6.50

Hoisin Glaze

LAMB CHOP LOLLIPOPS \$10

Rosemary and Mustard

MARYLAND STYLE CRAB CAKES \$9

Creole Remoulade

VEGETABLE SPRING ROLLS \$6.50

Sweet and Sour Sauce

EDAMAME AND SWEET CORN QUESADILLA \$6.50

Lime Crema

BRIE AND PEARS \$6.50

Baked in Phyllo

PORTOBELLO MUSHROOM PASTRY FLOWER \$6.25

Sun Dried Tomato and Ricotta Cheese

POTATO AND PEA SAMOSA \$6

Mango Coulis

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BAR

Our onsite personnel must dispense all beverages. Bartenders are staffed one (1) per 100 guests for hosted bars. Bartenders are charged at \$225.00 for two (2) hours of service and \$75.00 per hour/per bartender will apply thereafter.

PACKAGES

HAPPY HOUR \$900

One Bottle (750 ml) each

Tanqueray Gin

Tito's Vodka

Casamigos Blanco Tequila

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

BEER + WINE \$950

One Case (24 bottles) each

Bud Light

Michelob Ultra

Stella Artois

Corona Extra

Two Bottle (750 ml) each

William Hill Chardonnay

William Hill Cabernet Sauvignon

LOCAL CRAFT

BEER + WINE \$675

One Case (24 cans) each

DC Brau The Corruption

DC Brau The Public

Two Bottle (750 ml) each

William Hill Chardonnay

William Hill Cabernet Sauvignon

MARGARITA \$650

Two Bottle (750 ml)

Casamigos Blanco Tequila

BLOODY MARY \$600

Two Bottle (750 ml)

Tito's Vodka

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

MIMOSA \$325

Six Bottles

La Marca Brut Prosecco

Served with Orange Juice and Cranberry Juice

PRICING

PRICING PER CASE

SPIRIT

Contact your Catering Sales Manager for pricing

BEER

By the case (24)

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

WINE

By the Bottle

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

NON-ALCOHOLIC

By the case (24)

Assorted Soft Drinks	\$132
Bottled Water	\$120
Sparkling Water	\$168
Assorted Fruit Juices	\$144



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GENERAL INFORMATION

SERVICE FEES

DELIVERY FEE

\$70.00 per Service

CHINA SERVICE FEE

For Events in the Exhibit Halls
\$5.00 per person

STORAGE FEE

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

FOOD & BEVERAGE CONTRACT

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

FOOD & BEVERAGE SPECIFICATIONS

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

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

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

ALLERGY, ALTERNATE DIETARY MEALS

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

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

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

ADMINISTRATIVE CHARGE

The Licensee shall pay to the Licensor an administrative charge in an amount of 25% on all food and beverage charges. Administrative fee is subject to applicable taxes currently at 10%.

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

TAXES

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

PAYMENT POLICY

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

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

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

CANCELLATION POLICY

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

SERVICE WARE

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

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

SERVICE TIMES

Meal services are based on the following time guidelines

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

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

HOLIDAY SERVICE

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

TABLES AND ELECTRIC

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

EXHIBITOR F&B POLICY

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

Please consult with your designated catering sales manager concerning this.



WALTER E. WASHINGTON
CONVENTION CENTER



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

Orders submitted without all information requested will not be processed.

Event Name _____	Booth Number _____
Hall or Room Number _____	Booth Name _____
Contact Name _____	Onsite Contact _____
Email _____	Email _____
Phone Number _____	Phone Number _____

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

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

1. Quantity _____ Item: _____
2. Quantity _____ Item: _____
3. Quantity _____ Item: _____
4. Quantity _____ Item: _____
5. Quantity _____ Item: _____

METHOD OF PAYMENT (check one)

- ☐ Credit Card (+3% processing fee)
☐ Check
☐ ACH/Wire

Order Information

- Exhibitors are **required** to provide tables for all food & beverage items. Please reach out to your show decorator.
- Booth Exhibitor Catering is not based on consumption.

Fees

- A 25% Administrative Charge and 10% Food Sales Tax & 7% Non-Food Sales Tax will be charged on all orders.
- All orders are subject to a \$70.00++ Delivery Fee, per delivery. *Prices are subject to change without notice.*
- Orders submitted later than **14 business** days prior to event are charged a **25% Late Ordering Fee**.
- The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees

Cancellation Policy

- Orders cancelled within **72 hours of event** will not be refunded.

*Please email order all forms to **wewccexhibitorders@aramark.com***

Signature: _____ Date: _____



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

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

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

GENERAL CONDITIONS:

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



- 13) Shipping/Receiving: Please note that only product you expect to be prepared by, stored by and delivered by Aramark should be shipped to Aramark. Please request a shipping label and ensure it is used properly to ensure proper receiving of your product. You must contact Aramark prior to shipping items – items not expected will not be received.



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

Name of Event: _____

Event Date: _____

Exhibiting Firm Name: _____

Phone: _____

Booth Number: _____

Address: _____

Event Day Contact: _____

Product you wish to dispensed: _____

Size of Portion to be dispensed: _____

Method of Distribution: _____

Quantity to be dispensed: _____

Purpose of offering product: _____

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

By: _____
Print Name:

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

Aramark Sports and Entertainment Service, LLC

By: _____
Print Name:

Please email request form to WEWCCExhibitorders@aramark.com



Welcome to Hi-Tech Electric!

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

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

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

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

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

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



ELECTRICAL SERVICE CONTRACT



Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.3% service fee.

Fed ID # 88-0437088 **2026-2027**** 10/1/2026**

801 Allen Y. Lew Pl, NW
Washington, DC 20001
202-249-3600

dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com – online

ordering available

Deadline Date for Incentive Rates:
December 16th, 2026

Event Name: Travel & Adventure Show 2027		Event Dates: January 16 th – 17 th , 2027	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No	Exp Date	CVV Security Code	Check Number
VISA ☐ MC ☐ AMEX ☐	Cardholder Name as it appears on card (Please Print)		
Authorized Contact Name (Please Print)		Authorized Contact Email	

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

ELECTRICAL OUTLETS

Power strips and extension cords available to rent onsite

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

Description of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		\$128.00	\$158.00				
10 Amp /1000 watts		\$160.00	\$194.00				
20 Amp / 2000 watts		\$243.00	\$301.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp- <i>Minimum for European Power</i>		\$431.00	\$524.00				
30 Amp		\$582.00	\$714.00				
40 Amp		\$734.00	\$906.00				
50 Amp		\$810.00	\$1009.00				
60 Amp		\$1058.00	\$1,296.00				
100 Amp		\$1,311.00	\$1,601.00				
208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp		\$577.00	\$712.00				
30 Amp		\$861.00	\$1,012.00				
60 Amp		\$1,276.00	\$1,577.00				
100 Amp		\$2,314.00	\$2,788.00				
200 Amp		\$4,543.00	\$5,681.00				

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

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V <i>Euro Transformer 208V-240V 20amps</i>		\$1,073.00	\$1,308.00		
European Transformer 480V -380V <i>480v-380v-30amps-100amps</i>		\$2,628.00	\$3,405.00		
480V 3Ø Motor & Equipment Outlets					
25KW/Kilowatts 30A-480v		\$861.00	\$1,074.00		
50KW/Kilowatts 60A-480v		\$1,533.00	\$1,839.00		
100KW/Kilowatts 100A-480v		\$3,320.00	\$4,290.00		
200KW/Kilowatts 200A-480v		\$6,639.00	\$8,629.00		
Overhead Quartz Lights: <i>Please Use Exhibitor Rigging Order Form</i>					
See Terms and Conditions Section for Labor Rates					
Subtotal of Charges					\$
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

Authorized Signature:

I agree that I am the authorized card holder on behalf of the exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

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

Labor Request Section:

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

TERMS AND CONDITIONS

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

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$120.00 per hour during Straight Time: 8am-4:30pm M-F.
- \$229.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays.
- Lift Rates: \$256.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one (1) hour installation and ½ the total time for dismantle.
- The minimum charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

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

HI-TECH ELECTRIC (HTE) JURISDICTION

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

SPECIAL EQUIPMENT

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

HI-TECH ELECTRIC MATERIALS

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

FLOOR COVERINGS

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

RAMPING UTILITY LINES

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

ESTIMATES / REVISIONS

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

SUPERVISION FEE

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.

INVOICES

- Please note that credit card charges do not generate automatic receipts or invoices.
- Invoices are sent out via the order management system at the end of the show.
- Invoices are also available to download in the order management system under the exhibitor account: <https://hi-techelectric.boomerecommerce.com>.
- Invoices may also be requested onsite at the service desk or via email to dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. **PO is not an accepted form of payment.**

- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.3% service fee discount on check, cash and electronic payments.
- Check payments sent via mail must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

CANCELLATIONS

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

CLAIMS AND INVOICE DISPUTES

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

DISCONNECTION / INTERRUPTION OF SERVICES

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

DELAYS

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

INDEMNITY

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



Welcome to Hi-Tech Electric!

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

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

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

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

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

801 Allen Y. Lew Pl, NW
Washington, DC 20001
202-249-3600



PLUMBING SERVICE CONTRACT



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

dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Deadline Date for Incentive Rates:
December 16th, 2026

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.3% service fee.

Fed ID # 88-0437088 **2026 – 2027 **10/1/2026**

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

Event Name: Travel & Adventure Show 2027			Event Dates: January 16 th – 17 th , 2027		
Company Name			Booth No.		
Credit Card Billing Address (exact address for credit card)					
City / State / Zip			Phone		Country
Credit Card No	Exp Date	CVV Security Code	Check Number		
VISA ☐	MC ☐	AMEX ☐	Cardholder Name as it appears on card (Please Print)		
Authorized Contact Name (Please Print)		Phone	Authorized Contact Email		

AIR / WATER / DRAIN

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

Description Of Service	Total Outlets or Connections	Incentive	Base	24 Hour Service Add 50%	Total Price
Compressed Air: 90-100 lbs. PSI					
1. First outlet at rear of booth (24 hr Service: Add 50%)		\$308.00	\$367.00		
2. Additional outlets (24 hr Service: Add 50%)		\$241.00	\$294.00		
3. Number of connections		\$106.00	\$127.00		
*Size of connections					
*PSI (Required)					
*CFM (Required)					
Water 1/2" and 3/4"					
1. First outlet at rear of booth		\$308.00	\$367.00		
2. Additional outlets		\$241.00	\$294.00		
3. Number of connections		\$106.00	\$127.00		
*Size of connections					
*GPM					
Continuous Water & Drain		\$435.00	\$511.00		
Drain Outlets 1/2" & 3/4"					
1. First outlet at rear of booth		\$231.00	\$283.00		
2. Additional outlets		\$172.00	\$211.00		
3. Number of connections		\$106.00	\$127.00		
* Size of connections					

Description Of Service	Quantity	Incentive	Base	Total Price
Sinks & Water Heaters Booth Package				
1. Single Sink: Includes cold water, drain, labor/materials		\$1088.00	\$1,480.00	
2. Double Sink: Includes cold water, drain, labor/materials		\$1,358.00	\$1,630.00	
3. Hot Water Heater/ 40 gallons (includes electric)		\$709.00	\$842.00	
* Based on straight time labor.25% of total will be added if installed between 4:30pm-8:00am M-F Plus Weekends & Holidays				
Fill and Drain				
1. Fill and Drain 0 -199 Gallons		\$172.00	\$211.00	
2. Fill and Drain 200 - 399 Gallons		\$256.00	\$315.00	
3. Fill and Drain 400 – Gallons and over		\$381.00	\$453.00	
Natural Gas				
1. First outlet at rear of booth Call for estimate of total invoice		\$467.00	\$703.00	
Subtotal of Charges				\$

See Terms and Conditions Section for Labor Rates

THIRD PARTY PAYMENT

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

Labor Request Section:

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

Authorized Signature:

I agree that I am the authorized card holder on behalf of the exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:

Signature:

Booth No:

Date:

TERMS AND CONDITIONS

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

PLUMBING LABOR RATES FOR SERVICES ORDERED

1. \$120.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$229.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. The minimum charge for plumbing service is one hour installation and ½ the total time for dismantle.
4. All drain dismantle labor hours will be equal to the fill installation labor hours.
5. The minimum charge per booth for the relocation of services and or equipment is ½ hour.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

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

Special Equipment:

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

Hi-Tech Electric Materials:

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

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

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

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

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

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

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

ESTIMATES / REVISIONS

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

SUPERVISION FEES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.

INVOICES

- Please note that credit card charges do not generate automatic receipts or invoices.
- Invoices are sent out via the order management system at the end of the show.
- Invoices are also available to download in the order management system under the exhibitor account: <https://hi-techelectric.boomerecommerce.com>.
- Invoices may also be requested onsite at the service desk or via email to dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. **PO is not an accepted form of payment.**
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.3% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

CANCELLATIONS

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

DISCONNECTION

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

CLAIMS AND/OR INVOICE DISPUTES

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

DELAYS

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

LABOR RATES

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

INDEMNITY

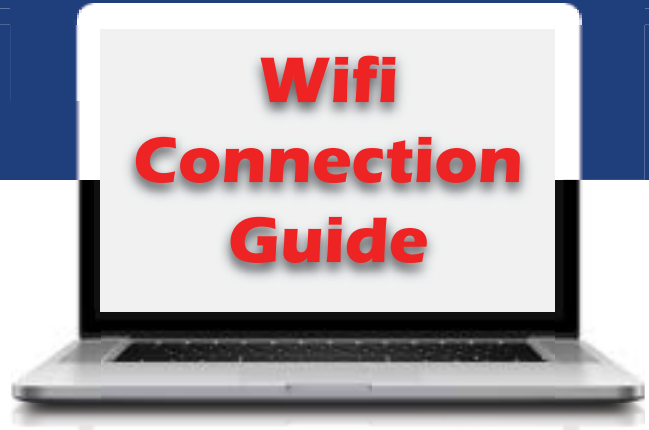
Exhibitor agrees to indemnify, hold harmless, and defend HTE, its officers, directors, employees, agents, and representatives from and against any claim, demand, cause of action, loss, expense, or liability from or in connection with exhibitor's negligent acts or omissions of, or breach of this Agreement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



Smart City Wireless Services

Walter E. Washington Convention Center

Wifi Connection Guide



Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Choose the option which best suits your location and requirements. **Smart City does NOT recommend wireless service for event critical services such as registration, presentations or product demonstrations.**

CONNECT

1

Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.

OPEN BROWSER

2

Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.

BUY NOW

3

If this is your initial purchase, enter your username (email address) and password, then click BUY NOW. Follow prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.

LOGIN

4

If you have already created an account and are returning for additional sessions, click LOGIN.



Exhibitor Internet

Available throughout the convention center with a 30 minute idle timeout

*Connectivity speeds up to
1.54Mbps up/down

5 GHz wireless frequency only

1 day for \$79.99

3 day for \$227.97
5% discount

5 day for \$359.95
10% discount

Free Convention Center WiFi

Available in public spaces, exhibit halls, meeting rooms & ballrooms with a 10 minute idle timeout

*Connectivity speeds up to
768k up/down

** Each purchase is limited to one device.
One account cannot be shared among
multiple devices simultaneously.*

Questions

For questions regarding wireless services of any of the other wired internet and telephone services we provide, please call Smart City at 202-249-3800 or visit us online at www.smartcitynetworks.com



Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:	Show Dates: / / To / /	
Billing Company Address:	Incentive Order Deadline: 21 Days Prior 1st Day Show Move-in	
City, State / Country, Zip:	Phone Number: () -	
Contact:	Email:	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa 	Expire Date(MM/YY): 	Cell Number: () -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.
 With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=015

Print Authorized Name Accepting Terms and Conditions:

Authorized Signature Accepting Terms and Conditions:

Wireless services are NOT included on this form – contact the event venue for specific rates.

Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for: - Web Casting - HD Streaming - Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium High Speed Wired Internet No wired or wireless routers Shared Connection speeds up to 10Mbps Recommended for: - Wired Cyber Cafe - Social Media Feeds - Multi Media Downloads Includes 1 Static Private IP Address	Basic Wired Internet No wired or wireless routers Shared Connection speeds up to 1.54Mbps Recommended for: - Email - Surfing the Internet Supports 1 device only
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Important! All online orders will receive a 5% discount.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 21 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service w/ 1 Private IP address		\$1,095	\$1,395	\$1,674	
b. Additional Private IP address for Premium Service		\$150	\$185	\$222	
c. Upgrade to Premium Internet Service w/ Public IP Address		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps w/ 5 Public IP address		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps w/ 5 Public IP address		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps w/ 5 Public IP address		\$7,850	\$9,810	\$11,772	
Contact the event venue directly for public IPs, additional IPs, higher bandwidth, or specific programming requirements.					
3. Internet Equipment & Labor					
a. Switch Rental – ☐ 8-port ☐ 24-port		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – ☐ Instrument, ☐ Non Dial 9, ☐ Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Conference Phone Line w/ Instrument (Conference service not included)		\$465	\$575	\$690	
5. Cable TV Service					
a. Digital Cable TV Service w/ set top box converter		\$625	\$780	\$936	
6. Special Quote – Attachment A or Statement of Work (if applicable)					
7. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com					SUBTOTAL
					ESTIMATED 10% TAX / FEES
					GRAND TOTAL
Effective January 1, 2015 – December 31, 2015		Customer No: 2015 - 015 -			

Network Security Declaration

Center: Washington CC (015) - DC
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 015 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices
Connecting to Smart
City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____



Floor Plan – Communications Cable

Center: Washington CC (015) - DC
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 015 -

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

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

		Adjacent Booth or Aisle#											
Adjacent Booth or Aisle#													
		Adjacent Booth or Aisle#											

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

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

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

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

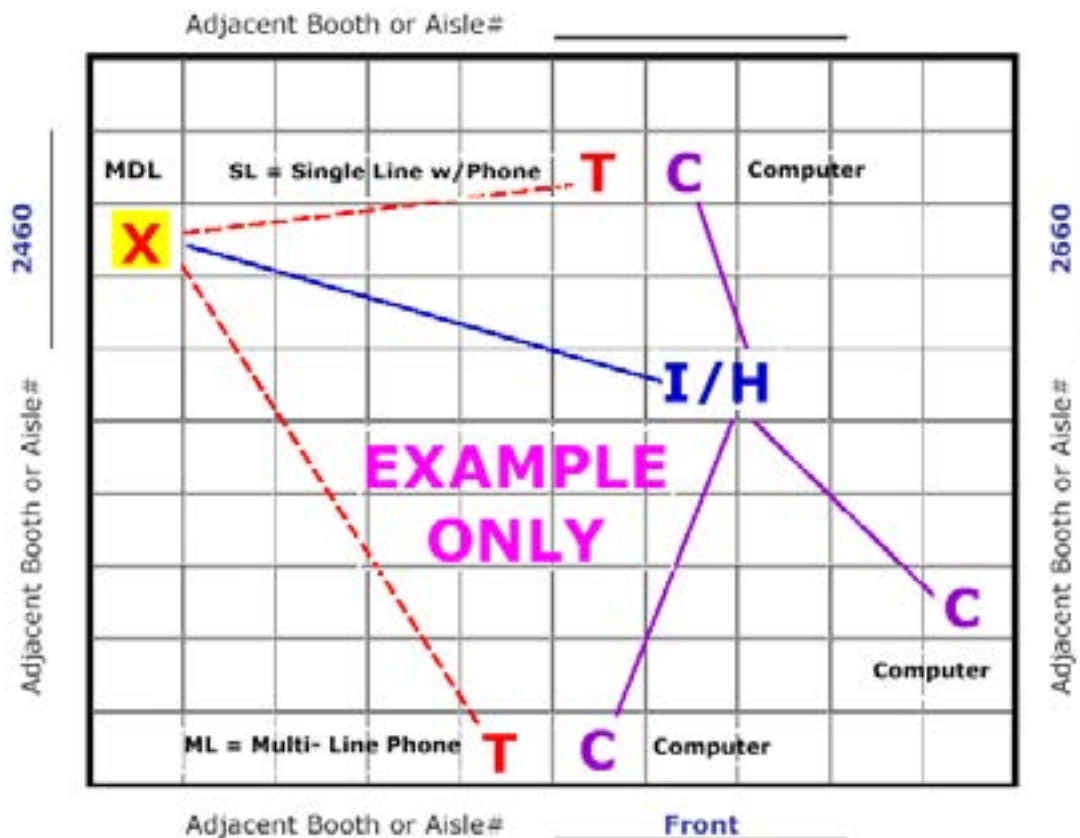
Floor Plan – Communications Cable

Center: Washington CC (015) - DC
 Show: ABC Example Show

Company Name: ABC Example Company
 Booth / Room #: 1 2 3 4
 Customer / Ref #: 2015 - 015 - XXX - XXXX

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

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

I = Location of Telephones, Fax lines or other telecommunications equipment "T".

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

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.