



EXPO
EVENT SERVICES

Exhibitor Services Manual



**LET US HELP
ELEVATE
YOUR NEXT EVENT**

**Los Angeles Travel & Adventure Show
April 3 - 4, 2027
Long Beach Convention Center - Hall AB
Long Beach, CA**

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

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

Show Schedule Move In/Move Out		
Exhibitor Move-In:	Friday, April 2, 2027	9 a.m. - 5 p.m.
Event Open:	Saturday, April 3, 2027	9:30 a.m. - 5 p.m. Travel Advisors 10 a.m. - 5 p.m. Public
Event Open:	Sunday, April 4, 2027	11 a.m. - 4 p.m.
Exhibitor Move Out:	Sunday, April 4, 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, April 4, 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, April 4, 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

LA Travel and Adventure Show 2027
Exhibitor Name & Booth #
c/o Expo Event Services
Long Beach Convention Center -Hall AB
300 E Ocean Blvd,
Long Beach, CA 90802

Shipments Can Only Arrive:

Thursday, April 1, 2027- 11 a.m.-5 p.m.
Friday, April 2,, 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: March 18, 2027

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

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS STREET		CITY	STATE	ZIP	COUNTRY
Phone		Fax		PO Number	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

Cardholder: _____ Email: _____

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

Billing Address: _____ City/ST/Zip: _____

Signature: _____ Date: _____

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

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

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

Services and Equipment Ordered

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

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

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

\$

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

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

THIRD PARTY BILLING REQUEST

Deadline Date: March 18, 2027

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

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS STREET		CITY	STATE	ZIP	COUNTRY
Phone		Fax		PO Number	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and be billed for services, we will agree to this third party billing if they supply the appropriate credit card information below. Advance payment in full must accompany your order including estimated labor and drayage charges. Additionally, both firms must sign the following statement:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE PRIMARILY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY FAILS TO PAY ALL CHARGES, SUCH CHARGES WILL BE PAID BY THE EXHIBITING FIRM ON DEMAND, INCLUDING ANY AND ALL FEES CONNECTED WITH THE COLLECTION OF THIS ACCOUNT.

_____(Exhibiting Firm) _____(Display House/3rd Party)

By: _____(Authorized Signatures)

Exhibiting Firm

EXHIBITING FIRM

ADDRESS

CITY STATE ZIP

PHONE FAX

AUTHORIZED SIGNATURE TITLE

AUTHORIZED NAME (PRINT)

Credit Charge Authorization

(Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

MASTERCARD
VISA*
American Express

Corporate
Personal

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

Account Number

CARDHOLDERS NAME PLEASE PRINT

CARDHOLDERS BILLING ADDRESS CITY

STATE ZIP COUNTRY

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

Other (Please Specify) _____

PLEASE SIGN **X** CARDHOLDER'S SIGNATURE

Third Party

EXHIBITING FIRM

ADDRESS

CITY STATE ZIP

PHONE FAX

AUTHORIZED SIGNATURE TITLE

AUTHORIZED NAME (PRINT)

Credit Charge Authorization

(Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

MASTERCARD
VISA*
American Express

Corporate
Personal

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

Account Number

CARDHOLDERS NAME PLEASE PRINT

CARDHOLDERS BILLING ADDRESS CITY

STATE ZIP COUNTRY

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

Other (Please Specify) _____

PLEASE SIGN **X** CARDHOLDER'S SIGNATURE

INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION

Deadline Date: March 18, 2027

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

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS STREET		CITY	STATE	ZIP	COUNTRY
Phone		Fax		PO Number	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

Please complete and return this form by the Deadline above only if you are planning to use any company other than Expo Event Services for the installation or dismantling of your exhibit.

INDEPENDENT DISPLAY HOUSE CONTRACTORS

Yes, we will be using an independent display house/contractor to install and/or dismantle our display and have completed the following questions.

Exhibiting Company Name: _____ Booth Number: _____

Exhibiting Contact Person: _____ Phone Number: _____

Contractor Company to be utilized: _____

Address: _____

Contractor Contact Name: _____ Contractor Phone Number: _____

INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY

*Look at each individual order form to confirm what company is providing services ordered on that specific form. The third party billing information above and below is for use by Expo Event Services only, therefore if a service that you have ordered is being provided by someone other than Expo Event Services, you need NOT indicate that particular service below:

☐ EXHIBIT FURNITURE RENTAL

☐ DRAYAGE SERVICES

☐ DISPLAY LABOR

☐ MISC. - PLEASE LIST: _____

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

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

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

Authorized Contact Signature

Date

Authorized Contact (Print)

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

SHIPPING INFORMATION

Cart Load

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

Vehicle Spotting

Exhibitors will be required to use Expo Event Services personnel for all vehicle spotting inside the exhibit hall.

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

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

Vehicle Spotting Rules & Regulations

1. No more than 1/4 tank of gasoline.
2. Battery must be disconnected.
3. Gas cap must be taped down.
4. Keys should be left with Show Manager.
5. Must be locked during non show hours.
6. Repairs or alterations may not be made inside the venue.
7. Must have adequate floor covering beneath the vehicle.
8. Must be turned off when parked inside.

Freight Handling Services

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

Direct to show site can be scheduled with TS Shipper or a carrier of your choice.

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

Advance Shipments

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

Contact: dtullo@tsshipper.com

Direct Shipments to Exhibit Site

Rates Include:

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

Make out the bill of lading and consign as follows:

To:

Name of Exhibitor & Booth Number

For:

LA Travel & Adventure Show

C/O: Expo Event Services

Long Beach Convention Center - Hall AB
300 E Ocean Blvd,
Long Beach, CA 90802

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: LA Travel & Adventure Show

Show Dates: April 3 - 4, 2027

Venue: Long Beach Convention Center - Hall AB

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: LA Travel & Adventure Show

Show Dates: April 3 - 4, 2027

Venue: Long Beach Convention Center - Hall AB

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: LA Travel & Adventure Show

Show Dates: April 3 - 4, 2027

Venue: Long Beach Convention Center - Hall AB

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: LA Travel & Adventure Show

Show Dates: April 3 - 4, 2027

Venue: Long Beach Convention Center - Hall AB

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: March 18, 2027

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

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS STREET		CITY	STATE	ZIP	COUNTRY
Phone		Fax		PO Number	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

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

Important: To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

Absolutely no credits will be issued after the closing date of the show.

**SPECIAL CARTLOAD SERVICE
(FOR SMALL PASSENGER VEHICLES ONLY)
Maximum Materials Weight for this service: 250lbs.**

To facilitate the move-in and move-out of those exhibitors with smaller exhibit material shipments. Expo Event Services is making available one material handler for one trip from the designated unloading area to your exhibit space OR from your exhibit space back to the designated loading area, The charge for this service is **\$193.00 per trip**.

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

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

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



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

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

SHOW SITE LABEL



EXHIBITION FREIGHT

CAN ONLY ARRIVE

Thursday, April 1, 2027: 11 a.m. - 5 p.m.

Friday, April 2, 2027: 9 a.m. - 5 p.m.

TO: _____

(EXHIBITOR'S NAME)

LA Travel & Adventure Show 2027

C/O: Expo Event Services

Long Beach Convention Center - Hall AB

300 E Ocean Blvd

Long Beach, CA 90802

BOOTH #: _____ NUMBER _____ OF _____ Pcs.

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

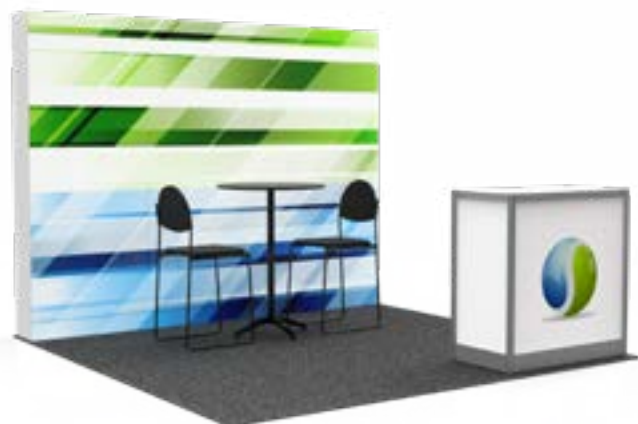


TURNKEY BOOTH PACKAGES & LIGHTBOXES

TURNKEY PACKAGES

Deadline Date: March 2, 2027

To Order, Email: orders@expoeventservices.com

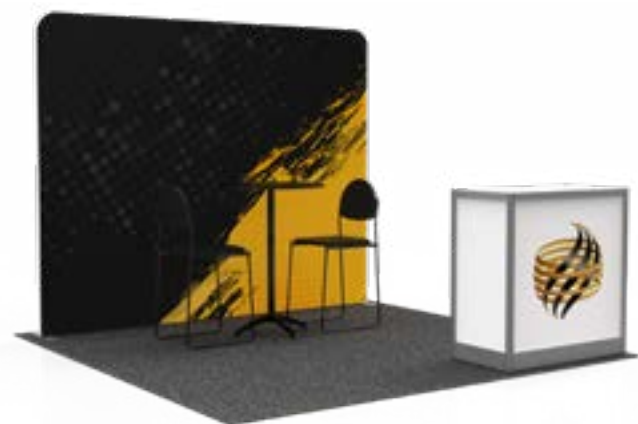


10' x 10' PACKAGE A

\$4,300.00

Furnishings Include:

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



10' x 10' PACKAGE B

\$5,282.00

Furnishings Include:

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



10' x 20' PACKAGE C

\$7,244.00

Furnishings Include:

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

GRAPHIC REQUIREMENTS PLEASE READ

Send artwork in CMYK color mode with resolution at 150 dpi.

Be sure to flatten and embed all images, outline all text and save as PDF or JPG.

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

TURNKEY PACKAGES

Deadline Date: March 2, 2027

To Order, Email: orders@expoeventservices.com



Front



Front



Back

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

Furnishings Include:

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



Back

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

Furnishings Include:

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

GRAPHIC REQUIREMENTS PLEASE READ

Send artwork in CMYK color mode with resolution at 150 dpi.

Be sure to flatten and embed all images, outline all text and save as PDF or JPG.

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

LIGHTBOXES

Deadline Date: March 2, 2027

To Order, Email: orders@expoeventservices.com



10' x 8' Lightbox

Single Sided Graphic: \$4,253.00

Double Sided Graphic: \$6,773.00

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



20' x 8' Lightbox

Single Sided Graphic: \$6,773.00

Double Sided Graphic: \$8,128.00

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

PLEASE NOTE FOR LIGHTBOXES:

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

Install: 2 men, 2 hours each,

Dismantle: 2 men, 1 hour each

GRAPHIC REQUIREMENTS PLEASE READ

Send artwork in CMYK color mode with resolution at 150 dpi.

Be sure to flatten and embed all images, outline all text and save as PDF or JPG.

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

TURNKEY BOOTH PACKAGE & LIGHTBOX ORDER FORM

Deadline Date: March 2, 2027

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

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS STREET		CITY	STATE	ZIP	COUNTRY
Phone		Fax		PO Number	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

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

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

*** PLEASE NOTE FOR LIGHTBOXES:**

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

Install: 2 men, 2 hours each,

Dismantle: 2 men, 1 hour each

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

orders@expoeventservices.com

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

SUBTOTAL = _____ + TAX @10.5% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

GRAPHIC FILE SUBMISSION GUIDELINES

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

File Formats

Program

Adobe Illustrator
Adobe Photoshop
Adobe InDesign
Adobe Acrobat

Preferred File (type)

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

File Transfer Options

Media

Flash Drive
E-mail Attachments
FTP
DropBox

Note

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

PLEASE NOTE

Files obtained from the internet or artwork created in MS Office application (Word, Excel, Power Point, etc.) are often not suitable for high quality output, and typically require additional fees. Artwork should be created to full size - however for larger files i.e. Banner - artwork at 1/4 scale of actual size is acceptable. Scans should be no smaller than 300dpi at 1/4 size. To avoid additional fees associated with these file types, please supply files, at a minimum, 3 weeks prior to your show.

Vector Artwork

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

Bitmap/Raster Artwork

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

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

Color Set Up

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

Fonts

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



EXPO
EVENT SERVICES



EXPO
EVENT SERVICES

gif@400%

.ai / .eps@400%



PRICING

Product ID	Item Name	Advance Price	Standard Price
Material Handling			
MH70-E	POV/Assisted Cart Load Service Estimate: Move-In	\$193.00	\$193.00
MH80-E	POV/Assisted Cart Load Service Estimate: Move-Out	\$193.00	\$193.00
MH150	Vehicle Spotting	\$499.00	\$499.00
MH132	Priority Empty Label	\$250.00	\$250.00
MH30-E1	Direct Shipment to Show Site (Crated/Skidded/Special Handling) ST/OT - 100 lb. min	\$273.00	\$273.00
MH40-E1	Direct Shipment to Show Site (Crated/Skidded/Special Handling) OT/OT - 100 lb. min.	\$319.00	\$319.00
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"	\$69.00	\$90.00
S20	11" x 17"	\$82.00	\$106.00
S30	14" x 22"	\$101.00	\$131.00
S40	22" x 28"	\$123.00	\$161.00
S50	24" x 36"	\$246.00	\$318.00
S60	30" x 40"	\$264.00	\$344.00
Labor			
L100	Sign Assembly Labor - Install ST	\$254.00	\$330.00
L1001	Sign Assembly Labor - Install OT	\$423.00	\$549.00
L10011	Sign Assembly Labor - Install DT	\$517.00	\$673.00
L110	Sign Assembly Labor - Dismantle ST	\$254.00	\$330.00
L1101	Sign Assembly Labor - Dismantle OT	\$423.00	\$549.00
L11011	Sign Assembly Labor - Dismantle DT	\$517.00	\$673.00
L140	Overhead Sign Rigging Labor - Install ST	\$1,117.00	\$1,453.00
L1401	Overhead Sign Rigging Labor - Install OT	\$1,449.00	\$1,882.00
L14011	Overhead Sign Rigging Labor - Install DT	\$1,736.00	\$2,256.00
L150	Overhead Sign Rigging Labor - Removal ST	\$1,117.00	\$1,453.00
L1501	Overhead Sign Rigging Labor - Removal OT	\$1,449.00	\$1,882.00
L15011	Overhead Sign Rigging Labor - Removal DT	\$1,778.00	\$2,256.00
L10	Installation Display Labor Straight Time	\$234.00	\$301.00
L11	Installation Display Labor Overtime	\$384.00	\$500.00
L101	Installation Display Labor Double Time	\$469.00	\$610.00
L20	Dismantle Display Labor Straight Time	\$234.00	\$301.00
L21	Dismantle Display Labor Overtime	\$384.00	\$500.00
L221	Dismantle Display Labor Double Time	\$469.00	\$610.00

Deadline Date: March 4, 2027

Product ID	Item Name	Advance Price	Standard Price
Carpet			
F250	10' x 10' Booth Carpet	\$350.00	\$456.00
F260	10' x 20' Booth Carpet	\$704.00	\$917.00
F270	10' x 30' Booth Carpet	\$1,055.00	\$1,371.00
F280	Custom Cut Carpet	\$8.58	\$11.16
F290	Custom Padding- 1/2"	\$3.15	\$4.10
Standard Furniture			
F10	4' Draped Table	\$249.00	\$322.00
F20	6' Draped Table	\$278.00	\$363.00
F30	8' Draped Table	\$314.00	\$407.00
F40	4th Side Drape, Optional	\$106.00	\$139.00
F50	4' Draped Counter	\$280.00	\$365.00
F60	6' Draped Counter	\$324.00	\$422.00
F70	8' Draped Counter	\$371.00	\$483.00
F80	4th Side Drape, Optional	\$129.00	\$169.00
F90	4' Undraped Table	\$140.00	\$225.00
F100	6' Undraped Table	\$152.00	\$198.00
F110	8' Undraped Table	\$172.00	\$226.00
F120	4' Undraped Counter	\$152.00	\$198.00
F130	6' Undraped Counter	\$170.00	\$223.00
F140	8' Undraped Counter	\$187.00	\$242.00
F150	Upholstered Chair	\$149.00	\$194.00
F160	Tall Black Stool	\$190.00	\$248.00
F170	3' High Side Drape	\$32.00	\$42.00
F180	8' High Back Drape	\$36.00	\$47.00
F190	30" x 30" High Pedestal Table	\$406.00	\$527.00
F200	30" x 42" High Pedestal Table	\$459.00	\$597.00
F210	Chrome Easel	\$98.00	\$126.00
F2101	Chrome Sign Holder	\$184.00	\$239.00
F211	Bag Holder	\$169.00	\$223.00
F220	Wastebasket	\$55.00	\$84.00
F230	Retractable Stanchion	\$201.00	\$311.00
F240	Coat Tree	\$82.00	\$223.00
Speciality Furniture			
01209-0003	4 Cubic Ft. Refrigerator	\$566.48	\$736.42

Product ID	Item Name	Advance Price	Standard Price
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
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

Product ID	Item Name	Advance Price	Standard Price
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
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

Product ID	Item Name	Advance Price	Standard Price
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
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

Product ID	Item Name	Advance Price	Standard Price
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
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

Product ID	Item Name	Advance Price	Standard Price
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
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

Product ID	Item Name	Advance Price	Standard Price
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
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

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

TRAVEL & ADVENTURE SHOW®

EXHIBITOR FAQ'S



1 What Comes With My Booth?

Each 10'x10' booth space includes:

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

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

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

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

3 How Can I Cut Down On My Overall Costs?

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

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

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

5

Can I Set Up My Own Booth?

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

6

What Are The Restrictions For My Booth Structure?

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

7

Can I Tear Down My Booth Early?

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

8

Am I Allowed To Bring My Booth Material In Myself?

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

9

Is Material Handling Mandatory?

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

10

Can I Leave Items In My Booth Overnight?

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

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

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

12 ***If I Forgot Something For Booth Setup or Need Additional Help, Where Do I Go On-Site?***

- The Exhibitor Services Desk located on the Show Floor.

13 ***Where Can I Make Copies If I Run Out Of Sale Material At The Show?***

- Business Services locations can be found at the Deco Service Counter.
- Plan to also bring a flyer/sales document file with you in case you need to access a FedEx/Kinkos or similar resource.

14 ***Are There Sponsorship & Promotional Opportunities To Enhance My Presence At The Show?***

- YES! Please see the Sponsorship & Promotional Opportunities available on our website and contact us for details.
- Email: success@travelshows.com

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

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



POLICIES & STANDARDS

1

Service Animal Policy

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

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

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

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

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

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

2

MPE Exhibit/Product Acceptability Standards For 2025 (USA)

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

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

Political Policy

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

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

POLICIES & STANDARDS

3

Insurance Requirements

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

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

Certificate of Insurance (COI)

For the COI, the certificate holder should be:

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



2027 Exhibitor Order Form

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

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

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

Onsite Contact Information

Company Name:

Onsite Contact Name:

Onsite Contact Mobile Number:

Booth Number:

Set up Date:

Removal Date:

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

Labor - All exhibit hall AV setups will be charged a \$400.00 set up and removal fee.
Equipment will be set by end of scheduled set up day and removed by end of scheduled strike day

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

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

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

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

Payment

Please select your preferred method of payment.

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

I would like to pay with company check or bank transfer



I would like to pay with credit card



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

Billing Contact Information

First and Last Name:

Email Address:

Street Address:

Telephone Number:

City:

State:

Postal Code:



Exhibitor Rental Terms and Conditions

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

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

EXHIBITOR MENU

2026



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GENERAL INFORMATION 26



LONG BEACH CONVENTION
AND ENTERTAINMENT CENTER CATERING

**EXCEPTIONAL EXPERIENCES,
POWERED BY LEGENDS GLOBAL**

At the Long Beach Convention and Entertainment Center, all catering is proudly delivered by Legends Global, our exclusive in-house food and beverage partner. Together, we bring your hospitality vision to life by designing dining moments that feel authentic, unforgettable, and distinctly yours.

**FOOD IS MORE THAN A MEAL,
IT'S PART OF THE MEMORY.**

Whether it's a signature dish, refreshing beverage, locally inspired menu, or shared meal that becomes tradition, every item crafted by the Long Beach Convention and Entertainment Center and Legends Global connects people to a lasting impression of world-class hospitality.

OUR APPROACH

Locally Inspired – We collaborate with chefs, farmers, and artisans to honor the flavors of our community and create menus that reflect the unique character of the Long Beach Convention and Entertainment Center.

Sustainability – Our partnership and practices with Legends Global are fortified by a commitment to sustainability and social responsibility. Guided by integrity and intention, we drive measurable impact by strengthening communities, advancing equity, and protecting our environment. In food and beverage, this means humanely raised proteins, cage-free eggs, plant-based ingredients, sustainable seafood, and reducing waste through recycling and composting.

Inclusive Hospitality – Our Sales Team, Chefs, and Managers are ServSafe Allergen certified and trained to meet dietary needs, ensuring every guest feels safe, welcome, and cared for.

OUR PROMISE

At the Long Beach Convention and Entertainment Center, catering is designed to tell a story, celebrating community, sparking memories, and uniting people in powerful ways.

TRAFFIC BUILDERS

SNACKS • SWEETS



LONG BEACH
Convention & Entertainment Center

TRAFFIC BUILDERS

All Traffic Builders require a service staff or chef attendant for \$275 (4-Hour Shift)

Fresh Popped Popcorn Cart

108 per dozen

Delicious movie-style popcorn. Let the aroma of freshly popped butter-flavored popcorn bring guests your way. Includes Cheddar, Tajín, and Cinnamon Sugar shakers.

Equipment included. Requires 100V. 20 amp electrical.

Fresh Cinnamon Rolls

95 per dozen

Our freshly baked cinnamon rolls with brown sugar and spices are topped with a velvety cream cheese frosting and served warm in your booth.

Heat lamp included. Requires 100V. 20 amp electrical.

Novelty Ice Cream Cart

120 per dozen

Choose from a variety of novelty ice cream, fruit bars, and vegan frozen bars.

Equipment included. Requires 100V. 20 amp electrical.

Funnel Cake Fries

94 per dozen

Warm pastry fried golden, then sprinkled with cinnamon and sugar.

Accompanied with caramel dipping sauce.

Equipment included. Requires 100V. 20 amp electrical.

Warm Pretzel Bites

94 per dozen

Our Bavarian-style soft pretzels are served warm with whole grain mustard and cheese sauce for dipping.

Equipment included. Requires 100V. 20 amp electrical.

Gelato Station

156 per dozen

Single Scoops of Gelato in the flavor of your choice.

Let your Catering Representative know if providing your own branded cups.

Equipment included. Requires 100V. 20 amp electrical.

Soda Float Station

168 per dozen

Single Scoops of your favorite Ice Cream in the Soda of your choice.

Let your Catering Representative know if providing your own branded cups.

Equipment included. Requires 100V. 20 amp electrical.

*A 60 piece minimum per selection.
Electrical setup and scheduling is responsibility of client.
All service equipment subject to availability.*

All menu prices are subject to an administrative fee which is entirely distributed to employees providing the service as a gratuity. Services on and before 09/30/2026 will have an 11% administrative fee. Services on and after 10/01/2026 will increase to a 12% administrative fee. All sales are subject to a 10.5% sales tax applicable and subject to change. Prices subject to change. See General Information on pages 26-30 for more information.

PROUDLY BAKING!

HOPE'S COOKIES

By the Dozen

INTRODUCTION AND STORY

It seems like every year, since 1996, Philadelphia's Main Line Today and/or Philadelphia Magazine declare that Hope's Cookies are the Best in the Philadelphia area.

Several years ago, a cookie loving, Philadelphia college student named Hope Spivak had a natural idea: why couldn't store bought cookies have the same quality and freshness of the home baked variety?

Why indeed?

Discovering the answer led to a journey which took Hope from her Mom's homey kitchen, ultimately to her own state-of-the-art facility, where she watches over every aspect of the operation to bring you the world's finest all-natural Hope's Country Fresh Cookies.

Creating the perfect cookie didn't just happen overnight. It took plenty of time, testing, and tasting, and the talents of a team of master bakers. The results speak for themselves. Order a batch of Hope's award-winning cookies and you'll taste ingredients that are 100% natural. We use no chemicals, no artificial colors or flavors, and no preservatives. We also use only the richest dark and white chocolates, imported Dutch cocoa, all-natural peanut butter, Hawaiian macadamia nuts, fresh creamery butter, and pure vanilla. While most other cookie doughs use flour or sugar as the leading ingredients, Hope's cookies contain 35% chocolate as the leading ingredient - enough to please even the most discerning chocolate lovers! That's why they're 100% delicious too!

Our commitment to quality is your assurance of getting nothing but the finest, freshest cookie again and again. Enjoy a natural phenomenon!

Chocolate Chip	81
Oatmeal Raisin	81
Sugar Cookie	81
Toffee Crunch	81

*Minimum order of 25 per selection.
Attendant fee applies for every 75 guests.
China service available upon request. See page 29 for rates.
Linen available upon request. See page 29 for rates.
Dietary substitutions available upon request.
Additional fees may apply.*

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BREAKS AND BITES

Snacks by the Dozen

Chef's Selection of Muffins including Banana, Honey-Bran, and Orange Cranberry	81
Bagged Donut Holes Dusted with Cinnamon Sugar	89
Chef's Selection of Breakfast Pastries including Danishes	81
Mini Chocolate Croissants Dusted with Powdered Sugar	82
Mini Bundt Cakes including Red Velvet, Vanilla, and Chocolate.	82
Fresh Berry Cups with Agave Syrup Drizzle	107
Seasonal Whole Fruit	47
Home-Style Kettle Potato Chips Queso Dip	138
South Of The Border Chips and Salsa	150
Protein Bars	113
Granola Bars	63
Lay's Brand Potato Chips	72
Skinny Pop Popcorn	72
Bagged Pretzels	72

*\$84 delivery fee applies.
Dietary substitutions available upon request.
Additional fees may apply.*

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CANDY BY THE POUND



M&Ms	30
Peppermints	30
Jolly Ranchers	100
Hot Tamales	60
Skittles	30
Gummy Bears	40
Jelly Belly's	60



*Minimum order 5 pounds per selection.
\$84 delivery fee applies.
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BOOTH ENHANCEMENTS

CHEF PLATTERS • INTERACTIVE STATIONS

CHEF ACTION STATIONS

Requires a Chef Attendant per station

Tostada Station

30

Petite Tostadas with your Choice of Beef Picadillo, Pollo Asada, or Pork Carnitas,
Served with Shredded Lettuces, Mild Salsa, Pickled Red Onions and Queso Fresco

Pasta Station

30

Penne and Rotellini Pasta, Pomodoro, Alfredo and Arrabiatta Sauces, Chicken, Italian Sausage, Grilled Shrimp,
Portobello Mushrooms, Roasted Vegetables, Fresh Basil, Bell Peppers, Onions, Spinach, Artichoke,
Served with Garlic Bread, Grated Cheese, and Crushed Red Peppers

Baja Tacos

27

Two Petite Corn Tortilla Tacos. Choice of Chicken, Carne Asada, Fried Fish, or Al Pastor Jackfruit with Beans,
Fiesta Rice, Salsa Roja, Salsa Verde, Pico de Gallo, Onions and Cilantro

Loaded Potato Station

26

Baked Russet Potatoes with Bacon, Cheddar Cheese, Whipped Butter, Sour Cream, and Green Onion.

Mac n Cheese Station

29

Creamy Mac n Cheese with a choice of Bacon, Grilled Chicken, Pulled Pork, with Topping Choices of
Cheddar Cheese, Parmesan, Blue Cheese, Chives, Roasted Broccoli, Caramelized Onions, Jalapenos,
Toasted Breadcrumbs, Crispy Fried Onions, Buffalo Sauce, BBQ Sauce, Ranch Drizzle

Stir Fry Station

29

Choice of Teriyaki Chicken or Tofu, Carrots, Broccoli, Mushrooms, Napa Cabbage, Baby Corn, Onions,
Edamame, Green Peas, Soy Sauce, Siracha, Sesame Seeds, Chili, Peanuts, over Rice

Upgrade to Beef for \$3 more per guest

Sweet S'more Station

22

Freshly Toasted Marshmallows with Choice of Toppings: Graham Crackers, Chocolate, Cinnamon Sugar,
Caramel Sauce, Peanut Butter Chips, Coconut Shreds

"Designer" Cupcakes and Cookies

25

Choice of Cupcakes (Vanilla, Red Velvet, and Chocolate) or Hope's Chocolate Chip Cookies.
Interactive Decorating Station with Vanilla, Chocolate Fudge, Red Velvet Frostings,
Sprinkles, Chocolate Shavings, Candy, Nuts and Other Fun Toppings.

*Minimum order of 50 per selection.
Chef Attendant required per station.
Suggested ratio of 1 station per 100 guests.
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Linen available upon request. See page 29 for rates.
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ENHANCE YOUR BOOTH

SPECIALTY CHEF DISPLAYS

California Garden Display

34

"Seasonal Local and Regional Selections" - Marinated Artichoke, Grilled Eggplant, Roasted Heirloom Tomatoes, Olives, Chilled Grilled Asparagus, Broiled Carrots, Sweet Peppers, Roasted Chilled Cauliflower, Zucchini, Mushrooms, Balsamic Onions, Hummus Dip, Lavash, and Crostini.

Fresh Fruits and Berries

25

Dragon Fruit, Pineapple, Watermelon, and Berries, drizzled with Honey Lime Syrup.

Board From Abroad

34

Mortadella, Capicola, Red Wine Salami, Prosciutto, Pamplona, Brie, Sharp Cheddar, Cured Gouda, Roasted Peppers, Artichokes, Olives, Pepperoncini, Lemon Basil Bocconcini, Lavash, and Crostini.

Artisan Cheese Board

26

Manchego, Smoked Gouda, Brie, Asiago, Artichoke, Green Olives, Fresh Berries, Fig Marmalade, Roasted Almonds, Crackers, and Crostini.

Mediterranean Inspired Chef's Platter

30

Al Fresco - Grilled Asparagus, Fresh Marinated Feta and Mozzarella Bocconcini Cheese, Olives, Persian Cucumbers, Tzatziki Dip, Grilled Pita Chips, Dolmas, Roasted Peppers, Dried Figs, Apricots, and Red Pepper Hummus.

The Molcajete

24

Fire Roasted Salsas, Pico de Gallo, Guacamole, Queso Dip, served with House Fried Tortilla Chips.

Chef's "Bite-Sized" Dessert Display

30

Fresh Baked "Hope" Cookies, Belgian Chocolate Brownies, Lemon and Almond Sweet Bars, Mini Cupcakes, and Mousse Cups.

*Minimum order of 50 per selection.
Attendant fee applies for every 75 guests.
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SMALL BITES

KABOBS • APPETIZERS • DESSERTS



LONG BEACH
Convention & Entertainment Center

SKEWERS, BROCHETTES, KABOBS

SKEWERS

Appetizer - \$12

Hibachi Beef

with Teriyaki Sauce

Balsamic Beef

with Balsamic Glaze

Black Pepper Beef

with Chimichurri

Lime Chicken

with Chipotle Aioli

Orange Chicken

with Citrus Sweet n Sour Sauce

Greek Chicken

with Tzatziki Sauce

Garlic Shrimp

with Cocktail Sauce

Sesame Soy Salmon

with Sweet Honey Glaze

Portobello Mushroom

with Sweet Chili Glaze

Grilled Zucchini

with Lemon-Dill Sauce

Thai Tofu

with Peanut Sauce

BROCHETTES

Antipasto - \$15

Hibachi Beef

with Onion

Balsamic Beef

with Cherry Tomato

Black Pepper Beef

with Mushroom

Lime Chicken

with Red Bell Pepper

Orange Chicken

with Red Bell Pepper

Greek Chicken

with Zucchini

Garlic Shrimp

with Cherry Tomato

Sesame Soy Salmon

with Pineapple

Portobello Mushroom

with Pineapple

Grilled Zucchini

with Onion

Thai Tofu

with Cabbage

KABOBS

Entrée - \$19

Hibachi Beef

Zucchini, Mushroom, Onion

Balsamic Beef

Cherry Tomato, Mushroom, Onion

Black Pepper Beef

Mushroom, Bell Pepper, Onion

Lime Chicken

Red Bell Pepper, Zucchini, Onion

Orange Chicken

Red Bell Pepper, Onion, on Rice

Greek Chicken

Zucchini, Artichoke, Onion

Garlic Shrimp

Cherry Tomato, Artichoke, Onion

Sesame Soy Salmon

Pineapple, Bell Pepper, Onion

Portobello Mushroom

Pineapple, Artichoke, Onion

Grilled Zucchini

Onion, Cherry Tomato, Bell Pepper

Thai Tofu

Cabbage, Broccoli, Carrots

*Minimum order of 50 per selection.
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SMALL BITES

Tray-passed service option available for an additional attendant fee of \$275 per tray passer.

COLD APPETIZERS

Mediterranean Antipasto Skewer	13
with Artichoke, Olives, Mozzarella, Tomato, Black Garlic Glaze	
Ahi Tuna Poke Spoons	13
Fresh Ahi Tuna, Ginger, Cilantro, Soy, Serrano Cream	
Crudit� Vegetable Cone	12
Hummus, Carrots, Celery, Red Bell Pepper, Green Beans	
Classic Shrimp Cocktail	13
Citrus Broth Poached Tiger Shrimp served with Tangy Horseradish Cocktail Sauce and Lemon Wedge	
Toasted Avocado Crostini	12
Cilantro Chimichurri, Queso Fresco	
Home-Style Kettle Potato Chips	12
Queso Dip	
Caprese Skewer	12
Vine-Ripened Tomato, Mozzarella Cheese, Fresh Basil, and Balsamic Glaze	
Fried Tofu Bites	12
Choice of Spicy Chutney or Sweet and Sour Sauces	
California Rolls	18
Local Popular Sushi Roll with Avocado, Cucumber, Flavored Crab, Sesame Seeds, Rolled in a Nori Seaweed Sheet, served with Pickled Ginger and Wasabi	

*Minimum order of 50 per selection.
Attendant fee applies for every 75 guests.
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SMALL BITES

Tray-passed service option available for an additional attendant fee of \$275 per tray passer.

HOT APPETIZERS

Bacon Wrapped Tiger Shrimp with Apricot Chili Glaze	14
Potato Tacos Rich Mexican Seasoning Mashed Potato Tacos served in a Pan-Fried Corn Tortilla with Shredded Cabbage, Sliced Radishes, Cotija Cheese, and Mild Salsa	13
Arancini Choice of Mushroom or Provolone	12
Pizza Puffs Small Pizza Puffs with Mozzarella Cheese, Roasted Tomato Sauce with your choice of Pepperoni or Vegetarian with Artichoke, Bell Pepper, and Chives	13
Beef Empanada with Chipotle Ranch Dip	14
Chicken En Croute Seared Chicken Morsel Wrapped in Puff Pastry with Bearnaise Sauce	13
Artichoke Beignet with Marinara Sauce	12
Edamame Potsticker with Ginger Soy Sauce	12

*Minimum order of 50 per selection.
Attendant fee applies for every 75 guests.
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SLIDER BAR

HOT SLIDERS

Mini Beef and Bacon 16

Seared Beef Patty, Cheddar Cheese, Bacon and Chef Spread on a Brioche Bun.

Al Pastor Jack Fruit 16

Shredded Jack Fruit, Pickled Cabbage, Sweet Grilled Pineapple Marmalade on a Brioche Bun

Pork Belly 16

Slices of Grilled Pork Belly with Cabbage Slaw, Carrots, and Scallions served with Sriracha Mayo Spread on a Brioche Bun.

Fried Chicken 16

Nashville Hot Chicken Style with Pickles, Creamy Coleslaw, and Hot Honey on a Brioche Bun.

BBQ Pulled Pork or Chicken 16

Shredded Tender BBQ Pork or Chicken with Pickles and Marinated Onions on a Brioche Bun

COLD SLIDERS

Thai Chicken 15

Shredded Chicken tossed with Spicy Peanut Dressing, Cabbage Slaw, on a Bao Bun.

BLTT 15

Applewood Bacon, Lettuce, Turkey, Tomato, on a Brioche Bun.

Grilled Vegetable 15

Herb Roasted Shiitake Mushroom, Zucchini, Fresh Greens, Hummus Spread, on a Soft Roll.

Caprese 15

Fresh Mozzarella Cheese, Heirloom Sliced Tomato, Basil Spread and Balsamic Glaze on a Brioche Bun.

Minimum order of 50 per selection.
Attendant fee applies for every 75 guests.
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DESSERTS ALA CART

BY THE DOZEN

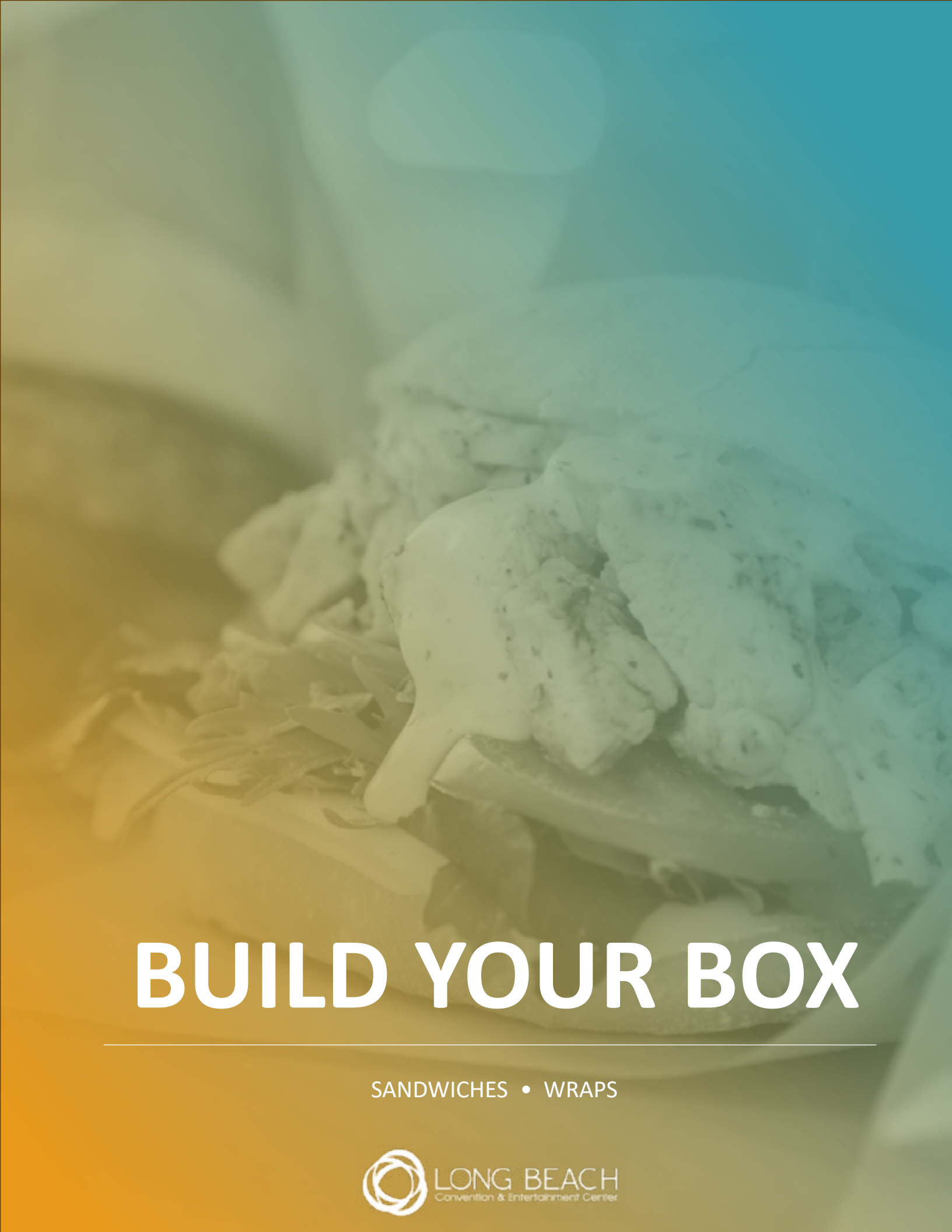
Chocolate Fudge Brownie Bars	96
Salted Caramel Bars	96
Lemon Sweet Bars	96
Almond Sweet Bars	96
Apple Strudel Sweet Bars	96
Raspberry Sweet Bars	96
Mixed Berry Cups with Grand Marnier Drizzle and Whipped Cream.	96
Sweet Custard Empanadas	96
Mini Cheesecake Rounds	144
Honey Drizzled Baklava	144
Crème Brûlée	144
Tres Leches Cake Bites	144
Tiramisu Cake Bites	144
Cream Puffs with Seasonal Berries	144

BY THE 10" CAKE

Red Velvet	250
Chocolate Ganache	250
Vanilla	250
Tiramisu	250

Minimum order of 3 dozen per selection.
 Attendant fee applies for every 75 guests.
 China Service available upon request. See page 29 for rates.
 Linen available upon request. See page 29 for rates.
 Dietary Substitutions available upon request.
 Additional fees may apply.

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BUILD YOUR BOX

SANDWICHES • WRAPS



LONG BEACH
Convention & Entertainment Center

A WIDE VARIETY TO CHOOSE FROM!

BUILD YOUR BOX

All Boxes include: Canned Water or Soda and Whole Fresh Fruit.

Choice of 1 Sandwich, 1 Side Salad, 1 Bag of Chips, and 1 Dessert	68
Choice of 1 Sandwich, 1 Bag of Chips, and 1 Dessert	58
Choice of 1 Sandwich and 1 Bag of Chips	46

SANDWICHES

Muffaletta Sandwich

Thinly-sliced Salami, Mortadella, Spicy Capicola, Ham, Provolone Cheese, Olive Tapenade, Pepperoncini, Roasted Peppers, Capers, Fresh Basil on a Baguette

Mozzarella And Roasted Vegetable Sandwich

Fresh Mozzarella, Green Leaf Lettuce, Roasted Tomatoes, Grilled Eggplant, Zucchini, Thyme Olive Oil, on Ciabatta Bread.

Turkey Pretzel Croissant Sandwich

Sliced Roasted Turkey, Green Leaf Lettuce, Red Onion, Provolone Cheese, Cranberry Spread.

Honey Ham Sandwich

Sliced Honey Ham Sandwich with Swiss Cheese, Lettuce, and Tomatoes on a soft Hoagie Roll with sides of Mustard and Mayonnaise.

Chicken Wrap

Pulled Chicken, Cucumber, Tomatoes, Romaine Lettuce, Shallots, Chives, Boursin Cheese Spread, in a Spinach Flour Tortilla.

Grilled Vegetable Wrap

Hummus and Basil Spread, Sweet Peppers, Zucchini, Asparagus, Red Onion, Organic Arugula, Balsamic Reduction, in a Wheat Flour Tortilla Wrap.

*Minimum order of 25 per selection.
Attendant fee applies for every 75 guests.
Dietary Substitutions available upon request.
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A WIDE VARIETY TO CHOOSE FROM!

BUILD YOUR BOX

SIDE SALADS

Tortellini Pasta Salad

Tossed in Lemon Juice and Olive Oil, Shaved Onions, Parsley, Red Grape Tomatoes, Shaved Parmesan Cheese.

Penne Pesto Salad

Artichoke, Shaved Onions, Roasted Tomatoes, Basil, Pesto.

Potato Salad

Red Potatoes, Green Onions, Green Peas, Hard-Boiled Egg, Dijon-Mayonnaise Dressing.

Cous-Cous Salad

Tri-Color Peppers, Peas, Black Olives, Green Onions, Garlic Aioli.

Caesar Salad

Classic Composed Caesar Salad with Garlic Croutons, Shaved Parmesan Cheese, Caesar Dressing

Quinoa Salad

Parsley, Mint, Marinated Tomatoes, Baby Kale, Chickpeas, Red Onions, Cranberry Vinaigrette.

BAGGED SIDES

Lay's Brand Potato Chips

Skinny Pop Popcorn

Pretzels

SIDE DESSERT

Fudge Brownie

Salted Caramel Bar

Apple Strudel

Lemon Sweet Bar

Chocolate Chip Cookie

Mini Bundt Cake

*Dietary Substitutions available upon request.
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BEVERAGES

COFFEE AND COCKTAILS

COFFEE • BEVERAGES • BAR PACKAGES



LONG BEACH
Convention & Entertainment Center

BEVERAGES

BY THE GALLON

Freshly Brewed Coffee and Decaf 122
with Dairy and Non-Dairy Milks,
Creamers and Sweeteners

Hot Tea Selection 122
with an assortment of Black, Green,
and Herbal Teas

Chilled Fruit Juice 122
Choice of Apple, Orange, or Cranberry

Iced Tea 130
Choice of Traditional Black Tea,
Raspberry Tea, or Peach Tea,
with Fruit Garnishes on the side.

Lemonade 130
Choice of Classic or Strawberry,
with Fruit Garnishes on the side.

Aguas Frescas 130
Choice of Horchata, Watermelon,
Mango, or Honeydew.
Dedicated server to dispense drinks.

Milk Tea Station 130
Thai Milk Tea.

CAN-TO-BOTTLE

Canned Pepsi Products 8
Pepsi, Diet Pepsi, Starry

Canned Aquafina Water 8
16oz. Refillable

Canned Bubly Sparkling Water 8
Blackberry or Lime

Canned Aquafina Sparkling Water 9
Unflavored

Bottled Fruit Juice 10
Orange, Cranberry, or Apple

Bottled Iced Tea 10
Choice of Sweetened or Unsweetened

Bottled Starbucks Frappuccino's 10
Vanilla, Mocha, or Caramel

Canned Energy Drinks 9
Rockstar or Celsius

*On Consumption requires minimum order of 50 per selection.
Only applies to standard canned beverages.
Canned Beverages subject to Delivery Fee.
Attendant require for By the Gallon Beverages.
Attendant fee applies for every 75 guests.
China Service available upon request. See page 29 for rates.
Linen available upon request. See page 29 for rates*

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BEVERAGES

PACKAGES AND KITS

Espresso and Cappuccino Cart

2,850

300 cup service. Includes rental of Espresso Machine and supplies to operate and prepare specialty beverages for up to four hours.

Requires 60amp electrical. Requires 6ft x 3ft available space to place cart + room for service staff to operate. Service Staff charged separately.

Gourmet Freshly Brewed Coffee Service

2,350

4 hours service. 300 Servings, Flavored Syrups, Sweeteners, Creamers and Non-Dairy Creamers, and all equipment.

Service Staff charged separately.

Keurig Kit

600

Keurig single-brew machine with four packages of 25 pods (100 pods total).

Coffee and Tea pod selection available upon request.

Requires 110v.20amp electrical.

Nespresso Kit

950

Nespresso single-brew machine with four packages of 25 pods (100 pods total).

Coffee and Tea pod selection available upon request.

Requires 110v.20amp electrical.

Ambient Water Kit

180

Water dispenser, 5-gallon bottle of spring water and 125 compostable cups.

Runner fee charged separately.

Hot and Cold Water Kit

214

Water dispenser, 5-gallon bottle of spring water and 125 compostable cups for both hot and cold beverages.

Requires 110v.20amp electrical. Runner fee charged separately.

Spring Water Replenishments

90

5-Gallon jug of spring water and 125 compostable cups.

*Electrical setup and scheduling is the responsibility of the client.
Runner fee required for each block of up to 12 water kits.
China Service available upon request. See page 29 for rates.*

All menu prices are subject to an administrative fee which is entirely distributed to employees providing the service as a gratuity. Services on and before 09/30/2026 will have an 11% administrative fee. Services on and after 10/01/2026 will increase to a 12% administrative fee. All sales are subject to a 10.5% sales tax applicable and subject to change. Prices subject to change. See General Information on pages 26-30 for more information.

BAR PACKAGES

Bar services will require that all guests show a valid form of ID per transaction.

No more than 2 beverages per person will be allowed for each bar transaction.

Caterer reserves the right to refuse service to any guest. Prices are estimates.

Final billing will be based on actual consumption.

Spirit, Wine, and Beer lists available upon request and subject to change.

\$1,000 minimum per bar.

BARS

Full Hosted Bar

25/person/hour

Includes House Selection of American, Imported, and Craft Beers, Hard Seltzers/RTDs, Cocktails, Wine, and Non-Alcoholic Beverages.

Limited Hosted Bar

25/person/hour

Includes House Selection of American, Imported, and Craft Beers, Hard Seltzers/RTDs, Wine, and Non-Alcoholic Beverages.

Margarita Bar

25/person/hour

Classic or Strawberry Margaritas on the Rocks.

Mimosa Bar

25/person/hour

Orange, Cranberry, or Pineapple Juices.

Mocktail Bar

25/person/hour

Classic Mocktails and Non-Alcoholic Beverages.

Non-Hosted Bar with Tickets

This allows guests to enjoy the entire inventory of libations using their tickets.

Once tickets are exhausted, additional beverages are available for guests to purchase.

Tickets are provided by the client. Contact the Catering Sales Department for more information.

Non-Hosted Bar

This allows guests to enjoy the entire inventory of libations available for purchase.

Client is responsible for \$1000 minimum per bar and labor costs.

*Bartender fee applies for every 75 guests.
China Service available upon request. See page 29 for rates.*

All menu prices are subject to an administrative fee which is entirely distributed to employees providing the service as a gratuity. Services on and before 09/30/2026 will have an 11% administrative fee. Services on and after 10/01/2026 will increase to a 12% administrative fee. All sales are subject to a 10.5% sales tax applicable and subject to change. Prices subject to change. See General Information on pages 26-30 for more information.

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Spirit, Wine, and Beer lists available upon request and subject to change.
\$1,000 minimum per bar.*

PRICED BY THE DRINK

Cocktail	16
Premium Cocktail	19
Specialty Cocktail	21+
Prosecco Sparkling Wine - Glass	15
Prosecco Sparkling Wine - Bottle	53
House Wine - Glass	15
House Wine - Bottle	53
Premium Wine - Glass	17
Premium Wine - Bottle	60+
American Beer - 12oz	12
Imported Beer - 12oz	14
Craft Beer - 12oz	14
Non-Alcoholic Beer - 12oz	14
Mocktail	12
Bubly Sparkling Flavored Water - 16oz	8
Canned Pepsi Products - 16oz	8
Canned Aquafina Water - 16oz	8
Ready-To-Drink "RTD" Cocktails - 12oz	15

*Bartender fee applies for every 75 guests.
China Service available upon request. See page 29 for rates.*

All menu prices are subject to an administrative fee which is entirely distributed to employees providing the service as a gratuity. Services on and before 09/30/2026 will have an 11% administrative fee. Services on and after 10/01/2026 will increase to a 12% administrative fee. All sales are subject to a 10.5% sales tax applicable and subject to change. Prices subject to change. See General Information on pages 26-30 for more information.

GENERAL INFORMATION



LONG BEACH
Convention & Entertainment Center

CATERING INFORMATION

All catering at Long Beach Convention and Entertainment Center is proudly delivered by Legends Global, our exclusive in-house partner. We collaborate with local chefs and artisans to create menus that reflect our community and elevate every event.

From signature dishes to shared meals, every detail is designed to be authentic, memorable, and distinctly yours.

GUARANTEES

When providing your initial order, a minimum estimated attendance guarantee must be communicated to the Catering Sales Department. Contract minimums and full payment prior to your event will be based on the minimum estimated attendance. When changes are determined on a per person basis:

Final guaranteed attendance must be given to Catering Sales prior to the start of service subject to the following:

- Events up to 400 people require the final guarantee five (5) business days prior to the first event.
- Events between 401-2,000 people require the final guarantee ten (10) business days prior to the first event.
- Events over 2,000 people require the final guarantee fifteen (15) business days prior to the event.

This figure is the number of guests for which you guarantee to pay and is not subject to reduction. We will be ready to prepare 5% over your Guaranteed Attendance up to 1,000 guests (50 meals). Food and Beverage will make every attempt to accommodate increases in your count after the final guarantee is due, however, any increase exceeding 10% of the final guarantee will be subject to a 10% surcharge. If the count increases within the final guarantee timeline, the 5% overage will no longer apply. Once minimums are stated on initial sales orders and signed, they cannot be reduced.

The Guaranteed Attendance shall not exceed the maximum capacity of the areas within the Facility in which the Event(s) will be held. Food and Beverage shall be entitled to charge and collect from the Customer any reasonable costs incurred by the Caterer in the event the Guaranteed Attendance figure provided by the Customer is not within the limits stated in this paragraph.

You will be charged for the greater of the actual number of guests served or the final guarantee amount. Increases made within the 5-day deadline are subject to approval and may be subject to an additional charge. We reserve the right to make reasonable substitutions, as necessary.

Food and Beverage shall not be required to provide any services hereunder, nor will the Caterer be required to commence planning for the event(s), unless and until the Customer has returned a signed copy of the agreement and paid the deposit to the Caterer.

TIMELINE

There are some important decisions for you to consider regarding the catering and execution of your event. Your Catering Sales Manager is ready to assist you in making these decisions a seamless part of your planning. The timeline below will help you in creating the environment and presentation needed for a successful event.

- 90 days prior to your event (or before) we request an initial event order outline. At this time, you will be issued a catering agreement and it will be due 10 business days from issue date along with a required 50% deposit.
- 60 days prior to your event we require catering locations, approximate numbers of guests and finalized menu choices.

CONTRACTS, DEPOSITS, and PAYMENTS

Once initial contact and event information is communicated to your Catering Sales Manager you will receive a contract for the entire event. You will be issued catering sales orders for each service.

A guarantee payment is required for all functions. Deposits are non-refundable and non-transferable. We request that you have a credit card on file for any additions to your orders. You may finalize your account by company check, cashier's check, ACH, Visa, MasterCard, American Express or cash. The Catering Sales Department will process/pre-approve your credit card for any estimated balance due five (5) business days prior to your function date.

Note: Credit card payments are subject to a 4% fee.

INITIALS _____

PAYMENT

Amounts in excess of \$10,000 must have actual credit card present to be swiped and are subject to a 4% convenience fee. Any on-site adjustments, additions or replenishments of contracted catering services will be reflected in a final invoice, payable upon conclusion of the event.

Checks are payable to:

**SMG Food and Beverage at 300 E. Ocean Boulevard,
Long Beach, CA 90802.**

SERVICE LOCATIONS AT OUR FACILITY

We are delighted to be able to offer our food and beverage services in any of the meeting rooms, ballrooms, exhibit halls or lobby spaces of the Long Beach Convention and Entertainment Center. Please keep in mind the services ordered for specific locations are to be served and consumed in those locations. Services may not be moved to an additional location after the start time listed on your event order. Services requested for additional locations will be placed on a new event order at the price point of the initial order.

The Caterer reserves the right to approve, and make changes to, all floor plans and layouts of all events areas where the Caterer's services are to be provided, as deemed necessary in Caterer's sole discretion, to enable the safe and efficient conduct of Caterer's services by Caterer's staff. Without limiting the generality of the foregoing, Caterer reserves the right to specify the locations and configuration of all décor, tables, buffets, and service stations, as well as staging and breakdown areas. Customer's displays, exhibits, and decorations must comply with the building code and fire ordinances of the Long Beach Fire department.

LATE FEES

Initial orders not received within 15 business days of your event will be subject to 15% surcharge. Customer shall pay interest at the rate of 1.5% per month (or, if lower, the maximum legal rate) on all payments not made within thirty (30) days following the date such payments are due, which interest shall accrue from the date due until the date of payment. Further, Customer agrees to be liable for all costs and expenses incurred by the Caterer to collect past due payments.

EMPLOYEE, SERVICE, LABOR CHARGES, and SALES TAX

Catering service personnel are covered by Union Local 11's collective bargaining agreement. Catering personnel will deliver food and beverage, serve and clean related areas. Catering personnel are not permitted to perform any general cleaning duties (non-food service related) or act as badge checkers, ticket takers, or security personnel.

All food and beverage menu prices for banquets and other catered events are subject to an Administrative Fee. 100% of this Administrative Fee is distributed to employees providing the service as a gratuity. Services on and before 09/30/2026 will have an 11% administrative fee. Services on and after 10/01/2026 will increase to a 12% administrative fee. All sales are subject to a 10.5% sales tax as applicable and subject to change.

The 11% administrative charge/fee is also taxable under SBOE Regulation #1603. Sales tax-exempt organizations are required to provide a copy of their California Franchise Tax Board Certificate of Exemption no later than one week prior to the event. Labor provided for seated breakfast and lunch functions is two hours, with three hours provided for seated dinner functions. The labor shifts include setup, service, and cleaning time; any additional labor required outside of the standard shift length is subject to charges at plus tax, per server, per hour.

LABOR CHARGES

A \$275 labor fee will be charged for hosted or cash and carry bar services. Should your event end time be delayed more than 30 minutes, a labor charge will be added including event staff overtime charged by the full hour.

Service Staff \$275 each (4 hours minimum) including:

- Bussing Attendant
- Runner Fee
- Tray Passer
- Chef Attendant

Bartender \$275 each (4 hours minimum)

Captain Fee \$290 each (when requested by the client)

Breakfast, Lunch and Dinner: \$84 delivery fee will be assessed for services with 25 people or less. For higher guest counts one labor charge will be assessed per each buffet line per 75 guests. Beverages/ Breaks - \$84 delivery fee will be assessed for services less than 25 guests. For amounts higher than 25 guests one attendant fee will be assessed per every two stations. Holiday premium rate of 1.5x will apply to all services occurring on observable and federal holidays.

INITIALS _____

BEVERAGE CHARGES BASED UPON CONSUMPTION

Beverage charges based upon consumption apply only to each order that is a quantity of 50 beverages or more. Orders less than 50 beverages are based upon the actual amount ordered.

SERVICE TIMES

Food and beverage service time frames are based on 2 hours of service. If services extend past two hours additional labor fees may apply.

OUTSIDE FOOD AND BEVERAGE

Patrons, exhibitors or attendees may not bring food or beverage of any kind into the facility or to any event. Please contact your Catering Sales Representative for any additional information

SPECIALTY MEALS

We ask that ten (15) business days prior to your event that a specialty meal guest count be given with your guarantee. Specialty meal types include: Vegan, Kosher, Halal, Gluten Free, and Allergies. For Vegetarians, we traditionally prepare 3% of your guaranteed guest count unless otherwise notified. Ask your Catering Sales Representative about pricing.

ADDITIONAL CATERING ARRANGEMENTS

Our Catering Sales Department will be happy to arrange for flowers, entertainment, ice carvings, as well as custom linens, theme props and décor. Our Catering Sales Department will be happy to discuss all the options available and approximate costs. Linen charges apply for all functions. Standard linens are \$8. Floor length linens are \$16.

CANCELLATION

Should it be necessary for the Customer to cancel a function after their agreement has been signed, Food and Beverage will be entitled to liquidation damages equivalent to 50% of the total estimated charges for the canceled function.

Neither the Deposit nor any other prepaid amounts will be refunded to the Customer in the event of cancellation, except as follows

- Any cancellation received after the Guaranteed Attendance is due will result in a cancellation fee payable by Customer to Caterer equal to 100% of the estimated Catering Order charges.
- Caterer may retain any cancellation fees due to the Caterer from deposits or other prepaid amounts paid by the customer.

ALCOHOLIC BEVERAGES

All alcoholic beverage sales and consumption are regulated by the California Alcoholic Beverage Control. We are responsible for the administration of these regulations. We require that all alcoholic beverages be dispensed only by our employees or agents. It is acknowledged that California state law prohibits the sampling and distribution of all hard alcoholic beverages.

MISCELLANEOUS

China Service: Compostable service is standard for all functions except seated breakfast, lunch and dinner service in meeting rooms and ballrooms.

China service is available at a \$4.00/per guest additional charge for Morning and Afternoon Refreshment Breaks, \$6.00/per guest for Meals and Receptions, and \$2.00/per guest for Barware.

ALLERGIES

Long Beach facilities are not certified Gluten Free, Vegan or Vegetarian. We cannot guarantee that cross contact with allergens will not occur and cannot assume any responsibility or liability for a person's sensitivity or allergy to any food item provided in our facility.

INITIALS _____

LIABILITY

Licensee shall indemnify, defend and hold harmless Licensor, the City of Long Beach and their respective officers, directors, agents, and employees (the "Indemnitees") from and against any and all losses, liabilities, claims, damages and expenses (including reasonable costs of investigation and attorneys' fees) (collectively, the "Losses") occurring at the Facility (whether within or without an Authorized Area) caused to Licensor, the City of Long Beach and/or persons and/or property in, on, or near the Facility before, during, or after an Event, by (i) Licensee's failure to comply with any and all federal, state, foreign, local, and municipal regulations, ordinances, statutes, rules, laws, constitutional provisions, and common laws (collectively, the "Laws") applicable to Licensee's performance of this Agreement and/or activities at the Facility, including without limitation, health and safety laws, the Civil Rights Act, the American with Disabilities Act and intellectual property laws, (ii) any unlawful acts on the part of Licensee or its officers, directors, agents, employees, subcontractors, licensees, or invitees, (iii) the negligent acts, errors and/or omissions or the willful misconduct of Licensee or its officers, directors, agents, employees, subcontractors, licensees, or invitees, (iv) the material breach or default by Licensee or its officers, directors, agents, or employees of any provisions of this Agreement, (v) any and all rigging from or to the physical structure of the Facility or any fixture thereto, set-up, alterations, and/or improvements at or to the Facility necessitated by and/or performed with respect to the Event.

**ALL THE AFOREMENTIONED POLICIES
WILL BE STRICTLY ADMINISTERED.
ANY VIOLATION OF THESE WILL
RESULT IN THE REMOVAL OF
PRODUCT FROM THE SHOW FLOOR.**

INITIALS _____





Exhibitor Services Booth Order Form

Business Name:	Event Name:	
Mailing Address:	Booth Number:	Room/Location:
City, State, Zip:	Date of Service:	Start Time End Time:
Phone:	Cell:	Contact Person:
Fax:	Email Address:	

Please complete and return to Rosa Alvarez - ralvarez@longbeachcc.com

All item descriptions and pricing can be found on the Exhibitor Catering Menu. All services will be assessed current labor / delivery rates as indicated in the Exhibitor Catering Menu. **Please complete (1) Exhibitor Services Booth Order Form for each service being requested, including separate dates, times, and locations.** A 15% Late Order Fee will be applied to all orders within 10 business days of the event date. No outside food and beverage permitted.
All prices subject to change.

<u>Item Description</u>	<u>Quantity</u>

Catering service personnel are covered by Union Local 11's collective bargaining agreement. Catering personnel will deliver food and beverage, serve and clean related areas. Catering personnel are not permitted to perform any general cleaning duties (non-food service related) or act as badge checkers, ticket takers, or security personnel. **All food and beverage menu prices for banquets and other catered events include a 11% Administrative Fee.**

100% of this Administrative Fee is distributed to employees providing the service as a gratuity. All sales are subject to a 10.50% sales tax as applicable and subject to change. The 11% administrative charge/fee is also taxable under SBOE Regulation #1603. Sales tax-exempt organizations are required to provide a copy of their California Franchise Tax Board Certificate of Exemption no later than one week prior to the event. Labor provided for seated breakfast and lunch functions is two hours, with three hours provided for seated dinner functions. The labor shifts include setup, service, and cleaning time; any additional labor required outside of the standard shift length is subject to charges at plus tax, per server, per hour.

SIGNATURE

DATE

After receipt of this form, a catering service agreement and sales order(s) will be sent for review, confirmation, and signature to confirm your catering requirements.

SAMPLING AT LONG BEACH

Convention & Entertainment Center



Guidelines

- Organizations that sponsor expositions and trade shows, along with their exhibitors, may only distribute **SAMPLE** food and beverage products with written authorization and adherence. Items dispensed are limited to products manufactured, processed, or distributed by exhibiting companies.
- All items are limited to **SAMPLE SIZE** and must be dispensed or distributed following health codes. **Single-use plastics are prohibited at the Long Beach Convention and Entertainment Center.** Non-alcoholic beverages limited to a maximum of 4oz. Cans or bottles will not be permitted. Food items are limited to "Bite-size" and are not to exceed 2oz portions or 2oz pre-packaged samples.
- All alcohol sampling requires a Long Beach Convention and Entertainment Center Bartender - fees apply. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. All alcohol must be shipped to the Long Beach Convention and Entertainment Center. All alcoholic beverages must be **SAMPLE SIZE**: 2 oz for Beer & Wine and 0.25 oz for Liquor. Handling and Storage fees will apply.

Booth Fees

Food or Beverage Products on the premises for consumption that do not fall within the sampling parameters are subject to fees. A buyout fee will be determined by the Long Beach Convention and Entertainment Center on a case-by-case basis. The cost will be based on the percentage of retail pricing for food and/or beverage items and are applicable to all taxes and service charges.

Storage & Delivery Fees:

- Refrigerated/Freezer Storage - \$200 per pallet per day.
- Dry Storage - \$100 per pallet per day.
- If you're not sending a total pallet, storage price is \$35 per case per day.
- \$84.00 per delivery

COMPANY NAME: _____

BOOTH NUMBER: _____

COMPANY ADDRESS: _____

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

ITEM SAMPLES: _____

DISTRIBUTION PURPOSE: _____

PORTION SIZE: _____

METHOD OF DISPENSING: _____

Food and Beverage Sampling/On-Site Preparation Approval Form

The Long Beach Convention and Entertainment Center requires specific information for all on-site food and beverage preparation and dispensing to ensure compliance with Long Beach Health Department and fire safety codes.

Name of Event: _____ Date of Event: _____

Company Name: _____ Booth #: _____

Contact/Title: _____ Contact Number: _____

Email: _____ On-Site Contact Number: _____

Proprietary product to be prepared/sampled: _____

Demonstration: ☐ Yes ☐ No

An Exhibitor that does not manufacture or distribute the product being sampled but wishes to use food and/or beverage to demonstrate a piece of equipment is considered a demonstration. If yes, a Catering Sales Representative will be in contact.

Non-Alcoholic Beverages are limited to a maximum 4oz containers. All alcoholic beverage sampling requires prior approval as specific laws and policies apply. Please speak with your Catering Sales Representative for further information.

Food items are limited to a sample size not more than 2oz.

Portion Size to be Dispensed: ☐ 2oz Food ☐ 4oz Non-Alcoholic Beverage

Long Beach Health Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage. You may provide your own station or rent from the Long Beach Convention and Entertainment Center. (Subject to Availability)

Will you be renting a hand washing and sanitation kit from us? ☐ Yes ☐ No

If yes, a Catering Sales Representative will be in contact.

Will you be heating or cooking food? ☐ Yes ☐ No

Please list the heating or cooking equipment to be used: _____

☐ *By submitting this form, I acknowledge I have read and understand the food and beverage policies at the Long Beach Convention and Entertainment Center.*

Client Signature: _____ Date: _____

Approval from the Long Beach Convention and Entertainment Center must be received prior to finalizing your plans.



Food and Beverage Sampling Guidelines

Long Beach Convention and Entertainment Center
300 E Ocean Blvd. Long Beach, CA 90802

Food and Non-Alcoholic Beverage Sampling Terms:

- ❖ Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- ❖ All Items are limited to sample size and must be distributed from exhibit location.
 - Non-Alcoholic Beverage samples are limited to a maximum of 4 oz.
 - Food Items are limited to "Bite Size" portions of 2 oz.
 - Food and/or beverage items as traffic promoters (i.e. popcorn, coffee, bar service) must be purchased through Catering Services.
 - Firms wanting to distribute sample food and/or beverage at non-industry related events, or larger portions must pay Catering Services a waiver fee equal to 50% of the Catering Services retail price for similar item.
 - Exhibiting Firms who wish to contract Catering Services to perform kitchen prep must ship product through the Catering Services Warehouse. Appropriate storage, handling, and labor fees will apply.
- ❖ Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence the City of Long Beach and the Long Beach Convention and Entertainment Center as additional Insured.
- ❖ Exhibiting firm or show management must also obtain a Health Permit from the Health Department.
- ❖ **Exhibiting firms are NOT authorized to sell any food or beverage items.**
- ❖ **Single-use plastics are prohibited.**

Alcohol Sampling Terms:

- ❖ All Alcoholic Beverages dispensed are limited to products manufactured, processed, or distributed by exhibiting firm. All Alcohol must come from a California distributor on a zero-balance invoice, delivered to the Long Beach Convention and Entertainment Center.
- ❖ Exhibiting Firms who wish to dispense alcoholic beverages must ship product through the Catering Services Warehouse via a California Licensed Distributor.
- ❖ Alcoholic beverages received by Catering Services will be immediately inventoried and stored until the start of service. Following completion of all scheduled services any leftover product will be inventoried to figure total consumption.
- ❖ Exhibiting firms dispensing alcohol must contract a Catering Sales Representative. Catering Services Bartenders are required to pour all alcoholic beverages.
- ❖ Alcohol Sample sizes are limited to the following: Liquor: 0.25oz Wine and Beer: 2oz
- ❖ Corkage rates may vary depending on product. Contact your Catering Sales Representative for more information.
- ❖ Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence and naming the City of Long Beach and the Long Beach Convention and Entertainment Center as additional Insured.
- ❖ Exhibiting firm or show management must also obtain a Health Permit from Health Department.

- ❖ **Exhibiting firms are NOT authorized to sell any alcoholic items**



Food and Beverage Sampling Guidelines Cont.

Food and Beverage Sampling Shipping and Storage Guidelines:

- ❖ All products contracted for Kitchen Prep, or Alcohol Sampling must be received and inventoried by a Catering Services Representative.
- ❖ All Alcoholic Beverages must be delivered and picked up by a California Licensed Distributor.
- ❖ Catering Services can provide dry, refrigerated, or freezer storage prior to, and during scheduled events.
 - Exhibiting Firms must make storage arrangements with Catering Services at least 21 days prior to event in order to ensure space availability.
 - Exhibiting Firms must provide tracking for the shipped product to their Catering Representative before shipping.
 - All product contracted to be stored by Catering Services must be received no earlier than one week prior to event start, and no later than two days prior to event start.
 - Catering Services Warehouse hours are Monday through Friday 8am-3pm and must be delivered to the Food and Beverage Loading Dock accessible via Shoreline Dr.
 - Catering Services Warehouse Address:

The Long Beach Convention and Entertainment Center
300 E. Ocean Blvd
Long Beach, CA 90802
ATTN: Your Catering Sales Representative
- When shipping product to the Catering Services Warehouse, please include the following information on all boxes:
 - Item Description
 - Dry, Refrigerated, or Freezer Storage
 - Name of Show, Exhibiting Firm, and Booth Number
 - Catering Services Sales Representative's Name Number of Total Boxes (i.e., 1 of 10)
- Prior to shipping your product, please inform your sales manager of the following:
 - What date you expect your shipment to arrive at the Long Beach Convention Center.
 - How many total boxes are you shipping, and what size are they?
 - How many total pallets?
 - How are we to store your product? Dry, Refrigerated, or Freezer.

Kitchen Prep Guidelines:

- ❖ Catering Services can provide Kitchen Preparation Services to assist exhibiting firm's food and beverage sampling needs. Kitchen Preparation needs must be submitted in writing to the Catering Services Sales Office at least 21 days prior to event start. All kitchen preparation requests received less than 21 days prior to the start of the show will incur a 15% late processing fee.
- ❖ The following Guidelines must be followed when submitting kitchen preparation recipes for food and beverage sampling.
 - Complete recipe list submitted in writing to Catering Services Sales Office.
 - Complete recipe and preparation instructions, calculated into institutional sizes.
 - Quantity of product to be prepared by Catering Services
 - A list/quantity of all products from recipe that the exhibiting firm will be providing. (*Catering Services must provide all food and beverage items within recipe or used for sampling that are not manufactured, processed, or distributed by exhibiting firm.*)
 - A list/quantity of all Catering Services provided items. (*Please note that Catering Services does not supply complimentary utensils, etc needed for booth sampling.*)
 - Time(s) and quantities for the kitchen prepared product to be sent to a booth (*a \$79.50+ delivery fee will apply for each delivery*)
 - A description of any special instructions that may be needed. (i.e., how should product be served/displayed, portioned, etc)



Food and Beverage Sampling Guidelines Cont.

Food and Beverage Sampling/Kitchen Prep Fees

❖ Storage/Handling Fees (product shipped in lesser quantities will be pro rated based on the following fees):

- \$100.00+ per pallet, per day: dry storage
- \$200.00+ per pallet, per day: refrigerated storage or freezer storage

❖ Labor Fees:

- Delivery fee: \$84.00++, per delivery of product to booth
- Dedicated Attendant/Catering Server fee: \$275.00+ (4 hour minimum)
- Chef Attendant/Kitchen Prep Fee: \$275.00+(4 hour minimum)
- Chef Consultation Fee: \$350.00+ (recommended for all kitchen prep recipe orders)
- Bartender fee: \$275.00+ (4 hour minimum)

Temporary Food Booths and/or Food Sampling Involving Preparation:

❖ A copy of Long Beach Health Permit is required along with the signed Agreement.

PLEASE NOTE THAT THIS IS REQUIRED FROM ALL EXHIBITORS THAT WILL BE DISTRIBUTING FOOD SAMPLES IN AN EVENT OR SHOW THAT IS OPEN TO THE PUBLIC.

Sample Items and Description: _____

Electrical Requirements: _____

Please consult show decorators regarding your electrical requirements associated with your equipment.

Hold Harmless - Indemnification:

_____ agrees to indemnify, defend and the Long Beach Convention and Entertainment Center harmless against all claims, actions or causes of action, liabilities, including attorney's fees and costs arising from the defense of any claim, action, cause of action or liabilities arising out of or resulting from any act taken or committed by _____ pursuant to performance of each party's obligations hereunder.

Dates: This agreement is valid only for _____

Location: Limited Area of Service _____

Client Signature: _____ Date: _____

Business Address: _____

Phone Number: _____ Email Address: _____

If there are any questions please contact your the Long Beach Convention and Entertainment Center Catering Sales Representative



Cooking & Sampling Regulations

Long Beach Convention and Entertainment Center
300 E Ocean Blvd. Long Beach, CA 90802

The Long Beach Health and Human Services Department no longer requires health permits for food preparation and sampling. However, they will be on site to do inspections. If you have any questions regarding the sampling arrangements, instructions and/or application, contact your Catering Sales Representative.

The Long Beach Health and Human Services Department will be enforcing the following:

- ❖ All potentially hazardous foods (meats, dairy products, poultry, fish, shellfish, melons, rice, etc.) must be maintained at 40°F or colder or 140°F or hotter. Poultry products and reheated products must be cooked to 165° F. Ground beef products must be cooked to 155°F.
- ❖ Accurate/calibrated STEM THERMOMETERS must be available to monitor food temperatures.
- ❖ Mechanical refrigeration MUST be available for perishable or potentially hazardous food storage at booths. No ice chests will be permitted.
- ❖ A hand washing station MUST be provided and set up in each booth where food preparation (open food handling) is occurring. Coffee urns or bottled water with spigots are recommended. Liquid soap and paper towels must be provided.
- ❖ The Long Beach Convention and Entertainment Center will have for sale kits that have all the necessary supplies to be in compliance with the Long Beach Health and Human Services Department . NOTE: When all food and beverages are prepackaged, hand washing facilities are not required.
- ❖ Disposable gloves and/or suitable utensils are required for handling food. Gloves are not a substitute for hand washing.
- ❖ Sanitizer solution of chlorine or other approved sanitizer of at least a 1-gallon capacity is required at each booth for surface, utensil, and hand sanitation. This solution may be made with bleach or another approved sanitizer. A chlorine solution must be at 50 ppm chlorine achieved by mixing 1.5 tsp. (1 capful) of bleach to 1 gallon of water.
- ❖ All utensils and food service equipment MUST be taken to a 3-compartment sink location to be washed, rinsed, and sanitized at least daily or as needed.
- ❖ All foods must be dispensed in single-service portions (with toothpicks, napkins, or individual serving cups). Common service bowls are prohibited.
- ❖ Foods on display for an extended period of time MUST be protected from contamination by sneeze guards or adequate covers. Foods placed out for immediate pick up by attendees will not require a sneeze guard (limited to no more than 15 portions).
- ❖ All food, food containers, utensils, napkins, etc. must be stored at least six (6) inches off the floor.
- ❖ No smoking, eating, drinking or chewing of gum will be allowed in any booth by exhibitor personnel.

Exhibitors may dispense sample food and/or beverages ONLY under the following general conditions:

- ❖ Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firms.
- ❖ All items are limited to SAMPLE SIZE.
- ❖ Non-alcoholic beverages are limited to the parameters of 4oz containers and 2oz product.
- ❖ Smoking is prohibited in temporary food facilities.
- ❖ Display: Adequate sneeze guard protection must be provided, or food must be stored and served so it will not be subject to contamination.
- ❖ Facilities will be provided for hand and utensil washing.
- ❖ Do not use restrooms to clean utensils.



Food Preparation within Exhibits Regulations

Long Beach Convention and Entertainment Center
300 E Ocean Blvd. Long Beach, CA 90802

Whenever food is prepared within an exhibit, an 'Application for Food Preparation within Exhibits' form should be completed and forwarded to the official show caterer and Show Management for review. Please complete the PDF Food and Beverage Sampling / On-site Preparation Approval Form as soon as possible.

Cooking and food warming devices in exhibit booths shall comply with provisions in NFPA 101-Life Safety Code, Sections 8-7.5.3.9. Which are as follows:

- ❖ Devices shall be isolated from the public by at least 4 ft. (122 cm) or by a barrier between the devices and the public.
- ❖ Multi-well cooking equipment (fryers) using combustible oils or solids (heated and cooking oil or grease) are not allowed unless installed in accordance with NFPA 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.
- ❖ Single well cooking equipment (fryers) using combustible oils or solids (heated and cooking oil or grease) shall:
 - Be of a self-contained, and enclosed type.
 - Be limited to 288 sq. in. (.19 sq. m) of cooking surface.
 - Be placed on non-combustible surface materials.
 - Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm).
 - *Exception: Multiple single well cooking equipment where the aggregate cooking surface does not exceed 288 square inches (.19 square meter) of cooking surface.*
 - Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material.
- ❖ NFPA-101, Sec 8-7.1.4 Definition: "Portable Cooking Equipment" – Portable cooking equipment that is not flue connected shall be permitted only as follows:
 - No open flame devices shall be used in any assembly occupancy unless Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol burning equipment (including "solid alcohol") may be used provided adequate precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible materials. These devices must be attended at all times by personnel that are provided by the contractor who has exclusive food service rights to the facility. The only duty of this personnel will be to supervise the food service operation. In addition, the food service personnel must be trained in the usage of a fire extinguisher.
 - Candles may be used on a dining table used for decorative purposes if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire.
- ❖ Fire Extinguishers for Heated and Cooking Oil or Grease Operations:
 - Exhibitors using heated oil or grease for cooking or any other purpose must have a type "K" fire extinguisher present during the demonstration. An example of this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher.
 - Fire code prohibits the use of any "B" type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.
 - Type "K" fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for "fire extinguishers" can be referenced for a supplier. There are several companies local in Long Beach that offer this service.



TEMPORARY FOOD FACILITY PERMIT APPLICATION

Refer to the Temporary Food Facility Guidelines for more information, available online.

COMMUNITY EVENT INFORMATION			
Date of Application:		Date of Event:	
Name of Event:			
Location of Event:			
Time(s) of Event:		Number of Days:	
Name of Event Organizer /Promoter:			

TEMPORARY FOOD FACILITY OPERATOR INFORMATION			
Name of Food Facility / Booth:			
Facility Operator Name:		Driver's License #:	
Mailing Address:			
Phone #:		Mobile #:	
Email:		# of Food staff:	

TFS Applicable Fees: *Check the Appropriate Box*☐ Non- Profit
Incl. 501 (c)(3)☐ Profit**Temporary Food Facility Type**☐ \$40.00☐ \$84.00**Pre-packaged or Prepackaged samples**

Includes prepackaged samples properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc. Includes samples of pre-packaged perishable foods properly labeled, unopened packaged from a licensed manufacturer such as yogurt, milk, etc.

☐ \$58.00☐ \$113.00**Pre-packaged w/unpackaged samples**

Properly labeled, unopened packaged foods from a licensed manufacturer such as sodas, candy, chips, etc., also selling and giving opened samples.

☐ \$75.00☐ \$159.00**Unpackaged**

Open foods including hot dogs, soft serve ice cream, shaved ice, beer, alcohol, etc.

☐ \$30.15**Hawkers**

Roaming prepackaged food sales within the perimeter of the event

☐ \$53.00**Late Submittal Penalty Fee**

If less than 14 calendar days prior to event add per booth

☐ \$34.70**Field Licensing Fee**

Applicable Fee from above

Total Amount Paid:

****Fees are subject to change without notice***

I have read and understand the requirement as noted on the City of Long Beach Health Department, Bureau of Environmental Health, Food Safety Program Temporary Food Facility (TFF) Guidelines. I understand that it is my responsibility to meet all the applicable requirements during all hours of operation; failure to meet these requirements can result in either a suspension of the TFF Health Permit, a penalty, or an Office Hearing.

Signature of Applicant: _____

Date: _____

FOR OFFICE USE ONLY☐ Approved☐ Rejected

Permit # _____

Mailed: _____

Permit Restrictions / Reason for Rejection: _____

FOOD PREPARATION AT OTHER LOCATION

All food preparation must be completed either in the approved temporary facility or at a permitted food facility. Identify the facility where advanced preparation will take place by completing below. An agreement form must be submitted for food preparation at a permitted food facility

Name of Facility:		Permit #:	
Address of Facility:			
Method of food temperature control used during transportation:			

EQUIPMENT/UTENSIL USED

Will multi-use kitchen utensils (knives, scoops, spatulas, bowls, etc.) be used inside the booth for food preparation? ☐ Yes ☐ No

Identify all **equipment** that will be used in food preparation at the food booth: ☐ Barbecue Grill ☐ Range Burner ☐ Deep Fryer
☐ Griddle ☐ Char-broiler ☐ Mixer ☐ Blender ☐ Other (Specify): _____

Identify all utensils that will be used in food preparation at the food booth: _____

LBMC Chapter 8.63: Polystyrene Food Packaging

Multi-use eating and drinking utensils are prohibited (plates, glassware, etc.). As a vendor you are required to comply with Section 8.63.030, which prohibits the use of single-use food and beverage containers made of Polystyrene (EPS) foam rigid Polystyrene (plastic#6) and non-compostable/non-recyclable materials for serving prepared food for immediate or to go consumption.

FOOD TO BE SOLD/SERVED

All food preparation shall be completed either in the temporary food facility or permitted food facility. Attach additional sheet (as needed)

List food items to be sold/served: (teriyaki chicken, tacos, salsa, condiments etc.,)	✓ if Commercially pre-packaged: (un-opened, original containers)	Identify types of preparation at other location: (cutting, washing, cooking, etc.)	Identify types of preparation at booth: (assembly, portioning, cooking, etc.)	Identify means of temperature control at booth: (steam table, refrigerator, ice chests, etc.)
	☐			
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TEMPORARY FOOD FACILITY SELF CHECKLIST

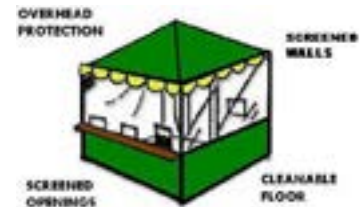
HEALTH PERMIT MUST BE PROMINENTLY DISPLAYED ON BOOTH

All items must be completed prior to serving food to the public

FOOD BOOTH CONSTRUCTION

Open or Non-prepackaged foods

- ☐ Booth is entirely enclosed with all four complete sides, ceiling, and a floor
- ☐ Floor is smooth and cleanable. Plywood, tarp, pavement, and asphalt is acceptable
- ☐ Walls and ceiling is constructed of plywood, canvas, fine mesh (16-mesh)
- ☐ Pass through window or door to access adjoining BBQ area
- ☐ Food pass through openings 18" high x 24" wide maximum
- ☐ Signage (visible to the public/can be posted at the front of booth) must include the following:
 - ☐ Facility and Operator Name at least 3" in size.
 - ☐ Facility City, State, and Zip Code at least 1" in size
 - ☐ In contrasting colors with the surface on which it is posted
- ☐ Trash container with lids.



For Prepackaged Food

- ☐ Booth with overhead protection only
- ☐ No flooring requirements required.

Food Handling – Sanitary Requirements

Food Preparation

- ☐ Food stored at least 6" off the ground
- ☐ All food contact surfaces are smooth, easily cleanable, and nonabsorbent

Food Handling

- ☐ Food prepared or stored in a private residence is prohibited
- ☐ All food preparation shall take place within an approved food facility or food booth
- ☐ Food handlers shall follow proper hand washing practices, wear clean clothes, properly restrain hair and be in good health.
- ☐ Bare hand contact with ready to eat food is minimized. Serving utensils, disposable plastic gloves, or tissues are used to prevent bare hand contact with food.

Temperature Control

- ☐ Adequate cold storage (ice chests with ice, refrigerated trucks or refrigerators)
- ☐ Cold food must be maintained at 45° F or below. If ice is used to hold cold food, surround/cover food with ice.
- ☐ Adequate hot storage (steam tables, chafing dishes, electric stove, heat lamps, and crock pots)
- ☐ Hot food must be maintained at 135°F or above.
- ☐ A Metal, probe thermometer to measure food temperature must be available in the booth.

ALL POTENTIALLY HAZARDOUS FOODS HELD AT OR ABOVE 135°F OR AT 45°F SHALL BE DISCARDED AT THE END OF THE DAY

Hand Washing Facilities

- ☐ A container with a spigot or drain valve (allow for continuous water flow) containing a minimum of 5 gallons warm /hot water minimum temperature 100 °F. which provides for hands- free washing. (Turn over page for illustration of proper hand-wash set-up).
- ☐ Liquid soap in a pump dispenser
- ☐ Single use paper towels
- ☐ A bucket to collect wastewater

Utensil Washing Facilities

- ☐ Access to a 3-compartment sink with integrally installed stainless steel drain boards with hot (120°F) and cold running water.
- ☐ Soap for dish washing
- ☐ Sanitizer for dish washing
- ☐ Sanitizer test kit

Food Handlers

- ☐ Clean outer garments for all food handlers
- ☐ Hair of all food handlers is restrained with hairnets or hats
- ☐ Provide adequate number of tongs, spoons, long handed forks, disposable gloves, or tissue

Food Protection

- ☐ Condiments in containers with a hinged lid, squeeze bottle, pumps, or individual packets
- ☐ Sneeze guards for steam table and open food
- ☐ Ice used for refrigeration is not used for beverage consumption

Multi-Day or Night Events

- ☐ Adequate lighting for cleaning and handling food
- ☐ Lockable food containers for overnight storage
- ☐ Refrigeration

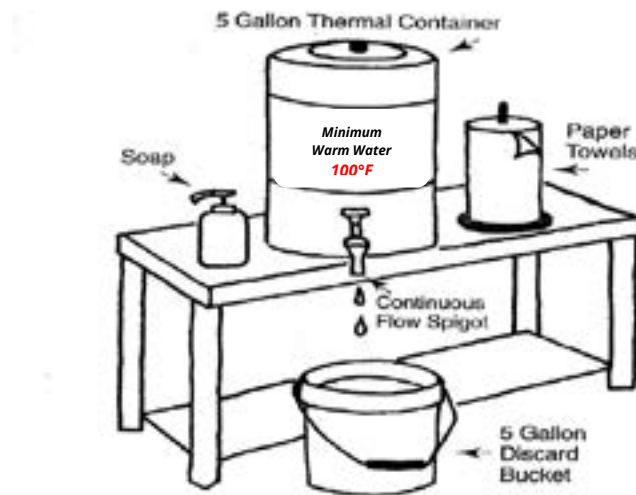
***COMPLETION OF THE CHECKLIST DOES NOT GUARANTEE COMPLIANCE WITH STATE LAW.
THIS IS SOLELY INTENDED AS A GUIDELINE FOR PROPER BOOTH SET UP***

FOOD SAMPLING REQUIREMENTS

In an effort to increase sales of a food product or a piece of cooking equipment, samples of a food are sometimes given to the consumer. Food is defined as any raw or processed substance, ice, beverage, including water, or ingredient intended to be used as food, drink, confection or condiment for human.

1. A temporary food facility permit from the City of Long Beach is required when selling or giving away food to the public, and/or when food samples are being given to the public. Permit must be displayed at booth for review during inspection.
2. A temporary hand washing station shall consist of at least 5-gallon insulated container with hands free spigot that provides a continuous flow of warm potable water minimum of (100 F), liquid soap in a pump dispenser, single use paper towels and a 5-gallon bucket to collect the dirty water.

This hand-wash station must be setup prior to preparing and handling food/food samples.



3. Food samples must be protected from contamination, and where available for customer self-service, must be pre-packaged, or available only from dispensing devices, or handed out individually by a booth employee to each customer. If toothpicks are used in food samples, the toothpicks must already be inserted into food sample by booth operator to avoid contamination of supply of toothpicks by customers.

Examples of dispensing devices include squeeze bottles and shaker bottles.



4. Food preparation (cutting, slicing, peeling, portioning, cooking, etc) of samples must be done at least 3 feet away from customers to protect foods from contamination. Sneeze guards can be used to protect food from customer contamination (i.e., sneezing, touching, hair, etc.).



5. Food Samples that are potentially hazardous foods (i.e., dairy products, meats, cooked foods, cut melons) must be kept cold at or below 41° F or hot at or above 135° F.

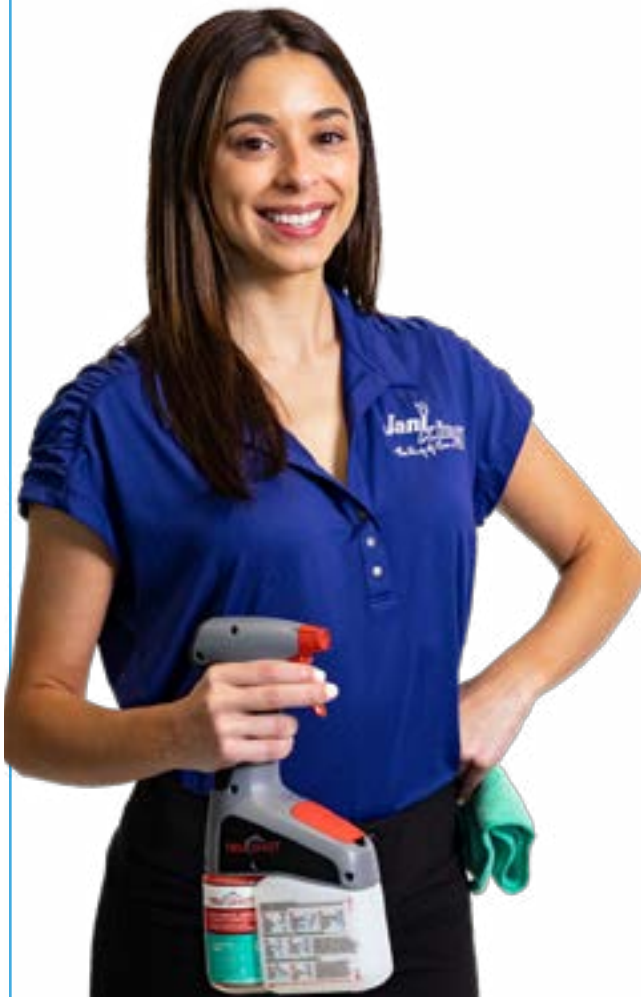


6. All sampling utensil (i.e., cutting boards, knives, serving spoons, etc.) must be washed, rinsed and sanitized in a 3-compartment sink every 4 hours. All food equipment and preparation surfaces must be smooth, easily cleanable, and nonabsorbent.





BOOTH CLEANING



Booth Size

Cleaning Cost

10 x 10 \$20.00

10 x 20 \$25.00

10 x 30 \$30.00

20 x 20 \$30.00

20 x 40 \$30.00

Booth # _____

Company Name _____

Contact Info _____

Return to: miaops5@janiking.com Credit Card Payment Only

LA Travel and Adventure Show 2027

April 3-4, 2027



ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

03 / 15 / 2027

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-LongBeach@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

715 Hundley Way, Placentia, CA 92870

714.985.1480 • anaheim@edlen.com • www.edlen.com

On-Site Wireless Services

Long Beach Convention Center offers onsite wireless services. Free Wi-Fi is available in the common areas, and meeting rooms. Premium onsite Wi-Fi is broadcast throughout the facility.

Premium On-Site Wi-Fi

Internet access is available on one unique device, per purchase.



5mb Internet (1 user license)

- 1 Day - \$49.99
- 2 Day - \$89.98 (10% discount from base rate)
- 3 Day - \$127.48 (15% discount from base rate)

10 mb Internet (1 user license)

- 1 Day - \$69.99
- 2 Day - \$125.98 (10% discount from base rate)
- 3 Day - \$178.48 (15% discount from base rate)

How to Connect

To connect to Premium Onsite WiFi start by opening your list of Wi-Fi networks and select "LongBeachWiFi." A splash page will open. When the splash page opens, select paid services. You will then be able to select your service bandwidth and your service duration. From there, you will enter a receipt email and continue by clicking the payment button. Once payment is completed, you will be connected.

***Be sure you are purchasing this on the device that needs internet, as this is not an interchangeable service. If you need service on more than 1 device, it will need to be purchased on each device individually.**

Free Wi-Fi



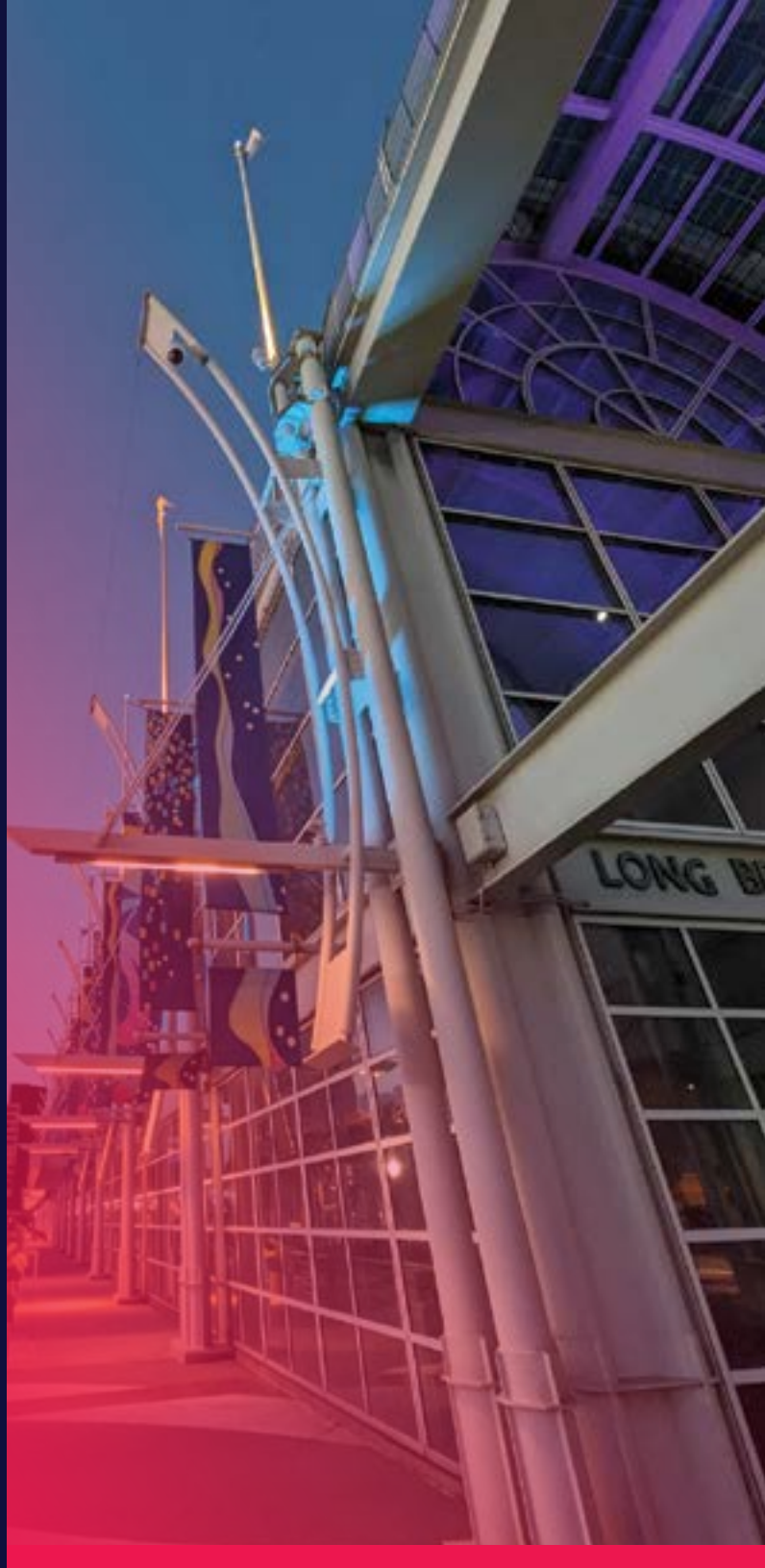
Free Internet (1 user license)

- 1 Day- 1.5 Mbps Free

How to Connect

To connect to free Wi-Fi start by opening your list of Wi-Fi networks on the device and select "LongBeachFreeWiFi." A splash page will open, and you will be prompted to enter a valid email address. Once entered, hit the connect button and your device will be connected to the Wi-Fi.

For questions regarding on-site wireless services, please call the Long Beach Convention Center at (562) 499-7710. To order any other services we provide, please go to www.longbeachcc.com/planners/



THE BOLDYN ADVANTAGE

Boldyn Networks builds advanced, shared network infrastructure to deliver consistent coverage and capacity for every guest and application – while reducing energy costs and emissions. Our reliable, high-speed and low-latency solutions offer best-in-class networking experiences, while our national Network Operations Center (NOC) monitors network performance 24/7/365 to ensure always-on connectivity.

To learn more visit [**boldyn.com**](https://boldyn.com)



Exhibitor Ordering Guide: **Communication Services**





NETWORKS MONITORED 24/7/365 FOR ALWAYS-ON CONNECTIVITY

First-class customer service

We understand there are a lot of moving parts when planning to exhibit at a convention, and our mission is to make this process as easy as possible.

Leading up to your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures.

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

Knowledgeable technical support

Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more. Our team will be available throughout the entire event to provide you with the show experience you expect.

Redundancy of equipment

We always have spares on-hand and are network ready. Boldyn Networks (Boldyn) keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we will replace it immediately with little to no downtime.

24/7 Network monitoring

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



OPTIONS TAILORED TO YOUR NEEDS

Boldyn is the exclusive provider of communication services at the Long Beach Convention & Entertainment Center.



- Premium personal wireless access point service
- Standard personal wireless access point service



- Dedicated wired internet service
- Light wired internet service



- Standard telephone voice service





PREMIUM PERSONAL WIRELESS ACCESS POINT SERVICE



UP TO 50 Mbps PER DEVICE
UNLIMITED DEVICES

Top-tier service. Maximum bandwidth and customizations. Seamless product demos. Fast remote connections. Superior video streaming.

Details

- Up to 50 Mbps per device on unlimited devices
- Customizable options configured to the unique needs of your demo
- Broadcast on 5 GHz frequency
- Custom network name or SSID and custom password
- One access point. Booths larger than 30x30 will require additional access points.

Rates	Early Bird Rate Ordered 21 or more days prior to move-in	Last Call Rate Ordered 20 or fewer days prior to move-in
UP TO 50 Mbps	\$39,050	\$46,860
UP TO 40 Mbps	\$31,550	\$37,860
UP TO 30 Mbps	\$24,200	\$29,040
UP TO 20 Mbps	\$16,600	\$19,920
UP TO 10 Mbps	\$8,800	\$10,560
Add. Access Point Rental	\$350	\$400

**Order online at LongBeachCC.com/Planners
or contact: Request@LongBeachCC.com**



STANDARD PERSONAL WIRELESS ACCESS POINT SERVICE



UP TO 5 Mbps PER DEVICE
10-40 DEVICES

Simple and secure connectivity.
Check emails. Browse the web. Process payments. Present light web demos.

Details

- Up to 5 Mbps per device. Reliable basic connection; not for streaming
- Custom network name or SSID and one custom password
- Broadcasts on 5 Ghz frequency
- Includes 1 access point. Booths larger than 30x30 will require additional access points.

Rates

Early Bird Rate

Ordered 21 or more days prior to move-in

Last Call Rate

Ordered 20 or fewer days prior to move-in

UP TO 40 Devices	\$6,762	\$8,114
UP TO 20 Devices	\$4,133	\$4,916
UP TO 10 Devices	\$2,339	\$2,807
Add. Access Point Rental	\$350	\$400

**Order online at LongBeachCC.com/Planners
or contact: Request@LongBeachCC.com**



DEDICATED WIRED INTERNET SERVICE

Connectivity for individual booths. Wi-Fi. Light web browsing. Checking email. Web casting. HD Streaming. Gaming. Point-to-point connectivity.

Details

- Custom network for routers and servers. Wireless and hardline routers permitted
- Dedicated service, meaning reliable, secure internet that's not subject to speed variability
- Dynamic Addresses (DHCP) plug and play automatically enabled for simplicity. Public routable or static IP addresses available upon request (Custom Engineering Fee will apply).
- To connect multiple devices to this service, a switch, patch cables, and labor are required. Please note bandwidth between all connected devices is shared.
- Includes 1 network drop (ethernet cable with RJ45 hardline connection) with VLAN for enhanced security, simplicity, and traffic efficiency
- Higher speeds available for purchase

Rates

Early Bird Rate

Ordered 21 or more days prior to move-in

Last Call Rate

Ordered 20 or fewer days prior to move-in

UP TO 40 Mbps	\$19,250	\$24,060
UP TO 20 Mbps	\$11,700	\$14,630
UP TO 15 Mbps	\$7,850	\$9,810
UP TO 10 Mbps	\$5,900	\$7,375
UP TO 5 Mbps	\$3,495	\$4,370

**Order online at LongBeachCC.com/Planners
or contact: Request@LongBeachCC.com**



LIGHT WIRED INTERNET SERVICE



UP TO 3 Mbps PER DEVICE
1-10 DEVICES

Light internet usage. Web browsing. Email.

Details

- Basic connection shared with other customers at facility. Up to 3 Mbps per device. Not compatible with streaming
- Includes 1 network drop (ethernet cable with hardline connection)
- Up to 9 additional private IPs (connected devices) may be purchased separately.
- To connect multiple devices to this service, a switch rental, patch cables, and floor work are required (see Misc. Services page)
- DHC protocol automatically assigns private IP addresses to all devices. Translation: Instant plug and play for each device
- Routers not permitted and will not work

Rates

Early Bird Rate

Ordered 21 days or more prior to move-in

Last Call Rate

Ordered 20 days or fewer prior to move-in

Light Wired Internet	\$895	\$1,140
Additional Private IP's (Connected Devices)	\$150	\$150

**Order online at LongBeachCC.com/Planners
or contact: Request@LongBeachCC.com**



STANDARD TELEPHONE VOICE SERVICE



SINGLE, MULTI, & POLYCOM

Crystal clear connections for single line, multi-line, and conference calls.

Details

- Best used for visitor check-in, conference calls, and credit card processing machines
- Includes 1 phone and 1 cable
- Multi-line telephones include 1 main number and 1 rollover line
- Polycom speakerphones require power source; Electrical services may need to be ordered separately
- Domestic long distance included. International calling billed separately

Rates

Early Bird Rate

Ordered 21 days or more prior to move-in

Last Call Rate

Ordered 20 days or fewer prior to move-in

Polycom Speaker Phone

\$465

\$575

Multi-Line Telephone

\$415

\$520

Single Line Telephone

\$275

\$345

With or without device

**Order online at LongBeachCC.com/Planners
or contact: Request@LongBeachCC.com**



MISCELLANEOUS SERVICES

Rates	Early Bird Rate Ordered 21 days or more prior to move-in	Last Call Rate Ordered 20 days or fewer prior to move-in
Custom Network Services Enabling peer to peer sharing, any other special configurations. Per hour	\$300	\$350
Additional IP's	\$150	\$150
Additional Network Drops With RJ45 hardline connection	\$795	\$795
Patch Cable Up to 50ft - Cat5e	\$25	\$35
Switch Rental Up to 24 ports	\$120	\$150
Labor/Floor Work/Relocation Fee Floor work-4 patch cables per 1 hour	\$125	\$125
VLAN	\$995	\$995
Additional SSID and password	\$995	\$995
Lost or damaged equipment fee (phones, switches)	\$250	\$250
Splash Page 1-hour minimum	\$250/hr	\$250/hr

Additional fees will apply for services extended outdoors.

Order online at LongBeachCC.com/Planners
or contact: Request@LongBeachCC.com



FAQ's

Does Boldyn provide complimentary Wi-Fi?

Yes! Boldyn provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to the 1.6 million people who visit the convention center every year. There is no requirement to purchase a Boldyn service in order to take advantage of the complimentary Wi-Fi.

Why is there no complimentary Wi-Fi in the exhibit halls?

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

Do you offer early bird rates?

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

Will my personal hotspot (Mi-Fi) work in your building?

Yes. However, the capability of your personal mobile hotspot is limited by your carrier's spectrum and internet bandwidth. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). This signal comes from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network.

In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or you can purchase an upgraded package based on your service requirements.

How much bandwidth do I need?

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



What must be identified on my floor plans?

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

If no location or floor plan is provided, the drop will be installed within that space, to the most convenient location for our technicians. Relocation fees will apply if the line(s) needs to be moved.

A relocation fee will apply to any line(s) that need to be relocated after installed; 1 hour labor per line relocation.

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

Why are routers not allowed on a shared network?

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

Can I provide my own switch and patch cabling?

Yes, you can bring your own switch. Please bring the item with you, as we do not handle any shipping. However patch cabling must be purchased through Boldyn.

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

What is your cancellation policy?

All cancellation requests must be in writing. Starting 30 days from first day of event move in, services cannot be canceled, and no refunds will be given. Orders canceled prior to 30 days from first day of event move in, will be charged 15% of the order total. No credit will be given for equipment or services canceled after installation. If there is a remaining balance 30 days after the event, a 1.5% fee will be added to the order. Any refunds due in the amount of \$10 or less, will not be refunded.

What is your payment policy?

The payment policy requires full payment to be received prior to first day of event move in to install or activate services. If payment is not received, services will not be installed or activated until it is received. Orders that have not been paid prior to first day of event move in are also subject to additional labor charges.



**Long Beach Convention Center And Entertainment ® Networks,
Limited Partnership**

TERMS OF USE

1. Introduction

Welcome to the Internet service operated by the subsidiaries and their affiliates of LONG BEACH CONVENTION CENTER AND ENTERTAINMENT NETWORKS, LIMITED PARTNERSHIP. ("LONG BEACH CONVENTION CENTER AND ENTERTAINMENT", "we," "our," and "us"). This Internet service offers a wide variety of information regarding LONG BEACH CONVENTION CENTER AND ENTERTAINMENT products and services, some or all of which may be accessed through a variety of means (all of which are collectively called our "Service"). The term "you" or "your" includes any of your subsidiaries, affiliates, employees, and parent or legal guardian.

PLEASE READ THESE TERMS OF USE CAREFULLY. By accessing or using our Service in any way you are agreeing to comply with these Terms of Use, including any documents, policies, and guidelines incorporated by reference (referred to collectively as the "Terms"). Certain services available through our Service, especially services for which you can subscribe or pay for online, may have their own terms and conditions that apply to your use of that service. The Terms do not alter in any way the terms or conditions of any of these other written or online terms and conditions or agreements you may have or will have with LONG BEACH CONVENTION CENTER AND ENTERTAINMENT, including any other website terms of use with a LONG BEACH CONVENTION CENTER AND ENTERTAINMENT NETWORKS, LIMITED PARTNERSHIP subsidiary and/or their affiliates. To the extent that there is any conflict between these Terms and any terms and conditions or agreements relating to services you have purchased or online tools you use or to which you subscribe, those other terms and conditions or agreements will govern.

2. Authority

By using our Service, you represent that you are at least 13 years old. Persons who are at least 13 years of age but under the age of 18 may only use our Services with legal parental or guardian consent. Accordingly, you agree that you are at least 18 years of age or older or possess legal parental or guardian consent and are fully able and competent to enter the terms, conditions, representations, and warranties set forth in the Terms; otherwise, please exit the Service.



3. Changes to the terms or service

LONG BEACH CONVENTION CENTER AND ENTERTAINMENT may change or modify the Terms from time-to-time without notice other than posting the amended Terms on the Service. The amended Terms will automatically be effective when posted on our Service. Your continued use of our Service after any changes in these Terms shall constitute your consent to such changes. LONG BEACH CONVENTION CENTER AND ENTERTAINMENT reserves the right to change, modify, or discontinue, temporarily or permanently, the Service (or any portion thereof), including all content contained on the Service, at any time without notice. You agree that LONG BEACH CONVENTION CENTER AND ENTERTAINMENT shall not be liable to you or to any third party for any modification, suspension, or discontinuance of the Service or any portion thereof.

4. Acceptable use

You agree to use our Service and the Content (whether provided by us or others) in a manner consistent with all applicable laws and regulations. Additionally, you will not take any of the following actions with respect to our Service or Content, nor will you use our Service to upload, post, email, distribute, transmit, link, solicit, or otherwise make available any Content or use our Service in any manner that:

- Is unlawful, harmful to minors, threatening, harassing, abusive, defamatory, slanderous, vulgar, gratuitously violent, obscene, pornographic, indecent, lewd, libelous, invasive of another's privacy, or racially, ethnically, or otherwise offensive, hateful, or abusive.
- Infringes on someone else's patent, trademark, trade secret, copyright, or other intellectual property or other rights.
- Removes any proprietary notices or labels on the Content.
- Advocates or solicits violence, criminal conduct, or the violation of any local, state, national, or international law or the rights of any third party.
- Is deceptive in any way, such as an offer to sell fraudulent goods, or contains an impersonation of any person or entity or misrepresents an affiliation with a person or entity.
- Specifically advertises firearms or ammunition, tobacco, alcohol, illegal drugs, or other contraband.
- Constitutes unsolicited or unauthorized advertising, junk, or bulk e-mail (SPAM), chain letters, or any other unsolicited commercial or non-commercial communication.
- Interferes with others using the Services.
- Is off topic according to the description of the group, forum, or webpage.
- Contains software viruses, worms, time bombs, corrupted files, Trojan horses, or any other computer code, files, or programs that are designed or intended to disrupt, damage, overburden, impair, or limit the functioning of any software, hardware, network, server, or communications systems or equipment.
- Contains a charity request, petitions for signatures, chain letters, or letters relating to a pyramid scheme.
- Disrupts, interferes, or inhibits any other user from enjoying the Services or other affiliated or linked websites, material, contents, products, and/or services.
- Uses any robot, spider, or other such programmatic or automatic device, including but not limited to automated dial-in or inquiry devices, to obtain information from the Service or otherwise monitor or copy any portion of the Service, products, and/or services.
- Creates a false identity for the purpose of misleading others.
- Prepares, compiles, uses, downloads, or otherwise copies any user information and/or usage information for any portion thereof, or transmits, provides, or otherwise distributes (whether for a fee) such information to any third party.



- Uses any LONG BEACH CONVENTION CENTER AND ENTERTAINMENT domain name as a pseudonymous return email address.
- Contains any offer for unsolicited goods or services or any advertising or promotional materials, except in those areas specifically designated for such purposes (e.g., classified bulletin board).
- Provides material support or resources (or conceals or disguises the nature, location, source, or ownership of material support or resources) to any organization(s) designated by the United States government as a foreign terrorist organization pursuant to section 219 of the Immigration and Nationality Act.
- Attempts to disable, bypass, modify, defeat, or otherwise circumvent any of the digital rights management or other security related tools incorporated into the software or any Content or the Services.
- Reproduces, duplicates, copies, sells, trades, resells, or exploits for any commercial purposes, any portion of the Services or Content, use of the Services, or access to the Services.
- Publishes, publicly performs, or displays, or distributes to any third party any Content, including reproduction on any computer network or broadcast or publications media.
- Systematically collects and uses any Content, including the use of any data mining or similar data gathering and extraction methods.
- Makes derivative uses of the Services or the Content.
- Uses, frames, or utilizes framing techniques to enclose any portion of the Services (including the images found at the Services or any text or the layout/design of any page or form contained on a page); and/or
- Modifies, translates, decompiles, disassembles, uses reverse engineering, or otherwise attempts to derive the source code for the computer systems and other technology that operate our Service. For purposes of these Terms, "reverse engineering" shall include the examination or analysis of the Service to determine the source code, structure, organization, internal design, algorithms, or encryption devices of our Service's underlying technology.
- Unless you are participating in an area of the Service that requires or encourages anonymity, use of the Service will require your real name.

5. Termination/suspension

You agree that LONG BEACH CONVENTION CENTER AND ENTERTAINMENT may immediately terminate or suspend your account, any associated email address, and access to all or any part of the Services or change your password without notice. Cause for such termination, suspension, or change shall include, but not be limited to, (a) breaches or violations of these Terms or other incorporated agreements or guidelines, (b) requests by law enforcement or other government agencies, (c) a request by you (self-initiated account deletions), (d) discontinuance or material modification to the Service (or any part thereof,) (e) unexpected technical or security issues or problems, (f) extended periods of inactivity, and/or (g) engagement by you in fraudulent or illegal activities. Termination of your account includes (or, if LONG BEACH CONVENTION CENTER AND ENTERTAINMENT elects instead to suspend your account, may include any one or more of the following): (a) removal of access to all offerings within the Services; (b) deletion of your password and all related information, files, and other Content associated with or inside your account (or any part thereof); and (c) barring of further use of the Service. You agree that all terminations and suspensions for cause shall be made in LONG BEACH CONVENTION CENTER AND ENTERTAINMENT 's sole discretion and that LONG BEACH CONVENTION CENTER AND ENTERTAINMENT shall not be liable to you or any: (i) third party for any termination or suspension of your account, (ii) loss of storage, (iii) loss of any associated email address, or (iv) loss of access to the Service. Further, LONG BEACH CONVENTION CENTER AND ENTERTAINMENT reserves the right, in its sole discretion, to immediately terminate or suspend your account, any associated email address, and access to the Service at any time for any reason and without notice to you.