



EXPO
EVENT SERVICES

Exhibitor Services Manual



**LET US HELP
ELEVATE
YOUR NEXT EVENT**

**Phoenix Travel & Adventure Show
January 30-31, 2027
Phoenix Convention Center - Halls South F & G
Phoenix, AZ**

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

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[PHX 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 Phoenix and the **Phoenix Travel & Adventure Show**

We are pleased that Expo Event Services has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success! As the official service contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use.

Please review our payment policy carefully. As a reminder, Expo Event Services requires payment in full at the time you place your order, along with a credit card charge authorization. This may be used to cover items such as labor and freight handling, not included with your initial payment. *As of July 13, 2026 a 3.5% credit card processing fee will be added to your invoice when paying by credit card.*

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

Official General Contractor

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

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

10x10 Booth Furnishings:

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

Show Schedule Move In/Move Out		
Exhibitor Move-In:	Friday, January 29, 2027	9 a.m. - 5 p.m.
Event Open:	Saturday, January 30, 2027	9:30 a.m. - 5 p.m. Travel Advisors 10 a.m. - 5 p.m. Public
Event Open:	Sunday, January 31, 2027	11 a.m. - 4 p.m.
Exhibitor Move Out:	Sunday, January 31, 2027	4 p.m. - 8 p.m.

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

Expo Event Services will begin returning empty shipping containers at **4 p.m.** on **Sunday, January 31, 2027**; this process should take approximately **2 HOURS**.

Please keep this in mind when scheduling labor and freight pick-up.
All carriers must check-in for pick-up no later than **6 p.m.** on **Sunday, January 31, 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

PHX Travel and Adventure Show 2027
Exhibitor Name & Booth #
c/o Expo Event Services
Phoenix Convention Center - South Hall F & G
100 N 3rd Street
Phoenix, AZ 85004

Shipments Can Only Arrive:
Thursday, January 28, 2027 - 11 a.m.-5 p.m.
Friday, January 29, 2027 - 9 a.m. - 5 p.m.

Service Center

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

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

TEAMSTER UNION

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

CARPENTER UNION

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

ELECTRICAL UNION

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

FREIGHT HANDLING

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

WORK BREAKS & GRATUITIES

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

IN GENERAL

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

PAYMENT POLICY

Payment for Services

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

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

Discount Prices

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

Method of Payment

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

Third Party Billing

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

Tax Exempt

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

Adjustments and Cancellations

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

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

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

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

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Deadline Date: January 13, 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: January 13, 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: January 13, 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:

Phoenix Travel & Adventure

C/O: Expo Event Services

Phoenix Convention Center - South Hall F & G
100 N. 3rd Street
Phoenix, AZ 85004

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

Show Name: Phoenix Travel & Adventure

Show Dates: January 30 - 31, 2027

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

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

Venue: Phoenix Convention Center - South Hall F & G

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
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Declared Value (\$): **Declared Value can not exceed \$10,000**

Phone: 216-566-5953

Email: info@tsshipper.comQuick 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: Phoenix Travel & Adventure
Show Dates: January 30 - 31, 2027
Venue: Phoenix Convention Center - South Hall F & G

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: Phoenix Travel & Adventure
Show Dates: January 30 - 31, 2027
Venue: Phoenix Convention Center - South Hall F & G

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: Phoenix Travel & Adventure

Show Dates: January 30 - 31, 2027

Venue: Phoenix Convention Center - South Hall F & G

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

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POV/ASSISTED CART LOAD FORM

Deadline Date: January 13, 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, January 28, 2027: 11 a.m. - 5 p.m.

Friday, January 29, 2027: 9 a.m. - 5 p.m.

TO: _____

(EXHIBITOR'S NAME)

PHX Travel & Adventure Show 2027

C/O: Expo Event Services

Phoenix Convention Center - South Hall F & G

100 N 3rd Street

Phoenix, AZ 85004

BOOTH #: _____ NUMBER _____ OF _____ Pcs.

SHOW SITE LABEL



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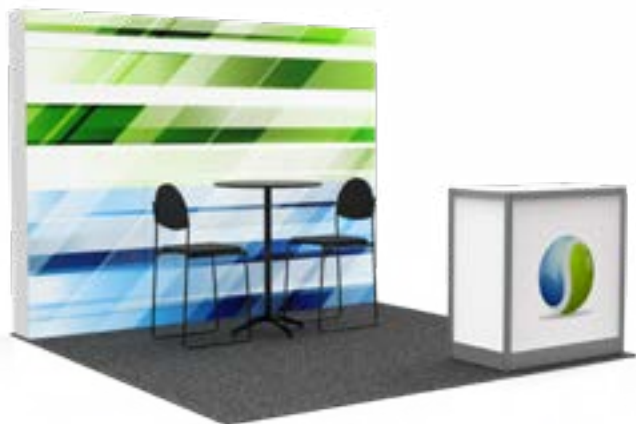


TURNKEY BOOTH PACKAGES & LIGHTBOXES

TURNKEY PACKAGES

Deadline Date: December 31, 2026

To Order, Email: orders@expoeventservices.com

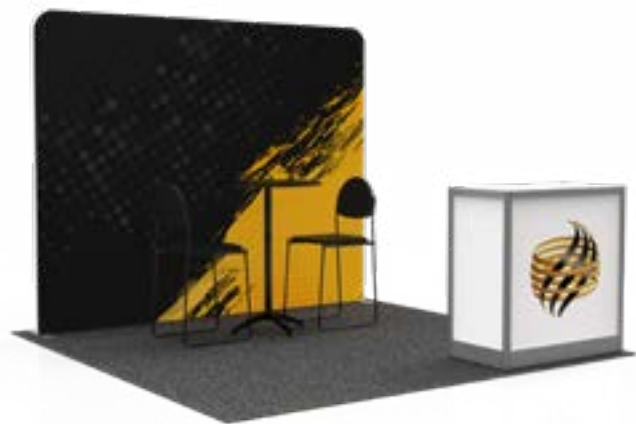


10' x 10' PACKAGE A

\$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: December 31, 2026

To Order, Email: orders@expoeventservices.com



Front



Front

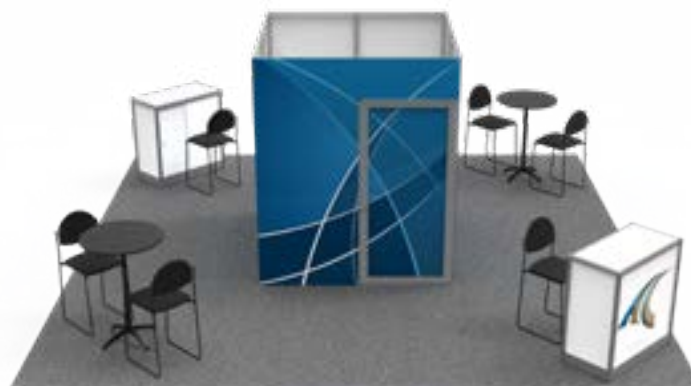


Back

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

Furnishings Include:

- (1) 20' x 8' Tension Fabric (Includes print on both sides).
- (2) Counter (1m x 1/2m x 42"h)
- (1) Sofa
- (1) Single Chair
- (1) Coffee Table
- (1) Round Cocktail Table (30" x 42"h)
- (4) Bar 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: December 31, 2026

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: December 31, 2026

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

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

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

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

*** PLEASE NOTE FOR LIGHTBOXES:**

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

Install: 2 men, 2 hours each,

Dismantle: 2 men, 1 hour each

To proceed with your Turnkey Package order, please submit the completed order form to
orders@expoeventservices.com

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

SUBTOTAL = _____ + TAX @ 8.6% = _____ = 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	\$263.00	\$263.00
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"	\$267.00	\$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	\$1,736.00	\$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
Carpet			
F250	10' x 10' Booth Carpet	\$350.00	\$456.00
F260	10' x 20' Booth Carpet	\$704.00	\$917.00

Deadline Date: January 7, 2027

Product ID	Item Name	Advance Price	Standard Price
Carpet			
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	\$150.00	\$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
F211	Bag Holder	\$170.00	\$223.00
F220	Wastebasket	\$65.00	\$84.00
F230	Retractable Stanchion	\$238.00	\$311.00
F240	Coat Tree	\$170.00	\$223.00
Speciality Furniture			
01209-0003	4 Cubic Ft. Refrigerator	\$566.48	\$736.42
14029-0098	5 Shelf Bookcase - Black	\$412.83	\$536.68
14029-0091	5 Shelf Bookcase - Mahogany	\$412.83	\$536.68
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

Product ID	Item Name	Advance Price	Standard Price
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
14308-0010	Argento Literature Rack - Aluminum - 10 Pocket	\$277.86	\$361.22
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

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

Product ID	Item Name	Advance Price	Standard Price
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
14233-0005	Comet Stack Arm Chair - Black	\$277.86	\$361.22
14233-0006	Comet Stack Armless Chair - Black	\$258.95	\$336.64
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
SHELL 14083-0279,BBF14189-0044,FF14189-0075	Conference Desk - Espresso	\$1,229.36	\$1,598.41
SHELL 14083-0344,BBF14189-0100,FF14189-0099	Conference Desk - Urban Walnut	\$1,317.69	\$1,713.36
18184-0283	Continental White Leather Curved Bench	\$668.90	\$869.57
18303-0006	Continental White Leather Curved Loveseat	\$1,316.99	\$1,712.08
18184-0284	Continental White Leather Half Moon Ottoman	\$566.48	\$736.42
18304-0002	Continental White Leather Reverse Loveseat	\$1,275.38	\$1,658.00
18296-0006	Continental White Leather Wedge Ottoman	\$566.48	\$736.42
18228-0869	Cromwell Sofa	\$1,544.21	\$2,007.48
18284-0873	Cromwell Chair	\$918.53	\$1,194.09
12055-0285	Cube, Black 24" Cocktail Table	\$398.45	\$517.99
12107-0296	Cube, Black 24" End Table	\$409.66	\$532.57
12055-0286	Cube, White 24" Cocktail Table	\$398.45	\$517.99
12107-0297	Cube, White 24" End Table	\$409.66	\$532.57
12091-0001	Display Pedestal 18x30 Black	\$441.66	\$574.16
12091-0001W	Display Pedestal 18x30 White	\$441.66	\$574.16

Product ID	Item Name	Advance Price	Standard Price
12091-0038B	Display Pedestal 18x36 Black	\$506.99	\$659.09
12091-0038	Display Pedestal 18x36 White	\$506.99	\$659.09
12091-0002	Display Pedestal 18x42 Black	\$608.09	\$790.52
12091-0056	Display Pedestal 18x42 White	\$608.09	\$790.52
12091-0003	Display Pedestal 24x30 Black	\$627.29	\$815.47
12091-0003W	Display Pedestal 24x30 White	\$627.29	\$815.47
12091-0034	Display Pedestal 24x36 Black	\$660.89	\$859.16
12091-0033	Display Pedestal 24x36 White	\$660.89	\$859.16
12091-0004	Display Pedestal 24x42 Black	\$660.89	\$859.16
12091-0004W	Display Pedestal 24x42 White	\$660.89	\$859.16
05012-0083	Elara Bar	\$2,224.31	\$2,891.60
05035-0023	Elio Chair	\$224.04	\$291.25
05026-0012	Encore Bench	\$606.49	\$788.44
05088-0531	Encore Dining Table	\$1,118.56	\$1,454.12
05237-0160	Equino Chrome Stool - Black	\$388.85	\$505.51
05237-0041	Equino Chrome Stool - White	\$388.85	\$505.51
18011-0011	Essentials White Banquette (2 pcs)	\$1,659.44	\$2,157.27
02082-0033	Essentials White Leather Turning Bed	\$1,993.88	\$2,592.05
22100-0001	Essentials White Turning Bed w/ Charging Station Insert	\$2,211.51	\$2,874.96
05246-0018-05036-0001	Euro Bar Table Black/Black 30" Round	\$398.45	\$517.99
05246-0018-05036-0004	Euro Bar Table Black/Black 36" Round	\$409.66	\$532.57
05246-0018-05036-0001Cafe	Euro Café Table Black/Black 30" Round	\$398.45	\$517.99
05246-0018-05036-0004Cafe	Euro Café Table Black/Black 36" Round	\$409.66	\$532.57
18284-0554	Function White Leather Armless Chair	\$681.69	\$886.20
18066-0016	Function White Leather Corner	\$732.91	\$952.78
18284-0452	Function Black Leather Armless Chair	\$681.69	\$886.20
18066-0009	Function Black Leather Corner	\$732.91	\$952.70
12003-0117	Gemma Accent Table - Blue Agate	\$441.66	\$574.16
12003-0115	Gemma Accent Table - Citrine	\$441.66	\$574.16
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
05237-0270	Hourglass Bar Stool - Black	\$353.50	\$459.55
05237-0271	Hourglass Bar Stool - White	\$353.50	\$459.55

Deadline Date: January 7, 2027

Product ID	Item Name	Advance Price	Standard Price
12107-0467	Hylton Tablet Table	\$356.85	\$463.90
18284-0902	Jasper Chair	\$798.51	\$1,038.07
18228-0892	Jasper Sofa	\$1,230.57	\$1,599.74
SHELL14083-0329,BBF14189-0044,FF14189-0075	Jr. Executive Desk - Espresso	\$1,022.45	\$1,329.79
SHELL14803-0346,BBF14189-0100,FF14189-0099	Jr. Executive Desk - Urban Walnut	\$1,182.17	\$1,539.12
13229-0020	Latitude Sofa	\$1,437.01	\$1,868.11
13170-0011	Latitude Loveseat	\$1,340.99	\$1,743.28
13285-0015	Latitude Chair	\$1,116.96	\$1,452.06
05035-0008	Leslie Chair	\$200.02	\$260.03
12055-0428	London Cocktail Table	\$483.26	\$628.24
12230-0110	London Console Table	\$523.27	\$680.25
12107-0493	London End Table	\$430.46	\$559.60
12091-0043	London Pedestal	\$449.66	\$584.55
05237-0215	Marcus Bar Stool - Gunmetal	\$284.85	\$370.30
18024-0008	Metro Black Leather Bench Ottoman	\$566.48	\$736.42
18184-0128	Metro Black Leather Cube Ottoman	\$224.04	\$291.25
18184-0179	Metro Black Leather Square Ottoman	\$566.48	\$736.42
18284-0482	Metro Black Leather Chair	\$825.72	\$1,073.44
18167-0467	Metro Black Leather Loveseat	\$1,057.75	\$1,375.08
18228-0602	Metro Black Leather Sofa	\$1,097.76	\$1,427.09
05237-0306-05033-0001-05034-0009	Milo Bar Stool - Black	\$356.85	\$463.90
05237-0306-05033-0007-05034-0012	Milo Bar Stool - California Wine	\$356.85	\$463.90
05237-0306-05033-0005-05034-0011	Milo Bar Stool - Chartreuse	\$356.85	\$463.90
05237-0306-05033-0013-05034-0015	Milo Bar Stool - Chocolate	\$356.85	\$463.90
05237-0306-05033-0011-05034-0014	Milo Bar Stool - Jade	\$356.85	\$463.90
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
14308-0009	Nero Literature Rack - Black - 10 Pocket	\$277.86	\$361.22
05035-0050	Nexus Chair	\$265.64	\$345.33
05237-0300	Nexus Stool	\$324.84	\$422.29

Product ID	Item Name	Advance Price	Standard Price
09392-0001	Neutrino Steel Floor Lamp - Steel	\$258.95	\$336.64
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
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
09392-0019	Silo Grey Floor Lamp	\$253.13	\$329.07
09417-0037	Silo Grey Table Lamp	\$184.75	\$240.18
09392-0018	Silo White Floor Lamp	\$253.13	\$329.07
09417-0036	Silo White Table Lamp	\$184.75	\$240.18
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

Product ID	Item Name	Advance Price	Standard Price
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
14189-0066	Stanchion Chrome	\$114.93	\$149.41
11526-0001	Stanchion Rope - Red Velour	\$59.64	\$77.53
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.

Aventura Catering Exhibitor Menu and Order Form



Aventura Catering
Joie Tucker

Phone: 602.534.1216

Email: Tucker-Josephine@aramark.com

View our full catering menu

www.aventuracatering.com

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 24% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



beverages

freshly brewed coffee

our coffee service includes disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins. coffee is priced per gallon with a 2-gallon minimum required per variety.

starbucks® house blend coffee \$85.00⁺⁺ per gallon

starbucks® decaffeinated coffee \$85.00⁺⁺ per gallon

bigelow® hot tea \$85.00⁺⁺ per gallon

beverage service

assorted pepsi® soft drinks \$5.00⁺⁺ each

individual bottled aquafina® water \$5.00⁺⁺ each

individual sparkling water \$5.50⁺⁺ each

bubly® flavored sparkling water \$5.00⁺⁺ each

individual assorted fruit juice \$6.00⁺⁺ each

iced tea, lemonade or fruit punch \$52.00⁺⁺ per gallon

infused waters of strawberry-basil, cucumber or citrus \$30.00⁺⁺ per gallon

water cooler daily rental

\$75.00⁺

refrigerated water cooler rental and setup

(5) gallon purified water bottle

\$30.00⁺⁺

Includes disposable cups

electrical needs: 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

logo bottled water

your booth attendees will be your own personal marketers with your company's logo bottled water. provide us with your company logo and we'll custom order your bottled waters. a lead time of 30 days is required with a minimum of 20 cases ordered. \$300.00 artwork fee.

12 oz bottled waters \$120.00⁺⁺ per case / 24 count

16.9 oz bottled waters \$135.00⁺⁺ per case / 24 count

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Client is responsible for providing tables and electrical service for their booth.



à la carte

bakery breakfast bites

- assorted bagels, cream cheese \$55.00⁺⁺ per dozen
- assorted danish pastries \$55.00⁺⁺ per dozen
- innovation bakery bread, muffins \$54.00⁺⁺ per dozen
- assorted donuts \$50.00⁺⁺ per dozen

sweet

- assorted cookies \$46.00⁺⁺ per dozen
chocolate chip, oatmeal raisin, sugar, lemon
- fudge brownies \$52.00⁺⁺ per dozen
- chocolate dipped strawberries \$75.00⁺⁺ per dozen
- petite french dessert pastries \$75.00⁺⁺ per dozen
- assorted candy bars \$60.00⁺⁺ per dozen

savory

- tortilla chips and salsa (for 25) \$200.00⁺⁺
- tortilla chips and guacamole (for 25) \$200.00⁺⁺
- pita chips and spinach dip (for 25) \$200.00⁺⁺
- homemade potato chips and onion dip (for 25) \$200.00⁺⁺
- mixed nuts \$6.00⁺⁺ each
- mini pretzel, spicy snack mix, trail mix \$6.00⁺⁺ each

rejuvenating

- granola bars \$4.00⁺⁺ each
- fresh fruit cup \$8.00⁺⁺ each
- whole fresh fruit \$4.00⁺⁺ each

sandwich trays

- silver dollar sandwich platter (25) \$150.00⁺⁺ each
assortment to include roast beef, ham, turkey, variety of cheeses
bowl of potato chips
- croissant sandwich platter (10) \$175.00⁺⁺ each
assortment to include roast beef and cheddar, ham and american
turkey and swiss, bowl of potato chips

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A 24% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$50.00* delivery fee.

Client is responsible for providing tables and electrical service for their booth.



specialty booth stations

coffee bike

\$1,600.00⁺⁺

includes the bike, 15 gallons of cold brew coffee, flavored syrups disposable cups and condiments for four hours of service

additional coffee: \$425.00⁺⁺ per 5 gallons

booth attendant required: \$225.00 (up to 4 hours) provided by aventura to operate equipment*

poppin' popcorn

select our table top popcorn machine or our antique popcorn cart for your booth. each station yields approximately (200) servings of theater style popcorn for up to 4 hours of service and includes popcorn bags and disposable napkins. a dedicated booth attendant is required.

table top popcorn station \$350.00⁺⁺

antique popcorn cart station \$400.00⁺⁺

booth attendant required: \$225.00 (up to 4 hours) provided by aventura to operate equipment*

electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

additional 200 servings of popcorn \$225.00⁺⁺

smoothie bar with tiki cart

**\$800.00⁺⁺ per hour
(3 hour minimum)**

specialty made-to-order smoothie bar is a show stopping treat. includes (100) smoothies per hour with disposable cups, straws and napkins with your choice of (2) flavors: strawberry, mango, strawberry-banana, peach, berry berry or piña colada. a dedicated attendant is required.

additional smoothies available at \$7.00⁺⁺ each

booth attendant required: \$225.00 (up to 4 hours) provided by aventura to operate equipment*

electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

candy store

\$1,000.00⁺⁺

ultimate candy buffet that can be coordinated with your company color or event theme. glass containers to display candy with individual bags included. choice of 7 candies to choose from including: gummy bears, mary janes, candy sticks, jelly beans, starburst®, lollipops, red hots®, hershey's® kisses, red vines, m&ms® or let us know your favorite candy! serves 100 guests.

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A 24% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



specialty booth stations continued

ice cream sandwiches

\$750.00⁺⁺

ice cream sandwiched in between bakery fresh cookies that are a treat no one can resist. includes (100) 2.5" ice cream sandwiches for 2 hours of service, disposable napkins and utensils with your choice of (2) ice cream flavors: vanilla, chocolate, strawberry, mint chip, butter pecan and choice of (2) cookie flavors: chocolate chip, sugar, snickerdoodle.

additional servings: \$200.00⁺⁺ (serves 25)

booth attendant required: \$225.00⁺ (up to 4 hours) provided by aventura to serve sandwiches

fresh baked cookie station

\$400.00⁺⁺

tempt show traffic to your booth with the warm and welcoming scent of freshly baked cookies. the fresh baked cookie station includes up to 4 hours of service, a table top otis spunkmeyer gourmet cookie oven, disposable napkins and approximately (160) 2 oz. cookies with your choice of (1) flavor: chocolate chip, oatmeal raisin or white chocolate macadamia nut.

additional case of cookie dough (160 cookies) available at \$300.00⁺⁺ per case

booth attendant required: \$225.00⁺ (up to 4 hours) to bake and distribute cookies

electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

cappuccino bar

**\$575.00⁺⁺ per hour
(3 hour minimum)**

a barista presents your guests with specialty made-to-order coffee service of espresso shots, flavored cappuccinos, macchiato, mochas, lattes, hot chocolate and steamers. the cappuccino bar includes disposable cups with lids and napkins.

barista required: \$225.00⁺ (up to 4 hours) provided by aventura to serve beverages

electrical needs: 2000 watts (20 amp) 120 volt and 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

italian soda bar

\$1,500.00⁺⁺

welcome your guests to your booth by offering soda with an italian twist. the italian soda bar includes up to 4 hours of service and (250) 12 oz. servings with disposable cups with lids and straws. includes three flavors.

additional servings: \$125.00⁺⁺ per hour (serves 25)

booth attendant required: \$225.00⁺ (up to 4 hours) provided by aventura to serve beverages

bubly® bar

\$1,400.00⁺⁺

assorted flavors of bubly® sparkling water with fresh fruit to enhance the flavor pineapple, mango, fresh berries, lemon (serves 250)

booth attendant required: \$225.00⁺ (up to 4 hours) provided by aventura to serve beverages

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A 24% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



specialty booth stations continued

dippin' dots stand

\$850.00⁺⁺

the original beaded ice cream is a fun and tasty treat! this stand comes with ice cream cups, spoons and disposable napkins with your choice of two flavors for up to 4 hours of service and (100) servings: chocolate, strawberry, vanilla, rainbow, cookies 'n cream, mint chocolate, banana split, cotton candy, birthday cake. a dedicated attendant is required.

*booth attendant required: \$225.00⁺ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric*

hot and soft pretzels

\$150.00⁺⁺

keep your soft jumbo pretzels warm with our tabletop pretzel warmer. the pretzel warmer holds up to 36 pretzels and displays them for an easy grab and go snack. order your pretzel quantity and our staff will deliver, setup and remove the warmer for you. a minimum order of 36 pretzels is required.

traditional pretzels \$4.25⁺⁺ each

add individual servings of cheese dip \$1.00⁺⁺ each

*booth attendant required: \$225.00⁺ (4 hour minimum) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric*

hydration station

\$300.00⁺⁺

refreshing and delicious, this station will quench your thirst. the hydration station comes with 2 gallons of infused water, 2 gallons of lemonade and 2 gallons of iced tea presented with beverage dispensers, disposable cups with lids and napkins. select from the following flavors:

2 gallons of infused water, choice of: strawberry-basil, cucumber or citrus

2 gallons of lemonade, choice of: classic, strawberry, lavender or mango

2 gallons of iced tea, choice of: regular, passion fruit or prickly pear

keurig® single cup coffee service

\$145.00⁺⁺

brew fresh coffee by the cup (30 pods per kit)
includes a single cup coffee brewer with assorted gourmet flavors
disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins

additional pod refill (30 pods) \$85.00⁺⁺

electrical needs: 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 24% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



bar service

aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the arizona department of liquor licenses and control. therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by aventura. one bartender per bar is required and will automatically be applied to your order for \$275.00+ for up to 4 hours of service. each additional hour is \$70.00+ per hour.

host bar

the host bar is based on consumption

premium cocktails \$11.50⁺⁺ each
house wine by the glass \$11.00⁺⁺ each
imported beer \$10.50⁺⁺ each
domestic beer \$10.00⁺⁺ each
bottled still water \$5.00⁺⁺ each
bottled sparkling water \$5.50⁺⁺ each
assorted pepsi® soft drinks \$5.00⁺⁺ each

huss brewing bicycle

\$1,100.00⁺⁺

includes an assortment of (100) huss can beers. showcase your booth with our colorful huss brewing bike featuring local huss brewery assortment of microbrews
bartender required at \$275.00+ for up to 4 hours of service

mimosa bar

\$1,200.00⁺⁺

serves (100) mimosas for up to 4 hours of service made with house champagne, orange juice, cranberry juice, grapefruit juice, raspberries, blueberries and strawberries. disposable serviceware included.

bartender required at \$275.00+ for up to 4 hours of service

margarita madness

\$2,000.00⁺⁺

(225) frozen margaritas with our frozen margarita machine made with your choice of one of the following: classic, strawberry or prickly pear margaritas. disposable serviceware included.

bartender required at \$275.00+ for up to 4 hours of service

electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric

general information, policies and procedures

FOOD & BEVERAGE REGULATIONS

All food and beverage items served within Phoenix Convention Center & Venues must be prepared and presented by Aventura...A Premier Catering Company. This includes requests for exhibitor amenities such as logo-bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverage from the Convention Center. Aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Arizona Department of Liquor Licenses and Control. Therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by Aventura.

EVENT PLANNING

Exhibitor Food & Beverage Order Specifications

To insure the proper planning of your event, we kindly request that all exhibitor food and beverage specifications be received in writing by our office no later than fourteen (14) days prior to the date of your first service. Orders received within fourteen (14) days of the first scheduled service will incur a 10% late administrative charge.

Confirmation of Orders

Upon receipt of all written food and beverage specifications, your Aventura Sales Professional will review and provide the customer with written confirmation of services ordered. A separate event order will be issued to the customer for each individual service, along with a contract outlining specific agreements between the customer and the caterer, Aventura. The contract, signed event orders and payment in full must be received by Aventura no less than five (5) business days prior to the first event. The event orders, when completed, will form part of your contract. Menu prices are subject to change without notice.

Client Responsibility

The client is responsible for ordering electrical power from Commonwealth Electric and booth catering tables and/or bar fronts and bar back tables from show decorator if necessary.

PAYMENT POLICY

Deposits

Aventura policy requires full payment (100%) of total estimated charges in advance.

Acceptable Forms of Payment

Company check, American Express, Visa, MasterCard and Discover are considered acceptable forms of payment. If payment is received within less than three (3) business days prior to the event, certified funds or credit card payment will be required. If company check is utilized for payment, a credit card will be required to facilitate on site additions and changes to existing orders.

Cancellation

Full charges will apply to cancellations made within five (5) business days prior to delivery.

ADMINISTRATIVE CHARGE* AND SALES TAX

- All food and beverage items are subject to 24% administrative charge* and applicable Arizona sales tax. Administrative charge* is taxable in the State of Arizona.
- ++ indicates the addition of 24% administrative charge* and applicable sales tax
- + indicates the addition of applicable Arizona sales tax (currently 9.1%)
- Administrative charge* and sales tax are subject to change without notice

DELIVERY FEES

All catering orders or re-orders totaling less than \$100.00 (excluding administrative charge* and sales tax) will result in a \$50.00+ delivery fee.

BEVERAGE PURCHASE POLICY

All beverage items are sold à la carte and cannot be purchased on a consumption basis.

LABOR

Each booth attendant is \$225.00+ and bartender is \$275.00+ for up to 4 hours, each additional hour is \$70.00+ per hour for each attendant or bartender.

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 24% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



Exhibitor Booth Catering Order Form

Please fax or email your completed order and credit card authorization form to (602) 534-8603 or Joie Tucker at Tucker-Josephine@aramark.com. Confirmation will be emailed to you.

Show Name:						
Company:						
Order Contact:						
Street Address:						
City:				State:		Zip:
Email:						
Phone:				Fax:		
Booth #:				# of Guests:		
On-Site Contact:						
On-Site Contact Cell:						
MENU ITEMS						
Service Date	Start Time	End Time	Quantity	Item Description	Unit Price	Total Price
Subtotal						
24% Administrative Fee (if applicable)						
9.1% Sales Tax						
Total						

Aventura Catering Exhibitor Menu and Order Form



Phoenix Convention Center & Venues
100 North Third Street
Phoenix, Arizona 85004
t 602.534.8600 | f 602.534.8603

Aventura requires full payment (100%) of total estimated charges prior to the commencement of services. Aventura accepts cash, company checks, money orders and wire transfers as payment. Major Credit Cards are an acceptable form of payment. A 3% surcharge will be applied. An initial deposit is required at the time the Service Agreement is executed. The amount of the initial deposit varies and will be outlined in the Service Agreement. Final deposits are due prior to the commencement of services with specific due dates outlined in the Service Agreement. If payment is received within less than five (5) business days prior to the commencement of services, cash, certified funds or credit card payment will be required. All events require a completed and signed Credit Card Authorization Form on file to facilitate any on-site orders, or additions. All charges incurred on-site will be applied to the credit card at the closing of the event.

_____ company check to be issued for advance payment - credit card to be used for any additional orders and/or increases

_____ credit card to be used for all charges

COMPANY:

ONSITE CONTACT:

CARD HOLDER'S NAME:

BILLING ADDRESS:

PHONE:

FAX:

EMAIL:

CARDHOLDER'S SIGNATURE:

(signature MUST be same as name on credit card)

PLEASE CHECK ONE

AMEX _____

MASTERCARD _____

VISA _____

CREDIT CARD #:

EXPIRATION DATE:

SECURITY CODE#:

for all credit card charges a 3% surcharge will be applied

FOR OFFICE USE ONLY

DATE:

(AUTHORIZATION VALID FOR 30 DAYS)

AUTHORIZATION #:

AMOUNT OF AUTHORIZATION:

AUTHORIZED PERSONNEL:

PLEASE MAKE LEGIBLE PHOTO COPY OF CREDIT CARD (FRONT ONLY) FOR CREDIT CARD VERIFICATION
ANY CREDITS DUE WILL BE PLACED ONTO PROVIDED CREDIT CARD



FOOD AND BEVERAGE SAMPLING GUIDELINES

By contractual agreement with the City of Phoenix and the Phoenix Convention Center, **AVENTURA is the exclusive food and beverage caterer at the Phoenix Convention Center.** Under the terms of this agreement, the Phoenix Convention Center and AVENTURA have established the following guidelines for the serving of food and beverage samples for tradeshow.

A. EVENTS SUCH AS CONVENTION MEETINGS, TRADE SHOWS AND EXHIBIT SHOWS WHICH ARE NOT OPEN TO THE GENERAL

- PUBLIC**
1. Attendees must be registered with, belong to, or be guests of the association.
 2. Samples to be given away must be:
 - a) Items which registered members of the association produce and or manufacturer in the normal conduct of their business
 - b) Produced by equipment, which registered members of the association would be likely to purchase in the normal conduct of their business.
 3. Portion sizes must be of such size as to permit tasting, bite-sized or 4 oz cups with a 3 oz pour, so as not to compete with the normal catering of food concession activities at the Phoenix Convention Center.
 4. Promotional samples not covered in paragraph (2) above are not permitted except under unusual circumstances, which shall require the written concurrence of both the Phoenix Convention Center and AVENTURA.

Entity distributing sample item(s) must contact Maricopa County Environmental Services for a Temporary Food Service Establishment permit, and must provide a copy of said certificate to Aventura...A Premier Catering Company no later than three (3) days prior to event.

Hand washing stations may be required for sampling per Maricopa County guidelines.

Maricopa County Environmental Services Department - 602. 506.6978

<http://www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/SpecEvents.aspx>

B. EVENTS OF THE EXHIBIT TYPE FORMAT WHICH ARE OPEN TO THE GENERAL PUBLIC

1. Exhibitor must occupy a commercial booth space and food or beverage sample shall not be of competing nature with food and beverage offered for sale by AVENTURA.
2. Item(s) must be a product or produced by equipment, which is being displayed.
3. Portion sizes must be of such size as to permit tasting, but not large enough to satisfy thirst or hunger. **(Same as number 3 above.)**
4. Promotional items not covered in paragraph (2) above are not permitted.
5. Vendor distributing sample item must have a valid Maricopa County "Temporary Food Service Establishment" permit issued by the Maricopa County Environmental Department. A copy of this permit must be provided to AVENTURA no later than seven days prior to event.

Entity distributing sample item(s) must contact Maricopa County Environmental Services for a Temporary Food Service Establishment permit, and must provide a copy of said certificate to Aventura...A Premier Catering Company no later than three (3) days prior to event.

Hand washing stations may be required for sampling per Maricopa County guidelines.

Maricopa County Environmental Services Department - 602.506.6978

<http://www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/SpecEvents.aspx>

C. ALCOHOLIC BEVERAGE SAMPLING

ARAMARK Sports & Entertainment Services, LLC d/b/a Aventura...a premier catering company, as a licensee is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Arizona Liquor Commissions regulations.

1. Any alcoholic beverage sampling must follow these guidelines:
 - a) **Exhibitor must be a local distributor with an Arizona Liquor Department of Licenses and Control Alcoholic Beverage License.**
 - b) Portion sizes must be of such size as to permit tasting - not to exceed 2-ounce portion.
 - c) Approval from AVENTURA for each exhibitor dispersing alcoholic beverage samples.

FOOD AND BEVERAGE ITEMS MAY BE SAMPLED ONLY AND CANNOT BE SOLD

AUTHORIZATION REQUEST

SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Aventura...A Premier Catering Company maintains exclusive food & beverage distribution rights with Phoenix Convention Center. The sponsor(s) of an exposition(s) and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization.

GENERAL CONDITIONS:

- 1.) Items dispensed are limited to products manufactured, processed and/or distributed by exhibiting entity in the tradeshow. **Items may be sampled only and cannot be sold.**
- 2.) All items are limited to SAMPLE SIZE.
 - a.) Beverage items are limited to maximum **3 fluid ounces of product in a 4-ounce container**
 - b.) Food items limited to **1"x 1" bite-size portions**
 - c.) Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) **MUST** be purchased from the Aventura...A Premier Catering Company.
 - d.) **Entity distributing sample item(s) must contact Maricopa County Environmental Services for a Temporary Food Service Establishment permit, and must provide a copy of said certificate to Aventura...A Premier Catering Company no later than three (3) days prior to event.**
 - e.) **Hand washing stations may be required for sampling per Maricopa County guidelines.**

Maricopa County Environmental Services Department - 602.506.6978 / specialevents@mail.maricopa.gov
<http://www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/SpecEvents.aspx>

Name of Convention _____

Entity Name _____ Booth # _____

Telephone _____ Fax _____

Address _____ City _____ State _____ Zip _____

On site Contact _____ Title _____

Email address _____

Product(s) you wish to distribute: _____

Size of portion to be distributed: _____

Proposed method of distribution: _____

Please explain purpose for offering samples: _____

SERVICES REQUIRED: Appropriate charges to be quoted after requests have been submitted.

Storage: _____ No _____ Yes _____ If Yes, approximate amount _____ cu. ft.
 _____ Freezer _____ Refrigerator _____ Dry Storage _____ Ice _____ Hand washing station

Aventura...A Premier Catering Company reserves the right to change any policy when necessary.

Please complete this form in its entirety and return to:

Aventura...A Premier Catering Company –
 Phoenix Convention Center
 100 North Third Street
 Phoenix, Arizona 85004
 tel 602.534.8604
 fax 602.534.8603

PLEASE CONTACT JOIE TUCKER W/ ANY QUESTIONS:
tucker-josephine@aramark.com

Authorized Aventura Representative _____



Rates Effective July 1, 2025-June 30, 2027
Information & Online Ordering
www.commonwealthexpo.com



Submit Form To:

Commonwealth Electric Company
 100 North 3rd Street, Phoenix, AZ 85004
 PH 602.253.5881 Fax 602.253.5530

Cathee Cooper
ccooper@commonwealthelectric.com



Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

Event 2027 Phoenix Travel & Adventure Show				Dates January 30th-31st, 2027 Event # 475909			
For Discount Payment Price we must receive your order and payment prior to this DISCOUNT DEADLINE DATE OF: 01.14.2027							
Company Name					Booth		
Standard Electrical Outlets **Rates are for duration of event**							
Qty	Description	Discount	Regular	Amount	If you require services not listed on this form please call for a quote. Lighting, Water and/or Air, please call for Order Form 24 Hour Services: Rates are DOUBLE the Outlet Rate ☐ Check if required Overhead Power: Rates are Time and Material. Please call for quote. 208V and 480V Services: There is a MINIMUM labor charge of (1) hr. for installation/removal of all 208V service. There is a MINIMUM labor charge of (2) hrs. for installation/removal of all 480V service. ELECTRICAL LABOR: Outlets requested to be placed anywhere other than the back of the booth will require a layout and a MINIMUM of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power. ☐ Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in. ☐ Layout to follow		
120V Motor & Equipment Outlets (3 Pronged)							
	500 Watts (5 Amp)	\$131.00	\$177.00				
	1000 Watts (10 Amp)	\$173.00	\$234.00				
	2000 Watts (20 Amp)	\$219.00	\$296.00				
1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor							
	10 Amp 208V 1 Phase	\$294.00	\$396.00				
	20 Amp 208V 1 Phase	\$346.00	\$467.00				
	30 Amp 208V 1 Phase	\$432.00	\$583.00				
	50 Amp 208V 1 Phase	\$589.00	\$795.00				
	60 Amp 208V 1 Phase	\$668.00	\$902.00				
	100 Amp 208V 1 Phase	\$1,077.00	\$1,454.00				
3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor							
	10 Amp 208V 3 Phase	\$332.00	\$448.00				
	20 Amp 208V 3 Phase	\$464.00	\$626.00				
	30 Amp 208V 3 Phase	\$513.00	\$692.00				
	50 Amp 208V 3 Phase	\$741.00	\$1,000.00				
	60 Amp 208V 3 Phase	\$897.00	\$1,211.00				
	100 Amp 208V 3 Phase	\$1,604.00	\$2,165.00				
Rental Items							
	Extension Cord 15'	\$33.00					
	Extension Cord 25'	\$35.00					
	5-way power strip	\$30.00					
	3-way adaptor	\$27.00					
In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges							
Labor for Layout/Overhead/Qty and 208V Services							
ST (M-F 8am-4:30pm)		\$113.00					
OT (M-F 4:30pm-12am & Sat 8am-12am)		\$169.50					
DT (M-F 12am-8am & all Sundays/Holidays)		\$226.00					
State of Arizona Tax Exempt Form 5000 must be submitted with order to receive exemption. **By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations.**							
		Total Order					
		9.1% Sales Tax					
		Labor Amount					
		Total Due					
FOR SUPERVISED LABOR ONLY Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor. Date/Time Requested Onsite Contact Onsite Contact Cell #							
Company Name				Phone			
Address				Cell Phone			
Email Address				Onsite Contact; Name & Number			
Signature				Print Name			
Paid by: CK AX MC VS		Credit Card Number			Exp Date CVV		
Cardholder Signature				Print Name			

Terms and Conditions



Payment Policy:

1. **Payment in full:** is required on all orders at the time the order is placed. Purchase orders are not considered payment. There will be an additional \$35 service charge on all returned checks. For your convenience, we accept the following forms of payment: Check, Visa, MasterCard and American Express. **No cash will be accepted.**
2. **Tax:** All amounts, except labor, are subject to a combined Arizona State and City sales tax. If you are tax exempt in the state of Arizona, please attach sales tax exemption certificate (form 5000) to your order. Orders submitted online will not be accepted as tax exempt, and credit will not be given for sales tax paid online. Tax exempt orders must be submitted with the order form and not placed online.
3. **Discount Rates:** Please see order form for exact date for each event.
4. **Regular Rates:** are applied to all orders received after the deadline for the discounted rates and orders received on-site at the event.
5. **Refunds:** will not be issued on services that have already been installed. Refunds will not be considered unless submitted in writing by customer prior to the close of the event.
6. **Contract Agreement:** Lessor will not be responsible for strikes, accidents, an Act of God, or delays beyond control. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage an attorney, the lessee agrees to pay all costs, expenses, and the attorney's fees expanded or incurred by lessor in connection therewith. Payment or receipt of this contract constitutes acknowledgment that lessee has read and agrees to all conditions and regulations as stated in this contract.

Outlets & Equipment:

1. All electrical outlets are provided at an additional charge and are not part of a booth package unless otherwise indicated on the Commonwealth Electric order form.
2. Each outlet ordered is ONE (1) SINGLE plug-in.
3. In-line and peninsula booths: each outlet will be located at the back of the booth. Island booths: outlets will be placed at the most convenient location for Commonwealth Electric unless otherwise noted by the customer. Should outlets be required in any other location within the booth, a labor charge will be incurred, and a layout must be submitted with order.
4. Outlets are to be ordered separately by each customer and may not be shared with other customers.
5. Building utility outlets are not a part of the booth space and are not to be accessed, blocked or used by customers.
6. Electrical floor boxes must not be covered or blocked by customer unless prior arrangements have been made with Commonwealth Electric.
7. All materials and equipment furnished by Commonwealth Electric for this service order, shall remain the property of Commonwealth Electric and shall only be removed by Commonwealth Electric at the close of the event. Any equipment removed by the customer shall be charged the replacement cost of the specific equipment.

Terms and Conditions



Labor:

Labor charges shall be incurred for the following: (please refer to the order form or contact Commonwealth Electric for labor minimums per service)

- Request for your outlet to be placed anywhere other than the back of your booth. A layout must be attached to your order with booth orientation & dimensions.
- All 110V (120V) services above 20 amps.
- All 208V (220V) services ordered with a minimum of one (1) hour labor per connection.
- Conversion of customer power connection.
- All overhead services.
- Ordering eight (8) or more services within the same booth space.
- Requested customer supervision for service installation.

Conditions and Regulations:

1. Commonwealth Electric will provide standard NEMA connections for all services 208V (220V) or higher. Please check with Commonwealth Electric for specific type of connection per facility. It is the responsibility of each customer to convert to each facility's connection.
2. Customers are responsible for supplying all converters 220V-110V for international equipment. Should Commonwealth Electric supply, there will be an additional charge. Contact Commonwealth Electric for specific charges.
3. Commonwealth Electric will not be responsible for any cutting or altering of any floor covering in order to bring services to a booth in a specific location.
4. All equipment, regardless of source of power, must comply with all Federal, State, and City safety codes.
5. All equipment must be approved by Underwriters Laboratory and properly UL labeled with complete information as to current, voltage, phase, cycle, horsepower, etc. If equipment is not UL approved and tagged, Commonwealth Electric reserves the right to refuse to energize.
6. All customer supplied cords must be of the three (3) wire grounded type. Use of open sockets, latex or lamp cord wire is prohibited.
7. Commonwealth Electric is not responsible for voltage fluctuations or power failure because of temporary conditions.

FAQ:

1. How much power do I need to order?

Answer: You will need to check the electrical tag/sticker on each piece of equipment to determine the actual wattage or amperage required. Please feel free to contact the Commonwealth Electric Account Manager for your event if you need assistance.

2. How much power will I need to order for a laptop?

Answer: You may power up to three (3) laptops per 500-watt outlet ordered.

3. How much power will I need to order for lighting?

Answer: Please add up the wattage of each lightbulb to determine total amount of wattage needed to order. Example: Four (4) sixty (60) watt lightbulbs would total two hundred forty (240) watts. You would need to order a 500-watt outlet to power these lights.

Phoenix Convention Center Exhibition Booth Cleaning Service Order Form

CONTACT INFORMATION

Company Name

Booth Number

Company Address

City

State

Zip

Contact Name

Phone

Email

Please provide the size of the exhibit booth you would like cleaned during the 2-day event.
In the space below, specify what you would like our cleaners to focus on cleaning.

Booth Size:

2-Day Price:

Booth Size:

2-Day Price:

10 x 10

\$20.00

20 x 20

\$50.00

10 x 15

\$25.00

20 x 30

\$60.00

10 x 20

\$30.00

20 x 40

\$70.00

10 x 30

\$40.00

40 x 58

\$120.00

10 x 35

\$45.00

50 x 60

\$150.00

60 x 80

\$200.00

For information regarding cleaning services, please call our office at **(602) 734 - 5755**.



Becky's Phoenix Plants, LLC

2027 SHOW
RENTAL
ORDER FORM

PO Box 42448, PHX, AZ. 85080

Phone: 602-410-7633

office@beckysphoenixplants.com

Becky (Owner/Designer): 602-410-7633

We Are Here For You 24/7

www.beckysphoenixplants.com

* Blooming plant colors very upon season.

*Becky's Phoenix Plants, LLC can provide banquet centerpieces and VIP amenities for hospitality rooms and hotel rooms.

* Contact us for items not listed ~ Southwest theme, Cactus bowls ect.

() Please have Becky ~ designer meet me at my booth.

Date: _____ Time: _____ AM/PM Contact name

_____ Phone number _____ *

Terra Cotta pots are an additional charge

**** WE ARE HERE FOR YOU 24/7 ****

QTY	CUSTOMER FLORAL DESIGNS	PRICE	TOTAL
	FLORAL 12" : TROPICAL ~ TRADITIONAL Shape, Color & Size	65.00 & up	
	FLORAL 18" : TROPICAL ~ TRADITIONAL Shape, Color & Size	\$95.00 & up	
	FLORAL 24" : TROPICAL ~ TRADITIONAL Shape, Color & Size	\$150.00 & Up	
	BOUTONNIERS/CORSAGE (opt. on flower in season)	\$45 & up	
	Bubble bowl 8" ~ Business cards/Candy etc...	\$40 & up	

SHOW INFORMATION		QTY	BLOOMING PLANTS	PRICE	TOTAL
TRAVELS SHOWS 2027 1/30-31/2027 Phoenix Conversion Center			MUM 6" : Yellow _____ White _____ Purple _____	\$20.00	
			AZALEA 6" : Red _____ Pink _____ White _____	\$28.00	
			BROMELIAD 6" : Red _____ Yellow _____ Pink _____	\$28.00	
			KALANCHOE 6" : Red _____ Yellow _____ Orange _____	\$20.00	
		QTY	TROPICAL PLANTS	PRICE	TOTAL
			SMALL FERNS ~ 6"	\$25.00	
			LARGE FERNS ~ 8"	\$40.00	
BOOTH #:			3 - FOOT PLANT	\$39.00	
Company Name:			4 - FOOT PLANT	\$49.00	
Address:			5 - FOOT PLANT	\$59.00	
City: _____ State: _____ Zip: _____			6 - FOOT PLANT	\$80.00	
Contact:			7 - FOOT PLANT	\$85.00	
Phone: _____ Fax: _____			8 - FOOT PLANT	\$95.00	
PAYMENT METHOD: CASH ~ CHECK ~ CREDIT CARD VISA ~ MASTERCARD ~ AMEX X _____ EXP _____			10 - FOOT PLANT OR TALLER	Call for Quote	
			CACTUS - SOUTHWESTERN THEME	Call for Quote	
			LIGHTING FOR PLANTS (TWINKLE, UP & CAN)	Call for Quote	
		ASSORTED CONTAINERS AVAILABLE (Black/White pots, Baskets and Terra Cotta)			
Cardholder's name _____ # _____ ZIP CODE _____		Notes: SUBTOTAL SALES TAX 8.6% DELIVERY \$25 OR 20% over \$200 TOTAL			
Credit Card Number _____ ccv# _____					
* The undersigned acknowledges receipt of the merchandise described herein and agrees to assure the replacement cost for any loss or damage to said merchandise which is the property of Becky's Phoenix Plants, LLC. No adjustments after close of the show. X _____					
			Date: _____		

ON-SITE WIRELESS SERVICES

PHOENIX CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

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

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

EXHIBITOR INTERNET

Our Exhibitor Internet is available throughout the facility at speeds of 3 Mbps up/down. Broadcasted on 5 GHz wireless frequency only. Each purchase is device specific.

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

COMPLIMENTARY INTERNET

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

For questions regarding on-site wireless services, please call Smart City Networks at 602-252-1770. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.

