



EXPO
EVENT SERVICES

Exhibitor Services Manual



**LET US HELP
ELEVATE
YOUR NEXT EVENT**

**Seattle Area Travel & Adventure Show
March 20 - 21, 2027
Seattle Convention Center Hall: Arch EF
Seattle, WA**

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

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

WELCOME TO ONLINE ORDERING



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

Expo Event Services Online Ordering Portal

powered by Boomer Commerce is live.

Click [here](#) to place your show orders.

This area will provide you with the place to order all your booth furnishings, flooring, labor, sign hanging, and material handling needs for your upcoming show. If you need help shipping your materials, please contact TS Shipper at info@tsshipper.com or submit a request for a quote via the **QUICK QUOTE FORM - TSShipper**. If you need any help ordering your services, please do not hesitate to contact us. We want to make sure you have exactly what you need for a successful event!

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

Thank you.

Expo Event Services Show Team

orders@expoeventservices.com

Existing Users

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

New Users

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

SHOW INFORMATION - SCHEDULE

Welcome to Seattle and the **Seattle Travel & Adventure Show**

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

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

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

Official General Contractor

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

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

10x10 Booth Furnishings:

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

Show Schedule Move In/Move Out		
Exhibitor Move-In:	Friday, March 19, 2027	9 a.m. - 5 p.m.
Event Open:	Saturday, March 20, 2027	9:30 a.m. - 5 p.m. Travel Advisors 10 a.m. - 5 p.m. Public
Event Open:	Sunday, March 21, 2027	11 a.m. - 4 p.m.
Exhibitor Move Out:	Sunday, March 21, 2027	4 p.m. - 8 p.m.

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

Expo Event Services will begin returning empty shipping containers at **4 p.m.** on **Sunday, March 21, 2027**; this process should take approximately **2 HOURS**.

Please keep this in mind when scheduling labor and freight pick-up.
All carriers must check-in for pick-up no later than **6 p.m.** on **Sunday, March 21, 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

Seattle Travel and Adventure Show 2027
Exhibitor Name & Booth #
c/o Expo Event Services
Seattle Convention Center - Halls Arch EF
705 Pike Street
Seattle, WA 98101-2310

Shipments Can Only Arrive:

Thursday, March 18, 2027- 11 a.m.-5 p.m.
Friday, March 19, 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: March 4, 2027

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

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

Cardholder: _____ Email: _____

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

Billing Address: _____ City/ST/Zip: _____

Signature: _____ Date: _____

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

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

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

Services and Equipment Ordered

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

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

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

\$

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

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

THIRD PARTY BILLING REQUEST

Deadline Date: March 4, 2027

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

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

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

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

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

By: _____(Authorized Signatures)

Exhibiting Firm

EXHIBITING FIRM

ADDRESS

CITY STATE ZIP

PHONE FAX

AUTHORIZED SIGNATURE TITLE

AUTHORIZED NAME (PRINT)

Credit Charge Authorization

(Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

MASTERCARD
VISA*
American Express

Corporate
Personal

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

Account Number

CARDHOLDERS NAME PLEASE PRINT

CARDHOLDERS BILLING ADDRESS CITY

STATE ZIP COUNTRY

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

Other (Please Specify) _____

PLEASE SIGN **X**
CARDHOLDER'S SIGNATURE

Third Party

EXHIBITING FIRM

ADDRESS

CITY STATE ZIP

PHONE FAX

AUTHORIZED SIGNATURE TITLE

AUTHORIZED NAME (PRINT)

Credit Charge Authorization

(Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

MASTERCARD
VISA*
American Express

Corporate
Personal

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

Account Number

CARDHOLDERS NAME PLEASE PRINT

CARDHOLDERS BILLING ADDRESS CITY

STATE ZIP COUNTRY

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

Other (Please Specify) _____

PLEASE SIGN **X**
CARDHOLDER'S SIGNATURE

INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION

Deadline Date: March 4, 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:

Seattle Travel & Adventure Show

C/O: Expo Event Services

Seattle Convention Center Hall: Arch EF
705 Pike Street
Seattle, WA 98101-2310

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

SHIPPING GUIDELINES

We recommend that you use TS Shipper, a freight team specializing in trade show shipping. Exhibit freight is time-sensitive, and experience counts. If you are in doubt, call Expo Event Services to assist you in planning your shipments.

Take advantage of the advance shipping and receiving services provided by TS Shipper.

Please read the "Expo Event Services' Limits of Liability and Responsibility" for important information on shipping.

Shipping Charges - Please prepay all shipping charges. Expo Event Services cannot accept or be responsible for collect shipments.

Bill of Lading - All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise. Upon shipping, immediately send copies of bills of lading to Expo Event Services and your on-site representative. Handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Expo Event Services will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Expo Event Services will invoice the entire load at the Uncrated rate and will be unable to adjust charges later.

Consignment - All shipments must be consigned c/o Expo Event Services to enable us to accept them for handling.

Shipping Labels - Please use the shipping labels provided to expedite handling.

Certified Weight Receipts - The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Expo Event Services will unload all shipments after your driver submits certified weight receipts at the receiving site.

Labor and Equipment - Labor and equipment for unloading and loading are included with Expo Event Services freight handling rates for services. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Outgoing Shipments - Shipping information, bills of lading and labels will be available at the Expo Event Services Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup.

Empty Labels - Shipping cartons will be picked up, stored, and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the Service Desk and are for empty storage only.

Rigging - If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Freight Handling Services

Expo Event Services is prepared to receive your shipment directly to show site, or in advance via TS Shipper. Direct to show site can be scheduled with TS Shipper or a carrier of your choice.

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



Reserve Your Shipment Today with the Official Show Carrier

Fast, Reliable, Secure Trade Show Transportation!



Don't wait for your freight, let your freight wait for you!

TS SHIPPER is the most comprehensive shipping company that directly services the trade show industry.
TS SHIPPER specializes in time sensitive trade show freight, across the country!

Freight Services

- Local Deliveries
- Ground Shipments
- Air Shipments
- Caravan Services
- Storage
- Full Truck Load Services

*** Personal presence at the shows to make sure everything goes smoothly

*** Special discounted Show Rates *** Pre-printed bills of lading and shipping labels

Requesting a shipping quote has never been easier – 3 ways to contact us



EMAIL US AT INFO@TSSHIPPER.COM



CALL US AT 216-566-5953



GO ONLINE AT WWW.TSSHIPPER.COM

TS SHIPPER LLC - INBOUND FORM

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

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

Show Name: Seattle Travel & Adventure Show

Show Dates: March 20 - 21, 2027

Venue: Seattle Convention Center - Arch EF

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 cannot 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: Seattle Travel & Adventure Show
Show Dates: March 20 - 21, 2027
Venue: Seattle Convention Center - Arch EF

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: Seattle Travel & Adventure Show
Show Dates: March 20 - 21, 2027
Venue: Seattle Convention Center - Arch EF

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: Seattle Travel & Adventure Show

Show Dates: March 20 - 21, 2027

Venue: Seattle Convention Center - Arch EF

Company Name

Booth Number

Company / Business Name

Street Address

Show Name (if applicable)

City

ST

Contact Name & Number

Zip / Postal Code

☐ Economy / Deferred (4-7 Business Days)

☐ 2nd Day Air

☐ 3rd Day Air

☐ Next Day Air

Piece Count Estimate

Total Weight
Estimate

ADDITIONAL INFORMATION OR INSTRUCTIONS

POV/ASSISTED CART LOAD FORM

Deadline Date: March 4, 2027

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

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

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

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

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

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

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

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

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

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



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

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

SHOW SITE LABEL



EXHIBITION FREIGHT

CAN ONLY ARRIVE

Thursday, March 18, 2027: 11 a.m. - 5 p.m.

Friday, March 19, 2027: 9 a.m. - 5 p.m.

TO: _____

(EXHIBITOR'S NAME)

Seattle Travel & Adventure Show 2027

C/O: Expo Event Services

Seattle Convention Center Hall: Arch EF

705 Pike Street

Seattle, WA 98101-2310

BOOTH #: _____ NUMBER _____ OF _____ Pcs.

SHOW SITE LABEL



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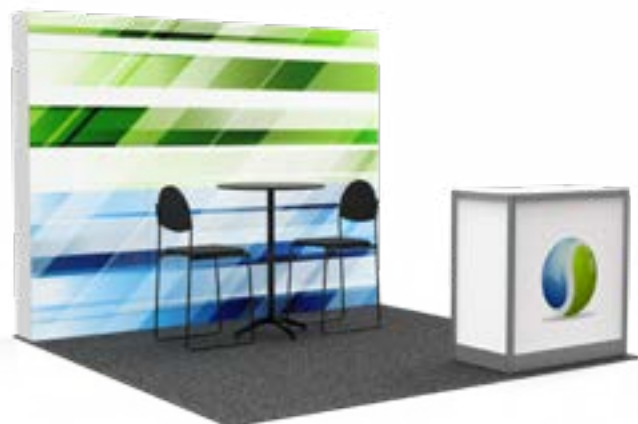


TURNKEY BOOTH PACKAGES & LIGHTBOXES

TURNKEY PACKAGES

Deadline Date: February 16, 2027

To Order, Email: orders@expoeventservices.com

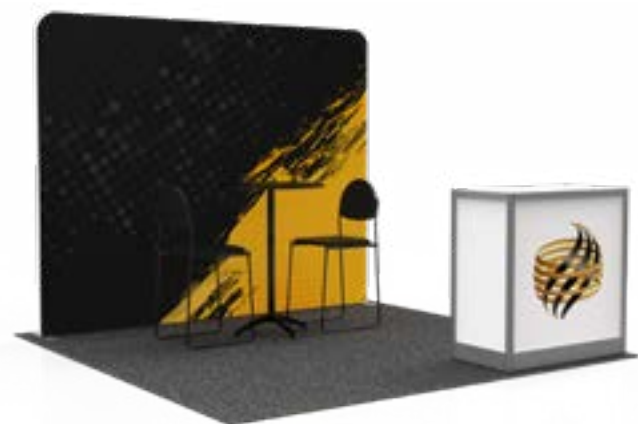


10' x 10' PACKAGE A

\$4,300.00

Furnishings Include:

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



10' x 10' PACKAGE B

\$5,282.00

Furnishings Include:

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



10' x 20' PACKAGE C

\$7,244.00

Furnishings Include:

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

GRAPHIC REQUIREMENTS PLEASE READ

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

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

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

TURNKEY PACKAGES

Deadline Date: February 16, 2027

To Order, Email: orders@expoeventservices.com



Front



Front

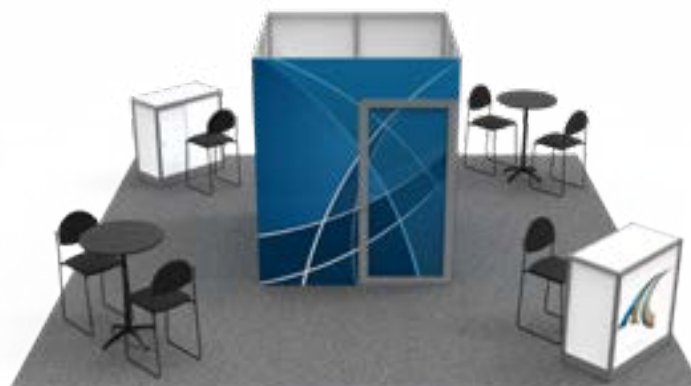


Back

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

Furnishings Include:

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



Back

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

Furnishings Include:

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

GRAPHIC REQUIREMENTS PLEASE READ

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

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

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

LIGHTBOXES

Deadline Date: February 16, 2027

To Order, Email: orders@expoeventservices.com



10' x 8' Lightbox

Single Sided Graphic: \$4,253.00

Double Sided Graphic: \$6,773.00

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



20' x 8' Lightbox

Single Sided Graphic: \$6,773.00

Double Sided Graphic: \$8,128.00

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

PLEASE NOTE FOR LIGHTBOXES:

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

Install: 2 men, 2 hours each,

Dismantle: 2 men, 1 hour each

GRAPHIC REQUIREMENTS PLEASE READ

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

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

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

TURNKEY BOOTH PACKAGE & LIGHTBOX ORDER FORM

Deadline Date: February 16, 2027

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

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

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

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

*** PLEASE NOTE FOR LIGHTBOXES:**

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

Install: 2 men, 2 hours each,

Dismantle: 2 men, 1 hour each

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

orders@expoeventservices.com

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

SUBTOTAL = _____ + TAX @10.55% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

GRAPHIC FILE SUBMISSION GUIDELINES

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

File Formats

Program

Adobe Illustrator
Adobe Photoshop
Adobe InDesign
Adobe Acrobat

Preferred File (type)

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

File Transfer Options

Media

Flash Drive
E-mail Attachments
FTP
DropBox

Note

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

PLEASE NOTE

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

Vector Artwork

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

Bitmap/Raster Artwork

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

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

Color Set Up

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

Fonts

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



EXPO
EVENT SERVICES



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gif@400%

.ai / .eps@400%



C



M



Y



K



PMS 144 C



PMS 255 C



PMS 383 CP



MS 684 C

PRICING

Product ID	Item Name	Advance Price	Standard Price
Material Handling			
MH70-E	POV/Assisted Cart Load Service Estimate: Move-In	\$193.00	\$193.00
MH80-E	POV/Assisted Cart Load Service Estimate: Move-Out	\$193.00	\$193.00
MH150	Vehicle Spotting	\$499.00	\$499.00
MH132	Priority Empty Label	\$250.00	\$250.00
MH30-E1	Direct Shipment to Show Site (Crated/Skidded/Special Handling) ST/OT - 100 lb. min	\$273.00	\$273.00
MH40-E1	Direct Shipment to Show Site (Crated/Skidded/Special Handling) OT/OT - 100 lb. min.	\$319.00	\$319.00
MH50-E	Small Package - 1st Package	\$95.00	\$95.00
MH60-E	Small Package - Additional Packages	\$25.00	\$25.00
Signage and Graphics			
S10	8.5" x 11"	\$69.00	\$90.00
S20	11" x 17"	\$82.00	\$106.00
S30	14" x 22"	\$101.00	\$131.00
S40	22" x 28"	\$123.00	\$161.00
S50	24" x 36"	\$246.00	\$317.00
S60	30" x 40"	\$264.00	\$344.00
Labor			
L100	Sign Assembly Labor - Install ST	\$254.00	\$330.00
L1001	Sign Assembly Labor - Install OT	\$423.00	\$549.00
L10011	Sign Assembly Labor - Install DT	\$517.00	\$673.00
L110	Sign Assembly Labor - Dismantle ST	\$254.00	\$330.00
L1101	Sign Assembly Labor - Dismantle OT	\$423.00	\$549.00
L11011	Sign Assembly Labor - Dismantle DT	\$517.00	\$673.00
L140	Overhead Sign Rigging Labor - Install ST	\$1,117.00	\$1,453.00
L1401	Overhead Sign Rigging Labor - Install OT	\$1,449.00	\$1,882.00
L14011	Overhead Sign Rigging Labor - Install DT	\$1,736.00	\$2,256.00
L150	Overhead Sign Rigging Labor - Removal ST	\$1,117.00	\$1,453.00
L1501	Overhead Sign Rigging Labor - Removal OT	\$1,449.00	\$1,882.00
L15011	Overhead Sign Rigging Labor - Removal DT	\$1,736.00	\$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

Deadline Date: March 4, 2027

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

Product ID	Item Name	Advance Price	Standard Price
12049-0001-12050-0006	Aria Cocktail Table - Purple	\$419.25	\$545.03
12049-0001-12050-0004	Aria Cocktail Table - Red	\$419.25	\$545.03
12049-0001-12050-0003	Aria Cocktail Table - White	\$419.25	\$545.03
12231-0001-12305-0001	Aria Console Table - Charcoal	\$441.66	\$574.16
12231-0001-12305-0002	Aria Console Table - White	\$441.66	\$574.16
12108-0001-12304-0004	Aria End Table - Blue	\$398.45	\$519.77
12108-0001-12304-0001	Aria End Table - Charcoal	\$398.45	\$519.77
12108-0001-12304-0005	Aria End Table - Green	\$398.45	\$519.77
12108-0001-12304-0007	Aria End Table - Purple	\$398.45	\$519.77
12108-0001-12304-0006	Aria End Table - Red	\$398.45	\$519.77
12108-0001-12304-0002	Aria End Table - White	\$398.45	\$519.77
05204-0001	Aspen Bar Table	\$1,107.30	\$1,439.49
22001-0001	Aspen Bar Table - Charged	\$1,294.58	\$1,682.96
22002-0002	Aspen Cocktail Table - Charged	\$732.91	\$952.78
05090-0001	Aspen Dining Table	\$950.53	\$1,235.70
18228-0891	Aubrey Sofa	\$1,438.60	\$1,870.19
18284-0898	Aubrey Chair	\$904.12	\$1,175.36
18184-0303	Aubrey Bench Ottoman	\$526.47	\$684.41
18284-0876	Bianca Stage Chair - Frost	\$488.07	\$634.52
18284-0895	Bianca Stage Chair - Onyx	\$488.07	\$634.52
18284-0893	Bianca Stage Chair - Sand	\$488.07	\$634.52
18024-0072	Blanc Bench Ottoman	\$640.09	\$832.12
18284-0834	Blanc Chair	\$1,065.75	\$1,385.47
18184-0274	Blanc Cube	\$224.04	\$291.25
18167-0614	Blanc Loveseat	\$1,275.38	\$1,658.00
18228-0847	Blanc Sofa	\$1,336.19	\$1,737.05
05246-0003-05036-0008	Blanco Bar Table White/Chrome 24" Square	\$398.45	\$517.99
05246-0003-05036-0009	Blanco Rectangle Bar Table - White/Chrome	\$617.68	\$802.99
05246-0003-05036-0003	Blanco Bar Table White/Chrome 30" Round	\$398.45	\$517.99
05246-0003-05036-0006	Blanco Bar Table White/Chrome 36" Round	\$409.66	\$532.57
05246-0002-05036-0008	Blanco Café Table White/Chrome 24" Square	\$398.45	\$517.99
05246-0002-05036-0009	Blanco Café Table White/Chrome Rectangle	\$617.68	\$802.99
05246-0003-05036-0003Cafe	Blanco Café Table White/Chrome 30" Round	\$398.45	\$517.99
05246-0003-05036-0006Cafe	Blanco Café Table White/Chrome 36" Round	\$409.66	\$532.57
12112-0010	Blox Bar Back	\$835.32	\$1,085.91
05088-0498	Brooklyn II Rect Dining Table	\$816.11	\$1,060.95

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

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

Deadline Date: March 4, 2027

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

Product ID	Item Name	Advance Price	Standard Price
05035-0053-05033-0006-05034-0011	Milo Chair - Chartreuse	\$220.84	\$287.09
05035-0053-05033-0014-05034-0015	Milo Chair - Chocolate	\$220.84	\$287.09
05035-0053-05033-0012-05034-0014	Milo Chair - Jade	\$220.84	\$287.09
05035-0053-05033-0010-05034-0013	Milo Chair - Victory Blue	\$220.84	\$287.09
05035-0053-05033-0004-05034-0010	Milo Chair - White	\$220.84	\$287.09
18284-0785	Monarch Chair - Bright White	\$468.86	\$609.52
05035-0050	Nexus Chair	\$265.64	\$345.33
05237-0300	Nexus Stool	\$324.84	\$422.29
18228-0858	Niko Sofa	\$1,358.59	\$1,766.16
18167-0622	Niko Loveseat	\$1,241.78	\$1,614.32
18284-0856	Niko Chair	\$1,033.75	\$1,343.87
18024-0011	Novel Satin Steel Cocktail Table	\$566.48	\$736.42
18024-0010	Novel End Table	\$502.47	\$653.21
13110-0017	Orbit End Table	\$297.64	\$386.93
05246-0003-05036-0037ParkAve	Park Ave Bar Table Maple/Chrome 30" Round	\$398.45	\$517.99
05246-0003-05036-0038ParkAve	Park Ave Bar Table Maple/Chrome 36" Round	\$409.66	\$532.57
05246-0018-05036-0037ParkAve	Park Ave Café Table Maple/Chrome 30" Round	\$398.45	\$517.99
05246-0018-05036-0038ParkAve	Park Ave Café Table Maple/Chrome 36" Round	\$409.66	\$532.57
18284-0812	Patrice Tablet Chair - Charged	\$806.51	\$1,048.47
05001-0017	Piazza Bar Back - Black	\$784.11	\$1,019.35
05001-0018	Piazza Bar Back - White	\$784.11	\$1,019.35
05012-0082	Razor Bar	\$2,224.31	\$2,891.60
14136-0105	Rimati Hi-Back Chair - Black	\$750.51	\$975.66
14136-0106	Rimati Hi-Back Chair - White	\$750.51	\$975.66
14128-0122	Rimati Guest Chair - Black	\$318.45	\$413.99
14128-0123	Rimati Guest Chair - White	\$318.45	\$413.99
18284-0900	Royce Chair - Mink	\$638.50	\$830.05
18284-0901	Royce Chair - Oyster	\$638.50	\$830.05
18184-0294	Rubix Cube - Cherry	\$228.83	\$297.48
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

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

TRAVEL & ADVENTURE SHOW®

EXHIBITOR FAQ'S



1 What Comes With My Booth?

Each 10'x10' booth space includes:

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

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

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

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

3 How Can I Cut Down On My Overall Costs?

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

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

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

5

Can I Set Up My Own Booth?

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

6

What Are The Restrictions For My Booth Structure?

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

7

Can I Tear Down My Booth Early?

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

8

Am I Allowed To Bring My Booth Material In Myself?

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

9

Is Material Handling Mandatory?

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

10

Can I Leave Items In My Booth Overnight?

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

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

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

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

- The Exhibitor Services Desk located on the Show Floor.

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

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

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

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

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

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



POLICIES & STANDARDS

1

Service Animal Policy

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

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

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

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

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

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

2

MPE Exhibit/Product Acceptability Standards For 2025 (USA)

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

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

Political Policy

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

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

POLICIES & STANDARDS

3

Insurance Requirements

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

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

Certificate of Insurance (COI)

For the COI, the certificate holder should be:

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



2027 Exhibitor Order Form

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

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

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

Onsite Contact Information

Company Name:

Onsite Contact Name:

Onsite Contact Mobile Number:

Booth Number:

Set up Date:

Removal Date:

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

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

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

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

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

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

Payment

Please select your preferred method of payment.

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

I would like to pay with company check or bank transfer



I would like to pay with credit card



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

Billing Contact Information

First and Last Name:

Email Address:

Street Address:

Telephone Number:

City:

State:

Postal Code:



Exhibitor Rental Terms and Conditions

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

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

Hosted
Enhancement

BARISTA SPECIALTY DRINKS

PREPARED WITH STARBUCKS BEANS

Espresso, Latte, Mocha, Cappuccino, Americano

Flavored Syrups – Chai, Chocolate, Hazelnut, Vanilla, Sugar-free Caramel, Sugar-free Vanilla.

Creamers – Half & Half, 2% Milk, Oat Milk.

DayStar espresso package includes – barista service and compostable supplies:
8 oz. cups, sleeves, lids, stirrers and napkins.

Minimum Package – Four consecutive hours of operation \$2,625+
(Espresso cart \$2,400 + Barista \$225)

Extended Pkg. – Each consecutive hour of additional service \$530+
+ Subject to current sales tax of 10.35%

ADDITIONAL MARKETING OPPORTUNITY

Branded coffee sleeves may be provided by the hosting sponsor.
Important: Sleeves must fit an 8 oz. cup.

ADDITIONAL CONSIDERATIONS

Limited number of espresso carts available.

Cart dimensions: 54 ¾" L x 36 ¼" W x 43 ½" H (*some carts vary in size*)

Area required: 66" x 66" (*includes working space for barista*)

Client must arrange electrical service with their Edlen representative -
Requirements: (1) dedicated 120-volt outlet, (2) 110-volt (15 amps)

ESPRESSO CART



SPECIALTY DRINK ART

Dazzle your clientele with espresso drinks that they will love to sip, snap and share. Add the Specialty Drink Art Machine to your espresso package (*limited availability*) and select a print image from a variety of patterns and messages.

Minimum Package – Includes machine rental, image selection, and attendant for four consecutive hours of service \$1,125+

Extended Package – Per additional hour of attendant service \$50+

Add Color – Choose one color “ink” cartridge (*100% plant-based ingredients*) \$350+

++ Subject to 22% taxable administrative fee and current sales tax of 10.35%
+ Subject to current sales tax of 10.35%

ADDITIONAL MARKETING OPPORTUNITY

Brand espresso drinks with your own custom logo
(*contact your catering specialist for image specifications*)

Custom Logo – Preparation fee \$250+

ADDITIONAL CONSIDERATIONS

This service must be ordered in conjunction with an espresso cart package.
One “ink” cartridge will embellish 900 to 1,200 drinks, depending on the image saturation.
Client must arrange electrical service with their Edlen representative:
Requirement - (1) dedicated 120-volt outlet

CRAFT MOCKTAILS

**MADE-TO-ORDER WITH BOTANICAL BUBBLY FROM
SEATTLE'S OWN DRY SODA COMPANY**

A zero-proof movement is afoot. People are drinking less alcohol than ever. While some have stopped drinking entirely, many have simply adopted a more mindful approach to how they consume alcohol, and when. Wherever you fall on the spectrum, the ritual of mixing, presenting, and toasting with something beautiful and delicious without the alcohol should never be treated as a compromise. Zero-proof mixology is a unique experience.

Blueberry DRY Lavender Lemonade

DRY Lavender Botanical Bubbly, Lemonade, Fresh Blueberry Flag Garnish

Zero Proof Blushing Bee's Knees

Lemon Juice, Raspberries, Honey, DRY Vanilla Botanical Bubbly

DRY Cucumber Basil Collins

DRY Cucumber Botanical Bubbly, Lime Juice, Fresh Basil, Cucumber Garnish

Minimum Four-Hour Package – 150 Cocktails \$1,500++

Mixologist – Four consecutive hours of service \$225+

Extended Pkg. – Each consecutive hour of additional service includes mixologist and 30 cocktails \$350+

++ Subject to 22% taxable administrative fee and current sales tax of 10.35%
+ Subject to current sales tax of 10.35%

DRY COCKTAILS



POPCORN MACHINE

Hosted
Enhancement

FRESH POPPED POPCORN

The alluring aroma of fresh popped popcorn will draw guests to this delicious snack!

Package includes one Popcorn Machine with Serving Table, and one Popping Kit - popcorn and popcorn bags for approximately 300 servings.

Minimum Package – For up to four consecutive hours of service \$800++

Required Service Attendant – For up to four consecutive hours of service \$225+

Extended Package – Per additional hour of consecutive service \$225++

Additional Popcorn Kits – \$200++

++ Subject to 22% taxable administrative fee and current sales tax of 10.35%
+ Subject to current sales tax of 10.35%

ADDITIONAL CONSIDERATIONS

Client must arrange electrical service with their Edlen representative:

Requirement - (1) dedicated 120-volt outlet, 9.5 amps





BAKE & SERVE HOT COOKIES

Attract their attention with the inviting aroma of freshly baked cookies.

Package includes a tabletop cookie oven, all baking and serving supplies, an attendant to bake and serve, and one case of cookie dough (produces 200 cookies).

Choose one flavor: Chocolate Chip, Oatmeal-Raisin or Sugar.

Minimum Package – Four consecutive hours of service \$975++

Extended Package – Per additional hour of attendant service \$50+

Additional Cookies – 20 lb. case of dough (200 cookies) \$400++

++ Subject to 22% taxable administrative fee and current sales tax of 10.35%

+ Subject to current sales tax of 10.35%



ADDITIONAL CONSIDERATIONS

Approximate size: 2' x 2'

Client must arrange electrical service with their Edlen representative -

Requirements: 120 volt, 11.3 amps, 1,350 watts, 60Hz

Otis Spunkmeyer®

COOKIES



BUBBLE TEA MADE-TO-ORDER

- Matcha Milk Tea
- Classic Milk Tea
- Lychee Popping Boba
- Passion fruit Popping Boba

Package includes 16 oz. domed cups, boba straws and napkins.

Minimum Package – Four consecutive hours serving 250 drinks \$3,000++

Attendant – Four consecutive hours of service \$225+

++ Subject to 22% taxable administrative fee and current sales tax of 10.35%

+ Subject to current sales tax of 10.35%

ADDITIONAL CONSIDERATIONS

Lead time requirement: Three weeks.

Area required : 60" x 60" or existing booth counter
with working space for attendant.

Client must arrange electrical service with their Edlen representative:

Requirements: One 15 amp, 120 volt outlet

BOBA BAR



ITALIAN SODA BAR



ICED ITALIAN SODAS MADE TO ORDER

with cream, soda water, and your choice of Torani Syrup flavors

Raspberry, Orange, Lime, or Cherry

Approximately 100 servings

CONSIDERATIONS:

Area Required: 60" x 50" (includes working space for attendant or existing booth counter)

\$1,000 ++ 4-hour consecutive hours (100 cups)

\$225.00 + per required mandatory attendant / 4 hours

\$300 + each additional hour of consecutive service/ includes attendant/ 25 drinks

\$225.00 set up fee

++ Denotes 22% taxable administrative charge & current state/local tax

+ Denotes current state/local tax



705 Pike Street, Seattle, WA 98101

exhibitor.services@seattleconventioncenter.com

206-694-5015



LOCAL FLOAT BAR



PACKAGE
UPGRADE

SEATTLE'S OWN JONES PURE CANE SUGAR SODAS

Orange & Cream, Root Beer, Cola Flavors
Locally Made Snoqualmie Vanilla Ice Cream

CONSIDERATIONS:

Electrical requirements: (1) 110 volt outlet dedicated

Area Required: 60" x 50"

(Includes working space for attendant, Freezer and Bar Counter)

\$1,000 ++ 4-hour consecutive hours & 100 drink minimum

\$225.00 + per required mandatory attendant / 4 hours

\$300+ each additional hour of consecutive service/includes attendant/25 drinks

\$225.00 set up fee

++ Denotes 22% taxable administrative charge & current state/local tax

+ Denotes current state/local tax



705 Pike Street, Seattle, WA 98101

exhibitor.services@seattleconventioncenter.com

206-694-5015



PACKAGE
UPGRADE

SELF-SERVE KEURIG

HOT KEURIG DRINKS

24 Keurig Regular Pods included

Two gallons water, compostable cups, sleeves, and all appropriate condiments.
Limited to stock on hand.

CONSIDERATIONS:

Electrical requirement: 120v, 60hz, 1610v, 13.42A

Area required: 24' x 36' counterspace

The client must arrange all electrical service. Call Exhibitor Services at 206-694-5015.

\$250.00++ daily rental fee

Additional pods available (in advance) for \$90.00++

Regular, Decaf, English Breakfast Tea, Hot Chocolate

++ Denotes 22% taxable administrative charge & current state/local tax



705 Pike Street, Seattle, WA 98101
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206-694-5015



SPECIALTY DRINK ART

Dazzle your clientele with espresso drinks that they will love to sip, snap and share. Add the Specialty Drink Art Machine to your espresso package (*limited availability*) and select a print image from a variety of patterns and messages.

Minimum Package – Includes machine rental, image selection, and attendant for four consecutive hours of service \$1,125+

Extended Package – Per additional hour of attendant service \$50+

Add Color – Choose one color “ink” cartridge (*100% plant-based ingredients*) \$350+

++ Subject to 22% taxable administrative fee and current sales tax of 10.35%
+ Subject to current sales tax of 10.35%

ADDITIONAL MARKETING OPPORTUNITY

Brand espresso drinks with your own custom logo
(*contact your catering specialist for image specifications*)

Custom Logo – Preparation fee \$250+

ADDITIONAL CONSIDERATIONS

This service must be ordered in conjunction with an espresso cart package. One “ink” cartridge will embellish 900 to 1,200 drinks, depending on the image saturation. Client must arrange electrical service with their Edlen representative:
Requirement - (1) dedicated 120-volt outlet

PACKAGE
UPGRADE

FRESHLY BAKED PRETZELS FROM A TABLE TOP WARMER

Includes yellow mustard, nacho cheese cup,
three cases of pretzels (150), service table and serving supplies.

CONSIDERATIONS:

Area required: One 6' x 30" table

78" x 68" (includes working space for attendant)

Electrical requirement: One 15 amp, 120 volt outlet

The client must arrange all electrical service. Call Exhibitor Services at 206-694-5015.

\$1,175.00++ 4-hour consecutive service

\$225.00+ per required mandatory attendant

\$225.00++ each additional hour of consecutive service

Additional case (50) of jumbo soft pretzels & cheese cups \$410.00++

++ Denotes 22% taxable administrative charge & current state/local tax

+ Denotes current state/local tax



Seattle
Convention
Center

705 Pike Street, Seattle, WA 98101

exhibitor.services@seattleconventioncenter.com

206-694-5015

JUMBO SOFT PRETZELS





SMOOTHIE BAR

DRINKS MADE TO ORDER WITH SEASONAL BERRIES, BANANAS, YOGURT & ORANGE JUICE

Includes commercial-grade blenders, compostable cups, napkins, service table.

150 Servings

CONSIDERATIONS:

Area required: 60" x 50" (includes working space for attendant or existing booth counter)

Electrical requirement: One 15 amp, 120 volt outlet

The client must arrange all electrical service. Call Exhibitor Services at 206-694-5015.

\$1,150.00++ 4-hour consecutive service

\$225.00+ per required mandatory attendant

++ Denotes 22% taxable administrative charge & current state/local tax

+ Denotes current state/local tax



705 Pike Street, Seattle, WA 98101

exhibitor.services@seattleconventioncenter.com

206-694-5015





AUTHORIZATION REQUEST Food & Beverage Product Sampling and Distribution

ARAMARK has the exclusive food and beverage rights within the Washington State Convention Center. Organizations and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization.

GENERAL CONDITIONS:

- 1) A certificate of liability naming ARAMARK as an additional insured **MUST** be submitted to ARAMARK at least five (5) days prior to first day of the show.
- 2) Items dispensed in exhibit space are limited to products manufactured, processed, or distributed by exhibiting company.
- 3) All items are limited to SAMPLE SIZES and may be distributed from exhibit location only.
 - a) Non-alcoholic beverage samples, including energy drinks, are limited to maximum three (3) ounce containers.
 - b) Food items are limited to two **(2) ounces** or bite size portions.
- 4) The applicant named, acknowledges having sole responsibility for sampling product in compliance with laws, including King County Health Code and the Washington State Liquor Control Board. City of Seattle Health permits are the sole responsibility of applicant and must be displayed and accessible during the show.
- 5) Food and/or beverage items as traffic promoters (i.e., popcorn, coffee, bar service) **MUST** be purchased through ARAMARK.

Convention Name:

Booth #:

Company:

Contact Name:

Company Website:

Contact Email:

Product to be Sampled:

Contact Phone:

*Please submit product
photo(s) with request.*

Purpose of Sampling: ☐ Booth Traffic (see #5)
☐ Product Representation

Sample Portion Size:

Distribution Method:

PLEASE NOTE:

This is not an order form – an ARAMARK Sales Manager will contact you to obtain more information regarding the services you require. Appropriate charges will be quoted after your request has been received and evaluated.

Limited storage is available. Please inquire for fees and additional information.

All sample requests **MUST** receive prior approval from ARAMARK. Non-compliant exhibitors will be asked to remove outside product from the facility immediately.

In signing below, applicant understands and agrees to the terms and conditions above.

Applicant Signature:

Date:

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND RETURN TO:

John Beasman, Catering Sales Manager Beasman-John@aramark.com



Extra Work Agreement

Customer #:
Apply FO #:
Classification:
Date Completed:
PO #:

QUOTE DATE: September 4, 2026

FACILITY LOCATION:

CLIENT: **TRAVEL AND ADVENTURE SHOW**

ADDRESS: 900 PINE ST
SEATTLE, WA 98101

PHONE: (203) 713-1081

EMAIL: bclarke@travelshows.com

BILL TO

CLIENT: INDIVIDUAL BOOTH OWNERS

ADDRESS: SAME

AMOUNT: **\$45-\$75 DEPENDING ON BOOTH SIZE**

JANI-KING agrees to provide the service indicated under the "Cleaning Service Specifications" described below. CLIENT agrees to pay JANI-KING the amount due, in full, upon receipt of an invoice from JANI-KING.

CLEANING SERVICE SPECIFICATIONS

JANI-KING SERVICE SCHEDULED ON: MARCH 20TH, 2027

DESCRIPTION OF WORK: ONE-TIME, EXTRA INDIVIDUAL BOOTH CLEANING.

NAMED AREAS: INDIVIDUAL BOOTHS

JANI-KING CLEANING SERVICE SPECIFICATIONS:

1. Overall cleaning of individual exhibitor booth
2. Vacuuming booth carpets.
3. Any additional cleaning requested from the owner of the individual booth.

SPECIFIC PRICE FOR THIS INDIVIDUAL BOOTH: \$ _____

Please sign and send back to kjohnson@janikingwa.com or FAX back to 253.981.4475

Are additional cleaning service specifications attached? Yes ☐ No ☒

JANI-KING WILL NOT BE LIABLE FOR CONDITIONS BEYOND OUR CONTROL, INCLUDING THOSE CONDITIONS THAT EXIST PRIOR TO CLEANING. Customer should be careful in the event the cleaning service specifications include floor care services, as floors may be slippery due to damp conditions.

Customer signature to begin service:

CLIENT:

Authorized Signature

Print Name

JANI-KING:

Authorized Signature

Karl Johnson

Print Name

I have inspected the facility and acknowledge that the above service has been completed to my satisfaction.

CLIENT:

Authorized Signature

Print Name

FRANCHISE OWNER NAME: _____

FO #: _____

START/COMPLETION DATE: _____

Franchise Owner agrees to provide the services under the terms of this contract, according to all JANI-KING standards, policies and procedures.

FRANCHISE OWNER: _____

Authorized Signature

Exhibitor Services

We're here for you online and onsite!

Managing the details to achieve a successful trade show can be time-consuming and overwhelming. That is why the Seattle Convention Center (SCC) has streamlined processes and a team of people dedicated to help you make it happen.

Before the event, all exhibitor services, from catering and audiovisual to internet and power, are ordered from our Exhibitor Services Center portal. This is where you can take advantage of advance online pricing. Next, our Exhibitor Services team collaborates with SCC service partners and show contractors to ensure a seamless experience.

During the event, we provide a staffed on-site service desk to provide customer support for last-minute details. Finally, after the event you'll receive a report of services and consolidated, detailed billing.

Can't find what you're looking for in the Exhibitor Services Center? Let us know! Contact your Exhibitor Services Representative at 206-694-5015, or exhibitor.services@seattleconventioncenter.com.

Seattle
TRAVEL & ADVENTURE
SHOW®

Order your facility services in one click!
Visit our online Exhibitor Services Center.

[CLICK HERE TO ACCESS](#)

*Advanced Order Deadline:
Thursday, Feb. 25th, 2027*

Our exhibitor services include:

- ✓ Advance online pricing
- ✓ Coordination of facility services
- ✓ Post-event reporting of services
- ✓ Premier customer support
- ✓ Onsite staffed service desk
- ✓ Consolidated, detailed billing

SCC Service Partners

Aramark
food and beverage
(exclusive)

Edlen
electrical, air/water/drain
(exclusive)

Encore
audiovisual (preferred)

Smart City
telecommunication data
and internet (exclusive)



Links not working or inactive?

Paste this URL into your browser to directly access your Exhibitor Services Center page:
www.seattleconventioncenter.com/exhibitor-services

If you believe you are eligible for tax exemption, or would like to pay by check or wire transfer you cannot order online. Please call or email us to obtain the order forms. Orders not placed online may result in a processing fee.



If you intend to power equipment via a battery, please note that restrictions apply. Any device that is not UL listed, is not self-contained, can accept a 2 or more pronged plug and/or is intended to power anything larger than a small electronic device, such as a tablet or cell phone, is not allowed on the show floor.

**Seattle
Convention
Center**

**EXHIBITOR
SERVICES**

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Seattle Convention Center		
DATES:		EVENT #	

Service is brought down from the ceiling to the main distribution point (“main drop”) in island booths and then distributed from that point. Indicate this location and all other service locations using the legend below (see T&C page 5 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	Example: 1 Square = 1 Foot	X = Main Distribution Point
Inline _____	_____ Square = _____ Ft	C = Location of Credit Card Line
Peninsula _____	Total Square Footage = _____	I = Location of Internet Service
		H = Location of Hub

[illegible]

Event Services

Wireless Connectivity

At Seattle Convention Center (SCC), we understand wireless technology plays an important role in creating a positive experience for clients, exhibitors, and event attendees. That is why we offer multiple state-of-the-art wireless options throughout the SCC campus.

High-Capacity Wi-Fi Capabilities

Our network can support over 40,000 wireless connections simultaneously, and we also offer supplemental access points that can be deployed to specific areas should the need for more coverage arise. In addition, Smart City, our internet connectivity service partner, is onsite to help if needed.

The SCC campus is equipped with the following:

- 575 Juniper Wireless Access Points in Arch, 650 in Summit
- Dual 10 gig circuits to the internet in Arch, single in Summit
- Single-mode fiber infrastructure throughout the buildings
- Complete Cisco Network backbone
- Cat6 jacks and cabling provided to the end-user

Contact Smart City to learn more about high-capacity Wi-Fi at 206-505-5490 or sccinfo@smartcity.com.

Complimentary Wi-Fi

Should you choose not to provide high capacity wireless for your event, complimentary Wi-Fi is available in common areas and meeting rooms. The speed is 1Mbps per connection and supports basic browsing, emailing, and texting. Video streaming or activities using substantial Wi-Fi will likely require supplemental access. Connect to the complimentary Wi-Fi by choosing Free SCC WiFi network on your internet-enabled device and following the prompts.

Exhibitor Wi-Fi

Exhibitor connectivity needs can vary, so we offer two options:

Option 1:

Exhibitors can access the Wi-Fi in the trade show area for \$79.99 per connection for one day. The speed is 3Mbps per device, which is intended for browsing and similar activities, not commercial transactions. Connect by choosing Exhibitor Internet on your internet-enabled device and following the prompts.

Option 2:

For more robust connectivity and expert onsite support, we have scalable networks to meet your needs. Contact SCC Exhibitor Services at 206-694-5015 or exhibitor.services@seattleconventioncenter.com for more information.

TELECOM ORDER FORM



Advance Payment Deadline: 21 Days Prior to Move-In

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Seattle Convention Center		
DATES:		EVENT #	

For your convenience, orders can also be placed online at seattleconventioncenter.com/exhibitor-services

ORDER INSTRUCTIONS

LIGHT WIRED INTERNET

SWITCHES ONLY—NO ROUTERS

Provides a shared line at 3 Mbps, burstable to 5 Mbps. Recommended for basic Internet applications, social media feeds, and multi-media downloads. Purchase "Add'l Lines for Light Wired Internet Service" to add up to 4 additional IP addresses—you may rent a switch and patch cables from us, or bring your own. DHCP only—if you need Static IP address or public IP addresses you will need to upgrade to a Dedicated Service.

DEDICATED SERVICE

REQUIRED FOR ROUTERS

Connection speeds are based on the purchased line, and are guaranteed for both uploads and downloads. Dedicated services is required for web casting, HD streaming, and any use of a router (wired or wireless). We do not rent or program routers. Comes with 5 static public IP addresses (we can pre-assign at your request); you can add additional IP addresses in blocks of 29.

POINT OF SALE INTERNET PACKAGE

The Point of Sale Internet Package is NOT available at all shows — please contact Exhibitor Services for details. If available, it consists of 1 Wi-Fi connection intended for checking email and point of sale, as well as a single 5 amp outlet at back of booth. The Wi-Fi codes are non-transferrable between devices, and labor/materials may apply for the power outlet. No substitutions or additions are available for this package.

DISTRIBUTION OF CABLES

You may run your own cables under flooring if you wish; however, be advised that this may negatively impact your freight/carpet delivery and your booth installation. If you would like our technicians to distribute your cables in advance of your arrival, please include a floor plan layout of your booth space including the exact location of each line, orientation with respect to surrounding booths, and (in the case of an island booth), the location of your main drop (as services come from the ceiling). If a main drop is not indicated on the floor plan, service delivery will be to the most convenient location.

WIRED INTERNET SERVICES AND LABOR

	QTY Show Hours Only	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	ONSITE PAYMENT PRICE	TOTAL COST
SHARED SERVICE					
Light Wired Internet	_____	895.00	1140.00	1368.00	_____
Add'l Lines (max 4 per drop)	_____	185.00	220.00	255.00	_____
DEDICATED SERVICE					
3 Mbps (5 IP addresses)	_____	3495.00	4370.00	5244.00	_____
6 Mbps (5 IP addresses)	_____	5900.00	7375.00	8850.00	_____
10 Mbps (5 IP addresses)	_____	7850.00	9810.00	11772.00	_____
15 Mbps (5 IP addresses)	_____	11700.00	14630.00	17556.00	_____
Add'l Block of 29 IP Addresses	_____	995.00	1194.00	1433.00	_____
LABOR					
Per Hour/Per 4 Cables	_____	125.00	125.00	125.00	_____
Special Features Programming	_____	995.00	995.00	995.00	_____

Please call us for information on any services (such as higher bandwidth) you require that are not listed here—we go up to 1000 Mbps!

WIRELESS INTERNET SERVICES (WiFi)

SCC Pay WiFi Package	_____	179.00	229.00	259.00	_____
3 Mbps Hotspot (5 Devices)	_____	2339.00	2807.00	3368.00	_____
3 Mbps Hotspot (15 Devices)	_____	4133.00	4960.00	5244.00	_____
3 Mbps Hotspot (30 Devices)	_____	6762.00	8114.00	8850.00	_____

Single-device WiFi service may also be available to order onsite. Check with Exhibitor Services for availability on a show-by-show basis. If available, you can order by connecting your WiFi capable device to the Exhibitor Internet network when you arrive. The price is \$79.99 per day, per device; \$227.97 for three days, per device; or \$359.95 for five days, per device.

CREDIT CARD LINE

Single Line (no dial 9 required)	_____	275.00	345.00	414.00	_____
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EQUIPMENT RENTAL (We cannot rent or provide support on routers)

24 Port Switch	_____	185.00	225.00	270.00	_____
Patch Cable (Cat5)	_____	50.00	62.00	74.00	_____

PLACE TOTAL HERE AND TRANSFER TO BOX 3 ON MOP FORM

PRINT NAME:	
EMAIL:	PHONE:

CANCELLATIONS Credits will not be issued for services delivered and not used. See Terms and Conditions for additional details.

TERMS & CONDITIONS I agree in placing this order that I have accepted SCC's payment policy and the terms and conditions of contract.

The "Method of Payment Form" must be completed and returned with this order form.

METHOD OF PAYMENT FORM



Advance Payment Deadline: 21 Days Prior to Move-In

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Seattle Convention Center		
DATES:		EVENT #	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, SCC also accepts American Express, Mastercard, Visa, Discover, ACH, and wire transfers. Indicate form of payment below.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section. All orders placed by the same account will appear on the same unified invoice and have their credits (if any) issued in bulk unless a \$25 administrative fee per order is paid prior to the close of show.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ COMPANY CHECK

Please make check payable to: Seattle Convention Center. All foreign checks must be drawn on US Banks only. For those booths that require labor a credit card must be on file.

☐ BANK WIRE TRANSFER INFORMATION *

Beneficiary Acct: Seattle Convention Center
Acct# 1-535-9527-6111— US DOLLARS
Bank: US BANK—1420 5th Ave, Seattle, WA 98101
SWIFT CODE USBKUS44IMT
Routing/ABA# 125000105
Account Type Checking

*** \$50 processing fee MUST be included with transfer.**

*****Please reference the Event Name and/or # and your Booth # on all checks and/or electronic payments.*****

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:															
CHECK #															
CREDIT CARD NUMBER:												EXP DATE:			
CARD HOLDER SIGN:												PRINT NAME:			
EMAIL:												THIRD PARTY PAYMENT? YES OR NO			

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS

1. BANK TRANSFER CHARGES*	
2. MANUAL PROCESSING FEE	\$25.00
3. TELECOMMUNICATIONS SERVICES	
4. ESTIMATED LABOR	
5. 2.5% TELECOM SURCHARGE	
SUB TOTAL	
10.25 Seattle, WA Sales Tax is due unless authorized exemption accompanies order	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	
TODAY'S DATE ABOVE	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

v. 06/23/25