NACAC - Austin - National College Fair
Thursday, April 16, 2020

Palmer Events Center
Austin, TX

National Association for College Administration

EXHIBITOR MANUAL
Welcome Exhibitor

We take great pleasure in notifying you that SES has been selected as the Official Service Contractor for the NACAC - Austin - National College Fair. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important event information, as well as order forms for services you may require. To retrieve this information electronically and place your order online contact Service@Superior-Expo.com to request a user login. Questions regarding shipping, storage, furniture, graphics and labor should be directed to:

Exhibitor Service Department  
Superior Expo Services  
10548 US Highway 80  
Forney, TX 75126

service@superior-expo.com  
972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)

Questions regarding the convention’s policies, space assignments, display limitations and event schedules should be directed to:

National Association for College Administration  
Contact: Jessica Volley  
Phone: 709-299-6851  
E-mail: jvolley@nacacnet.org

Please note:

Various items being provided for each booth by Show Management are located under Event Information. (See Table of Contents)

Analyze your needs carefully and return your order forms with full payment before Thursday, April 2, 2020 to save money, as well as ensure the availability of your item.
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Event Information

Discount Deadline: Thursday, April 2, 2020
Show Colors: Blue, White
Booth Carpet Color: Facility is not carpeted. Carpet is available for rent on page 53.
Aisle Carpet Color: None

Booth Information

❖ Substitutions are not permitted. If alterations or additions are required please review the enclosed order forms. No credit or refund will be given for items not used.

Each 8’ X 10’ booth includes:

❖ 8’ tall background drape (Blue, White, White, Blue)
❖ 3’ tall side dividers - (Alt. Blue/White)
❖ 1 – 7” x 44” company ID sign
❖ 1 – 6’ skirted table (Alt. Blue/White)
❖ 2 – chairs
❖ 1 – wastebasket

Event Schedule – Subject to Change

SES Move-In: Thursday, April 16, 2020 6:00 AM – 3:00 PM
Exhibitor Move-In: Thursday, April 16, 2020 3:30 PM - 5:30 PM
Event Hours: Thursday, April 16, 2020 6:00 PM - 8:30 PM
Exhibitor Move-Out: Thursday, April 16, 2020 8:30 PM - 10:30 PM
Driver Check-In By: Thursday, April 16, 2020 9:30 PM
Freight Re-Directed at: Thursday, April 16, 2020 10:30 PM
SES Move-Out: Thursday, April 16, 2020 8:30 PM – 10:30 PM

Shipping Information (Material handling charges will apply)

Advance Shipping Address:
Superior Expo Services - NACAC - Austin - National College Fair
Booth Company Name & # _________________________
9018 Tuscany Way
Austin, TX 78754

Direct Shipments to Show Site:
Palmer Events Center
c/o - Superior Expo Services - NACAC - Austin - National College Fair
Booth Company Name & # _________________________
900 Barton Springs Rd
Austin, TX 78704

Assistance

❖ If you have questions or do not find what you are looking for in this manual, please feel free to email service@superior-expo.com or call our Exhibitor Service Department at 972.271.7444.
❖ SES will have a service desk in a convenient location at the show site if you require further assistance.
FAQ

WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

- Each event is different. See Event Information, page 4, which will specifically list what items, if any, will be included in the booth space.

WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

- Items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth, you must order that item separately at the published rate.

HOW DO I PLACE MY ORDER?

- Online Ordering – A link to the site, username, and password will be emailed to you.
- Email orders to service@superior-expo.com
- Fax in your order with the Credit Card Authorization form to: 972.271.7888, Attn: Exhibitor Services
- Mail in your order forms and full payment to: Superior Expo Services, 10548 US Highway 80, Forney, TX 75126

Orders will not be processed without full payment. Please review our Payment Policies for detailed information. Don’t forget to keep a copy of your order for your records. For orders going to other “official suppliers”, (i.e. Electrical, Internet, Telephone, Audio Visual, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?

- Items cancelled on or prior to Thursday, April 2, 2020 will be refunded at 100%. Items cancelled after Thursday, April 2, 2020, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after Thursday, April 2, 2020 they will be billed at 100%.

AM I REQUIRED TO PAY IN ADVANCE FOR SERVICES, OR MAY I BRING A CHECK TO THE SHOW?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

- **Option 1: Advance Shipping** is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during SES move in. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.
- **Option 2: Direct Shipping** is sending your materials directly to show site during the designated move in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your materials.

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

- **Material Handling** includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping.
- **Shipping** is the means by which shipments are transported via carriers to and from the event location.

WHO IS THE PREFERRED CARRIER?

- **Superior Expo Solutions** is the preferred carrier for the show. SES Solutions offers a convenient, hassle free shipping service. If you would like to arrange for shipping or receive a quote from SES Solutions, please call 972-271-7444.

WHAT IS A BILL OF LADING?

- **Bill of Lading** is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for SES to release your materials to your specified carrier at the close of the event.

WHAT ARE MY CHOICES FOR SHIPPING AT THE CLOSE OF THE SHOW?

You may use any carrier of your choice; however, we suggest you use the preferred carrier, SES Solutions. It is your responsibility to contact and make all arrangements for any carrier other than the preferred carrier. SES cannot guarantee that other carriers will show up to pick up your shipment. We do not provide outside carrier shipping documents and/or labels.

WHAT ARE THE MOVE-OUT PROCEDURES?

A SES Bill of Lading is required on ALL outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped, please return the completed Bill of Lading form to the service desk. If you are not using SES, our preferred carrier, you must call your designated carrier with pick up information. **If your carrier fails to show up, your shipment will be re-directed through SES Solutions and the discount rate will not apply.** A SES representative will be available at show site for further questions.

HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

To obtain a final invoice, usually available one week after the event closes, contact our Exhibitor Service Department at 972.271.7444.
Credit Card Authorization

Full payment must be received for services requested before your order will be processed. If you choose to pay by check, a credit card is still required to be on file.

This form authorizes SES to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Company: ________________________________
Cardholder Name: ________________________
Expiration Date (MM/YYYY): ________________
Card Billing Address: ______________________
City, State, ZIP code: ______________________
Fax Number: ______________________________
Email: ____________________________________

Authorized Signature: I, ________________________, agree to the conditions stated in this manual and the above paragraph.

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Discount Deadline: Thursday, April 2, 2020

- All prices include delivery, installation, rental charges for the duration of the show and removal at completion.
- Payment in full must accompany all orders by discount deadline date to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to Thursday, April 2, 2020 will be refunded at 100%. Items cancelled after Thursday, April 2, 2020 and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled Thursday, April 2, 2020 they will be billed at 100%.

If paying by check, make payable to: Superior Expo Services
Mail order forms & full payment to: 10548 US Highway 80 Forney, TX 75126
Please reference the Show Name & Company Name

Email orders with full payment to: service@superior-expo.com
Fax orders with full payment to: 972.271.7888 Attn: Exhibitor Services

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For any additional questions please feel free to email service@superior-expo.com or call us at 972.271.7444 or toll free 866.386.3976
Payment Policies

Full payment must be received for services requested before the order will be processed.

If you choose to pay by check, a credit card is still required to be on file.

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- All charges are subject to sales tax.
- Payment in full must accompany all orders by Thursday, April 2, 2020 to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to Thursday, April 2, 2020 will be refunded at 100%. Items cancelled after Thursday, April 2, 2020, and prior to delivery are non-refundable and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after Thursday, April 2, 2020 they will be billed at 100%.

Adding Tax to Your Order

- Use the Credit Card Authorization form to help add up your order.
- Multiply the appropriate 8.25% Sales Tax by the subtotal to arrive at the grand total.
- To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold.

Payment Options

- Online Ordering – A link to the site, username and password will be emailed to you.
- Payment by Email – Email your order with full payment to: service@superior-expo.com
- Payment by Fax – Fax your order with full payment to: 972.271.7888  Attn: Exhibitor Services
- Payment by Mail – Mail your order forms and full payment to: Superior Expo Services
  10548 US Highway 80
  Forney, TX  75126
  RE: NACAC - Austin - National College Fair
- SES accepts MasterCard, Visa and American Express cards only.
- If a check is being submitted for payment, please attach with your order forms and mail to Superior Expo Services. If you choose to pay by check, a credit card is still required to be on file. All checks should be payable to: Superior Expo Services
- Orders will NOT be processed without full payment. Please complete the Credit Card Authorization Form.

Advance Orders (Discount Rate)

Purchase orders may not be used in lieu of payment. SES will only accept purchase orders from Government and State Agencies. To process your order and receive advance prices, payment in full must accompany your order. Advance payment for material handling should be based on estimated weight. Advance payment for labor and other equipment rental services should be based on estimated installation and dismantling hours.

Show Site Orders

All show site orders including labor and material handling are payable upon presentation of our invoice at the event. For your convenience, we accept Visa, MasterCard and American Express, as well as checks, Travelers checks and cash. Orders received after the deadline or made at the service desk during the event will be billed at standard prices. Services ordered at show site will not be processed without full payment.

Third Party Orders

If you have contracted work through a display/exhibit house and require the services of SES, the payment policies stated above apply. Please forward this information to the proper parties. The exhibiting firm is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at show site, such charges will be presented to the exhibiting firm for payment.

International Exhibitors

International exhibitors must pay for all services in US funds and must be drawn from a US bank. All charges must be paid in full prior to the close of the event by credit card, check or cash. Wire transfers must include a $20 (US) transfer fee.

Material Handling/Labor Orders/Rigging Orders/Forklift, Etc.

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the Credit Card Authorization form. Our services will not be performed unless we have a credit card authorization form on file. If you require rigging or dismantling labor on move out, charges will be applied to your credit card.
**Limits & Liability**

### RESPONSIBILITY FOR LABOR

- SES, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- SES, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by SES or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by SES or its subcontractors.
- SES, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor’s materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor’s materials.
- Claims for loss, injury or damage, which are not submitted in writing to SES within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against SES or its subcontractors more than one year after the accrual of the action.
- SES will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- SES will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor, shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

### MATERIAL HANDLING

- SES, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- SES, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by SES or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by SES or its subcontractors.
- SES, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor’s materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor’s materials.
- Claims for loss, injury or damage, which are not submitted in writing to SES within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against SES or its subcontractors more than one year after the accrual of the action.
- SES will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- SES will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor, shall be construed as acceptance by such exhibitor or agent of terms and conditions set forth.

### CERTIFIED WEIGHT TICKETS

- In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, SES shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weight.

### EMPTY REMOVAL INSTRUCTIONS

- All exhibitors must have all crates tagged for empty space storage by 2 hours prior to the end of Exhibitor move-in. Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by the set deadline.
- Any shipments not handled by SES, but for which SES is required to handle storage of the empty shipping containers, a charge of $50 per crate, case, box or carton will be assessed.
Limits & Liability (continued)

PAYMENT TERMS

• In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed Credit Card Authorization form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
• Advance payments will be indicated and any balance due must be paid in full by credit card, check or cash.
• All inquiries must be resolved and completed before you leave the event.

ORDERS, QUESTIONS & ADJUSTMENTS

• Orders by telephone will not be accepted.
• All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
• Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
• Services ordered at show site will not be processed without full payment.
• The availability of furnishings at show site can, on occasion, be limited and for that reason cannot be guaranteed. It is recommended that you place your order in advance if possible.
• Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to SES immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the SES supervisor in charge. Credits and adjustments will not be made on information received after the show.
• Items cancelled on or prior to Thursday, April 2, 2020 will be refunded at 100%. Items cancelled after Thursday, April 2, 2020, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rental. If these items are cancelled after Thursday, April 2, 2020 they will be billed at 100%.
Shipping Instructions

ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to Monday, April 13, 2020. Shipments must arrive by Monday, April 13, 2020, by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after Monday, April 13, 2020, will be charged a late warehouse fee of $150 in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE

- Shipments must arrive no sooner than Thursday, April 16, 2020. If shipments arrive before this date they may be refused.
- Shipments will be received during the designated move-in periods, as well as throughout the event. (See Event Information page).
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to show site.
- Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The driver’s signature on the show site receiving report will verify the total count and weight.

ALL SHIPMENTS

- All shipments must be PREPAID. Collect shipments may be REFUSED.
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers will be delivered to the exhibitor’s booth without guarantee of piece count or condition. Material handling and additional surcharges may apply.
- No liability will be assumed by SES for these shipments.

OUTBOUND SHIPMENTS

- A SES Bill of Lading is required on ALL outbound shipments.
  A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for SES to release your materials to your specified carrier at the close of the event. Freight left on the show floor without a Bill of Lading will result in an additional fee.
- Your SES Bill of Lading will be available for verification and signature at the SES Service Desk located at show site.
- After your booth is packed, labeled and ready to be shipped, please return the completed Bill of Lading form to the Service Desk.
- Please duplicate form for split shipments (one form for each location or one for each carrier).
- The Credit Card Authorization form MUST be provided when submitting this form.
- If your carrier fails to show up, your shipment will be re-directed through SES Solutions and the discount rate will not apply.
- It is YOUR responsibility to contact and make all arrangements for any other carrier than the preferred carrier, SES Solutions.
- If using an alternate carrier please provide SES with shipping documents and/or labels as well as this form.
- SES reserves the right to re-direct any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by the established carrier check-in deadline.
Superior Expo Solutions is the official show carrier for the

NACAC - Austin - National College Fair

Palmer Events Center

Thursday, April 16, 2020

Superior Expo Solutions offers competitive solutions for all of your logistics needs.

✓ Round trip ground transportation & material handling services

✓ Pick-up and transportation from point of origin to either advance warehouse or show site

✓ Pre-printed shipping labels

✓ SAVE 15% on material handling when using Superior Expo Solutions roundtrip

✓ Consolidated invoicing for material handling and shipping charges

✓ Managed transportation to and from the show floor

✓ On-site customer support

For questions please free to email us at service@superior-expo.com or call 972.271.7444
**SUPERIOR EXPO SOLUTIONS – SHIPPING QUOTE FORM**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

**INBOUND – PICK UP LOCATION INFORMATION**

<table>
<thead>
<tr>
<th>Requested Pick Up Date:</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>City, State:</td>
</tr>
</tbody>
</table>

**SHIP TO**

- [ ] I will be shipping to the **Advance Warehouse**
  - Superior Expo Services
  - 9018 Tuscany Way
  - Austin, TX 78754
  - Advance Warehouse Deadline: **Monday, April 13, 2020**

- [ ] I will be shipping **Direct to Show Site**
  - Palmer Events Center
  - 900 Barton Springs Rd
  - Austin, TX 78704
  - Delivery Date: **Thursday, April 16, 2020**

**OUTBOUND SHIPPING**

- [ ] I would like to schedule **Outbound Transportation**. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Agreement and labels, please complete the following information if different from pick up address:

  | Company: | City, State, ZIP Code: |
  | Street Address: | Number of Labels: |

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Number Of Pieces</th>
<th>Description of Articles, Special Marks and Exceptions</th>
<th>Dimensions in Inches</th>
<th>Estimated Weight (lbs.) Subject to Correction *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Ground</td>
<td></td>
<td></td>
<td>L x W x H</td>
<td></td>
</tr>
<tr>
<td>Expedited Ground</td>
<td></td>
<td></td>
<td>L x W x H</td>
<td></td>
</tr>
<tr>
<td>Next Day</td>
<td></td>
<td></td>
<td>L x W x H</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>L x W x H</td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Liftgate Needed
- Hours of Operation: ____________________________

* Final Weight Subject to Correct Weight & Dimensions

A representative from Superior Expo Solutions will contact you to confirm receipt of order and finalize details.
To: (Exhibiting Company Name) ______________________________________

Superior Expo Services
9018 Tuscany Way
Austin, TX 78754

Booth # (s): ________________  Number of Pieces: ________________

Carrier: ____________________________________________

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
Material Handling FAQ’s

SES has the responsibility of receiving and handling all exhibit materials, empty materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move in/out of the event. SES will not be responsible, however, for any materials they do not handle. SES will have complete control of the loading docks at all times. If you wish to unload or load, you must report to the SES Freight Desk. Do not proceed to docks until told to do so.

WHAT IS MATERIAL HANDLING?
Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information page of this manual for further information.

WHAT ARE CRATED SHIPMENTS?
Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. Crated containers include: crates, fiber cases, and properly packed skids.

WHAT ARE SPECIAL HANDLING SHIPMENTS?
- Mixed Shipments - Includes a mix of both crated and uncrated materials
- Ground Loading/Unloading - Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.
- Stacked Shipments - Shipments that require multiple items to be moved or removed for delivery to booth (i.e. loose items stacked on top of crates and/or pallets).
- Piece Loading/Unloading - Drivers who require multiple pieces to be moved to the rear of the trailer in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- No Documentation - Shipments that arrive from a carrier without a Bill of Lading, which requires additional time and labor to process.
- Excess of Small Shipments - 10 or more loose pieces that are not palletized or crated.
- Uncrated Shipments - Indicates a shipment that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting tools.

HOW IS STRAIGHT TIME/OVERTIME DETERMINED?
Straight Time – Monday – Friday, 8:00 am to 4:30 pm
Overtime – All other times, Saturday, Sunday and holidays
- ST/OT or OT/ST: If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- OT/OT: If freight will be handled on overtime into the event and out of the event.
Overtime charges are assessed when SES has been granted access to the facility during overtime, per the contractual agreement with Show Management and the facility. This includes warehouse shipments.

HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?
Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs. is considered one cwt (hundred weight). There is a 200 lb. minimum charge for each shipment. Please refer to the Material Handling Rate Sheet for event prices.

Calculate Total CWT (Enter in increments of 10 lbs. only; make sure to round up to the next 100 lbs.)
Example below is based on the published rate:

- 350 lbs. (rounded to the next 100) divided by 100 = 4
- 4 CWT x $72.00 = Material Handling Charge $288.00

WHAT IS THE MOST COST EFFECTIVE WAY TO SEND SHIPMENTS?
The most cost-effective way to send your shipment is to consolidate and shrink wrap your shipments into one. If your shipment is broken up and delivered in multiple shipments, you will be charged per shipment. Please advise your carrier to deliver as one (1) shipment. Below is an example for an advance to warehouse shipment using the published rate: $72.00

<table>
<thead>
<tr>
<th>If sending 4 Separate Shipments:</th>
<th>If sending 1 Consolidated Shipment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st shipment @ 41 lbs. = $144.00 (200 lbs. minimum)</td>
<td>1 shipment (4 pieces) @ 197 lbs. = $144.00 (200 lbs. minimum)</td>
</tr>
<tr>
<td>2nd shipment @ 44 lbs. = $144.00 (200 lbs. minimum)</td>
<td></td>
</tr>
<tr>
<td>3rd shipment @ 52 lbs. = $144.00 (200 lbs. minimum)</td>
<td></td>
</tr>
<tr>
<td>4th shipment @ 60 lbs. = $144.00 (200 lbs. minimum)</td>
<td></td>
</tr>
</tbody>
</table>
Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

**Advance Shipments to Warehouse**
- The advance warehouse will begin receiving shipments 30 days prior to: **Monday, April 13, 2020**
- All materials shipped advance to the warehouse MUST ARRIVE BY: **Monday, April 13, 2020**
- Any shipment arriving after this date will be charged a late to warehouse fee of $150 in addition to any other charges incurred.
- Warehouse receiving hours are Monday – Friday, 8:30 am – 5:00 pm. Any shipment delivered after hours or on weekends may be refused.
- **Small Packages**: Cartons under 35 lbs. (received in a single shipment) will be charged $45 for the 1st package and $20 per package thereafter within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment.

**Direct Shipments to Show Site**
- All materials shipped direct to show site MUST ARRIVE NO SOONER THAN: **Thursday, April 16, 2020**
- Any shipments arriving prior to the above date may be refused.
- Shipments will be received during the move in periods and throughout the event.
- **Small Packages**: Cartons under 35 lbs. (received in a single shipment) will be charged $45 for the 1st package and $20 per package thereafter (per shipment) within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment. Charges will not be billed until freight is received.

**Overtime**
- Overtime charges are assessed when SES has been granted initial access to the facility during overtime, per the contractual agreement between Show Management and the facility.
- Driver check in time does not guarantee straight time rates.
- **Overtime rate** is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am – 4:30 pm, Monday through Friday.
- Overtime charges are assessed if shipment is moved into or out of show site on overtime due to scheduling.

<table>
<thead>
<tr>
<th>RATE CLASSIFICATIONS:</th>
<th>Price per CWT</th>
<th>200 lbs. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warehouse Shipment</strong> (200 lbs. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or skidded shipment</td>
<td>$72.00</td>
<td>$144.00</td>
</tr>
<tr>
<td>Special handling</td>
<td>$90.00</td>
<td>$180.00</td>
</tr>
<tr>
<td><strong>Show Site Shipment</strong> (200 lbs. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or skidded shipment</td>
<td>$82.00</td>
<td>$164.00</td>
</tr>
<tr>
<td>Special handling</td>
<td>$97.00</td>
<td>$194.00</td>
</tr>
<tr>
<td><strong>Small Package</strong> (Maximum weight 35 lbs. per shipment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First carton</td>
<td>$45.00</td>
<td>--</td>
</tr>
<tr>
<td>Each additional carton</td>
<td>$20.00</td>
<td>--</td>
</tr>
</tbody>
</table>

**ADDITIONAL SURCHARGES:**
- **Overtime Charge – Move-In or Move-Out** (in addition to above rates)
  - Crated or skidded shipment: $15.25
  - Special handling: $19.06
- **Overtime Charge – Move-In and Move-Out** (in addition to above rates)
  - Crated or skidded shipment: $30.50
  - Special handling: $38.12
- **Late to Warehouse**
  - Freight arriving after **Monday, April 13, 2020** $150.00 per shipment
- **Back to Warehouse** (in addition to above rates)
  - Per 100 lbs. (200 lbs. minimum) $200.00

A credit card MUST be on file for all material handling, shipping inbound and/or outbound to event.
Display Tables & Accessories Order Form

Discount Deadline: Thursday, April 2, 2020

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skirted Display Tables 30” high (topped in white vinyl)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QTY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' L x 24” W x 30” H</td>
<td>$84.50</td>
<td>$102.75</td>
<td>$</td>
</tr>
<tr>
<td>6' L x 24” W x 30” H</td>
<td>$103.00</td>
<td>$124.25</td>
<td>$</td>
</tr>
<tr>
<td>4th Side Skirt 6’</td>
<td>$39.00</td>
<td>$48.50</td>
<td>$</td>
</tr>
<tr>
<td>Table Skirt Only 6’</td>
<td>$61.75</td>
<td>$77.25</td>
<td>$</td>
</tr>
<tr>
<td>8’ L x 24” W x 30” H</td>
<td>$119.50</td>
<td>$144.25</td>
<td>$</td>
</tr>
<tr>
<td>4th Side Skirt 8’</td>
<td>$39.00</td>
<td>$48.50</td>
<td>$</td>
</tr>
<tr>
<td>Table Skirt Only 8’</td>
<td>$61.75</td>
<td>$77.25</td>
<td>$</td>
</tr>
<tr>
<td>Skirted Display Tables 42” high (topped in white vinyl)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QTY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' L x 24” W x 42” H</td>
<td>$114.25</td>
<td>$143.00</td>
<td>$</td>
</tr>
<tr>
<td>6' L x 24” W x 42” H</td>
<td>$129.50</td>
<td>$161.75</td>
<td>$</td>
</tr>
<tr>
<td>4th Side Skirt 6’</td>
<td>$39.00</td>
<td>$48.50</td>
<td>$</td>
</tr>
<tr>
<td>Table Skirt Only 6’</td>
<td>$61.75</td>
<td>$77.25</td>
<td>$</td>
</tr>
<tr>
<td>8’ L x 24” W x 42” H</td>
<td>$148.75</td>
<td>$186.50</td>
<td>$</td>
</tr>
<tr>
<td>4th Side Skirt 8’</td>
<td>$39.00</td>
<td>$48.50</td>
<td>$</td>
</tr>
<tr>
<td>Table Skirt Only 8’</td>
<td>$61.75</td>
<td>$77.25</td>
<td>$</td>
</tr>
<tr>
<td>Unskirted Display Tables 30” high (topped in white vinyl)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>QTY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' L x 24” W x 30” H</td>
<td>$49.50</td>
<td>$61.50</td>
<td>$</td>
</tr>
<tr>
<td>6' L x 24” W x 30” H</td>
<td>$61.00</td>
<td>$76.25</td>
<td>$</td>
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<tr>
<td>8’ L x 24” W x 30” H</td>
<td>$72.50</td>
<td>$89.50</td>
<td>$</td>
</tr>
<tr>
<td>Unskirted Display Tables 42” high (topped in white vinyl)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>QTY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' L x 24” W x 42” H</td>
<td>$70.25</td>
<td>$85.50</td>
<td>$</td>
</tr>
<tr>
<td>6' L x 24” W x 42” H</td>
<td>$81.00</td>
<td>$100.50</td>
<td>$</td>
</tr>
<tr>
<td>8’ L x 24” W x 42” H</td>
<td>$87.50</td>
<td>$109.75</td>
<td>$</td>
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<tr>
<td>Unskirted Specialty Tables 30” in Diameter</td>
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</tr>
<tr>
<td>QTY</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Café Table 30” H</td>
<td>$67.75</td>
<td>$81.25</td>
<td>$</td>
</tr>
<tr>
<td>Cocktail Table 42” H</td>
<td>$86.25</td>
<td>$103.50</td>
<td>$</td>
</tr>
<tr>
<td>Table Risers (covered with white vinyl)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>QTY</td>
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</tr>
<tr>
<td>4' L x 12” W x 12” H</td>
<td>$50.75</td>
<td>$63.50</td>
<td>$</td>
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<tr>
<td>6' L x 12” W x 12” H</td>
<td>$61.25</td>
<td>$76.75</td>
<td>$</td>
</tr>
<tr>
<td>8’ L x 12” W x 12” H</td>
<td>$72.00</td>
<td>$90.25</td>
<td>$</td>
</tr>
</tbody>
</table>

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by Thursday, April 2, 2020 to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to Thursday, April 2, 2020 will be refunded at 100%. Items cancelled after Thursday, April 2, 2020 and prior to delivery will be refunded at 50%. Items cancelled on show site or delivery are non-refundable and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after Thursday, April 2, 2020 they will be billed at 100%.

Contact Name: ____________________________
Address: ____________________________
Phone Number: ____________________________
Fax Number: ____________________________
Email: ____________________________

Event Colors are: Blue, White

<table>
<thead>
<tr>
<th>Total</th>
<th>+</th>
<th>Sales Tax 8.25%</th>
<th>=</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+</td>
<td>$</td>
<td>=</td>
<td>$</td>
</tr>
</tbody>
</table>
TRADE SHOW FURNISHINGS 2019

Product Guide

FEATURING:
• POWERED Collections
• Modular Seating
• Executive Seating
• Communal Tables
• Barstools
DELIVERING TRADE SHOW SOLUTIONS YOU CAN COUNT ON.

*Your inspiration deserves great execution* with modern furnishings from CORT. Rest assured, you have an experienced partner to help you create unique selling environments that will excite your clients and bring your brand to life.
Style & Service Delivered

Nationwide Service | 24 hours a day, 7 days a week, 365 days a year
Power Up In Style.

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

**Powered Seating**

A. NPLCHP  
Naples Chair, Powered  
(black vinyl)  
36”L 30”D 33.25”H

B. NPLSOP  
Naples Sofa, Powered  
(black vinyl)  
87”L 30”D 33.25”H

C. NPLLOP  
Naples Loveseat, Powered  
(black vinyl)  
62”L 30”D 33.25”H

**Powered Tables**

Ventura Powered Bar Tables  
72.25”L 26.25”D 42”H  
(silver frame)  
A) VNTWHT (white top)  
B) VNTBLK (black top)

Ventura Powered Café Tables  
72.25”L 26.25”D 30”H  
(silver frame)  
C) VNTCBK (black top)  
D) VNTCWH (white top)

Sydney Powered Cocktail Tables  
48”L 26”D 18”H  
(brushed steel)  
E) C1WP (white)  
F) C1YP (black)
Powered Banquettes.

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.

BNQ417 Full Banquette
w/ Electrical Charging Outlet
(white vinyl)
72"RND 51"H

BNQTL7 Center Cone
w/ Electrical Charging Outlet
(white vinyl)
38"RND 51"H

BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H

BNO7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H

WHT12 Half Bench Ottoman
(white vinyl)
59"L 22"D 18"H
Powered Pedestals

A) PDL36W (white) 24"L 24"D 36"H
B) PDL42W (white) 24"L 24"D 42"H
C) PDL36B (black) 24"L 24"D 36"H
D) PDL42B (black) 24"L 24"D 42"H

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

(Mobile devices must be compatible with Qi wireless charging pad)

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Tech Desk

A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet (black metal, laminate) 60"L 30"D 30"H
B) TECH Tech Desk, Powered (black metal, laminate) 60"L 30"D 30"H
C) TECH3 3 Drawer File Cabinet on Castors (black metal, laminate) 16"L 20"D 28"H

Wireless Charging Table, Powered
E) CUBPOW (white, AC plug-In) 20"L 20"D 18"H

(Certified for use in the U.S.)

Denotes AC and USB charging outlets
Soft Seating
Create Engaging Booth Environments

HEDGE
HDG7FT
Boxwood Hedge, 7’
36.5”L 12”D 84”H

PEDESTAL
PDL42W
Powered Locking
(white)
24”L 24”D 42”H

CAFÉ TABLE
30WHHC
Hydraulic Chrome Base
(laminate white top)
30”Round 29”H

REGIS
REGOTT End Table
(brushed metal)
16”L 15.5”D 16.5”H

HEDGET
(gray linen)
HOPCH, Chair
21”L 25”D 34”H
HOPLY, Loveseat
48”L 25”D 34”H

MARCHE
MAR010 Swivel Ottoman
(blue fabric)
17”RND 18”H

10’x20’ Hopi Lounge & Zenith Café Booth
Soft Seating Collections

A) NPLCHR Chair (black vinyl) 36" L 30.5" D 33.25" H
B) NPLCHP (Powered)

B) NPLSOF Sofa (black vinyl) 87" L 30" D 33.25" H
C) NPLLOV Loveseat (black vinyl) 62" L 30.5" D 33.25" H

BAJA
A) BCHWHT Chair (white vinyl) 36" L 30.5" D 28" H
B) BSFWHT Sofa (white vinyl) 86" L 28" D 30" H
C) BLVWHT Loveseat (white vinyl) 61" L 30.5" D 28" H

FAIRFAX
A) FAIRSW Sofa (white vinyl, brushed metal) 62" L 26" D 30" H
B) FAIRCW Chair (white vinyl, brushed metal) 27" L 26" D 30" H

NAPLES
A) NPLCHR Chair (black vinyl) 36" L 30" D 33.25" H
B) NPLCHP (Powered)
C) NPLLOV Loveseat (black vinyl) 62" L 30.5" D 33.25" H

Available in Power
Munich Collection

Modular Seating to Design Custom Exhibits

MUNICH
MNCHSC Sectional 3pc.
(gray fabric)
93.5"L 27"D 28.5"H

MNCHLV Munich Armless Loveseat
(gray fabric)
45"L 27"D 28.5"H

MNCHCC Munich Corner Chair
(gray fabric)
26"L 27"D 28.5"H

MNCHCH Munich Armless Chair
(gray fabric)
22.5"L 27"D 28.5"H

Denotes Powered Products

HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H
Soft Seating Collections

ALLEGRO
A) CHR002 Chair (blue fabric)
36"L 34.5"D 30"H
B) SFA002 Sofa (blue fabric)
73"L 34.5"D 30"H

TANGIERS
A) TANSOF Sofa (beige textured)
78"L 37"D 36"H
B) TANCHR Chair (beige textured)
34"L 37"D 36"H
C) TANLOV Loveseat (beige textured)
57.5"L 37"D 37"H

KEY LARGO
A) KEYCHR Chair (black fabric)
35"L 35"D 34"H
B) KEYLOV Loveseat (black fabric)
57"L 35"D 34"H
C) KEYSOF Sofa (black fabric)
79"L 35"D 34"H

SOUTH BEACH
(platinum suede)
A) SO1 Sofa
69"L 29"D 33"H
B) OTS Ottoman
25"L 31"D 18"H
C) SO2 Sofa
Sectional 3pc.
152"L 40"D 33"H
Accent Chairs

**KEY WEST**
OCB Chair
(black)
31”L 31”D 31”H

**LA BREA**
LABREA Chair
(charcoal gray, fabric)
35”L 27”D 40”H

**SWANSON**
SWAN Swivel Chair
:white vinyl:
28”L 25”D 30”H

**WENTWORTH**
WENCHA Chair
:brown vinyl:
32.1”L 26”D 31.5”H

**AURA**
AURA Round Table
:white metal:
15” Round 22”H
Accent Chairs

Madrid Chair
A) BCW
(white vinyl)
30"L 30"D 31"H
B) OCH
(black vinyl)
30"L 30"D 31"H
C) FAIRCW
Fairfax Chair
(white vinyl, brushed metal)
27"L 26"D 30"H
D) MNCHCH
Munich Armless Chair
(gray fabric)
22.5"L 27"D 28.5"H
E) HOPCH
Hopi Chair
(gray linen)
21"L 25"D 34"H
F) PROGB
Pro Executive
Guest Chair
(black vinyl)
24"L 22"D 36"H

Meeting Chair
A) MARCBK
(black vinyl)
17.5"L 19.5"D 35"H
B) MARCBR
(brown fabric)
C) MARCWH
(white vinyl)

Meeting & Stage Chairs

Marina Chair
17.5"L 19.5"D 35"H
A) MARCBK
(black vinyl)
B) MARCBR
(brown fabric)
C) MARCWH
(white vinyl)

Meeting Chair
25.5"L 22.5"D 34"H
D) OCMESP
(espresso vinyl)
E) OCMTAU
(taupe fabric)
F) OCMWHT
(white vinyl)
Group Seating

ZENITH

A) ZENCHR Chair (white, chrome)
18.25"L 22"D 32"H

B) 30MAHC Madison Hydraulic Café Table
(chrome base, gray acajou top)
30"RND 29"H

LAGUNA

C) LMCHR Chair (maple, chrome)
18"L 19"D 34"H

D) 30WHHC Round Café Table
(white laminate top, chrome hydraulic base)
30" Round 29"H

MALBA

A) MALGRY Chair (gray)
B) MALGRN Chair (green)

MARINA

17.5"L 19.5"D 35"H

A) MARCWH (white vinyl)
B) MARCBK (black vinyl)
C) MARCBR (brown fabric)
D) MARCBE (ocean blue fabric)
E) MARCRD (red fabric)
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) LUCHCL Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H
K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
Ottomans

VIBE CUBE
18”L 18”D 18”H
A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
Styles & Shapes

Marche Swivel Ottomans
17"RND 18"H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)
K) MAR011 (orange fabric)

Marche Swivel
17"RND 18"H
A) BVLVWH (white vinyl)
B) BVLVBK (black vinyl)
C) BVLVGR (gray fabric)
D) BVLVRD (red fabric)
E) BVLVOB (ocean blue fabric)
F) BVLVLN (linen fabric)
G) BVLVBK (brown fabric)

H) WHT12 Half Bench
(white vinyl)
39"L 22"D 18"H

ENDLESS Square
34"L 34"D 15"H
I) END02B (black)
J) END02W (white)

ENDLESS Curved
60.5"L 37.5"D 15"H
K) END01B (black)
L) END01W (white)

M) BNO7 Quarter Curve
(white vinyl)
53"L 22"D 18"H
N) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H
O) SAL Sally Stool
(white)
12" Round 17"H
P) CUBL20 Edge
LED Cube
(white plastic)
19"L 19"D 19"H
A/C power only

Q) REGBEN
Regis Bench
(brushed metal)
47"L 15.5"D 16"H
Accent Tables

ALONDRA
Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

GEO
Cocktail Table
50"L 22"D 16"H
A) C1C (glass, chrome)
B) C1FWB (wood, black)

ALONDRA
End Table
20"L 20"D 20"H
C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO
End Table
26"L 26"D 20"H
C) E1C (glass, chrome)
D) E1FWB (wood, black)
Sydney Cocktail Tables (brushed steel)
A) C1W (white)  C1WP (Powered)
B) C1Y (black)  C1YP (Powered)
C) SYDBEC (blue)  SYDWDC (wood)

Sydney End Tables
27”L 23”D 22”H
E) E1W (white)  F) E1Y (black)
G) SYDBEE (blue)  H) SYDWDE (wood)

Regis Tables (brushed metal)
I) REGBEN Bench Table 47”L 15.5”D 16”H
J) REGOTT End Table 16”L 15.5”D 16.5”H

Silverado Tables (glass, chrome)
K) E1E End Table 24” Round 22”H
L) C1E Cocktail Table 36” Round 17”H

Oliver Tables (walnut finish)
M) EOLI End Table 22” Round 22”H
N) COLI Cocktail Table 47”L 27”D 19”H

Rustic Tables (wood)
O) ETBL E-Table 21”L 15.5”D 27.5”H
P) TMBTBL Timber Table 16” Round 17”H

Aura Round Table
Q) AURA (white metal) 15” Round 22”H

Edge LED Cube Table
R) CUBTBL (plexi top, white plastic) 19”L 19”D 19”H
A/C power only

Wireless Charging Table, Powered
S) CUBPOW (white, AC plug-in) 20”L 20”D 18”H
Café Tables

A) 30MAHC Madison Hydraulic Café Table (chrome base, gray acajou top) 30" RND 29"H
B) MALGRN Malba Chair (green) 20"L 20"D 32"H

30" Round Café Tables
Standard Black Base
30" RND 29"H
A) 30WDBC (wood top)
B) ZTB (red top)
Hydraulic Chrome Base
30" RND 29"H
C) 30WHHC (white top)
D) 30STHC (silver textured)
E) CS4 Syntax Chair (black, chrome) 23"L 19"D 32.25"H

A) 30BEHC Blue Hydraulic Café Table (chrome base, blue top) 30" RND 29"H
B) MALGRY Malba Chair (gray) 20"L 20"D 32"H

C) 30WHHC (white top)
D) 30STHC (silver textured)

LUCHCL Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H

HDG7FT Boxwood Hedge, 7' 36.5"L 12"D 84"H
Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.

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<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
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<tr>
<td>30MAHC Madison Hydraulic Café Table (chrome base, gray acajou top) 30&quot; RND 29&quot;H</td>
<td>ZTG (silver textured)</td>
<td>ZTJ (graphite nebula)</td>
<td>ZTK (maple)</td>
<td>ZTA (Madison/gray acajou)</td>
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<tr>
<td>30BEHC (blue)</td>
<td>30WDHC (wood)</td>
<td>30WDBC (blue)</td>
<td>I) ZTN (graphite nebula)</td>
<td>J) ZTP (maple)</td>
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</tbody>
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### Café Tables
#### Standard Black Base
- **30" RND 29"H**
  - A) ZTG (silver textured)
  - B) ZTJ (graphite nebula)
  - C) ZTK (maple)
  - D) 30WH29 (white)
  - E) ZTA (Madison/gray acajou)
  - F) 30BEBD (blue)
  - G) 30WDBC (wood)
- **36" RND 29"H**
  - H) ZTQ (white)
  - I) ZTN (graphite nebula)
  - J) ZTP (maple)

#### Café Tables
#### Hydraulic Chrome Base
- **30" RND 29"H**
  - K) 30GRHC (graphite nebula)
  - L) 30MTHC (maple)
  - M) 30BRHC (red)
  - N) 30BEHC (blue)
  - O) 30WDHC (wood)
- **36" RND 29"H**
  - P) 36WTHC (white)
  - Q) 36GRHC (graphite nebula)
  - R) 36MTHC (maple)

**Mix & Match**

Create the ultimate look. Choose from a wide variety of colorful group seating options for the perfect style.

- **S) ZENCHR Zenith Chair** (white, chrome) 18.25" L 22" D 32" H
- **T) BLDCRD Blade Chair** (red) 20.5" L 19" D 30.5" H
Bar Tables

A) 30WHHB
30" Round Bar Table
(white top, chrome hydraulic base)
30"RND 45"H

B) APS12
Apex Barstool
(blue ultra suede)
21"L 21"D 33"H

C) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

D) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H

E) 30BEHB
30" Round Bar Table
(blue top, chrome hydraulic base)
30"RND 45"H

F) LMBAR
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H
Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.

MAPLE  WHITE LAMINATE  SILVER TEXTURED  GRAPHITE NEBULA
BLUE LAMINATE  RED  MADISON/GRAY ACAJOU  WOOD LAMINATE

Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

U) 30MAHB 30” Round Bar Table w/ Hydraulic Chrome Base
   (Madison/gray acajou) 30” RND 45”H
V) ZENBAR Zenith Barstool (white, chrome) 19”L 20”D 44”H

Bar Tables
Standard Black Base
30” RND 42”H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white)
F) VTA (Madison/gray acajou)
G) 30BB (blue)
H) 30WD (wood)

36” RND 45”H
I) VTW (white)
J) VTN (graphite nebula)
K) VTP (maple)

Bar Tables
Hydraulic Chrome Base
30” RND 45”H
L) 30GRHB (graphite nebula)
M) 30MTHB (maple)
N) 30STHB (silver textured)
O) 30BRHB (red)
P) 30BEHB (blue)
Q) 30WDHB (wood)

36” RND 45”H
R) 36WTHB (white)
S) 36GRHB (graphite nebula)
T) 30MTHB (maple)
Barstools

15" Round 23–33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)
**Styles & Shapes**

**Apex Barstools**
- 21"L 21"D 33"H
- A) APS08 (black vinyl)
- B) APS59 (red vinyl)
- C) APS75 (white vinyl)
- D) APS12 (blue ultra suede)

**Zoey Barstools**
- 15"L 16"D 30-34.75"H
- E) BS002 (white, chrome)
- F) BS003 (black, chrome)

**Banana Barstools**
- 21"L 22"D 41.75"H
- G) BSS (black, chrome)
- H) BST (white, chrome)

**I) BSC Oslo Barstool**
- (white)
  - 17"L 20"D 45"H
**J) XBAR Christopher Barstool**
- (white vinyl, chrome)
  - 19"L 15"D 41"H

**K) BS001 Shark Barstool**
- (white, chrome)
  - 22"L 19"D 34-44"H

**L) BSR Syntax Barstool**
- (black, chrome)
  - 23"L 19"D 43.25"H

**M) ZENBAR Zenith Barstool**
- (white, chrome)
  - 19"L 20"D 44"H

**N) RSTSTL Rustique Barstool**
- (gunmetal)
  - 13"L 13"D 30"H

**O) LUBSCL Lucent Barstool**
- (frosted, acrylic) 22"L 22.5"D 45.5"H

**P) LMBAR Laguna Barstool**
- (maple, chrome) 18"L 20"D 47"H

**Q) BLDBRD Blade Barstool**
- (red) 20.5"L 20.125"D 40.5"H

**R) BLDBSB Blade Barstool**
- (sky blue) 20.5"L 20.125"D 40.5"H
Conference Tables

PWRUSB
Powered Conference Table Module
(black) 5”L 2.25”D 2”H
Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.

42” Round Conference Table
42” RND 29”H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)

MADISON
(Madison/gray acajou)
D) MADC05 5’ Table
60”L 48”D 29”H
E) MADC08 8’ Table
96”L 60”D 29”H
F) MADC10 10’ Table
120”L 48”D 29”H
**Styles & Shapes**

A. | B.
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C. | D.
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E. | F.
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G. | H.
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I. | J.
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K. | L.
--- | ---

M.

**Mix & Match**

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.

**Atomic Round Tables**
- A) 42ATO 42"RND 30"H
- B) 36ATO 36"RND 30"H

**Geo Rounded Square Tables**
- C) CE1 (glass, chrome)
- D) CF1 (glass, black)

**Geo Rectangular Tables**
- E) CF2 (glass, black)
- F) CE2 (glass, chrome)

**G) MERLIN Merlin Multi Use Table**
- (gray laminate, black) 46"L 29"D 30"H

**H) WD3 Work Table**
- (white laminate, white) 48"L 24"D 30"H

**Conference Tables**
- I) CB3 8' 96"L 48"D 29"H
- J) CB2 6' 72"L 42"D 29"H

**Conference Tables (granite)**
- K) C508GR 8' 96"L 44"D 29"H
- L) CT10GR 10' 120"L 46"D 29"H
- M) CT06GR 6' 72"L 36"D 29"H

**Conference Tables (graphite nebula)**
- I) CB3 8' 96"L 48"D 29"H
- J) CB2 6' 72"L 42"D 29"H
Executive Seating

Pro Executive High Back Chair
25" L 24" D 48" H
A) PROXE (white vinyl)
B) PROXEB (black vinyl)
Adjustable height

A. Pro Executive Guest Chair
24" L 22" D 36" H
PROGB (black vinyl)

B. Pro Executive Mid Back Chair
24" L 22" D 40" H
A) PROMID (white vinyl)
B) PROMIDB (black vinyl)
Adjustable height

Task Stool
TASKST (black fabric)
27.5" L 27.5" D 32.75" - 40.25" H
Adjustable height

A. Task Stool
B. Task Stool
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

Ventura BAR TABLES

LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H

Table Top Options

Colors not available in all table options. Please check options listed to the right.

Ventura Powered Bar Tables (silver frame) 72.25"L 26.25"D 42"H
A) VNTBLK (black top)
VNTWHT (white top)

Ventura Communal Bar Tables (silver frame) 72.25"L 26.25"D 42"H
Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)
White Top
C) VNTBWW (grommets)
VNTWNP (solid)
Black Top
VNTBNP (solid)

Ventura Powered Café Tables 72.25"L 26.25"D 30"H (silver frame)
A) VNTCBS (black top)
B) VNTCWH (white top)

Ventura Communal Café Tables (silver frame) 72.25"L 26.25"D 30"H
Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)
White Top
D) VNTCWW (grommets)
VNTCWN (solid)
Black Top
E) VNTCBN (solid)
Office Essentials

MADISON
A) JD8 Madison Executive Desk
(gray acajou) 60”L 30”D 29”H
B) CR8 Madison Credenza
(gray acajou) 60”L 20”D 29”H
C) TASKST Task Stool
(black fabric) 27.5”L 27.5”D 32.75”-40.25”H Adjustable
D) PROEXE Pro Executive High Back Chair
(white classic vinyl) 25”L 24”D 48”H Adjustable
TECH POWERED DESK

A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet
   (black metal, laminate)
   60”L 30”D 30”H
B) TECH Tech Desk, Powered
   (black metal, laminate)
   60”L 30”D 30”H
C) TECH3 3 Drawer File Cabinet on Castors
   (black metal, laminate)
   16”L 20”D 28”H

Denotes AC and USB charging outlets

LIGHTING & PRODUCT DISPLAY

A) LA15 Floor Lamp
   18” RND 55”H
B) LA14 Table Lamp
   16” RND 26”H

ACCENT LAMPS

Mason Lamps
   (brushed silver)
A) LA15 Floor Lamp
   18” RND 55”H
B) LA14 Table Lamp
   16” RND 26”H

SHELVING

C) PSHCCS
   Posh Shelving
   (chrome, acrylic)
   36”L 18”D 72”H
D) BC8
   Madison Bookcase
   (gray acajou)
   36”L 12”D 72”H
Show Essentials

Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

HDG7FT
Boxwood Hedge, 7'
36.5" L 12" D 84" H

Midtown Powered Counter
60"L 18"D 42"H
(pewter/glass)
MTCPU (unlighted)
MTCLI (lighted with plug-in)

LMBAR
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H
Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)

Apex Barstool
C) APS12 (blue ultra suede)
21"L 21"D 33"H

LIGHTED & GREENERY PRODUCTS

A) CUBL20 Edge LED Cube Ottoman
(white plastic)
19"L 19"D 19"H
A/C power only

B) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
19"L 19"D 19"H
A/C power only

C) HDG7FT Boxwood Hedge, 7'
36.5"L 12"D 84"H

D) HDG4FT Boxwood Hedge, 4'
46"L 9"D 47"H

LED light available in white, red, green, blue and rolling color.
## Show Information

**Show Name:**

**Exhibiting Co:**

**Booth Number:**

## Order Information

**Company Name:**

**Address:**

**City, State Zip:**

**Phone:**

**Fax:**

**Credit Card #:**

**Subtotal:**

**Exp Date:**

**CVV:**

**Billing Address:**

**City, State Zip:**

**Authorized By:**

**Name on Card:**

## Payment Information

**Order Total:**

**Sales Tax:**

**Total Due:**

## Showroom Items

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## Additional Powered Products Under Office & Product Display on Pg 1

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<tr>
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<tr>
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<tr>
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## Additional Ottomans On Pg 2

### MEETING CHAIRS

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### ACCENT CHAIRS

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<td>NPLV</td>
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<tr>
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### BAR TABLES

<table>
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<tr>
<th>CODE</th>
<th>ITEM</th>
<th>DESCRIPTION</th>
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<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>30GRHC</td>
<td>30&quot; Round Café Table</td>
<td>Nebula Top</td>
<td>$250.00</td>
<td>$275.00</td>
<td>Ventura Communal Bar Table</td>
<td>Maple Top</td>
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<tr>
<td>30BEHC</td>
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<td>Blue Top</td>
<td>$250.00</td>
<td>$275.00</td>
<td>Ventura Communal Bar Table</td>
<td>White Top</td>
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<tr>
<td>30MTCH</td>
<td>30&quot; Round Café Table</td>
<td>Maple Top</td>
<td>$250.00</td>
<td>$275.00</td>
<td>Ventura Communal Café Table</td>
<td>Maple Top</td>
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<tr>
<td>30WHCH</td>
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<td>Red Top</td>
<td>$250.00</td>
<td>$275.00</td>
<td>Ventura Communal Café Table</td>
<td>White Top</td>
</tr>
<tr>
<td>30JTHC</td>
<td>30&quot; Round Café Table</td>
<td>Silver Textured Top</td>
<td>$250.00</td>
<td>$275.00</td>
<td>3-Drawer File Cabinet on Castors</td>
<td>Black Metal, Laminate</td>
</tr>
<tr>
<td>30WHMC</td>
<td>30&quot; Round Madison Café Table</td>
<td>Gray Acajou</td>
<td>$239.00</td>
<td>$262.90</td>
<td>Madison Executive Desk</td>
<td>Gray Acajou</td>
</tr>
<tr>
<td>36GRHC</td>
<td>36&quot; Round Café Table</td>
<td>Nebula Top</td>
<td>$270.00</td>
<td>$297.00</td>
<td>Tech Desk, Powered</td>
<td>Black Metal, Laminate</td>
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<tr>
<td>36MTHC</td>
<td>36&quot; Round Café Table</td>
<td>Maple Top</td>
<td>$270.00</td>
<td>$297.00</td>
<td>Tech Desk, Powered w/ 3 Drawer File Cabinet</td>
<td>Black Metal, Laminate</td>
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<tr>
<td>36WTHC</td>
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<td>White</td>
<td>$270.00</td>
<td>$297.00</td>
<td>Madison Bookcase</td>
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<td>RSTQTC</td>
<td>Rustique Square Metal Bar Table</td>
<td>Guarnet</td>
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<td>$236.50</td>
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### BAR TABLES W/ STANDARD BLACK BASE

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<th>DESCRIPTION</th>
<th>QTY</th>
<th>ADVANCE</th>
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<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>VTI</td>
<td>30&quot; Round Bar Table</td>
<td>Nebula Top</td>
<td>$205.00</td>
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<td>Powered Locking Pedestal</td>
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<tr>
<td>30BBB</td>
<td>30&quot; Round Bar Table</td>
<td>Blue Top</td>
<td>$205.00</td>
<td>$225.50</td>
<td>Powered Locking Pedestal, 42&quot;</td>
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</tr>
<tr>
<td>VTK</td>
<td>30&quot; Round Bar Table</td>
<td>Maple Top</td>
<td>$205.00</td>
<td>$225.50</td>
<td>Powered Locking Pedestal, 42&quot;</td>
<td>White</td>
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<tr>
<td>VTB</td>
<td>30&quot; Round Bar Table</td>
<td>Red Top</td>
<td>$205.00</td>
<td>$225.50</td>
<td>Mason Floor Lamp</td>
<td>Brushed Silver</td>
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<td>VTG</td>
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<td>Silver Textured Top</td>
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<td>$225.50</td>
<td>Mason Table Lamp</td>
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<tr>
<td>36H42</td>
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<td>White Laminate Top</td>
<td>$205.00</td>
<td>$225.50</td>
<td>Bankers Box</td>
<td>Chrome, Acrylic</td>
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<td>36WDDB</td>
<td>36&quot; Round Bar Table</td>
<td>Wood Top</td>
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<tr>
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<td>$242.00</td>
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<tr>
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<td>Maple Top</td>
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<td>$242.00</td>
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<tr>
<td>VTW</td>
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<td>$220.00</td>
<td>$242.00</td>
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### BAR TABLES W/ HYDRAULIC BASE

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<tbody>
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<tr>
<td>30MTBH</td>
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<td>$275.00</td>
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<tr>
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<td>$275.00</td>
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<tr>
<td>30JTBH</td>
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<td>30WHMB</td>
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<td>Gray Acajou</td>
<td>$239.00</td>
<td>$262.90</td>
<td>Powered Locking Pedestal, 30&quot;</td>
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<td>36GRMB</td>
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<tr>
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<tr>
<td>36WTHB</td>
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<td>White Laminate Top</td>
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<td>$297.00</td>
<td>Powered Locking Pedestal, 36&quot;</td>
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Carpet & Cleaning Order Form  
Discount Deadline: *Thursday, April 2, 2020*

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<th>Company:</th>
<th>Contact Name:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>City, State:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Fax Number:</td>
</tr>
<tr>
<td>Email:</td>
<td>Booth Number:</td>
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**Standard Carpet**  
*Prices include installation and taping front edges. (Please check the carpet color of choice.)*

<table>
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<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Discount</th>
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<tr>
<td>10' x 10' Carpet</td>
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<td>10' x 20' Carpet</td>
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<td>$282.25</td>
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<td>10' x 30' Carpet</td>
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<td>$410.25</td>
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<tr>
<td>10' x 40' Carpet</td>
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<td>10' x 50' Carpet</td>
<td>$540.75</td>
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**Carpet Accessories**  
*Prices include installation and taping front edges, as well as Visqueen.*

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<th>Item Description</th>
<th>Discount</th>
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<tr>
<td>Carpet Padding per sq ft</td>
<td>$0.75</td>
<td>$0.85</td>
<td>$</td>
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<tr>
<td>Visqueen per sq ft</td>
<td>$0.75</td>
<td>$0.85</td>
<td>$</td>
</tr>
<tr>
<td>Taping of Visqueen per linear ft</td>
<td>$0.65</td>
<td>$0.75</td>
<td>$</td>
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**Event Colors:** *Blue, White*

Please ✓ carpet color of choice:

- Red
- Royal Blue
- Black
- Plum
- Gray
- Teal
- Tuxedo

Tuxedo is black & white

All *Custom Carpet* orders must be received by *Thursday, April 2, 2020*. Orders received after this date may be subject to availability and additional charges may apply. Custom carpet orders are non-refundable.

**Custom Carpet**  
*Prices include installation, removal, taping front edges, as well as Visqueen. (Please check carpet color of choice.)*

**Deluxe Custom Carpet**  
*Prices include installation, removal, taping front edges, as well as Visqueen. (Please check carpet color of choice.)*

Please call our Exhibitor Service Department at 972.271.7444 for price quotes and color options.

**Cleaning**

<table>
<thead>
<tr>
<th># of Days</th>
<th>Booth Size per sq ft</th>
<th>Price per sq ft</th>
<th>Total</th>
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<td>Vacuum Once Prior to Show Opening</td>
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<tr>
<td>Vacuum Daily (Includes prior)</td>
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**Porter Service**

<table>
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<th>Description</th>
<th># of Event Days</th>
<th>Price per Day</th>
<th>Total</th>
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<tbody>
<tr>
<td>Up to 300 sq ft</td>
<td>×</td>
<td>$125.75</td>
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<tr>
<td>300 – 500 sq ft</td>
<td>×</td>
<td>$169.50</td>
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**ORDER POLICY**

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by *Thursday, April 2, 2020* to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to *Thursday, April 2, 2020* will be refunded at 100%. Items cancelled after *Thursday, April 2, 2020* and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after *Thursday, April 2, 2020* they will be billed at 100%.

**EXCESSIVE TRASH FEE**

*Excessive Trash Fee will be subject to an additional fee for dismantling and disposal.*

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
<th>Sales Tax 8.25%</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>× $</td>
<td>= $</td>
<td></td>
</tr>
</tbody>
</table>

P a g e  | 5 3
Pipe & Drape Order Form
Discount Deadline: Thursday, April 2, 2020

<table>
<thead>
<tr>
<th>Drape</th>
<th>QTY</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ft</td>
<td>3’ High Drape (includes hardware)</td>
<td>$6.50</td>
<td>$7.75</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>ft</td>
<td>8’ High Drape (includes hardware)</td>
<td>$10.75</td>
<td>$14.00</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Steel</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3’ Steel Uprights</td>
<td>$5.50</td>
<td>$6.75</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>8’ Steel Uprights</td>
<td>$6.25</td>
<td>$7.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>3’ Steel Bases</td>
<td>$7.50</td>
<td>$9.25</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>8’ Steel Bases</td>
<td>$7.50</td>
<td>$9.25</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>6’ – 10’ Steel Expanders</td>
<td>$5.50</td>
<td>$6.75</td>
<td>$</td>
</tr>
</tbody>
</table>

Event Colors are: Blue, White

Should you require a color other than the event colors, please contact Show Management for approval.

ORDER POLICY
- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by Thursday, April 2, 2020 to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to Thursday, April 2, 2020 will be refunded at 100%. Items cancelled after Thursday, April 2, 2020 and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after Thursday, April 2, 2020 they will be billed at 100%.

DRAPE COLORS

Please ✓ drape color of choice
*if other than event colors*
Charges will apply

*Please use colors only as a reference.

<table>
<thead>
<tr>
<th>Total</th>
<th>+</th>
<th>Sales Tax 8.25%</th>
<th>= Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>+</td>
<td>$</td>
<td>= $</td>
</tr>
</tbody>
</table>
Plant and floral arrangements can significantly enhance your exhibit space. We offer numerous plants, flowers and arrangements as a service to exhibitors with no hassle. Our prices include the container and maintenance when needed, as well as delivery and pick-up. Please call our Exhibitor Service Department at 972.271.7444 if you have questions or are interested in items that may not be listed.

- Show site ordering may not be available.
- Images below are for illustration purposes only.

### Plants

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3’</td>
<td>plants</td>
<td>$65.25</td>
<td>$81.50</td>
<td>$</td>
</tr>
<tr>
<td>4’</td>
<td>plants</td>
<td>$77.00</td>
<td>$96.25</td>
<td>$</td>
</tr>
<tr>
<td>5’</td>
<td>plants</td>
<td>$89.00</td>
<td>$111.00</td>
<td>$</td>
</tr>
<tr>
<td>6’</td>
<td>plants</td>
<td>$100.75</td>
<td>$125.75</td>
<td>$</td>
</tr>
<tr>
<td>Ferns</td>
<td></td>
<td>$45.00</td>
<td>$56.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### Blooming Plants (Substitutions out of season)

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Azaleas</td>
<td></td>
<td>$45.00</td>
<td>$56.00</td>
<td>$</td>
</tr>
<tr>
<td>Bromeliads</td>
<td></td>
<td>$45.00</td>
<td>$56.00</td>
<td>$</td>
</tr>
<tr>
<td>Mums</td>
<td></td>
<td>$45.00</td>
<td>$56.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### Cut Flower Arrangements

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12”</td>
<td>high</td>
<td>$65.25</td>
<td>$81.50</td>
<td>$</td>
</tr>
<tr>
<td>24”</td>
<td>high</td>
<td>$83.00</td>
<td>$103.75</td>
<td>$</td>
</tr>
</tbody>
</table>

**ORDER POLICY**

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Thursday, April 2, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Thursday, April 2, 2020** will be refunded at 100%. Items cancelled after **Thursday, April 2, 2020** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after **Thursday, April 2, 2020** they will be billed at 100%.

---

<table>
<thead>
<tr>
<th>Total</th>
<th>+ Sales Tax 8.25%</th>
<th>= Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+ $</td>
<td>= $</td>
</tr>
</tbody>
</table>
ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by Thursday, April 2, 2020 to receive discount price. Orders received after this date will be charged standard rate.
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High-quality signs and graphics can enhance the overall image of your booth. Our Graphic/Sign Department at SES is driven to excellence and strives to produce the highest quality signs and graphics.

- All standard signs are digitally produced on white foam core.
- Standard sign price includes text/copy placement in a color specified area on a single side.
- Custom signs and banners can be ordered in advance ONLY.
- We must receive your order with payment by Thursday, April 2, 2020. Orders received after this date may be subject to availability and additional charges may apply.
Booth Rental Displays

Backwall Unit w/o Graphics

Backwall Unit with Graphics

10’ x 10’ Booth Display w/o Graphics

10’ x 10’ Booth Display with Graphics

10’ x 20’ Booth Display w/o Graphics

10’ x 20’ Booth Display with Graphics

Superior Custom Booth

Black Panel 10’ x 20’ Display
Booth Rental Display Order Form

Company:  
Contact Name:  
Address:  City, State:  Zip Code:  
Phone Number:  Fax Number:  Booth Number:  
Email:  

- Payment in full must accompany ALL orders.  
- Rental Units are available if ordered by Thursday, April 2, 2020. Orders received after this date may be subject to availability and additional charges may apply.  
- Please refer to the Add-Ons for Rental Units or Display Tables & Accessories order forms for further options.  
- Rental Units include: Installation & dismantling.  
- Items cancelled on or prior to Thursday, April 2, 2020, will be refunded at 100%. Items cancelled after Thursday, April 2, 2020, on show site or after delivery are non-refundable and billed at 100%.

### 10’ x 10’ Rental Units

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backwall Unit without Graphics</td>
<td>w/o graphics $1,200.00</td>
<td></td>
</tr>
<tr>
<td>10’ wide x 8’ tall Backwall Unit includes printed company name header</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Backwall Unit with Graphics</td>
<td>with graphics $2,150.00</td>
<td></td>
</tr>
<tr>
<td>10’ x 8’ tall Backwall Unit includes Full Custom Printed Graphics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 10’ Booth Display without Graphics</td>
<td>w/o graphics $1,600.00</td>
<td></td>
</tr>
<tr>
<td>10’ wide x 8’ tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes printed company name header and printed front panel on meter counter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 10’ Booth Display with Graphics</td>
<td>with graphics $2,600.00</td>
<td></td>
</tr>
<tr>
<td>10’ wide x 8’ tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes Full Custom Printed Graphics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superior Custom Booth</td>
<td>$2,800.00</td>
<td></td>
</tr>
<tr>
<td>10’ wide x 10’ tall Custom Booth includes backwall with full custom printed graphics, meter counter and half-meter pedestal with full custom printed graphics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 10’ x 20’ Rental Units

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 20’ Booth Display without Graphics</td>
<td>w/o graphics $3,200.00</td>
<td></td>
</tr>
<tr>
<td>20’ wide x 8’ tall Booth Display includes 2 side rails, 2 meter counters, and 2 chairs. Also includes 2 printed company name headers and printed front panel on meter counters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 20’ Booth Display with Graphics</td>
<td>with graphics $5,200.00</td>
<td></td>
</tr>
<tr>
<td>20’ wide x 8’ tall Booth Display includes 2 side rails, 2 meter counters, and 2 chairs Also includes Full Custom Printed Graphics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Panel 10’ x 20’ Display</td>
<td>$3,700.00</td>
<td></td>
</tr>
<tr>
<td>20’ wide x 8’ tall Booth Display with all black panels includes 2 side rails with curved ends, 2 printed company name headers, 6 shelves, lockable storage closet with key</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 20’ x 20’ Rental Unit

For 20’ x 20’ Rental Units or larger, please call us for design and pricing.

ORDER POLICY

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<tr>
<th>Total</th>
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<th>= Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

---

NACAC - Austin - National College Fair  
Thursday, April 16, 2020  
Palmer Events Center - Exhibit Hall  1-2
Add-Ons for Rental Units Order Form

Discount Deadline: **Thursday, April 2, 2020**

<table>
<thead>
<tr>
<th>Company:</th>
<th>Contact Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City, State:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Fax Number:</td>
</tr>
<tr>
<td>Email:</td>
<td>Booth Number:</td>
</tr>
</tbody>
</table>

- Payment in full must accompany **ALL** orders.
- Add-Ons for Rental Units are available if ordered by **Thursday, April 2, 2020**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the “Graphics Order Form” for further options.
- Items cancelled prior to **Thursday, April 2, 2020**, will be refunded at 100%. Items cancelled after **Thursday, April 2, 2020**, on show site or after delivery are **non-refundable** and billed at 100%.

<table>
<thead>
<tr>
<th>Add-Ons</th>
<th>Discount</th>
<th>Standard</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meter Counter:</strong> Black counter top with black sides, graphics optional. Dimension totals: 27.5” wide x 39” high x 22.5” diameter.</td>
<td>Can be ordered separately or added to rental units</td>
<td>$320.00</td>
<td>$369.25</td>
<td>$</td>
</tr>
<tr>
<td><strong>Literature Stand:</strong> Collapsible literature stand with 6 pockets</td>
<td>Can be ordered separately or added to rental units</td>
<td>$102.00</td>
<td>$124.75</td>
<td>$</td>
</tr>
<tr>
<td><strong>Cocktail Table:</strong> 42” tall with standard base</td>
<td>Can be ordered separately or added to rental units</td>
<td>$92.50</td>
<td>$110.75</td>
<td>$</td>
</tr>
<tr>
<td><strong>Café Table:</strong> 30” tall with standard base</td>
<td>Can be ordered separately or added to rental units</td>
<td>$72.50</td>
<td>$87.00</td>
<td>$</td>
</tr>
<tr>
<td><strong>Glass Display Case:</strong> White - 78” tall x 48” wide x 18” deep, Lockable sliding glass doors, 8” glass shelves</td>
<td>Can be ordered separately or added to rental units</td>
<td>$390.75</td>
<td>$497.75</td>
<td>$</td>
</tr>
<tr>
<td><strong>Glass Display Counter:</strong> White - 38” tall x 48” wide x 18” deep, Lockable sliding glass doors, 8” glass shelves</td>
<td>Can be ordered separately or added to rental units</td>
<td>$320.00</td>
<td>$427.00</td>
<td>$</td>
</tr>
<tr>
<td><strong>Rolling TV Cart Floor Stand:</strong> Height adjustable mount and audio, lockable caster wheels for 32-70” flat screen and curved tv.</td>
<td>Can be ordered separately or added to rental units</td>
<td>$120.00</td>
<td>$160.00</td>
<td>$</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Total</th>
<th>Sales Tax 8.25%</th>
<th>=</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>+ $</td>
<td>=</td>
<td>$</td>
</tr>
</tbody>
</table>
Display Labor Order Form

<table>
<thead>
<tr>
<th>Company:</th>
<th>Contact Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City, State:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Fax Number:</td>
</tr>
<tr>
<td>Email:</td>
<td>Zip Code:</td>
</tr>
</tbody>
</table>

**Very Important:**
If using **SES Supervision** please fill out the information below as well as the **Outbound Bill of Lading** (located on the next page). If using **Exhibitor Supervision** please complete all outbound shipping documents at the **SES Service Desk** prior to the close of the event.

- All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of $25.00.
- All orders must be paid in advance. Orders for display labor will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments per worker. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker(s) at the time specified, a one (1) hour “Not Ready” charge per worker will apply.

### Rates
Based on one (1) man, per one (1) hour

<table>
<thead>
<tr>
<th></th>
<th>Pre-Order</th>
<th>Show Site</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$72.00</td>
<td>$93.00</td>
<td>Monday – Friday</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>Overtime</td>
<td>$108.00</td>
<td>$140.40</td>
<td>Monday – Friday</td>
<td>4:31 pm – 12:00 am</td>
</tr>
<tr>
<td>Double Time</td>
<td>$144.00</td>
<td>$187.20</td>
<td>Sundays &amp; Holidays</td>
<td>All Day</td>
</tr>
</tbody>
</table>

Please complete information below:
Invoice will be calculated according to actual hours worked.

<table>
<thead>
<tr>
<th># of Men</th>
<th>Date</th>
<th>Start Time</th>
<th># of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Type of Service:**

- **SES Supervision** (Exhibitor not required to be present)
  - SES will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move in/move out schedule does not permit. All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of $25.00.

If using **SES Supervision**, please complete the information below:

<table>
<thead>
<tr>
<th>Number of Crates:</th>
<th>Self-contained unit?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up plans attached?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Carpet:</td>
<td>Own</td>
<td>SES</td>
<td></td>
</tr>
<tr>
<td>Color:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suggested tools (i.e. 16’ ladder):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Instructions:

- **Exhibitor Supervision** (Exhibitor must pick up labor from the **SES Service Desk**)
  - All work to be performed ONLY under the supervision of an Exhibitor Representative. Labor ordered and not called for by the exhibitor will be billed at a one (1) hour “Not Ready” charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

**Contact information for the person in charge of your move in:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Order Policy**

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour “Not Ready” charge per worker and equipment will apply.
Hanging Banner/Rigging Order Form

Company: ___________________________  Contact Name: ___________________________
Address: ___________________________  City, State: ___________________________  Zip Code: ___________________________
Phone Number: ______________________  Fax Number: ___________________________  Booth Number: ___________________________
Email: ______________________________

- If the below procedures are not followed, SES cannot guarantee hanging of your banner/sign.
- Overhead hanging banners/signs should be sent in separate containers to the advance warehouse. Please use the advanced shipping labels and note "Banner" on label. Your banner MUST arrive by Thursday, April 2, 2020.
- All ceiling rigging must conform to Show Management facility rules, regulations and facility limitations.
- All hanging banners/signs must be installed and removed by SES. Display companies and/or l & D representatives may supervise, but will not be allowed to install or remove the hanging banner/sign. Assembly and disassembly of overhead hanging can be provided by SES at an additional cost, or by your company representative, display house, or lighting contractor pending a Certificate of Insurance. Please complete the enclosed Display Labor order form if you need SES to assemble your banner/sign. Set up instructions should be provided for signs requiring assembly.
- To minimize your costs hanging points should be pre-fabricated and ready for use. If any hang point supports are over 250 lbs., notify SES immediately for special authorization.
- For signs other than banners include a blueprint or drawing with detailed information so that hang points can be determined.
- Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance through the specified electrical provider.
- If you require SES Supervision a 25% surcharge will be added to your rigging total.

All orders must be paid in advance. Orders for hanging banner/rigging will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

**Rates**

*Based on a crew, which will consist of two (2) riggers.*

<table>
<thead>
<tr>
<th></th>
<th>Pre-Order</th>
<th>Show Site</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$272.50</td>
<td>$354.25</td>
<td>Monday–Friday</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>Overtime</td>
<td>$408.75</td>
<td>$531.38</td>
<td>Monday–Friday</td>
<td>4:31 pm – 12:00 am</td>
</tr>
<tr>
<td>Double Time</td>
<td>$545.00</td>
<td>$708.50</td>
<td>Sundays &amp; Holidays</td>
<td>All Day</td>
</tr>
</tbody>
</table>

Please complete information below:

<table>
<thead>
<tr>
<th>Installation Date: ________</th>
<th>Time: ________</th>
<th>Approx Hrs: ________</th>
<th>Weight (lbs): ________</th>
<th>Height (ft): ________</th>
<th># of Pts: ________</th>
<th>Assembly Required? ________</th>
<th>Supervision? ________</th>
</tr>
</thead>
</table>

Type:  
- Fabric – Cloth
- Metal
- Wood
- Truss

Shape:  
- Circle
- Square
- Triangle

Chain Motor:  
- Yes
- No

Electrical:  
- Yes
- No

Indicate dimensions from each boundary you would like your banner/sign placed. Note: Specified location of sign may be changed due to availability of hang points.

- ft in from back aisle
- ft in from front aisle
- ft in from left side
- ft in from right aisle
- ft from floor to top of sign

Contact name and phone number of person in charge of your move in:

Name: ___________________________
Phone Number: ___________________________

**Order Policy**

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

<table>
<thead>
<tr>
<th>Total</th>
<th>+</th>
<th>Sales Tax 8.25%</th>
<th>=</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
In-Booth Forklift Order Form

Company: _____________________________ Contact Name: _____________________________
Address: _____________________________ City, State: _____________________________ Zip Code: _____________________________
Phone Number: _____________________________ Fax Number: _____________________________ Booth Number: _____________________________
Email: ____________________________________________________________

In-booth forklift service may be required to:
• Assemble displays, or when uncrating, positioning and re-skidding equipment and/or machinery.
• Assist in the moving of equipment and materials weighing 200 lbs. or more within your booth space.

Please Note:
• In-booth forklift service does not replace material handling.
• Must not require storage of empty crates, pallets or packaging.
• Unloading and loading must be done at exhibitor’s direction.
• Forklifts must to be ordered in advance for more than 5,000 lbs. capacity. Please contact SES at 972-271-7444 for a quote.

All orders must be paid in advance. Orders for in-booth forklift will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour “Not Ready” charge per worker and equipment will apply.

Rates
Based on one (1) hour per one (1) forklift

<table>
<thead>
<tr>
<th></th>
<th>Pre-Order</th>
<th>Show Site</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$114.00</td>
<td>$148.20</td>
<td>Monday – Friday</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>Overtime</td>
<td>$171.00</td>
<td>$222.30</td>
<td>Monday – Friday</td>
<td>Prior to 8:00 am &amp; after 4:30 pm</td>
</tr>
<tr>
<td>Double Time</td>
<td>$228.00</td>
<td>$296.40</td>
<td>Sundays &amp; Holidays</td>
<td>All Day</td>
</tr>
</tbody>
</table>

Please complete information below:
Invoice will be calculated according to actual hours worked.

<table>
<thead>
<tr>
<th># of Forklifts up to 5,000 lbs. (w/operator)</th>
<th>Weight of heaviest piece</th>
<th>Date</th>
<th>Time</th>
<th>Approx hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describe work needed:</td>
<td>☐ Spacing of Equipment</td>
<td>☐ Installation/Dismantle of Header</td>
<td>☐ Other</td>
<td></td>
</tr>
<tr>
<td>Specify other equipment:</td>
<td>☐ Straps</td>
<td>☐ Chains</td>
<td>☐ Fork Extensions</td>
<td></td>
</tr>
<tr>
<td>Four (4) stage forklift required:</td>
<td>☐ Yes (additional charges may apply)</td>
<td>☐ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact information for the person in charge of your move in:

Name: __________________________________________
Phone Number: __________________________________

Order Policy
• The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
• Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour “Not Ready” charge per worker and equipment will apply.

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<th>Total</th>
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<th>Sales Tax 8.25%</th>
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</thead>
<tbody>
<tr>
<td>$</td>
<td>+</td>
<td>$</td>
<td>=</td>
<td>$</td>
</tr>
</tbody>
</table>

Page | 62
Cartload Service Order Form

Company: Contact Name:  
Address: City, State: Zip Code:  
Phone Number: Fax Number: Booth Number:  
Email:  
A Credit Card Authorization form must be on file to receive service.

SES is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or from your booth to the dock for a charge of $60.00 (ST) or $90.00 (OT) each way. A cartload is ten (10) pieces or less, weighing less than 200 lbs. total. There is a maximum of two (2) cartload trips per booth. If additional trips are required, exhibitor will be charged material handling.

This service will help expedite the process and reduce your hassles. Service will be available during move in and move out at the event. You can make the arrangements at the SES Exhibitor Service Desk prior to (or before the end of) the show. If you have any questions please contact SES Exhibitor Service Department at 972-271-7444. Pre-orders will receive preferential service at show site, but you may also order this service at the SES Service Desk.

Check In Procedure:
1. One person will check in with a SES Supervisor, who will direct exhibitors to the POV unloading area.
2. One person must remain with the vehicle at all times or must return to vehicle within 20 min.
3. A laborer will be dispatched to assist unloading of your vehicle on a first come, first serve basis.

A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include sedans, pick-ups, passenger vans, taxis or sports utility vehicles. Cartload Service will be refused and material handling charges will apply if arriving with any of the following vehicles:

- Semi
- Flatbed
- Trailers
- Bobtail

<table>
<thead>
<tr>
<th>Cartload Service</th>
<th># of Trips</th>
<th>Straight Time</th>
<th>Overtime</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dock to booth</td>
<td></td>
<td>$60.00</td>
<td>$90.00</td>
<td>$</td>
</tr>
<tr>
<td>Booth to dock</td>
<td></td>
<td>$60.00</td>
<td>$90.00</td>
<td>$</td>
</tr>
<tr>
<td>Round-trip</td>
<td></td>
<td>$120.00</td>
<td>$180.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Advance orders will receive preferential service at show site. Please indicate the approximate date, time and type of vehicle arriving in:

Date: ___________________________  
Vehicle Description: ___________________________  
Time: ___________________________  

Rules Regarding Cartload Service:

- Must arrive in privately owned vehicle
- This service is for exhibitors who have small hand carry items, all of which must fit in a 3' x 4' push cart
- Vehicle must unload at the receiving dock of exhibit hall
- SES personnel will direct vehicles
- Cart is not authorized to enter or go to any parking structure
- Freight that is too large or heavy will be charged material handling rates

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by Thursday, April 2, 2020 to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to Thursday, April 2, 2020 will be refunded at 100%. Items cancelled after Thursday, April 2, 2020 and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after Thursday, April 2, 2020 they will be billed at 100%.

<table>
<thead>
<tr>
<th>Total</th>
<th>Sales Tax 8.25%</th>
<th>=</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>=</td>
<td>$</td>
</tr>
</tbody>
</table>
Vehicle Spotting Service Order Form

A Credit Card Authorization Form must be on file to receive service.

The spotting of vehicles is one of the most critical segments of the move in operation. Spotting is the placement or “dropping” of a vehicle or trailer on the event floor and its subsequent removal from the event floor. Exhibitors with vehicles (self-propelled or pushed) scheduled for display MUST complete and return the following form, via fax, to SES no later than Thursday, April 2, 2020. Orders by phone will not be accepted. A target move-in time will be assigned based upon this information. Any off-target or unscheduled vehicle deliveries may be assessed a time and labor surcharge.

Round Trip Vehicle Spotting Fee

$200.00 per vehicle

Additional requirements, such as towing, will be charged on a time and materials basis

Description of vehicle (s) to be spotted:

____________________________________________________________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________

Arrival Date/Time: ______________________ Booth Number/Location: ______________________

Dimensions: Length _______ Width _______ Height _______ Weight (lbs.) _______

Special Needs/Handling:

____________________________________________________________________________________________________________________________________________________________________________________________________________________________

Vehicle Spotting Rules:

• Fuel tank must not contain more than 1/4 - tank (or 5 gallons, whichever is less) of fuel.
• Gas cap must be locked or sealed by tape to prevent the escape of vapors
• Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
• Vehicle cannot be turned on, operated or moved during event hours.
• Batteries must be disconnected and taped.
• Key(s) should be available to Show Management and/or SES at all times.
• No vehicles shall be parked in designated fire lanes.
• All spotting service orders are subject to SES Payment Policy and Limits and Liability.
• All work is to be performed under the supervision of an authorized exhibitor representative.
• Please note: some venues may have other and/or additional rules.

ORDER POLICY

• All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
• Payment in full must accompany all orders by Thursday, April 2, 2020 to receive discount price. Orders received after this date will be charged standard rate.
• Items cancelled on or prior to Thursday, April 2, 2020 will be refunded at 100%. Items cancelled after Thursday, April 2, 2020 and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after Thursday, April 2, 2020, they will be billed at 100%.

<table>
<thead>
<tr>
<th>Total</th>
<th>x</th>
<th>Sales Tax 8.25%</th>
<th>=</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Company: Contact Name:
Address: City, State: Zip Code:
Phone Number: Fax Number: Booth Number:
Email:
Rules & Regulations

To assist in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules-Labor Regulations, we ask that you read the following.

➢ Decorator Labor
  We currently have agreements with local unions to provide labor for display installation and dismantling. Full time employees of the exhibiting companies or approved EAC’s, however, may set their own exhibits without assistance from any union labor. If you would like assistance to set your booth, it can be ordered in advance by filling out the Display Labor Form in the SES exhibitor manual or on show site at the SES Exhibitor Service Desk.

➢ Material Handling
  Exhibitors may use a two-wheel dolly or hand-carry their own freight into the exhibit hall. Please keep in mind, for some shows, parking may be limited for unloading and loading. A designated entrance for POV’s will be provided and an allotted amount of time will be given per vehicle for loading and unloading. The use or rental of four-wheel dollies, flat bed carts or other mechanical equipment is not permitted. SES will control access to the loading docks in order to provide for a safe and orderly move in/move out.

➢ Tipping
  We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not accepted company policy.

➢ Safety
  Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. SES cannot be responsible for injuries or falls caused by the improper use of this equipment.
Third Party Payment

*Full payment* must be received for services requested before the order will be processed. If you choose to pay by check, a credit card still must be on file.

SES will present invoices to third parties at show site for payment of all services rendered to exhibitors under the following conditions:

- The Exhibitor is required to complete the Exhibitor Appointed Contractor (EAC) form located in this Exhibitor Service Manual.
- The payment of the third party must be acceptable to SES. The credit card information below must be completed and submitted to SES prior to the show.
- If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires SES to fax an invoice from the convention facility, a $10.00 service fee will be added.
- The following form is to be completed, signed and returned by both parties. Otherwise, the request will not be approved.

❖ **All invoices must be resolved by the close of the show.**

<table>
<thead>
<tr>
<th>Exhibiting Company: _________________________________</th>
<th>Booth Number: _______________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibiting Company Contact Name &amp; Title: _________________________________</td>
<td></td>
</tr>
<tr>
<td>Authorized Signature: ____________________________________________</td>
<td></td>
</tr>
<tr>
<td>Display House Name (Third Party Payer): _________________________________</td>
<td></td>
</tr>
<tr>
<td>Display House Contact Name &amp; Title: _________________________________</td>
<td></td>
</tr>
<tr>
<td>Authorized Signature: ____________________________________________</td>
<td></td>
</tr>
<tr>
<td>Display House Address (Third Party Payer): _________________________________</td>
<td>City, State, ZIP code: _________________________________</td>
</tr>
<tr>
<td>Phone: _________________________________ Fax: _________________________________</td>
<td></td>
</tr>
</tbody>
</table>

**Items being billed to Third Party:**
- [ ] Material Handling
- [ ] Furnishings
- [ ] Display Labor
- [ ] All Services
- [ ] Other _________________________________

*We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.*

<table>
<thead>
<tr>
<th>Company Name: _________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder Name: _________________________________</td>
</tr>
</tbody>
</table>

Credit Card Number: _________________________________

Expiration Date (MM/YYYY): _________________________________

Billing Address: _________________________________ City, State, ZIP code: _________________________________

Phone: _________________________________ Fax: _________________________________ Email: _________________________________

Authorized Signature: I, _________________________________, agree to the conditions stated in this manual and the paragraph above.
Exhibitor Appointed Contractor – EAC Form

SES has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, installation and dismantling of exhibit materials.

An Exhibitor Appointed Contractor (EAC) is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on site and does not represent one or more of the Official Contractors.

Rules and Regulations

- Each representative of an EAC must physically pick up, in person, an “Exhibit Crew” badge at the SES Service Center. If an EAC representative does not have identification which verifies his/her employment by the EAC, he/she must be accompanied to the SES Service Desk by a representative who does have verifying identification.

- These services shall not conflict with existing labor regulations or contracts and in fulfilling his/her obligations, the representative of an EAC shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official Rules and Regulations of this exposition.

- The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance of the event move-in date.

- No EAC shall solicit business on the show floor.

Certificate of Insurance (COI)

It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return this form along with a Certificate of Insurance (COI) which names SES as additional insured for each EAC firm being utilized. (A sample COI can be found in this exhibitor manual.)

The EAC Certificate of Insurance must maintain:
- At least $1 million in employer’s liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

This form must be received by: Thursday, April 2, 2020

If this EAC form and the Certificate of Insurance are not received by Thursday, April 2, 2020, Exhibitor or EAC will be required to order labor from SES.

Please clearly note Company Name and Show Name on the Certificate of Insurance form. (See sample)

For additional questions please call us at 972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)

Complete all information below:

<table>
<thead>
<tr>
<th>Exhibiting Firm:</th>
<th>Booth Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Contact Name &amp; Title:</td>
<td>Authorized Contact Signature:</td>
</tr>
<tr>
<td>Full Name of EAC:</td>
<td>City, State, Zip Code:</td>
</tr>
<tr>
<td>Address of EAC:</td>
<td>Authorized EAC Contact Name &amp; Title:</td>
</tr>
<tr>
<td>EAC Representative on Show Site:</td>
<td>Authorized EAC Contact Signature:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Fax Number:</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Type of service being performed:</td>
<td></td>
</tr>
</tbody>
</table>
**Sample Certificate of Liability Insurance**

This form should name SES as additional insured for each EAC firm being utilized. **Note:** The EAC must maintain at least $1 million in employer’s liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

### ACCORD

<table>
<thead>
<tr>
<th>PRODUCER</th>
<th>CERTIFICATE OF LIABILITY INSURANCE</th>
<th>DATE (MM/DD/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Insurance Agency</td>
<td>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</td>
<td></td>
</tr>
<tr>
<td>INSURED</td>
<td>INSURERS AFFORDING COVERAGE</td>
<td></td>
</tr>
<tr>
<td>Company Name, Inc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York, NY 12345</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSURER A: Hartford Insurance Company of Texas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSURER B: Aetna Casualty &amp; Surety Company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSURER C: Royal Insurance Company</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COVERAGE:

The policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement term of condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies, limits shown may have been reduced by paid claims.

<table>
<thead>
<tr>
<th>INSUR LTR</th>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE (MM/DD/YYYY)</th>
<th>POLICY EXPIRATION DATE (MM/DD/YYYY)</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE __ OCCUR GENERAL</td>
<td>000P98298-A11</td>
<td>01/01/16</td>
<td>01/01/17</td>
<td>EACH OCCURRENCE $1,000,000</td>
</tr>
<tr>
<td></td>
<td>LIMIT APPLIES PER POLICY __ PROJECT __ LOC</td>
<td></td>
<td></td>
<td></td>
<td>FIRE DAMAGE (Any one fire) $50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MEDI EXP (Any one person) $5,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PERSONAL &amp; ADV INJURY $1,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GENERAL AGGREGATE $2,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>PRODUCTS-COMP/OP AGG $2,000,000</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTO ____ SCHED AUTOS ____ NON-OWNED AUTOS ____ HIRED AUTOS ____</td>
<td>SML-029406-5</td>
<td>01/01/16</td>
<td>01/01/17</td>
<td>COMBINED SINGLE LIMIT (each accident) $1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BODILY INJURY (per person)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PROPERTY DAMAGE</td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GARAGE LIABILITY ANY AUTO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>UMBRELLA ___ EXCESS LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE ___ RETentions</td>
<td>X1234567</td>
<td>01/01/16</td>
<td>01/01/17</td>
<td>EACH OCCURRENCE $</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AGGREGATE $</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</td>
<td>A4145-55-PI37</td>
<td>01/01/16</td>
<td>01/01/17</td>
<td>WC STATUTORY LIMITS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E.L. EACH ACCIDENT $1,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E.L. DISABILITY-EA EMPLOYEE $1,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E.L. DISABILITY-POLICY LIMIT $1,000,000</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>OTHER Professional Liability</td>
<td>000P98298-A11</td>
<td>01/01/16</td>
<td>01/01/17</td>
<td>EACH OCCURRENCE &amp; AGGREGATE $1,000,000</td>
</tr>
</tbody>
</table>

### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

**SES**

Exhibitor Services

10548 US Highway 80

Fornay, TX 75126

Re: NACAC - Austin - National College Fair

- **PRODUCER:** Insurance Agent/Broker who issues certificate.
- **NAME OF INSURED:** Must be the legal name of contracting party.
- **TYPES OF INSURANCE:** Must include types required by contract.
- **FORM OF COVERAGE:** Must be “occurrence” form of coverage.
- **NAME ADDITIONAL INSURED’S:** Superior Expo Services (Official Service Provider), Show Management, Show and Facility as additional insureds on a primary and non-contributory basis.

- **CERTIFICATE HOLDER:** Must be Superior Expo Services
- **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- **POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
- **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
- **NOTICE OF CANCELLATION:** 30-day notice must be provided.
- **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.

**AUTHORIZED REPRESENTATIVE:**

John Smith, CIC