Welcome Exhibitor

We take great pleasure in notifying you that SES has been selected as the Official Service Contractor for the NACAC - Houston - 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 Admission Counseling  
Contact: Jessica Volley  
Phone: 703-299-6851  
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 Tuesday, March 31, 2020 to save money, as well as ensure the availability of your item.
# Table of Contents

**Event Information**
- FAQ Page 4
- Page 5

**Payment Information**
- Credit Card Authorization Form Page 6
- Payment Policies Page 7
- Limits & Liabilities Page 8-9

**Shipping Information**
- Shipping Instructions Page 10
- Shipping Quote Form Page 11-12
- Shipping Labels Page 13

**Material Handling Information**
- Material Handling FAQ Page 14
- Material Handling Rates Page 15

**Booth Furnishings**
- Discount Deadline Date

| Display Tables & Accessories Order Form | ✔ Tuesday, March 31, 2020 | Page 16 |
| Luxury Furniture | ✔ Tuesday, March 31, 2020 | Pages 17-48 |
| Luxury Furniture Order Form | ✔ Tuesday, March 31, 2020 | Pages 49-52 |
| Carpet & Cleaning Order Form | ✔ Tuesday, March 31, 2020 | Page 53 |
| Pipe & Drape Order Form | ✔ Tuesday, March 31, 2020 | Page 54 |
| Floral Order Form | ✔ Tuesday, March 31, 2020 | Page 55 |
| Signs & Graphics Order Form | ✔ Tuesday, March 31, 2020 | Page 56 |

**Booth Rental Displays**
- Due Date

- Booth Rental Displays ✔ Tuesday, March 31, 2020 Page 57
- Booth Rental Display Order Form ✔ Tuesday, March 31, 2020 Page 58
- Add-Ons for Rental Units Order Form ✔ Tuesday, March 31, 2020 Page 59

**Equipment Rentals & Labor**
- Display Labor Order Form Page 60
- Hanging Banner/Rigging Order Form Page 61
- In-Booth Forklift Order Form Page 62
- Cartload Service Order Form Page 63
- Vehicle Spotting Service Order Form Page 64
- Rules & Regulations Page 65
- Third Party Payment Form Page 66
- Exhibitor Appointed Contractor (EAC) Form Page 67
- Sample Certificate of Liability Insurance Page 68

**NGR Park Utility Forms**
- NGR Park Utility Forms (Send Directly to NGR Park — Advance Price Deadline March 31, 2020)
- Electrical Forms Pages 69-74
Event Information

Discount Deadline: Tuesday, March 31, 2020
Show Colors: Blue, White, White, Blue
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 10’ 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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES Move-In</td>
<td>Monday, April 13, 2020</td>
<td>7:30 AM – 3:00 PM</td>
</tr>
<tr>
<td>Exhibitor Move-In</td>
<td>Monday, April 13, 2020</td>
<td>3:00 PM - 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>Tuesday, April 14, 2020</td>
<td>8:00 AM - 9:00 AM</td>
</tr>
<tr>
<td>Event Hours:</td>
<td>Tuesday, April 14, 2020</td>
<td>9:30 AM - 12:30 PM</td>
</tr>
<tr>
<td></td>
<td>Tuesday, April 14, 2020</td>
<td>6:00 PM - 8:00 PM</td>
</tr>
<tr>
<td>Exhibitor Move-Out</td>
<td>Tuesday, April 14, 2020</td>
<td>8:00 PM - 9:30 PM</td>
</tr>
<tr>
<td>Driver Check-In By</td>
<td>Tuesday, April 14, 2020</td>
<td>9:00 PM</td>
</tr>
<tr>
<td>Freight Re-Directed at</td>
<td>Tuesday, April 14, 2020</td>
<td>9:30 PM</td>
</tr>
<tr>
<td>SES Move-Out</td>
<td>Tuesday, April 14, 2020</td>
<td>8:00 PM – 11:59 PM</td>
</tr>
</tbody>
</table>

Shipping Information (Material handling charges will apply)

Advance Shipping Address:
Superior Expo Services - NACAC - Houston - National College Fair
Booth Company Name & # ______________________
9415 Wallisville Rd
Houston, TX 77013

Direct Shipments to Show Site:
NRG Center
c/o Superior Expo Services - NACAC - Houston - National College Fair
Booth Company Name & # ______________________
One NR Park
Houston, TX 77054

Advance shipments MUST be received by Wednesday, April 8, 2020
Direct shipments to arrive NO EARLIER than Monday, April 13, 2020

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: Superior Expo Services, 10548 US Highway 80, Forney, TX 75126
- Mail in your order forms and full payment to: Superior Expo Services

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 Tuesday, March 31, 2020 will be refunded at 100%. Items cancelled after Tuesday, March 31, 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 Tuesday, March 31, 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: __________________

Booth Number: ________________________
Credit Card Number: __________________
Phone Number: ________________________
Fax Number: __________________________
Email: ________________________________

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

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<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Handling (non-taxable)</td>
<td>$</td>
</tr>
<tr>
<td>Booth Package</td>
<td>$</td>
</tr>
<tr>
<td>Display Tables &amp; Accessories</td>
<td>$</td>
</tr>
<tr>
<td>Carpet &amp; Cleaning</td>
<td>$</td>
</tr>
<tr>
<td>Pipe &amp; Drape</td>
<td>$</td>
</tr>
<tr>
<td>Floral</td>
<td>$</td>
</tr>
<tr>
<td>Luxury Furniture</td>
<td>$</td>
</tr>
<tr>
<td>Sign &amp; Graphics</td>
<td>$</td>
</tr>
<tr>
<td>Rental Units</td>
<td>$</td>
</tr>
<tr>
<td>Add On</td>
<td>$</td>
</tr>
<tr>
<td>Hanging Banner/Rigging</td>
<td>$</td>
</tr>
<tr>
<td>In-Booth Forklift</td>
<td>$</td>
</tr>
<tr>
<td>Cartload Service</td>
<td>$</td>
</tr>
<tr>
<td>Vehicle Spotting Service</td>
<td>$</td>
</tr>
<tr>
<td>Labor (non-taxable)</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
<tr>
<td>Sales Tax 8.25%</td>
<td>$</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

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

Discount Deadline:
**Tuesday, March 31, 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 **Tuesday, March 31, 2020** will be refunded at 100%. Items cancelled after **Tuesday, March 31, 2020** and prior to delivery will be refunded at 50%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled on or after delivery they will be billed at 100%.
- Items cancelled on or prior to **Tuesday, March 31, 2020** will be refunded at 100%. Items cancelled after **Tuesday, March 31, 2020** and prior to delivery will be refunded at 50%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are 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 on or after delivery 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
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 Tuesday, March 31, 2020 to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to Tuesday, March 31, 2020 will be refunded at 100%. Items cancelled after Tuesday, March 31, 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 Tuesday, March 31, 2020 they will be billed at 100%.

ADDITIONAL 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 - Houston - 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

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.
- 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.

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 Tuesday, March 31, 2020 will be refunded at 100%. Items cancelled after Tuesday, March 31, 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 Tuesday, March 31, 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 **Wednesday, April 8, 2020**. Shipments must arrive by **Wednesday, April 8, 2020**, by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after **Wednesday, April 8, 2020**, will be charged a late warehouse fee of $150 in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE

- Shipments may arrive no sooner than **Monday, April 13, 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 - Houston - National College Fair**

**NRG Center**

**Tuesday, April 14, 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
Shipping (continued)

SUPERIOR EXPO SOLUTIONS – SHIPPING QUOTE FORM

Company Name: Booth #: Contact Name: Phone #:
E-mail Address:

INBOUND – PICK UP LOCATION INFORMATION
Requested Pick Up Date: 
Company: 
Street Address: 
City, State: 

SHIP TO

☐ I will be shipping to the Advance Warehouse Superior Expo Services 9415 Wallisville Rd Houston, TX 77013 Advance Warehouse Deadline: Wednesday, April 8, 2020

☐ I will be shipping Direct to Show Site NRG Center One NR Park Houston, TX 77054 Delivery Date: Monday, April 13, 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>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></td>
<td>Crates Exhibition Material, K.D. (wooden)</td>
<td>L x W x H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cartons (cardboard)</td>
<td>L x W x H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trunks/Cases (fiber) (color)</td>
<td>L x W x H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skids/Pallets</td>
<td>L x W x H</td>
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<tr>
<td></td>
<td>Carpet (color)</td>
<td>L x W x H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>L x W x H</td>
<td></td>
</tr>
</tbody>
</table>

☐ Liftgate Needed Hours of Operation: _______________________

A representative from Superior Expo Solutions will contact you to confirm receipt of order and finalize details.
ADVANCE WAREHOUSE LABEL

NACAC - Houston - National College Fair
EXHIBIT MATERIALS
MUST be received by
Wednesday, April 8, 2020
Between 8:30 AM – 5:00 PM

To: (Exhibiting Company Name) ______________________________________

Superior Expo Services
9415 Wallisville Rd
Houston, TX 77013

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.

DIRECT TO SHOW SITE LABEL

NACAC - Houston - National College Fair
EXHIBIT MATERIALS
To arrive NO SOONER than
Monday, April 13, 2020

To: (Exhibiting Company Name) ______________________________________

NRG Center
C/O Superior Expo Services
One NR Park
Houston, TX 77054

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

Carrier: __________________________
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:

\[
\frac{350 \text{ lbs.} \text{ (rounded to the next 100 lbs.)}}{4 \text{ Total CWT}} \times 72.00 \text{ = Material Handling Charge} \quad \$288.00
\]

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: **Wednesday, April 8, 2020**
- All materials shipped advance to the warehouse **MUST ARRIVE BY:** **Wednesday, April 8, 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:** **Monday, April 13, 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.

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### Rates below based on Published Event Move-In & Move-Out Schedule (OT Rates May Apply. See “Overtime” above.)

<table>
<thead>
<tr>
<th>RATE CLASSIFICATIONS:</th>
<th>Price per CWT</th>
<th>200 lbs. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (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>Show Site Shipment (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>Small Package (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:**

<table>
<thead>
<tr>
<th>Overtime Charge – Move-In or Move-Out (in addition to above rates)</th>
<th>Price per CWT</th>
<th>200 lbs. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or skidded shipment</td>
<td>$15.25</td>
<td>$30.50</td>
</tr>
<tr>
<td>Special handling</td>
<td>$19.06</td>
<td>$38.12</td>
</tr>
</tbody>
</table>

**Overtime Charge – Move-In and Move-Out (in addition to above rates)**

| Crated or skidded shipment                                        | $30.50        | $61.00           |
| Special handling                                                  | $38.12        | $76.24           |

**Late to Warehouse**

Freight arriving after **Wednesday, April 8, 2020** $150.00 per shipment

**Back to Warehouse (in addition to above rates)**

| Per 100 lbs. (200 lbs. minimum)                         | $200.00     | $400.00         |

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: **Tuesday, March 31, 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></td>
</tr>
</tbody>
</table>

**Skirted Display Tables 30” high (topped in white vinyl)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ L x 24” W x 30” H</td>
<td>$84.50</td>
<td>$102.75</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5’ L x 24” W x 30” H</td>
<td>$103.00</td>
<td>$124.25</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>4th Side Skirt 6’</td>
<td>$39.00</td>
<td>$48.50</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Table Skirt Only 6’</td>
<td>$61.75</td>
<td>$77.25</td>
<td>$</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>
<td></td>
</tr>
<tr>
<td>4th Side Skirt 8’</td>
<td>$39.00</td>
<td>$48.50</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Table Skirt Only 8’</td>
<td>$61.75</td>
<td>$77.25</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Skirted Display Tables 42” high (topped in white vinyl)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ L x 24” W x 42” H</td>
<td>$114.25</td>
<td>$143.00</td>
<td>$</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>
<td></td>
</tr>
<tr>
<td>4th Side Skirt 6’</td>
<td>$39.00</td>
<td>$48.50</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Table Skirt Only 6’</td>
<td>$61.75</td>
<td>$77.25</td>
<td>$</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>
<td></td>
</tr>
<tr>
<td>4th Side Skirt 8’</td>
<td>$39.00</td>
<td>$48.50</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Table Skirt Only 8’</td>
<td>$61.75</td>
<td>$77.25</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Unskirted Display Tables 30” high (topped in white vinyl)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ L x 24” W x 30” H</td>
<td>$49.50</td>
<td>$61.50</td>
<td>$</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>
<td></td>
</tr>
<tr>
<td>8’ L x 24” W x 30” H</td>
<td>$72.50</td>
<td>$89.50</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Unskirted Display Tables 42” high (topped in white vinyl)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ L x 24” W x 42” H</td>
<td>$70.25</td>
<td>$85.50</td>
<td>$</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>
<td></td>
</tr>
<tr>
<td>8’ L x 24” W x 42” H</td>
<td>$87.50</td>
<td>$109.75</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Unskirted Specialty Tables 30” in Diameter**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

**Table Risers (covered with white vinyl)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ L x 12” W x 12” H</td>
<td>$50.75</td>
<td>$63.50</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>6’ L x 12” W x 12” H</td>
<td>$61.25</td>
<td>$76.75</td>
<td>$</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>
<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 **Tuesday, March 31, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, March 31, 2020** will be refunded at 100%. Items cancelled after **Tuesday, March 31, 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 **Tuesday, March 31, 2020** they will be billed at 100%.

**Chairs**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Side Chair</td>
<td>$46.00</td>
<td>$57.25</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Modular High Stool</td>
<td>$73.25</td>
<td>$91.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Padded Chair</td>
<td>$65.00</td>
<td>$81.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**Pegboards, Tack Boards & Grid Wall**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pegboard 4’ x 8’ Horizontal</td>
<td>$183.25</td>
<td>$229.25</td>
<td>$</td>
</tr>
<tr>
<td>Pegboard 8’ x 4’ Vertical</td>
<td>$183.25</td>
<td>$229.25</td>
<td>$</td>
</tr>
<tr>
<td>Tack Board 4’ x 8’ Horizontal</td>
<td>$164.50</td>
<td>$197.50</td>
<td>$</td>
</tr>
<tr>
<td>Tack Board 8’ x 4’ Vertical</td>
<td>$164.50</td>
<td>$197.50</td>
<td>$</td>
</tr>
<tr>
<td>Grid Wall 2’ x 8’</td>
<td>$61.00</td>
<td>$76.25</td>
<td>$</td>
</tr>
</tbody>
</table>

**Bag, Literature & Garment Racks**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag Rack</td>
<td>$86.50</td>
<td>$108.25</td>
<td>$</td>
</tr>
<tr>
<td>Literature Rack</td>
<td>$95.25</td>
<td>$116.50</td>
<td>$</td>
</tr>
<tr>
<td>Clothes Rack</td>
<td>$86.50</td>
<td>$108.25</td>
<td>$</td>
</tr>
<tr>
<td>Garment Rack – 2 Arm (Water Fall)</td>
<td>$86.50</td>
<td>$108.25</td>
<td>$</td>
</tr>
<tr>
<td>Garment Rack – 4 Arm (Water Fall)</td>
<td>$86.50</td>
<td>$108.25</td>
<td>$</td>
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</tbody>
</table>

**Additional Accessories**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
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<tr>
<td>Easel</td>
<td>$28.00</td>
<td>$34.75</td>
<td>$</td>
</tr>
<tr>
<td>Fish Bowl</td>
<td>$26.50</td>
<td>$32.00</td>
<td>$</td>
</tr>
<tr>
<td>Wastebasket</td>
<td>$14.75</td>
<td>$17.50</td>
<td>$</td>
</tr>
<tr>
<td>Arm Light</td>
<td>$56.75</td>
<td>$70.50</td>
<td>$</td>
</tr>
<tr>
<td>Floor Lamp</td>
<td>$45.00</td>
<td>$80.00</td>
<td>$</td>
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<tr>
<td>Table Light</td>
<td>$65.00</td>
<td>$90.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**Event Colors are:** **Blue, White, White, Blue**

<table>
<thead>
<tr>
<th>Color</th>
<th>Setup</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Plum</td>
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<td></td>
</tr>
<tr>
<td>Black</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Teal</td>
<td></td>
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</tr>
<tr>
<td>White</td>
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<td></td>
</tr>
<tr>
<td>Silver</td>
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<td></td>
</tr>
<tr>
<td>Lime Green</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rose</td>
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</tr>
<tr>
<td>Royal Blue</td>
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<td></td>
</tr>
<tr>
<td>Gold</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Forest Green</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Champagne</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Burgundy</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Sales Tax 8.25%**

<table>
<thead>
<tr>
<th>Total</th>
<th>+</th>
<th>Sales Tax 8.25%</th>
<th>=</th>
<th>Grand Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
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**NRG Center - Hall D**

**Tuesday, April 14, 2020**

**NACAC**

Discount Deadline: **Tuesday, March 31, 2020**
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.
CORT Trade Show | 3

Nationwide Service | 24 hours a day, 7 days a week, 365 days a year

Style & Service Delivered

10’x10’ Munich Sectional Booth

10’x20’ Malba Café & Bench Theater Booth
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.
Powered Seating

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.

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

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.

- **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)
  - 39"L 22"D 18"H

Denotes Powered Products

POWERED DETAIL
Detail of Electrical Charging Outlet
**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  

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  

Denotes AC and USB charging outlets

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

HOPI
(gray linen)
HOPCH, Chair
21"L 25"D 34"H
HOPLV, Loveseat
48"L 25"D 34"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

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

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

Create Engaging Booth Environments
10'x20' Hopi Lounge & Zenith Café Booth

CORT Trade Show
Soft Seating Collections

CORT Trade Show   |  9

NAPLES
A) NPLCHR Chair
   (black vinyl)
   36”L 30.5”D 33.25”H
   NPLCHP (Powered)

B) NPLSOF Sofa
   (black vinyl)
   87”L 28”D 33.25”H
   NPLSOP (Powered)

C) NPLLOV Loveseat
   (black vinyl)
   62”L 30”D 33.25”H
   NPLLOP (Powered)

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

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

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

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

- A) BCW (white vinyl) 30”L 30”D 31”H
- B) OCH (black vinyl) 30”L 30”D 31”H
- C) FAIRCW (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)
- 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)
   20”L 20”D 32”H

B) MALGRN Chair (green)

**MARINA**

A) MARCWH (white vinyl)
   17.5”L 19.5”D 35”H

B) MARCBK (black vinyl)

C) MARCBR (brown fabric)

D) MARCBE (ocean blue fabric)

E) MARCRD (red fabric)
Mix & Match

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) MAR008 (ocean blue fabric)
F) MAR010 (blue fabric)
G) MAR002 (gray fabric)
H) MAR006 (rose quartz fabric)
I) MAR003 (linen fabric)
J) MAR008 (meadow green fabric)
K) MAR011 (orange fabric)

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)

Beverly Bench
60”L 20”D 18”H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYLB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)
H) WHT12 Half Bench
(white vinyl)
39”L 22”D 18”H

ENDLESS Curved
60.5”L 37.5”D 15”H
K) END01B (black)
L) END01W (white)
Accent Tables

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

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

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

End Table
26"L 26"D 20"H
C) E1C (glass, chrome)
D) E1FWB (wood, black)
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<th>Style</th>
<th>Description</th>
<th>Dimensions</th>
<th>Options</th>
</tr>
</thead>
</table>
| **Sydney Cocktail Tables** | (brushed steel)                              | 48"L 26"D 18"H | A) C1W (white)  
   C1WP (Powered)  
   B) C1Y (black)  
   C1YP (Powered)  
   C) SYDBEC (blue)  
   D) SYDWD (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  
   J) REGOTT End Table  
   47"L 15.5"D 16"H  
   16"L 15.5"D 16.5"H |
| **Silverado Tables**        | (glass, chrome)                              |            | K) E1E End Table  
   L) C1E Cocktail Table  
   24" Round 22"H  
   36" Round 17"H |
| **Oliver Tables**           | (walnut finish)                              |            | M) EOLI End Table  
   N) COLI Cocktail Table  
   47"L 27"D 19"H  
   22" Round 22"H |
| **Rustic Tables**           | (wood)                                       |            | O) ETBL E-Table  
   P) TMBTBL Timber Table  
   21"L 15.5"D 27.5"H  
   16" Round 17"H |
| **Aura Round Table**        | (white metal)                                | 15" Round 22"H | Q) AURA  
   15" Round 22"H |
| **Edge LED Cube Table**     | (plexi top, white plastic)                   | 19"L 19"D 19"H  | R) CUBTBL  
   A/C power only |
| **Wireless Charging**       | Table, Powered                               |            | S) CUBPOW  
   (white, AC plug-In)  
   20"L 20"D 18"H |
Café Tables

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

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

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.

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

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) 30B8BC (blue)
G) 30WD8BC (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)
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.

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) 30EBBB (blue)
H) 30WDBB (wood)

36” RND 42”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) 36MTHB (maple)
Barstools

15” Round 23–33.5”H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLLBL (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) BS002 (white, chrome)
  - H) BS003 (black, chrome)

**I) BSC Oslo Barstool**
- 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

**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

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O) LUBSCL Lucent Barstool (frosted, acrylic)

P) LMBAR Laguna Barstool (maple, chrome)

Q) BLDBRD Blade Barstool (red)

R) BLDBSB Blade Barstool (sky blue)
Conference 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

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.

A. B. C. D. E. F.
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.
Executive Seating

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

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

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

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

Choose from Powered, Solid or Grommet Hole Table Tops.

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
E) VNTBNP (solid)

Ventura Powered Café Tables
(silver frame)
72.25"L 26.25"D 30"H
A) VNTCBK (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)

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

Midtown Powered Counter
60”L 18”D 42”H
(pewter/glass)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)

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

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.

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

Apex Barstool

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

Midtown Bar

60"L 18"D 42"H (pewter/glass)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)

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:**
- **Email:**
- **Contact:**
  - **Credit Card #:**
  - **Exp Date:**
  - **CVV:**
- **Billing Address:**
- **City, State, Zip:**
- **Authorized By:**
  - **Name on Card:**

### Payment Information
- **Order Total:**
- **Sales Tax:**
- **Total Due:**

### Payment Terms
In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show.

### Late Orders
Orders received within 14 days prior to show opening are subject to an additional 20% late order fee.

### Cancellations
If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

### Payment Method
- **Method:**
- **Authorized By:**
  - **Name on Card:**

### Additional Information
- **Billing Address:**
  - **Name:**
  - **City, State, Zip:**
- **Email:**
- **Fax:**
- **Phone:**

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### Cort Luxury Furniture
Phone: 972-271-7444
Fax: 972-271-7888
Email: Service@Superior-Expo.Com

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### Superior Expo Services
- **Phone:**
- **Fax:**
- **Email:**

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### Additional Products Under Office & Product Display on Pg 1
- **Group Seating**
- **SOFT SEATING COLLECTIONS**
  - **S1C0**
  - **SFA02**
  - **ROHMH**
  - **BIVSHW**
  - **BIVSHW**
  - **FAIRC**
  - **FAIRDW**
  - **MAPCH**
  - **MARL**
  - **MCH**
  - **S0Z**
  - **S0I**
  - **TANGHR**
  - **TANLOV**
  - **TANSOF**
  - **OCMESP**
  - **OCMTAU**
  - **OCMAWH**

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### MEETING CHAIRS
- **Description:**
- **Qty:**
- **Advance:**
- **Standard:**
- **Total:**

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### Additional Ottomans On Pg 2
- **Description:**
- **Qty:**
- **Advance:**
- **Standard:**
- **Total:**

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### SOFT SEATING COLLECTIONS
- **S1C0** Razer Armless Chair White | 69.00 | 75.90 |
- **SFA02** Allegro Sofa Blue Fabric | 405.00 | 445.50 |
- **ROHMH** Baja Chair Blue Fabric | 575.00 | 632.50 |
- **BIVSHW** Baja Loveseat White Vinyl, Metal | 640.00 | 704.00 |
- **BIVSHW** Baja Sofa White Vinyl | 695.00 | 764.50 |
- **FAIRC** Faircix Chair White Vinyl, Metal | 285.00 | 331.50 |
- **FAIRDW** Faircix Sofa White Vinyl, Metal | 400.00 | 440.00 |
- **MAPCH** Hopi Chair Gray Linen | 189.00 | 207.90 |
- **MARL** Hopi Loveseat Gray Linen | 289.00 | 317.90 |
- **MARL** Key Large Chair Black, Fabric | 255.00 | 280.50 |
- **MARL** Key Large Loveseat Black, Fabric | 299.00 | 328.90 |
- **MARL** Key Large Sofa Black, Fabric | 395.00 | 434.50 |
- **MARL** Munch Armless Chair Gray Fabric | 365.00 | 401.50 |
- **MARL** Munch Armless Loveseat Gray Fabric | 645.00 | 705.90 |
- **MARL** Munch Corner Chair Gray Fabric | 440.00 | 484.00 |
- **MARL** Munch Sectional 3 Pcs. Gray Fabric | 1,440.00 | 1,584.00 |
- **MARL** Naples Chair Black Vinyl | 479.00 | 526.90 |
- **MARL** Naples Loveseat Black Vinyl | 575.00 | 632.50 |
- **MARL** Naples Sofa Black Vinyl | 690.00 | 739.00 |
- **MARL** South Beach Sectional, 3pc. Platinum Suede | 1,305.00 | 1,435.50 |
- **MARL** South Beach Sofa Platinum Suede | 550.00 | 605.00 |
- **MARL** Tangiers Chair Beige Textured | 335.00 | 368.50 |
- **MARL** Tangiers Loveseat Beige Textured | 535.00 | 588.50 |
- **MARL** Tangiers Sofa Beige Textured | 625.00 | 687.50 |
- **MARL** Key West Chair Black | 329.00 | 361.90 |
- **MARL** La Brea Swivel Chair Charcoal Gray | 340.00 | 374.00 |
- **MARL** North Street Chair Brown Vinyl | 265.00 | 291.50 |
- **MARL** Madrid Chair Black Vinyl | 529.00 | 581.90 |
- **MARL** Madrid Chair White Vinyl | 529.00 | 581.90 |
- **MARL** Swanson Swivel Chair White Vinyl | 295.00 | 324.50 |
- **MARL** Espresso | 230.00 | 253.00 |
- **MARL** Tangerine Chair Taupe Fabric | 230.00 | 253.00 |
- **MARL** Meeting Chair White Vinyl | 230.00 | 253.00 |

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### Additional Ottomans On Pg 2
- **Description:**
- **Qty:**
- **Advance:**
- **Standard:**
- **Total:**

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### Total
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- **STANDARD:**
- **ADVANCE:**
- **TOTAL:**
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<tr>
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<tr>
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<td>Graphite Nebula Top</td>
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<td>VNTCRBN</td>
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<td>$460.90</td>
<td>VNTCrn</td>
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<tr>
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<td>VNTBWW</td>
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<td>250.00</td>
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<td>275.00</td>
<td>$ 275.00</td>
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<td>30WTHHC</td>
<td>30&quot; Round Café Table</td>
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<td>250</td>
<td>250.00</td>
<td>275.00</td>
<td>$ 275.00</td>
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<td>3-Drawer File Cabinet on Castors</td>
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<td>120.00</td>
<td>120.00</td>
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<td>250</td>
<td>250.00</td>
<td>275.00</td>
<td>$ 275.00</td>
<td>C3B</td>
<td>Madison Credenza</td>
<td>Gray Acajou</td>
<td>409.00</td>
<td>409.00</td>
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<td>$ 449.90</td>
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<td>239</td>
<td>239.00</td>
<td>262.90</td>
<td>$ 262.90</td>
<td>JD3</td>
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<td>469.00</td>
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<tr>
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<td>297.00</td>
<td>$ 297.00</td>
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<td>375.00</td>
<td>375.00</td>
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<td>270.00</td>
<td>297.00</td>
<td>$ 297.00</td>
<td>TECH1</td>
<td>3-Drawer File Cabinet on Castors</td>
<td>Black Metal, Laminate</td>
<td>459.00</td>
<td>459.00</td>
<td>504.90</td>
<td>$ 504.90</td>
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<tr>
<td>36WTHC</td>
<td>36&quot; Round Café Table</td>
<td>White, Laminate Top</td>
<td>270</td>
<td>270.00</td>
<td>297.00</td>
<td>$ 297.00</td>
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<td>Madison Bookcase</td>
<td>Gray Acajou</td>
<td>349.00</td>
<td>349.00</td>
<td>383.90</td>
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**BAR TABLES**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSHCSC</td>
<td>Posh Shelving</td>
<td>Chrome, Acrylic</td>
<td>399</td>
<td>399.00</td>
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**BAR TABLES W/ STANDARD BLACK BASE**

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<th>DESCRIPTION</th>
<th>QTY</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTK</td>
<td>35&quot; Round Bar Table</td>
<td>Maple Top</td>
<td>205</td>
<td>205.00</td>
<td>225.50</td>
</tr>
<tr>
<td>VTB</td>
<td>35&quot; Round Bar Table</td>
<td>Blue Top</td>
<td>205</td>
<td>205.00</td>
<td>225.50</td>
</tr>
<tr>
<td>VTG</td>
<td>35&quot; Round Bar Table</td>
<td>Silver Textured Top</td>
<td>205</td>
<td>205.00</td>
<td>225.50</td>
</tr>
<tr>
<td>30WTHC</td>
<td>30&quot; Round Bar Table</td>
<td>White, Laminate Top</td>
<td>205</td>
<td>205.00</td>
<td>225.50</td>
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<tr>
<td>36WDBB</td>
<td>36&quot; Round Bar Table</td>
<td>Wood Top</td>
<td>205</td>
<td>205.00</td>
<td>225.50</td>
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<tr>
<td>VTA</td>
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<td>Gray Acajou</td>
<td>200</td>
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<td>Nebula Top</td>
<td>220</td>
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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>220.00</td>
<td>242.00</td>
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<tr>
<td>VTW</td>
<td>35&quot; Round Bar Table</td>
<td>White, Laminate Top</td>
<td>220</td>
<td>220.00</td>
<td>242.00</td>
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**BAR TABLES W/ HYDRAULIC BASE**

<table>
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</thead>
<tbody>
<tr>
<td>30GRHB</td>
<td>30&quot; Round Bar Table</td>
<td>Nebula Top</td>
<td>250</td>
<td>250.00</td>
<td>275.00</td>
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<td>Blue Top</td>
<td>250</td>
<td>250.00</td>
<td>275.00</td>
</tr>
<tr>
<td>30MTHB</td>
<td>30&quot; Round Bar Table</td>
<td>Maple Top</td>
<td>250</td>
<td>250.00</td>
<td>275.00</td>
</tr>
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<td>30BEBB</td>
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<td>Red Top</td>
<td>250</td>
<td>250.00</td>
<td>275.00</td>
</tr>
<tr>
<td>30ISTHB</td>
<td>30&quot; Round Bar Table</td>
<td>Silver Textured Top</td>
<td>250</td>
<td>250.00</td>
<td>275.00</td>
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<tr>
<td>30WDBB</td>
<td>30&quot; Round Bar Table</td>
<td>Wood Top</td>
<td>250</td>
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<td>275.00</td>
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<tr>
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<td>Gray Acajou</td>
<td>239</td>
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<td>262.90</td>
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<td>270</td>
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<td>270.00</td>
<td>297.00</td>
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<tr>
<td>36WTHB</td>
<td>36&quot; Round Bar Table</td>
<td>White, Laminate Top</td>
<td>270</td>
<td>270.00</td>
<td>297.00</td>
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**COMMUNAL TABLES W/ GROMMET HOLES**

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<th>QTY</th>
<th>ADVANCE</th>
<th>STANDARD</th>
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**BARSTOOLS & COUNTERS**

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<th>DESCRIPTION</th>
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<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>MTCLM</td>
<td>Midtown Powered Counter, Lighted w/ Plug In</td>
<td>1</td>
<td>1,215.00</td>
<td>1,215.00</td>
<td>$ 1,215.00</td>
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<tr>
<td>MTPUL</td>
<td>Midtown Powered Counter, Lighted w/ Plug In</td>
<td>1</td>
<td>1,215.00</td>
<td>1,215.00</td>
<td>$ 1,215.00</td>
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**Page 3 TOTAL**

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<th>DESCRIPTION</th>
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<th>ADVANCE</th>
<th>STANDARD</th>
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<tbody>
<tr>
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<td></td>
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</tr>
</tbody>
</table>

Cort Luxury Furniture

Phone: 972-271-7644
Fax: 972-271-7888
Carpet & Cleaning Order Form
Discount Deadline: Tuesday, March 31, 2020

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

Standard Carpet
Prices include installation and taping front edges. (Please check the carpet color of choice.)

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10' Carpet</td>
<td>$123.50</td>
<td>$154.50</td>
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</tr>
<tr>
<td>10' x 20' Carpet</td>
<td>$226.00</td>
<td>$282.25</td>
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<tr>
<td>10' x 30' Carpet</td>
<td>$328.25</td>
<td>$410.25</td>
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<tr>
<td>10' x 40' Carpet</td>
<td>$431.25</td>
<td>$539.25</td>
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<td>10' x 50' Carpet</td>
<td>$540.75</td>
<td>$667.25</td>
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Carpet Accessories

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<tr>
<th></th>
<th>Carpet Padding per sq ft</th>
<th>$0.75</th>
<th>$0.85</th>
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<tbody>
<tr>
<td></td>
<td>Visqueen per sq ft</td>
<td>$0.75</td>
<td>$0.85</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Taping of Visqueen per linear ft</td>
<td>$0.65</td>
<td>$0.75</td>
<td>$</td>
</tr>
</tbody>
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EXCESSIVE TRASH FEE
Excessive Trash Fee will be subject to an additional fee for dismantling and disposal.

Discount Deedline: Tuesday, March 31, 2020

Event Colors: Blue, White, White, Blue

Please ✔ carpet color of choice:

- Red
- Plum
- Gray
- Teal
- Royal Blue
- Black
- Tuxedo (Tuxedo is black & white)

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

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.

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

Booth Dimensions

<table>
<thead>
<tr>
<th>Feet x Feet</th>
<th>Total Sq Ft</th>
<th>x 2.75</th>
<th>Total Price</th>
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</table>

Cleaning

<table>
<thead>
<tr>
<th>Description</th>
<th># of Days</th>
<th>Booth Size per sq ft</th>
<th>Price per sq ft</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Vacuum Once Prior to Show Opening</td>
<td></td>
<td></td>
<td>$0.33</td>
<td>$</td>
</tr>
<tr>
<td>Vacuum Daily (Includes prior)</td>
<td></td>
<td></td>
<td>$0.31</td>
<td>$</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 Tuesday, March 31, 2020 to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to Tuesday, March 31, 2020 will be refunded at 100%. Items cancelled on or after March 31, 2020 prior to delivery will be refunded at 50%. Items cancelled on 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 Tuesday, March 31, 2020 they will be billed at 100%.

Porter Service

<table>
<thead>
<tr>
<th>Description</th>
<th># of Event Days</th>
<th>Price per Day</th>
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<tr>
<td>Up to 300 sq ft</td>
<td>x</td>
<td>$125.75</td>
<td>$</td>
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<tr>
<td>300 – 500 sq ft</td>
<td>x</td>
<td>$169.50</td>
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EXCESSIVE TRASH FEE
Excessive Trash Fee will be subject to an additional fee for dismantling and disposal.

Total + Sales Tax 8.25% = Grand Total

$ + $ = $
# Pipe & Drape Order Form

**Discount Deadline: Tuesday, March 31, 2020**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
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<tbody>
<tr>
<td>ft</td>
<td>3’ High Drape (includes hardware)</td>
<td>$6.50</td>
<td>$7.75</td>
<td>$</td>
</tr>
<tr>
<td>ft</td>
<td>8’ High Drape (includes hardware)</td>
<td>$10.75</td>
<td>$14.00</td>
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<table>
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<tr>
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<tbody>
<tr>
<td></td>
<td>3’ Steel Uprights</td>
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<td>$6.75</td>
<td>$</td>
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<tr>
<td></td>
<td>8’ Steel Uprights</td>
<td>$6.25</td>
<td>$7.50</td>
<td>$</td>
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<tr>
<td></td>
<td>3’ Steel Bases</td>
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<td>$9.25</td>
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<tr>
<td></td>
<td>8’ Steel Bases</td>
<td>$7.50</td>
<td>$9.25</td>
<td>$</td>
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<td></td>
<td>6’ – 10’ Steel Expanders</td>
<td>$5.50</td>
<td>$6.75</td>
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**Event Colors are:** **Blue, White, White, Blue**

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

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

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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 **Tuesday, March 31, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, March 31, 2020** will be refunded at 100%. Items cancelled after **Tuesday, March 31, 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 **Tuesday, March 31, 2020** they will be billed at 100%.
Plant Order Form

Discount Deadline: **Tuesday, March 31, 2020**

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

<table>
<thead>
<tr>
<th>Blooming Plants (Substitutions out of season.)</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Azaleas</td>
<td>$45.00</td>
<td>$56.00</td>
<td>$</td>
</tr>
<tr>
<td>Bromeliads</td>
<td>$45.00</td>
<td>$56.00</td>
<td>$</td>
</tr>
<tr>
<td>Mums</td>
<td>$45.00</td>
<td>$56.00</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cut Flower Arrangements</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12” high</td>
<td>$65.25</td>
<td>$81.50</td>
<td>$</td>
</tr>
<tr>
<td>24” high</td>
<td>$83.00</td>
<td>$103.75</td>
<td>$</td>
</tr>
</tbody>
</table>

ORDER POLICY
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- Payment in full must accompany all orders by **Tuesday, March 31, 2020** to receive discount price. Orders received after this date will be charged standard rate.
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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td></td>
<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.
ORDER POLICY

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- Items cancelled on or prior to Tuesday, March 31, 2020 will be refunded at 100%. Items cancelled after Tuesday, March 31, 2020, on show site or after delivery are non-refundable and billed at 100%.

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 Tuesday, March 31, 2020. Orders received after this date may be subject to availability and additional charges may apply.

<table>
<thead>
<tr>
<th>Size/Description</th>
<th>✓</th>
<th>✓</th>
<th>Discount</th>
<th>Standard</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11&quot; X 14&quot;</td>
<td></td>
<td></td>
<td>$45.00</td>
<td>$67.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22&quot; X 28&quot;</td>
<td></td>
<td></td>
<td>$120.00</td>
<td>$160.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28&quot; X 44&quot;</td>
<td></td>
<td></td>
<td>$84.00</td>
<td>$102.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' X 6'</td>
<td></td>
<td></td>
<td>$144.00</td>
<td>$180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 1/8&quot; X 93&quot;</td>
<td></td>
<td></td>
<td>$295.00</td>
<td>$360.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7&quot; X 44&quot;</td>
<td></td>
<td></td>
<td>$33.00</td>
<td>$49.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Custom Graphics
(Must be sized. If graphic is not print ready there will be a 1 hour graphic design charge.)

| Dimensions: Length (ft) __________ x Width (ft) __________ = Square (ft) __________ |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Substrate:  ☐ Vinyl Banner ☐ Foam Core ☐ Coroplast ☐ Sintra ☐ Gator Board ☐ Other:  |
| Other options: ☐ Grommets ☐ Easel Back ☐ Single Sided ☐ Double Sided |

Complete information below:

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

Backwall Unit w/o Graphics

10’ x 10’ Booth Display w/o Graphics

10’ x 20’ Booth Display w/o Graphics

Superior Custom Booth

Backwall Unit with Graphics

10’ x 10’ Booth Display with Graphics

10’ x 20’ Booth Display with Graphics

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

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

- Payment in full must accompany **ALL** orders.
- Rental Units are available if ordered by **Tuesday, March 31, 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 **Tuesday, March 31, 2020**, will be refunded at 100%. Items cancelled after **Tuesday, March 31, 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>10’ wide x 8’ tall Backwall Unit includes printed company name header</td>
<td>w/o graphics $1,200.00</td>
</tr>
<tr>
<td>Backwall Unit with full Graphics</td>
<td>10’ x 8’ tall Backwall Unit includes Full Custom Printed Graphics</td>
<td>w/ graphics $2,150.00</td>
</tr>
<tr>
<td>10’ x 10’ Booth Display without Graphics</td>
<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>w/o graphics $1,600.00</td>
</tr>
<tr>
<td>10’ x 10’ Booth Display with Full Graphics</td>
<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>w/ graphics $2,600.00</td>
</tr>
<tr>
<td>Superior Custom Booth</td>
<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>$2,800.00</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>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>w/o graphics $3,200.00</td>
</tr>
<tr>
<td>10’ x 20’ Booth Display with Graphics</td>
<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>w/ graphics $5,200.00</td>
</tr>
<tr>
<td>Black Panel 10’ x 20’ Display</td>
<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>$3,700.00</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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- Items cancelled on or prior to **Tuesday, March 31, 2020**, will be refunded at 100%. Items cancelled after **Tuesday, March 31, 2020**, on show site or after delivery are non-refundable and billed at 100%.

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<tr>
<th>Total</th>
<th>Sales Tax 8.25%</th>
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<th>Grand Total</th>
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</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>=</td>
<td>$</td>
</tr>
</tbody>
</table>
**Add-Ons for Rental Units Order Form**

**Discount Deadline:** *Tuesday, March 31, 2020*

**Company:**

**Contact Name:**

**Address:**

**City, State:**

**Zip Code:**

**Phone Number:**

**Fax Number:**

**Booth Number:**

**Email:**

- Payment in full must accompany **ALL** orders.
- Add-Ons for Rental Units are available if ordered by **Tuesday, March 31, 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 **Tuesday, March 31, 2020**, will be refunded at 100%. Items cancelled after **Tuesday, March 31, 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&quot; wide x 39&quot; high x 22.5&quot; 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&quot; 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&quot; 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&quot; tall x 48&quot; wide x 18&quot; deep, Lockable sliding glass doors, 8&quot; 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&quot; tall x 48&quot; wide x 18&quot; deep, Lockable sliding glass doors, 8&quot; 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&quot; 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>

**ORDER POLICY**

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</thead>
<tbody>
<tr>
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<td>$</td>
<td>=</td>
<td>$</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>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>
</tr>
<tr>
<td>Overtime</td>
<td>$108.00</td>
<td>$140.40</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>Double Time</td>
<td>$144.00</td>
<td>$187.20</td>
<td>Sundays &amp; Holidays</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></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.

- **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:**

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.
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 Tuesday, March 31, 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 I & 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.

<table>
<thead>
<tr>
<th>Rates</th>
<th>Based on a crew, which will consist of a lift with two (2) riggers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Order</td>
<td>Show Site</td>
</tr>
<tr>
<td>Straight Time</td>
<td>$272.50</td>
</tr>
<tr>
<td>Overtime</td>
<td>$408.75</td>
</tr>
<tr>
<td>Double Time</td>
<td>$545.00</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>

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

Mark positioning of banner below:

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

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**NACAC - Houston - National College Fair**

**Tuesday, April 14, 2020**

**NRG Center- Hall D**
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

<table>
<thead>
<tr>
<th></th>
<th>Pre-Order</th>
<th>Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$114.00</td>
<td>$148.20</td>
</tr>
<tr>
<td>Overtime</td>
<td>$171.00</td>
<td>$222.30</td>
</tr>
<tr>
<td>Double Time</td>
<td>$228.00</td>
<td>$296.40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>Monday – Friday</td>
<td>4:31 pm – 12:00 am</td>
</tr>
<tr>
<td>Saturday</td>
<td>All Day</td>
</tr>
<tr>
<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.

# of Forklifts up to 5,000 lbs. (w/operator) Weight of heaviest piece Date Time Approx hours
Install:

Dismantle:

Describe work needed: □ Spotting of Equipment □ Installation/Dismantle of Header □ Other ____________________________________________________________________

Specify other equipment: □ Straps □ Chains □ Fork Extensions ____________________________________________________________________

Four (4) stage forklift required: □ Yes (additional charges may apply) □ No ____________________________________________________________________

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

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

Name: _________________________________
Phone Number: ____________________________
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

Cartload Service Order Form

<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: ____________________________
Time: ____________________________
Vehicle Description: ____________________________

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 Tuesday, March 31, 2020 to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to Tuesday, March 31, 2020 will be refunded at 100%. Items cancelled after Tuesday, March 31, 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 Tuesday, March 31, 2020 they will be billed at 100%.
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 Tuesday, March 31, 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.

<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></td>
</tr>
</tbody>
</table>

**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 **Tuesday, March 31, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, March 31, 2020** will be refunded at 100%. Items cancelled after **Tuesday, March 31, 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 **Tuesday, March 31, 2020**, they will be billed at 100%.

---

<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>

---

**Table:**

- **$** indicates the total amount before tax.
- **Sales Tax 8.25%** is applied to the total amount.
- The **Grand Total** is the final amount after tax.
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.

Exhibiting Company: _________________________________ Booth Number: _________________________________
Exhibiting Company Contact Name & Title: ____________________________________________________________
Authorized Signature: __________________________________________________________
Display House Name (Third Party Payer): ____________________________________________________________
Display House Contact Name & Title: ________________________________________________________________
Authorized Signature: __________________________________________________________
Display House Address (Third Party Payer): ________________________________ City, State, ZIP code: ____________
Phone: ________________________________ Fax: ________________________________

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.

Company Name: ________________________________________________________________________________
Cardholder Name: _____________________________________________________________________________

Credit Card Number: ________________________________ Expiration Date (MM/YY): __________
Billing Address: __________________________________________ City, State, ZIP code: ____________
Phone: ________________________________ Fax: ________________________________ Email: ________________________________

Authorized Signature: I, ___________________________________________, agree to the conditions stated in this manual and the paragraph above.
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: Tuesday, March 31, 2020

If this EAC form and the Certificate of Insurance are not received by Tuesday, March 31, 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 Signature:</td>
</tr>
<tr>
<td>Authorized EAC Contact Name &amp; Title:</td>
<td></td>
</tr>
<tr>
<td>EAC Representative on Show Site:</td>
<td></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.

<table>
<thead>
<tr>
<th>ACCORD</th>
<th>CERTIFICATE OF LIABILITY INSURANCE</th>
<th>DATE (MM/DD/YYYY)</th>
<th>PRODUCER</th>
<th>ABC Insurance Agency</th>
<th>1234 Broker Lane New York, NY 12345</th>
<th>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSURED</td>
<td>INSURER A: Hartford Insurance Company of Texas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSURER B: Aetna Casualty &amp; Surety Company</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSURER C: Royal Insurance Company</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COVERAGE'S</th>
<th>DATE (MM/DD/YYYY)</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR</td>
<td>GENERAL AGGREGATE LIMIT APPLIES PER POLICY PROJECT LOC</td>
</tr>
<tr>
<td></td>
<td>FIRE DAMAGE (Any one fire) $50,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MED EXP (Any one person) $5,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERSONAL &amp; ADV INJURY $1,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GENERAL AGGREGATE $2,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRODUCTS-COMP/OP AGG $2,000,000</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>AUTOMOBILE LIABILITY ANY AUTO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AUTO ONLY-EA ACCIDENT $</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER THAN $</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AGGREGATE $</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>OTHER</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PROPERTY DAMAGE $3,000,000</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CERTIFICATE HOLDER</th>
<th>ADDITIONAL INSURED; INSURER LETTER</th>
<th>CANCELLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibitor Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10548 US Highway 80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forney, TX 75126</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re: NACAC - Houston - National College Fair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS.

AUTHORIZED REPRESENTATIVE

John Smith, CIC

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.
**Ordering Company Contact Information**

- **Check One:**
  - Exhibiting Company
  - EAC (3rd Party Company)
  - Show Management

### Ordering Company Contact Information (Person Placing Order)

- **Company Name:**
- **Exhibiting Company Booth #:**
- **Company Address:**
- **City:**
- **State:**
- **Zip:**
- **Order Contact Name:**
- **Phone #:**
- **Fax:**
- **Order Contact Email Address:**

---

**Important Information**

**Delivery of Service:** Power includes delivery of the service to the location at the rear of the booth in peninsula & inline booths. Please see the Electrical Labor Order Form for rates & instructions if you require outlets in other locations, have lights, other electrical items to hang or erect, have orders for power of 208V or higher, or have other electrical requirements.

**Multiple Outlet Locations:** A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time & material basis.

**Island Booths:** For island booths with no labor ordered, there is a 1/2 hr minimum installation charge & a 1/2 hr minimum dismantle charge.

**Inline & Peninsula Booths:** Power will be placed in the back of the booth unless otherwise specified.

**Separate Outlets:** Separate outlets should be ordered for each piece of equipment and/or each power location.

**Overhead Power:** If you require your power from overhead, additional materials & labor may be incurred. Please contact 832-667-1718, option 1.

---

**Cancellation Policy:** If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

---

**Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018:**

In our ongoing efforts to safeguard your sensitive information SMG – NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment to be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at [https://nrgpark.boomerecommerce.com/](https://nrgpark.boomerecommerce.com/). SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

---

**Advanced Price Deadline Date:** March 31, 2020

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1718 (option 1)

Fax: 832-667-2653

Email: houstonutilities@freeman.com

---

**Remit to:** NRG Park - Exhibitor Services

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1718 (option 1)

Fax: 832-667-2653

Email: houstonutilities@freeman.com

---

**NACAC National College Fair**

April 14, 2020
## ELECTRICAL OUTLETS, LIGHTING & PRICING

### 110 / 120 VOLT

<table>
<thead>
<tr>
<th>Outlet Type</th>
<th>Quantity</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500 Watts (15 Amps)</td>
<td></td>
<td>$108.00</td>
<td>$147.00</td>
<td>$</td>
</tr>
<tr>
<td>2000 Watts (20 Amps)</td>
<td></td>
<td>$146.00</td>
<td>$197.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### 208 VOLT SINGLE PHASE (Labor Required for Connection & Dismantle)

<table>
<thead>
<tr>
<th>Outlet Type</th>
<th>Quantity</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amps</td>
<td></td>
<td>$212.00</td>
<td>$286.00</td>
<td>$</td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>$261.00</td>
<td>$352.00</td>
<td>$</td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>$388.00</td>
<td>$523.00</td>
<td>$</td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>$618.00</td>
<td>$834.00</td>
<td>$</td>
</tr>
<tr>
<td>200 Amps</td>
<td></td>
<td>$1,259.00</td>
<td>$1,699.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### 208 VOLT THREE PHASE (Labor Required for Connection & Dismantle)

<table>
<thead>
<tr>
<th>Outlet Type</th>
<th>Quantity</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amps</td>
<td></td>
<td>$279.00</td>
<td>$376.00</td>
<td>$</td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>$333.00</td>
<td>$450.00</td>
<td>$</td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>$570.00</td>
<td>$769.00</td>
<td>$</td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>$938.00</td>
<td>$1,267.00</td>
<td>$</td>
</tr>
<tr>
<td>200 Amps</td>
<td></td>
<td>$1,877.00</td>
<td>$2,534.00</td>
<td>$</td>
</tr>
<tr>
<td>400 Amps</td>
<td></td>
<td>$3,969.00</td>
<td>$5,047.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### 480 VOLT THREE PHASE (Labor Required for Connection & Dismantle)

<table>
<thead>
<tr>
<th>Outlet Type</th>
<th>Quantity</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amps</td>
<td></td>
<td>$497.00</td>
<td>$671.00</td>
<td>$</td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>$629.00</td>
<td>$815.00</td>
<td>$</td>
</tr>
<tr>
<td>40 Amps</td>
<td></td>
<td>$848.00</td>
<td>$1,144.00</td>
<td>$</td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>$1,211.00</td>
<td>$1,634.00</td>
<td>$</td>
</tr>
<tr>
<td>80 Amps</td>
<td></td>
<td>$1,483.00</td>
<td>$2,002.00</td>
<td>$</td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>$1,877.00</td>
<td>$2,534.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### LIGHTING (Price Includes Power & Labor for Installation)

<table>
<thead>
<tr>
<th>Outlet Type</th>
<th>Quantity</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Light Stand (200w)</td>
<td></td>
<td>$183.00</td>
<td>$248.00</td>
<td>$</td>
</tr>
<tr>
<td>Double Light Stand (400w)</td>
<td></td>
<td>$193.00</td>
<td>$262.00</td>
<td>$</td>
</tr>
</tbody>
</table>

---

*May require labor and/or lift at additional charge. Please contact 832-667-1718, option 1.

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the NRG Park Service Desk.

## GRAND TOTAL COST

<table>
<thead>
<tr>
<th>Outlet(s):</th>
<th>$ ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting:</td>
<td>$ ________________</td>
</tr>
<tr>
<td>GRAND TOTAL:</td>
<td>$ ________________</td>
</tr>
</tbody>
</table>
Electrical Services Order Form

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS:

Equipment
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

Lighting
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

LOCATION OF POWER IN YOUR BOOTH:

In-Line & Peninsula Booths
Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)

<table>
<thead>
<tr>
<th>IN-LINE BOOTHS / PENINSULA</th>
</tr>
</thead>
</table>

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

ISLAND BOOTHS / MULTIPLE OUTLETS:

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See EXAMPLES below:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Form for complete details. Please complete Labor Order Form.

2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.

3. All equipment regardless of power source, must comply with Federal, State and local codes. NRG Park reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. NRG Park is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.

4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.

5. Exhibitors’ cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices (eg. - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

6. Exhibitors’ equipment will be modified to conform to NRG Park receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.

7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.

8. Power sharing is not permitted between exhibitors.
Electrical Labor Order Form

NACAC National College Fair
April 14, 2020

Order Services & Manage Orders Online At: https://nrgpark.boomerecommerce.com/

LABOR RATES AND SCHEDULE

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRICIAN - STRAIGHT TIME:</td>
<td>$76.00</td>
<td>$76.00</td>
<td>Per Man/Per Hour</td>
</tr>
<tr>
<td>ELECTRICIAN - OVERTIME:</td>
<td>$152.00</td>
<td>$152.00</td>
<td>Per Man/Per Hour</td>
</tr>
</tbody>
</table>

1) Start time guaranteed only at start of each working day.
2) Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the NRG Park service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:
Floor work is the distribution of electrical under carpet & flooring.

☑ OK TO PROCEED WITHOUT EXHIBITOR PRESENT:
Complete Before: Date ___________ Time ___________
Work is completed prior to your arrival. NRG Park must receive detailed blue prints/floor plans for power distribution unde

PRINT NAME: ___________________________________________

AUTHORIZED SIGNATURE: _______________________________________

☑ EXHIBITOR SUPERVISION (DO NOT PROCEED):

Date ___________ Time ___________ # of Electricians ______

Name of Onsite Contact: _______________________________________

Cell Phone: _____________________________________________

Special Instructions: ___________________________________________

___________________________________________

BOOTH WORK:
Booth work is any of the following: Please check all that apply:

☐ Distribution of electrical overhead (more than one drop location in your booth).
☐ Distribution of electrical through booth structure.
☐ Mounting of plasmas/LCD monitors and lights.
☐ Connection or hard wiring of all exhibitor equipment.
☐ Lighting used as spot or flood lights.
☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). Wiring of overhead signs.
☐ Installation of electrical headers and/or light boxes.
☐ Other ___________________________________________________

LABOR REQUEST:

Date ___________ Time ___________ Est. #Hours ______ #Electricians____

Date ___________ Time ___________ Est. #Hours ______ #Electricians____

Name of Onsite Contact: _______________________________________

Special Instructions: ___________________________________________

___________________________________________

___________________________________________

___________________________________________

___________________________________________
**ELECTRICAL LABOR INSTRUCTIONS**

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments.

3. Continuations to another day are a minimum of 1 hour.

4. Labor must be picked up at the NRG Park service desk. Charges for labor commence at time of call or reschedules the call, unless 24 hour advance notice is received in writing.

5. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.

6. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

**EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK**

- Please indicate the following on the floor plan:
  1. Location and load of main power drop - please provide specific dimensions and wattage.
  2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
  3. Booth orientation - please provide surrounding aisle and/or booth numbers.

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**ELECTRICAL SERVICES USAGE GUIDE**

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts).

Please feel free to contact our electrical specialists at houstonutilities@freemanco.com with any additional questions.

<table>
<thead>
<tr>
<th>WATTAGE</th>
<th>WATTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blender</strong></td>
<td>Imprinter for T-Shirts</td>
</tr>
<tr>
<td>475 - 100</td>
<td>2000</td>
</tr>
<tr>
<td><strong>Can Opener</strong></td>
<td>Iron</td>
</tr>
<tr>
<td>500</td>
<td>700 - 1000</td>
</tr>
<tr>
<td><strong>Card Reader (credit) / Lead Retrieval</strong></td>
<td>Juicer - Single</td>
</tr>
<tr>
<td>100</td>
<td>500</td>
</tr>
<tr>
<td><strong>Coffee Pot - Household Size</strong></td>
<td>Juicer - Double</td>
</tr>
<tr>
<td>600 - 1200</td>
<td>1000</td>
</tr>
<tr>
<td><strong>Large Coffee Pot, Griddle or Portable Heaters</strong></td>
<td>Laminator</td>
</tr>
<tr>
<td>1500 - 2000</td>
<td>2000</td>
</tr>
<tr>
<td><strong>Computer Monitor - Independent</strong></td>
<td>Lights with Rental Booths</td>
</tr>
<tr>
<td>120 - 200</td>
<td>200 Each</td>
</tr>
<tr>
<td><strong>Computer - Desktop (Monitor &amp; CPU)</strong></td>
<td>Meat Slicer</td>
</tr>
<tr>
<td>200 - 900</td>
<td>500 - 1000</td>
</tr>
<tr>
<td><strong>Computer - Laptop</strong></td>
<td>Microwave Oven</td>
</tr>
<tr>
<td>100 - 300</td>
<td>500 - 2000</td>
</tr>
<tr>
<td><strong>Computer Printer - Dot Matrix</strong></td>
<td>Mixer</td>
</tr>
<tr>
<td>100 - 500</td>
<td>500 - 1000</td>
</tr>
<tr>
<td><strong>Computer Printer - Laser</strong></td>
<td>Photo copier</td>
</tr>
<tr>
<td>400 - 1000</td>
<td>Depends on Size - May Require 208V</td>
</tr>
<tr>
<td><strong>Crock Pot</strong></td>
<td>Pizza Oven (Small)</td>
</tr>
<tr>
<td>200 - 1000</td>
<td>30 Amp/120V Special Connection</td>
</tr>
<tr>
<td><strong>DVD Player</strong></td>
<td>Popcorn Maker</td>
</tr>
<tr>
<td>50 - 100</td>
<td>2000</td>
</tr>
<tr>
<td><strong>Electric Frying Pan</strong></td>
<td>Projector (Depends on Size)</td>
</tr>
<tr>
<td>1200 - 2000</td>
<td>1000</td>
</tr>
<tr>
<td><strong>Fax Machine</strong></td>
<td>Refrigerator - Small</td>
</tr>
<tr>
<td>1000</td>
<td>400</td>
</tr>
<tr>
<td><strong>Flat Screen TV - 32&quot; to 50&quot;</strong></td>
<td>Refrigerator - Full Size</td>
</tr>
<tr>
<td>1000</td>
<td>750</td>
</tr>
<tr>
<td><strong>Food Processor</strong></td>
<td>Sewing Machine</td>
</tr>
<tr>
<td>500 - 2000</td>
<td>1000</td>
</tr>
<tr>
<td><strong>Glue Gun</strong></td>
<td>Steamer</td>
</tr>
<tr>
<td>300</td>
<td>2000</td>
</tr>
<tr>
<td><strong>Hot Water Heater</strong></td>
<td>Stereo (Amplifier) or Television</td>
</tr>
<tr>
<td>0 Amp 208 Volt Single Phase</td>
<td>100 - 500</td>
</tr>
<tr>
<td><strong>Hair Dryer</strong></td>
<td>Toaster</td>
</tr>
<tr>
<td>1000 - 2000</td>
<td>1000</td>
</tr>
<tr>
<td><strong>Heat Lamps (per lamp)</strong></td>
<td>Toaster Oven</td>
</tr>
<tr>
<td>250</td>
<td>1500</td>
</tr>
<tr>
<td><strong>Hot Plate Double</strong></td>
<td>Vacuum Cleaner</td>
</tr>
<tr>
<td>1500 - 2000</td>
<td>1500</td>
</tr>
<tr>
<td><strong>Hot Plate Single</strong></td>
<td>VCR</td>
</tr>
<tr>
<td>1000</td>
<td>100</td>
</tr>
<tr>
<td><strong>Water Cooler - Cold Water</strong></td>
<td>Water Cooler - Hot/Cold Water</td>
</tr>
<tr>
<td>1000</td>
<td>2000</td>
</tr>
</tbody>
</table>
**3. Booth Orientation:** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

**SHOW NAME:** ____________________________________________  
**SHOW DATES:** __________________________

**COMPANY NAME:** ____________________________________________  
**BOOTH #:** __________________________

---

<table>
<thead>
<tr>
<th>Aisle or Booth#</th>
<th>Aisle or Booth#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A measurement scale can be applied as necessary to reflect the size of your booth.