IIAT Insurcon 2019
June 19 - 21, 2019
Gaylord Texan Resort & Convention Center
Grapevine, TX
Independent Insurance Agents of Texas

EXHIBITOR MANUAL
Welcome Exhibitor

We take great pleasure in notifying you that SES has been selected as the Official Service Contractor for the IIAT Insurcon2019. 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-Expocom 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:

Independent Insurance Agents of Texas
1115 San Jacinto Blvd., Suite 100
Austin, TX 78701
Contact: Jennifer Beltran
Phone: 512-493-2442
E-mail: exhibits@iiat.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 Wednesday, June 5, 2019 to save money, as well as ensure the availability of your item.
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Event Information

Discount Deadline: Wednesday, June 5, 2019
Show Colors: Berry & White
Booth Carpet Color: Facility is not carpeted. Available for rent on page 52.
Aisle Carpet Color: Blue Tuxedo

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.

10’ X 10’ Booths - Each booth will include:
- 8’ background drape (Berry)
- 3’ tall side dividers (White)
- 1 – 7” x 44” company ID Sign
- 1 – 6’ skirted table (White)
- 1 – wastebasket
- 2 – chairs

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>Wednesday, June 19, 2019</td>
<td>7:00 AM – 6:30 PM</td>
</tr>
<tr>
<td>Exhibitor Move-In:</td>
<td>Wednesday, June 19, 2019</td>
<td>3:30 PM - 6:30 PM</td>
</tr>
<tr>
<td></td>
<td>Thursday, June 20, 2019</td>
<td>8:00 AM - 2:30 PM</td>
</tr>
<tr>
<td>Event Hours:</td>
<td>Thursday, June 20, 2019</td>
<td>3:30 PM - 6:30 PM</td>
</tr>
<tr>
<td>Exhibitor Move-Out:</td>
<td>Thursday, June 20, 2019</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>Driver Check-In By:</td>
<td>Thursday, June 20, 2019</td>
<td>8:00 PM</td>
</tr>
<tr>
<td>Freight Re-Directed at:</td>
<td>Thursday, June 20, 2019</td>
<td>8:30 PM</td>
</tr>
<tr>
<td>SES Move-Out:</td>
<td>Thursday, June 20, 2019</td>
<td>6:30 PM</td>
</tr>
</tbody>
</table>

Shipping Information (Material handling charges will apply)

Advance Shipping Address:
Superior Expo Services
Trade Show: IIAT Insurcon2019
Booth Company Name & # ______________________
10548 W US Hwy 80
Forney, TX 75126

Advance shipments MUST be received by Friday, June 14, 2019

Direct Shipments to Show Site:
No Show Site Shipping. Ship to Advance Warehouse Only.

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

WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?
- Each event is different. See Event Information, page 4, which will specifically list what items, if any, will be included in the booth space.

WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?
- Items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth, you must order that item separately at the published rate.

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

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

WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?
- Items cancelled on or prior to Wednesday, June 5, 2019 will be refunded at 100%. Items cancelled after Wednesday, June 5, 2019, 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 Wednesday, June 5, 2019 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. **No Direct Shipping. Advance Warehouse Shipping Only**

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 available 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: ____________________________

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

Material Handling (non-taxable) $
Booth Package $
Display Tables & Accessories $
Carpet & Cleaning $
Pipe & Drape $
Floral $
Luxury Furniture $
Sign & Graphics $
Rental Units $
Add On $
Hanging Banner/Rigging $
In-Booth Forklift $
Cartload Service $
Vehicle Spotting Service $
Labor (non-taxable) $

TOTAL $
Sales Tax 8.25% $
GRAND TOTAL $

Discount Deadline: Wednesday, June 5, 2019

- 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 Wednesday, June 5, 2019 will be refunded at 100%. Items cancelled after Wednesday, June 5, 2019 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, they will be billed at 100%.
- If paying by check, make payable to: Superior Expo Services
Mail order forms & full payment to: 10548 W 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

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

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

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- All charges are subject to sales tax.
- Payment in full must accompany all orders by **Wednesday, June 5, 2019** to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to **Wednesday, June 5, 2019** will be refunded at 100%. Items cancelled after **Wednesday, June 5, 2019**, 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 **Wednesday, June 5, 2019** they will be billed at 100%.

**ADDING TAX TO YOUR ORDER**

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

**PAYMENT OPTIONS**

- **Online Ordering** - A link to the site, username and password will be emailed to you.
- **Payment by Email** - Email your order with full payment to: service@superior-expo.com
- **Payment by Fax** - Fax your order with full payment to: 972.271.7888 Attn: Exhibitor Services
- **Payment by Mail** - Mail your order forms and full payment to:

  Superior Expo Services  
  10548 US Highway 80  
  Forney, TX 75126  
  RE: IIAT Insurcon2019

  • SES accepts MasterCard, Visa and American Express cards only.
  • If a check is being submitted for payment, please attach with your order forms and mail to Superior Expo Services. If you choose to pay by check, a credit card is still required to be on file. All checks should be payable to: Superior Expo Services
  • Orders will **NOT** be processed without full payment. Please complete the Credit Card Authorization Form.

**ADVANCE ORDERS (DISCOUNT RATE)**

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

**SHOW SITE ORDERS**

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

**THIRD PARTY ORDERS**

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

**INTERNATIONAL EXHIBITORS**

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

**MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS/FORKLIFT, ETC.**

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

**RESPONSIBILITY FOR LABOR**

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

**MATERIAL HANDLING**

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

**CERTIFIED WEIGHT TICKETS**

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

**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 Wednesday, June 5, 2019 will be refunded at 100%. Items cancelled after Wednesday, June 5, 2019, 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 Wednesday, June 5, 2019 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 Friday, June 14, 2019. Shipments must arrive by Friday, June 14, 2019, by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
• Shipments arriving at the warehouse after Friday, June 14, 2019, will be charged a late warehouse fee of $150 in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE No Direct Shipping – Advance Warehouse Shipping Only

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

IIAT Insurcon2019

Gaylord Texan Resort & Convention Center

June 19 - 21, 2019

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

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

#### INBOUND – PICK UP LOCATION INFORMATION

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

#### SHIP TO

- [ ] I will be shipping to the **Advance Warehouse**
  - **Superior Expo Services**
  - 10548 W US Hwy 80
  - Forney, TX 75126
  - **Advance Warehouse Deadline:** Friday, June 14, 2019
  - **Delivery Date:** [ ] No Show Site Shipping. Ship to Advance Warehouse Only.

#### 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:

<table>
<thead>
<tr>
<th>Company:</th>
<th>City, State, ZIP Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>Number of Labels:</td>
</tr>
</tbody>
</table>

#### Type of Service

- [ ] **Standard Ground**
- [ ] **Expedited Ground**
- [ ] **Next Day**
- [ ] **Other**
- [ ] **Liftgate Needed**

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Number Of Pieces</th>
<th>Description of Articles, Special Marks and Exceptions</th>
<th>Dimensions in Inches</th>
<th>Estimated Weight (lbs.) Subject to Correction *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Crates Exhibition Material, K.D. (wooden)</td>
<td>L x W x H</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cartons (cardboard)</td>
<td>L x W x H</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trunks/Cases (fiber) (color)</td>
<td>L x W x H</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Skids/Pallets</td>
<td>L x W x H</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carpet (color)</td>
<td>L x W x H</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td>L x W x H</td>
<td></td>
</tr>
</tbody>
</table>

* Final Weight Subject to Correct Weight & Dimensions

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

IIAT Insurcon2019
EXHIBIT MATERIALS
MUST be received by
Friday, June 14, 2019
Between 8:30 AM – 5:00 PM

To: (Exhibiting Company) ________________________________

Superior Expo Services
10548 W US Hwy 80
Forney, TX 75126

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.

ADVANCE WAREHOUSE LABEL

IIAT Insurcon2019
EXHIBIT MATERIALS
MUST be received by
Friday, June 14, 2019
Between 8:30 AM – 5:00 PM

To: (Exhibiting Company) ________________________________

Superior Expo Services
10548 W US Hwy 80
Forney, TX 75126

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:

\[
\text{350 lbs. (rounded to the next 100) divided by 100} = \frac{4}{4} \text{ CWT x 72.00} = \text{Material Handling Charge 288.00}
\]

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

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

Advance Shipments to Warehouse
- The advance warehouse will begin receiving shipments 30 days prior to: Friday, June 14, 2019
- All materials shipped advance to the warehouse MUST ARRIVE BY: Friday, June 14, 2019
- 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 (No Show Site Shipping. Ship to Advance Warehouse Only.)

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.

Rates below based on Published Event Move-In & Move-Out Schedule

<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) (No Direct Shipping – Ship to Warehouse Only)</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></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or skidded shipment</td>
<td>$15.25</td>
<td>$30.50</td>
</tr>
<tr>
<td>Special handling shipment</td>
<td>$19.06</td>
<td>$38.12</td>
</tr>
<tr>
<td>Overtime Charge – Move-In and Move-Out (in addition to above rates) (OT Rates Apply Due to Schedule)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or skidded shipment</td>
<td>$30.50</td>
<td>$61.00</td>
</tr>
<tr>
<td>Special handling shipment</td>
<td>$38.12</td>
<td>$76.24</td>
</tr>
<tr>
<td>Late to Warehouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freight arriving after Friday, June 14, 2019</td>
<td>$150.00 per shipment</td>
<td></td>
</tr>
<tr>
<td>Back to Warehouse (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per 100 lbs. (200 lbs. minimum)</td>
<td>$200.00</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

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:** *Wednesday, June 5, 2019*

<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>Skirted Display Tables 30” high (topped in white vinyl)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ L x 24” W x 30” H</td>
<td>$84.50</td>
<td>$102.75</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>6’ 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) |          |          |        |
| 4’ L x 24” W x 42” H | $114.25 | $143.00 | $       |
| 6’ L x 24” W x 42” H | $129.50 | $161.75 | $       |
| 4th Side Skirt 6’ | $39.00 | $48.50 | $       |
| Table Skirt Only 6’ | $61.75 | $77.25 | $       |
| 8’ L x 24” W x 42” H | $148.75 | $186.50 | $       |
| 4th Side Skirt 8’ | $39.00 | $48.50 | $       |
| Table Skirt Only 8’ | $61.75 | $77.25 | $       |

| Unskirted Display Tables 30” high (topped in white vinyl) |          |          |        |
| 4’ L x 24” W x 30” H | $49.50 | $61.50 | $       |
| 6’ L x 24” W x 30” H | $61.00 | $76.25 | $       |
| 8’ L x 24” W x 30” H | $72.50 | $89.50 | $       |

| Unskirted Display Tables 42” high (topped in white vinyl) |          |          |        |
| 4’ L x 24” W x 42” H | $70.25 | $85.50 | $       |
| 6’ L x 24” W x 42” H | $81.00 | $100.50 | $       |
| 8’ L x 24” W x 42” H | $87.50 | $109.75 | $       |

| Unskirted Specialty Tables 30” in Diameter |          |          |        |
| 4’ L x 12” W x 12” H | $50.75 | $63.50 | $       |
| 6’ L x 12” W x 12” H | $61.25 | $76.75 | $       |
| 8’ L x 12” W x 12” H | $72.00 | $90.25 | $       |

**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 **Wednesday, June 5, 2019** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Wednesday, June 5, 2019** will be refunded at 100%. Items cancelled after **Wednesday, June 5, 2019** 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 **Wednesday, June 5, 2019** they will be billed at 100%.

**Discount Deadline:** *Wednesday, June 5, 2019*

**Payment in full must accompany all orders by Wednesday, June 5, 2019** to receive discount price. Orders received after this date will be charged standard rate. Items cancelled on or prior to Wednesday, June 5, 2019 will be refunded at 100%. Items cancelled after Wednesday, June 5, 2019 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 Wednesday, June 5, 2019 they will be billed at 100%.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Side Chair 4’ x 8’ Horizontal</td>
<td>$183.25</td>
<td>$229.25</td>
<td>$</td>
</tr>
<tr>
<td>Modular High Stool Gray Fabric – 29” Tall</td>
<td>$73.25</td>
<td>$91.50</td>
<td>$</td>
</tr>
<tr>
<td>Padded Chair</td>
<td>$65.00</td>
<td>$81.00</td>
<td>$</td>
</tr>
<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>
<tr>
<td>Cloth 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>
</tr>
<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>
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<tr>
<td>Wastebasket</td>
<td>$14.75</td>
<td>$17.50</td>
<td>$</td>
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<tr>
<td>Arm Light</td>
<td>$56.75</td>
<td>$70.50</td>
<td>$</td>
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<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>
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**Event Colors are:** *Berry & White*

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

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

**Page 16**
TRADE SHOW FURNISHINGS

Product Guide

Featuring:
- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools

© 2017 CORT. A Berkshire Hathaway Company.
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. Charging adapters are available to rent for all powered products.

**ROMA**

CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H

SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H

Powered Seating
Powered Tables

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

Charging adapters are available to rent for all powered products.
MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 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.
Powered Pedestals

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

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

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

Charging Adapter
D) ADAPTB (black)

Charging adapters are available to rent for all powered products.

Denotes AC and USB charging outlets
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
Soft Seating Collections

BAJA
A) BCHWHT Chair
   (white vinyl)
   36" L 30.5" D 33.25" H
B) BLVWHT Loveseat
   (white vinyl)
   61" L 30.5" D 28" H

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

NAPLES
A) NPLCHR Chair
   (black vinyl)
   36" L 30.5" D 33.25" H
   NPLCHP (Powered)
B) NPLSOF Sofa
   (black vinyl)
   87" L 30" D 33.25" H
   NPLSOP (Powered)
C) NPLLOV Loveseat
   (black vinyl)
   62" L 30" D 33.25" H
   NPLLOP (Powered)
Munich Collection
Modular Seating to Design Custom Exhibits

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

SILVERADO
C1E Cocktail Table
(glass, chrome)
36" Round 17" H

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

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

MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" 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**
A) SO1 Sofa
   (platinum suede)
   69”L 29”D 33”H
B) OTS Ottoman
   (platinum suede)
   25”L 31”D 18”H
C) SO2 Sofa Sectional 3pc.
   (platinum suede)
   152”L 40”D 33”H
Accent Chairs

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

**MADDEN**
MADGRY Arm Chair (light gray vinyl)
27’L 32”D 33”H

**SWANSON**
SWAN Swivel Chair (white vinyl)
28’L 23”D 30”H
**Accent Chairs**

A) BCW  
Madrid Chair  
:white vinyl: 30”L 30”D 31”H

B) OCH  
Madrid Chair  
:black vinyl: 30”L 30”D 31”H

C) FAIRCW Chair  
:white vinyl, brushed metal: 27”L 26”D 30”H

D) LABREA  
La Brea Swivel Chair  
:charcoal gray, fabric: 35”L 27”D 40”H

E) MNCHCH  
Munich Armless Chair  
:gray fabric: 22.5”L 27”D 28.5”H

F) HOPCH, Chair  
:gray linen: 21”L 25”D 34”H

---

**Meeting & Stage Chairs**

Meeting Chair  
:25.5”L 23.5”D 34”H

A) OCMESP  
espresso vinyl
B) OCMTAU  
taupe fabric
C) OCMWHT  
white vinyl
**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**

MALGRY Chair  
(gray)  
20"L 20"D 32"H

---

**MALBA**

MALGRN Chair  
(green)  
20"L 20"D 32"H

---

**Group Seating**
## Styles & Shapes

<table>
<thead>
<tr>
<th>Image</th>
<th>Description</th>
<th>Dimensions</th>
<th>Model</th>
<th>Color</th>
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<tr>
<td>A.</td>
<td>Berlin Chair</td>
<td>18&quot;L 22&quot;D 32&quot;H</td>
<td>CS8</td>
<td>(black, white)</td>
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<tr>
<td>B.</td>
<td>Syntax Chair</td>
<td>23&quot;L 19&quot;D 32.25&quot;H</td>
<td>CS4</td>
<td>(black, chrome)</td>
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<tr>
<td>C.</td>
<td>Christopher Chair</td>
<td>17&quot;L 19&quot;D 35&quot;H</td>
<td>CH002</td>
<td>(white vinyl, chrome)</td>
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<tr>
<td>D.</td>
<td>Wendy Chair</td>
<td>15&quot;L 20&quot;D 36&quot;H</td>
<td>SC10</td>
<td>(white)</td>
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<td>E.</td>
<td>Brewer Chair</td>
<td>20&quot;L 20&quot;D 32&quot;H</td>
<td>SC3</td>
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<td>F.</td>
<td>Altura Guest Chair</td>
<td>25&quot;L 20&quot;D 34&quot;H</td>
<td>XC6</td>
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<td>G.</td>
<td>Rustique Chair w/arms</td>
<td>20&quot;L 18&quot;D 31&quot;H</td>
<td>RSTDIN</td>
<td>(gunmetal)</td>
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<tr>
<td>H.</td>
<td>Duet Chair</td>
<td>21&quot;L 23&quot;D 33&quot;H</td>
<td>DUET</td>
<td>(black, chrome)</td>
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</table>

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

- **I)** RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
- **J)** 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)
Marche Swivel Ottomans
17”RND 18”H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)
Accent Tables

**ALONDRA**

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

**ALONDRA**

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)

**GEO**

End Table
26"L 26"D 20"H
C) E1C (glass, chrome)
D) E1FWB (wood, black)
Styles & Shapes

A) C1W (white)
B) C1Y (black)
C) E1W (white)
D) E1Y (black)
E) REGBEN Bench Table
47”L 15.5”D 16”H
F) REGOTT End Table
16”L 15.5”D 16.5”H
G) E1E End Table
24” Round 22”H
H) C1E Cocktail Table
36” Round 19”H
I) EOLI End Table
22” Round 22”H
J) COLI Cocktail Table
47”L 27”D 19”H
K) ETBL E-Table
21”L 15.5”D 27.5”H
L) TMBTBL Timber Table
16” Round 17”H
M) AURA
Aura Round Table
(white metal)
15” Round 22”H
N) CUBTBL Edge LED
Cube Table
(plexi top, white plastic)
20”L 20”D 20”H
A/C power only

SYDNEY
(brushed steel)
Cocktail Tables
48”L 26”D 18”H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)

End Tables
27”L 23”D 22”H
C) E1W (white)
D) E1Y (black)

REGIS
(brushed metal)
E) REGBEN Bench Table
47”L 15.5”D 16”H
F) REGOTT End Table
16”L 15.5”D 16.5”H

SILVERADO
(glass, chrome)
G) E1E End Table
24” Round 22”H
H) C1E Cocktail Table
36” Round 17”H

OLIVER
(walnut finish)
I) EOLI End Table
22” Round 22”H
J) COLI Cocktail Table
47”L 27”D 19”H

RUSTIC
(wood)
K) ETBL E-Table
21”L 15.5”D 27.5”H
L) TMBTBL Timber Table
16” Round 17”H

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

N) CUBTBL Edge LED
Cube Table
(plexi top, white plastic)
20”L 20”D 20”H
A/C power only
Café Tables

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

B) MALGRN Malba Chair
   (green)
   20"L 20"D 32"H

30" Round Café Tables
   Standard Black Base
   30" Round 29"H
   A) ZTH (liquid steel blue top)
   B) ZTB (red top)
   C) 30WHHC (white laminate top)
   D) 30STHC (silver textured)
   E) CS4 Syntax Chair
      (black, chrome)
      23"L 19"D 32.25"H
Choose your base, black or chrome, then pick a color that suits your design.

Café Tables
Standard Black Base
30" Round 29"H
A) ZTG (silver textured)
B) ZTJ (graphite nebula)
C) ZTK (maple)
D) 30WH29 (white laminate)
E) ZTA (Madison/gray acajou)
36" Round 29"H
F) ZTQ (white laminate)
G) ZTN (graphite nebula)
H) ZTP (maple)

Café Tables
Hydraulic Chrome Base
30" Round 29"H
I) 30SBHC (liquid steel blue)
J) 30GRHC (graphite nebula)
K) 30MTHC (maple)
L) 30BRHC (red)
36" Round 29"H
M) 36WTHC (white laminate)
N) 36GRHC (graphite nebula)
O) 36MTHC (maple)

Mix & Match
Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.
A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
Bar Tables

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

B) APS12
Apex Barstools
(blue ultra suede)
21”L 21”D 33”H

C) 30SBHB
30” Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30”RND 45”H

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

E) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75”L 23.75”D 41.25”H

F) RSTSTL
Rustique Barstool
(gunmetal)
13”L 13”D 30”H
Customize And Create

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

Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

- **A.** | **I.** 30" Round 42"H
- **B.** | **J.** 36" Round 42"H
- **C.**
- **D.**
- **E.** | **H.**
- **F.**
- **G.**
- **K.** | **P.**
- **L.** | **Q.**
- **M.**
- **N.**
- **O.**
- **R.** 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H
- **S.** ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H

**Bar Tables**
- Standard Black Base
  - A) VTJ (graphite nebula)
  - B) VTK (maple)
  - C) VTG (silver textured)
  - D) VTB (red)
  - E) 30WH42 (white laminate)
  - F) VTH (liquid steel blue)
  - G) VTA (Madison/gray acajou)
  - H) VTW (white laminate)
  - I) VTN (graphite nebula)
  - J) VTP (maple)

- **R.** 30' Round 42'H
- **H.** VTW (white laminate)
- **I.** VTN (graphite nebula)
- **J.** VTP (maple)

**Bar Tables**
- Hydraulic Chrome Base
  - 30" Round 45'H
  - K) 30GRHB (graphite nebula)
  - L) 30MTHB (maple)
  - M) 30STHB (silver textured)
  - N) 30BRHB (red)
  - 36" Round 45'H
  - O) 36WTHB (white laminate)
  - P) 36GRHB (graphite nebula)
  - Q) 36MTHB (maple)
Barstools

LIFT BARSTOOLS
15” Round 23–33.5”H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)
Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

O) ZENBAR Zenith Barstool (white, chrome) 19”L 20”D 44”H
P) LMBAR Laguna Barstool (maple, chrome) 18”L 20”D 47”H

Apex Barstools
21”L 21”D 33”H
A) APS08 (black vinyl)
B) APS95 (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
G) BS5 (black, chrome)
H) BST (white, chrome)

Oslo Barstools
17”L 20”D 45”H
I) BSD (blue)
J) BSC (white)

K) XBAR Christopher Barstool
(white vinyl, chrome)
19”L 15”D 41”H

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

M) BSR Syntax Barstool
(black, chrome)
23”L 19”D 43.25”H

N) RSTSTL Rustique Barstool
(gunmetal)
13”L 13”D 30”H

Mix & Match
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

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

Atomic Round Tables (glass, chrome)
A) 42ATO 42"RND 30"H (not shown)
B) 36ATO 36"RND 30"H

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

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

G) MERLIN Merlin Multi Use Table (gray laminate, black)
H) WD3 Work Table (white laminate, white)

Conference Tables (graphite nebula)
I) CB3 8'
J) CB2 6'

Conference Tables (granite)
K) CS08GR 8'
L) CT10GR 10'

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

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

PROMDB Pro Executive Mid Back Chair
(black vinyl)
24"L 22"D 40"H Adjustable

PROMID Pro Executive Mid White Chair
(white vinyl)
24"L 22"D 40"H Adjustable

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

SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H
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.

- BLACK
- WHITE
- MAPLE

G30 CAFÉ TABLES

A. G30 Powered Café Tables
(silver frame)
72"L 26"D 30"H
A) G30DWP (silver frame, white top)

B. G30 Communal Café Tables
(silver frame)
72"L 26"D 30"H
Maple Top
B) G30DMS (solid)
C) G30DMW (grommets)
White Top
D) G30DWS (solid)
E) G30DWW (grommets)

Cort Trade Show | 29
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) PROMDB Pro Executive Mid Back Chair
   (black vinyl) 24"L 22"D 40"H Adjustable
D) PROEXE Pro Executive High Back Chair
   (white classic vinyl) 25"L 24"D 48"H Adjustable
**TECH COLLECTION**

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

---

**CHARGING ADAPTERS**

D) ADAPTB (black)

Charging adapters are available to rent for all powered products.

---

**LIGHTING & PRODUCT DISPLAY**

**ACCENT LAMPS**

MASON LAMPS (brushed silver)
A) LA15 Floor Lamp 18” Round 55”H
B) LA14 Table Lamp 16” Round 26”H

SHELVING
C) PSHCCS Posh Shelving (Chrome, Acrylic) 30”L 18”D 72”H
D) BC8 Madison Bookcase (gray acajou) 36”L 12”D 72”H

---

**POWERED DETAIL** Denotes AC and USB charging outlets
**Show Essentials**

### Martini Bar

**A) BRC Martini Bar Circle**
Comprised of three BR1 Martini Bars
100"L 100"D 45"H

**B) BR1 Martini Bar**
(gray metal, frosted glass top)
67"L 22"D 45"H

### Refrigerators

**C) R1R Large**
(White, 14.0 cubic feet)
28"L 28"D 64"H

**D) R1Q Small**
(White, 4.0 cubic feet)
20"L 22"D 33"H

---

**Suggested Uses of Martini Bar**
LIGHTED PRODUCTS

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

A) CUBL20 Edge LED Cube Ottoman
   (white plastic)
   20”L 20”D 20”H
   A/C power only

B) CUBTBL Edge LED Cube Table
   (plexi top, white plastic)
   20”L 20”D 20”H
   A/C power only

MOBILE TABLET STANDS & ACCESSORIES

Denotes AC and USB charging outlets

A) TBSTND (black)
   14”L 13”D 44.5”H

B) TBSTDW (white)
   14”L 13”D 44.5”H

C) TBBCHR Brochure Holder
   (black)
   8.625”L 1.1”D 11.325”H

D) TBSHLF Charging Shelf
   (black)
   14.85”L 7.17”D 1”H

E) TPBNTR Wireless Printer Holder
   (black)
   3.3”L 1.9”D 5.28”H

TABLET STANDS

A) TBSTND (black)
   14”L 13”D 44.5”H

B) TBSTDW (white)
   14”L 13”D 44.5”H

ACCESSORIES

C) TBBCHR Brochure Holder
   (black)
   8.625”L 1.1”D 11.325”H

D) TBSHLF Charging Shelf
   (black)
   14.85”L 7.17”D 1”H

E) TPBNTR Wireless Printer Holder
   (black)
   3.3”L 1.9”D 5.28”H
CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.
### Show Information

**Show Name:**

**Exhibiting Co:**

**Booth Number:**

### Order Information

| Company Name: | Order Total: 303.00 |
| Address: |  |
| City, State Zip: |  |
| Phone: |  |
| Fax: |  |
| Contact: |  |
| Email: |  |
| Authorized By: |  |

**Payment Information**

- **Order Total:** 303.00
- **Sales Tax:** 514.00
- **Total Due:** 618.00

### Payment

- In order to guarantee delivery, all orders must be received and full payment must be received no later than 14 days prior to show.
- **Late Orders:** Orders received within 14 days prior to show opening are subject to 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.

### Items

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**Additional Powered Products Under Office & Product Display on Pg 3**

### Soft Seating Collections

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### Additional Ottomans On Pg 2

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- **Qty**: Various
- **ADVANCE**: Various
- **STANDARD**: Various
- **TOTAL**: Various

### Code Item

- **Code**: 1K517, 1317WP, 16WHT, 1LWHIT, FAIRW, FAIRSW, HQCH, HQLS, KECH, KEKLYO, KEDSOF, MCHI00, MNCHLE, MNCHS, MNCHSL, NLCHP, NLCHP, NPLSV, NPSOF, SO2, SO1, TANC, TANLOV, TANSOF, CBG, LABREA, MADGRR, DCH, BSW, SWAN
- **Item**: Various
- **Desc.**: Various
- **Qty**: Various
- **ADVANCE**: Various
- **STANDARD**: Various
- **TOTAL**: Various

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**Contact Information**

**Name on Card:**

**Fax:** 972-271-7888

**Phone:** 972-271-7444

**Email:** Service@Superior-Expo.Com
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<td>30&quot; Round Madison Bar Table</td>
<td>Gray Acap.</td>
<td>1</td>
<td>$191.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30VNC</td>
<td>36&quot; Round Bar Table</td>
<td>Nebula Top</td>
<td>1</td>
<td>$212.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30VTC</td>
<td>36&quot; Round Bar Table</td>
<td>Maple Top</td>
<td>1</td>
<td>$212.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30VNC</td>
<td>36&quot; Round Bar Table</td>
<td>Silver Textured Top</td>
<td>1</td>
<td>$212.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30GHC</td>
<td>30&quot; Round Madison Bar Table</td>
<td>Gray Acap.</td>
<td>1</td>
<td>$191.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30RHC</td>
<td>30&quot; Round Bar Table</td>
<td>Nebula Top</td>
<td>1</td>
<td>$244.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30SHC</td>
<td>30&quot; Round Bar Table</td>
<td>Liquid Steel Blue Top</td>
<td>1</td>
<td>$244.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30MTHC</td>
<td>30&quot; Round Bar Table</td>
<td>Maple Top</td>
<td>1</td>
<td>$244.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30BHC</td>
<td>30&quot; Round Bar Table</td>
<td>Red Top</td>
<td>1</td>
<td>$244.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30SBHC</td>
<td>30&quot; Round Bar Table</td>
<td>Silver Textured Top</td>
<td>1</td>
<td>$244.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30WNC</td>
<td>30&quot; Round Bar Table</td>
<td>White</td>
<td>1</td>
<td>$244.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30MHC</td>
<td>30&quot; Round Madison Bar Table</td>
<td>Gray Acap.</td>
<td>1</td>
<td>$232.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36RHC</td>
<td>36&quot; Round Bar Table</td>
<td>Graphite</td>
<td>1</td>
<td>$262.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36MTHC</td>
<td>36&quot; Round Bar Table</td>
<td>Maple Top</td>
<td>1</td>
<td>$262.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36WTHC</td>
<td>36&quot; Round Bar Table</td>
<td>White</td>
<td>1</td>
<td>$262.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMUNAL TABLES WITH GOURMET HOLES**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Color</th>
<th>QTY</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ventura Communal Bar Table</td>
<td>Maple Top</td>
<td>1</td>
<td>$515.00</td>
<td></td>
<td>$566.50</td>
</tr>
<tr>
<td>Ventura Communal Bar Table</td>
<td>White Top</td>
<td>1</td>
<td>$515.00</td>
<td></td>
<td>$566.50</td>
</tr>
<tr>
<td>G30 Communal Café Table</td>
<td>Maple Top</td>
<td>1</td>
<td>$412.00</td>
<td></td>
<td>$453.20</td>
</tr>
<tr>
<td>G30 Communal Café Table</td>
<td>White Top</td>
<td>1</td>
<td>$412.00</td>
<td></td>
<td>$453.20</td>
</tr>
</tbody>
</table>

**OFFICE & PRODUCT DISPLAY**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Color</th>
<th>QTY</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Drawer File Cabinet on Castors</td>
<td>Black Metal, Laminate</td>
<td>1</td>
<td>$115.00</td>
<td></td>
<td>$126.50</td>
</tr>
<tr>
<td>Madison Credenza</td>
<td>Gray Acap.</td>
<td>1</td>
<td>$397.00</td>
<td></td>
<td>$438.70</td>
</tr>
<tr>
<td>Madison Executive Desk</td>
<td>Gray Acap.</td>
<td>1</td>
<td>$455.00</td>
<td></td>
<td>$500.50</td>
</tr>
<tr>
<td>Tech Desk, Powered</td>
<td>Black Metal, Laminate</td>
<td>1</td>
<td>$363.00</td>
<td></td>
<td>$399.30</td>
</tr>
<tr>
<td>Tech Drawer File Cabinet</td>
<td>Black Metal, Laminate</td>
<td>1</td>
<td>$444.00</td>
<td></td>
<td>$488.40</td>
</tr>
<tr>
<td>Madison Bookcase</td>
<td>Gray Acap.</td>
<td>1</td>
<td>$319.00</td>
<td></td>
<td>$372.90</td>
</tr>
<tr>
<td>Push Shelving</td>
<td>Chrome, Acrylic</td>
<td>1</td>
<td>$387.00</td>
<td></td>
<td>$425.70</td>
</tr>
<tr>
<td>Powered Locking Pedestal, 36&quot;</td>
<td>Black</td>
<td>1</td>
<td>$401.00</td>
<td></td>
<td>$441.10</td>
</tr>
<tr>
<td>Powered Locking Pedestal, 42&quot;</td>
<td>Black</td>
<td>1</td>
<td>$477.00</td>
<td></td>
<td>$524.70</td>
</tr>
<tr>
<td>Powered Locking Pedestal, 42&quot;</td>
<td>White</td>
<td>1</td>
<td>$477.00</td>
<td></td>
<td>$524.70</td>
</tr>
<tr>
<td>Mason Floor Lamp</td>
<td>Brushed Silver</td>
<td>1</td>
<td>$175.00</td>
<td></td>
<td>$192.50</td>
</tr>
<tr>
<td>Mobile Tablet Stand</td>
<td>Black</td>
<td>1</td>
<td>$108.00</td>
<td></td>
<td>$118.80</td>
</tr>
<tr>
<td>Mobile Tablet Stand</td>
<td>White</td>
<td>1</td>
<td>$108.00</td>
<td></td>
<td>$118.80</td>
</tr>
<tr>
<td>Brochure Holder</td>
<td>Black</td>
<td>1</td>
<td>$50.00</td>
<td></td>
<td>$55.00</td>
</tr>
<tr>
<td>Charging Shelf</td>
<td>Black</td>
<td>1</td>
<td>$50.00</td>
<td></td>
<td>$55.00</td>
</tr>
<tr>
<td>Wireless Printer holder</td>
<td>Black</td>
<td>1</td>
<td>$50.00</td>
<td></td>
<td>$55.00</td>
</tr>
<tr>
<td>Refrigerator, Large</td>
<td>White, 14.0 cubic feet</td>
<td>1</td>
<td>$692.00</td>
<td></td>
<td>$761.20</td>
</tr>
<tr>
<td>Refrigerator, Small</td>
<td>White, 4.0 cubic feet</td>
<td>1</td>
<td>$243.00</td>
<td></td>
<td>$267.30</td>
</tr>
<tr>
<td>Martini Bar</td>
<td>Gray Metal, Frosted Glass Top</td>
<td>1</td>
<td>$1,041.00</td>
<td></td>
<td>$1,145.10</td>
</tr>
<tr>
<td>Martini Bar Circle</td>
<td>3 Martini Bars</td>
<td>1</td>
<td>$2,998.00</td>
<td></td>
<td>$3,297.80</td>
</tr>
</tbody>
</table>
## Carpet & Cleaning Order Form

**Discount Deadline:** Wednesday, June 5, 2019

<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>10' x 10' Carpet</td>
<td>$123.50</td>
<td>$154.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet</td>
<td>$226.00</td>
<td>$282.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet</td>
<td>$328.25</td>
<td>$410.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet</td>
<td>$431.25</td>
<td>$539.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 50' Carpet</td>
<td>$540.75</td>
<td>$667.25</td>
<td></td>
</tr>
</tbody>
</table>

### Carpet Accessories

- Carpet Padding per sq ft: $0.75 
- Visqueen per sq ft: $0.75 
- Taping of Visqueen per linear ft: $0.65 

### Event Colors: Berry & White

Please ✔ carpet color of choice:

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

### Cleaning

<table>
<thead>
<tr>
<th></th>
<th># of Days</th>
<th>Booth Size per sq ft</th>
<th>Price per sq ft</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuum Once</td>
<td></td>
<td></td>
<td>$0.33</td>
<td>$</td>
</tr>
<tr>
<td>Prior to Show Opening</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacuum Daily</td>
<td></td>
<td></td>
<td>$0.31</td>
<td>$</td>
</tr>
<tr>
<td>(Includes prior)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Porter Service

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

### ORDER POLICY

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- Payment in full must accompany all orders by **Wednesday, June 5, 2019** to receive discount price. Orders received after this date will be charged standard rate.
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### Excessive Trash Fee

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

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

### Custom Carpet

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

### Deluxe Custom Carpet

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

Please call our Exhibitor Service Department at 972.271.7444 for price quotes and color options.
## Pipe & Drape Order Form

**Discount Deadline:** *Wednesday, June 5, 2019*

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

### Drape

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

### Steel

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3’ Steel Uprights</td>
<td>$5.50</td>
<td>$6.75</td>
</tr>
<tr>
<td>8’ Steel Uprights</td>
<td>$6.25</td>
<td>$7.50</td>
</tr>
<tr>
<td>3’ Steel Bases</td>
<td>$7.50</td>
<td>$9.25</td>
</tr>
<tr>
<td>8’ Steel Bases</td>
<td>$7.50</td>
<td>$9.25</td>
</tr>
<tr>
<td>6’ – 10’ Steel Expanders</td>
<td>$5.50</td>
<td>$6.75</td>
</tr>
</tbody>
</table>

### Drape Colors

**Event Colors are:** *Berry & White*

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.*

### ORDER POLICY

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<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>
### Plant Order Form

**Discount Deadline: Wednesday, June 5, 2019**

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

Plant and floral arrangements can significantly enhance your exhibit space. We offer numerous plants, flowers and arrangements as a service to exhibitors with no hassle. Our prices include the container and maintenance when needed, as well as delivery and pick-up. Please call our Exhibitor Service Department at 972.271.7444 if you have questions or are interested in items that may not be listed.

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

#### Plants

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

#### Blooming Plants

<table>
<thead>
<tr>
<th></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>

#### Cut Flower Arrangements

<table>
<thead>
<tr>
<th></th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12&quot; high</td>
<td>$65.25</td>
<td>$81.50</td>
<td>$</td>
</tr>
<tr>
<td>24&quot; high</td>
<td>$83.00</td>
<td>$103.75</td>
<td>$</td>
</tr>
</tbody>
</table>

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

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Wednesday, June 5, 2019** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Wednesday, June 5, 2019** will be refunded at 100%. Items cancelled after **Wednesday, June 5, 2019** 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 **Wednesday, June 5, 2019**. Orders received after this date may be subject to availability and additional charges may apply.

<table>
<thead>
<tr>
<th>Size/Description</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>Table Top Sign – with easel back</td>
<td>Horizontal</td>
<td>$45.00</td>
<td>$67.50</td>
</tr>
<tr>
<td>22&quot; X 28&quot;</td>
<td>Stand Sign – single sided, includes sign stand</td>
<td>Horizontal</td>
<td>$120.00</td>
<td>$160.00</td>
</tr>
<tr>
<td>28&quot; X 44&quot;</td>
<td>Easel Sign – single sided, includes easel</td>
<td>Horizontal</td>
<td>$84.00</td>
<td>$102.00</td>
</tr>
<tr>
<td>2' X 6'</td>
<td>Banner – single sided with grommets</td>
<td></td>
<td>$144.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>38 1/8&quot; X 93&quot;</td>
<td>Meter Board Sign – single sided, free standing</td>
<td></td>
<td>$295.00</td>
<td>$360.00</td>
</tr>
<tr>
<td>7&quot; X 44&quot;</td>
<td>ID Sign – card stock</td>
<td></td>
<td>$33.00</td>
<td>$49.50</td>
</tr>
</tbody>
</table>

**Custom Graphics**

- Customer Supplied graphics
  - Must be sized. If graphic is not print ready there will be a 1 hour graphic design charge.
  - **$16.00 per sq ft**

- Custom Graphics Design
  - **1 hour minimum**
  - **$75.00 per hour**

**Complete information below:**

- 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

**ORDER POLICY**

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

---
Booth Rental Displays

- Backwall Unit w/o Graphics
- Backwall Unit with Graphics
- 10’ x 10’ Booth Display w/o Graphics
- 10’ x 10’ Booth Display with Graphics
- 10’ x 20’ Booth Display w/o Graphics
- 10’ x 20’ Booth Display with Graphics
- Superior Custom Booth
- Black Panel 10’ x 20’ Display
**Booth Rental Display Order Form**

<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>

- Payment in full must accompany ALL orders.
- Rental Units are available if ordered by **Wednesday, June 5, 2019**. 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 **Wednesday, June 5, 2019**, will be refunded at 100%. Items cancelled after **Wednesday, June 5, 2019**, 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><strong>Backwall Unit without Graphics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ wide x 8’ tall Backwall Unit includes printed company name header w/o graphics</td>
<td>$1,200.00</td>
<td></td>
</tr>
<tr>
<td><strong>Backwall Unit with Full Graphics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ x 8’ tall Backwall Unit includes Full Custom Printed Graphics with graphics</td>
<td>$2,150.00</td>
<td></td>
</tr>
<tr>
<td><strong>10’ x 10’ Booth Display without Graphics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ wide x 8’ tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes printed company name header and printed front panel on meter counter w/o graphics</td>
<td>$1,600.00</td>
<td></td>
</tr>
<tr>
<td><strong>10’ x 10’ Booth Display with Full Graphics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ wide x 8’ tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes Full Custom Printed Graphics with graphics</td>
<td>$2,600.00</td>
<td></td>
</tr>
<tr>
<td><strong>Superior Custom Booth</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ wide x 10’ tall Custom Booth includes backwall with full custom printed graphics, meter counter and half-meter pedestal with full custom printed graphics</td>
<td>$2,800.00</td>
<td></td>
</tr>
</tbody>
</table>

### 10' x 20' Rental Units

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

### 20’ x 20’ Rental Unit

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

### ORDER POLICY

- 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 **Wednesday, June 5, 2019** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Wednesday, June 5, 2019** will be refunded at 100%. Items cancelled after **Wednesday, June 5, 2019**, on show site or after delivery are **non-refundable** and billed at 100%.

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

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**Page | 57**
Add-Ons for Rental Units Order Form

Discount Deadline: **Wednesday, June 5, 2019**

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

- Payment in full must accompany **ALL** orders.
- Add-Ons for Rental Units are available if ordered by **Wednesday, June 5, 2019**. 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 **Wednesday, June 5, 2019**, will be refunded at 100%. Items cancelled after **Wednesday, June 5, 2019**, on show site or after delivery are **non-refundable** and billed at 100%.

### Add-Ons

<table>
<thead>
<tr>
<th>Add-Ons</th>
<th>Discount</th>
<th>Standard</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meter Counter: Black counter top with black sides, graphics optional. Dimension totals: 27.5” wide x 39” high x 22.5” diameter.</td>
<td>$320.00</td>
<td>$369.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature Stand: Collapsible literature stand with 6 pockets</td>
<td>$102.00</td>
<td>$124.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocktail Table: 42” tall with standard base</td>
<td>$92.50</td>
<td>$110.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Café Table: 30” tall with standard base</td>
<td>$72.50</td>
<td>$87.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass Display Case: White - 78” tall x 48” wide x 18” deep, Lockable sliding glass doors, 8” glass shelves</td>
<td>$390.75</td>
<td>$497.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass Display Counter: White - 38” tall x 48” wide x 18” deep, Lockable sliding glass doors, 8” glass shelves</td>
<td>$320.00</td>
<td>$427.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rolling TV Cart Floor Stand: Height adjustable mount and audio, lockable caster wheels for 32-70” flat screen and curved tv.</td>
<td>$120.00</td>
<td>$160.00</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 **Wednesday, June 5, 2019** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Wednesday, June 5, 2019**, will be refunded at 100%. Items cancelled after **Wednesday, June 5, 2019**, on show site or after delivery are **non-refundable** and billed at 100%.

<table>
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<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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**IIAT Insurcon2019**  
**June 19 - 21, 2019**  
**Gaylord Texan Resort & Convention Center - Longhorn Exhibit Hall F**
Display Labor Order Form

Company:________________________________________ Contact Name:____________________________________
Address: _________________________________________ City, State: __________________ Zip Code: _________
Phone Number: _________________________________ Fax Number: __________________ Booth Number: _______
Email: ________________________________________

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

- All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of $25.00.

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

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

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

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

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

Type of Service:

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

If using SES Supervision, please complete the information below:

| Number of Crates: ____________________________ | Self-contained unit? | ☐ Yes ☐ No |
| Set up plans attached? ☐ Yes ☐ No | Photo enclosed? | ☐ Yes ☐ No |
| Carpet: ☐ Own ☐ SES Color: ____________ | Suggested tools (i.e. 16’ ladder): __________________ |

Special Instructions:

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

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

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

Total: ____________________________  Sales Tax: 8.25%  Grand Total: ____________________________
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 Wednesday, June 5, 2019. 
- 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.

Rates
Based on a crew, which will consist of a lift with two (2) riggers. 

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

Please complete information below:

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

Type: 
- Fabric – Cloth 
- Metal 
- Wood 
- Truss 
Shape: 
- Circle 
- Square 
- Triangle 
Exhibitor Supervised: Yes 
SES Supervised: (25% supervision charge applies)

Chain Motor: 
- Yes 
- No 
Electrical: 
- Yes 
- No 

Mark positioning of banner below:

Contact name and phone number of persons 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>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>= $</td>
</tr>
</tbody>
</table>
In-Booth Forklift Order Form

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

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 be ordered in advance for more than 5,000 lbs. capacity. Please contact SES at 972-271-7444 for a quote.

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

**Rates**

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

<table>
<thead>
<tr>
<th>Pre-Order</th>
<th>Show Site</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$114.00</td>
<td>$148.20</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>Overtime</td>
<td>$171.00</td>
<td>$222.30</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>All Day</td>
<td>$296.40</td>
<td></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 Forklifts up to 5,000 lbs. (w/operator)</th>
<th>Weight of heaviest piece</th>
<th>Date</th>
<th>Time</th>
<th>Approx hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describe work needed:</td>
<td>Spotting of Equipment</td>
<td>Installation/Dismantle of Header</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Specify other equipment:</td>
<td>Straps</td>
<td>Chains</td>
<td>Fork Extensions</td>
<td></td>
</tr>
<tr>
<td>Four (4) stage forklift required:</td>
<td>Yes</td>
<td>No</td>
<td>(additional charges may apply)</td>
<td></td>
</tr>
</tbody>
</table>

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

Name: ____________________________

Phone Number: ____________________________

**Order Policy**

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

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

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

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

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

This service will help expedite the process and reduce your hassles. Service will be available during move in and move out at the event. You can make the arrangements at the SES Exhibit 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

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

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

Date: ___________________________________ Vehicle Description: ___________________________________
Time: ___________________________________

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>

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 Wednesday, June 5, 2019 to receive discount price.
- Orders received after this date will be charged standard rate.
- Items cancelled on or prior to Wednesday, June 5, 2019 will be refunded at 100%. Items cancelled after Wednesday, June 5, 2019 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 Wednesday, June 5, 2019 they will be billed at 100%.

Total + Sales Tax 8.25% = Grand Total

<table>
<thead>
<tr>
<th></th>
<th>+</th>
<th>=</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

I I A T Insurcon2019
June 19 - 21, 2019
Gaylord Texan Resort & Convention Center - Longhorn Exhibit Hall F
Vehicle Spotting Service Order Form

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

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

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 Wednesday, June 5, 2019. Orders by phone will not be accepted. A target move-in time will be assigned based upon this information. Any off-target or unscheduled vehicle deliveries may be assessed a time and labor surcharge.

Round Trip Vehicle Spotting Fee

$200.00 per vehicle

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

Description of vehicle(s) to be spotted:
________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________

Arrival Date/Time: ________________________ Booth Number/Location: ___________________________

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

Special Needs/Handling:
________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________

Vehicle Spotting Rules:

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

ORDER POLICY

• All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
• Payment in full must accompany all orders by Wednesday, June 5, 2019 to receive discount price. Orders received after this date will be charged standard rate.
• Items cancelled on or prior to Wednesday, June 5, 2019 will be refunded at 100%. Items cancelled after Wednesday, June 5, 2019 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 Wednesday, June 5, 2019 they will be billed at 100%.

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

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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/YYYY): ____________

Billing Address: _________________________________

City, State, ZIP code: _________________________________

Phone: _________________________________

Fax: _________________________________

Email: _________________________________

Authorized Signature: I, _________________________________, agree to the conditions stated in this manual and the paragraph above.
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: **Wednesday, June 5, 2019**

If this EAC form and the Certificate of Insurance are not received by **Wednesday, June 5, 2019**
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></td>
</tr>
<tr>
<td>Address of EAC:</td>
<td>City, State, Zip Code:</td>
</tr>
<tr>
<td>Authorized EAC Contact Name &amp; Title:</td>
<td>Authorized EAC Contact Signature:</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.

**ACCORD**

**CERTIFICATE OF LIABILITY INSURANCE**

**DATE (MM/DD/YYYY)**

**PRODUCER**

ABC Insurance Agency
1234 Broker Lane
New York, NY 12345

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.

**INSURED**

Company Name, Inc
1234 Corporate Lane
New York, NY 12345

**INQUIRERS AFFORDING COVERAGE**

**CERTIFICATE HOLDER**

SES

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

**COVERAGE’S**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

**INSURER A:** Hartford Insurance Company of Texas
**INSURER B:** Aetna Casualty & Surety Company
**INSURER C:** Royal Insurance Company

**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.

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

**CERTIFICATE HOLDER**

SES

**ADDITIONAL INSURED:**

**CANCELLATION**

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
<table>
<thead>
<tr>
<th>VIDEO/DATA DISPLAY</th>
<th>QTY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD Player</td>
<td></td>
<td>$240</td>
</tr>
<tr>
<td>LCD Projector</td>
<td></td>
<td>$1,750</td>
</tr>
<tr>
<td>AUDIO EQUIPMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Microphone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Handheld</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Lavalier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone Unit:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Handheld</td>
<td></td>
<td>$225</td>
</tr>
<tr>
<td>- Lavalier</td>
<td></td>
<td>$616</td>
</tr>
<tr>
<td>Wireless Headset Microphone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Headset only, Mic will require wireless microphone unit to operate.</td>
<td></td>
<td>$256</td>
</tr>
<tr>
<td>Individual Small Powered Speaker (up to five people)</td>
<td></td>
<td>$560</td>
</tr>
<tr>
<td>Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)</td>
<td></td>
<td>$1,460</td>
</tr>
<tr>
<td>4-Channel Mixer</td>
<td></td>
<td>$225</td>
</tr>
<tr>
<td>ACCESSORIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tripod Screens: 5', 6', 7' or 8'</td>
<td></td>
<td>$240</td>
</tr>
<tr>
<td>42''-54'' Rolling Cart w/Black Skirt</td>
<td></td>
<td>$80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MONITORS</th>
<th>QTY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>32'' LCD Monitor (Dual-Post Stand, Table Stand, Speakers)</td>
<td></td>
<td>$825</td>
</tr>
<tr>
<td>46'' Monitor (Dual-Post Stand, Table Stand, Speakers)</td>
<td></td>
<td>$1,150</td>
</tr>
<tr>
<td>55'' Monitor (Dual-Post Stand, Table Stand, Speakers)</td>
<td></td>
<td>$1,950</td>
</tr>
<tr>
<td>70'' Monitor (Dual-Post Stand, Table Stand, Speakers)</td>
<td></td>
<td>Please contact PSAV for quote</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUSTOM ITEMS</th>
<th>QTY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop with Windows Office</td>
<td></td>
<td>$615</td>
</tr>
<tr>
<td>LED Uplight</td>
<td></td>
<td>$95</td>
</tr>
<tr>
<td>Post-it Flip Chart Package</td>
<td></td>
<td>$95</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

On-Site Support: $90 per hour

SPECIAL REQUESTS Please add any items not listed above that you require.

ORDERING INSTRUCTIONS
To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.
Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable sales tax on equipment rental.

TAX-EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:
A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
B) Cancellations received on the day of scheduled delivery or “no-shows” are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

If you have a special request or need additional equipment, please call 817.778.3286. Email completed form to dmajor@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.
GENERAL TERMS AND CONDITIONS:

- Orders placed more than 14 days prior to event will be eligible to use Advanced Pricing.

- Installation of telephone, telecommunications, network and cabling services within Gaylord Texan Resort & Convention Center is exclusive. Telecommunication services (voice and data) must be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.

- All prices are for rental of services only. Material and equipment furnished by Gaylord Texan Resort & Convention Center for telecommunication services shall remain the property of Gaylord Texan Resort & Convention Center's unless otherwise specified, and shall be returned to Gaylord Texan Resort & Convention Center's Exhibitor Service desk at the close of show. There will be a $250.00 charge for lost or damaged telephone sets and a $250.00 charge for lost or damaged network equipment. Gaylord Texan Resort & Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.

- Under no circumstances shall anyone other than Gaylord Texan Resort & Convention Center's Information Technology technicians make any special wiring within the resort property. Only Gaylord Texan Resort & Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.

- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with Gaylord Texan Resort & Convention Center's Information Technology group at least 9 weeks in advance of show date.

- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show’s official closing time.

- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials may be charged for precise placement of communication services. Additional labor charges may be required for relocating service after installation. Gaylord Texan Resort & Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.

- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is $75.00/hour.

- Notification of cancellation must be received in writing a minimum 48 hours prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibit Services Department prior to the close of show. Gaylord Texan Resort & Convention Center will resolve disputes in a timely manner.
NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord Texan Resort & Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies unless by specific contractual agreement. The services being provided by Gaylord Texan Resort & Convention Center will facilitate communications between the Gaylord Texan Resort & Convention Center’s authorized users and the entities reachable through the Internet. Users of Gaylord Texan Resort & Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.

- Users of Gaylord Texan Resort & Convention Center services shall not disrupt any of Gaylord Texan Resort & Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of Gaylord Texan Resort & Convention Center or other associated networks. Gaylord Texan Resort & Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

- Gaylord Texan Resort & Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Texan Resort & Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities are detected. After disconnection, isolation and quarantine assistance will be given.

- All devices for which Gaylord Texan Resort & Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Texan Resort & Convention Center assigned IP address. At no time, while connected to Gaylord Texan Resort & Convention Center network, will the customer use their own DHCP server unless by specific agreement. Physical layer network audits are performed to ensure adherence.

- For wired connections The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Internet Performance Disclaimer: Gaylord Texan Resort & Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. Gaylord Texan Resort & Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Gigabit dedicated Internet connection to a tier 1 Internet Service Provider, and can provide Internet and networking connectivity to any location on property.

Internet Security Disclaimer: Gaylord Texan Resort & Convention Center does not provide security such as, but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Texan Resort & Convention Center and its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
## Telecommunication Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Advanced Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard DID Telephone/Fax/Modem Line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer responsible for any toll or long distance charges</td>
<td>$300</td>
<td>$360</td>
</tr>
<tr>
<td>House Telephone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Digit in house dialing only</td>
<td>$200</td>
<td>$270</td>
</tr>
<tr>
<td>Polycom Conference Telephone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer responsible for any toll or long distance charges</td>
<td>$500</td>
<td>$600</td>
</tr>
</tbody>
</table>

### Wired – Shared Internet Access – Private VLAN

<table>
<thead>
<tr>
<th>Service</th>
<th>Advanced Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Speed Internet Access (1st Device)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Private IP Address, Shared Network – Approximate speed 1.5Mbps</td>
<td>$1,200</td>
<td>$1,440</td>
</tr>
<tr>
<td>Additional Connection</td>
<td>$300</td>
<td>$360</td>
</tr>
<tr>
<td>Additional Device (Customer Provided hub/switch/cabling)</td>
<td>$200</td>
<td>$240</td>
</tr>
</tbody>
</table>

### Wired – Dedicated Internet Access – Private VLAN

<table>
<thead>
<tr>
<th>Service</th>
<th>Advanced Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0 Mbps Dedicated Network - Wired</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Private IP Address, Dedicated Private Network</td>
<td>$3,000</td>
<td>$3,600</td>
</tr>
<tr>
<td>Additional Dedicated Bandwidth – 1Mb increments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must be purchased with 3.0Mbps Dedicated Network</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ie: Qty of 1 increases VLAN to 4.0Mbps</td>
<td>$1,500</td>
<td>$1,800</td>
</tr>
<tr>
<td>Additional Dedicated Connection</td>
<td>$300</td>
<td>$360</td>
</tr>
<tr>
<td>Additional IP Address</td>
<td>$50</td>
<td>$60</td>
</tr>
</tbody>
</table>

### Wireless – Dedicated Internet Access – Private VLAN

<table>
<thead>
<tr>
<th>Service</th>
<th>Advanced Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0 Mbps Dedicated Network - Wireless</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Private IP Address, Dedicated Private Network, WPA2</td>
<td>$3,000</td>
<td>$3,600</td>
</tr>
<tr>
<td>Additional Dedicated Bandwidth – 1Mb increments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must be purchased with 3.0Mbps Dedicated Network</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ie: Qty of 1 increases VLAN to 4.0Mbps</td>
<td>$1,500</td>
<td>$1,800</td>
</tr>
<tr>
<td>Additional IP Address</td>
<td>$50</td>
<td>$60</td>
</tr>
</tbody>
</table>

### Wireless – Shared Internet Access

<table>
<thead>
<tr>
<th>Service</th>
<th>Advanced Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Speed Internet Access (1st Device)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Private IP Address, Shared Network – Approximate speed 1.5Mbps</td>
<td>$750</td>
<td>$900</td>
</tr>
<tr>
<td>Additional Wireless Connection</td>
<td>$225</td>
<td>$900</td>
</tr>
</tbody>
</table>

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*Customer supplied wireless access points are not permitted unless by specific agreement. Rates quoted for connections cover only delivery of services to the booth in most convenient manner. Rates do not include connecting or routing of cables inside the booth area. Cancellation Policy: Cancellations must be received at least 48 hours prior to show to avoid charges. Orders placed more than 14 days prior to show will be eligible to use advanced pricing.*
Utilities Orders

- A discounted rate is available for orders received by the Advance Price Deadline of fourteen (14) days prior to show start. Any change made to an advance order or standard priced order will be charged at a rate according to the date.

- Payment is accepted in the form of VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. The local sales tax (currently at 8.25%) will be applied to all equipment, services, and labor orders.

- Checks and cash will not be accepted. Any check received will be promptly returned via U.S. Mail with a request for a credit card payment. Full payment must be received at least fourteen (14) days prior to the first day of show to qualify for the Advance Price.

- Cancellation for services must be received in writing at least 48 hours prior to move-in date to avoid charges. Each service is handled by individual departments and must be cancelled through each department separately (e.g., Utilities, Information Technology, Rigging, Audio-Visual, etc.). Credit for services not used will not be given if cancelled less than 48 hours prior to move-in date.

Labor/Special Instructions

- Requests for early utilities installation and/or utilities labor must be submitted in writing to Exhibitor Services along with utilities order and booth diagram. Early utilities installation cannot be guaranteed if the request is received after the Advance Price Deadline of fourteen (14) days prior to show start.

- Utilities labor and material charges are based on booth diagram specifications and show floor requests from exhibitors or third-party setup persons, including decorators and exhibit houses.

- Island booths without a diagram will not be set until booth representative arrives at show site and speaks with Exhibitor Services.

- Utility rates do NOT include connecting utilities (power, water, air, drainage) to equipment inside the booth. Labor charges may apply for relocation of electricity source or exhibitor-installed cords requiring troubleshooting and/or redistribution in booth. Labor rates: 7:00AM–6:00PM, $90 per hour 6:01PM–6:59AM, $140 per hour (1 hour minimum)

- The exhibitor will be required to make all final connections to their equipment. Gaylord Texan staff does not make connections to equipment. Furthermore, Gaylord Texan will provide any special receptacles requested in advance.

Carts/Supplies

- Gaylord Texan does NOT supply any equipment (e.g., carts, dollies, hand-trucks, pallet-jacks, forklifts, etc.). All material moving must be arranged through the general contractor.

- Gaylord Texan does NOT provide cleaning supplies, vacuums, large waste receptacles, or janitorial services for the exhibit space. All cleaning must be arranged through the general contractor.

Loading Dock

- Exhibits, displays, and equipment must be brought into and taken from the building via the loading dock only.

- Parking is NOT allowed at the loading dock. You must unload your vehicle and immediately move it to the parking garage. You may not set up in the building while your vehicle is at the dock. During move-out you must have your things ready to load before you move your vehicle to the dock.

- Vehicles are NOT allowed on the loading dock or the loading dock ramps.

Marshalling

- Vehicles (e.g., association trucks, production trucks, trailers, etc.) with PRIOR PERMISSION from Exhibit Hall management may park overnight in the Marshalling Yard for $75 per vehicle per night. You must have prior permission from Exhibit Hall management. NO EXCEPTIONS. Vehicles with prior permission may park at the Exhibit Hall dock for $125 per vehicle per night.
**Rules and Regulations for Exhibits and Displays (continued)**

**Food & Beverage**
- The hotel reserves the right to purchase, prepare, and provide all food and beverage items. In-booth food and beverage requests should be directed to your group Catering Manager. Contact Exhibitor Services to be put into contact with the Catering Manager.
- Cooking permit must be obtained before any cooking activity is permitted within the building (contact Exhibitor Services). A 3A40 B.C. fire extinguisher must be in the booth within thirty (30) feet of the each cooking device. Compliance with all local Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is NOT permitted in restrooms. Clean-up arrangements must be coordinated in advance through show management.

**Convention Center**
- Stick-on decals (except name tags) may NOT be distributed or used in the building.
- Painting of any kind (exhibits, displays, equipment, etc.) is NOT allowed inside the building.
- “Day tanks” of bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and must be removed from the building at the close of daily activities. Storage of tanks is not allowed inside the building.

**Exhibits**
- Decorations, banners, signs, etc., may NOT be affixed to any wall, door, window, column, ceiling, or painted surface in the building.
- Static helium balloon displays are permitted in the building. Helium balloons may NOT be used as giveaways. **A labor charge will be assessed to retrieve a balloon from the Exhibit Hall or ballroom ceiling.** Helium tanks must be secured to a cart or column while inside the building and must be removed daily. Storage of tanks is NOT allowed inside the building.
- In accordance with the Grapevine Fire Marshal, no exhibit, display, or drape may obstruct, impede, or otherwise hinder access to fire exit doors, fire strobes, fire speakers, fire department access cabinets, fire alarm pulls, or electrical boxes (on left side of columns).
- Vehicles that are used as part of a display must have less than ¼ tank of fuel, or fewer than five (5) gallons, whichever is less. The tank must be sealed (taped) or have a locking gas cap. The positive battery cable must be disconnected from the battery and taped. You must provide keys to the vehicle to Exhibit Hall management. The exhibitor is responsible for contacting the Grapevine Fire Marshal to schedule a vehicle inspection. The Fire Marshal must be contacted **NO LESS than 48 hours** before moving the vehicle into the building (see Vehicle Application in Exhibitor Kit). Vehicles are NOT to be started or driven on the ballroom level.
- Covered or multi-leveled booths over 300 square feet must have an automatic extinguishing system or required fire watch personnel. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by the Grapevine Fire Marshal.
- Haze and smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Convention Services in conjunction with Grapevine Fire Rescue and Gaylord Texan Director of Security.

| Maximum floor weight | Exhibit Hall: 350 PSF | Ballrooms: 150 PSF |
| Maximum height       | Exhibit Hall: 22 feet | Ballroom Level: 22 feet | Tate Ballroom: 20 feet |

- No forklifts or boom lifts are allowed on the ballroom level.

**Liability**
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitors, agents, employees, property or any other person or property prior to, during or subsequent to the period covered by the exhibit contract.

**Lighting**
- Customized lighting is available in the Exhibit Hall for $250. Subsequent changes to custom lighting are $125 per incident.
On-site orders include a 10% up-charge. Changes to an order are priced according to the date.

Event Name: **Independent Insurance Agents of Texas INSURCON 2019**  
Event Dates: June 20, 2019

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Additional power (60, 100, 200, and 400 amps) is available. Select High Power when browsing Electrical Services.

1-Outlet Extension Cord *(rental only; you may bring your own if you prefer)*  
6-Outlet Power Strip *(rental only; you may bring your own if you prefer)*  
**COMPRESSED AIR:** 120 PSI at 4 CFM. Hotel supplies ¼” D quick-release female connection.  
**WATER:** Hotel supplies ½” male threaded hose connector. Exhibitor is responsible for bringing adaptor.  
**DRAINAGE:** Available depending on booth or exhibit location. A pump may be required at an additional cost.  
**FILL & DRAIN up to 50 gallons (price includes labor)**  
**FILL & DRAIN over 50 gallons (price includes labor)**

Price includes running utilities (power, air, water, drainage) to booth. It does not include connecting utilities to your equipment.

There will be a charge for any custom adapters that are required.

* Equipment utilizing nominal 208 voltages must have appropriate male plug. **Provide NEMA number for plug on booth diagram.**

**Additional Information**

**ELECTRICITY CONNECTIONS**

Prices are per outlet, for run of show. Permanent building electricity outlets may not be used by exhibitor. **All circuits are on 24 hours a day.**

**SCALED BOOTH DIAGRAM & LABOR**

Please include a booth diagram showing the requested location of outlets. Rates do not include connecting equipment. Exhibitor is responsible for connecting their equipment to the utilities in the booth. Labor and materials will be charged to the credit card on file for booth setup based on diagram specifications. Charges will apply for requested relocation. The Hotel will charge for exhibitor-installed cords requiring troubleshooting and/or redistribution in the booth. All labor and materials for booth setup will be billed post-show. **Labor rates: 7AM–6PM $90 per hour 6:01PM–6:59AM $140 per hour (1 hour min)**

**EQUIPMENT**

The Hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Hotel’s electrical department. Use of open clip sockets, latex lamp cord wire, or unapproved multiplex attachment plugs is not permitted.