

# THE EXPO GROUP



Dear Exhibitor:

The Expo Group understands Service World Expo 2023 is a great opportunity for you to grow your business and reach your marketing objectives. As the official general service contractor, we are proud to be your Single Source Solution® for all services you will need to exhibit. This means that you have One Contact, One Discount Deadline, and One Invoice for your show!

You are welcome to place your orders via e-mail or online. Our secure e-commerce website, [cyberservices™](https://www.cyberservices.com), is easy to use and provides helpful tools throughout the exhibition process such as contact information and Instant Freight Updates. All services can be ordered online in one place, and because it is an online platform, you have access to your account 24/7 from any Internet-enabled device.

Make sure to add the deadline date for advance pricing, **September 5, 2023**, to your calendar so you can take advantage of the savings afforded to you only by The Expo Group.

The Expo Group Team looks forward to working with you on a successful and enjoyable show. Please contact us if you have any questions or would like additional guidance with placing your orders.

Customer Service Management  
Phone: 972.580.9000  
[ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)



<b>BOOTH EQUIPMENT</b>	<p>All inline booths will be set with 8' high black back drape and 3' high black side drape. Booths 300 sq. ft. and less will receive a 7" x 44" identification sign. Booths larger than 300 sq. ft. may receive a 7" x 44" identification sign upon request.</p> <ul style="list-style-type: none"> <li>See Rules and Regulations for booth setup guidelines.</li> </ul>
<b>EXHIBIT HALL CARPET</b>	The exhibit area is carpeted. The aisles will be carpeted in tuxedo. Booth flooring is required.
<b>DISCOUNT PRICE DEADLINE</b>	Take advantage of the discounted rates - place your order on or before September 5, 2023.
<b>SHOW SCHEDULE</b>	<p><b>Exhibitor Move-In</b></p> <p>Tuesday October 3, 2023 8:00am - 5:00pm</p> <p><b>Exhibit Hours</b></p> <p>Wednesday October 4, 2023 11:00am - 3:00pm</p> <p>Thursday October 5, 2023 11:00am - 3:00pm</p> <p><b>Exhibitor Move-Out</b></p> <p>Thursday October 5, 2023 3:30pm - 5:00pm</p>
<b>EXHIBITOR SERVICE INFORMATION</b>	<ul style="list-style-type: none"> <li>This Show does not supply Tables, Chairs or Carpeting, see the Booth Package form for special booth packages for rent.</li> <li>Our Customer Service Management Team will be available from 8:00am - 5:00pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.</li> <li>All accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be issued after the show closes. Account summaries will be sent electronically from show-site for your review. Please send contact information including name and email for the person that would be responsible to review and approve all charges.</li> <li>If you need assistance with Internet, please click the corresponding link below: <a href="#">Internet</a></li> </ul>
<b>DISMANTLE AND MOVE OUT INFORMATION</b>	<ul style="list-style-type: none"> <li>All exhibitor materials must be removed from the exhibit facility by October 5, 2023. To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by October 5, 2023 at 3:00pm.</li> <li>In the event that your selected carrier fails to show on final move-out day, The Expo Group reserves the right to re-route your freight onto another carrier.</li> <li>The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.</li> </ul>



**DISMANTLE  
AND  
MOVE OUT  
INFORMATION**  
(continued)

- Our Customer Service Management Team will gladly prepare your outbound Material Handling Agreement (MHA) and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site.
- Be sure your carrier knows the company name and booth number when making arrangements for picking up your exhibit at the close of the show.
- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both - a handling fee and disposal fee during move-out.
- Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.

**SHIPPING  
INFORMATION**  
(See labels  
included in  
manual)

**Advance Warehouse Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_

Service World Expo 2023

C/O The Expo Group

A to Z Distribution

3 North 47th Ave, Suite 3

Phoenix, AZ 85043

- The Expo Group will accept crated, boxed or skidded materials beginning, at the above address September 11, 2023. Shipments arriving after September 26, 2023 will be received at the warehouse with an additional after deadline charge.
- Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.
- Certified weight tickets must accompany all shipments.

**Direct To Show Site Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_

Service World Expo 2023

C/O The Expo Group

Phoenix Convention Center

100 North 3rd Street

Phoenix, AZ 85004

The Expo Group will receive shipments at the exhibit facility beginning October 3, 2023. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments.

**Please note:**

All materials received by The Expo Group are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for rates and details. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact The Expo Group for your personalized quotes and detailed rules for disposal of your exhibit properties.



The Expo Group is passionate about reducing, reusing, and recycling materials and waste. There are several simple things you can do to help as well. Join us by implementing some basic habits to help us keep our beautiful planet green.

#### **YOUR BOOTH**

- Order booth services online to reduce use of paper.
- Rent carpet directly from us to assure you are renting recycled/recyclable carpet.
- Ask about graphics and signs that can be made from recycled materials, are recyclable and consider using digital graphics.
- Consider our Perspective Rental Exhibits or modular Octonorm rental systems to assure your booth is recycled and reused.

#### **IN YOUR BOOTH**

- Use QR Code(s) to send electronic literature to prospects or consider printing locally rather than shipping in paper.
- Make sure booth lighting uses LED bulbs for reduced energy consumption.
- Order giveaways responsibly to avoid plastic, toxic materials and useless products that will end up in the hotel room trash.

#### **SHIPPING YOUR BOOTH**

- Make sure that possible recyclable or reusable items are not left behind after the show closes - clean your space before leaving.
- Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions.
- Consider the use of shipping containers that are recyclable or reusable.

## The Expo Group Joins the Pledge For A Net Zero Carbon Footprint

The Expo Group recently joined industry leaders including PCMA, ESCA and over 250 other partners to join The Pledge for a Net Zero Carbon Footprint. A wide-ranging network of global events industry players has united to fight climate change with the ultimate goal of eliminating the industry's greenhouse gas emissions by 2050. A broad collaboration, hosted by the Joint Meetings Industry Council (JMIC) with the support of the United Nations Framework Convention on Climate Change (UNFCCC), developed the pledge over several months.

### In this effort we are committed to:

- Publish (by the end of 2023) our pathway to achieve net zero by 2050 with an interim target in line with The Paris Agreement's requirement to reduce global greenhouse gas emissions by 50% by 2030.
- Collaborate with partners, suppliers, and customers to drive change across the value chain.
- Report on progress at a cadence of every two years.
- Joining an industry workstream group dedicated to defining industry best practices for conservation and reporting.

### Today, The Expo Group has already implemented multiple initiatives to support reductions in greenhouse emissions including:

- Provide no shipping options.
- Use digital graphics with zero footprint.
- Utilize reusable/sustainable materials.
- Streamline processes to minimize waste.
- Standardize furnishings and prices.
- Rent vs. purchase exhibits options.
- Controlled material handling.
- Reusable registrations kiosks.

### Our Packaging Plans include:

- Minimize shipping where applicable.
- Rent vs. purchase options for carpet, furnishings and exhibits.
- GBAC cleaning materials.
- More efficient models resulting in less waste.



**The Expo Group will continue to provide updates on our commitments to meet the industry pledge as we drive toward the NetZero Carbon Commitment.**





**PAYMENT  
OPTIONS**

A Credit Card Authorization **MUST** be on file with The Expo Group before any goods or services will be rendered regardless of your method of payment. Cash payments will not be accepted.

**CREDIT CARD PAYMENT:**

The Expo Group only accepts credit card information electronically.  
For your convenience we accept MasterCard, Visa, Discover and American Express.

- Securely submit your credit card online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)
- Login with your Show ID and Password
- Your secure login info will be provided via email from [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)
- Once logged in, from your account home page click on "Billing Info", review and agree to our "Terms and Conditions" and then click "Add A New Card"

**COMPANY CHECK PAYMENT:**

Please mail your check along with your order forms to The Expo Group. To ensure payment is accurately reflected on your account, orders will be processed upon receipt of the original check.

**Checks must include Exhibiting Company Name, Booth Number, and Name of Show.**

**ACH OR WIRE TRANSFER PAYMENT:**

• **Domestic ACH or Wire Transfer:**

The Expo Group LLC.

Routing Number	111017979
Account Number	1411023532

• **International Wire Transfer:**

Instruct the foreign banks US Dollar Correspondence to send via:

FED Wire directly to:	Texas Capital Bank, N.A.
Wire Routing Number:	11017979
SWIFT BIC:	TXCBUS44
Account Number:	1411023532   The Expo Group, LLC.

**THIRD PARTY AGENTS:**

If The Expo Group is invoicing a third party on behalf of the exhibiting company, please complete and submit the Third Party Authorization form so that the account can be established. Once established, credentials will be assigned for ordering and submitting payment online.

**NOTE: The exhibiting firm is ultimately responsible for payment of all services rendered and payment is due prior to the last day of the event.**

**TAX EXEMPT STATUS:**

- If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate with your initial order. The certificate must be issued by the federal government or by state in which your event is taking place.



## 1. GENERAL

### YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between THE EXPO GROUP, LLC and You, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION-SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG THROUGH ANY ORDER AND COMMUNICATION CHANNEL, OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TEG

**1.1 DEFINITIONS.** For purposes of the Contract, "TEG" means The Expo Group, LLC, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **Show or Event:** an organized marketplace within a venue where EXHIBITORS participate. **Show or Event Site:** The venue or place where an exposition or event takes place; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during events; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Supervised Labor:** Union labor that is provided to a EXHIBITOR to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor:** Union labor that is provided to a EXHIBITOR to install or dismantle a booth or exhibit space and pursuant to EXHIBITOR's election is not supervised and/or directed by TEG. EXHIBITOR assumes the responsibility and any liability arising therefrom, for the work of union labor when EXHIBITOR elects to use un-supervised labor.

**1.2 SCOPE.** These Terms and Conditions shall be binding upon EXHIBITOR, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, THIRD PARTY, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

EXHIBITOR permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing. **EXHIBITOR hereby authorizes TEG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the EXHIBITOR as a third party.**

### 1.3 PAYMENT TERMS

**1.3.a.** Full Payments, including any applicable tax and fee, are due in advance or at show site prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. secured funds and all checks must be drawn on a U.S. Bank; MasterCard, VISA, American Express, credit cards, debit cards, ACH, Wire Transfer, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. If EXHIBITOR is exempt from payment of sales tax, TEG requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, TEG requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TEG except where specifically identified as a sale. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all terms and conditions outlined herein.

**1.3.b. THIRD PARTIES:** EXHIBITOR is ultimately responsible for all charges incurred on its behalf. In the event that a THIRD PARTY agent orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last scheduled show day, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

**1.3.c.** TEG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

**1.3.d.** Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card authorized on the account in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to TEG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum), and future orders will be on a prepaid basis only. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Event. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

**1.3.e. CANCELLATION:** Unless otherwise noted on the specific service order form, Exhibitors who cancel up to ten (10) days prior to Exhibitor Move-in will NOT be assessed any cancellation fees. Cancellations received less than 10 days prior to Exhibitor Move-in or at show site, will incur a fee equal to 100% of the order amount unless otherwise noted on the specific service order form. If the Show or Event is canceled because of reasons beyond TEG'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. In either case, Shipments received at the Advance Warehouse will be assessed a charge of 50% of the applicable published Warehouse rate. TEG will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the TEG Service Representative of problems with any orders, and to review the EXHIBITOR'S account summary for accuracy prior to the last scheduled day of the Show or Event.

**1.3.f. CREDIT CARD:** TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. If a payment is subsequently made by check with the intention of reversing the initial credit card payment CREDIT CARD REFUND PROCESSING CHARGE will be assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is 3% of the amount owed. Said CREDIT CARD PROCESSING CHARGE is applicable in the event of voluntary withdrawal and/or cancellation of service as outlined in conditions above.

**1.3.g. REFUNDS:** EXHIBITOR may opt to transfer order credits and payments at full value towards any service solution from The Expo Group on any future Event despite the Event or General Service Contractor in lieu of refund. Request for refund due to withdrawal is subject to Administrative and Credit Card Refund Processing charges. Any refund will be processed as part of TEG's show close process, within 21 days of the last show date. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR shall receive a full and complete refund of any overpayments following final show close audit. In the event of EXHIBITOR withdrawal or the Exposition or Event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the Event or Exposition, including all non-refundable Administrative Processing costs incurred by TEG, and applicable CREDIT CARD REFUND PROCESSING CHARGES.

**1.3.g.i.** Request for refund by different method than original payment must be submitted in writing by EXHIBITOR. Electronic request will only be considered when sent from an email address within the exhibiting company's domain and on company letterhead. The request must specifically address the reason for requesting the refund by check and full details for where the check is to be mailed.

**1.3.g.ii.** TEG will remit refunds to EXHIBITOR at the name and address on file. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered. EXHIBITOR reserves the right to access final accounting showing all services or equipment ordered on their behalf.

Continues on following page.



1.3.h. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time and approved by the TEG Project Manager, Sales or Director in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show.

1.3.i. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in any way release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

1.4. **CHOICE OF LAW & VENUE.** Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

1.5. **FORCE MAJEURE.** TEG's performance hereunder is subject to, and TEG shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond TEG's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

**1.6. LIMITATION OF LIABILITY & INDEMNITY**

IN NO EVENT SHALL TEG BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF TEG OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF TEG HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

TEG'S LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM TEG'S NEGLIGENCE IN THE ACTUAL PHYSICAL HANDLING OF EXHIBITOR'S MATERIALS AND NOT FROM ANY OTHER TYPE OF LOSS OR DAMAGE. TEG'S MAXIMUM LIABILITY FOR ANY CAUSE SHALL BE LIMITED TO \$0.50 PER POUND PER ARTICLE WITH A MAXIMUM LIABILITY OF \$100.00 PER ITEM OR \$1,500.00 PER SHIPMENT, WHICHEVER IS LESS. TEG SHALL NOT BE RESPONSIBLE FOR LOSS, THEFT, OR DISAPPEARANCE OF MATERIALS BEFORE THEY ARE PICKED UP FROM EXHIBITOR'S BOOTH OR FOR RELOADING AFTER THE SHOW. BILLS-OF-LADING COVERING OUTGOING SHIPMENTS, WHICH ARE FURNISHED TO TEG BY EXHIBITOR, WILL BE CHECKED AT THE TIME OF ACTUAL PICKUP FROM THE BOOTH AND CORRECTIONS MADE WHERE DISCREPANCIES OCCUR.

ANY CLAIMS FOR LOSS, INJURY OR DAMAGE MUST BE SUBMITTED TO TEG WITHIN THIRTY (30) DAYS OF THE CLOSE OF THE SHOW IN WHICH THE LOSS, INJURY OR DAMAGE OCCURRED, OR SUCH CLAIMS SHALL BE WAIVED. NO SUIT OR ACTION FOR THE RECOVERY OF ANY CLAIMS ARISING OUT OF OR RELATED TO BODILY INJURY, DEATH, OR PROPERTY DAMAGE SHALL BE BROUGHT AGAINST TEG MORE THAN ONE YEAR AFTER THE ACCRUAL OF THE CAUSE OF ACTION. ANY INCIDENT OCCURRING AT SHOW SITE MUST BE BROUGHT TO THE ATTENTION OF TEG BEFORE THE CLOSE OF THE SHOW AND AN INCIDENT REPORT FILLED OUT, SHOULD EXHIBITOR FAIL TO FILL OUT AN INCIDENT REPORT AS REQUIRED, EXHIBITOR WAIVES ANY CLAIMS FOR DAMAGE, INJURY, OR LOSS.

1.7. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless TEG from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reason-able attorneys' fees and investigation costs) arising out of or contributed to by Exhibitor's negligent supervision of any labor secured through TEG; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

1.8. **Insurance:** It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against TEG and their respective directors, officers, employees, and agents.

1.9. **UN-SUPERVISED LABOR.** EXHIBITOR shall be responsible for the performance and actions of all labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through TEG in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TEG rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

**2. MATERIAL HANDLING**

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to The Expo Group's warehouse or to an event site for which The Expo Group is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor or their appointed agent with The Expo Group. Please be aware that disposal of exhibit properties is not included as part of your Material Handling charges. Please contact The Expo Group for your quoted rates and rules applicable to disposal of your exhibit properties.**

2.1 **TEG as AGENT for EXHIBITOR.** EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. TEG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

TEG has Right of Preference into and out of the show site building to prevent delays and provide an orderly operation for the show.

2.2. **ADVANCE WAREHOUSING/TEMPORARY STORAGE:** TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar temporary storage facilities.

2.3. **PACKAGING/CRATES AND STORAGE:** TEG shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage including but not limited to glass, electronic equipment, prototypes, original art; carpets in bags or poly, or improperly packed or labeled materials. TEG shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. TEG does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **TEG ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.** Storage charge is for the use of storage space and is not a form of insurance or guarantee of security.

2.4. **EMPTY STORAGE:** Empty container labels will be available at the show site service center. Affixing appropriate empty container labels is the sole responsibility of the Exhibitor or his representative's. All pre-existing labels must be removed. TEG assumes no responsibility for error in the above procedures; removal of containers with old empty labels and without The Expo Group's labels; or improper information on empty labels. **TEG ASSUMES NO LIABILITY FOR LOSS OR DAMAGE TO GOODS OR CRATES, OR THE CONTENTS THEREIN, WHILE THE SAME ARE IN EMPTY CONTAINER STORAGE.**

Continues on following page.





**2.5. INBOUND/OUTBOUND SHIPMENTS/UNATTENDED GOODS:** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition.** EXHIBITOR is responsible for insuring its own Goods for any and all risk of loss. TEG recommends the hiring of security services from Facility or Show Management. **Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight must be counted by designated carrier at the loading dock. The Carrier is responsible for notifying TEG of any discrepancies.** All MHA's submitted to TEG by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to TEG and the actual count of such items in the booth at the time of pickup. TEG is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

**2.6. DELIVERY TO THE CARRIER FOR RELOADING:** TEG assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. TEG loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **TEG ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

**2.7. DESIGNATED CARRIERS:** To expedite removal of exhibitor materials TEG shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL TEG BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

**2.8. CLAIM(S) FOR LOSS:** Exhibitor agrees that any and all claims for loss or damage must be submitted to TEG immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from TEG's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against TEG more than one (1) year after the date of loss or damage occurred.

**2.8.a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD:** Any claim and or dispute regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due. In the event of any dispute between the Exhibitor and TEG relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due TEG for its services as an offset against the amount of any alleged loss or damage.

**2.9. DECLARED VALUE:** Declarations of Declared Value are between the Exhibitor and the selected Carrier only and are in no way an extension of TEG's maximum liability stated herein. TEG will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, TEG WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

**2.10. LIEN:** Exhibitor grants TEG a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of TEG and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by TEG on its behalf, services performed, materials and/or labor from time to time provided by TEG to or for the benefit of Exhibitor ("Obligations"). TEG shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that TEG is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. TEG may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

**2.11. WAIVER AND RELEASE:** Exhibitor, as a material part of the consideration to TEG for material handling services, waives and releases all claims against TEG with respect to all matters for which TEG has disclaimed liability pursuant to the provisions of this Contract.

**2.12. DRIVER LIABILITY WAIVER:** IN CONSIDERATION OF TEG PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS TEG, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER.



Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

## Third Party Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## THIRD PARTY PAYMENT POLICY

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form must be signed and signed by the Exhibitor and returned to The Expo Group at least 14 business days prior to show move-in date.
- The Expo Group will provide online password for the third party after the form is processed.
- Securely submit your credit card online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com).
- Login with your Show ID and Password.
- Your secure login info will be provided via email from [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)
- Once logged in, from your account home page click on "Billing Info", review and agree to our "Terms and Conditions" and then click "Add A New Card".
- The exhibiting firm is ultimately responsible for payment of all charges and payment is due prior to the last day of the event.
- All Accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be given after the show. We will send account summaries electronically from show-site for your review. Please send us contact information including name and email for the person that would be responsible to review and approve all charges.

## SERVICES TO BE INVOICED TO THIRD PARTY

- ☐ All Expo Group Services
 ☐ Furniture/Carpet
 ☐ Forklift Labor
 ☐ Booth Labor
- ☐ Suspended Sign Labor
 ☐ Booth Cleaning
 ☐ Material Handling
- ☐ Other \_\_\_\_\_

*\*If a representative of your company will be on the show floor, please also fill out and return the EAC Requirements and Forms paperwork to [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com).*

## THIS ACKNOWLEDGEMENT TO BE COMPLETED AND SIGNED BY THE EXHIBITING COMPANY REPRESENTATIVE

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to last day of the event. (Exhibiting Company's signature required below.)

**PLEASE SIGN**

X \_\_\_\_\_



Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

### EAC Information:

EAC Company Name: \_\_\_\_\_

EAC Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

EAC Contact Name: \_\_\_\_\_ EAC mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**If you plan on hiring a service contractor(s) other than the official contractor selected by the show management, you must submit this authorization form with all the required documentation for each contractor individually (see below) to The Expo Group.**

NOTE: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor may be appointed. The exhibitor shall control/operate only the material and equipment that he/she owns and that is to be used only within the booth space. The Official Service Contractor will provide all usual trade show services, including labor. Labor supervision, however, may be provided by the exhibitor. The exhibitor may also appoint either the official contractor for labor supervision or a qualified non-official contractor.

### Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

**Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:**

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group **no later than 30 days** prior to the show first move-in date. If notification is not received by the deadline, The Expo Group labor must be used for all work and the EAC will be permitted to supervise the labor only.

### The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show first move-in date a Certificate of Insurance with at least the following limits: Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of approved EAC to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

**This form must be accompanied by the certificate of insurance (COI). INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

Signature of Exhibitor: \_\_\_\_\_ Date: \_\_\_\_\_

Service to be Performed: \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Authorizer acknowledges reading and accepting all Terms and Conditions in full and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

EAC Print Name: \_\_\_\_\_

EAC Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Exhibitor Appointed Contractor (EAC) Access to the Show Floor:** Wristbands will only be distributed to EACs with previously received/approved EAC Work Authorization form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands must be worn at all times and visible to security and show management personnel. After-hours work passes are available for access to the exhibit floor at The Expo Group Service Center desk.

**Certificate of Insurance (COI):** Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must name The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation, to include the following:

- The Expo Group, LLC.
- Show Organizer
- Facility
- Each Exhibitor represented by the contractor
- Show Move-In dates through Move-Out dates

**The insurance form must list the Certificate Holder as:**

The Expo Group, LLC.  
5931 West Campus Circle Drive  
Irving, TX 75063

**Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability:** Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows: **LIMITS:** Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000 **EXCESS/UMBRELLA:** Each occurrence \$1,000,000; Aggregate \$1,000,000; Coverage for contractual liability and products liability.

**The following entities shall be named as additional Insureds for all ongoing operations:**

- The Expo Group, LLC.
- Show Organizer
- Facility
- Each Exhibitor represented by the contractor
- Show Move-In dates through Move-Out dates

Insurer shall waive any right of subrogation against Organizer and The Expo Group, LLC., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to Organizer and The Expo Group, LLC.

**Workers' Compensation Insurance (WCI):** Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws; covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit: Each Accident \$1,000,000; Disease - Each Employee \$1,000,000; Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against Organizer and The Expo Group, LLC., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to Organizer and The Expo Group, LLC.

**Automobile Liability:** Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows: Combined Single Limit \$1,000,000

**EAC acknowledges reading and accepting this Agreement and agrees to be fully governed by the provisions described herein.**

EAC Company \_\_\_\_\_

Booth Number: \_\_\_\_\_

EAC Name: \_\_\_\_\_

EAC Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CERTIFICATE OF LIABILITY INSURANCE						SAMPLE		DATE (MM/DD/YYYY) 00/00/0000			
PRODUCER (000) 000-0000 FAX				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.							
AGENTS NAME AGENTS ADDRESS				INSURERS AFFORDING COVERAGE      NAIC #							
INSURED YOUR COMPANY NAME YOUR COMPANY ADDRESS  EAC FOR:				INSURER A:							
				INSURER B:							
				INSURER C:							
				INSURER D:							
						INSURER E:					
COVERAGES											
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR 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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.											
INSL LTR	ADD'L INSRD	TYPES OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS				
	X	GENERAL LIABILITY		POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE		\$ 1,000,000		
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 500,000				
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	MED EXP (Any one person)				\$ 5,000				
			PERSONAL & ADV INJURY				\$ 1,000,000				
			GENERAL AGGREGATE				\$ 2,000,000				
			PRODUCTS-COMP-OP AGG				\$ 2,000,000				
		GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC									
		AUTOMOBILE LIABILITY		POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT				
		<input checked="" type="checkbox"/> ANY AUTO	(Ea accident)				\$ 1,000,000				
		<input type="checkbox"/> ALL OWNED AUTOS	BODILY INJURY								
		<input type="checkbox"/> SCHEDULED AUTOS	(Per person)				\$				
		<input checked="" type="checkbox"/> HIRED AUTOS	BODILY INJURY								
		<input checked="" type="checkbox"/> NON-OWNED AUTOS	(Per accident)				\$				
			PROPERTY DAMAGE								
			(Per accident)		\$						
		GARAGE LIABILITY					AUTO ONLY-EA ACCIDENT \$				
		<input type="checkbox"/> ANY AUTO					OTHER THAN EA ACC \$				
							AUTO ONLY: ACC \$				
		EXCESS/UMBRELLA LIABILITY		POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE \$ 1,000,000				
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE	AGGREGATE \$ 1,000,000								
		<input type="checkbox"/> DEDUCTIBLE									
		<input checked="" type="checkbox"/> RETENTION \$ 10,000									
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY		POLICY #	EFF DATE	EXP DATE	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTHER	\$		
		ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED?					E.L. EACH ACCIDENT		\$ 1,000,000		
		If yes, describe under SPECIAL PROVISIONS below					E.L. DISEASE-EA EMPLOYEE		\$ 1,000,000		
							E.L. DISEASE- POLICY LIMIT		\$ 1,000,000		
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS											
ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:											

CERTIFICATE HOLDER				CANCELLATION			
The Expo Group 5931 West Campus Circle Drive Irving, TX 75063				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.			
				AUTHORIZED REPRESENTATIVE			





## Exhibitor Appointed Contractor (EAC) Work Authorization Form

**This form must be completed by the exhibiting company:**

No EAC will be granted access to the show floor without the Exhibitor's signature and completion of the EAC Requirements and this EAC Work Authorization Form. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

**Return completed EAC Requirements and EAC Work Authorization Forms to The Expo Group via email by the Discount Deadline and forward a copy of the Certificate of Liability Insurance sample to your EAC.**

**Exhibitor will be charged \$150.00 per booth, to cover additional expenses incurred. These fees will be waived if The Expo Group provides the labor.**

**For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:**

Electrical    Booth Cleaning    Plumbing    Material Handling    Telecommunications    Suspended Signs    Rigging

**Services:**

☐  
☐  
☐

Installation & Dismantle  
Photography  
Personnel/Models

☐  
☐  
☐

Installation & Dismantle - Supervision Only  
Security  
Other (please identify): \_\_\_\_\_

**Products:**

☐  
☐  
☐

Flooring/Carpet Rental  
Furniture/Signs/Accessories  
Floral

☐  
☐  
☐

Audio Visual - Rental/Production/Lighting  
Computer Rental  
Other (please identify): \_\_\_\_\_

Indicate Details/Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

Note Other Products/Services Below:

**EXHIBITOR INFORMATION:**

Exhibiting Company: \_\_\_\_\_  
Exhibitor Contact: \_\_\_\_\_  
Exhibitor Email: \_\_\_\_\_  
Exhibitor Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Title: \_\_\_\_\_  
Exhibitor Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

**EAC INFORMATION:**

EAC Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company Phone: \_\_\_\_\_  
EAC Contact Name: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Provided Service Description: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Contact Cell: \_\_\_\_\_



- The Expo Group is pleased to be able to offer the following booth packages containing the most commonly ordered items.
- Cancellations received less than 10-days prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- There are no substitutions, nor credit given for unused package items. If you have any questions regarding these packages, please contact your Customer Service Manager. Additional services and furnishings can be ordered using the following forms found throughout this manual.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

## BOOTH PACKAGES

### Booth Packages

	Quantity	Advance Price	Standard Price	Total
Booth Package 1	@	\$ 704.00	\$ 915.25	=
Includes:				
<ul style="list-style-type: none"> <li>• (1) 6' Black draped table</li> <li>• (2) Side chairs</li> <li>• (1) 10' x 10' Black standard carpet</li> </ul>				
Booth Package 2	@	\$1,002.50	\$1,303.25	=
Includes:				
<ul style="list-style-type: none"> <li>• (1) 30" R x 42" H Pedestal Table</li> <li>• (2) Zoey Barstools (Additional stools available for \$186.94.)</li> <li>• (1) 10' x 10' Black standard carpet</li> </ul>				
Booth Package 3	@	\$2,320.00	\$3,016.00	=
Includes:				
<ul style="list-style-type: none"> <li>• (1) B-Matrix 10' x 10' Booth with 8' overlay back wall with custom graphics</li> <li>• (1) One-Meter counter with graphic front</li> <li>• (2) Barstools</li> <li>• (1) Wastebasket</li> </ul>				

## ADDITIONAL INFORMATION

## CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

Subtotal

8.6% Sales Tax

**TOTAL**

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone Number: \_\_\_\_\_



- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

## CUSTOM CARPET

### 40oz. Ultra Plush Carpet, includes visqueen \*not available onsite

Please choose your color: ☐ Black ☐ Cement ☐ Red ☐ Royal Blue ☐ Silver Cloud

Price per Square Foot (100 Sq. Ft. minimum)		Advance Price	Standard Price	Total
Booth Dimensions:	X _____ = _____	Sq. Ft. @ \$9.00	\$11.75	= _____

### 28oz. Ultra Plush Carpet, includes visqueen \*not available onsite

Please choose your color: ☐ Black ☐ Cement ☐ Charcoal ☐ Cobalt Blue  
☐ Red ☐ Royal Blue ☐ Silver Cloud ☐ White

Price per Square Foot (100 Sq. Ft. minimum)		Advance Price	Standard Price	Total
Booth Dimensions:	X _____ = _____	Sq. Ft. @ \$7.75	\$10.25	= _____

## VINYL FLOORING

### Custom Vinyl Flooring \*not available onsite

Please choose your color: ☐ Dark Maple ☐ Light Maple ☐ Rain Cloud ☐ White Washed

Price per Square Foot (100 Sq. Ft. minimum)		Advance Price	Standard Price	Total
Booth Dimensions:	X _____ = _____	Sq. Ft. @ \$8.75	\$11.50	= _____

### Vinyl Flooring Padding \*not available onsite

Price per Square Foot (100 Sq. Ft. minimum)		Advance Price	Standard Price	Total
Booth Dimensions:	X _____ = _____	Sq. Ft. @ \$5.50	\$7.25	= _____

## EXHIBITOR PROVIDED CARPET

Let us know if you plan to bring your own carpet. (Check all that apply)

☐ Will bring our own carpet\* ☐ Shipping to Warehouse ☐ Shipping Direct to Dock

\*Material Handling charges will apply

## ADDITIONAL INFORMATION

## CALCULATING YOUR TOTAL

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone Number: \_\_\_\_\_



- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Standard Cut Carpet cannot be used in any booth 20'x20' or larger as booth areas - please use Special Cut Carpet order form.
- Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### STANDARD CARPET

Please choose your color: ☐ Black ☐ Blue ☐ \*Blue Jay ☐ \*Cayenne ☐ \*Environmentally Friendly Options-  
☐ Gray ☐ Green ☐ \*Pepper ☐ Red made w/ recycled products

#### Standard Carpet

Size	Quantity	Advance Price	Standard Price	Total
10' x 10'	@	\$ 330.00	\$ 429.00	=
10' x 20'	@	\$ 660.00	\$ 858.00	=
10' x 30'	@	\$ 990.00	\$1,287.00	=
10' x 40'	@	\$1,320.00	\$1,716.00	=

**Custom Cut Standard Carpet** Custom Cut carpet can be ordered by square foot to accommodate your booth size.

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$5.75	\$7.50	=

### PADDING AND VISQUEEN

#### Carpet Padding

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$2.00	\$2.75	=

#### Plastic Visqueen Covering

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$1.25	\$2.00	=

### EXHIBITOR PROVIDED CARPET

Let us know if you plan to bring your own carpet. (Check all that apply.)

- ☐ Will bring our own carpet\*: ☐ Shipping to Warehouse ☐ Shipping Direct to Show Site  
\*Material Handling charges will apply

### ADDITIONAL INFORMATION

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

### CALCULATING YOUR TOTAL

Subtotal	_____
8.6% Sales Tax	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_



- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Orders received after the deadline or without payment will be charged the Standard price.
- Prices are based on the total square footage of the booth regardless of the area to be cleaned.
- Exhibit and furnishings wipe down not included.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Cleaning includes emptying wastebasket within your booth at the time of vacuuming and/or shampooing.
- 100 square foot minimum applies for all services listed.
- Excessive trash will be subject to an additional fee for dismantling and disposal.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### CARPET CLEANING

#### One-time Vacuuming (First day only)

	Price per Square Foot			Advance Price	Standard Price	Total
Booth Dimensions:	_____ X _____	=	_____ Sq. Ft. @	\$1.00	\$1.25	= _____

#### Daily Vacuuming (2 days)

Booth Dimensions:	_____ X _____	=	_____ Sq. Ft. @	\$2.00	\$2.50	= _____
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#### One-time Shampooing of booth (First day only) \*Subject to availability

Booth Dimensions:	_____ X _____	=	_____ Sq. Ft. @	\$1.25	\$1.50	= _____
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#### Daily Shampooing (2 days) \*Subject to availability

Booth Dimensions:	_____ X _____	=	_____ Sq. Ft. @	\$2.50	\$3.00	= _____
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### PORTER SERVICE

Porter Service includes emptying wastebaskets at 2-hour intervals during show hours. Vacuuming service not included, must be ordered separately.

Please indicate days: ☐ Wednesday ☐ Thursday

Size	# of Days		Advance Price	Standard Price	Total
0-500 sq. ft.	_____	@	\$132.00	\$171.75	= _____
501-1500 sq. ft.	_____	@	\$180.00	\$234.00	= _____
1501-3000 sq. ft.	_____	@	\$240.00	\$312.00	= _____
3000+ sq. ft.	_____	@	Call for Quote	Call for Quote	= _____

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Cleaning Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_





- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Cancellations received at show site will be billed at 100%

Order online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com)

## FURNITURE

Item	Quantity	Advance Price	Standard Price	Total
Arm Chair	X	\$150.00	\$195.00	=
Side Chair	X	\$126.00	\$164.00	=
Slimline Chair	X	\$108.00	\$140.50	=
Barstool	X	\$252.00	\$327.75	=
30" Round, 30" High Pedestal Table	X	\$288.00	\$374.50	=
30" Round, 42" High Pedestal Table	X	\$318.00	\$413.50	=

Draping includes white vinyl top and skirting on three sides.

Drape Color:	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Green
4' Long x 2' x 30" (incl. 4th side drape)	@					\$228.00	\$296.50	=
6' Long x 2' x 30"	@					\$252.00	\$327.75	=
8' Long x 2' x 30"	@					\$264.00	\$343.25	=
4' Long x 2' x 42" (incl. 4th side drape)	@					\$264.00	\$343.25	=
6' Long x 2' x 42"	@					\$288.00	\$374.50	=
8' Long x 2' x 42"	@					\$300.00	\$390.00	=
4th Side Draping for 6' & 8' tables - 30"	@					\$69.75	\$90.75	=
4th Side Draping for 6' & 8' tables - 42"	@					\$74.50	\$97.00	=

Undraped tables includes white vinyl top.

4' Long x 2' x 30" - Undraped	X	\$132.00	\$171.75	=
6' Long x 2' x 30" - Undraped	X	\$156.00	\$203.00	=
8' Long x 2' x 30" - Undraped	X	\$180.00	\$234.00	=
4' Long x 2' x 42" - Undraped	X	\$180.00	\$234.00	=
6' Long x 2' x 42" - Undraped	X	\$204.00	\$265.25	=
8' Long x 2' x 42" - Undraped	X	\$228.00	\$296.50	=

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_



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## ACCESSORIES

Item	Quantity	Advance Price	Standard Price	Total
Bag Rack	X	\$149.00	\$194.00	=
Wastebasket	X	\$30.00	\$39.00	=
Tripod Easel	X	\$78.00	\$101.50	=
Literature Rack	X	\$270.00	\$351.00	=
4' x 8' Tackboard <input type="checkbox"/> Horizontal <input type="checkbox"/> Vert.	X	\$288.00	\$374.50	=
2' x 8' Grid Wall	X	\$270.00	\$351.00	=
2-Arm Waterfall Rack	X	\$270.00	\$351.00	=
Retractable Stanchion (min. qty. 2)	X	\$156.00	\$203.00	=

**Drape Color:** ☐ Gray ☐ Teal ☐ Red ☐ Black ☐ Blue ☐ White

3' high drape	X	\$ 31.25	\$ 41.00	=
8' high drape (4' minimum)	X	\$ 42.00	\$ 54.75	=

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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Phone Number: \_\_\_\_\_



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## SOFT SEATING

Item	Quantity	Advance Price	Standard Price	Total
CHR002 Allegro Chair, Blue Fabric	X	\$ 538.00	\$ 768.75	=
SFA002 Allegro Sofa, Blue Fabric	X	\$ 764.50	\$1,092.25	=
BCHWHT Baja Chair, White Vinyl	X	\$ 597.00	\$ 853.00	=
BLVWHT Baja Loveseat, White Vinyl	X	\$ 873.00	\$ 1,247.25	=
BSFWHT Baja Sofa, White Vinyl	X	\$1,214.75	\$1,735.50	=
COCHTP Cordoba Chair, Taupe Fabric	X	\$ 620.50	\$ 886.50	=
COLVTP Cordoba Loveseat, Taupe Fabric	X	\$ 889.50	\$1,270.75	=
FAIRCW Fairfax Chair; White Vinyl, Brushed Metal Legs	X	\$ 396.25	\$ 566.25	=
FAIRSW Fairfax Sofa; White Vinyl, Brushed Metal Legs	X	\$ 549.75	\$ 785.50	=
KEYCHR Key Largo Chair; Black Fabric, Wood Legs	X	\$ 361.00	\$ 515.75	=
KEYLOV Key Largo Loveseat; Black Fabric, Wood Legs	X	\$ 420.00	\$ 600.00	=
KEYSOF Key Largo Sofa; Black Fabric, Wood Legs	X	\$ 545.00	\$ 778.75	=
MONCHA Montreal Chair; Blue Fabric, Black Metal	X	\$ 755.00	\$1,078.75	=
MONLOV Montreal Loveseat; Blue Fabric, Black Metal	X	\$1,236.00	\$1,765.75	=
NPLCHP Naples Chair; Black Vinyl, Powered	X	\$ 729.25	\$1,042.00	=
NPLCHR Naples Chair; Black Vinyl	X	\$ 639.50	\$ 913.75	=
NPLLOP Naples Loveseat; Black Vinyl, Powered	X	\$1,007.25	\$1,439.00	=
NPLLOV Naples Loveseat; Black Vinyl	X	\$ 771.25	\$1,102.00	=
NPLSOP Naples Sofa; Black Vinyl, Powered	X	\$1,170.00	\$1,671.50	=
NPLSOF Naples Sofa; Black Vinyl	X	\$ 915.50	\$1,308.00	=
PALSOF Palm Beach Sofa, White Vinyl	X	\$ 962.50	\$1,375.00	=
STECHA Sterling Chair; Gray Fabric	X	\$ 976.75	\$1,395.50	=
STESOF Sterling Sofa; Gray Fabric	X	\$1,422.25	\$2,032.00	=
VALCHA Valencia Chair; Spice Orange Velvet	X	\$ 434.25	\$ 620.50	=
VALSOF Valencia Sofa; Coffee Brown Velvet	X	\$ 644.25	\$ 920.50	=

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

## CALCULATING YOUR TOTAL

Subtotal

8.6% Sales Tax

**TOTAL**

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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### POWERED SEATING

	Item	Quantity	Advance Price	Standard Price	Total
NPLCHP	Naples Chair; Black Vinyl, Powered	X	\$ 729.25	\$ 1,042.00	=
NPLLOP	Naples Loveseat; Black Vinyl, Powered	X	\$ 1,007.25	\$ 1,439.00	=
NPLSOP	Naples Sofa; Black Vinyl, Powered	X	\$ 1,170.00	\$ 1,671.50	=
TCHGRY	Tech Tablet Chair; Gray Vinyl, Chrome Base	X	\$ 523.75	\$ 748.25	=
TCHP	Tech Chair- No Tablet; Gray Vinyl, Chrome Base	X	\$ 540.50	\$ 772.25	=

### CLUB CHAIRS

	Item	Quantity	Advance Price	Standard Price	Total
CHR002	Allegro Chair, Blue Fabric	X	\$ 538.00	\$ 768.75	=
BCHWHT	Baja Chair, White Vinyl	X	\$ 597.00	\$ 853.00	=
COCHTP	Cordoba Chair, Taupe Fabric	X	\$ 620.50	\$ 886.50	=
FAIRCW	Fairfax Chair; White Vinyl, Brushed Metal Legs	X	\$ 396.25	\$ 566.25	=
KEYCHR	Key Largo Chair; Black Fabric, Wood Legs	X	\$ 361.00	\$ 515.75	=
MONCHA	Montreal Chair; Blue Fabric, Black Metal	X	\$ 755.00	\$1,078.75	=
NPLCHP	Naples Chair; Black Vinyl, Powered	X	\$ 729.25	\$1,042.00	=
NPLCHR	Naples Chair; Black Vinyl	X	\$ 639.50	\$ 913.75	=
STECHA	Sterling Chair; Gray Fabric	X	\$ 976.75	\$1,395.50	=
VALCHA	Valencia Chair; Spice Orange Velvet	X	\$ 434.25	\$ 620.50	=

### ACCENT CHAIRS

	Item	Quantity	Advance Price	Standard Price	Total
ATHCHA	Atherton Chair; Brown Leather		\$ 733.75	\$1,048.25	=
BOWCHA	Bowery Chair; Ochre Fabric		\$ 686.75	\$ 981.25	=
BNMCSW	Brooklyn Meeting Chair; White Vinyl, Black Swivel		\$ 413.00	\$ 590.00	=
BNMCSB	Brooklyn Meeting Chair; Black Vinyl, Black Swivel		\$ 448.75	\$ 641.25	=
BNMCOW	Brooklyn Meeting Chair; White Vinyl, Oak Swivel		\$ 413.00	\$ 590.00	=
BNMCOB	Brooklyn Meeting Chair; Black Vinyl, Oak Swivel		\$ 448.75	\$ 641.25	=
CNTCHR	Century Chair; Gray Velvet		\$ 700.75	\$1,001.25	=
LABREA	LaBrea Swivel Chair; Charcoal Gray/Chrome		\$ 453.25	\$ 647.50	=
LENCHA	Lena Chair; Moss Green Leather/Bronze		\$ 618.25	\$ 883.25	=
BCW	Madrid Chair; White Vinyl/Chrome		\$ 708.00	\$1,011.50	=
MNCHCH	Munich Armless Chair; Gray Fabric/Black		\$ 608.75	\$ 869.75	=

### ADDITIONAL INFORMATION

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Manager with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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### ACCENT CHAIRS (Continued)

	Item	Quantity	Advance Price	Standard Price	Total
PASCHR	Pasadena Chair; White Molded Plastic/Chrome	X	\$ 424.75	\$ 607.00	=
PROGB	Pro Executive Guest Chair; Black Vinyl/Chrome	X	\$ 299.75	\$ 428.25	=
SWAN	Swanson Swivel Chair; Black Vinyl	X	\$ 391.75	\$ 559.75	=
TCHGRY	Tech Tablet Chair; Gray Vinyl/ Chrome Base	X	\$ 523.75	\$ 748.25	=
TCHP	Tech Chair, No Tablet; Gray Vinyl/Chrome Base	X	\$ 540.50	\$ 772.25	=
WENCH	Wentworth Swivel Chair; Brown Vinyl	X	\$ 472.00	\$ 674.50	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

8.6% Sales Tax \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.580.9000 | [exhibitorservice@theexpogroup.com](mailto:exhibitorservice@theexpogroup.com) | [theexpogroup.com](https://theexpogroup.com)





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### GROUP SEATING

Item	Quantity	Advance Price	Standard Price	Total
BLDCBK Blade Chair; Black	X	\$ 105.25	\$ 150.50	=
BLDCRD Blade Chair; Red	X	\$ 97.00	\$ 138.75	=
BLDCSB Blade Chair; Sky Blue	X	\$ 97.00	\$ 138.75	=
SC3 Brewer Chair; Onyx/Chrome	X	\$ 191.25	\$ 273.25	=
CCBTAZ Chelsea Chair; Azure Blue/Black Base	X	\$ 238.50	\$ 340.75	=
CCBTBK Chelsea Chair; Black/Black Base	X	\$ 238.50	\$ 340.75	=
CCBTYL Chelsea Chair; Goldenrod Yellow/Black Base	X	\$ 238.50	\$ 340.75	=
CCBTGY Chelsea Chair; Gray/Black Base	X	\$ 238.50	\$ 340.75	=
CCBTOR Chelsea Chair; Orange/Black Base	X	\$ 238.50	\$ 340.75	=
CCBTWL Chelsea Chair; Walnut/Black Base	X	\$ 238.50	\$ 340.75	=
CCSCAZ Chelsea Chair; Azure Blue/Black Swivel Casters	X	\$ 238.50	\$ 340.75	=
CCSCBK Chelsea Chair; Black/Black Swivel Casters	X	\$ 238.50	\$ 340.75	=
CCSCYL Chelsea Chair; Goldenrod Black Swivel Casters	X	\$ 238.50	\$ 340.75	=
CCSCGY Chelsea Chair; Gray Black Swivel Casters	X	\$ 238.50	\$ 340.75	=
CCSCOR Chelsea Chair; Orange Black Swivel Casters	X	\$ 238.50	\$ 340.75	=
CCSCWL Chelsea Chair; Walnut Black Swivel Casters	X	\$ 238.50	\$ 340.75	=
XCHR Christopher Chair; White Vinyl/Chrome	X	\$ 115.75	\$ 165.50	=
DUET Duet Stack Chair; Black/Chrome	X	\$ 73.25	\$ 104.75	=
LMCHR Laguna Chair; Maple/Chrome	X	\$ 193.50	\$ 276.50	=
LUCHCL Lucent Chair; Frosted Acrylic/Chrome	X	\$ 259.75	\$ 371.25	=
MALGRY Malba Chair; Gray/Chrome	X	\$ 148.75	\$ 212.50	=
MALGRN Malba Chair; Green/Chrome	X	\$ 148.75	\$ 212.50	=
MARCBR Marina Chair; Brown Fabric/Brushed Metal	X	\$ 212.50	\$ 303.75	=
MARCBK Marina Chair; Black Vinyl; Brushed Metal	X	\$ 212.50	\$ 303.75	=
MARCBE Marina Chair; Ocean Blue/Fabric/Brushed Metal	X	\$ 212.50	\$ 303.75	=
MARCRD Marina Chair; Red Fabric/ Brushed Metal	X	\$ 212.50	\$ 303.75	=
MARCWH Marina Chair; White Vinyl; Brushed Metal	X	\$ 212.50	\$ 303.75	=
SC10 Razor Armless Chair; White	X	\$ 87.50	\$ 125.00	=
RSTDIN Rustique Chair w/Arms; Gunmetal	X	\$ 120.50	\$ 172.25	=
CS4 Syntax Chair; Black/Chrome	X	\$ 269.25	\$ 384.75	=
ZENCHR Zenith Chair; White/Chrome	x	\$ 219.50	\$ 313.75	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone Number: \_\_\_\_\_



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## OTTOMANS

Item	Quantity	Advance Price	Standard Price	Total
BVLYBK Beverly Bench; Black Vinyl	X	\$ 523.75	\$ 748.25	=
BVLYBN Beverly Bench; Brown Fabric	X	\$ 523.75	\$ 748.25	=
BVLYGR Beverly Bench; Gray Fabric	X	\$ 523.75	\$ 748.25	=
BVLYLN Beverly Bench; Linen Fabric	X	\$ 523.75	\$ 748.25	=
BVLYOB Beverly Bench; Ocean Blue Fabric	X	\$ 523.75	\$ 748.25	=
BVLYRD Beverly Bench; Red Fabric	X	\$ 523.75	\$ 748.25	=
BVLYWH Beverly Bench; White Vinyl	X	\$ 523.75	\$ 748.25	=
BVSMBK Beverly Small Bench; Black Vinyl	X	\$ 380.00	\$ 543.00	=
BVSMBN Beverly Small Bench; Brown Fabric	X	\$ 380.00	\$ 543.00	=
BVSMGY Beverly Small Bench; Gray Fabric	X	\$ 380.00	\$ 543.00	=
BVSMVL Beverly Small Bench; Lavender Fabric	X	\$ 380.00	\$ 543.00	=
BVSMNL Beverly Small Bench; Linen Fabric	X	\$ 380.00	\$ 543.00	=
BVSMBL Beverly Small Bench; Ocean Blue Fabric	X	\$ 380.00	\$ 543.00	=
BVSMGN Beverly Small Bench; Olive Green Fabric	X	\$ 380.00	\$ 543.00	=
BVSMOR Beverly Small Bench; Orange Fabric	X	\$ 380.00	\$ 543.00	=
BVSMRD Beverly Small Bench; Red Fabric	X	\$ 380.00	\$ 543.00	=
BVSMWH Beverly Small Bench; White Vinyl	X	\$ 380.00	\$ 543.00	=
BVSMYL Beverly Small Bench; Yellow Fabric	X	\$ 380.00	\$ 543.00	=
END01B Endless Curved Ottoman; Black Vinyl/Chrome	X	\$ 481.25	\$ 687.50	=
END01W Endless Curved Ottoman; White Vinyl/Chrome	X	\$ 481.25	\$ 687.50	=
END02B Endless Square Ottoman; Black Vinyl/Chrome	X	\$ 391.75	\$ 559.75	=
END02W Endless Square Ottoman; White Vinyl/Chrome	X	\$ 391.75	\$ 559.75	=
MAR015 Marche Swivel Ottoman; Black Vinyl	X	\$ 243.25	\$ 347.50	=
MAR010 Marche Swivel Ottoman; Blue Fabric	X	\$ 243.25	\$ 347.50	=
MAR014 Marche Swivel Ottoman; Brown Fabric	X	\$ 243.25	\$ 347.50	=
MAR012 Marche Swivel Ottoman; Forest Green Vinyl	X	\$ 243.25	\$ 347.50	=
MAR002 Marche Swivel Ottoman; Gray Fabric	X	\$ 243.25	\$ 347.50	=
MAR016 Marche Swivel Ottoman; Ivory Faux Sheep Fur	X	\$ 243.25	\$ 347.50	=
MAR003 Marche Swivel Ottoman; Linen Fabric	X	\$ 243.25	\$ 347.50	=
MAR008 Marche Swivel Ottoman; Meadow Green	X	\$ 243.25	\$ 347.50	=
MAR011 Marche Swivel Ottoman; Orange Velvet	X	\$ 243.25	\$ 347.50	=
MAR009 Marche Swivel Ottoman; Pear Yellow Fabric	X	\$ 243.25	\$ 347.50	=
MAR007 Marche Swivel Ottoman; Plum Fabric	X	\$ 243.25	\$ 347.50	=
MAR004 Marche Swivel Ottoman; Raspberry Fabric	X	\$ 243.25	\$ 347.50	=

## ADDITIONAL INFORMATION

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Manager with any questions, needs or special requests.

## CALCULATING YOUR TOTAL

Subtotal

8.6% Sales Tax

**TOTAL**

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



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### OTTOMANS (continued)

	Item	Quantity	Advance Price	Standard Price	Total
MAR005	Marche Swivel Ottoman; Red Fabric	X	\$ 243.25	\$ 347.50	=
MAR006	Marche Swivel Ottoman; Rose Quartz Fabric	X	\$ 243.25	\$ 347.50	=
MAR013	Marche Swivel Ottoman; Teal Velvet	X	\$ 243.25	\$ 347.50	=
MAR001	Marche Swivel Ottoman; White Vinyl	X	\$ 243.25	\$ 347.50	=
REGBEN	Regis Bench; Brushed Metal	X	\$ 278.50	\$ 398.00	=
VIB10	Vibe Cube Ottoman; Black Vinyl	X	\$ 153.50	\$ 219.50	=
VIB02	Vibe Cube Ottoman; Blue Vinyl	X	\$ 153.50	\$ 219.50	=
VIB05	Vibe Cube Ottoman; Bright Yellow Vinyl	X	\$ 153.50	\$ 219.50	=
VIB14	Vibe Cube Ottoman; Citrus Green Vinyl	X	\$ 153.50	\$ 219.50	=
VIB17	Vibe Cube Ottoman; Desert Rose Vinyl	X	\$ 153.50	\$ 219.50	=
VIB01	Vibe Cube Ottoman; Green Vinyl	X	\$ 153.50	\$ 219.50	=
VIB08	Vibe Cube Ottoman; Orange Vinyl	X	\$ 153.50	\$ 219.50	=
VIB13	Vibe Cube Ottoman; Purple Vinyl	X	\$ 153.50	\$ 219.50	=
VIB04	Vibe Cube Ottoman; Red Vinyl	X	\$ 153.50	\$ 219.50	=
VIB12	Vibe Cube Ottoman; Silver Vinyl	X	\$ 153.50	\$ 219.50	=
VIB16	Vibe Cube Ottoman; Spice Orange Vinyl	X	\$ 153.50	\$ 219.50	=
VIB11	Vibe Cube Ottoman; Steel Blue Vinyl	X	\$ 153.50	\$ 219.50	=
VIB15	Vibe Cube Ottoman; Taupe Vinyl	X	\$ 153.50	\$ 219.50	=
VIB09	Vibe Cube Ottoman; White Vinyl	X	\$ 153.50	\$ 219.50	=

### BARS

	Item	Quantity	Advance Price	Standard Price	Total
MTBLPI	Midtown Bar, Lighted with Plug In	X	\$2,118.25	\$3,026.25	=
MTBUUL	Midtown Bar; Unlighted	X	\$1,981.25	\$2,830.50	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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Order online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com)

## BAR SEATING

Item	Quantity	Advance Price	Standard Price	Total
BSS Banana Barstool; Black/Chrome	X	\$ 273.75	\$ 391.25	=
BST Banana Barstool; White/Chrome	X	\$ 273.75	\$ 391.25	=
BLDBBK Blade Barstool; Black	X	\$ 202.75	\$ 289.75	=
BLDBRD Blade Barstool; Red	X	\$ 186.75	\$ 267.00	=
BLDBSB Blade Barstool; Sky Blue	X	\$ 186.75	\$ 267.00	=
CBSBAZ Chelsea Barstool; Azure Blue/Black Base	X	\$ 238.50	\$ 340.75	=
CBSBBK Chelsea Barstool; Black/Black Base	X	\$ 238.50	\$ 340.75	=
CBSBYL Chelsea Barstool; Goldenrod Yellow/Black Base	X	\$ 238.50	\$ 340.75	=
CBSBGY Chelsea Barstool; Gray/Black Base	X	\$ 238.50	\$ 340.75	=
CBSBOR Chelsea Barstool; Orange/Black Base	X	\$ 238.50	\$ 340.75	=
CBSBWL Chelsea Barstool; Walnut/Black Base	X	\$ 238.50	\$ 340.75	=
XBAR Christopher Barstool; White Vinyl/Chrome Base	X	\$ 210.00	\$ 300.00	=
LMBAR Laguna Barstool; Maple/Chrome	X	\$ 243.25	\$ 347.50	=
ROLLBL Lift Barstool; Black Vinyl/Chrome Base	X	\$ 233.75	\$ 334.00	=
ROLLGY Lift Barstool; Gray Vinyl/Chrome Base	X	\$ 233.75	\$ 334.00	=
ROLLRD Lift Barstool; Red Vinyl/Chrome Base	X	\$ 233.75	\$ 334.00	=
ROLLWH Lift Barstool; White Vinyl/Chrome Base	X	\$ 233.75	\$ 334.00	=
LUBSCL Lucent Barstool; Frosted Acrylic/Chrome Base	X	\$ 373.00	\$ 533.00	=
MARBBK Marina Barstool; Black Vinyl/Brushed Metal	X	\$ 380.00	\$ 543.00	=
MARBBR Marina Barstool; Brown Fabric/Brushed Metal	X	\$ 380.00	\$ 543.00	=
MARBBE Marina Barstool; Ocean Blue Fabric/Brushed Metal	X	\$ 380.00	\$ 543.00	=
MARBRD Marina Barstool; Red Fabric/Brushed Metal	X	\$ 380.00	\$ 543.00	=
MARBWH Marina Barstool; White Vinyl/Brushed Metal	X	\$ 380.00	\$ 543.00	=
RSTSTL Rustique Barstool; Gunmetal	X	\$ 146.25	\$ 209.00	=
BS001 Shark Barstool; White/Chrome	X	\$ 349.25	\$ 499.00	=
BSR Syntax Barstool; Black/Chrome	X	\$ 295.00	\$ 421.50	=
ZENBAR Zenith Barstool; White/Chrome	X	\$ 219.50	\$ 313.75	=
BS002 Zoey Barstool; White/Chrome	X	\$ 321.00	\$ 458.75	=

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

## CALCULATING YOUR TOTAL

Subtotal

8.6% Sales Tax

**TOTAL**

Exhibiting Company: \_\_\_\_\_

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## BAR & CAFÉ TABLES

Item	Quantity	Advance Price	Standard Price	Total
30WDHB 30" Round Bar Table w/ Hydraulic Base; Barnwood	X	\$ 434.25	\$ 620.50	=
30BKHB 30" Round Bar Table w/ Hydraulic Base; Black Top	X	\$ 434.25	\$ 620.50	=
30BEHB 30" Round Bar Table w/ Hydraulic Base; Blue Top	X	\$ 434.25	\$ 620.50	=
30AGHB 30" Round Bar Table w/ Hydraulic Base; Gunmetal	X	\$ 434.25	\$ 620.50	=
30YSHB 30" Round Bar Table w/ Hydraulic Base; Yellow	X	\$ 434.25	\$ 620.50	=
30GRHB 30" Round Bar Table w/ Hydraulic Base; Graphite	X	\$ 347.00	\$ 495.75	=
30GSHB 30" Round Bar Table w/ Hydraulic Base; Green Top	X	\$ 434.25	\$ 620.50	=
30MTHB 30" Round Bar Table w/ Hydraulic Base; Maple Top	X	\$ 347.00	\$ 495.75	=
30OSHB 30" Round Bar Table w/ Hydraulic Base; Orange	X	\$ 434.25	\$ 620.50	=
30BRHB 30" Round Bar Table w/ Hydraulic Base; Red Top	X	\$ 347.00	\$ 495.75	=
30WHHB 30" Round Bar Table w/ Hydraulic Base; White Top	X	\$ 347.00	\$ 495.75	=
30MAHB 30" Round Bar Table w/ Hydraulic Base; Gray	X			=
Acajou Top		\$ 391.75	\$ 559.75	
30WDBB 30" Round Bar Table w/ Black Base; Barnwood	X	\$ 358.75	\$ 512.50	=
30BKSB 30" Round Bar Table w/ Black Base; Black Top	X	\$ 358.75	\$ 512.50	=
30EBB 30" Round Bar Table w/ Black Base; Blue top	X	\$ 358.75	\$ 512.50	=
30AGBB 30" Round Bar Table w/ Black Base; Gunmetal Top	X	\$ 358.75	\$ 512.50	=
30YBBB 30" Round Bar Table w/ Black Base; Brushed Yellow	X	\$ 358.75	\$ 512.50	=
VTJ 30" Round Bar Table w/ Black Base; Graphite Top	X	\$ 238.50	\$ 340.75	=
30GSBB 30" Round Bar Table w/ Black Base; Green Top	X	\$ 358.75	\$ 512.50	=
VTK 30" Round Bar Table w/ Black Base; Maple Top	X	\$ 238.50	\$ 340.75	=
30OSBB 30" Round Bar Table w/ Black Base; Orange Top	X	\$ 358.75	\$ 512.50	=
VTB 30" Round Bar Table w/ Black Base; Red Top	X	\$ 238.50	\$ 340.75	=
30WH42 30" Round Bar Table w/ Black Base; White Top	X	\$ 339.75	\$ 485.50	=
VTA 30" Round Bar Table w/ Black Base; Gray Acajou	X	\$ 323.25	\$ 462.00	=
P30BWH 30" Round Bar Table, Powered; White Top/Black	X	\$ 872.00	\$ 1,245.75	=
36BKHB 36" Round Bar Table w/ Hydraulic Base; Black Top	X	\$ 377.50	\$ 539.50	=
36GRHB 36" Round Bar Table w/ Hydraulic Base; Graphite	X	\$ 377.50	\$ 539.50	=
36MTHB 36" Round Bar Table w/ Hydraulic Base; Maple Top	X	\$ 377.50	\$ 539.50	=
36WTHB 36" Round Bar Table w/ Hydraulic Base; White Top	X	\$ 377.50	\$ 539.50	=
36BKSB 36" Round Bar Table w/ Std Base; Black Top	X	\$ 290.50	\$ 415.00	=
VTN 36" Round Bar Table w/ Std Black Base; Graphite	X	\$ 290.50	\$ 415.00	=
VTP 36" Round Bar Table w/ Std Black Base; Maple	X	\$ 290.50	\$ 415.00	=

## ADDITIONAL INFORMATION

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## CALCULATING YOUR TOTAL

Subtotal

8.6% Sales Tax

**TOTAL**

Exhibiting Company: \_\_\_\_\_

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## BAR & CAFÉ TABLES (Continued)

Item	Quantity	Advance Price	Standard Price	Total
VTW 36" Round Bar Table w/ Std Black Base; White Top	X	\$ 290.50	\$ 415.00	=
30WDHC 30" Cafe Table w/ Hydraulic Base; Barnwood	X	\$ 434.25	\$ 620.50	=
30BKHC 30" Cafe Table w/ Hydraulic Base; Black Top	X	\$ 434.25	\$ 620.50	=
30BEHC 30" Cafe Table w/ Hydraulic Base; Blue Top	X	\$ 434.25	\$ 620.50	=
30AGHC 30" Cafe Table w/ Hydraulic Base; Gunmetal Top	X	\$ 434.25	\$ 620.50	=
30YSHC 30" Cafe Table w/ Hydraulic Base; Brushed Yellow	X	\$ 434.25	\$ 620.50	=
30GRHC 30" Cafe Table w/ Hydraulic Base; Graphite Top	X	\$ 347.00	\$ 495.75	=
30GSHC 30" Cafe Table w/ Hydraulic Base; Green Top	X	\$ 434.25	\$ 620.50	=
30MTHC 30" Cafe Table w/ Hydraulic Base; Maple Top	X	\$ 347.00	\$ 495.75	=
30OSHC 30" Cafe Table w/ Hydraulic Base; Orange Top	X	\$ 434.25	\$ 620.50	=
30BRHC 30" Cafe Table w/ Hydraulic Base; Red Top	X	\$ 347.00	\$ 495.75	=
30WHHC 30" Cafe Table w/ Hydraulic Base; White Top	X	\$ 347.00	\$ 495.75	=
30MAHC 30" Madison Cafe Table w/ Hydraulic Base; Gray Acajou Top	X	\$ 391.75	\$ 559.75	=
30WDBC 30" Cafe Table w/ Std Black Base; Barnwood Top	X	\$ 323.25	\$ 462.00	=
30BKSC 30" Cafe Table w/ Std Black Base; Black Top	X	\$ 323.25	\$ 462.00	=
30BEBC 30" Cafe Table w/ Std Black Base; Blue Top	X	\$ 323.25	\$ 462.00	=
30AGBC 30" Cafe Table w/ Std Black Base; Gunmetal Top	X	\$ 323.25	\$ 462.00	=
30YSBC 30" Cafe Table w/ Std Black Base; Yellow Top	X	\$ 323.25	\$ 462.00	=
ZTJ 30" Cafe Table w/ Std Black Base; Graphite Top	X	\$ 222.00	\$ 317.25	=
30GSBC 30" Cafe Table w/ Std Black Base; Green Top	X	\$ 323.25	\$ 462.00	=
ZTK 30" Cafe Table w/ Std Black Base; Maple Top	X	\$ 222.00	\$ 317.25	=
30OSBC 30" Cafe Table w/ Std Black Base; Orange Top	X	\$ 323.25	\$ 462.00	=
ZTB 30" Cafe Table w/ Std Black Base; Red Top	X	\$ 222.00	\$ 317.25	=
30WH29 30" Cafe Table w/ Std Black Base; White Top	X	\$ 311.75	\$ 445.50	=
ZTA 30" Cafe Table w/ Std Black Base; Gray Acajou Top	X	\$ 302.25	\$ 432.00	=
P30CWH 30" Cafe Table, Powered; White Top, Black Base	X	\$ 872.00	\$1,245.75	=
36BKHC 36" Café Table w/ Hydraulic Base; Black Top	X	\$ 377.50	\$ 539.50	=
36MTHC 36" Café Table w/ Hydraulic Base; Maple Top	X	\$ 377.50	\$ 539.50	=
36GRHC 36" Café Table w/ Hydraulic Base; Graphite Top	X	\$ 377.50	\$ 539.50	=
36WTHC 36" Café Table w/ Hydraulic Base; White Top	X	\$ 377.50	\$ 539.50	=
36BKSC 36" Café Table w/ Std Base; Black Top	X	\$ 269.25	\$ 384.75	=
ZTN 36" Café Table w/ Std Base; Graphite Nebula Top	x	\$ 269.25	\$ 384.75	=

## ADDITIONAL INFORMATION

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## CALCULATING YOUR TOTAL

Subtotal

8.6% Sales Tax

**TOTAL**

Exhibiting Company: \_\_\_\_\_

Print Name: \_\_\_\_\_

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### BAR & CAFÉ TABLES (Continued)

	Item	Quantity	Advance Price	Standard Price	Total
ZTP	36" Café Table w/ Std Base; Maple Top	X	\$ 269.25	\$ 384.75	=
ZTQ	36" Café Table w/ Std Base; White Top	X	\$ 269.25	\$ 384.75	=
RSTSQT	Rustique Square Metal Bar Table	X	\$ 356.25	\$ 509.00	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

8.6% Sales Tax \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

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Phone Number: \_\_\_\_\_

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## COMMUNAL TABLES

Item	Quantity	Advance Price	Standard Price	Total
VNTBNP Ventura Communal Bar Table, Black	X	\$ 726.75	\$ 1,038.25	=
VNTWNP Ventura Communal Bar Table, White	X	\$ 726.75	\$ 1,038.25	=
VNTMNP Ventura Communal Bar Table, Maple	X	\$ 726.75	\$ 1,038.25	=
VNTBLK Ventura Communal Bar Table, Powered, Black	X	\$ 674.75	\$ 964.00	=
VNTWHT Ventura Communal Bar Table, Powered, White	X	\$ 674.75	\$ 964.00	=
VNTBWW Ventura Communal Bar Table w/ Grommet Holes, White	X	\$ 726.75	\$ 1,038.25	=
VNTBMW Ventura Communal Bar Table w/ Grommet Holes, Maple	X	\$ 726.75	\$ 1,038.25	=
VNTCBN Ventura Communal Cafe Table, Black	X	\$ 731.25	\$ 1,044.75	=
VNTCWN Ventura Communal Cafe Table, White	X	\$ 731.25	\$ 1,044.75	=
VNTCMN Ventura Communal Cafe Table, Maple	X	\$ 731.25	\$ 1,044.75	=
VNTCBK Ventura Communal Cafe Table, Powered, Black	X	\$ 830.50	\$ 1,186.50	=
VNTCWH Ventura Communal Cafe Table, Powered, White	X	\$ 830.50	\$ 1,186.50	=
VNTCWW Ventura Communal Cafe Table w/ Grommet Holes, White	X	\$ 731.25	\$ 1,044.75	=
VNTCMW Ventura Communal Cafe Table w/ Grommet Holes, Maple	X	\$ 731.25	\$ 1,044.75	=

## POWERED PRODUCT

ADCTBP Adelaide Powered Cocktail Table, Black	X	\$ 554.00	\$ 791.50	=
ADCTBK Adelaide Non-Powered Cocktail Table, Black	X	\$ 400.00	\$ 571.50	=
ADCTWP Adelaide Powered Cocktail Table, White	X	\$ 554.00	\$ 791.50	=
ADCTWH Adelaide Non-Powered Cocktail Table, White	X	\$ 400.00	\$ 571.50	=
VNTBLK Ventura Communal Bar Table, Powered, Black	X	\$ 674.75	\$ 964.00	=
VNTWHT Ventura Communal Bar Table, Powered, White	X	\$ 674.75	\$ 964.00	=
VNTCBK Ventura Communal Cafe Table, Powered, Black	X	\$ 830.50	\$ 1,186.50	=
VNTCWH Ventura Communal Cafe Table, Powered, White	X	\$ 830.50	\$ 1,186.50	=
VILHUB Village Charging Hub	X	\$ 342.25	\$ 489.00	=
CUBPOW Wireless Charging Table	X	\$ 618.25	\$ 883.25	=
P30BWH 30" Round Bar Table, Powered	X	\$ 872.00	\$ 1,245.75	=
BKC10P 10' Table, Powered, Black	X	\$ 1,458.00	\$ 2,083.00	=
BKC10N 10' Table, Non-Powered, Black	X	\$ 1,250.00	\$ 1,785.75	=
BKCT8P 8' Table, Powered, Black	X	\$ 1,458.00	\$ 2,083.00	=
BKCT8N 8' Table, Non-Powered, Black	X	\$ 1,250.00	\$ 1,785.75	=
BKCT5P 5' Table, Powered, Black	X	\$ 757.25	\$ 1,082.00	=
BKCT5N 5' Table, Non-Powered, Black	X	\$ 627.50	\$ 896.50	=

## ADDITIONAL INFORMATION

## CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

Subtotal

8.6% Sales Tax

**TOTAL**

Exhibiting Company: \_\_\_\_\_

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### POWERED PRODUCT (Continued)

Item	Quantity	Advance Price	Standard Price	Total
C10PWR 10' Table, Powered, White	X	\$ 1,584.75	\$ 2,264.00	=
CONF10 10' Table, Non-Powered, White	X	\$ 1,323.25	\$ 1,890.50	=
C8PWR 8' Table, Powered, White	X	\$ 1,584.75	\$ 2,264.00	=
CONF8 8' Table, Non-Powered, White	X	\$ 1,323.25	\$ 1,890.50	=
C5PWR 5' Table, Powered, White	X	\$ 823.25	\$ 1,176.25	=
CONF5 5' Table, Non-Powered, White	X	\$ 697.50	\$ 996.50	=
M10PWR Madison 10' Table, Powered	X	\$ 1,584.75	\$ 2,264.00	=
MADC10 Madison 10' Table, Non-Powered	X	\$ 1,250.00	\$ 1,785.75	=
M8PWR Madison 8' Table, Powered	X	\$ 1,584.75	\$ 2,264.00	=
MADC08 Madison 8' Table, Non-Powered	X	\$ 1,250.00	\$ 1,785.75	=
M5PWR Madison 5' Table, Powered	X	\$ 823.25	\$ 1,176.25	=
MADC05 Madison 5' Table, Non-Powered	X	\$ 627.50	\$ 896.50	=

### ACCENT TABLES

ADCTBK Adelaide Cocktail Table, Non-Powered, Black	X	\$ 400.00	\$ 571.50	=
ADCTBP Adelaide Cocktail Table, Powered, Black	X	\$ 554.00	\$ 791.50	=
ADCTGL Adelaide Cocktail Table, Glass	X	\$ 400.00	\$ 571.50	=
ADCTWH Adelaide Cocktail Table, Non-Powered, White	X	\$ 400.00	\$ 571.50	=
ADCTWP Adelaide Cocktail Table, Powered, White	X	\$ 554.00	\$ 791.50	=
ADETBK Adelaide End Table, Black	X	\$ 387.25	\$ 553.25	=
ADETGL Adelaide End Table, Glass	X	\$ 387.25	\$ 553.25	=
ADETWH Adelaide End Table, White	X	\$ 387.25	\$ 553.25	=
ALC100 Alondra Cocktail Table, Glass	X	\$ 436.75	\$ 624.00	=
ALC200 Alondra Cocktail Table, Brandy Maple	X	\$ 436.75	\$ 624.00	=
ALE100 Alondra End Table, Glass	X	\$ 316.25	\$ 452.00	=
ALE200 Alondra End Table, Brandy Maple	X	\$ 316.25	\$ 452.00	=
C1FWB Geo Cocktail Table w/ Black Base	X	\$ 382.25	\$ 546.25	=
E1FWB Geo End Table w/ Black Base	X	\$ 333.00	\$ 475.75	=
C1C Geo Cocktail Table w/ Chrome Base	X	\$ 273.75	\$ 391.25	=
E1C Geo End Table w/ Chrome Base	X	\$ 229.25	\$ 327.50	=
MESCTW Mesa Cocktail Table, Barnwood	X	\$ 281.00	\$ 401.50	=
MESCTB Mesa Cocktail Table, Black	X	\$ 281.00	\$ 401.50	=
MESCTG Mesa Cocktail Table, Glass	X	\$ 281.00	\$ 401.50	=
MESETW Mesa End Table, Barnwood	X	\$ 184.25	\$ 263.25	=
MESETB Mesa End Table, Black	X	\$ 184.25	\$ 263.25	=
MESETG Mesa End Table, Glass	X	\$ 184.25	\$ 263.25	=

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
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### ACCENT TABLES (Continued)

	Item	Quantity	Advance Price	Standard Price	Total
REGBEN	Regis Bench/Table	X	\$ 278.50	\$ 398.00	=
REGOTT	Regis End Table	X	\$ 193.50	\$ 276.50	=
C1E	Silverado Cocktail Table	X	\$ 304.50	\$ 435.00	=
E1E	Silverado End Table	X	\$ 243.25	\$ 347.50	=
SYDWDC	Sydney Cocktail Table, Barnwood	X	\$ 408.25	\$ 583.25	=
C1Y	Sydney Cocktail Table, Non-Powered, Black	X	\$ 311.75	\$ 445.50	=
C1YP	Sydney Cocktail Table, Powered, Black	X	\$ 410.75	\$ 587.00	=
SYDBEC	Sydney Cocktail Table, Blue	X	\$ 408.25	\$ 583.25	=
C1W	Sydney Cocktail Table, Non-Powered, White	X	\$ 311.75	\$ 445.50	=
C1WP	Sydney Cocktail Table, Powered, White	X	\$ 410.75	\$ 587.00	=
SYDWDE	Sydney End Table, Barnwood	X	\$ 358.75	\$ 512.50	=
E1Y	Sydney End Table, Black	X	\$ 278.50	\$ 398.00	=
SYDBEE	Sydney End Table, Blue	X	\$ 358.75	\$ 512.50	=
E1W	Sydney End Table, White	X	\$ 278.50	\$ 398.00	=

### SIDE TABLES

AURA	Aura Round Table	X	\$ 158.25	\$ 226.25	=
SEDBWD	Sedona Side Table, Barnwood	X	\$ 186.75	\$ 267.00	=
SEDBBK	Sedona Side Table, Black	X	\$ 186.75	\$ 267.00	=
SEDBWH	Sedona Side Table, White	X	\$ 186.75	\$ 267.00	=
TAOBWD	Taos Side Table, Barnwood	X	\$ 186.75	\$ 267.00	=
TAOBBK	Taos Side Table, Black	X	\$ 186.75	\$ 267.00	=
TAOBWH	Taos Side Table, White	X	\$ 186.75	\$ 267.00	=
TMBTBL	Timber Table	X	\$ 165.50	\$ 236.50	=
CUBPOW	Wireless Charging Table	X	\$ 618.25	\$ 883.25	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal

8.6% Sales Tax

**TOTAL**

Exhibiting Company: \_\_\_\_\_

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Phone Number: \_\_\_\_\_



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Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### OFFICE & STORAGE ESSENTIALS

	Item	Quantity	Advance Price	Standard Price	Total
JD8	Madison Executive Desk	X	\$ 790.50	\$ 1,129.50	=
TECH	Tech Desk, Powered	X	\$ 519.25	\$ 742.00	=
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	X	\$ 641.75	\$ 917.00	=
BC8	Madison Bookcase	X	\$ 573.25	\$ 819.00	=
PSHCCS	Posh Shelving	X	\$ 670.00	\$ 957.25	=
DIVFWB	Divider, Freestanding Whiteboard	X	\$ 571.00	\$ 815.75	=
TECH3	3 Drawer File Cabinet on Castors	X	\$ 172.25	\$ 246.25	=

### EXECUTIVE CONFERENCE TABLES

42ATO	Atomic 42" Round Table	X	\$ 413.00	\$ 590.00	=
36ATO	Atomic 36" Round Table	X	\$ 413.00	\$ 590.00	=
CF2	Geo Table, Rectangle, Black	X	\$ 495.50	\$ 708.00	=
CE2	Geo Table, Rectangle, Chrome	X	\$ 495.50	\$ 708.00	=
CE1	Geo Table, Rounded Square, Chrome	X	\$ 349.25	\$ 499.00	=
CF1	Geo Table, Rounded Square, Black	X	\$ 349.25	\$ 499.00	=
WD3	Work Table	X	\$ 365.75	\$ 522.50	=
CB8	42" Round Madison Table, Gray Acajou	X	\$ 420.00	\$ 600.00	=
CONF42	42" Round Table, White	X	\$ 420.00	\$ 600.00	=
42BKCT	42" Round Table, Black	X	\$ 420.00	\$ 600.00	=
BKC10P	10' Table, Powered, Black	X	\$ 1,458.00	\$ 2,083.00	=
BKC10N	10' Table, Non-Powered, Black	X	\$ 1,250.00	\$ 1,785.75	=
BKCT8P	8' Table, Powered, Black	X	\$ 1,458.00	\$ 2,083.00	=
BKCT8N	8' Table, Non-Powered, Black	X	\$ 1,250.00	\$ 1,785.75	=
BKCT5P	5' Table, Powered, Black	X	\$ 757.25	\$ 1,082.00	=
BKCT5N	5' Table, Non-Powered, Black	X	\$ 627.50	\$ 896.50	=
C10PWR	10' Table, Powered, White	X	\$ 1,584.75	\$ 2,264.00	=
CONF10	10' Table, Non-Powered, White	X	\$ 1,323.25	\$ 1,890.50	=
C8PWR	8' Table, Powered, White	X	\$ 1,584.75	\$ 2,264.00	=
CONF8	8' Table, Non-Powered, White	X	\$ 1,323.25	\$ 1,890.50	=
C5PWR	5' Table, Powered, White	X	\$ 823.25	\$ 1,176.25	=
CONF5	5' Table, Non-Powered, White	X	\$ 697.50	\$ 996.50	=
M10PWR	Madison 10' Table, Powered, Gray Acajou	X	\$ 1,584.75	\$ 2,264.00	=
MADC10	Madison 10' Table, Non-Powered, Gray Acajou	X	\$ 1,250.00	\$ 1,785.75	=
M8PWR	Madison 8' Table, Powered, Gray Acajou	X	\$ 1,584.75	\$ 2,264.00	=
MADC08	Madison 8' Table, Non-Powered, Gray Acajou	X	\$ 1,250.00	\$ 1,785.75	=
M5PWR	Madison 5' Table, Powered, Gray Acajou	X	\$ 823.00	\$ 1,176.25	=
MADC05	Madison 5' Table, Non-Powered, Gray Acajou	X	\$ 627.50	\$ 896.50	=

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

Subtotal

8.6% Sales Tax

**TOTAL**

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.580.9000 | [exhibitorservice@theexpogroup.com](mailto:exhibitorservice@theexpogroup.com) | [theexpogroup.com](https://theexpogroup.com)



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### EXECUTIVE SEATING

Item	Quantity	Advance Price	Standard Price	Total
ACEHBC Ace High Back Chair, White	X	n/a	n/a	=
ACEMBC Ace Mid Back Chair, White	X	n/a	n/a	=
CUPCHA Cupertino Mid Back Chair, Black	X	\$ 401.25	\$ 573.25	=
GENCHA Genesis Chair, Black	X	\$ 349.25	\$ 499.00	=
PROGB Pro Executive Guest Chair, Black	X	\$ 299.75	\$ 428.25	=
PROEXB Pro Executive High Back Chair, Black	X	\$ 356.25	\$ 509.00	=
PROEXE Pro Executive High Back Chair, White	X	\$ 356.25	\$ 509.00	=
PROMDB Pro Executive Mid Back Chair, Black	X	\$ 271.25	\$ 387.50	=
PROMID Pro Executive Mid Back Chair, White	X	\$ 271.25	\$ 387.50	=
TASKST Task Stool	X	\$ 212.50	\$ 303.75	=

### COUNTERS AND PEDESTALS

MTCLPI Midtown Powered Counter, Lighted w/ Plug In	X	\$ 2,118.25	\$ 3,026.25	=
MTCFUL Midtown Powered Counter, Unlighted	X	\$ 1,995.50	\$ 2,850.75	=
PDL36B Powered Locking Pedestal, 36", Black	X	\$ 521.25	\$ 744.75	=
PDL36W Powered Locking Pedestal, 36", White	X	\$ 521.25	\$ 744.75	=
PDL42B Powered Locking Pedestal, 42", Black	X	\$ 625.00	\$ 893.00	=
PDL42W Powered Locking Pedestal, 42", White	X	\$ 625.00	\$ 893.00	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_





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### ESSENTIAL ACCESSORIES

	Item	Quantity	Advance Price	Standard Price	Total
DIVBAR	Clear Divider, Bar/Counter	X	\$ 229.25	\$ 327.50	=
DIVFRE	Clear Divider, Freestanding	X	\$ 458.00	\$ 654.50	=
DIVFCR	Clear Divider, Freestanding Corner	X	\$ 915.50	\$1,308.00	=
DIVFWL	Clear Divider, Freestanding Wall	X	\$ 458.00	\$ 654.50	=
DIVFST	Clear Divider, Sofa/Table	X	\$ 410.75	\$ 587.00	=
MIRWHT	Miramar Divider, White	X	\$ 585.00	\$ 835.75	=
STNSGN	Stanchion Sign Holder	X	\$ 71.00	\$ 101.50	=
STNCHI	Stanchion w/ Retractable Belt	X	\$ 80.50	\$ 115.00	=
VILHUB	Village Charging Hub	X	\$ 342.25	\$ 489.00	=

### LAMPS & LIGHTING DÉCOR

LA15	Mason Floor Lamp	X	\$ 240.75	\$ 344.00	=
LA14	Mason Table Lamp	X	\$ 158.25	\$ 226.25	=

### GREENERY & PLANTERS

HDG7FT	Boxwood Hedge 7'	X	\$ 1,028.50	\$ 1,469.50	=
HDG4FT	Boxwood Hedge 4'	X	\$ 632.25	\$ 903.25	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal

8.6% Sales Tax

**TOTAL**

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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### 10' x 10' ESSENTIALS LINE EXHIBITS

Structure Code	Item	Qty	Advance Price	Standard Price	Total
Presence_100_Basic	*Presence Basic	X	\$4,110.00	\$ 6,165.00	=
Presence_100_Designer	*Presence Designer (with graphics)	X	\$4,920.00	\$ 7,380.00	=
<b>* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black</b>					
Waveline_100_Basic	Waveline Basic	X	\$4,350.00	\$ 6,525.00	=
Waveline_100_Designer	Waveline Designer (with graphics)	X	\$5,340.00	\$ 8,010.00	=
Impact_100_Basic	Impact Basic	X	\$5,400.00	\$ 8,100.00	=
Impact_100_Designer	Impact Designer (with graphics)	X	\$5,970.00	\$ 8,955.00	=

### 10' x 20' ESSENTIALS LINE EXHIBITS

Presence_200_Basic	*Presence Basic	X	\$8,490.00	\$12,735.00	=
Presence_200_Designer	*Presence Designer (with graphics)	X	\$9,090.00	\$13,635.00	=
<b>* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black</b>					
Waveline_200_Basic	Waveline Basic	X	\$6,420.00	\$ 9,630.00	=
Waveline_200_Designer	Waveline Designer (with graphics)	X	\$8,010.00	\$12,015.00	=
Impact_200_Basic	Impact Basic	X	\$8,790.00	\$13,185.00	=
Impact_200_Designer	Impact Designer (with graphics)	X	\$10,110.00	\$15,165.00	=

### ADDITIONAL INFORMATION

Don't forget to fill out and return this with the Perspectives Rental Exhibits Options form to select your exhibit options selections with this order.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

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### ESSENTIALS LINE ACCESSORIES

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ACC1	Curved Reception w/ Open Back	X	\$ 600.00	\$ 900.00	=
ACC1	Curved Reception w/ Open Back (with graphics)	X	\$ 810.00	\$1,215.00	=
ACC2	*Presence Credenza	X	\$ 660.00	\$ 990.00	=
ACC2	*Presence Credenza (with graphics)	X	\$ 834.00	\$1,251.00	=
<b>* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black</b>					
ACC3	Cosmopolitan Credenza	X	\$1,188.00	\$1,782.00	=
ACC3	Cosmopolitan Credenza (with graphics)	X	\$1,350.00	\$2,025.00	=
ACC5	Waveline Credenza	X	\$ 825.00	\$1,237.50	=
ACC5	Waveline Credenza (with graphics)	X	\$ 983.50	\$1,475.25	=
ACC6	Waveline Credenza w/ Standoff Sign	X	\$ 895.25	\$1,343.00	=
ACC6	Waveline Credenza w/ Standoff Sign (with graphics)	X	\$1,093.25	\$1,640.00	=
ACC7	Waveline Computer Pedestal	X	\$ 917.50	\$1,376.25	=
ACC7	Waveline Computer Pedestal (with graphics)	X	\$1,142.00	\$1,712.75	=
ACC8	Presence Pedestal	X	\$ 653.50	\$ 980.25	=
ACC8	Presence Pedestal (with graphics)	X	\$ 810.00	\$1,215.00	=
ACC9	Reception Counter w/ Open Back	X	\$ 714.00	\$1,071.00	=
ACC9	Reception Counter w/ Open Back (with graphics)	X	\$ 960.00	\$1,440.00	=
ACC10	Presence Extended Credenza w/ Shelf	X	\$ 900.00	\$1,350.00	=
ACC10	Presence Extended Credenza w/ Shelf (with graphics)	X	\$1,140.00	\$1,710.00	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
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### ESSENTIALS LINE ACCESSORIES (CONT.)

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ACC11	Additional Stem Light*	X	\$ 74.50	\$ 111.75	=
ACC13	8" Straight White Laminate Shelf	X	\$ 66.00	\$ 99.00	=
ACC33	12" Straight White Laminate Shelf	X	\$ 91.00	\$ 136.50	=
ACC14	8" Straight Black Laminate Shelf	X	\$ 66.00	\$ 99.00	=
ACC34	12" Straight Black Laminate Shelf	X	\$ 91.00	\$ 136.50	=
ACC15	8" Straight Clear Shelf	X	\$ 91.00	\$ 136.50	=
ACC35	12" Straight Clear Shelf	X	\$ 115.50	\$ 173.50	=
ACC16	Angled White Metal Shelf	X	\$ 66.00	\$ 99.00	=
ACC17	Product Display Case w/ Light*	X	\$ 1,199.00	\$1,798.25	=
ACC18	Tower Display Case w/ Light*	X	\$ 1,470.00	\$2,205.00	=
ACC19	Square Tower Display Case w/ Light*	X	\$ 990.00	\$1,485.00	=
ACC22	Information Station Credenza	X	\$ 982.00	\$1,473.00	=
ACC23	Information Station Tower (Island Booth only)	X	\$ 1,312.00	\$1,968.00	=
ACC24	Free Standing Panel w/ Graphics	X	\$ 592.50	\$ 889.00	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Please select options below for your exhibit or counter.

Order online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com)

### EXHIBIT CARPET COLOR OPTIONS

Please choose your color: ☐ Black ☐ Blue ☐ \*Blue Jay ☐ \*Cayenne ☐ \*Environmentally Friendly Options-  
☐ Gray ☐ Green ☐ \*Pepper ☐ Red made w/ recycled products

### EXHIBIT HEADER OPTIONS

Standard Header Copy:

(Please type or print)

Header Letter Color:

☐ Black ☐ Red ☐ Blue

Header Font Type:

☐ Friz Quadrata Bold ☐ Castle T Bold ☐ Helvetica Bold ☐ Cooper Black

#### Upgrade your Header!

Custom Header

Use your graphics on the header panel.

Advance  
Price

Standard  
Price

X

\$330.00

\$495.00

=

### NON-GRAPHIC PANEL OPTIONS

Please choose only one color to use for panels without graphics:

Hard wall: ☐ Black ☐ Blue ☐ Gray ☐ White

(Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Service Manager.)

### GRAPHIC PANEL OPTIONS

Custom Digital Graphics are included in the price of a Designer rental package.

Login [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com) and click "FILE UPLOADS" to submit your graphic files.

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal

8.6% Sales Tax

**TOTAL**

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Phone Number: \_\_\_\_\_



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- Electrical service is not included. To order electrical service, please see Electrical Service form.
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## EXHIBIT BACKWALLS

**All backwalls include the frame, fabric graphic, and travel bag.**

Structure Code	Item	Qty	Advance Price	Standard Price	Total
CMIL-00-002	10 ft. D5 Milan FlatWall	X	\$3,069.75	\$4,604.50	=
CMIL-00-005	10 ft. D5 Milan Curve	X	\$3,251.00	\$4,876.25	=
FAM-00-009	8 ft. Flat Fabric Mural w/ End Caps	X	\$2,082.50	\$3,123.75	=
FAM-00-010	10 ft. Flat Fabric Mural w/ End Caps	X	\$2,621.25	\$3,932.00	=

## LIGHT BOXES/TOWERS

**All light boxes come with frame, fabric graphic, and rotomoulded wheeled case.**

10WRF100	10 ft. Single Sided Litex Frame 116" x 94"*	X	\$5,589.75	\$8,384.50	=
10BL115	10 ft. Double Sided Litex Frame 116" x 94"	X	\$6,368.75	\$9,553.25	=
7WRF100	Single Sided Backlit Tower 30"w x 84"h	X	\$2,547.75	\$3,821.50	=
7BL115	Double Sided Backlit Tower 30"w x 84"h	X	\$3,309.75	\$4,964.50	=

## COUNTERS

**All counters include the frame, fabric graphic, and travel bag.**

CMIP-00-001	Curved Podium	X	\$1,295.00	\$1,942.25	=
CMIP-00-001	Rectangular Counter w/ Wood Grain Counter	X	\$1,730.75	\$2,596.25	=
BCS-05-004	Case to Counter (Full Oval Case and Counter Top)	X	\$ 404.50	\$ 606.75	=
BCS-02-004	Case to Counter Conversion	X	\$ 351.75	\$ 527.50	=

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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### BANNER STANDS

All backwalls include the frame, fabric graphic, and travel bag.

Structure Code	Item	Qty	Advance Price	Standard Price	Total
BSI-00-002	Single Sided Pull Up Banner	X	\$ 514.00	\$ 771.00	=
BTW-00-018	Single Sided Quickstand Banner (Non-Retractable)	X	\$ 598.00	\$ 897.00	=

### HANGING SIGNS

All Signs include the frame, fabric graphic, harness kit, and traveling bag.

CHHA-00-005	8' Single Sided Circular Hanging Sign	X	\$4,208.75	\$ 6,313.25	=
CHHA-00-006	8' Double Sided Circular Hanging Sign	X	\$4,764.50	\$ 7,146.75	=
CHHA-00-013	10' Single Sided Circular Hanging Sign	X	\$5,021.25	\$ 7,532.00	=
CHHA-00-014	10' Double Sided Circular Hanging Sign	X	\$5,716.00	\$ 8,574.00	=
CHHA-00-019	12' Single Sided Circular Hanging Sign	X	\$6,046.50	\$ 9,070.00	=
CHHA-00-020	12' Double Sided Circular Hanging Sign	X	\$6,880.25	\$10,320.50	=
CHSQ-00-003	8' Single Sided Square Hanging Sign	X	\$5,145.50	\$ 7,718.25	=
CHSQ-00-004	8' Double Sided Square Hanging Sign	X	\$5,852.75	\$ 8,779.25	=
CHSQ-00-005	10' Single Sided Square Hanging Sign	X	\$6,183.50	\$ 9,275.25	=
CHSQ-00-006	10' Double Sided Square Hanging Sign	X	\$7,067.50	\$10,601.25	=
CHSQ-00-007	12' Single Sided Square Hanging Sign	X	\$7,221.50	\$10,832.25	=
CHSQ-00-008	12' Double Sided Square Hanging Sign	X	\$8,084.50	\$12,126.75	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone Number: \_\_\_\_\_



- The Expo Group offers a quick and cost effective solution to showcase your booth for trade show participation. Please note items listed below are available for purchase, not rental.
- Installation and Dismantle labor is not included. To order labor, please see Labor forms.
- Electrical service is not included. To order electrical service, please see Electrical Service form.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to show first move-in date. Orders submitted after this date cannot be guaranteed.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com) and click "FILE UPLOADS" to submit your graphic files.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### ACCESSORIES

Structure Code	Item	Qty	Advance Price	Standard Price	Total
LRS-00-007	Literature Stand-includes stand & travel bag	X	\$747.75	\$1,121.50	=
ELI-05-001	LED Light 150W Equivalent Spotlight (Silver)	X	\$200.25	\$ 300.50	=
ELI-05-002	LED Light 150W Equivalent Spotlight (Black)	X	\$200.25	\$ 300.50	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8.6% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



- Orders received after the advance deadline or without payment will be billed at standard rates. TEG cannot guarantee orders placed one week prior to first exhibitor move in date.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- If any submitted artwork files require editing (file conversion, retouching, cloning, color correction, etc.), a digital set-up fee of \$125.00 will apply. Please allow 3-5 business days for graphic proof turnaround time.
- All signs are printed using six color printing and are printed on 3/16" thick foam board, unless alternative material is agreed upon at the time of placing your order.
- Final approval of graphic proof must be received by the deadline date or expedite fees will apply.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com) and click "FILE UPLOADS" to submit your graphic files.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

## DIGITAL GRAPHICS AND SIGNS

Please indicate sign orientation: ☐ Horizontal ☐ Vertical

Item	Quantity	Advance Price	Standard Price	Total
7" x 11"	@	\$ 75.50	\$150.75	=
11" x 14"	@	\$ 92.50	\$185.00	=
14" x 22"	@	\$ 95.00	\$189.75	=
22" x 28"	@	\$122.50	\$245.00	=
28" x 44"	@	\$143.75	\$287.50	=
40" x 60"	@	\$ 231.50	\$462.75	=
Banner per Sq. Ft. (Single Sided)	@	\$ 18.00	\$ 36.00	=
Easel Back (for up to 11" x 14")	@	\$ 12.00	\$ 24.00	=
Double Stick Back	@	\$ 12.00	\$ 24.00	=
Additional Design Time	@	\$ 90.00/hr	\$180.00/hr	=

Please specify copy and layout below or login to [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com) and click "FILE UPLOADS" to submit your graphic files.

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

## CALCULATING YOUR TOTAL

Subtotal

8.6% Sales Tax

**TOTAL**

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## WHAT ARE FREIGHT SERVICES?

As the official Service Contractor, The Expo Group is the exclusive service provider for freight services. Material Handling is the unloading of your materials, up to 2.5 weeks of advance storage at the advance warehouse address, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. There are two options for shipping your freight - either to the advance warehouse or directly to the show site. It should not be confused with Shipping which is the cost to transport your exhibit material to and from the convention or event.

## HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will begin to accept freight up to 2.5 weeks prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date noted on the Quick Facts. Freight will be accepted after the deadline date, however additional charges will apply.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- **Certified weight tickets must accompany all shipments.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Warehouse freight is typically delivered to the booth prior to exhibitor set up.

## HOW DO I SHIP DIRECT TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in.
- Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- **Certified weight tickets must accompany all shipments.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be refused.
- Please mark all shipments PREPAID on your bill of lading.
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

## HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- Please see shipping labels in the service manual.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts.

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually. All shipments are subject to reweigh.
- Locate the rate that applies to your shipment(s) on the Material Handling Form then multiply the rate by the weight of your shipment in pounds.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

**WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**

- Pick up "Empty Labels" at The Expo Group's on-site Service Center.
- Once your container is completely empty and no longer needed, complete the labels and place them on each container. Our team will collect labeled empty containers periodically to be placed in storage that is non-accessible during the show.
- At the close of the event, empty containers are returned to all booths in random order. Depending on the size of the event, this process may take several hours. The empties returns start after all aisle carpet is removed from the show floor.

**ARE MY MATERIALS PROTECTED AFTER DELIVERY OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?**

- Refer to The Expo Group's Terms & Conditions sections 1 and 2 for additional representation and warranties on your property in the segments shown below.
- Consistent with trade show industry practices, there may be a period between the delivery of your shipments to your booth space and your arrival. This also applies for the end of the show, during the move-out or outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend you arrange either for a company representative to stay with your materials or to hire security services to safeguard your materials.

**DO I NEED INSURANCE?**

- Be sure your materials are insured from the time they leave your location until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding riders to your existing insurance policies.
- All materials handled by The Expo Group are subject to the Terms and Conditions, which can be found in the exhibitor service manual or online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com).

**HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?**

- An individual completed Material Handling Agreement (MHA) is required for each outbound shipment. Save time by completing the Outbound MHA in advance online, or visit The Expo Group's Service Center once you arrive on-site.
- If the shipping information is provided in advance, the MHA will be delivered to your booth on-site. Otherwise, the MHA and labels will be available for pick up at The Expo Group's on-site service center.
- After materials are packed, labeled, and ready to be shipped, the completed MHA must be delivered to The Expo Group's onsite service center.
- Please note, it is the exhibitors responsibility to take their outbound small package shipments (FedEx, Ups, etc.) to the local business center.
- A minimum charge of one ½ hour TEG supervised labor fee will apply for any shipments left in a booth space without a processed MHA.
- It is the exhibitor's responsibility to schedule pick up with their outbound carrier. Make sure to share the check-in deadline noted on the Quick Facts with the carrier. Please refer to the Quick Facts for specific dates, times and address for pick up.
- In the event a scheduled carrier fails to pick up by the final move-out day, the shipment will be re-routed on The Expo Group's carrier of choice.
- For your convenience, approved show carriers will be on-site to assist you with arranging outbound transportation if arrangements were not made in advance.

**WHERE DO I GET A FORKLIFT?**

- Forklift service to assist in the install or dismantle of your exhibit components may be ordered in advance or on-site. For fast ordering go to [www.theexpogroup.com](http://www.theexpogroup.com), and click "Order Services", then "Lift Equipment and Labor". You may also contact us by email, Chat, text or by visiting The Expo Group's Service Center on-site. Refer to the Lift Equipment and Labor Form for available equipment.
- Orders for equipment & labor will be dispatched once the exhibitor signs the labor order at The Expo Group's Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

**OTHER AVAILABLE FREIGHT SERVICES** (availability differs by location)

- Crane (Must be ordered in advance)
- Accessible storage on-site
- Security storage at show site
- Short-term and long-term warehouse storage

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.580.9000 | [exhibitorservice@theexpogroup.com](mailto:exhibitorservice@theexpogroup.com) | [theexpogroup.com](http://theexpogroup.com)



The Expo Group is the exclusive provider of material handling services. Material handling includes unloading your exhibit materials, storing up to 2.5 weeks in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth to reload onto outbound carriers. You have two options for shipping your freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive Material Handling services. Material Handling charges will be automatically applied to your account upon receipt of each shipment.

## MATERIAL HANDLING RATES

### Material Handling

\$2.50/ Pound

*The above rate applies to shipments sent to either the advance warehouse or direct to show site*

### Material Handling - After Deadline

\$3.25/ Pound

*The above rate applies to shipments sent to the advance warehouse after **September 26, 2023***

### Material Handling - Shipments 10 lbs and less

Compliments of TEG

*To qualify for the above rate the total shipment weight must be 10 lbs or less, received for the same booth number, from the same shipper/same carrier, on the same day. Shipments arriving to the warehouse after the deadline date do not qualify.*

### Shipments left on the show floor without an MHA will be rerouted at exhibitor's expense:

*A minimum additional charge of one ½ hour TEG supervised labor fee will apply for any shipment left on the show floor without a completed Material Handling Agreement submitted to TEG service center and done so before the exhibitor move out deadline.*

## IMPORTANT SHIPPING INFORMATION

### Advance Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

Service World Expo 2023

C/O The Expo Group

A to Z Distribution

3 North 47th Ave, Suite 3

Phoenix, AZ 85043

### Direct To Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

Service World Expo 2023

C/O The Expo Group

Phoenix Convention Center

100 North 3rd Street

Phoenix, AZ 85004

- The Expo Group will accept crated, boxed or skidded materials beginning September 11, 2023, at the ADVANCE WAREHOUSE address. Shipments arriving after September 26, 2023 will be received at the warehouse with an additional after deadline charge.
- The Expo Group will receive shipments at the EXHIBIT FACILITY beginning October 3, 2023. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments.

Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Certified weight tickets must accompany all shipments.





- Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles in and out of the exhibit areas or have TEG supply an operator when available.
- Mobile units are defined as a piece of equipment that can be pushed or towed to the booth on wheels.
- The facility requires Exhibitors or their agents with vehicles or motorized equipment to have guidance and supervision in and out of exhibit areas. This supervision is required and provided by The Expo Group to prevent damage that may occur to exhibits, or property of others. When necessary, The Expo Group will also move shipping containers that may be in the aisles.
- If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If labor is utilized to push the equipment to the booth, a one hour labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift Equipment & Labor Order Form for rates.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### MOBILE AND MOTORIZED EQUIPMENT HANDLING RATES

- Vehicle Spotting \$302.50 / Unit (Round Trip)
- Mobile Units\* \$302.50 / Unit (Round Trip)

**\*Note:** Mobile units will be assessed a "one time" spotting charge in addition to a one-hour forklift/operator charge each way for unloading and loading where required (see Lift Equipment and Labor form).

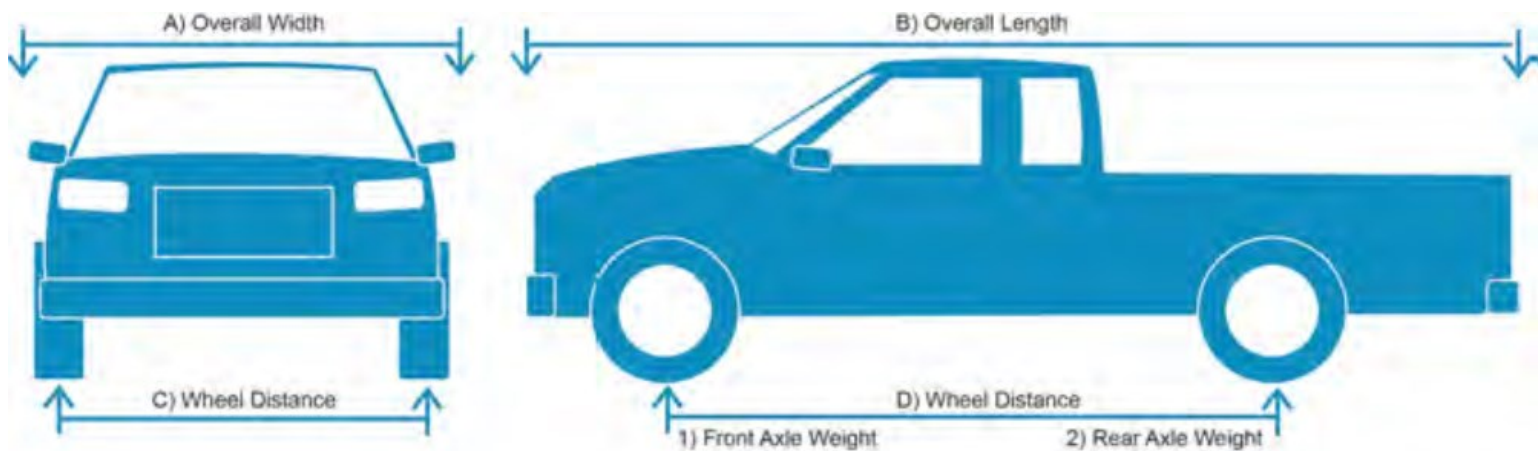
### IMPORTANT RULES AND REGULATIONS

- The City Fire Marshal requires that battery cables must be disconnected in an approved manner.
- Place a protective covering under the vehicle to prevent leaks.
- Fuel tank openings shall be locked and sealed to prevent escape of vapors, vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
- Keys must be given to The Expo Group to be held on-site.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle placement must be Exhibitor supervised. The Expo Group assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Exhibitors must stay clear during movement of vehicle to avoid injury.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.



Exhibiting Company:	_____	Booth Number:	_____
Company Contact:	_____	Phone Number:	_____
Email:	_____	Cell Number:	_____
Total # of Units:	_____	Type:	_____

Provide Vehicle Information for the Largest Unit(s)



Unit Description	Mobile or Motorized	Overall Width	Overall Length	Wheel Distance	Front Axle Weight	Rear Axle Weight	Total Weight

Is a Forklift or Crane Required? ☐ Yes\* ☐ No \*(See Forklift Equipment and Labor form)

Date and Time Exhibitor will be on-site to supervise movement of vehicle

Date:	_____	Time:	_____
On-site Contact Name:	_____	Cell Phone:	_____

Please notify The Expo Group if you plan to bring in a vehicle by September 5, 2023. Any requests after this date may be subject to additional charges.

Return this form by logging in to [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com) and click on "File Uploads". Or, email us at [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com).



- The Expo Group is the exclusive provider of machinery handling services. The rates listed below include unloading your machinery at show site, delivery to the assigned booth, and removal from the booth for reloading onto outbound carriers.
- Machinery rate charges will automatically be applied to your account summary upon receipt of each shipment. It is not necessary to return this form to receive machinery handling services.
- Machinery Handling Rates apply only to individual pieces of machinery sent directly to show site and weighing more than 5,000 lbs. Standard material handling per pound rates will apply to shipments and crated machinery less than 5,001 lbs.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

## MACHINERY HANDLING

### Rates

(Rates below apply per machine and not to the combined weight of all pieces.)

Machinery Handling: 5,001 - 10,000 lbs.	\$0.64 / Pound
Machinery Handling: 10,001 - 15,000 lbs.	\$0.63 / Pound
Machinery Handling: 15,001 - 20,000 lbs.	\$0.62 / Pound
Machinery Handling: 20,001 - 30,000 lbs.	\$0.61 / Pound
Machinery Handling: 30,001 - 40,000 lbs.	\$0.59 / Pound
Machinery Handling: 40,001 - 50,000 lbs.	\$0.58 / Pound
Machinery Handling: 50,001 lbs. and over.	\$0.57 / Pound

8.6% Sales Tax

## IMPORTANT SHIPPING INFORMATION

- The rates apply to uncrated machinery with proper lifting bars, points, hooks, or skidded machinery which may be moved on and off the loading dock, vehicle or show floor by a forklift with no special handling required. Forklift lifting points must be clearly marked.
- If it is necessary to un-skid/re-skid the machine before unloading/loading, additional labor and equipment charges will be added to the above listed rates. Please refer to the Lift Equipment and Labor Order Form.
- Certified weight tickets are required. Separate weight for display materials and machinery equipment must be provided. If the weight is not separated and/or materials are not identified properly, standard Material Handling rates will apply.
- The Expo Group reserves the right to determine whether the materials qualify for the machine rate.
- Machinery will be spotted one time after removal from the truck with a 6" clearance, provided the following conditions are met:
  - \* The exhibitor, or their agent must be present at the time of unloading to supervise the spotting.
  - \* The area within the booth is clearly marked to indicate the machine's position.
  - \* No rigging, bolting or unbolting, un-skidding or attaching to other equipment will be performed during the loading and unloading process.
  - \* Vehicles must be checked at least three hours prior to anticipated unloading of machinery.

**MACHINERY SHIPMENTS WILL NOT BE ACCEPTED IN ADVANCE WAREHOUSE AND MUST BE SENT DIRECTLY TO SHOWSITE.**  
Show Site receiving begins October 3, 2023

### Direct To Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

Service World Expo 2023

C/O The Expo Group

Phoenix Convention Center

100 North 3rd Street

Phoenix, AZ 85004

**ONLY REQUIRED IF SHIPPING MACHINERY TO THE SHOW**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Company Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Provide Information for Each Unit**

Description	L x W x H	Weight	Forklift Needed to Unload/Load	*Crane Needed to Unload/Load

\*Additional charges apply for crane use. Quote available upon request.

Will there be any assembly/rigging requirements once machinery is unloaded? ☐ Yes ☐ No

**Please use the space below to describe any special towing equipment required to unload/load your machinery:**

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**Indicate total trucks by category being used for transporting your machinery display.**

Van Line	Flat Bed	Company Vehicle	Common Carrier	Other

Please submit a detailed delivery schedule for your machinery arrival to show site including date, time and carrier contact information to [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com).

**Date and Time Exhibitor will be on-site to supervise placement of machinery:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
On-site Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Return this form by logging in to [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com) and click on "File Uploads". Or, email us at [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com).**

## INBOUND Driver Check-in Requirements

### A CERTIFIED SCALE TICKET IS REQUIRED FOR EACH SHIPMENT

**All Drivers must provide the following details on their Bills Of Lading (BOL):**

- Booth Number
- Exhibiting Company's Name
- Shipper's Name
- Piece Count Summary
- Actual Heavy & Light Weight Certified Scale Tickets. The trailer number **MUST** match on the Heavy & Light Weight Scale Tickets
- Net, Gross and Tare Weight

**Piece count summaries must be broken down into the following categories:**

- Crates (Wooden Boxes)
- Cartons (Cardboard Boxes)
- Carpets (Rugs and Pads)
- Skids (Pallets)
- Bundles
- Machines
- Miscellaneous (Loose or Unpacked Items)

**ALL BILLS OF LADING (BOL) MUST CONTAIN THIS INFORMATION BEFORE THEY CAN BE ACCEPTED FOR DRIVER CHECK-IN**

Drivers that are unable to provide any of the requested information must contact their dispatch to get the necessary information to be checked in for unloading.

## OUTBOUND Driver Check-in Requirements

**All Drivers must present the following information to pick up freight from a show:**

- Booth Number
- Exhibiting Company's Name
- Shipment Destination (City and State)
- Carrier's (or Broker's) Name
- Location or area the vehicle is parked
- Driver's Cell Phone Number
- There may be a wait time before the freight is ready to be picked up.
- Please wait in the Marshalling Yard or other designated area until you are dispatched for loading by the Freight Clerk.

**Drivers that are unable to provide any of the required information for check-in will be directed to contact their dispatch for assistance.**



## MATERIAL HANDLING AGREEMENT (MHA) MUST BE COMPLETED

Every outbound shipment will require a material handling agreement and shipping labels. Our team can prepare these for you and deliver them to your booth prior to the show close. To take advantage of this service, please complete and return this form to The Expo Group Service Center onsite as soon as possible.

- Request a pre-printed MHA and shipping labels for your outbound shipment online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com). Forms and labels will be delivered to your booth at show site. A separate MHA is required for each outbound shipment.
- Please review the Material Handling Information, Material Handling Rates and Terms and Conditions forms.
- Return completed Material Handling Agreements to The Expo Group Service Desk. Do not leave them in your booth!

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

On-site Contact Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Date: \_\_\_\_\_

### SHIP TO: Company Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### CARRIER: Official Show Carriers:

☐

ABF Freight

☐

Standard (LTL)

☐

Time Critical

#### Other Carriers:

☐

Other Ground Carrier: \_\_\_\_\_

☐

Other Air Carrier: \_\_\_\_\_

☐

Next Day

☐

2nd Day

☐

Deferred

### PAYMENT TERMS: Transportation charges are guaranteed by Exhibiting Company.

Please complete to indicate otherwise:

Company/Exhibitor: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### LABELS: Number of Shipping Labels Required: \_\_\_\_\_

**The Expo Group provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels, if required (such as UPS or FedEx). By specifying the # of Labels Required, we will print Non-carrier specific labels for you.**



THE **EXPO** GROUP  
ADVANCE WAREHOUSE SHIPMENT  
EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group  
A to Z Distribution  
3 North 47th Ave, Suite 3  
Phoenix, AZ 85043

Name of Convention:

Service World Expo 2023

Must arrive by September 26, 2023

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

THE **EXPO** GROUP  
ADVANCE WAREHOUSE SHIPMENT  
EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group  
A to Z Distribution  
3 North 47th Ave, Suite 3  
Phoenix, AZ 85043

Name of Convention:

Service World Expo 2023

Must arrive by September 26, 2023

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

THE **EXPO** GROUP  
Warehouse Shipments  
EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group  
A to Z Distribution  
3 North 47th Ave, Suite 3  
Phoenix, AZ 85043

Name of Convention:

Service World Expo 2023

Must arrive by September 26, 2023

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

THE **EXPO** GROUP  
Warehouse Shipments  
EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group  
A to Z Distribution  
3 North 47th Ave, Suite 3  
Phoenix, AZ 85043

Name of Convention:

Service World Expo 2023

Must arrive by September 26, 2023

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

# THE **EXPO** GROUP

Direct to Show Site Shipments

## EXHIBIT MATERIAL

To: \_\_\_\_\_

(Exhibitor)

\_\_\_\_\_  
(Booth Number)

Phoenix Convention Center

c/o The Expo Group

100 North 3rd Street

Phoenix, AZ 85004

Name of Convention:

Service World Expo 2023

Do Not Deliver Prior to October 3, 2023

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

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Direct to Show Site Shipments

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Phoenix, AZ 85004

Name of Convention:

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Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_



- What is Accessible Storage? An additional service for storing your exhibit materials that may need to be accessed during the event and that cannot be stored within the booth. This service is in addition to the material handling service and is limited to availability. It is not storage to ensure expedited or priority empty return at the end of the show.
- How much does the service cost? Accessible storage consists of a one-time set up fee and a daily storage fee based on square footage used. Additionally a labor fee applies each time materials are placed into or removed from storage.
- Accessible Storage is not monitored therefore not recommended for high value items.
- Please come to the Exhibitor Service Desk at show site for Accessible Storage stickers to place on your items.
- All materials remaining in accessible storage will be returned to the booth space at show close and billed at the prevailing labor rate.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

## ACCESSIBLE STORAGE

### Rates

#### SET UP FEE:

### Price

\$126.00

#### DAILY STORAGE FEE:

Up to 25 Square Feet of Storage

\$126.00/ Day

26 to 50 Square Feet of Storage

\$186.00/ Day

51 to 100 Square Feet of Storage

\$246.00/ Day

101 to 150 Square Feet of Storage

\$306.00/ Day

151 to 200 Square Feet of Storage

\$366.00/ Day

#### LABOR TO PLACE INTO OR REMOVE FROM STORAGE:

(1/2 hr. minimum applies each time materials are placed into or removed from storage)

Straight Time: Monday-Friday, 8:00am-4:30pm

\$201.75/ Hour

Overtime: Monday-Friday, 7:00am-8:00am and 4:30pm-12:00am;  
Saturday and Sunday, 7:00am-12:00am

\$302.50/ Hour

Double Time: Monday-Sunday, 12:00am-7:00am; and all Holidays

\$403.50/ Hour

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

## CALCULATING YOUR TOTAL

TOTAL

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



- To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates.
- Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 150lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3'wide x 6'long or more.
- Cart Service will only be available during move in and move out. Cart Service rates are available one-way or roundtrip.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### CART SERVICE

One Way Cart Service  
Round Trip Cart Service

#### Price

\$180.00

\$360.00

### Personally Operated Vehicles (POVs)



Sedan



Van



Sports Utility Vehicle



Pickup

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

TOTAL

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



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

## EXHIBIT INSTALLATION AND DISMANTLING

Stagehand Local #36 has jurisdiction via a labor agreement The Expo Group (TEG) for the erection, touch - up, dismantling, and repair of all exhibits when this work is done by persons other than your full - time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance or repairs of your products.

If full - time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub.

The utilization of workers hired from a non-union agency or company is prohibited.

To secure labor, please complete the labor forms enclosed.

## MATERIAL HANDLING

Stagehand Local #36 has jurisdiction via a labor agreement with The Expo Group for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, un-skidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

The Expo Group has the responsibility to manage docks and schedule vehicles for the smooth and efficient move - in/move - out of the trade show. The Expo Group will not be responsible for any material it does not handle.

Exhibitors may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight doors areas.

## GRATUITIES

The Expo Group request that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when The Expo Group employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of The Expo Group. The Expo Group employee(s) are paid an excellent wage, and tipping is not an accepted company policy.



- Booth labor is available to assist with unpacking, installation and dismantle of your booth and Packing your exhibit properties after the show.
- You may choose to supervise the labor on your own, or your exhibit can be set up prior to your arrival under The Expo Group (TEG) supervision.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- Orders received after the deadline date or received without payment will be billed at the standard rates.
- Exhibitors must check-in with TEG Service Desk to confirm they are ready for their labor and return to the TEG Service Desk to sign out the personnel upon completion of work. Failure to pick up personnel at the requested time will result in an assessment of a one (1) hour cancellation charge.
- Start time guaranteed only at start of working day.
- A one (1) hour minimum will apply and is billed in half (½) hour increments thereafter. The hours billed will include the time necessary for workers to report to the booth. Please review and approve hours worked upon checkout.
- Labor must be cancelled in writing at least two (2) business days prior to the scheduled date to avoid a one (1) hour cancellation charge.
- Dismantle labor is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth space.
- TEG Supervised Labor will be completed at our discretion. Whenever possible, all work will be performed on straight time hours.
- STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm  
**OVERTIME:** Monday-Friday, 7:00am-8:00am and 4:30pm-12:00am; Saturday and Sunday, 7:00am-12:00am  
**DOUBLE TIME:** Monday-Sunday, 12:00am-7:00am; and all Holidays

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### BOOTH LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
Exhibitor Supervised Labor - ST	@	\$144.00	\$201.75	=
Exhibitor Supervised Labor - OT	@	\$216.00	\$302.50	=
Exhibitor Supervised Labor - DT	@	\$288.00	\$403.25	=
*TEG Supervised Labor - ST	@	\$182.50	\$255.75	=
*TEG Supervised Labor - OT	@	\$273.75	\$383.50	=
*TEG Supervised Labor - DT	@	\$365.00	\$511.50	=

\*Please complete and return the TEG Supervised Labor Information form. Please include detailed instructions, set up plans, photographs, inbound and outbound shipping information and upload the files at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com).

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

**TOTAL**

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_





- Please complete and submit the following details for all TEG Supervised Labor Orders if installation and/or dismantle services are being provided by The Expo Group without the exhibitor or their agent present to supervise.
- Return this form by logging in to [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com) and click on "File Uploads". Or, email us at [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com).

**INBOUND SHIPPING INFORMATION**Freight is being sent to: ☐ Warehouse ☐ Show Site Date Shipped: \_\_\_\_\_

Total Number of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other (Specify): \_\_\_\_\_

Carrier(s) and Tracking Number(s): \_\_\_\_\_

**SET-UP INFORMATION****Company Representative to call for questions and confirm completion of booth set-up**

Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Set-Up Plans/Photos: ☐ Attached ☐ To Be Uploaded ☐ Packed with Exhibit (In Crate # \_\_\_\_\_)Carpet: ☐ With Exhibit ☐ Renting from The Expo GroupElectrical Placement: ☐ Drawing Attached ☐ To Be Uploaded ☐ Drawing with ExhibitElectrical Under Carpet? ☐ Yes ☐ NoGraphics: ☐ With Exhibit ☐ Shipped Separately**OUTBOUND SHIPPING INFORMATION****Total Number of:** \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other (Specify): \_\_\_\_\_**Ship To:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Must Arrive at Destination By: \_\_\_\_\_

**Carrier Name:** \_\_\_\_\_ **Carrier Phone Number:** \_\_\_\_\_Carrier Type: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify) \_\_\_\_\_**Date Carrier is Scheduled to Pick-Up Freight:** \_\_\_\_\_**In the event your selected carrier fails to show up by the outbound driver check in deadline, please select one of these options:** ☐ Reroute Via The Expo Group's Choice ☐ Return to Warehouse at Exhibitor's Expense**Bill To:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Freight Charges: ☐ Prepaid ☐ Collect

Emergency Contact Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**You may also pre-order an Outbound Material Handling Agreement for your materials at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_



- Forklift labor is available for assembly of displays or for uncrating, skidding, positioning, crating of equipment or machinery.
- Orders for forklift will include a forklift, operator, and a crew. A crew consists of a forklift operator and one laborer. The crew size is based on union jurisdiction and there may be situations where the general service contractor, at their discretion, may need to modify or increase the crew size.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- Orders received after the deadline date or received without payment will be billed at the standard rates.
- Exhibitors must check-in with TEG Service Desk to confirm they are ready for their labor and return to the TEG Service Desk to sign out the personnel upon completion of work. Failure to pick up personnel at the requested time will result in an assessment of a one (1) hour cancellation charge.
- A one (1) hour minimum will apply and is billed in half (½) hour increments thereafter. The hours billed will include the time necessary for workers to report to the booth. Please review and approve hours worked upon checkout.
- Forklift must be cancelled in writing at least two (2) business days prior to the scheduled date to avoid a one (1) hour cancellation charge.
- Dismantle forklift is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth space.
- STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm  
**OVERTIME:** Monday-Friday, 7:00am-8:00am and 4:30pm-12:00am; Saturday and Sunday, 7:00am-12:00am  
**DOUBLE TIME:** Monday-Sunday, 12:00am-7:00am; and all Holidays

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### FORKLIFT EQUIPMENT AND LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
5000 lb. Forklift and Crew - ST	@	\$240.00	\$336.00	=
5000 lb. Forklift and Crew - OT	@	\$360.00	\$504.00	=
5000 lb. Forklift and Crew - DT	@	\$480.00	\$672.00	=
Additional Laborer - ST	@	\$144.00	\$201.75	=
Additional Laborer - OT	@	\$216.00	\$302.50	=
Additional Laborer - DT	@	\$288.00	\$403.50	=

\*NOTE: Forklifts with larger capacity and crane service are available if requested in advance. Prices are quoted upon request and must be requested in advance.

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Please indicate work to be performed: ☐ Uncrating ☐ Un-skidding ☐ Re-skidding of Machinery ☐ Header/Booth Work ☐ Other (Specify Below)

Please describe the largest piece of equipment to be handled: \_\_\_\_\_

Weight: \_\_\_\_\_ lbs. Size: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ Height to be placed: \_\_\_\_\_

Exhibitor Show Site Contact (for logistical questions): \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Other work to be performed:	TOTAL _____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



- All orders must be submitted with payment and a completed Suspended Sign Information form by the Discount Deadline Date to receive Advance Rates.
- All overhead suspended signs or banners are subject to approval and must adhere to show management and facility regulations. TEG reserves the right to refuse a hanging sign which is deemed unsafe.
- If your sign is assembled by a party other than The Expo Group, a one (1) hour minimum inspection fee will be applied to your account at the rate listed below.
- High Lift & Crew will be charged based on actual time with a two hour minimum charge for installation. Labor to dismantle will be assessed at 50% of the installation time with a one hour minimum. Materials necessary to install signs are included and will not be charged separately. Hanging anchor points must be pre-fabricated and ready to use.
- Additional charges for truss, motors, and rigging points, etc. will apply as required.
- All suspended signs **MUST** be sent to the Advance Warehouse and identified with the suspended sign shipping labels included in this manual. Please note, if you are not shipping your suspended sign to the advance warehouse, TEG cannot guarantee the hanging of your sign prior to show open or advance rates.
- For safety purposes all suspended signs **MUST** be assembled, installed, and removed by TEG. Please see rates for assembly labor below. All setup instructions must be provided in advance for signs needing assembly.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered or a one hour minimum will be charged
- Structural Integrity Statement form must be filled out and submitted by the discount deadline date.
- Signs requiring electricity must be in accordance with the National Electrical Code. Please review information provided by the electrical provider.
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm  
**OVERTIME:** Monday-Friday, 7:00am-8:00am and 4:30pm-12:00am; Saturday and Sunday, 7:00am-12:00am  
**DOUBLE TIME:** Monday-Sunday, 12:00am-7:00am; and all Holidays

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### SUSPENDED SIGN LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
High Lift and Crew - ST	@	\$ 663.75	\$ 863.00	=
High Lift and Crew - OT	@	\$ 995.50	\$1,294.25	=
High Lift and Crew - DT	@	\$1,327.50	\$1,726.00	=
Assembly/Disassembly Labor - ST	@	\$ 182.50	\$ 255.75	=
Assembly/Disassembly Labor - OT	@	\$ 273.75	\$ 383.25	=
Assembly/Disassembly Labor - DT	@	\$ 365.00	\$ 511.00	=
Suspended Sign Inspection Fee	@	n/a	\$ 255.75	=

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



**HANGING  
SIGN  
SPECIFICATIONS**

A. Type of Sign: ☐ Metal or Wood ☐ Cloth Banner ☐ Other \_\_\_\_\_

B. Size of Sign: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_

C. Shape of Sign: ☐ Square ☐ Circle ☐ Rectangle ☐ Triangle ☐ Other \_\_\_\_\_

D. Number of feet from floor to bottom of sign: \_\_\_\_\_

E. How many signs all together? \_\_\_\_\_

F. Electrical ☐ Yes ☐ No  
If yes, please order from the Electrical Form and indicate "FOR HANGING SIGN"

G. Hanging Sign material is fire proof? ☐ Yes ☐ No

H. Does your sign require assembly? ☐ Yes ☐ No  
If yes, please contact your Customer Service Manager (CSM)

Exhibitor Show Site Contact (available for logistical questions)  
Name: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

**HANGING  
SIGN  
PLACEMENT**

Using the below diagram please indicate where you would like your sign placed. Please refer to the overall show floorplan and fill in the booth numbers of all surrounding booths to ensure booth orientation is correct.

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_


**Inbound  
Shipping Info**

Carrier: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Date to Arrive at Warehouse: \_\_\_\_\_

**Outbound  
Shipping Info**

Ship To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Carrier: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_



**Each exhibitor must complete the Suspended Sign Information and Structural Integrity Statement forms and return them to The Expo Group.**

**REQUIRED FORM**

### STRUCTURAL INTEGRITY STATEMENT

\_\_\_\_\_, the contracted exhibitor at **Service World Expo 2023** and (if applicable) \_\_\_\_\_, the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release **Service World Expo 2023, Phoenix Convention Center, The Expo Group**, and their contractors and agents from any liability in connection with this structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

**Exhibitor**, as a material part of the consideration to The Expo Group for material handling and rigging services under this agreement, waives and releases all claims against The Expo Group, its subsidiaries and affiliated companies, their directors, officers, employees and agents with respect to all matters pursuant to this agreement.

Exhibiting Company:	_____	Booth #:	_____
Authorized Signature:	_____		
Authorized Name:	_____	Date:	_____
Display House/Builder:	_____		
(if applicable)			
Authorized Signature:	_____		
Authorized Name:	_____	Date:	_____

Exhibiting Company:	_____	Booth Number:	_____
Print Name:	_____	Date:	_____
Email Address:	_____	Phone Number:	_____

THE **EXPO** GROUP

ADVANCE WAREHOUSE SHIPMENT

**HANGING SIGN**

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group

A to Z Distribution

3 North 47th Ave, Suite 3

Phoenix, AZ 85043

Name of Convention:

**Service World Expo 2023**

**Must arrive by September 26, 2023**

Carrier:

# Pieces:

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Phoenix, AZ 85043

Name of Convention:

**Service World Expo 2023**

**Must arrive by September 26, 2023**

Carrier:

# Pieces:





### Electrical Terms and Conditions

#### Payment Policy:

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

#### Outlets & Equipment:

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

#### Labor:

Labor charges shall be incurred for the following: (please refer to the order form or contact your Customer Service Manager for labor minimums per service)

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

**Conditions and Regulations:**

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

**FAQ:****1. How much power do I need to order?**

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

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

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

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

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

**NOTES:**

- 24 Hour Services are double the listed rates.
- **Overhead Power:** Rates are Time and Material, please contract your Customer Service Manager for a quote.
- **208V and 480V Power:** There is a **MINIMUM** labor charge of (1) hr. for installation/removal of all 208V service.
- Outlets requested to be placed anywhere other than **the back center of the booth** will require a layout and labor.



- Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received by the discount deadline. Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Pricing for your electrical order is determined by the date when the floor plan is received.
- Onsite electrical audits will be conducted. If you utilize this service without placing an order, your account will be charged at the standard rates.
- Note: Linear booths requiring standard placement [back center of booth] do not require a floor plan.*
- Electrical Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for electrical.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

	Quantity	Advance Price	Standard Price	Total
Electrical Outlets	<b>120V Motor and Equipment Outlets (3-Pronged)</b>			
	500 Watts (5 Amps)	X \$ 164.00	\$ 234.29 =	
	1000 Watts (10 Amps)	X \$ 217.35	\$ 310.50 =	
	2000 Watts (20 Amps)	X \$ 274.70	\$ 392.43 =	
	<b>1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor</b>			
	10 Amp 208V 1 Phase	X \$ 369.35	\$ 527.64 =	
	20 Amp 208V 1 Phase	X \$ 434.70	\$ 621.00 =	
	30 Amp 208V 1 Phase	X \$ 542.70	\$ 775.29 =	
	50 Amp 208V 1 Phase	X \$ 740.00	\$1,057.14 =	
	60 Amp 208V 1 Phase	X \$ 840.00	\$1,200.00 =	
Materials	<b>3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor</b>			
	10 Amp 208V 3 Phase	X \$ 417.35	\$ 596.21 =	
	20 Amp 208V 3 Phase	X \$ 582.70	\$ 832.43 =	
	30 Amp 208V 3 Phase	X \$ 644.00	\$ 920.00 =	
	50 Amp 208V 3 Phase	X \$ 930.70	\$1,329.57 =	
	60 Amp 208V 3 Phase	X \$1,128.00	\$1,611.43 =	
	100 Amp 208V 3 Phase	X \$2,076.00	\$2,965.71 =	
	15' Extension Cord	X \$ 44.00	\$ 62.86 =	
	25' Extension Cord	X \$ 46.70	\$ 66.71 =	
	5 Way Power Strip	X \$ 40.00	\$ 57.14 =	
	3 Way Adapter	X \$ 36.00	\$ 51.43 =	

**Overhead Power:** Rates are Time and Material, please contract your Customer Service Manager for a quote. **208V and 480V Power:** There is a **MINIMUM** labor charge of (1) hr. for installation/removal of all 208V service. Outlets requested to be placed anywhere other than the **back center of the booth** will require a layout and labor.

## ADDITIONAL INFORMATION

An electrical floor plan must be provided with this order. See the Electrical Service Location form.

- ☐ Attached  
☐ To Follow (*Must be received by Disc. Deadline for Advance Rate*)  
☐ Standard Location

## CALCULATING YOUR TOTAL

Subtotal	
8.6% Sales Tax	
Late Floorplan Fee (received after 9/26/23)	\$300.00
<b>TOTAL</b>	

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_



- Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received by the discount deadline. Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Pricing for your electrical order is determined by the date when the floor plan is received.
- Onsite electrical audits will be conducted. If you utilize this service without placing an order, your account will be charged at the standard rates.
- *Note: Linear booths requiring standard placement [back center of booth] do not require a floor plan.*
- Electrical Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for electrical.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

**Electrical Labor for Layout/Overhead/Qty and 208V Services**

		Quantity	Advance Price	Standard Price	Total
Electrical Labor	ST (M-F, 8am - 4:30pm)	X	\$ 144.00	\$ 144.00	=
	OT (M-F 4:30pm - 12am & Sat. 8am - 12am)	X	\$ 216.00	\$ 216.00	=
	DT (M -F 12am-8am & all day Sunday/Holidays)	X	\$ 288.00	\$ 288.00	=

**Inline booths with standard electrical placement (along back drape line) will NOT incur labor charges.**

Outlets requested to be placed anywhere other than the **back of the booth** will require a layout and a **MINIMUM** of (1) hour of labor. Please contact your Customer Service Manager for quotes on labor if you booth is an island booth or needs overhead labor.

There is a **MINIMUM** labor charge of (1) hr. for installation/removal of all 208V service. There is a **MINIMUM** labor charge of (2) hours for all 480V service.

<input type="checkbox"/>	<b>Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move-in.</b>
<input type="checkbox"/>	<b>Layout to follow.</b>

**ADDITIONAL INFORMATION**

An electrical floor plan must be provided with this order. See the Electrical Service Location form.

☐ Attached  
☐ To Follow (*Must be received by Disc. Deadline for Advance Rate*)  
☐ Standard Location

**CALCULATING YOUR TOTAL**

If 24-hr Service Required, Double Rates \_\_\_\_\_  
 Subtotal \_\_\_\_\_  
 8.6% Sales Tax \_\_\_\_\_  
 Late Floorplan Fee (received after 9/26/23) \$300.00  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_



Return this information sheet with the Electrical Service order form.

Please provide the location of the electrical connection on your equipment (include dimensions), assign location numbers and describe the service requested.

Booth Size: \_\_\_\_\_ x \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

Adjacent  
Booth  
# \_\_\_\_\_

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Adjacent  
Booth  
# \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



- **AV Equipment will NOT be delivered to an unattended booth. An authorized representative must sign for delivery.**
- Delivery and pickup labor charges include material handling, delivery, setup, on-site service, removal and pickup (\$150.00 minimum charge).
- Cities with UNION labor regulations are subject to local prevailing labor rates, which can affect the labor charges.
- Sales taxes are estimated and are due on all equipment and labor where applicable.
- The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

#### **CANCELLATION POLICY:**

**All cancellations must be submitted in writing. Cancellations received less than 10-days prior to the first day of exhibit for scheduled move-in will be billed at 100%.**

#### **\*\* WALL MOUNTING ( 2 hr. Minimum)**

ST Hours (1.0X)	\$171.50	Monday-Friday, 8:00am-4:30pm
OT Hours (1.5X)	\$257.25	Monday-Friday, 7:00am-8:00am and 4:30pm-12:00am; Saturday and Sunday, 7:00am-12:00am
DT Hours (2.0X)	\$343.00	Monday-Sunday, 12:00am-7:00am; and all Holidays

Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If it is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. TEG is **NOT** responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure **PRIOR** to your installation.

**Tax Exempt Status:** If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago also require the Personal Property Lease/Rental Transaction Tax-7550 form.

**Damage Waiver:** If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **Equipment Loss and Damage Acknowledgement**.

**\* NOTE:** In venues where union participation is mandatory, delivery and pickup times can not be guaranteed.

- All pricing is for the length of the show, and will be delivered on day prior to show opening.
- Order prior to show-site to assure equipment availability.
- Computer accessories including digitizers, font cartridges, power surge protectors, paper and other items may be available on request.





- No equipment will be delivered to unattended booths. Delivery of equipment to your booth will begin the first day of exhibitor move-in. Failure to receive equipment at scheduled time will result in an additional delivery charge.
- Cancellations received less than 10-days prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Please select approximate time of delivery: ☐ 10:00 am - 12:00 pm ☐ 1:00 pm - 3:00 pm ☐ 3:00 pm - 5:00 pm

Onsite Contact: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Order online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com)

### LED DISPLAYS: Indicate Mount Option Below

	Quantity	Advance Price	Standard Price	Total
32" LED Display*	X	\$ 287.00	\$ 410.00	=
40" LED Display*	X	\$ 544.25	\$ 777.50	=
46"/48" LED Display*	X	\$ 684.00	\$ 977.25	=
55" LED Display*	X	\$ 882.50	\$1,260.75	=
65" LED Display*	X	\$1,213.25	\$1,733.25	=
75" LED Display*	X	\$1,617.75	\$2,311.25	=
80" LED Display*	X	\$2,051.50	\$2,930.75	=
90" LED Display*	X	\$2,639.75	\$3,771.25	=

### TOUCH SCREEN DISPLAYS: Indicate Mount Option Below

32" Touchscreen Display*	X	\$ 919.25	\$1,313.25	=
46" Touchscreen Display*	X	\$1,764.75	\$2,521.25	=
55" Touchscreen Display*	X	\$2,059.00	\$2,941.50	=
75" Touchscreen Display*	X	\$4,412.00	\$6,303.00	=

### STANDS

Dual Post Stand for Monitors (approx. 3'L x 2'W x 72-84"H)	X	\$ 147.25	\$ 210.50	=
Shelf for the Stand	X	\$ 37.00	\$ 53.00	=
iPad Floor Stand	X	\$ 184.00	\$ 263.00	=

### \*MOUNT OPTION

Please indicate how you wish to mount your display:

- ☐ Tabletop ☐ Wall Mount (Labor charges may apply.)  
☐ Rented Dual Post Stand (Order above.)

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.  
Please list all AV equipment/sources you will be bringing to the show:

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
15% Surcharge (\$150.00 Minimum) \_\_\_\_\_  
Delivery/Set-up/Pick-Up Equipment Charge \_\_\_\_\_  
8.6% Sales Tax of Subtotal \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



- No equipment will be delivered to unattended booths. Delivery of equipment to your booth will begin the first day of exhibitor move-in. Failure to receive equipment at scheduled time will result in an additional delivery charge.
- Cancellations received less than 10-days prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Please select approximate time of delivery: ☐ 10:00 am - 12:00 pm ☐ 1:00 pm - 3:00 pm ☐ 3:00 pm - 5:00 pm

Onsite Contact: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### VIDEO WALLS / LED TILES

	Quantity	Advance Price	Standard Price	Total
46" 1920x1080 Seamless Panel	X	\$1,169.25	\$1,670.50	=
55" 1920x1080 Seamless Panel	X	\$1,617.75	\$2,311.25	=
LED Tiles - Per Tile/Configuration	X	Please call	Please call	=

### CELL PHONE CHARGING STATIONS

Interactive TS Kiosk (Additional delivery fees apply)	X	\$1,691.25	\$2,416.25	=
Charging Station (Additional delivery fees apply)	X	\$1,617.75	\$2,311.25	=

### COMPUTERS AND TABLETS

Desktop: Intel Core i7 (6th Gen) 6700/3.4 GHz or similar	X	\$ 220.75	\$ 315.50	=
iPad Pro 9.7" (2016 Edition) WIFI ONLY	X	\$ 139.75	\$ 199.75	=
Apple iPad Pro 11" Gen 1 64GB WIFI A12X Chip 11" Screen (2018 Edition)	X	\$ 147.25	\$ 210.50	=
Laptop: Core i5 8GB RAM	X	\$ 220.75	\$ 315.50	=
Microsoft Office 2019	X	\$ 29.50	\$ 42.25	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

Please list all AV equipment/sources you will be bringing to the show:

### CALCULATING YOUR TOTAL

Subtotal	_____
15% Surcharge (\$150.00 Minimum)	_____
Delivery/Set-up/Pick-Up Equipment Charge	_____
8.6% Sales Tax of Subtotal	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_



- No equipment will be delivered to unattended booths. Delivery of equipment to your booth will begin the first day of exhibitor move-in. Failure to receive equipment at scheduled time will result in an additional delivery charge.
- Cancellations received less than 10-days prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Please select approximate time of delivery: ☐ 10:00 am - 12:00 pm ☐ 1:00 pm - 3:00 pm ☐ 3:00 pm - 5:00 pm

Onsite Contact: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### PROJECTORS AND ACCESSORIES

	Quantity	Advance Price	Standard Price	Total
4,000 Lumens Projector	X	\$ 581.00	\$ 830.00	=
5,000 Lumens Projector	X	\$ 728.00	\$1,040.00	=
7,000 Lumens Projector	X	\$1,463.25	\$2,090.50	=
34" Projector Carts	X	\$ 37.00	\$ 53.00	=
Laser Pointer	X	\$ 95.75	\$ 137.00	=

### SOUND

	Quantity	Advance Price	Standard Price	Total
Small Sound System w/ Mixer	X	\$ 367.75	\$ 525.50	=
Large Sound System w/ Mixer	X	\$ 588.25	\$ 840.50	=
Wireless Microphone				
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	X	\$ 367.75	\$ 525.50	=
Wired Handheld Microphone	X	\$ 103.00	\$ 147.25	=

### SCREENS

	Quantity	Advance Price	Standard Price	Total
6' x 6' Tripod Screen	X	\$ 125.00	\$ 178.75	=
8' x 8' Tripod Screen	X	\$ 139.75	\$ 199.75	=
7.5' x 10' Fast Fold Screen w/ Dress	X	\$ 728.00	\$1,040.00	=
9' x 12' Fast Fold Screen w/ Dress	X	\$ 875.00	\$1,250.00	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

Please list all AV equipment/sources you will be bringing to the show:

### CALCULATING YOUR TOTAL

Subtotal	_____
15% Surcharge (\$150.00 Minimum)	_____
Delivery/Set-up/Pick-Up Equipment Charge	_____
8.6% Sales Tax of Subtotal	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_