



Innovative Expo is pleased to have been selected as the Official Service Contractor for your event and we are committed to providing you with a smooth running exposition. Please review the following information carefully. We recognize that your participation in this event is a vital part of your firm's marketing program and we welcome the opportunity to assist you in every way possible.

### Exhibit Information

- Each 10' x 10 booth includes:
- 8' high back drape - Burgundy/Black/Black/Burgundy
- 3' high side drape - Burgundy
- (1) 6' x 30" draped table - Black
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number

The exhibit hall is carpeted. Exhibitors may choose to rent an alternate color carpet through Innovative Expo.

### Important Dates

<b>Non-Official EAC Notification:</b>	<b>March 4, 2022</b>	<b>Advance Freight Deadline:</b>	<b>March 28, 2022</b>
<b>Advance Order Discount Deadline:</b>	<b>March 21, 2022</b>	<b>Direct to Show Site 1st Day For Delivery:</b>	<b>April 4, 2022</b>

### Exhibit Show Schedule

<b>Exhibitor Move-In:</b>	Monday	April 4, 2022	2:00 PM	—	5:00 PM
<b>Show Hours:</b>	Tuesday	April 5, 2022	7:00 AM	—	5:00 PM
	Wednesday	April 6, 2022	7:00 AM	—	3:30 PM
<b>Exhibitor Move-out:</b>	Wednesday	April 6, 2022	3:30 PM	—	6:30 PM
<b>Driver Check In No Later Than:</b>	Wednesday	April 6, 2022	4:00 PM		

- Innovative Expo reserves the right to re-route shipments if your carrier fails to show or refuses a shipment.

### Shipping Information

#### Advance to Warehouse

Exhibiting Company Name and Booth #  
 SQA 38<sup>th</sup> Annual Meeting  
 Innovative Expo  
 22375 Goldencrest Dr.  
 Moreno Valley, CA 92553

#### Direct to Show Site

Exhibiting Company Name and Booth #  
 SQA 38<sup>th</sup> Annual Meeting  
 c/o Innovative Expo  
 Palm Springs Convention Center - Oasis2, 3AB  
 277 N. Avenida Caballeros  
 Palm Springs, CA 92262

### Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



This form along with your order, check and credit card information for payment must be returned to Innovative Expo at the address below.  
 A credit card on file is required when using Innovative Expo.  
 Orders received without payment and credit card information will not be processed.

### Order Summary

- Pay by Credit Card
- Pay by Check  
(A credit card on file is required for any overages)
- Third Party Payer
- Tax Exempt (submit certificate)

Innovative Expo Federal ID: #20-1881149  
 Include show name and booth # on all payments.

<b>Carpet*</b>	\$ _____
<b>Tables, Furnishings &amp; Accessories*</b>	\$ _____
<b>Rental Exhibits*</b>	\$ _____
<b>Signs*</b>	\$ _____
<b>Material Handling (estimate)</b>	\$ _____
<b>Labor (estimate)</b>	\$ _____
<b>Booth Cleaning</b>	\$ _____
<b>Custom Furniture*</b>	\$ _____
<b>*Tax - 7.75% CA</b>	\$ _____
<i>Multiply taxable items marked with a * above</i>	
<b>Total</b>	<b>\$ _____</b>

### Payment Authorization

Cardholder's name (please print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

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

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

Visa / MC / AMEX / Discover #: \_\_\_\_\_ Exp: \_\_\_\_\_

I authorize Innovative Expo to charge any additional amounts incurred by me or my show representative.  
*\* Innovative Expo does not accept credit card information via email*

### Terms

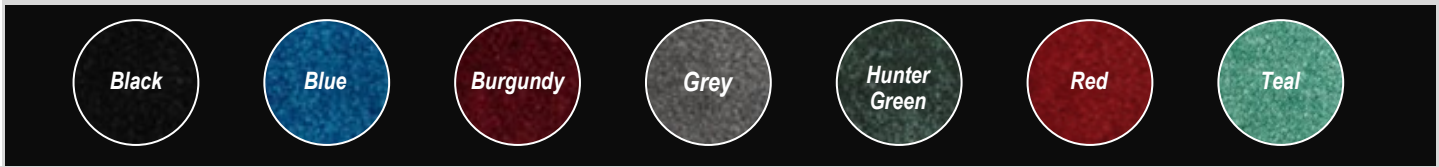
- To receive discount pricing, order forms and full payment must be received by the deadline date on each form.
- A credit card authorization on file is required. Payment can be made by check and secured with a credit card for any overages.
- Any additional cost incurred for orders or services placed at show site, are due and payable upon presentation of the invoice.
- All adjustments must be made at show site. Absolutely no credits will be issued after show closing.
- All accounts must be settled at the Innovative Expo Service Desk prior to show closing .Your show site representative must be made aware of this policy and the responsibility to review the Statement of Account prior to the close of show.
- The exhibiting firm is ultimately responsible for payment of all charges.

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

Booth #: \_\_\_\_\_



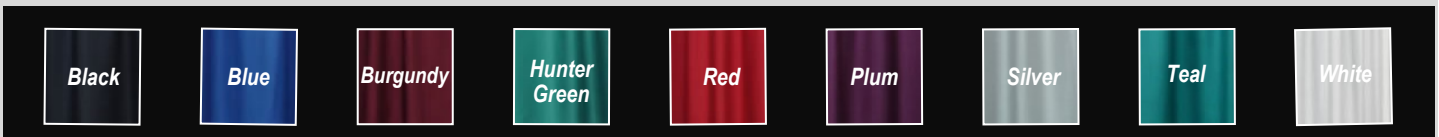
### Standard Carpet Colors



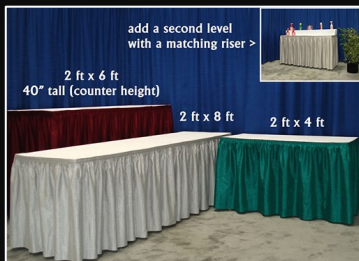
### Deluxe Carpet Colors



### Display Tables Drape Colors



### Furniture & Accessories



4', 6' & 8' Tables - 30" h & 40" h



Pedestal Tables - 30" h & 40" h



Side Chair



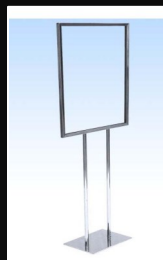
Arm Chair



Stool



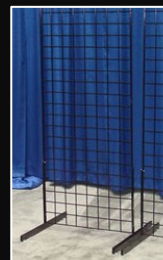
Bag Holder



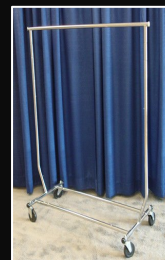
Sign Holder



Easel



2' x 8' Grid



Garment Rack



Literature Stand



6' Full Showcase



Wastebasket



Small Refrigerator



Fishbowl



Submit this form to rent carpet, visqueen, padding or additional taping from Innovative Expo. Pricing includes installation and taping of front edge only. Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: March 21, 2022**

### Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

Black    Blue    Burgundy    Grey    Hunter Green    Red    Teal

Qty	Size	Advance	Standard	Subtotal
_____	10' x 10'	\$ 264.50	\$ 330.75	\$ _____
_____	10' x 20'	\$ 529.00	\$ 661.50	\$ _____
_____	10' x 30'	\$ 793.50	\$ 992.25	\$ _____
_____	10' x 40'	\$ 1,058.00	\$ 1,323.00	\$ _____
_____	10' x 50'	\$ 1,322.50	\$ 1,653.75	\$ _____

### Island Booth Carpeting

Qty	Size	Advance	Standard	Subtotal
_____	20' x 20'	\$ 1,058.00	\$ 1,322.50	\$ _____
_____	20' x 30'	\$ 1,587.00	\$ 1,983.75	\$ _____
_____	20' x 40'	\$ 2,116.00	\$ 2,645.00	\$ _____

### Options

	Size	Advance	Standard	Subtotal
Carpet Padding	____ x ____ = _____ sq. ft	\$ 2.50	\$ 3.00	\$ _____
Visqueen	____ x ____ = _____ sq. ft	\$ 1.25	\$ 1.75	\$ _____
Additional Taping	____ x ____ = _____ sq. ft	\$ 1.25	\$ 1.75	\$ _____
	100 sq. ft. min	per sq. ft.	per sq. ft.	

### Deluxe Carpeting

Deluxe carpet colors can be viewed on the previous Color Guide page.

	Color	Size	Advance	Subtotal
Deluxe Carpet	_____	____ x ____ = _____ sq. ft	\$ 6.75	\$ _____
	(30 oz. stain resistant nylon)	200 sq. ft. min	per sq. ft.	

- Includes poly covering (Visqueen) for protection.
- Orders must be received 14 days prior to show move-in.

### Terms / Order Estimate

- All rates are for the duration of the show and are on a rental basis only.
- Cancelled orders for custom carpet will be charged 100%.
- Any discrepancies in items ordered and received or questions must be reported to Innovative Expo Service Desk immediately upon noting.
- Carpet damaged due to exhibitor booth construction will be charged the Deluxe rate.
- Transfer this total to the Payment Authorization/Order Summary form.

**Total \$** \_\_\_\_\_

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



Submit this form to rent tables, risers or furnishings from Innovative Expo.  
 Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: March 21, 2022**

Tables					Furnishings & Accessories				
Qty	Item	Advance	Standard	Subtotal	Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 side drape)</b>									
_____	4' x 2' draped table	\$ 227.75	\$ 284.75	\$ _____	_____	Padded Side Chair	\$ 138.00	\$ 172.50	\$ _____
_____	6' x 2' draped table	\$ 258.75	\$ 323.50	\$ _____	_____	Padded Arm Chair	\$ 166.75	\$ 208.50	\$ _____
_____	8' x 2' draped table	\$ 270.25	\$ 337.75	\$ _____	_____	Stool (use with 40" table)	\$ 201.25	\$ 251.50	\$ _____
_____	4th side drape	\$ 97.75	\$ 122.25	\$ _____	_____	Wastebasket	\$ 40.25	\$ 50.25	\$ _____
_____	4' x 2' undraped table	\$ 143.75	\$ 179.75	\$ _____	_____	Easel	\$ 69.00	\$ 86.25	\$ _____
_____	6' x 2' undraped table	\$ 178.25	\$ 222.75	\$ _____	_____	Sign Holder 22" x 28"	\$ 122.00	\$ 152.50	\$ _____
_____	8' x 2' undraped table	\$ 212.75	\$ 266.00	\$ _____	_____	Bag Rack	\$ 143.75	\$ 179.75	\$ _____
<b>42" High Display Counters (includes white vinyl top, 3 side drape)</b>									
_____	4' x 2' draped counter	\$ 253.00	\$ 316.25	\$ _____	_____	Literature Rack	\$ 126.50	\$ 158.25	\$ _____
_____	6' x 2' draped counter	\$ 276.00	\$ 345.00	\$ _____	_____	Garment Rack	\$ 166.75	\$ 208.50	\$ _____
_____	8' x 2' draped counter	\$ 293.25	\$ 366.50	\$ _____	_____	Poster Board 4' x 8'	\$ 402.50	\$ 503.25	\$ _____
_____	4th side drape	\$ 97.75	\$ 122.25	\$ _____	_____	<input type="checkbox"/> horizontal <input type="checkbox"/> vertical			
_____	4' x 2' undraped counter	\$ 178.25	\$ 222.75	\$ _____	_____	Black Grid 2' x 8'	\$ 132.25	\$ 165.25	\$ _____
_____	6' x 2' undraped counter	\$ 184.00	\$ 230.00	\$ _____	_____	Small Refrigerator	\$ 511.75	\$ 639.75	\$ _____
_____	8' x 2' undraped counter	\$ 225.50	\$ 281.75	\$ _____	_____	Fish Bowl	\$ 40.25	\$ 50.25	\$ _____
<b>12" Tabletop Risers (includes white vinyl top)</b>					<b>Drapery</b>				
_____	4' x 12" draped riser	\$ 126.50	\$ 158.25	\$ _____	_____	3' high drapery (per ft)	\$ 28.75	\$ 36.00	\$ _____
_____	6' x 12" draped riser	\$ 143.75	\$ 179.75	\$ _____	_____	8' high drapery (per ft)	\$ 34.50	\$ 43.25	\$ _____
_____	8' x 12" draped riser	\$ 184.00	\$ 230.00	\$ _____					
<b>Round Pedestal Tables</b>									
_____	30"h x 30"d Pedestal Table	\$ 258.75	\$ 323.50	\$ _____					
_____	40"h x 30"d Pedestal Table	\$ 281.75	\$ 352.25	\$ _____					

Tables, Furnishings & Accessories

**Drape Color Selection**

- Black  Blue  Burgundy  Hunter Green  Plum  Red  Silver  Teal  White

**Terms / Order Estimate**

- All rates are for the duration of the show and are on a rental basis only.
- Any discrepancies in items ordered and received or questions must be reported to Innovative Expo Service Desk immediately upon noting.
- Transfer this total to the *Payment Authorization/Order Summary form*.

**Total \$** \_\_\_\_\_

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

Booth #: \_\_\_\_\_



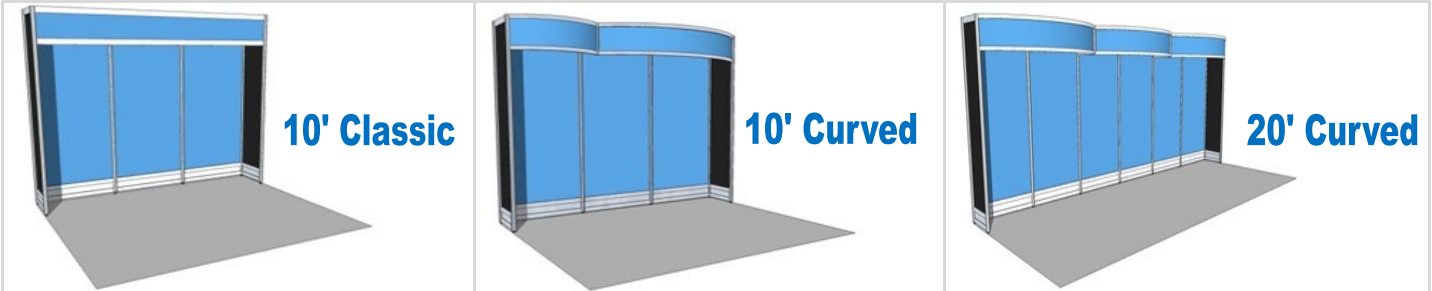
Submit this form to rent a hardwall exhibit from Innovative Expo. Custom graphic design and printing available.  
Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: March 21, 2022**

### Rental Exhibits

Exhibits Include: Carpet / Lighting / Header / Labor to install & dismantle / Daily Vacuuming (Select colors for Filler Panel and Carpet below under *Color Options*)

Electrical service is not included must be ordered and paid directly to the electrical provider.

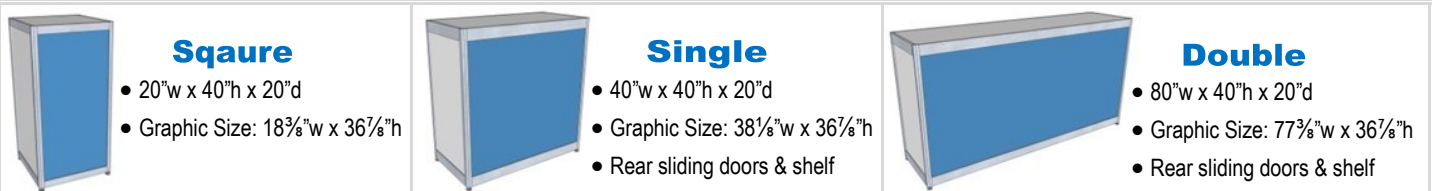


Qty	Item	Advance	Standard	Subtotal
_____	10' Classic - Header graphic only	\$ 2,415.00	\$ 3,622.50	\$ _____
_____	10' Classic - Headers & 3 graphic panels	\$ 3,910.00	\$ 5,865.00	\$ _____
_____	10' Curved - Header graphic only	\$ 2,760.00	\$ 4,140.00	\$ _____
_____	10' Curved - Headers & 3 graphic panels	\$ 4,140.00	\$ 6,210.00	\$ _____
_____	20' Curved - Header graphic only	\$ 5,060.00	\$ 7,600.00	\$ _____
_____	20' Curved - Headers & 3 graphic panels	\$ 7,950.00	\$ 11,900.00	\$ _____
_____	Velcro Compatible Fabric - per panel	\$ 195.50	\$ 293.25	\$ _____
_____	Adjustable Shelves	\$ 28.75	\$ 43.25	\$ _____

### Color Options

Filler Panel Color:  Black  White Carpet Color:  Black  Blue  Burgundy  Grey  Hunter Green  Red  Teal

### Counters



Qty	Item	Advance	Standard	Subtotal
_____	Square - without front graphics	\$ 373.75	\$ 560.75	\$ _____
_____	Square - with front graphics	\$ 460.00	\$ 690.00	\$ _____
_____	Single - without front graphics	\$ 517.50	\$ 776.25	\$ _____
_____	Single - with front graphics	\$ 718.75	\$ 1,078.25	\$ _____
_____	Double - without front graphics	\$ 862.50	\$ 1,293.75	\$ _____
_____	Double - with front graphics	\$ 1,380.00	\$ 2,070.00	\$ _____

### Terms / Order Estimate

- All rates are for the duration of the show and are on a rental basis only.
- Cancelled orders will be charged 100% of the original price.
- Any discrepancies in items ordered and received or questions must be reported to Innovative Expo Service Desk immediately upon noting.
- Transfer this total to the *Payment Authorization/Order Summary form*.

**Total \$** \_\_\_\_\_

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

Booth #: \_\_\_\_\_



### Custom Exhibits

- Exhibitors will have full access to design expertise of Innovative Expo.
- Using sturdy aluminum framed construction, we can create a customized exhibit in an almost limitless variety of configurations. Walls, counters, dividers, archways.....
- An attractive and functional exhibit will complement your marketing strategy, maximize booth space, and enhance your presence on the show floor.
- All panels and countertops can be given graphic treatments expanding your message and increasing your brand recognition.
- We will work with you to create a customized exhibit to showcase your company.



Custom Rental Exhibits



Submit this form to order signage from Innovative Expo.

Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: March 21, 2022**

### Color Easel Signs

	Qty	Size*	Advance	Standard	Subtotal
<b>Premium Easel Sign</b>	_____	11" w x 17" h	\$80.50	\$100.75	\$ _____
<i>Photo quality prints mounted on foam board.</i>	_____	17" w x 11" h			\$ _____
<i>Your artwork may have full bleeds (printed to edge of panel).</i>	_____	22" w x 28" h	\$126.50	\$158.25	\$ _____
<i>* Contact us if you are in need of other sizes.</i>	_____	28" w x 22" h			\$ _____

<b>Lamination Service</b>	_____	Any size	Add 50%	\$ _____
<i>Recommended if you plan to reuse your sign.</i>				

### Tabletops Signs with Easel Back

	Qty	Size	Advance	Standard	Subtotal
<b>Tabletop Signs w/ Easel Back</b>	_____	8½" w x 11" h	\$67.75	\$84.75	\$ _____
<i>Mounted on foam board.</i>	_____	11" w x 8½" h			\$ _____
<i>Your artwork may have full bleeds (printed to edge of panel).</i>	_____	11" w x 17" h	\$90.75	\$113.50	\$ _____
<i>You can also send us a preprinted flyer or datasheet to mount.</i>	_____	17" w x 11" h			\$ _____
<i>Self-supporting with folding easel back.</i>					

<b>Lamination Service</b>	_____	Any size	Add 50%	\$ _____
<i>Recommended if you plan to reuse your sign.</i>				

### Custom Sizes

Length	Width	Square footage	Advance	Standard	Subtotal
		<i>10 sq. ft. minimum</i>	<i>per sq. ft.</i>	<i>per sq. ft.</i>	
_____ x _____	= _____ x _____		\$24.25	\$30.25	= \$ _____
<b>Material:</b> <input type="checkbox"/> Foamcore <input type="checkbox"/> Masonite <input type="checkbox"/> PVC <input type="checkbox"/> Plexi <input type="checkbox"/> Gatorfoam			<b>Select One:</b> <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal		

**Don't see exactly what you need?** More sizes & designs of graphics are available by custom order. Contact us to discuss specific needs.

**Need help with your artwork?** Our in-house Graphic Designer is at your service. Regardless of what shape your artwork is in, we can turn it into an eye-catching graphic.

**Ordering Furniture?** Add full-color graphics to your Pedestal or Counter. Contact us for details.

**Special Instructions for Signs Ordered:** \_\_\_\_\_

### Terms / Order Estimate

- Orders cancelled will be charged 100% of the original price.
- Transfer this total to the *Payment Authorization/Order Summary form*.

**Total \$** \_\_\_\_\_

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

**Booth #:** \_\_\_\_\_

Sign Order



*Innovative Expo liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.*

## Limitations of Innovative Expo Liability and Responsibility

1. Innovative Expo shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Innovative Expo shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Innovative Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are tendered to Innovative Expo by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Innovative Expo and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppage of any kind.
5. The consignment or delivery of a shipment to Innovative Expo by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Innovative Expo shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. We shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Our liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Innovative Expo is limited to \$ .25 per pound per article, with a maximum of \$50.00 per item, and maximum of \$1,000.00 per shipment. This applies while these goods are in Innovative Expo warehouse, in vehicles for delivery, or at show site.
7. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Innovative Expo for such shipments.
8. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Innovative Expo assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Innovative Expo labels, improper information on empty labels, or valuables stored in containers with empty labels.
9. Exhibitors should arrange outgoing shipments. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
10. In order to expedite removal of materials, Innovative Expo has authority, without further clearance with exhibitors, to change designated carriers.
11. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
12. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Innovative Expo relative to any loss or damage to any materials or equipment, that they will not withhold payment of any amount due to Innovative Expo for Drayage or any other services provided by Innovative Expo as an offset against the amount of the alleged loss or damage. Instead, agree to pay Innovative Expo at the close of the show for all such charges, and they further agree that any claim they have against Innovative Expo shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
14. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
15. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time the shipments are made prior to the show until shipments are received back after the show. This can be done by adding riders to existing insurance policies, often at no additional cost. It is understood that Innovative Expo is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Innovative Expo hereunder are based on the value of the material handling services and the scope of Innovative Expo liability as set forth above.



## Advance Shipments

Exhibitors may choose to ship freight to the advance warehouse. Innovative Expo will receive and manage your materials shipped in advance. Material handling fees are paid to Innovative Expo, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees. For detailed information regarding advance material handling services provided by Innovative Expo and the associated charges, please see below.

*Please make your show site representative aware of the following information.*

## Shipments to the Warehouse

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments must arrive at the warehouse by: **March 28, 2022.**
- Ship pre-paid; collect shipments will be refused.

### Advantages:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

## Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget.

### Rates Include:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site, unloading and delivery to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Innovative Expo Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier at the loading dock.

## Common Carrier Rate

Shipments that arrive via Common Carrier (regular route LTL carriers) such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling.

## Special Handling / Late Shipment Rate

Shipments that are uncrated shipments, or are packed in such a manner as to require special handling, such as ground unloading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

## Small Package Rate

Cartons/envelopes weighing less than 40 lbs. per shipment without documentation.



## Direct Shipments

Exhibitors may choose to ship freight direct to show site. Innovative Expo will receive and manage freight on show site as described in the following pages. Material handling fees are paid to Innovative Expo, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees.

Please make your show site representative aware of the following information.

## Direct Shipments to Show Site

- Shipments to the facility must not arrive prior to: **April 4, 2022**. Early shipments to show site may be refused.
- Innovative Expo will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted.

## Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget.

### Rates Include:

- Receiving exhibitor shipment, unloading at loading dock and delivery to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Innovative Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier at the loading dock.

## Common Carrier Rate

Shipments that arrive via Common Carrier (regular route LTL carriers) such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling.

## Special Handling / Late Shipment Rate

Shipments that are uncrated shipments, or are packed in such a manner as to require special handling, such as ground unloading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

## Small Package Rate

Cartons/envelopes weighing less than 40 lbs. per shipment without documentation.



### Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight.

Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition.

Billed weight is based on incoming weight, whether outbound services are used completely or in part.

The weight is rounded up to the next one hundred pounds (100 lbs.) and is taken from the inbound Bill of Lading and/or the certified weight ticket.

Separate shipments will not be combined.

Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight. This weight will prevail.

### Advance Warehouse Shipping Address

**TO:** Exhibiting Company Name and Booth #

**FOR:** SQA 38<sup>th</sup> Annual Meeting

Innovative Expo

22375 Goldencrest Dr.

Moreno Valley, CA 92553

- Use this address and information on your inbound bill of lading for shipping freight to the warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 am to 4:00 pm.
- All shipments must be prepaid: collect shipments will be refused.
- We do not accept shipments that are not consigned to Innovative Expo. Such shipments will be refused.
- **Shipments must arrive at the warehouse by: March 28, 2022**

### Direct to Show Site Shipping Address

**TO:** Exhibiting Company Name and Booth #

**FOR:** SQA 38<sup>th</sup> Annual Meeting

c/o Innovative Expo

Palm Springs Convention Center - Oasis2, 3AB

277 N. Avenida Caballeros

Palm Springs, CA 92262

- Use this address and information on your inbound bill of lading for shipping freight to Show Site.
- Please use the freight labels provided in this service manual.
- Receiving hours are during show move-in hours.
- All shipments must be prepaid: collect shipments will be refused.
- We do not accept shipments that are not consigned to Innovative Expo. Such shipments will be refused.
- **Shipments must not arrive sooner than: April 4, 2022**

### Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack booth equipment at end of the show must affix empty labels on containers as soon as they are empty. Empty labels are available at the Innovative Service Desk. Affixing labels is the sole responsibility of the exhibitor. We assume no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. There is no access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is considered a fire hazard.

### Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Innovative Service Desk: *do not leave outbound Bills of Lading in your booth.*

Exhibitors who choose to ship outbound materials via any carrier other than the official show carrier must advise carrier to be checked in at the Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk.

Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, we reserve the right to re-route the shipment via the official show carrier as necessary.



Submit this form if you will be shipping material to the warehouse or show site. Use the rates below to estimate your material handling charges. Orders received without full payment or credit card information will not be processed.

### Material Handling

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on type of shipment, amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below.

### Advance to Warehouse Rates

200 lb. minimum charge per shipment applies if over 40 lbs. total

	Rate per 100 lbs.	200 lb. min per shipment
<b>Common Carrier</b> (regular route LTL carriers)	\$155.00	\$310.00
<b>Special Handling / Late Shipments</b> (FedEx, UPS and any shipment requiring additional labor or equipment to unload and reload)	\$178.00	\$356.00

### Direct to Show Site Rates

200 lb. minimum charge per shipment applies if over 40 lbs. total

	Rate per 100 lbs.	200 lb. min per shipment
<b>Common Carrier</b> (regular route LTL carriers)	\$170.00	\$340.00
<b>Special Handling / Late Shipments</b> (FedEx, UPS and any shipment requiring additional labor or equipment to unload and reload)	\$195.00	\$390.00

### Small Packages Rates

(Same rate for both Advance and Direct)

Cartons / envelopes weighing less than 40 lbs. per shipment.

	Rate for first carton	Rate for each additional carton
<b>Small Packages</b> (total weight under 40 lbs.)	\$60.00	\$25.00

### Material Handling Schedule

We plan to ship our materials:

**Advance:**  Common Carrier  Special Handling **Direct:**  Common Carrier  Special Handling

Carrier	Tracking # or Shipped From	Date of Planned Arrival	# of Pieces			Est. Weight	Rate	Estimated Cost <small>200 lb. minimum</small>
			Crates	Cartons	Cases			

### Return To Warehouse

- Shipments returned to warehouse will be incur additional fees. Rate will be charged \$15.00 per 100 lbs. with a \$250.00 minimum.

### Terms / Order Estimate

- Advance freight received and cancelled will be charged 100%.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ \_\_\_\_\_

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

Booth #: \_\_\_\_\_



## Material Handling Tips

### Shipping Inbound:

- **Advance to Warehouse:**
  - Ensure your shipment arrives by the deadline date of **March 28, 2022** to avoid additional surcharges.
  - Your shipment can arrive up to 30 days prior to move in.
- **Direct to Show Site:**
  - Shipments will be received starting **April 4, 2022** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **SQA 38<sup>th</sup> Annual Meeting** on all labels.
- Material Handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

### Shipping Outbound:

- Innovative Expo uses YRC Freight exclusively for re-shipping material at close of show.
- If you are not shipping via the show carrier, you must schedule your carrier for pickup at the appropriate time.
- Each individual shipment destination must have a completed Bill of Lading. Each piece must be individually labeled.
- When materials are packed, labeled and ready to be shipped, bring the completed Bill of Lading to the Service Desk.
- Be aware of the time deadline for clearing the show floor to avoid your shipments being forced our shoe carrier.

### Storing Empty Containers:

- Pickup Empty Labels at the Innovative Service Desk.
- Place a label on each container with your company name & booth number.
- Labeled containers will be picked up periodically and stored during the show.
- Once containers are placed in empty storage there will be no access to those containers.
- At the close of the show, the empty containers will be returned to your booth.

### Consolidate Your Shipment:

- Separate shipments received will not be combined. The minimum 200 lb. charge applies to each shipment received.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

**TOTAL cost of three shipments arriving separately: \$600.00**

**OR**

3 pieces totaling 152 lbs. @ 200 lb. minimum x \$100.00 per CWT = \$200.00

**TOTAL cost of one consolidated shipment: \$200.00 Savings of \$400.00**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**



**Innovative Expo  
22375 Goldencrest Dr.  
Moreno Valley, CA 92553**

**SQA 38<sup>th</sup> Annual Meeting**

**Palm Springs Convention Center - Oasis2, 3AB  
Palm Springs, CA  
April 5-6, 2022**

To: \_\_\_\_\_  
*Exhibitor Name*

Booth #: \_\_\_\_\_

**Shipment must arrive by:  
March 28, 2022**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**



**Innovative Expo  
22375 Goldencrest Dr.  
Moreno Valley, CA 92553**

**SQA 38<sup>th</sup> Annual Meeting**

**Palm Springs Convention Center - Oasis2, 3AB  
Palm Springs, CA  
April 5-6, 2022**

To: \_\_\_\_\_  
*Exhibitor Name*

Booth #: \_\_\_\_\_

**Shipment must arrive by:  
March 28, 2022**

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

**Important notes: Warehouse is not temperature controlled.**

**Hazardous materials will not be accepted at the warehouse.**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**



**Palm Springs Convention Center - Oasis2, 3AB  
277 N. Avenida Caballeros  
Palm Springs, CA 92262**

**SQA 38<sup>th</sup> Annual Meeting**

**Palm Springs Convention Center - Oasis2, 3AB  
Palm Springs, CA  
April 5-6, 2022**

To: \_\_\_\_\_  
*Exhibitor Name*

Booth #: \_\_\_\_\_

**Shipment must not arrive prior to:  
April 4, 2022**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**



**Palm Springs Convention Center - Oasis2, 3AB  
277 N. Avenida Caballeros  
Palm Springs, CA 92262**

**SQA 38<sup>th</sup> Annual Meeting**

**Palm Springs Convention Center - Oasis2, 3AB  
Palm Springs, CA  
April 5-6, 2022**

To: \_\_\_\_\_  
*Exhibitor Name*

Booth #: \_\_\_\_\_

**Shipment must not arrive prior to:  
April 4, 2022**

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

**Important note: Hazardous materials will not be accepted at show site.**



*We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Innovative Expo.*

### Material Handling

The Teamsters union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may only move material that can be hand-carried by one person in one trip. Hand-carried is defined as small cartons, packages, or portable laptop computers that usually weight less than 30 pound and can be carried without the use of dollies, hand held trucks or other mechanical equipment. This union claims jurisdiction under all other circumstances. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D, hotel, and facility employees.

Innovative Expo has the responsibility of receiving and handling all exhibit material and empty crates. It is our responsibility to manage the docks and schedule vehicles for a smooth and efficient move-in and move-out of the exposition. Innovative Expo will not be responsible, however, for any material we do not handle.

### Booth Labor

The Union claims jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise (items produced by you for sales, scheduled for display in your booth, or literature describing same). Any installation of exhibits or displays which requires the use of hand tools, more than one person, longer than 1 hr to install (including crating or uncrating), shall be installed by employees covered by this agreement.

### Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Innovative Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed Labor/Forklift order form and the necessary tools will be provided.

### Gratuities

Innovative Expo requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a 15 minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees.

### In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Innovative Expo management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Innovative Expo.



Submit this form to order labor from Innovative. Labor is available for installation / dismantling of exhibits, and for shrink wrapping and banding of materials. Orders received without full payment or credit card information will not be processed.

### Labor Options

#### Innovative Supervised

- All work is performed and supervised by Innovative personnel.
- Charge for supervisory service is 25% of hourly rate.
- An outbound Bill of Lading must be completed and turned in at the Service Desk for supervised labor.

#### Exhibitor Supervised

- All work is performed under the direction of the exhibitor.
- Exhibitors are required to check in at the Service Desk before labor is dispatched.
- Labor is billed on a 1 hour minimum per laborer.

- All labor is billed on a 1 hour minimum per laborer.
- *For Dismantle:* Exhibitor agrees that Innovative Expo is not responsible for any loss or damage to booth properties, graphics or related components resulting from this service.

### Labor Information

Shipped to:  Warehouse  Show Site      Blueprints/Instructions:  Attached  w/Display  
 Carpet if not shipped:  From Innovative  None      Electrical under carpet:  Yes  No  
 Show Site Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

### Labor Rates

Hours	Laborer <i>per person per hour</i>
<b>Straight Time</b> Monday - Friday 8:00 am - 4:30 pm	\$165.00
<b>Overtime</b> Monday - Friday 4:30 pm - 8:30 pm	\$225.00
<b>Double Time</b> Monday - Friday 8:30 pm - 8:00 am. All day Saturday, Sunday and observed union holidays	\$305.00

Labor

### Labor Estimate Costs

Innovative Supervised  Exhibitor Supervised

	Date	Time	# Laborers	Est. Hrs. per laborer	Total Hrs.	Rate per laborer per hour	Subtotal	Innovative Supervised <small>Subtotal x .25%</small>	Estimated Cost
Installation				x	=	x	=	+	=
Dismantle				x	=	x	=	+	=

### Shrink Wrap / Banding

Item	Amount	Price	Subtotal
Shrink Wrap (per skid)	# of skids _____	x \$60.00	\$ _____
Banding (per foot)	# of feet _____	x \$3.00	\$ _____

### Terms / Order Estimate

- Any discrepancies in items ordered and received or questions must be reported to Innovative Service Desk immediately upon noting.
- Transfer this total to the *Payment Authorization/Order Summary form.*

**Total Estimate \$** \_\_\_\_\_

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

Booth #: \_\_\_\_\_



Cleaning services are available for your booth in order to maintain booth cleanliness post set-up and throughout the show. This service is not included in your rental. To ensure your booth is show ready please order cleaning services.  
 Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: March 21, 2022**

### Cleaning

Service	Days	Booth Size <small>(100 sq. ft. minimum)</small>	Advance <small>(per sq. ft.)</small>	Standard <small>(per sq. ft.)</small>	Subtotal
Daily vacuuming of carpets, sweeping of booths and emptying of wastebasket	X	X	\$0.64	\$0.81	\$ _____

- If special cleaning services are required, please contact Innovative Expo Customer Service
- Carpets that are ordered or provided through Innovative Expo are installed in clean condition. Additional pre-show opening cleaning must be ordered if needed.
- Carpets that are subject to excessive wear and tear (wood/metal shaving generated by demonstrations, food sampling) will have an additional charge of \$0.35 per sq.ft.

Booth Cleaning

### Terms / Order Estimate

- Any discrepancies in items ordered and received or questions must be reported to Innovative Service Desk immediately upon noting
- Transfer this total to the *Payment Authorization/Order Summary form*.

**Total \$** \_\_\_\_\_

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

Booth #: \_\_\_\_\_



Please be sure to inform your show site representative of the following fire regulations to ensure safety throughout the duration of the show.

## Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department and State Fire Marshal. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

## Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

## Electrical Extension Cords

All extension cords shall be ground fault interrupter protected and/or over current protected and shall be of 12/3 gauge wire. No additional taps are to be in any device. All spliced wires are prohibited.

## Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

## Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials **must be flame-retardant** unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

## Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, gas caps must be locked or sealed with taped and batteries are to be disconnected and taped.

**Storage behind booth backwall is strictly prohibited.**



Submit this form if the exhibiting company intends to use a contractor other than Innovative Expo. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Innovative Expo must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

### Contractor Requirements

Non-Official, exhibitor appointed contractors must use labor supplied by Innovative Expo unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Innovative Expo at least thirty (30) days prior to the show.
- Non-official (EAC) contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Innovative Expo as an additional insured, furnished by their broker to our office no later than thirty (30) days in advance of actual installation dates. **Coverage to include \$2,000,000 Liability, \$1,000,000 for Workers Compensation and \$1,000,000 for Auto Coverage.** This must include a copy of your Worker's Compensation Insurance.,
- Non-official (EAC) contractors must furnish the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official (EAC) contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

### Non-Official (EAC) Contractor Information

Non-Official (EAC) Contractor: \_\_\_\_\_

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

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

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

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

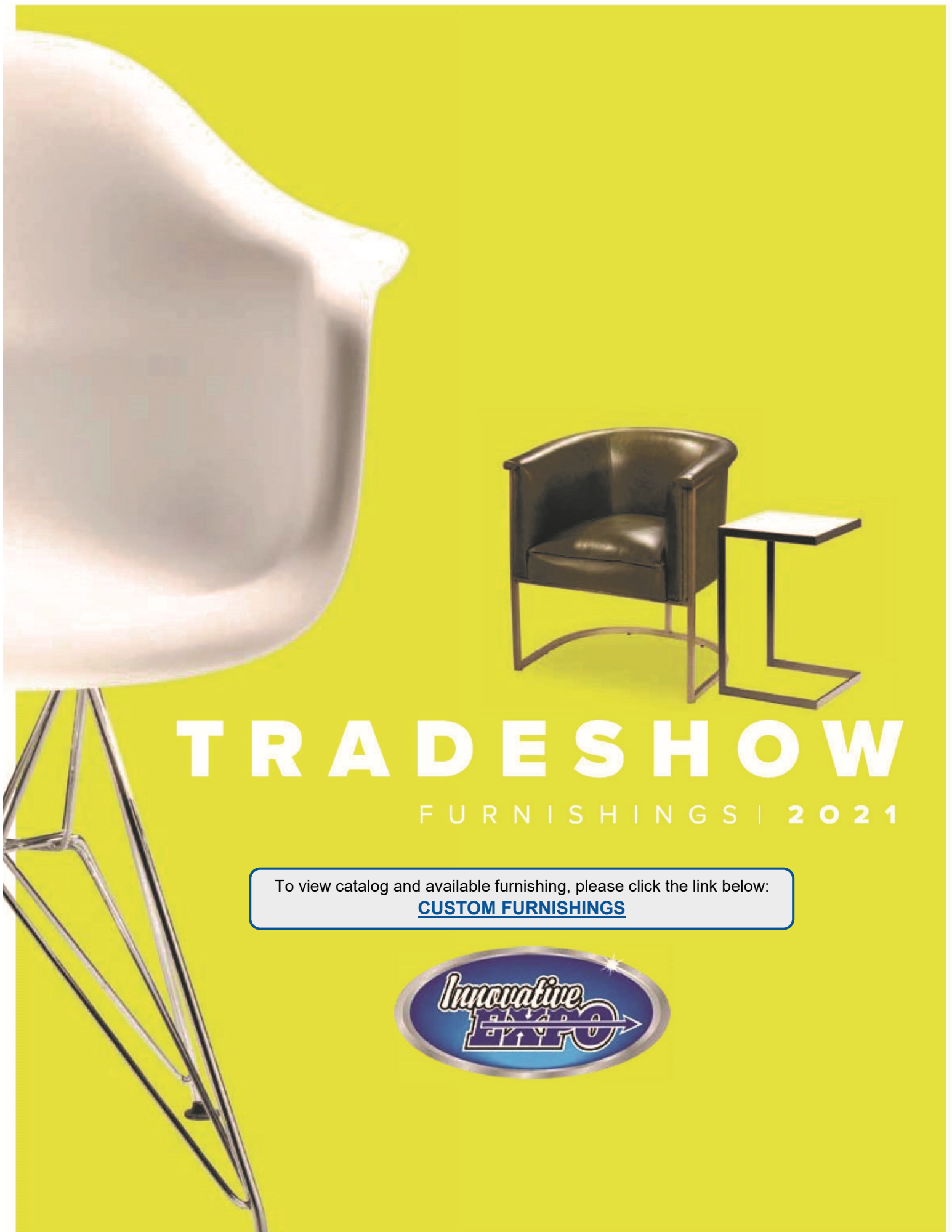
EAC contact at show: \_\_\_\_\_ Cell: \_\_\_\_\_

Type of work to be performed: \_\_\_\_\_

Non-Official (EAC) Contractor

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

Booth #: \_\_\_\_\_



# TRADESHOW

FURNISHINGS | 2021

To view catalog and available furnishing, please click the link below:

[CUSTOM FURNISHINGS](#)





Submit this form to rent custom furniture from Innovative. Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: March 21, 2022**

**Custom Furniture Options (Page 1 of 8)**

Qty	Item #	Description	Advance	Standard	Subtotal
<b>Powered</b>					
_____	BKCT5P	5' Table, Powered Black Top, Silver	\$ 599.00	\$ 748.75	\$ _____
_____	BKCT8P	8' Table, Powered Black Top, Silver	\$ 1,151.00	\$ 1,438.75	\$ _____
_____	BKC10P	10' Table, Powered Black Top, Silver	\$ 1,151.00	\$ 1,438.75	\$ _____
_____	NPLCHP	Naples Chair, Powered Black Vinyl	\$ 656.00	\$ 820.00	\$ _____
_____	NPLLOP	Naples Loveseat, Powered Black Vinyl	\$ 856.00	\$ 1,070.00	\$ _____
_____	NPLSOP	Naples Sofa, Powered Black Vinyl	\$ 1,044.00	\$ 1,305.00	\$ _____
_____	C1YP	Sydney Powered Cocktail Table Black Top, Brushed Steel	\$ 381.00	\$ 476.25	\$ _____
_____	C1WP	Sydney Powered Cocktail Table White Top, Brushed Steel	\$ 381.00	\$ 476.25	\$ _____
_____	VNTBLK	Ventura Communal Bar Table, Powered Black Top, Silver	\$ 794.00	\$ 992.50	\$ _____
_____	VNTWHT	Ventura Communal Bar Table, Powered White Top, Silver	\$ 794.00	\$ 992.50	\$ _____
_____	VNTCBK	Ventura Communal Café Table, Powered Black Top, Silver	\$ 611.00	\$ 763.75	\$ _____
_____	VNTCWH	Ventura Communal Café Table, Powered White, Top, Silver	\$ 611.00	\$ 763.75	\$ _____
_____	CUBPOW	Wireless Charging Table, Powered White, AC Plug In	\$ 456.00	\$ 570.00	\$ _____
_____	VILHUB	Village Charging Hub Cream	\$ 270.00	\$ 337.50	\$ _____
<b>Soft Seat Collection</b>					
_____	CHR002	Allegro Chair Blue Fabric, Brushed Metal	\$ 524.00	\$ 655.00	\$ _____
_____	SFA002	Allegro Sofa Blue Fabric, Brushed Metal	\$ 738.00	\$ 922.50	\$ _____
_____	BCHWHT	Baja Chair White Vinyl	\$ 561.00	\$ 701.25	\$ _____
_____	BLVWHT	Baja Loveseat White Vinyl	\$ 824.00	\$ 1,030.00	\$ _____
_____	BSFWHT	Baja Sofa White Vinyl	\$ 894.00	\$ 1,117.50	\$ _____
_____	FAIRCW	Fairfax Chair White Vinyl, Brushed Metal	\$ 369.00	\$ 461.25	\$ _____
_____	FAIRSW	Fairfax Sofa White Vinyl, Brushed Metal	\$ 513.00	\$ 641.25	\$ _____
_____	KEYCHR	Key Largo Chair Black Fabric, Wood	\$ 331.00	\$ 413.75	\$ _____
_____	KEYLOV	Key Largo Loveseat Black Fabric, Wood	\$ 387.00	\$ 483.75	\$ _____
_____	KEYSOF	Key Largo Sofa Black Fabric, Wood	\$ 511.00	\$ 638.75	\$ _____
_____	NPLCHR	Naples Chair Black Vinyl	\$ 619.00	\$ 773.75	\$ _____
_____	NPLLOV	Naples Loveseat Black Vinyl	\$ 738.00	\$ 922.50	\$ _____
_____	NPLSOF	Naples Sofa Black Vinyl	\$ 888.00	\$ 1,110.00	\$ _____
_____	PALSOF	Palm Beach Sofa White Vinyl	\$ 706.00	\$ 882.50	\$ _____
_____	STECHA	Sterling Chair Gray Fabric	\$ 770.00	\$ 962.50	\$ _____
_____	STESOF	Sterling Sofa Gray Fabric	\$ 1,123.00	\$ 1,403.75	\$ _____
_____	VALCHA	Valencia Chair Spice Orange Velvet	\$ 319.00	\$ 398.75	\$ _____
_____	VALSOF	Valencia Sofa Coffee Brown Velvet	\$ 474.00	\$ 592.50	\$ _____
<b>Accent Chairs</b>					
_____	ATHCHA	Atherton Chair Brown Leather, Black Metal	\$ 579.00	\$ 723.75	\$ _____
_____	BOWCHA	Bowery Chair Ochre Fabric	\$ 543.00	\$ 678.75	\$ _____
_____	CNTCHR	Century Chair Gray Velvet	\$ 553.00	\$ 691.25	\$ _____
_____	LABREA	La Brea Swivel Chair Charcoal Gray Fabric, Chrome	\$ 438.00	\$ 547.50	\$ _____
_____	LENCHA	Lena Chair Moss Green Leather, Bronze	\$ 488.00	\$ 610.00	\$ _____
_____	BCW	Madrid Chair White Vinyl, Chrome	\$ 681.00	\$ 851.25	\$ _____

Custom Furniture

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

Booth #: \_\_\_\_\_



Submit this form to rent custom furniture from Innovative. Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: March 21, 2022**

**Custom Furniture Options (Page 2 of 8)**

Qty	Item #	Description	Advance	Standard	Subtotal
<b>Accent Chairs (cont.)</b>					
_____	OCMWH	Meeting Chair White Vinyl, Wenge	\$ 299.00	\$ 373.75	\$ _____
_____	MONCHA	Montreal Chair Blue, Black Metal	\$ 596.00	\$ 745.00	\$ _____
_____	MNCHCH	Munich Armless Chair Gray Fabric, Black	\$ 469.00	\$ 586.25	\$ _____
_____	SWAN	Swanson Swivel Chair White Vinyl, Chrome	\$ 381.00	\$ 476.25	\$ _____
_____	TCHP	Tech Chair, No Tablet Gray Vinyl, Chrome Base	\$ 426.00	\$ 532.50	\$ _____
_____	TCHGRY	Tech Tablet Chair Gray Vinyl, White Metal Tablet	\$ 415.00	\$ 518.75	\$ _____
_____	WENCH	Wentworth Swivel Chair Brown Vinyl	\$ 343.00	\$ 428.75	\$ _____
<b>Group Seating</b>					
_____	BLDCRD	Blade Chair Red	\$ 74.00	\$ 92.50	\$ _____
_____	BLDCSB	Blade Chair Sky Blue	\$ 74.00	\$ 92.50	\$ _____
_____	SC3	Brewer Chair Onyx, Chrome	\$ 181.00	\$ 226.25	\$ _____
_____	XCHR	Christopher Chair White Vinyl, Chrome	\$ 119.00	\$ 148.75	\$ _____
_____	DUET	Duet Stack Chair Black, Chrome	\$ 75.00	\$ 93.75	\$ _____
_____	LMCHR	Laguna Chair Maple, Chrome	\$ 149.00	\$ 186.25	\$ _____
_____	LUCHCL	Lucent Chair Frosted Acrylic, Chrome	\$ 186.00	\$ 232.50	\$ _____
_____	MALGRY	Malba Chair Gray, Chrome	\$ 113.00	\$ 141.25	\$ _____
_____	MALGRN	Malba Chair Green, Chrome	\$ 113.00	\$ 141.25	\$ _____
_____	MARCBK	Marina Chair Black Vinyl, Brushed Metal	\$ 156.00	\$ 195.00	\$ _____
_____	MARCBR	Marina Chair Brown Fabric, Brushed Metal	\$ 156.00	\$ 195.00	\$ _____
_____	MARCBE	Marina Chair Ocean Blue Fabric, Brushed Metal	\$ 156.00	\$ 195.00	\$ _____
_____	MARCRD	Marina Chair Red Fabric, Brushed Metal	\$ 156.00	\$ 195.00	\$ _____
_____	MARCWH	Marina Chair White Vinyl, Brushed Metal	\$ 156.00	\$ 195.00	\$ _____
_____	PASCHR	Pasadena Chair White Molded Plastic w/Chrome Tower Base	\$ 335.00	\$ 418.75	\$ _____
_____	SC10	Razor Armless Chair White	\$ 88.00	\$ 110.00	\$ _____
_____	RSTDIN	Rustique Chair w/ Arms Gunmetal	\$ 156.00	\$ 195.00	\$ _____
_____	CS4	Syntax Chair Black, Chrome	\$ 213.00	\$ 266.25	\$ _____
_____	ZENCHR	Zenith Chair White, Chrome	\$ 174.00	\$ 217.50	\$ _____
<b>Ottomans</b>					
_____	BVLYBK	Beverly Bench Ottoman Black Vinyl	\$ 406.00	\$ 507.50	\$ _____
_____	BVLYBN	Beverly Bench Ottoman Brown Fabric	\$ 406.00	\$ 507.50	\$ _____
_____	BVLYGR	Beverly Bench Ottoman Gray Fabric	\$ 406.00	\$ 507.50	\$ _____
_____	BVLYLN	Beverly Bench Ottoman Linen Fabric	\$ 406.00	\$ 507.50	\$ _____
_____	BVLYOB	Beverly Bench Ottoman Ocean Blue Fabric	\$ 406.00	\$ 507.50	\$ _____
_____	BVLYRD	Beverly Bench Ottoman Red Fabric	\$ 406.00	\$ 507.50	\$ _____
_____	BVLYWH	Beverly Bench Ottoman White Vinyl	\$ 406.00	\$ 507.50	\$ _____
_____	BVSMBK	Beverly Small Bench Ottoman Black Vinyl	\$ 299.00	\$ 373.75	\$ _____
_____	BVSMBL	Beverly Small Bench Ottoman Ocean Blue Fabric	\$ 299.00	\$ 373.75	\$ _____
_____	BVSMBN	Beverly Small Bench Ottoman Brown Fabric	\$ 299.00	\$ 373.75	\$ _____
_____	BVSMGN	Beverly Small Bench Ottoman Olive Green Fabric	\$ 299.00	\$ 373.75	\$ _____
_____	BVSMGY	Beverly Small Bench Ottoman Gray Fabric	\$ 299.00	\$ 373.75	\$ _____
_____	BVSMNL	Beverly Small Bench Ottoman Linen Fabric	\$ 299.00	\$ 373.75	\$ _____

Custom Furniture

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

Booth #: \_\_\_\_\_



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**Advance Order Discount Deadline: March 21, 2022**

**Custom Furniture Options (Page 3 of 8)**

Qty	Item #	Description	Advance	Standard	Subtotal
<b>Ottomans (cont.)</b>					
_____	BVSMLV	Beverly Small Bench Ottoman Lavender Fabric	\$ 299.00	\$ 373.75	\$ _____
_____	BVSMOR	Beverly Small Bench Ottoman Orange Fabric	\$ 299.00	\$ 373.75	\$ _____
_____	BVSMRD	Beverly Small Bench Ottoman Red Fabric	\$ 299.00	\$ 373.75	\$ _____
_____	BVSMWH	Beverly Small Bench Ottoman White Vinyl	\$ 299.00	\$ 373.75	\$ _____
_____	BVSMYL	Beverly Small Bench Ottoman Yellow Fabric	\$ 299.00	\$ 373.75	\$ _____
_____	END01B	Endless Curved Ottoman Black Vinyl, Chrome	\$ 444.00	\$ 555.00	\$ _____
_____	END01W	Endless Curved Ottoman White Vinyl, Chrome	\$ 444.00	\$ 555.00	\$ _____
_____	END02B	Endless Square Ottoman Black Vinyl, Chrome	\$ 381.00	\$ 476.25	\$ _____
_____	END02W	Endless Square Ottoman White Vinyl, Chrome	\$ 381.00	\$ 476.25	\$ _____
_____	MAR001	Marche Swivel Ottoman White Vinyl	\$ 200.00	\$ 250.00	\$ _____
_____	MAR002	Marche Swivel Ottoman Gray Fabric	\$ 200.00	\$ 250.00	\$ _____
_____	MAR003	Marche Swivel Ottoman Linen Fabric	\$ 200.00	\$ 250.00	\$ _____
_____	MAR004	Marche Swivel Ottoman Raspberry Fabric	\$ 200.00	\$ 250.00	\$ _____
_____	MAR005	Marche Swivel Ottoman Red Fabric	\$ 200.00	\$ 250.00	\$ _____
_____	MAR006	Marche Swivel Ottoman Rose Quartz Fabric	\$ 200.00	\$ 250.00	\$ _____
_____	MAR007	Marche Swivel Ottoman Plum Fabric	\$ 200.00	\$ 250.00	\$ _____
_____	MAR008	Marche Swivel Ottoman Meadow Green	\$ 200.00	\$ 250.00	\$ _____
_____	MAR009	Marche Swivel Ottoman Pear Yellow Fabric	\$ 200.00	\$ 250.00	\$ _____
_____	MAR010	Marche Swivel Ottoman Blue Fabric	\$ 200.00	\$ 250.00	\$ _____
_____	MAR011	Marche Swivel Ottoman Orange Fabric	\$ 200.00	\$ 250.00	\$ _____
_____	MAR012	Marche Swivel Ottoman Forest Green Vinyl	\$ 200.00	\$ 250.00	\$ _____
_____	MAR013	Marche Swivel Ottoman Teal Velvet	\$ 200.00	\$ 250.00	\$ _____
_____	MAR014	Marche Swivel Ottoman Distressed Brown Vinyl	\$ 200.00	\$ 250.00	\$ _____
_____	MAR015	Marche Swivel Ottoman Black Vinyl	\$ 200.00	\$ 250.00	\$ _____
_____	MAR016	Marche Swivel Ottoman Ivory Faux Sheep Fur	\$ 200.00	\$ 250.00	\$ _____
_____	VIB01	Vibe Cube Ottoman Green Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB02	Vibe Cube Ottoman Blue Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB04	Vibe Cube Ottoman Red Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB05	Vibe Cube Ottoman Bright Yellow Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB08	Vibe Cube Ottoman Orange Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB09	Vibe Cube Ottoman White Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB10	Vibe Cube Ottoman Black Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB11	Vibe Cube Ottoman Steel Blue Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB12	Vibe Cube Ottoman Silver Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB13	Vibe Cube Ottoman Purple Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB14	Vibe Cube Ottoman Citrus Green Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB15	Vibe Cube Ottoman Taupe Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB16	Vibe Cube Ottoman Spice Orange Vinyl	\$ 149.00	\$ 186.25	\$ _____
_____	VIB17	Vibe Cube Ottoman Desert Rose Vinyl	\$ 149.00	\$ 186.25	\$ _____

Custom Furniture

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

Booth #: \_\_\_\_\_



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**Advance Order Discount Deadline: March 21, 2022**

**Custom Furniture Options (Page 4 of 8)**

Qty	Item #	Description	Advance	Standard	Subtotal
<b>Accent Tables</b>					
_____	ALC100	Alondra Cocktail Table Glass Top, Chrome	\$ 349.00	\$ 436.25	\$ _____
_____	ALC200	Alondra Cocktail Table Brandy Maple Top, Chrome	\$ 349.00	\$ 436.25	\$ _____
_____	ALE100	Alondra End Table Glass Top, Chrome	\$ 250.00	\$ 312.50	\$ _____
_____	ALE200	Alondra End Table Brandy Maple Top, Chrome	\$ 250.00	\$ 312.50	\$ _____
_____	AURA	Aura Round Table White Metal	\$ 156.00	\$ 195.00	\$ _____
_____	C1C	Geo Cocktail Table Glass Top, Chrome	\$ 294.00	\$ 367.50	\$ _____
_____	C1FWB	Geo Cocktail Table Brandy Maple Top, Black	\$ 294.00	\$ 367.50	\$ _____
_____	E1C	Geo End Table Glass Top, Chrome	\$ 263.00	\$ 328.75	\$ _____
_____	E1FWB	Geo End Table Brandy Maple Top, Black	\$ 263.00	\$ 328.75	\$ _____
_____	MESCTB	Mesa Cocktail Table Black Top, Bronze	\$ 206.00	\$ 257.50	\$ _____
_____	MESCTG	Mesa Cocktail Table Glass Top, Bronze	\$ 206.00	\$ 257.50	\$ _____
_____	MESCTW	Mesa Cocktail Table	\$ 206.00	\$ 257.50	\$ _____
_____	MESETB	Mesa End Table Black Top, Bronze	\$ 136.00	\$ 170.00	\$ _____
_____	MESETG	Mesa End Table Glass Top, Bronze	\$ 136.00	\$ 170.00	\$ _____
_____	MESETW	Mesa End Table Barnwood Top, Bronze	\$ 136.00	\$ 170.00	\$ _____
_____	REGBEN	Regis Bench/Table Brushed Metal	\$ 311.00	\$ 388.75	\$ _____
_____	REGOTT	Regis End Table Brushed Metal	\$ 219.00	\$ 273.75	\$ _____
_____	SEDBBK	Sedona Side Table Black Top, Bronze	\$ 138.00	\$ 172.50	\$ _____
_____	SEDBWH	Sedona Side Table White Top, Bronze	\$ 138.00	\$ 172.50	\$ _____
_____	SEDBWD	Sedona Side Table Wood Top, Bronze	\$ 138.00	\$ 172.50	\$ _____
_____	C1E	Silverado Cocktail Table Glass Top, Chrome	\$ 300.00	\$ 375.00	\$ _____
_____	E1E	Silverado End Table Glass, Chrome	\$ 275.00	\$ 343.75	\$ _____
_____	C1Y	Sydney Cocktail Table Black Top, Brushed Steel	\$ 300.00	\$ 375.00	\$ _____
_____	SYDBEC	Sydney Cocktail Table Blue Top, Brushed Steel	\$ 300.00	\$ 375.00	\$ _____
_____	C1W	Sydney Cocktail Table White Top, Brushed Steel	\$ 300.00	\$ 375.00	\$ _____
_____	SYDWDC	Sydney Cocktail Table Barnwood Top, Brushed Steel	\$ 300.00	\$ 375.00	\$ _____
_____	E1Y	Sydney End Table Black Top, Brushed Steel	\$ 263.00	\$ 328.75	\$ _____
_____	SYDBEE	Sydney End Table Blue Top, Brushed Steel	\$ 263.00	\$ 328.75	\$ _____
_____	E1W	Sydney End Table White Top, Brushed Steel	\$ 263.00	\$ 328.75	\$ _____
_____	SYDWDE	Sydney End Table Barnwood Top, Brushed Steel	\$ 263.00	\$ 328.75	\$ _____
_____	TAOBBK	Taos Side Table Black Top, Bronze	\$ 138.00	\$ 172.50	\$ _____
_____	TAOBWH	Taos Side Table White Top, Bronze	\$ 138.00	\$ 172.50	\$ _____
_____	TAOBWD	Taos Side Table Wood Top, Bronze	\$ 138.00	\$ 172.50	\$ _____
_____	TMBTBL	Timber Table Wood	\$ 186.00	\$ 232.50	\$ _____
<b>Café Table w/ Standard Black Base</b>					
_____	30BKSC	30" Round Café Table Black Top	\$ 238.00	\$ 297.50	\$ _____
_____	30BEBC	30" Round Café Table Blue Top	\$ 238.00	\$ 297.50	\$ _____
_____	30AGBC	30" Round Café Table Brushed Gunmetal Top	\$ 238.00	\$ 297.50	\$ _____
_____	30YSBC	30" Round Café Table Brushed Yellow Top	\$ 238.00	\$ 297.50	\$ _____
_____	ZTJ	30" Round Café Table Graphite Nebula Top	\$ 238.00	\$ 297.50	\$ _____
_____	ZTA	30" Round Café Table Gray Acajou Top	\$ 238.00	\$ 297.50	\$ _____
_____	30GSBC	30" Round Café Table Green Top	\$ 238.00	\$ 297.50	\$ _____

Custom Furniture

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

Booth #: \_\_\_\_\_



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**Advance Order Discount Deadline: March 21, 2022**

**Custom Furniture Options (Page 5 of 8)**

Qty	Item #	Description	Advance	Standard	Subtotal
<b>Café Table w/ Standard Black Base (cont.)</b>					
_____	ZTK	30" Round Café Table Maple Top	\$ 238.00	\$ 297.50	\$ _____
_____	30OSBC	30" Round Café Table Orange Top	\$ 238.00	\$ 297.50	\$ _____
_____	ZTB	30" Round Café Table Red Top	\$ 238.00	\$ 297.50	\$ _____
_____	30WH29	30" Round Café Table White Top	\$ 238.00	\$ 297.50	\$ _____
_____	30WDBC	30" Round Café Table Barnwood Top	\$ 238.00	\$ 297.50	\$ _____
_____	36BKSC	36" Round Café Table Black Top	\$ 256.00	\$ 320.00	\$ _____
_____	ZTN	36" Round Café Table Graphite Nebula Top	\$ 256.00	\$ 320.00	\$ _____
_____	ZTP	36" Round Café Table Maple Top	\$ 256.00	\$ 320.00	\$ _____
_____	ZTQ	36" Round Café Table White Top	\$ 256.00	\$ 320.00	\$ _____
<b>Café Table w/ Hydraulic Chrome Base</b>					
_____	30MAHC	30" Round Café Table Gray Acajou Top	\$ 324.00	\$ 405.00	\$ _____
_____	30BRHC	30" Round Café Table Red Top	\$ 324.00	\$ 405.00	\$ _____
_____	30WHHC	30" Round Café Table White Top	\$ 324.00	\$ 405.00	\$ _____
_____	30WDHC	30" Round Café Table Barnwood Top	\$ 324.00	\$ 405.00	\$ _____
_____	30BKHC	30" Round Café Table Black Top	\$ 324.00	\$ 405.00	\$ _____
_____	30BEHC	30" Round Café Table Blue Top	\$ 324.00	\$ 405.00	\$ _____
_____	30AGHC	30" Round Café Table Brushed Gunmetal Top	\$ 324.00	\$ 405.00	\$ _____
_____	30YSHC	30" Round Café Table Brushed Yellow Top	\$ 324.00	\$ 405.00	\$ _____
_____	30GRHC	30" Round Café Table Graphite Nebula Top	\$ 324.00	\$ 405.00	\$ _____
_____	30GSHC	30" Round Café Table Green Top	\$ 324.00	\$ 405.00	\$ _____
_____	30MTHC	30" Round Café Table Maple Top	\$ 324.00	\$ 405.00	\$ _____
_____	30OSHC	30" Round Café Table Orange Top	\$ 324.00	\$ 405.00	\$ _____
_____	36BKHC	36" Round Café Table Black Top	\$ 349.00	\$ 436.25	\$ _____
_____	36GRHC	36" Round Café Table Graphite Nebula Top	\$ 349.00	\$ 436.25	\$ _____
_____	36MTHC	36" Round Café Table Maple Top	\$ 349.00	\$ 436.25	\$ _____
_____	36WTHC	36" Round Café Table White Top	\$ 349.00	\$ 436.25	\$ _____
<b>Bar Table w/ Standard Black Base</b>					
_____	30BKSB	30" Round Bar Table Black Top	\$ 263.00	\$ 328.75	\$ _____
_____	30BEBB	30" Round Bar Table Blue Top	\$ 263.00	\$ 328.75	\$ _____
_____	30AGBB	30" Round Bar Table Brushed Gunmetal Top	\$ 263.00	\$ 328.75	\$ _____
_____	30YBBB	30" Round Bar Table Brushed Yellow Top	\$ 263.00	\$ 328.75	\$ _____
_____	VTJ	30" Round Bar Table Graphite Nebula Top	\$ 263.00	\$ 328.75	\$ _____
_____	VTA	30" Round Bar Table Gray Acajou Top	\$ 263.00	\$ 328.75	\$ _____
_____	30GSBB	30" Round Bar Table Green Top	\$ 263.00	\$ 328.75	\$ _____
_____	VTK	30" Round Bar Table Maple Top	\$ 263.00	\$ 328.75	\$ _____
_____	30OSBB	30" Round Bar Table Orange Top	\$ 263.00	\$ 328.75	\$ _____
_____	VTB	30" Round Bar Table Red Top	\$ 263.00	\$ 328.75	\$ _____
_____	30WH42	30" Round Bar Table White Top	\$ 263.00	\$ 328.75	\$ _____
_____	30WDBB	30" Round Bar Table Barnwood Top	\$ 263.00	\$ 328.75	\$ _____
_____	36BKSB	36" Round Bar Table Black Top	\$ 286.00	\$ 357.50	\$ _____
_____	VTN	36" Round Bar Table Graphite Nebula Top	\$ 286.00	\$ 357.50	\$ _____
_____	VTP	36" Round Bar Table Maple Top	\$ 286.00	\$ 357.50	\$ _____
_____	VTW	36" Round Bar Table White Top	\$ 286.00	\$ 357.50	\$ _____

Custom Furniture

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

Booth #: \_\_\_\_\_



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**Advance Order Discount Deadline: March 21, 2022**

**Custom Furniture Options (Page 6 of 8)**

Qty	Item #	Description	Advance	Standard	Subtotal
<b>Bar Table w/ Hydraulic Chrome Base</b>					
_____	30BKHB	30" Round Bar Table Black Top	\$ 324.00	\$ 405.00	\$ _____
_____	30BEHB	30" Round Bar Table Blue Top	\$ 324.00	\$ 405.00	\$ _____
_____	30AGHB	30" Round Bar Table Brushed Gunmetal Top	\$ 324.00	\$ 405.00	\$ _____
_____	30YSHB	30" Round Bar Table Brushed Yellow Top	\$ 324.00	\$ 405.00	\$ _____
_____	30GRHB	30" Round Bar Table Graphite Nebula Top	\$ 324.00	\$ 405.00	\$ _____
_____	30GSHB	30" Round Bar Table Green Top	\$ 324.00	\$ 405.00	\$ _____
_____	30MTHB	30" Round Bar Table Maple Top	\$ 324.00	\$ 405.00	\$ _____
_____	30OSHB	30" Round Bar Table Orange Top	\$ 324.00	\$ 405.00	\$ _____
_____	30BRHB	30" Round Bar Table Red Top	\$ 324.00	\$ 405.00	\$ _____
_____	30WHHB	30" Round Bar Table White Top	\$ 324.00	\$ 405.00	\$ _____
_____	30WDHB	30" Round Bar Table Barnwood Top	\$ 324.00	\$ 405.00	\$ _____
_____	30MAHB	30" Round Bar Table Gray Acajou Top	\$ 349.00	\$ 436.25	\$ _____
_____	36BKHB	36" Round Bar Table Black Top	\$ 349.00	\$ 436.25	\$ _____
_____	36GRHB	36" Round Bar Table Graphite Nebula Top	\$ 349.00	\$ 436.25	\$ _____
_____	36MTHB	36" Round Bar Table Maple Top	\$ 349.00	\$ 436.25	\$ _____
_____	36WTHB	36" Round Bar Table White Top	\$ 406.00	\$ 507.50	\$ _____
<b>Bar Table</b>					
_____	RSTSQT	Rustique Square Metal Bar Table, Gunmetal	\$ 220.00	\$ 275.00	\$ _____
<b>Barstools</b>					
_____	BSS	Banana Barstool Black, Chrome	\$ 263.00	\$ 328.75	\$ _____
_____	BST	Banana Barstool White, Chrome	\$ 263.00	\$ 328.75	\$ _____
_____	BLDBRD	Blade Barstool Red	\$ 136.00	\$ 170.00	\$ _____
_____	BLDBSB	Blade Barstool Sky Blue	\$ 136.00	\$ 170.00	\$ _____
_____	XBAR	Christopher Barstool White Vinyl, Chrome	\$ 206.00	\$ 257.50	\$ _____
_____	LMBAR	Laguna Barstool Maple, Chrome	\$ 186.00	\$ 232.50	\$ _____
_____	ROLLBL	Lift Barstool Black Vinyl, Chrome	\$ 225.00	\$ 281.25	\$ _____
_____	ROLLGY	Lift Barstool Gray Vinyl, Chrome	\$ 225.00	\$ 281.25	\$ _____
_____	ROLLRD	Lift Barstool Red Vinyl, Chrome	\$ 225.00	\$ 281.25	\$ _____
_____	ROLLWH	Lift Barstool White Vinyl, Chrome	\$ 225.00	\$ 281.25	\$ _____
_____	LUBSCL	Lucent Barstool Frosted Acrylic, Chrome	\$ 269.00	\$ 336.25	\$ _____
_____	MARBBE	Marina Barstool Ocean Blue Fabric, Brushed Metal	\$ 299.00	\$ 373.75	\$ _____
_____	MARBBK	Marina Barstool Black Vinyl, Brushed Metal	\$ 299.00	\$ 373.75	\$ _____
_____	MARBBR	Marina Barstool Brown Fabric, Brushed Metal	\$ 299.00	\$ 373.75	\$ _____
_____	MARBRD	Marina Barstool Red Fabric, Brushed Metal	\$ 299.00	\$ 373.75	\$ _____
_____	MARBWH	Marina Barstool White Vinyl, Brushed Metal	\$ 299.00	\$ 373.75	\$ _____
_____	RSTSTL	Rustique Barstool Gunmetal	\$ 138.00	\$ 172.50	\$ _____
_____	BS001	Shark Barstool White, Chrome	\$ 344.00	\$ 430.00	\$ _____
_____	BSR	Syntax Barstool Black, Chrome	\$ 231.00	\$ 288.75	\$ _____
_____	ZENBAR	Zenith Barstool White, Chrome	\$ 194.00	\$ 242.50	\$ _____
_____	BS002	Zoey Barstool White. Chrome	\$ 311.00	\$ 388.75	\$ _____

Custom Furniture

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

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**Advance Order Discount Deadline: March 21, 2022**

**Custom Furniture Options (Page 7 of 8)**

Qty	Item #	Description	Advance	Standard	Subtotal
<b>Communal Tables w/ Solid Tops &amp; Silver Frame</b>					
_____	VNTBNP	Ventura Communal Bar Table Black Top, Silver	\$ 681.00	\$ 851.25	\$ _____
_____	VNTMNP	Ventura Communal Bar Table Maple Top, Silver	\$ 681.00	\$ 851.25	\$ _____
_____	VNTWNP	Ventura Communal Bar Table White Top, Silver	\$ 681.00	\$ 851.25	\$ _____
_____	VNTCBN	Ventura Communal Cafe Table Black Top, Silver	\$ 544.00	\$ 680.00	\$ _____
_____	VNTCMN	Ventura Communal Cafe Table Maple Top, Silver	\$ 544.00	\$ 680.00	\$ _____
_____	VNTCWN	Ventura Communal Cafe Table White Top, Silver	\$ 544.00	\$ 680.00	\$ _____
<b>Communal Tables w/ Grommet Holes &amp; Silver Frame</b>					
_____	VNTBMW	Ventura Communal Bar Table w/ Grommet Holes Maple Top, Silver	\$ 681.00	\$ 851.25	\$ _____
_____	VNTBWW	Ventura Communal Bar Table w/ Grommet Holes White Top, Silver	\$ 681.00	\$ 851.25	\$ _____
_____	VNTCMW	Ventura Communal Bar Table w/ Grommet Holes Maple Top, Silver	\$ 544.00	\$ 680.00	\$ _____
_____	VNTCWW	Ventura Communal Bar Table w/ Grommet Holes White Top, Silver	\$ 544.00	\$ 680.00	\$ _____
<b>Conference Tables</b>					
_____	36ATO	Atomic 36" Round Table Glass Top, Chrome	\$ 324.00	\$ 405.00	\$ _____
_____	42ATO	Atomic 42" Round Table Glass Top, Chrome	\$ 324.00	\$ 405.00	\$ _____
_____	WD3	Work Table White Top, White	\$ 356.00	\$ 445.00	\$ _____
_____	CB8	42" Round Madison Table Gray Acajou, Black	\$ 406.00	\$ 507.50	\$ _____
_____	CB1	42" Round Table Graphite Nebula Top	\$ 406.00	\$ 507.50	\$ _____
_____	CONF42	42" Round Table White Top	\$ 406.00	\$ 507.50	\$ _____
_____	42BKCT	42" Round Table Black Top, Black	\$ 406.00	\$ 507.50	\$ _____
_____	BKCT5N	5' Table Black Top, Silver	\$ 481.00	\$ 601.25	\$ _____
_____	BKCT8N	8' Table Black Top, Silver	\$ 961.00	\$ 1,201.25	\$ _____
_____	BKCT10N	10' Table Black Top, Silver	\$ 961.00	\$ 1,201.25	\$ _____
_____	CF2	Geo Table, Rectangle Glass Top, Black	\$ 475.00	\$ 593.75	\$ _____
_____	CE2	Geo Table, Rectangle Glass Top, Chrome	\$ 475.00	\$ 593.75	\$ _____
_____	CF1	Geo Table, Rounded Square Glass Top, Black	\$ 344.00	\$ 430.00	\$ _____
_____	CE1	Geo Table, Rounded Square Glass Top, Chrome	\$ 344.00	\$ 430.00	\$ _____
_____	MADC05	Madison 5' Table Gray Acajou, Chrome	\$ 481.00	\$ 601.25	\$ _____
_____	MADC08	Madison 8' Table Gray Acajou, Chrome	\$ 961.00	\$ 1,201.25	\$ _____
_____	MADC10	Madison 10' Table Gray Acajou, Chrome	\$ 961.00	\$ 1,201.25	\$ _____
<b>Executive Chairs</b>					
_____	TASKST	Task Stool Black Fabric, Black	\$ 156.00	\$ 195.00	\$ _____
_____	CUPCHA	Cupertino Mid Black Chair Black Vinyl	\$ 294.00	\$ 367.50	\$ _____
_____	GENCHA	Genesis Chair Black	\$ 256.00	\$ 320.00	\$ _____
_____	PROGB	Pro Executive Guest Chair Black Vinyl, Chrome	\$ 269.00	\$ 336.25	\$ _____
_____	PROEXB	Pro Executive High Back Chair Black Vinyl, Chrome	\$ 386.00	\$ 482.50	\$ _____
_____	PROEXE	Pro Executive Mid Back Chair White Vinyl, Chrome	\$ 386.00	\$ 482.50	\$ _____
_____	PROMDC	Pro Executive Mid Back Chair Black Vinyl, Chrome	\$ 250.00	\$ 312.50	\$ _____
_____	PROMID	Pro Executive Mid Back Chair White Vinyl, Chrome	\$ 250.00	\$ 312.50	\$ _____

Custom Furniture

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

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**Advance Order Discount Deadline: March 21, 2022**

**Custom Furniture Options (Page 8 of 8)**

Qty	Item #	Description	Advance	Standard	Subtotal
<b>Office &amp; Product Displays</b>					
_____	TECH3	3 Drawer File Cabinet on Coasters Black Top, Black Metal	\$ 156.00	\$ 195.00	\$ _____
_____	JDB	Madison Executive Desk Gray Acajou, Chrome	\$ 594.00	\$ 742.50	\$ _____
_____	TECH	Tech Desk, Powered Black Metal, Black Laminate	\$ 481.00	\$ 601.25	\$ _____
_____	TECH3B	Tech Desk, Powered w/3 Drawer File Cabinet Black Metal, Black Lam	\$ 594.00	\$ 742.50	\$ _____
_____	BC8	Madison Bookcase Gray Acajou, Chrome	\$ 449.00	\$ 561.25	\$ _____
_____	PSHCCS	Posh Shelving Chrome, Acrylic	\$ 513.00	\$ 641.25	\$ _____
_____	PDL36B	Powered Locking Pedestal 36" Black	\$ 536.00	\$ 670.00	\$ _____
_____	PDL36W	Powered Locking Pedestal 36" White	\$ 536.00	\$ 670.00	\$ _____
_____	PDL42B	Powered Locking Pedestal 42" Black	\$ 638.00	\$ 797.50	\$ _____
_____	PDL42W	Powered Locking Pedestal 42" White	\$ 638.00	\$ 797.50	\$ _____
<b>Lamps</b>					
_____	LA15	Mason Floor Lamp Brushed Silver	\$ 231.00	\$ 288.75	\$ _____
_____	LA14	Mason Table Lamp Brushed Silver	\$ 156.00	\$ 195.00	\$ _____
<b>Bars &amp; Counters</b>					
_____	MTBLP1	Midtown Bar, Lighted w/ Plug In Taupe Glass Top, Pewter	\$ 1,563.00	\$ 1,953.75	\$ _____
_____	MTBUUL	Midtown Bar, Unlighted Taupe Glass Top, Pewter	\$ 1,469.00	\$ 1,836.25	\$ _____
_____	MTCLP1	Midtown Powered Counter, Lighted w/Plug In Taupe Glass Top, Pewter	\$ 1,563.00	\$ 1,953.75	\$ _____
_____	MTCPUL	Midtown Powered Counter, Unlighted Taupe Glass Top, Pewter	\$ 1,474.00	\$ 1,842.50	\$ _____
<b>Greenery</b>					
_____	HDG4FT	Boxwood Hedge, 4" Green, Black	\$ 463.00	\$ 578.75	\$ _____
_____	HDG7FT	Boxwood Hedge, 7" Green, Black	\$ 761.00	\$ 951.25	\$ _____
<b>Dividers</b>					
_____	DIVBAR	Clear Divider, Bar/Counter Clear, Black	\$ 180.00	\$ 225.00	\$ _____
_____	DIVFRE	Clear Divider, Freestanding Silver, Clear	\$ 361.00	\$ 451.25	\$ _____
_____	DIVFCR	Clear Divider, Freestanding Corner Silver, Clear	\$ 724.00	\$ 905.00	\$ _____
_____	DIVFWL	Clear Divider, Freestanding Wall Silver, Clear	\$ 361.00	\$ 451.25	\$ _____
_____	DIVFST	Clear Divider, Sofa/Table Silver, Clear	\$ 325.00	\$ 406.25	\$ _____
_____	DIVFWB	Divider, Freestanding Whiteboard Silver, White	\$ 451.00	\$ 563.75	\$ _____
_____	MIRWHT	Miramar Divider, White Silver, Clear	\$ 463.00	\$ 578.75	\$ _____
_____	STNSGN	Stanchion Sign Holder Chrome	\$ 55.00	\$ 68.75	\$ _____
_____	STNCH1	Stanchion w/ Retractable Belt Black, Chrome	\$ 64.00	\$ 80.00	\$ _____

Custom Furniture

**Terms / Order Estimate**

- All rates are for the duration of the show and are on a rental basis only.
- Any discrepancies in items ordered and received or questions must be reported to Innovative Expo Service Desk immediately upon noting.
- Transfer this total to the *Payment Authorization/Order Summary form*.

**Total \$** \_\_\_\_\_  
From all 8 Custom Furniture Pages

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

Booth #: \_\_\_\_\_



6455 S. Dean Martin Drive, Suite C.  
 Las Vegas, Nevada 89118  
 Phone: (702) 309-8326 \* Fax: (702) 309-8328  
 Email: [orders@exposervicesdesk.com](mailto:orders@exposervicesdesk.com)  
 Order Online: [www.exposervicesdesk.com](http://www.exposervicesdesk.com)

EVENT NAME: <b>SQA 2022</b>		EVENT DATES: <b>APRIL 5-6, 2022</b>		LOCATION: <b>PALM SPRINGS CONVENTION CENTER</b>	
EXHIBITING COMPANY NAME:				BOOTH NUMBER:	
BILLING NAME (if different from above):			Deadline for Advance Rate: 14 days prior to show opening.		
BILLING ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE:			FAX:		
CARDHOLDER SIGNATURE:			CARDHOLDER PRINT:		
			ORDERED BY:		
EMAIL (REQUIRED FOR RECEIPT):					
WE ACCEPT: VISA / MASTERCARD / AMERICAN EXPRESS			CHARGES WILL APPEAR ON STATEMENT AS "TEAM CO"		EXPIRATION DATE:

Qty.	Description	Advance Rate	Regular Rate	Total	TERMS & CONDITIONS
<b>120V LIGHTING &amp; UTILITY OUTLETS</b>					Convention Technical Services (CTS) is not responsible for voltage fluctuation or power failure due to temporary conditions including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a CTS technician. CTS will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a CTS technician.
	500 Watt or 5 Amps	180.00	270.00		
	1000 Watt or 10 Amps	318.50	478.00		
	2000 Watt or 20 Amps	425.00	637.50		
	30 Amps (Labor Req.)	<b>CALL FOR QUOTE</b>			
<b>208V 1 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>					<b>Important:</b> -To receive advance show prices, we must receive your order, <b>along with payment, in full</b> , within fourteen (14) days prior to show opening. All others will be charged at regular rate. -Any connection required beyond the finished outlet will be charged for time and materials. If you have special needs please contact us in advance of move-in. -Power sharing is <u>not</u> permitted between exhibitors. -Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. -Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. -Dedicated circuits and 24-hour services will be double the listed price and require a 20 amp outlet. Please double rates. Use * to indicate 24-Hr Outlets. -Refunds will not be authorized if service is installed. <b>Outlet Location &amp; Distribution:</b> <b>-Island Booths:</b> All electrical outlets for island booths will require labor and materials. Distribution and connections of all outlets are chargeable on a time and materials basis. Please complete a utility diagram with main drop, orientation and dimensions. <b>-Inline &amp; Peninsula Booths:</b> All power is delivered to the back line of the booth at no extra cost. Labor only applies to additional distribution, on a time and materials basis. Please complete a utility diagram for outlets off the back line of the booth. <b>-208V &amp; Higher:</b> Electrical labor required. -Unless a scaled floor plan is provided, electrical will be installed as CTS deems necessary or not at all until direction is given. <b>Jurisdiction:</b> <b>Lift Rate: \$175.00 per hour. (1 Hr. Min)</b> -All under carpet distribution. -All motor & equipment hook-ups requiring wiring connections. -Labor is required to inspect equipment pre-wired to plug into our system. -Installation and/or repair of electrical fixtures. -Installation of electrical motors and electrical apparatus to be energized.
	20 Amp	801.50	1202.00		
	30 Amp	959.00	1438.50		
	60 Amp	1256.50	1884.00		
	100 Amp	1652.00	2478.00		
<b>208V 3 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>					<b>Important:</b> -To receive advance show prices, we must receive your order, <b>along with payment, in full</b> , within fourteen (14) days prior to show opening. All others will be charged at regular rate. -Any connection required beyond the finished outlet will be charged for time and materials. If you have special needs please contact us in advance of move-in. -Power sharing is <u>not</u> permitted between exhibitors. -Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. -Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. -Dedicated circuits and 24-hour services will be double the listed price and require a 20 amp outlet. Please double rates. Use * to indicate 24-Hr Outlets. -Refunds will not be authorized if service is installed. <b>Outlet Location &amp; Distribution:</b> <b>-Island Booths:</b> All electrical outlets for island booths will require labor and materials. Distribution and connections of all outlets are chargeable on a time and materials basis. Please complete a utility diagram with main drop, orientation and dimensions. <b>-Inline &amp; Peninsula Booths:</b> All power is delivered to the back line of the booth at no extra cost. Labor only applies to additional distribution, on a time and materials basis. Please complete a utility diagram for outlets off the back line of the booth. <b>-208V &amp; Higher:</b> Electrical labor required. -Unless a scaled floor plan is provided, electrical will be installed as CTS deems necessary or not at all until direction is given. <b>Jurisdiction:</b> <b>Lift Rate: \$175.00 per hour. (1 Hr. Min)</b> -All under carpet distribution. -All motor & equipment hook-ups requiring wiring connections. -Labor is required to inspect equipment pre-wired to plug into our system. -Installation and/or repair of electrical fixtures. -Installation of electrical motors and electrical apparatus to be energized.
	20 Amp	1069.00	1603.50		
	30 Amp	1277.50	1916.00		
	60 Amp	1675.00	2512.50		
	100 Amp	2201.50	3302.00		
<b>TRANSFORMER(S) TO BOOST 208V TO 230V</b>					<b>Important:</b> -To receive advance show prices, we must receive your order, <b>along with payment, in full</b> , within fourteen (14) days prior to show opening. All others will be charged at regular rate. -Any connection required beyond the finished outlet will be charged for time and materials. If you have special needs please contact us in advance of move-in. -Power sharing is <u>not</u> permitted between exhibitors. -Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. -Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. -Dedicated circuits and 24-hour services will be double the listed price and require a 20 amp outlet. Please double rates. Use * to indicate 24-Hr Outlets. -Refunds will not be authorized if service is installed. <b>Outlet Location &amp; Distribution:</b> <b>-Island Booths:</b> All electrical outlets for island booths will require labor and materials. Distribution and connections of all outlets are chargeable on a time and materials basis. Please complete a utility diagram with main drop, orientation and dimensions. <b>-Inline &amp; Peninsula Booths:</b> All power is delivered to the back line of the booth at no extra cost. Labor only applies to additional distribution, on a time and materials basis. Please complete a utility diagram for outlets off the back line of the booth. <b>-208V &amp; Higher:</b> Electrical labor required. -Unless a scaled floor plan is provided, electrical will be installed as CTS deems necessary or not at all until direction is given. <b>Jurisdiction:</b> <b>Lift Rate: \$175.00 per hour. (1 Hr. Min)</b> -All under carpet distribution. -All motor & equipment hook-ups requiring wiring connections. -Labor is required to inspect equipment pre-wired to plug into our system. -Installation and/or repair of electrical fixtures. -Installation of electrical motors and electrical apparatus to be energized.
Total Amps:		X \$15.00 / AMP	=		
<b>480V 3 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>					<b>Important:</b> -To receive advance show prices, we must receive your order, <b>along with payment, in full</b> , within fourteen (14) days prior to show opening. All others will be charged at regular rate. -Any connection required beyond the finished outlet will be charged for time and materials. If you have special needs please contact us in advance of move-in. -Power sharing is <u>not</u> permitted between exhibitors. -Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. -Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. -Dedicated circuits and 24-hour services will be double the listed price and require a 20 amp outlet. Please double rates. Use * to indicate 24-Hr Outlets. -Refunds will not be authorized if service is installed. <b>Outlet Location &amp; Distribution:</b> <b>-Island Booths:</b> All electrical outlets for island booths will require labor and materials. Distribution and connections of all outlets are chargeable on a time and materials basis. Please complete a utility diagram with main drop, orientation and dimensions. <b>-Inline &amp; Peninsula Booths:</b> All power is delivered to the back line of the booth at no extra cost. Labor only applies to additional distribution, on a time and materials basis. Please complete a utility diagram for outlets off the back line of the booth. <b>-208V &amp; Higher:</b> Electrical labor required. -Unless a scaled floor plan is provided, electrical will be installed as CTS deems necessary or not at all until direction is given. <b>Jurisdiction:</b> <b>Lift Rate: \$175.00 per hour. (1 Hr. Min)</b> -All under carpet distribution. -All motor & equipment hook-ups requiring wiring connections. -Labor is required to inspect equipment pre-wired to plug into our system. -Installation and/or repair of electrical fixtures. -Installation of electrical motors and electrical apparatus to be energized.
	20 Amp	1284.50	1927.00		
	30 Amp	1535.00	2302.50		
	60 Amp	2009.00	3013.50		
	100 Amp	2642.50	3964.00		
	200 Amp	3778.00	5667.00		
Also available: 380V/220V/ 3 Phase Motor & Equipment Outlets					<b>Important:</b> -To receive advance show prices, we must receive your order, <b>along with payment, in full</b> , within fourteen (14) days prior to show opening. All others will be charged at regular rate. -Any connection required beyond the finished outlet will be charged for time and materials. If you have special needs please contact us in advance of move-in. -Power sharing is <u>not</u> permitted between exhibitors. -Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. -Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. -Dedicated circuits and 24-hour services will be double the listed price and require a 20 amp outlet. Please double rates. Use * to indicate 24-Hr Outlets. -Refunds will not be authorized if service is installed. <b>Outlet Location &amp; Distribution:</b> <b>-Island Booths:</b> All electrical outlets for island booths will require labor and materials. Distribution and connections of all outlets are chargeable on a time and materials basis. Please complete a utility diagram with main drop, orientation and dimensions. <b>-Inline &amp; Peninsula Booths:</b> All power is delivered to the back line of the booth at no extra cost. Labor only applies to additional distribution, on a time and materials basis. Please complete a utility diagram for outlets off the back line of the booth. <b>-208V &amp; Higher:</b> Electrical labor required. -Unless a scaled floor plan is provided, electrical will be installed as CTS deems necessary or not at all until direction is given. <b>Jurisdiction:</b> <b>Lift Rate: \$175.00 per hour. (1 Hr. Min)</b> -All under carpet distribution. -All motor & equipment hook-ups requiring wiring connections. -Labor is required to inspect equipment pre-wired to plug into our system. -Installation and/or repair of electrical fixtures. -Installation of electrical motors and electrical apparatus to be energized.
<b>FLOODLIGHTS &amp; TRACK</b>					
	150 Watt Flood Light	140.00	210.00		
	Double 150 Watt Flood	250.00	375.00		
	*1000 Watt Overhead	300.00	450.00		
<b>*Overhead light may require labor and lift to install. First focus included.            Call for a quote. Lighting Layout Required for Overhead Lights*</b>					



## ORDER OPTIONS

### **38th SQA Annual Meeting & Quality College**

Palm Springs Convention Center

Palm Springs, CA

Dates: April 3-8, 2022

#### **AUDIO VISUAL OPTIONS**

- Monitors
- Laptops
- Peripherals

Online Ordering Opens: January 27, 2022

Online Ordering Closes: April 6, 2022

***Early Bird Discount: 15% off all orders received by March 4, 2022.***

***click [HERE](#) to order AV***

password: SQA2022!

All orders are show rate based.  
All orders are subject to a 35% service charge  
Orders received after 3/14/2022 will be subject to 10% Rush fee





# encore<sup>SM</sup>



## Exhibitor Order Form

<b>Company/Booth name:</b>	<b>EXHIBIT DATES:</b>	<b>Delivery Date:</b>	<b>Time:</b>
----------------------------	-----------------------	-----------------------	--------------

<b>Room/Booth #</b>	<b>On-Site Contact:</b>
---------------------	-------------------------

<b>Ordered by:</b>	<b>Cell #</b>
--------------------	---------------

<b>Address:</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
-----------------	-------------	--------------	------------

<b>Please Call ENCORE to process CC Payment</b>	<b>Cardholders Name:</b>
---	--------------------------

<b>Cardholders Signature:</b>	<b>Card Holder's E-mail Address:</b>
-------------------------------	--------------------------------------

<b>Dedicated High-Speed Internet</b>	<b>Item</b>	<b>QTY</b>	<b>14 Days Before Event</b>	<b>Within 14 Days of Event</b>	
<b>Wireless - 1 user (3Mb Dedicated)</b>			\$ 285.00	\$ 390.00	=
<b>Hard Wired - 1 user (3Mb Dedicated)</b>			\$ 305.00	\$ 410.00	=
<b>Wireless - 1 user (5Mb Dedicated)</b>			\$ 390.00	\$ 470.00	=
<b>Hard Wired - 1 user (5Mb Dedicated)</b>			\$ 410.00	\$ 490.00	=
<b>Additional 1 User Connection</b>			\$ 75.00	\$ 95.00	=
<b>Additional 1.0 Mb Speed</b>			\$ 130.00	\$ 130.00	=
<b>Internet Switch (for multiple wired devices)</b>			\$ 40.00	\$ 50.00	=
<b>Internet Programming Fee</b>				<b>Add</b>	<b>\$95.00</b>

**TOTAL:**

**Pre-Payment is required for all exhibitor services.**

**Scan and e-mail this completed document to: AV@PalmSpringsCC.com**

**A confirmation quote/receipt will be returned to you with applicable taxes, terms, & conditions**

\* Please call for pricing on items not listed. Call: 760-322-8455

\* Please allow 72 hours to confirm your order.

\* If you do not receive a confirmation from ENCORE, your order has not been received.

\* Sales taxes and Service Charge 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.

# Exhibitor Menus



## **Food and Beverage Policy**

Due to current Health Department Requirements, Liquor Ordinances and Liability Insurance Policies it is required that all food and beverages be purchased through the Palm Springs Convention Center's (PSCC's) Catering Department. Savoury's, Inc. is the licensed caterer and has the exclusive right to provide all food and beverage for all events held at the PSCC.

- Guests to the PSCC may not bring food or beverage onto the facility premises, including but not limited to promotional logo water, candies and table mints.
- Exhibitors with booths in the trade show may give away sample portions, but only of the products they manufacture, produce or distribute. Sample size is 2 oz of beverage and 1 oz of food.
- All food and beverages that are purchased from the PSCC Catering Department must be consumed on the PSCC property. At no time may food or beverage be removed from the premises.
- To comply with health and safety regulations, only employees of Savoury's and the PSCC are permitted in the kitchen area. All orders will be delivered to client's booth space or meeting room fifteen (15) minutes prior to the requested starting time.
- All menu packages presented within include high grade disposable service ware. China service may be available for an additional fee.
- A twenty four (24) percent service charge will be added to all food and beverage orders. To this total California State Tax, currently 9.25%, will be added. In accordance with California State Laws, tax is added to the total cost of the function, including service charge.
- All published prices, service charges, labor fees and taxes are subject to change without notice.

## **Ordering Deadlines**

Catering orders should be received in the catering office four (4) weeks prior to the start of the show. There will be a 10% surcharge added to orders received two (2) to four (4) weeks prior to start of the show. Any orders placed within two (2) weeks of the start of the show will be subject to a 25 % surcharge. Onsite orders are subject to a 50% surcharge.

## **Catering Payment Policy**

Payment in full is required One (1) week prior to commencement of services. PSCC currently accepts company checks made payable to Palm Springs Convention Center, VISA, MasterCard and American Express. An email will be sent from SMG Palm Springs <invoice@authorize.net> and this will contain a link for making payments directly through a secure credit card processor.

## **Guarantees**

The final guarantee is required one (1) week prior to the event, along with full payment. If no guarantee is received at the appropriate time, the estimated amount as shown on the Banquet Event Order will be used and charges will be made accordingly. This guaranteed number is not subject to reduction. The PSCC Catering Dept. will be prepared to serve 5% over the guarantee.

## **Cancellation Policy**

Cancellations made within seven (7) days of the event shall result in forfeiture of all payments and client shall be responsible for, and make immediate payment of any outstanding balance.

## Snack Bar

Rice Krispy Bars	\$4.00++/ea
Candy Bars	\$4.00++/ea
Granola Bars	\$4.00++/ea
Yogurt Cups	\$4.00++/ea
Large Hot Pretzels	\$6.00++/ea
Muffins	\$40.00++/doz
Breakfast Pastries	\$40.00++/doz
Fresh Doughnuts	\$42.00++/doz
Bagels w/Cream Cheese	\$44.00++/doz
Brownies	\$40.00++/doz
Cookies	\$40.00++/doz
Cupcakes	\$55.00++/doz
Mixed Nuts	\$35.00++/lb
Mints & Hard Candies	\$20.00++/lb

## Chips & Dips &...

Potato Chips With Onion Dip serves 50	\$275.00++
Tortilla Chips with Salsa serves 50	\$300.00++
Tortilla Chips with Guacamole & Salsa serves 50	\$450.00++
Trail Mix Dried Fruits & Nuts	\$35.00++/lb
Pretzels Bowls of Mini Twists	\$18.00++/lb

## Displays & Trays

### Cheese Boards

Domestic Cheese Display with Cocktail Breads & Crackers, Garnished with Grape Bunches  
Serves 25 \$373.75++

### Crudit  Platter

Display of Fresh Garden Vegetables with a Peppercorn Ranch Dip  
Serves 25 \$373.75++

### Fruit Display

Elaborate Display of Sliced Seasonal Fruits, Melons & Berries with Yogurt Dip  
Serves 25 \$398.75++

### Deli Delight

Thinly Sliced Roast Beef, Turkey and Ham with Slices of Cheddar, Swiss and American Cheeses, along with Pickle Spears, Lettuce, Tomatoes and Onions and served with Mustard, Mayonnaise and our Baker's selection of Bread.  
Serves 25 \$573.75++

## Just For You

### Personalized Bottled Water

Your company name /logo printed on the label. Call for specific artwork specs.

One time set up charge \$500.00++  
12 cases (min order) \$110.00++/case of 24

\*\*Orders must be placed 30 days prior to show\*\*

### Personalized Sheet Cake

One time set up charge \$120.00++  
Full Sheet (serves 80-100) \$290.00++  
Half Sheet (serves 40-50) \$150.00++

\*\*Orders must be placed 30 days prior to show\*\*

## Beverage Cart

### Hot Beverages

Premium Brewed Regular  
Coffee, Decaf Coffee & Hot Tea  
Served with appropriate condiments

Yields 16 cups per gallon

10 Gallons	\$700.00++
5 Gallons	\$350.00++
2.5 Gallons	\$175.00++

### Cold Drinks

Beverages are delivered in a tub of ice with disposable glassware and beverage napkins. We proudly serve Coca-Cola products.

Soft Drinks, Bottled Waters and  
Sparkling Flavored Waters

\$108.00++ / cs

Mineral Water \$120.00++ / cs

Bottled Juices \$108.00++ / cs

Iced Tea \$70.00++ / gal

Lemonade / Punch \$60.00++ / gal

### Cold Beer

Domestic Bottled Beer \$192.00++ / cs

Imported Bottled Beer \$216.00++ / cs

Domestic Keg Beer \$650.00++ / keg

Imported Keg Beer \$750.00++ / keg

Bartender is required to serve any alcoholic beverage - \$150.00++ for first 3 hours and \$35.00++ each additional hour

## Offsite Events

With Gold Medal winning cuisine and preferred catering status at virtually all of the desert's most popular venues,

Savoury's produces the most outstanding special event experience. Let our Event Professionals coordinate all aspects of your offsite function, in addition to your conference needs.

**Please call Savoury's  
(760) 322-8432  
for more information**

# Specialty Show Stoppers

## Ice Cream Cart Rental

\$200.00 ++ / day

Novelty Ice Creams - \$5.00++ ea  
(Ice Cream Sandwiches, Drumsticks, etc...)  
Premium Ice Cream Bars - \$6.50++ ea

## Popcorn Machine

\$595.00++ / day

Includes up to 300 servings, bags & napkins.  
Attendant required

## Cotton Candy Machine

\$500.00++ / day

Includes Blue or Pink Candy & 200 paper  
cones. Add'l servings in 100 increments

\$175.00 / 100

Attendant Required

## Cappuccino Cart

Pricing includes up to 4 hours of service  
and a maximum of 250 cups of Coffee,  
Cappuccinos, Espressos, Mochas and  
Lattes. All creamers, sweeteners, paper  
cups and stir sticks will be supplied, as  
well as an attendant

\$1200.00 ++ / 4hr

\$4.00++ each add'l serving after 250  
\$275.00 / hr for each add'l hour

**Space/Power Requirements:**  
Client is responsible for providing table  
space of at least 4 ft x 3 ft and storage  
under the table for water supply.

## Pretzel Machine

Heated Case Rental \$100.00 / day

Large Pretzel - \$5.00+ ea

## Booth Attendants / Server

An attendant may be hired to operate any of the rental equipment for you.  
Attendant fee of \$150.00++ for the first two hours – (2 hour minimum)  
\$35.00++ / hr for each add'l hour.



The following information is provided to assist you in the planning of your event. This information outlines services available through the Palm Springs Convention Center (PSCC) and its Contractors. Also listed are various building policies of which you should be aware. If you have any questions regarding any of this information, please contact us for further details.

### **ADA COMPLIANCE**

The Palm Springs Convention Center (PSCC) provides permanent access accommodations under the guidance of the Americans with Disabilities Act (ADA). When planning your event, we ask that you provide accessibility to all individuals for exhibits, displays, meetings, etc. with respect to set up, location, path of travel and other aspects of the event. Please also provide any temporary auxiliary aids and services required for disabled attendees under the guidance of the ADA.

**Wheelchairs are not available at the PSCC**, however, we are able to provide you with a list of local vendors to accommodate special needs.

### **ADVERTISING/SIGNAGE**

**All off-site, outdoor advertising** within the City limits requires approval from the City of Palm Springs. For further information, please contact the City's Planning Department at 760-323-8245.

**The posting of signs, advertisements, show bills, lithographs, posters or cards** is not permitted in or on any part of the PSCC premises, without prior permission. All unauthorized signage will be removed.

### **ATM LOCATION**

**For your convenience, ATM machines are located** in the main hallway immediately adjacent to the west lobby as well as next to the box office on the east end of the main hallway.

### **AUDIO VISUAL**

Presentation Services A/V is the official in-house audio visual provider for the PSCC. ENCORE GLOBAL's personal understanding of the facility and integrated approach with the PSCC staff ensures a seamless environment. Please contact a ENCORE GLOBAL representative at 760-322-8455 to discuss your audio visual needs.

### **BANNER HANGING**

**All interior banners** with the exception of tradeshow/exhibit hangings, must be hung by PSCC personnel. Arrangements for interior banner hanging should be made in advance through your Event Manager a minimum of thirty (30) days prior to your event.

**All exterior banners** require advance approval from the City of Palm Springs Planning Department. Please contact them directly at 760-323-8245. Arrangements for exterior banner hanging should be accomplished a minimum of thirty (30) days prior to your event.

**All tradeshow/exhibit banners or signs** over 50 lbs. MUST be hung by ENCORE Global. Please contact a representative at 760-322-8455 for any rigging needs.

### **CLEANING**

The contracted areas of the PSCC will be provided to you in clean condition. During your event, the PSCC Operations Staff will maintain all public areas and meeting spaces except when said areas are utilized as exhibit space and are the responsibility of the Tradeshow Contractor.

## **CREDENTIALS**

All service contractors and show related working personnel, temporary labor, etc., should enter and exit the PSCC through designated entrances and must wear proper identification credentials.

## **DAMAGES**

The PSCC will make every effort to inform you of any damages as soon as they are discovered. We ask that any damage(s) you notice be reported immediately to a PSCC staff member. If any portions of the premises or furnishings are damaged through the negligence or fault of your group, its agents, or guests, you will be responsible for any cost associated to return the area(s) to its original condition.

## **DECORATIONS/BALLOONS/BANNERS**

All **props, table coverings, drapes**, etc., must meet fire code regulations, be approved in advance as part of the floorplan, and have any required fire certifications.

**Helium balloons, glitter and confetti** are not permitted. Balloons may be used for display purposes with prior approval from your Event Manager. Any loose balloons will be subject to a per balloon retrieval fee.

**Adhesive backed decals and stickers** may not be used or distributed without written consent of the PSCC.

**Decorations, banners and similar displays** may not be fastened to ceilings, painted surfaces, wall coverings, airwalls, columns or doors. If you have a special request, please contact your Event Manager.

## **ELECTRICAL/UTILITIES**

**House lighting, ventilation, heat or air conditioning** will be provided as required during show open times. All exhibitor lighting must be turned off during non-operating hours.

**Energy conservation and sustainability** practices are very important to us and minimal light and temperature levels will be maintained during load-in and load-out periods.

**Rehearsals and similar pre-event activities** may be assessed a utility charge for special light and temperature levels.

**Only authorized PSCC staff may access** electrical, water (fill, drain and water key) and telecommunications equipment. All usage of the utility services must be approved in advance by the PSCC.

**Exhibitor electrical and utility services** will be provided by your Tradeshow Contractor. Electrical contractors are required to have a signed agreement with the PSCC and a current insurance certificate on file before being permitted to install services within the facility.

## **EQUIPMENT INVENTORY AND RATES**

Equipment is available to you as inventory permits. The PSCC will make every effort to accommodate the needs of our guests. The rates listed are subject to change. Please consult with your Event Manager for current information. The costs for supplemental equipment will vary based on quantity, availability, etc. If you have special requests for furnishings outside of our inventory, the Event Manager will assist you in making arrangements to secure the equipment.

## **FIREARMS DEACTIVATION AND SAFETY FOR EXHIBITS**

Breech-loading firearms displayed must be deactivated by removal of the firing pin or other alteration so that they may not be fired. Live ammunition, powder or primers may not be brought into the Exhibit Hall. Exceptions may be granted by PSCC Management for particularly rare antique firearms or ammunition displayed in locked display cases or other wise made inaccessible. Firearms will be inspected before the show by an authorized safety advisor. Infractions will be reported to both Exhibitor and Show Management. All infractions must be corrected before the exhibit will be allowed to open. Over the counter sales of firearms and ammunition are not permitted; however, Exhibitors may take orders for future delivery. Gun shows are permissible providing the producer is bona fide and state permitted, in which case all federal and state regulations prevail and must be strictly adhered to.

## **FIRE MARSHAL SERVICES**

Fire Marshal presence is ***required*** during your event under the following circumstances:

- Use of smoke, fog or hazers (hazer liquid must be water based, no oil based substances are permitted)
- Attendance at or in excess of 2,500 people
- Whenever a significant life/safety issue is deemed to be present

Your Event Manager will make arrangements for Fire Marshal presence based on an evaluation of your event characteristics.

## **FIRST AID/EMERGENCY MEDICAL SERVICES**

Based on event type and attendance, an Emergency Medical Technician (EMT) may be required to be on site during show hours. Please make arrangements for Emergency Medical Services with your Event Manager thirty (30) days prior to your event.

## **FLOORPLAN APPROVAL**

**Floorplans must be approved** by the Fire Marshal of the City of Palm Springs prior to the selling of exhibit booth space. It is the responsibility of the PSCC to secure this Fire Marshal approval upon receipt of your floorplan. Please forward a copy to your Event Manger a minimum of sixty (60) days prior to the event. If vehicles are a part of your event, they must be shown on the floorplan when submitted. A copy of the approved floorplan(s) must be on file before the event may open.

City of Palm Springs Fire Regulations are strictly enforced by the PSCC. The Fire Marshal's decision is final.

## **FLOOR PROTECTION**

Responsibility for protecting all carpeted areas rests solely with the Contractor or Service Provider responsible for performing the work in carpeted locations. This applies to areas receiving crates, pallets, freight boxes, road cases, or other large/heavy materials likely to cause carpet damage.

**You must place visqueen, (at least 4ml thick), and masonite** on all carpeted and tiled areas during load in and load out when using lifts, pallet jacks and/or other related equipment. Lifts carrying freight may not travel across tiled surfaces; although limited exceptions may be pre-approved for light equipment with appropriate tire protection.

No cutting of carpet, foamcore or other materials is permitted on carpeted areas without protection.

Only gaffers tape may be used on carpeted areas.

Scissors, boom, knuckle, and all other lifts require 100% protection from damage including tire wrapping or ironman Visqueen.

The use of paint, glue, ink, dyes, oil, solvents, or other industrial liquids or adhesives is not permitted without 100% protection.

Electric vehicles may not be parked on carpeted surfaces for charging.

Motor vehicles must have a plastic drop cloth large enough to cover the entire undercarriage of the vehicle must be used during display.

Any items that are likely to snag carpet fibers or leave a residue may not be used on carpeted areas without 100% protection. This includes paint, adhesives, soil, grass, flowers, chalk, water, non-permitted tape, screws, nails Velcro, rough lumber, metal, glass, or other similar items.

## **FOOD & BEVERAGE/CATERING**

**Outside food or beverages are not permitted** within the facility. Savoury's the PSCC's official in house concessionaire and catering company is the only firm permitted to serve or provide food and beverage of any kind on the property.

**Consumables** that are to be given to attendees free of charge must be pre-approved with the in-house caterer.

**Selling, distribution and consumption of all alcoholic beverages** must be in accordance with the laws, statutes and regulations of the State of California. The State of California has issued an Alcohol Beverage Control (ABC) license to Savoury's for their exclusive sale and distribution of alcoholic beverages at the PSCC. The ABC license precludes the dispensing of alcoholic beverages to individuals under the age of 21. You will be responsible for assistance in preventing any consumption of alcoholic beverages by underage attendees and to provide security as required by the PSCC.

## **HOURS**

**PSCC administrative offices** are open during regular business hours, Monday through Friday 8AM-5PM, excluding holidays.

**Hours of use** are outlined during contracting and will be finalized with you prior to arrival. Changes may be made to your program, once on-site; depending on length of notice, applicable overtime or labor charges may apply.

## **INFORMATION CENTER/GUEST SERVICES**

The information center is located in our west lobby area. Our concierge staff assists patrons by providing information on in house events, local events, attractions and activities, directions, and local referrals. Our colleagues are also able to assist with tee times, arranging dining reservations, etc. Brochures, local maps and city guides are also available.

## **KEYS/ROOM SECURITY**

**You may request keys to your meeting spaces** through your Event Manager. A \$75.00 charge will be assessed for any key not returned at the conclusion of an event.

**Should you request a "re-key"** on any of the meeting room doors, a \$75.00 charge per door will apply.

## **LIFTS AND LIFT STORAGE**

**If a lift is required**, arrangements should be made to rent this equipment from an outside source. Lifts may be delivered to the loading dock area the day prior to load in. Please inform your Event Manager in advance so we can ensure a reserved space for your lifts.

**The floor weight load limit** is 3/500 psi. We will locate and uncover the floorboxes for you in order to avoid them as the weight of the lift may cause damage.

**If wheels are not "non-marking and/or black rubber"**, they must be shrink wrapped before entering the facility to prevent carpet damage. If the aisles are covered with visqueen and/or masonite, tire wrapping of equipment is not required.

## **LOADING DOCK**

**A 9-bay loading dock** is located on the north end of the building and affords easy access to the Oasis Exhibit Halls. The largest of the three roll up doors is 15' 4" high and 17' 11" wide. To maintain safe and efficient operations, your Event Manger shall assign dock marshals to assist with traffic coordination during load in and load out.

**Marshaling Yard options** may be arranged with your Event Manager and should be addressed no later than thirty (30) days prior to load in.

**All basic safety rules and OSHA guidelines** are to be followed during load in/load out including, but not limited to:

- The safe operation of equipment and tools
- No smoking within 25 feet of any exterior doors and only in designated areas
- No drinking of alcoholic beverages or use of illegal substances on PSCC property or parking lots
- No refueling, de-fueling, storage of gasoline, kerosene, LPG or other fuels and liquids

**Hallways, doors and fire lanes** may not be blocked with freight, equipment, display material, etc. at any time.

**Crate storage** is not permitted in exhibit halls or interior building areas under any circumstances. Please refer to the City of Palm Springs Fire Regulations for specific crate storage information.

**Crates may be stored** along the dock wall or inside trailers in the dock wells.

**Children under the age of 16 are not permitted** in the exhibit halls or on the loading dock during load in/load out hours.

## **LOAD IN/LOAD OUT**

**In order to protect building finishes**, no loading or unloading is permitted through public entrance areas (i.e. front lobby, pre-function areas, etc.). With prior authorization from your Event Manager, limited loading and unloading of hand-carried items may be permitted when no other events are in house.

### **Load in/Load Out Lighting**

Fifty percent (50%) "work lights" will be provided at no charge in exhibit halls during load in and load out. One hundred percent (100%) "show lights" will be provided (30) minutes prior to show opening and meetings. Lighting requests outside these parameters will be charged at the prevailing hourly rate.

### **Load In/Load Out Air Conditioning & Heat**

**Air conditioning and heat are not provided in the exhibit halls** on load in or load out days. Air conditioning or heat may be requested during these periods, but will only be provided when the exterior doors are closed and hourly charges will apply.

**Air conditioning and heat are provided complimentary** during show hours. The Exhibit Hall loading doors must be closed one hour prior to start of show in order to provide appropriate heating and cooling levels.

## **LOBBY AREAS**

**Lobby areas** are considered to be public space and are reserved for uses such as registration, circulation, information, food service, etc. and use for these purposes is subject to approval by the PSCC. Registration tables, equipment, telephones, Internet and electrical services are not included but are available for an additional charge.

**No motorized vehicles**, forklifts, gas or electric carts may be used in public areas without prior permission from the PSCC.

## **LOST AND FOUND**

Lost and found items will be held in the Security office at the PSCC for up to thirty (30) days. Items such as credit cards, driver's licenses and other government documents will be mailed to the address on the identification within 48 hours. Claimed items will be returned upon verification of the owner, however, the PSCC will not be responsible for the cost associated with mailing or shipping lost and found items.

## **MEETING SPECIFICATIONS**

Initial meeting specifications should be provided to your Event Manager a minimum of sixty (60) days prior to your event in order to secure our lowest rates. Orders placed seven (7) days or less in advance of your move in date will be subject to late rates.

## **OFFICE EQUIPMENT**

**Rental of computers, fax machines, copiers**, etc is available through ENCORE GLOBAL. Please contact a ENCORE GLOBAL representative directly at 760-322-8455, for further details.

## **PARKING**

**The PSCC has a parking lot** located to the east of the facility (Caballeros Lot) and a lot southwest of the facility (Andreas Lot). Other surrounding parking areas and vacant land are private property and therefore, vehicles parked on such property are subject to removal at the owner's expense.

**Parking for mobility impaired visitors** is available in both lots with drop off areas at the main entrance, located on Alvarado Road.

**Parking in fire lanes**, loading dock areas or any other location posted as "No Parking" is not permitted. Unauthorized vehicles will be removed at owner's expense.

**Overnight parking** of all private vehicles, including RVs in the PSCC parking lots is prohibited by City Ordinance.

**Tradeshow Contractors** should make arrangements with the Event Manager for parking of trucks/trailers. All personnel/riggers, etc. should park in the PSCC designated parking areas. All van lines & trailers are to be staged in an area approved by the Event Manager.

## **PERMITS AND LICENSES**

You are responsible for obtaining a City of Palm Springs Business License for your event and for each exhibitor selling or taking orders while exhibiting in the PSCC. The licenses must be purchased in advance of the show opening date.

The City of Palm Springs requires that all Tradeshow Contractors working at the PSCC obtain a City of Palm Springs Annual Business License or a Daily Business License.

Your Event Manager will assist you by providing a copy of the Temporary Event Permit request form. You are welcome to contact the Business License Department of the City of Palm Springs directly at City Hall, 3200 East Tahquitz Canyon Way, Palm Springs, CA 92262, or by telephoning 760-323-8231.

## **POWER CABLES AND LINES**

**Power cables and lines** may not block ingress/egress and/or any emergency exit doorways. ALL power cables must be flown up and over emergency exits. For additional details on this Fire Code, please contact your Event Manager.

**Cable ramps/yellow jackets** are only permitted in backstage areas with prior approval. Please make arrangements with the Event Manager thirty (30) days in advance of arrival.

## **RECYCLING**

**Recycling is part of the PSCC's operating philosophy.** The PSCC recycles paper, cardboard, plastic, cans, bottles, wood pallets and more.

**We also have a composting program** in place with assistance from our in house caterer, Savoury's. Please contact your Event Manager for more details.

**We also welcome customer participation** in our "Trash to Treasures" program, which donates left over articles to local charities at the conclusion of each exhibit and/or tradeshow.

## **RIGGING**

### **Rigging in the Exhibit Halls**

The Tradeshow Contractor must provide a licensed contractor who is certified to hang banners and/or signage from the Oasis 1 & Oasis 4 steel beams and Oasis 2 & Oasis 3 floating grid. The contractor must use proper hanging equipment for safety measures, and must provide a secondary safety in case of failure.

- **Banners and/or signage that weigh less than 50 lbs.**, and do not require a motor to hang, can be hung from the floating grid in Oasis 2 & 3.
- **Banners and/or signage that weigh over 50 lbs.** must obtain ENCORE GLOBAL's & PSCC's approval to hang the elements and must complete the ENCORE GLOBAL rigging form <http://riggingadvance.EncoreGlobal.com>. ENCORE GLOBAL must supply all steel and/or motors used for rigging from the ceiling.
- **ENCORE GLOBAL's rigging supervisor** will determine rig call and crew, based upon client needs.

### **Other rigging within the Facility**

- **For productions and/or galas**, all rigging is exclusive to ENCORE GLOBAL
- **Hanging items from the ceiling of the Primrose Ballrooms** is exclusive to ENCORE GLOBAL
- **For hanging light weight banners/signage** in any other areas of the PSCC, please contact your Event Manager for details.

## **ROOM SET CAPACITIES**

Room capacities vary with the addition of staging, dance floors or audio-visual equipment. Please check with your Event Manager to confirm room capacities prior to preparing room specifications for your event. Changes in the set-up once the room is set will result in additional charges.

## **SECURITY**

### **Facility Security**

Our professional personnel maintain 24-hour security coverage for the facility. They monitor Fire Life Safety Systems and are responsible for securing all interior and exterior doors.

### **Event Security**

**Load In/Load Out Security coverage is required** by the PSCC. A minimum of three (3) guards will be required during these periods, but the final determination on the number of guards will be evaluated and confirmed by your Event Manager.

**Security may be required for other aspects of your event** and will be dependent upon the size of the show, the type of show, expected attendance, amount of drayage and other factors. All required posts are exclusive to PSCC in-house security. All requirements for armed security must be filled through your Event Manager by the Palm Springs Police Department.

**Additional staffing** for badge checkers, overnight security, etc. is at your discretion and expense. Please place a request for security or additional staffing services through your Event Manager a minimum of thirty (30) days prior to your event. Security personnel must be scheduled one half hour prior and one half hour after actual times in order to provide the proper level of service.

**Palm Springs Police Department officers may be required** depending upon the nature and expected attendance of an event.

## **SERVICE ANIMALS**

Only service animals are permitted on the PSCC premises.

## **SHIPPING/STORAGE**

**You are welcome to ship registration or staff office materials *with prior approval*** from your Event Manager. Fees for handling and storage will apply. Any applicable fees associated with handling and storing your shipments will be applied to your settlement invoice.

**Please be aware that due to storage limitations**, we ask that shipments arrive no more than three (3) days prior to the date of your event.

**Shipments must be addressed as follows:**

Palm Springs Convention Center  
YOUR NAME  
COMPANY/EVENT NAME  
c/o EVENT MANAGERS NAME  
277 North Avenida Caballeros  
Palm Springs, CA 92262

Should you require assistance with shipping items at the conclusion of your conference, arrangements may be made with your Event Manager.

**It is helpful to provide the Event Manager with the following information** prior to the arrival of your shipment:

- Name of Sender
- Estimated delivery date
- Name of the shipping company (i.e. UPS, FedEx, Yellow Freight, etc.)
- Estimated size and quantity of packages

<b>Shipment Type</b>	<b>Handling Fee</b>	<b>Storage Fee</b>
Envelope	No Charge	No Charge
Package - Up to 50 lbs.	\$30 each	\$10 per package - per day
Package - 50-100 lbs.	\$100 each	\$25 per package - per day
Freight - Over 100 lbs. or pallets	\$500 each	\$100 per package or pallet - per day

## **SHIPPING/STORAGE (continued)**

### **Exhibitor Freight**

Exhibitor shipments must be addressed directly to the Tradeshow Contractor. In most cases the exhibitor will have shipped to the Contractor's warehouse. There are circumstances where an exhibitor will ship directly to the PSCC. This is acceptable only when the Contractor is already on site for load in on the contracted date of occupancy. Exhibitor freight arriving prior to the contracted date will be refused and the freight company will be asked to deliver on the occupancy date. Redelivery will be at the discretion of the freight company.

## **SIGNAGE**

The PSCC permanent graphics, signs or displays may not be visibly blocked in any manner, nor may temporary signs or decorations be attached to permanent building graphics.

## **SMOKING/NON-SMOKING POLICY**

**The PSCC is a non-smoking facility.** Smoking is not permitted within the facility or within twenty-five (25) feet of any exterior entrance door.

**Provisions can be made for a designated smoking area** outside the facility upon your request.

## **SOLICITING**

**No soliciting is permitted** on the PSCC premises, which includes any portion of the PSCC building, parking areas and walkways.

## **TELECOMMUNICATIONS & IT SERVICES (exclusive in-house)**

**Telecommunications services** are provided exclusively by ENCORE GLOBAL and can be tailored to meet the needs of your guests and your exhibitors. ENCORE GLOBAL provides connections to the Internet at broadband speeds. All meeting rooms, ballrooms, and exhibit halls are equipped to accommodate hard-wired Ethernet connections and wireless network technology. Analog direct inward dial (DID) lines are available for use with telephones, credit card machines and fax machines. Internet access is not offered through DID lines. Please contact a ENCORE GLOBAL representative at 760-322-8455 to discuss your telecommunications needs.

**Internet access** is provided exclusively by the PSCC through ENCORE GLOBAL. We offer private and public high speed Internet access through our managed internal network with bandwidth capacities up to 100mb. Our lobby, exhibit halls and meeting rooms are Ethernet ready at 100mb connection speeds to meet your networking requirements. Our entire facility is also covered by a guest wireless access system with 802.11 g/b and 802.11a support including the ability to roam throughout the facility. For users who require a public static IP address or those who use virtual private networking (VPN) we offer the Public access. Please note that within the immediate vicinity of a network drop (such as in a booth or meeting/classroom) additional networking can be extended to multiple computers or devices. Please contact a ENCORE GLOBAL representative at 760-322-8455 to discuss your Internet needs.

## **TRADESHOW CONTRACTORS**

Please notify your Event Manager upon choosing a Tradeshow Contractor. The Event Manager will work with the chosen Contractor to make any necessary arrangements for the exhibit hall. You may request a list of Tradeshow Contractors from your Event Manager.

## **REMOVAL OF PROPERTY**

**In the event that the premises are not vacated** upon expiration of the contract term, the PSCC will remove, at your expense, all goods, wares, merchandise, equipment and property of any kind remaining. The PSCC shall not be liable for any damages to or loss of such goods, wares, merchandise or property which may be sustained by reason of such removal.

**You and your contractors are responsible for** the removal and disposal of all tape, trash, crates, pallets, packing material, etc. prior, during and upon completion of use, at your expense. Items are to be placed in the appropriate refuse or recycling bins located in the loading dock area.

**Recycle containers** are also made available throughout the facility and should be used whenever possible.

## **VEHICLES ON DISPLAY**

**Please note the following rules for vehicles on display** (motorcraft, boats, aircraft), inside the PSCC. If you have any questions or special conditions please contact your Event Manager for consultation. City of Palm Springs Fire Regulations, under the current code, regarding display of vehicles are as follows:

- Batteries shall be disconnected in an approved manner
- Vehicles or equipment shall not be fueled or defueled within the building or on the surrounding property
- Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or five (5) gallons, whichever is less
- Fuel systems shall be inspected for leaks
- Fuel tank openings shall be locked and sealed to prevent the escape of vapors
- The location of vehicles or equipment shall not obstruct or block exits or exit signage
- Contractor to place visqueen & masonite along the vehicle path to protect the carpet during load in/load out
- Once vehicle is placed, visqueen to remain under the vehicle as carpet protection
- PSCC Facility Security will receive keys with a cell phone number and name of a responsible party. The keys will remain with PSCC security until the conclusion of the event.
- Vehicle may not be relocated during show hours

## **WALLS/AIRWALLS**

**Movement of airwalls and/or equipment** may only be performed by PSCC personnel

**Walls and doors must be protected from damage** at all times. Items may not be attached to or leaned against walls or doors, nor used to hold or prop doors open.

## **WATER SERVICE**

**Complimentary water service** is provided at head tables and speaker podiums

**Specialized water service** such as glasses/pitchers at each setting and/or water coolers for meeting and exhibit areas may be arranged through your Event Manager.

### EXHIBITOR FAQ'S

The following information is provided for your convenience and is comprised of excerpts from our complete Facility Guidelines.

#### ANIMALS:

Service and/or guide animals are permitted at all times. Non service animals are not permitted in the facility except as part of an exhibit, activity, or performance requiring their use. Prior approval is required by the Event Manager.

#### AUDIO VISUAL SERVICES:

PSAV is the preferred provider of A/V equipment and services for the Palm Springs Convention Center. Please contact a PSAV representative to discuss your audio visual needs at 760-322-8455. For your convenience, an order form has been included in your exhibitor kit.

#### BALLOONS/GLITTER:

Helium, balloons, confetti and glitter are strictly prohibited. Balloons may be used for display purposes with prior approval. Any loose balloons will be subject to a per balloon retrieval fee. Adhesive backed decals may not be distributed or used within the facility.

#### CHILDREN

No one under the age of 16 is permitted in the exhibit halls or on the loading dock during load in/load out hours.

#### DECORATIONS:

Decorations, signage, banners, etc, **MAY NOT** be taped, nailed, or otherwise attached to any ceiling, window, painted surface or wall of the facility. The location and method of installation of special decor or signage requires prior approval from the Event Manager.

#### FIRE CODE REQUIREMENTS:

Drapes, curtains, table coverings and skirts, carpet or any materials used in exhibits or as props, must be flame retardant and be accompanied by a Fire Certificate of Flame Resistance. All such materials are subject to inspection and on site testing by the Fire Marshal.

Sisal paper, tar paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited.

Fire fighting equipment, fire extinguishers, fire hose cabinets, exits and/or exit signage may not be hidden or obstructed.

**The following instances may require further approval from the Fire Marshal to ensure public safety. Please contact the Tradeshow Contractor for further details.**

- Booths containing closed rooms, multi-level structures
- Booths requiring floorplans showing specific details
- Booths requirements for smoke alarms & fire extinguishers
- Booths requiring fire watch personnel
- Exhibitors utilizing cooking devices
- Vehicles on display in exhibit halls (please refer to "Vehicles on Display" on page 3)

To access a complete version of the City of Palm Springs Fire Regulations, please visit our website at [www.palmspringscc.com](http://www.palmspringscc.com).

### **FOOD & BEVERAGE:**

All food, alcoholic and non-alcoholic beverages, and concessions services are operated and controlled by the Palm Springs Convention Center.

Savoury's provides exclusive food & beverage service for the Palm Springs Convention Center. You may order food & beverage for your booth by contacting Savoury's at 760-322-8432. Exhibitors who wish to exhibit/distribute sample food or beverage items must contact Savoury's for prior authorization.

*Outside food or beverage is not permitted at any time.*

### **INTERNET/TELECOMMUNICATIONS:**

**Internet or telecommunications** services are provided exclusively by PSAV. In some cases free internet connectivity is provided by Show Management, in which case you will be issued an access code. We also offer two levels of wifi service which may be purchased by credit card by clicking on internet explorer once you are on site. A splash screen will appear that will allow you to place an order. Individual services for hardwire connection may be requested in advance by completing the appropriate form(s). Payment is required prior to installation.

### **LOAD-IN AND LOAD-OUT:**

**Exhibitors may load in/load out of the facility through designated loading dock areas only.** The main lobbies are not to be utilized for this purpose. Please verify load in/load out times prior to your arrival through the Tradeshow Contractor.

The Palm Springs Convention Center does not provide lifts, carts, or other equipment for public use.

Hallways and doors may not be blocked with freight, equipment, display material, etc. at any time.

### **PARKING:**

**Parking in loading dock areas except for load in/load out, is prohibited.** The loading dock marshal will direct exhibitors and control the flow of vehicles in all dock areas and driveways. Vehicles in violation of this policy will be towed at the owner's expense.

The Palm Springs Convention Center has a primary lot located to the north of the facility and a secondary lot southwest of the facility. Handicapped parking is available in both parking areas with drop off areas at the main entrance located on Alvarado Road.

### **PERMITS & LICENSES**

**The City of Palm Springs requires a temporary business license** for the general sale of any merchandise at the facility. It is your Show Manager's responsibility to file proper paperwork and pay related fees directly to the City of Palm Springs. Please contact Show Management to ensure that they have your correct merchant information.

### **RIGGING/BANNER HANGING**

The Tradeshow Contractor must provide a licensed contractor who is certified to hang banners and/or signage from the Oasis 1 & Oasis 4 steel beams and Oasis 2 & Oasis 3 floating grid. The contractor must use proper hanging equipment for safety measures, and must provide a secondary safety in case of failure.

- **Banners and/or signage that weigh less than 50 lbs.** and do not require a motor to hang, can be hung from the floating grid in Oasis 2 & 3.

- **Banners and/or signage that weigh over 50 lbs.** must obtain PSAV's & PSCC's approval to hang the elements and must complete the PSAV rigging form <http://riggingadvance.psav.com>. PSAV must supply all steel and/or motors used for rigging from the ceiling.

- **PSAV's rigging supervisor** will determine rig call and crew, based upon client needs.

### **Other rigging within the Facility**

- **For productions and/or galas**, all rigging is exclusive to PSAV

- **Hanging items from the ceiling** of the Primrose Ballrooms is exclusive to PSAV

- **For hanging light weight banners/signage** in any other areas of the PSCC, please contact your Event Manager for details.

### **SHIPPING**

Please follow the instructions regarding shipping as stated in your exhibitor kit. **The Palm Springs Convention Center does not accept advance exhibitor freight.** If you find the need to ship directly to the Palm Springs Convention Center, your freight must be addressed to the Tradeshow Contractor. The freight may not arrive prior to the occupancy date or said freight will be refused. Please make prior arrangements through the Tradeshow Contractor for shipping your freight from the Convention Center. Freight remaining on the show floor will be shipped through the Tradeshow Contractor's carrier of choice, as they are required to clear the exhibit hall by contracted time.

### **UTILITIES:**

Special arrangements for access to water from restroom faucets or janitorial closets for exhibit purposes can be confirmed with the Tradeshow Contractor.

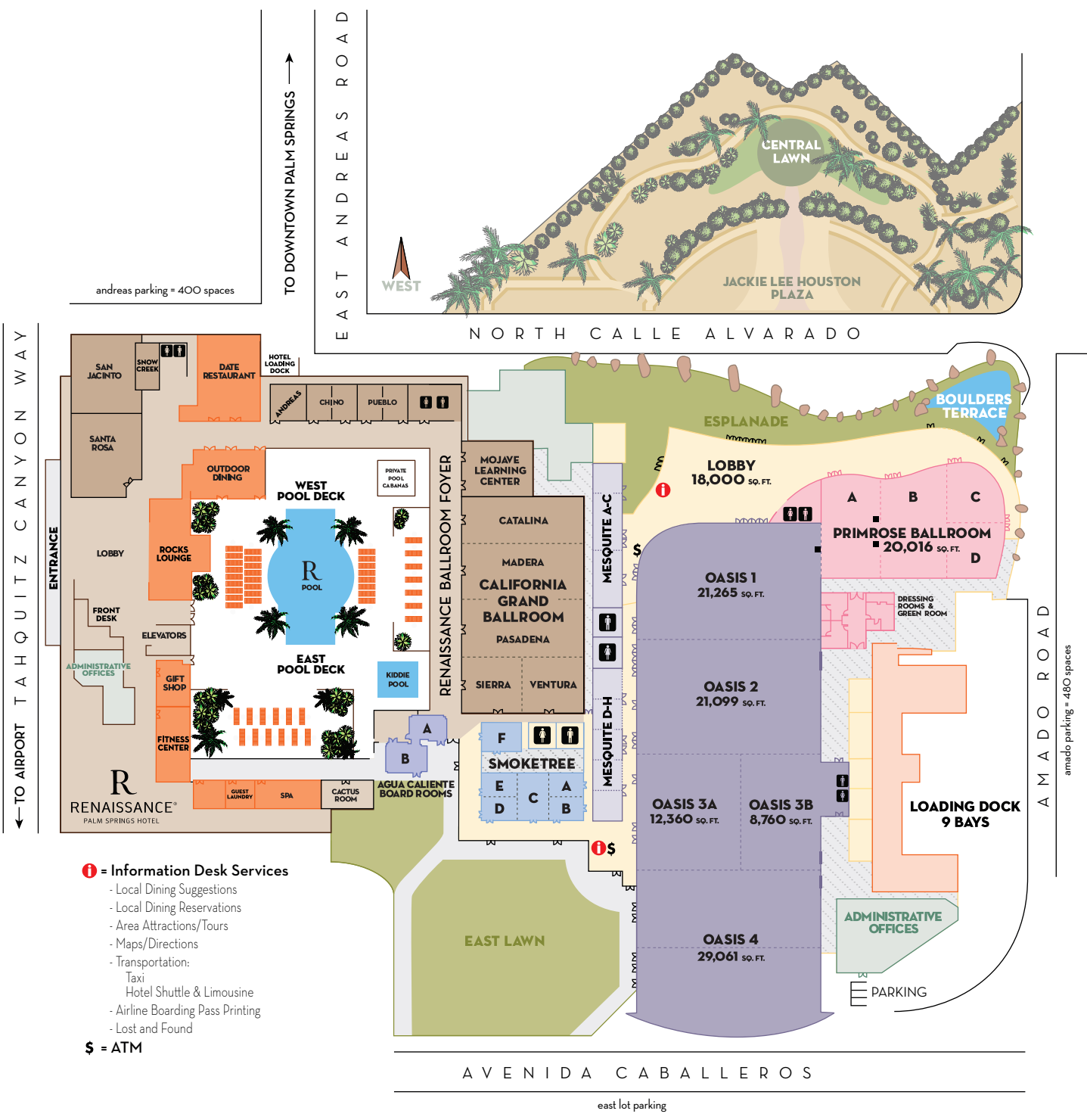
### **VEHICLES ON DISPLAY**

**Please note the following rules for vehicles on display** inside the PSCC. If you have any questions or special conditions please contact your Event Manager for consultation. City of Palm Springs Fire Regulations, under the current code, regarding display of vehicles are as follows:

- Batteries shall be disconnected in an approved manner
- Vehicles or equipment shall not be fueled or defueled within the building or on the surrounding property
- Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or five (5) gallons, whichever is less
- Fuel systems shall be inspected for leaks
- Fuel tank openings shall be locked and sealed to prevent the escape of vapors
- The location of vehicles or equipment shall not obstruct or block exits or exit signage
- Contractor to place visqueen & masonite along the vehicle path to protect the carpet during load in/load out
- Once vehicle is placed, visqueen to remain under the vehicle as carpet protection
- PSCC Facility Security will receive keys with a cell phone number and name of a responsible party. The keys will remain with PSCC security until the conclusion of the event.
- Vehicle may not be relocated during show hours

### **WATER SERVICE**

Water fill/drain service is available and may be requested by completing the appropriate form. There is a fee for this service.



- i = Information Desk Services**
- Local Dining Suggestions
  - Local Dining Reservations
  - Area Attractions/Tours
  - Maps/Directions
  - Transportation:
    - Taxi
    - Hotel Shuttle & Limousine
  - Airline Boarding Pass Printing
  - Lost and Found
- \$ = ATM**

## **Driving Directions**

### **From Los Angeles, San Diego or Northern California**

- Head eastbound on Interstate 10 past the cities of Banning and Cabazon
- From Cabazon, go 13 miles and take the N Indian Canyon Dr exit into Palm Springs
- Go 5 miles into Palm Springs to N Palm Canyon Dr
- Turn left (east) on E. Stevents Rd
- Turn left (east) on Amado and go 4 blocks to the Convention Center
- Turn right
- Our parking lot is located on Avenida Caballeros across from the Center. The main entrance is on Alvarado Road.

### **From Arizona and Points East**

- Take Interstate 10 westbound
- Go 12 miles past Indio and exit at Date Palm
- Turn left (south) on Date Palm and cross over the freeway
- Turn right (west) on Vista Chino at the end of the overpass
- Go 4 miles to Sunrise Way
- Turn left (south) on Sunrise and go one mile to Amado Road
- Turn right (west) on Amado and go 4 blocks to the Convention Center. Our parking lot is located on Avenida Caballeros across from the Center. The main entrance is on Alvarado Road.

### **From other Local Resort Cities**

- Head west via Highway 111 and E. Palm Canyon Drive into Palm Springs
- Turn right (north) on Sunrise Way
- Go 2 miles and turn left (west) on Amado Road
- Go 4 blocks to the Convention Center. Our parking lot is located on Avenida Caballeros, across from the Center. The main entrance is on Alvarado Road.

\*Alternate for semi-trucks with trailers: Trucks with trailers may not travel through downtown Palm Springs. From Highway 111 go 6 ½ miles, turn left (east) on Vista Chino, right (south) on Avenida Caballeros, enter loading dock on Avenida Caballeros immediately past Amado Road.

For more information, please contact the Palm Springs Convention Center at 760-325-6611 or visit our website at [www.palmspringscc.com](http://www.palmspringscc.com)

## Driving Directions

### From Interstate 10

- Exit at Date Palm
- Turn left (south) on Date Palm and cross over the freeway
- Turn right (west) on Vista Chino at the end of the overpass
- Go 4 miles to Sunrise Way
- Turn left (south) on Sunrise and go one mile to Amado Road
- Turn right (west) on Amado and go 4 blocks to the Convention Center.
- Turn Left onto N Calle Alvarado
- Drive past the front of the Convention Center, follow N Calle Alvarado as it turns into East Calle Alvarado, Andreas Parking lot will be on the left, see below Map.