

USCAP 112th Annual Meeting
 New Orleans Ernest N. Morial Convention Center
 Halls B1, B2 & C1
 New Orleans, LA
 March 11-16, 2023

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 - Hunter Green/Gold/Gold/Hunter Green

3' high side drape - Hunter Green

(1) one-line booth ID sign with booth number

Aisle Carpet Color: Purple

The exhibit hall is not carpeted. **Carpet is required for this show.**

Important Dates

Non-Official EAC Notification:	February 17, 2023	Advance Freight Deadline:	March 3, 2023
Advance Order Discount Deadline:	February 17, 2023	Direct to Show Site 1st Day For Delivery:	March 10, 2023

Exhibit Show Schedule

Exhibitor Move-In:	Friday	March 10, 2023	1:00 PM	—	4:00 PM
	Saturday	March 11, 2023	8:00 AM	—	4:00 PM
	Sunday	March 12, 2023	8:00 AM	—	2:00 PM
Show Hours:	Monday	March 13, 2023	9:30 AM	—	5:00 PM
	Tuesday	March 14, 2023	9:30 AM	—	5:00 PM
	Wednesday	March 15, 2023	9:00 AM	—	4:00 PM
Exhibitor Move-out:	Wednesday	March 15, 2023	4:00 PM	—	10:00 PM
	Thursday	March 16, 2023	8:00 AM	—	12:00 PM
Driver Check By:	Thursday	March 16, 2023	10:00 AM		

- 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 #
 USCAP 2023
 Innovative Expo
 c/o Exhibit Transfer Systems
 3761 Louisa St.
 New Orleans, LA 70126

Direct to Show Site

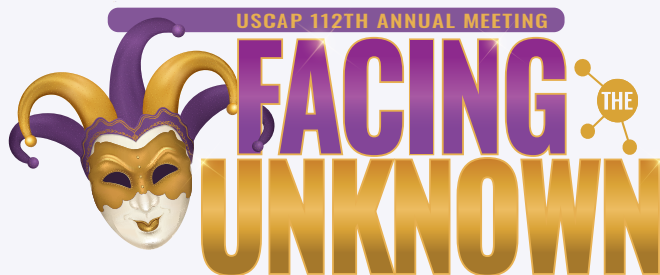
Exhibiting Company Name and Booth #
 USCAP 2023
 c/o Innovative Expo
 New Orleans Ernest N. Morial Convention Center - Halls B1, B2 & C1
 900 Convention Center Blvd.
 New Orleans, LA 70130

Utilities & Services

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

Innovative Expo: **phone:** 760.343.2555 **fax:** 760.343.2533 **e-mail:** USCAP@innovativeexpo.com

Show Details



MARCH 11-16, 2023

NEW ORLEANS, LOUISIANA

NEW ORLEANS ERNEST N. MORIAL CONVENTION CENTER



REQUEST FOR APPROVAL OF GIVEAWAY ITEMS

Company Name _____

Booth No. _____

Contact _____

Title _____

Email Address _____

Per the Rules and Regulations outlined in the 2023 USCAP Exhibit Prospectus, giveaway items will be limited to those items relevant to the professional interests of the registrants. **Items should be something useful in a laboratory or as an office desk item.**

Examples of **relevant** items are: **lens wipes, pens, jump drives.**

Examples of **Non-Relevant** Items are: **T-shirts, stuffed animals, sunglasses.**

Items must have a value of \$10.00 or less per item. All giveaway items and handouts, except for literature, must have the written approval of the Academy prior to the meeting.

Such requests must be submitted by **Friday, February 17, 2023**. Requests received after February 17 may not be approved. The Academy will request removal of unapproved items. **Exhibitors may not sell, serve, or dispense any food or beverage on the exhibit floor. Surveys, contests, lotteries, raffles or games of chance are prohibited as is the distribution of disposable plastic bags.** For further details on Prohibited Promotional Practices please refer to your Exhibitor Prospectus available online at the [Exhibitor/Sponsor Resource Page](#). If you are planning to distribute anything other than literature from your exhibit booth, please complete this form and return it to us prior to the **February 17, 2023** deadline.

Description of proposed giveaway item:

FOR OFFICE USE ONLY

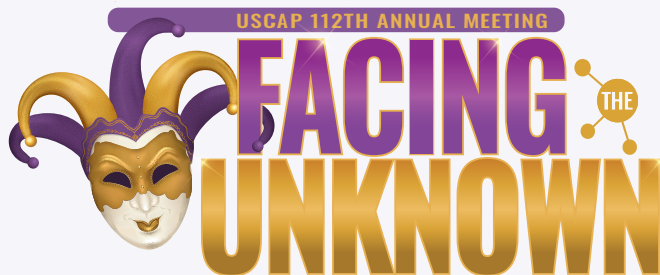
APPROVED _____
EXHIBIT MANAGEMENT

DATE _____

Please complete this form and return it to:

The Herlitz Company

Email: **kris@herlitz.com**



MARCH 11-16, 2023

NEW ORLEANS, LOUISIANA

NEW ORLEANS ERNEST N. MORIAL CONVENTION CENTER



MAILING LIST RENTAL AND ORDER FORM FOR USCAP 2023 EXHIBITORS

Please complete this form, with a sample copy of the mailing piece, and return it to:

Phone: **(845) 243-2906**

Email: **kris@herlitz.com**

Agreement between the vendor, United States and Canadian Academy of Pathology ("USCAP"), and buyer, _____ that the mailing list will be used according to the following terms:

1. The names and addresses in the file are property of the United States and Canadian Academy of Pathology.
2. The mailing list is sold to exhibitors for mailing of approved mailing pieces only.
3. The mailing list is comprised of street addresses of pre-registrants who have not opted out from receiving direct mailings and **no e-mail addresses are included**.
4. The mailing labels are for a one-time use only. The names and addresses must not be duplicated, reproduced, retained, resold or re-used.
5. The Academy is not responsible for companies who print pieces that are not approved or for any returned mail.
6. Permission for additional uses may be requested in writing. Charges for additional use will apply.
7. No permission is granted to use the information for any other purpose, including sale, license, or transfer to third parties.

Signature

Date

Name of buyer

Organization

Street Address:

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Email Address: _____ **List required by date:** _____

Available Formats and Price:

Pre-Registration List excel file via email to above email address @ **\$1000**

The Pre-Registration List will be available after January 12, 2023. Orders are fulfilled within approximately 7 working days from the time the order is received unless otherwise requested. Use of this order form expires March 3, 2023 .

Payment: Payment will be made through the Exhibitor Portal via your USCAP2023 account. You can choose the Mailing List item within the Sponsorship Gallery posted [here](#).



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New Orleans Ernest N. Morial Convention Center

Halls B1, B2 & C1

New Orleans, LA

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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
- ☐ ACH / Wire Transfer (form included in manual)
- ☐ Tax Exempt (submit certificate)

Innovative Expo Federal ID: #20-1881149

Include show name and booth # on all payments.

Carpet *	\$
Tables, Furnishings & Accessories*	\$
Rental Exhibits*	\$
Signs*	\$
Material Handling (estimate)**	\$
Labor (estimate)**	\$
Forklift (estimate)**	\$
Sign Hanging (estimate)**	\$
Booth Cleaning **	\$
Custom Furniture*	\$
Tax - 12% LA Multiply taxable items marked with * above	\$
Tax - 2% Labor/MH Multiply taxable items marked with ** above	\$
Total	\$

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

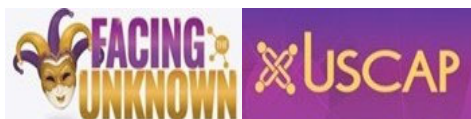
- To receive discount pricing, order forms and full payment must be received by the deadline date on each form.
- A credit card authorization on file is required. Payment can be made by check and secured with a credit card for any overages.
- Any additional cost incurred for orders or services placed 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 #: _____

Innovative Expo: **phone:** 760.343.2555 **fax:** 760.343.2533 **e-mail:** USCAP@innovativeexpo.com

Payment Authorization / Order Summary



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*Below is the necessary information needed for a Wire Transfer.
Please fill out the information and submit this form to Innovative Expo.*

US / International Wire Transfer

- MUFG Union Bank
- 500 S. Indian Canyon Drive
- Palm Springs, CA 92264
- 800.238.4486
- Routing Number - USA and International use: 122000496
- Account Number: 3220020567
- Swift Code for International Wire: BOFCUS33MPK

Processing Fee

- Please add a \$35.00 wire transfer fee to your total amount for Innovative Expo.

Exhibitor Wire Transfer Information

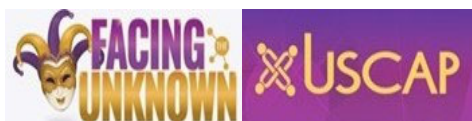
Company Name on Transfer: _____

Amount of Transfer: _____

Date of Transfer: _____

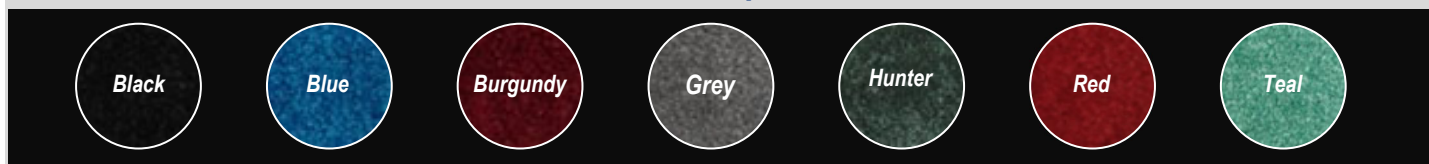
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Booth #: _____



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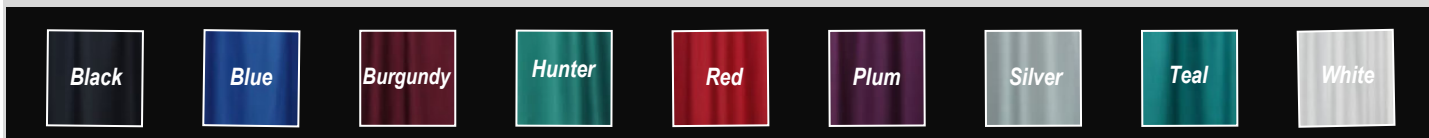
Standard Carpet Colors



Deluxe Carpet Colors



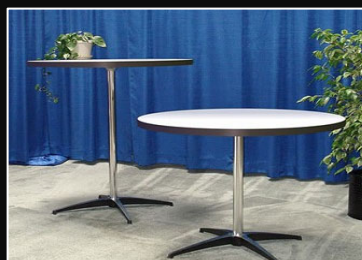
Display Tables Drape Colors



Furniture & Accessories



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



Pedestal Tables - 30" h & 40" h



Side Chair



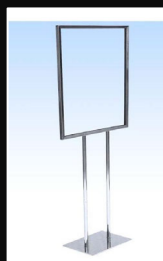
Arm Chair



Stool



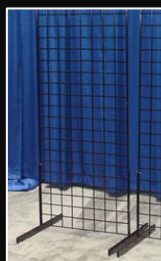
Bag Holder



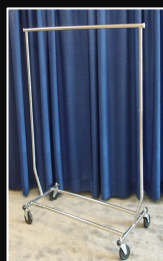
Sign Holder



Easel



2' x 8' Grid



Garment Rack



Literature Stand



6' Full Showcase



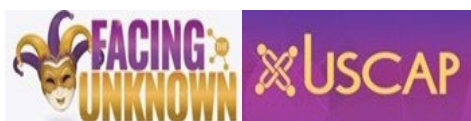
Wastebasket



Small Refrigerator



Fishbowl



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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: February 17, 2023

Carpet Requirement

The exhibit hall is not carpeted. **Carpet is required for this show.** If you are providing your own carpet, please indicate below.

☐ We are providing our own carpet. Please indicate shipment method: ☐ Advance Warehouse ☐ Direct to Show Site

Standard Carpeting

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

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Grey	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Red	<input type="checkbox"/> Teal
Qty	Size	Advance	Standard	Subtotal		
_____	10' x 10'	\$ 234.00	\$ 304.00	\$ _____		
_____	10' x 20'	\$ 468.00	\$ 608.00	\$ _____		
_____	10' x 30'	\$ 702.00	\$ 912.00	\$ _____		
_____	10' x 40'	\$ 936.00	\$ 1,216.00	\$ _____		
_____	10' x 50'	\$ 1,170.00	\$ 1,520.00	\$ _____		

Island Booth Carpeting

Qty	Size	Advance	Standard	Subtotal		
_____	20' x 20'	\$ 936.00	\$ 1,216.00	\$ _____		
_____	20' x 30'	\$ 1,405.00	\$ 1,825.00	\$ _____		
_____	20' x 40'	\$ 1,875.00	\$ 2,433.00	\$ _____		

Options

	Size	Advance	Standard	Subtotal		
Carpet Padding	_____ x _____ = _____ sq. ft	\$ 2.00	\$ 2.50	\$ _____		
Visqueen	_____ x _____ = _____ sq. ft	\$ 1.50	\$ 2.00	\$ _____		
Additional Taping	_____ x _____ = _____ sq. ft	\$.97	\$ 1.25	\$ _____		
	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 21 days prior to show move-in.

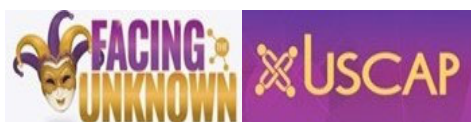
Terms / Order Estimate

- 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 the 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: _____

Booth #: _____



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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: February 17, 2023

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 146.00	\$ 190.00	\$ _____
_____	6' x 2' draped table	\$ 178.00	\$ 231.00	\$ _____
_____	8' x 2' draped table	\$ 205.00	\$ 267.00	\$ _____
_____	4th side drape	\$ 63.00	\$ 76.00	\$ _____
_____	4' x 2' undraped table	\$ 102.00	\$ 133.00	\$ _____
_____	6' x 2' undraped table	\$ 125.00	\$ 163.00	\$ _____
_____	8' x 2' undraped table	\$ 144.00	\$ 187.00	\$ _____
42" High Display Counters (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped counter	\$ 185.00	\$ 241.00	\$ _____
_____	6' x 2' draped counter	\$ 224.00	\$ 291.00	\$ _____
_____	8' x 2' draped counter	\$ 251.00	\$ 326.00	\$ _____
_____	4th side drape	\$ 77.00	\$ 100.00	\$ _____
_____	4' x 2' undraped counter	\$ 130.00	\$ 169.00	\$ _____
_____	6' x 2' undraped counter	\$ 157.00	\$ 204.00	\$ _____
_____	8' x 2' undraped counter	\$ 176.00	\$ 229.00	\$ _____
12" Tabletop Risers (includes white vinyl top)				
_____	4' x 12" draped riser	\$ 78.00	\$ 100.00	\$ _____
_____	6' x 12" draped riser	\$ 87.00	\$ 123.00	\$ _____
_____	8' x 12" draped riser	\$ 115.00	\$ 144.00	\$ _____
Round Pedestal Tables				
_____	30"h x 30"d Pedestal Table	\$ 168.00	\$ 219.00	\$ _____
_____	40"h x 30"d Pedestal Table	\$ 187.00	\$ 242.00	\$ _____

Furnishings & Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair	\$ 91.00	\$ 118.00	\$ _____
_____	Padded Arm Chair	\$ 102.00	\$ 133.00	\$ _____
_____	Stool (use with 40" table)	\$ 108.00	\$ 140.00	\$ _____
_____	Wastebasket	\$ 30.00	\$ 39.00	\$ _____
_____	Easel	\$ 54.00	\$ 70.00	\$ _____
_____	Sign Holder 22" x 28"	\$ 108.00	\$ 140.00	\$ _____
_____	Bag Rack	\$ 156.00	\$ 203.00	\$ _____
_____	Literature Rack	\$ 208.00	\$ 268.00	\$ _____
_____	Garment Rack	\$ 208.00	\$ 268.00	\$ _____
_____	Poster Board 4' x 8'			
_____	<input type="checkbox"/> horizontal <input type="checkbox"/> vertical	\$ 290.00	\$ 325.00	\$ _____
_____	Black Grid 2' x 8'	\$ 208.00	\$ 268.00	\$ _____
_____	Small Refrigerator	\$ 370.00	\$ 450.00	\$ _____
_____	Fish Bowl	\$ 29.00	\$ 45.00	\$ _____
_____	Glass Display Case 70"w x 38"h x 18"d 2 shelves / sliding doors / lock	\$ 525.00	\$ 550.00	\$ _____
Drapery				
_____	3' high drapery (per ft)	\$ 25.00	\$ 31.00	\$ _____
_____	8' high drapery (per ft)	\$ 30.00	\$ 38.00	\$ _____

Drape Color Selection

☐ Black ☐ Blue ☐ Burgundy ☐ Hunter Green ☐ Plum ☐ Red ☐ Silver ☐ Teal ☐ White

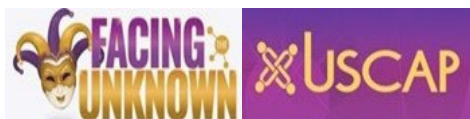
Terms / Order Estimate

- 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 the Innovative Expo Service Desk immediately upon noting.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ _____

Exhibiting Company: _____

Booth #: _____



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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.
 Print ready artwork needs to be received by posted advance order discount deadline to ensure advance pricing.

Advance Order Discount Deadline: February 17, 2023

Rental Exhibits

Exhibits Include: Carpet / Lighting / 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.

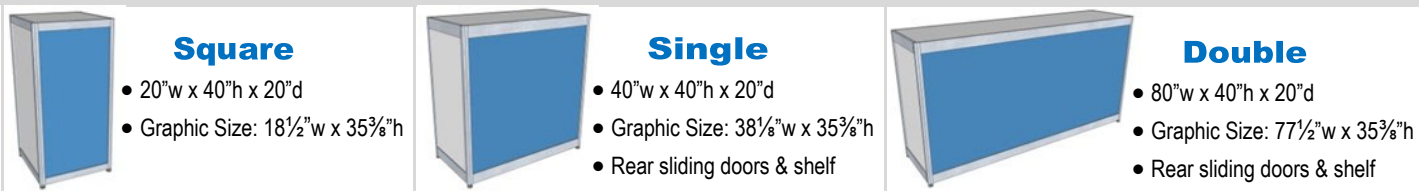


Qty	Item	Advance	Standard	Subtotal
_____	10' Classic - Header graphic only	\$ 2,300.00	\$ 3,450.00	\$ _____
_____	10' Classic - Headers & 3 graphic panels	\$ 3,800.00	\$ 5,700.00	\$ _____
_____	10' Curved - Header graphic only	\$ 2,700.00	\$ 4,050.00	\$ _____
_____	10' Curved - Headers & 3 graphic panels	\$ 4,000.00	\$ 6,000.00	\$ _____
_____	20' Curved - Header graphic only	\$ 4,900.00	\$ 7,350.00	\$ _____
_____	20' Curved - Headers & 3 graphic panels	\$ 7,600.00	\$ 11,400.00	\$ _____
_____	Velcro Compatible Fabric - per panel	\$ 187.00	\$ 281.00	\$ _____
_____	Adjustable Shelves	\$ 28.00	\$ 42.00	\$ _____

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	\$ 358.00	\$ 537.00	\$ _____
_____	Square - with front graphics	\$ 440.00	\$ 660.00	\$ _____
_____	Single - without front graphics	\$ 495.00	\$ 743.00	\$ _____
_____	Single - with front graphics	\$ 688.00	\$ 1,032.00	\$ _____
_____	Double - without front graphics	\$ 825.00	\$ 1,238.00	\$ _____
_____	Double - with front graphics	\$ 1,320.00	\$ 1,980.00	\$ _____

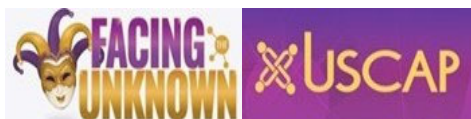
Terms / Order Estimate

- 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 the Innovative Expo Service Desk immediately upon noting.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ _____

Exhibiting Company: _____

Booth #: _____



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Submit this form to rent a hardwall exhibit Overlay Panels with Custom Artwork from Innovative Expo.
 Orders received without full payment or credit card information will not be processed.
 Print ready artwork needs to be received by posted advance order discount deadline to ensure advance pricing.

Advance Order Discount Deadline: February 17, 2023

Overlay Panels with Custom Artwork

Exhibits Include: Carpet / Labor to install & dismantle / Daily Vacuuming

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



10' Overlay Exhibit

- (3) Graphic Panels



20' Overlay Exhibit

- (6) Graphic Panels

Qty	Item	Advance	Standard	Subtotal
_____	10' Overlay Exhibit with Custom Artwork	\$ 3,800.00	\$ 5,700.00	\$ _____
_____	20' Overlay Exhibit with Custom Artwork	\$ 7,600.00	\$ 11,400.00	\$ _____

Carpet Color Options

Carpet Colors: ☐ Black ☐ Blue ☐ Burgundy ☐ Grey ☐ Hunter Green ☐ Red ☐ Teal

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*.

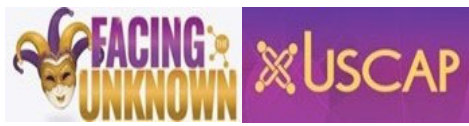
Total \$ _____

Exhibiting Company: _____

Booth #: _____

Innovative Expo: **phone:** 760.343.2555 **fax:** 760.343.2533 **e-mail:** USCAP@innovativeexpo.com

Rental Exhibits - Overlay Panels with Custom Artwork



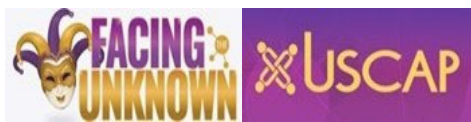
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Custom Exhibits

- Exhibitors will have full access to the 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



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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: February 17, 2023

Color Easel Signs

	Qty	Size*	Advance	Standard	Subtotal
Premium Easel Sign		11" w x 17" h			
Photo quality prints mounted on foam board.		17" w x 11" h	\$84.00	\$126.00	\$
Your artwork may have full bleeds (printed to edge of panel).		22" w x 28" h			\$
* Contact us if you are in need of other sizes.		28" w x 22" h	\$132.00	\$198.00	\$

Lamination Service		Any size	Add 50%	\$
Recommended if you plan to reuse your sign.				

Tabletops Signs with Easel Back

	Qty	Size	Advance	Standard	Subtotal
Tabletop Signs w/ Easel Back		8½" w x 11" h			\$
Mounted on foam board.		11" w x 8½" h	\$71.00	\$107.00	\$
Your artwork may have full bleeds (printed to edge of panel).		11" w x 17" h			\$
You can also send us a preprinted flyer or datasheet to mount.		17" w x 11" h	\$95.00	\$143.00	\$
Self-supporting with folding easel back.					\$

Lamination Service		Any size	Add 50%	\$
Recommended if you plan to reuse your sign.				

Custom Sizes

Length	Width	Square footage 10 sq. ft. minimum	Advance per sq. ft.	Standard per sq. ft.	Subtotal
_____ x _____	= _____ x _____		\$25.00	\$38.00	= \$ _____
Material: <input type="checkbox"/> Foamcore <input type="checkbox"/> Masonite <input type="checkbox"/> PVC <input type="checkbox"/> Plexi <input type="checkbox"/> Gatorfoam			Select One: <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: _____

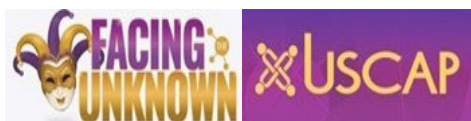
Terms / Order Estimate

- Orders cancelled will be charged 100% of the original price.
- Any discrepancies in items ordered and received or questions must be reported to the Innovative Expo Service Desk immediately upon noting
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total \$ _____

Exhibiting Company: _____

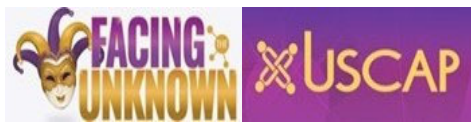
Booth #: _____



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

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 TForce, 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.

Shipments to the Warehouse

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments must arrive at the warehouse by: **March 3, 2023.**
- Ship pre-paid; collect shipments will be refused.
- Uncrated, pad wrapped, specialized equipment or hazardous materials will not be accepted at the warehouse.

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

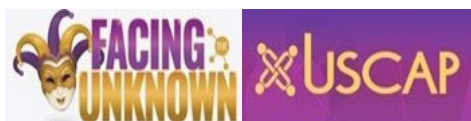
Shipments that arrive via Common Carrier (regular route LTL carriers) such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling.

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 your materials shipped to show site.

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

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 TForce, 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 direct material handling services provided by Innovative Expo and the associated charges, please see below.

Direct Shipments to Show Site

- Shipments to the facility must not arrive prior to: **March 10, 2023**. 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

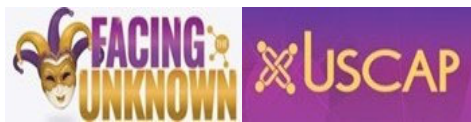
Shipments that arrive via Common Carrier (regular route LTL carriers) such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling.

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: USCAP 2023

Innovative Expo
c/o Exhibit Transfer Systems
3761 Louisa St.
New Orleans, LA 70126

- 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 3, 2023**

Direct to Show Site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: USCAP 2023

c/o Innovative Expo
New Orleans Ernest N. Morial Convention Center
Halls B1, B2 & C1
900 Convention Center Blvd
New Orleans, LA 70130

- 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 prior to: March 10, 2023**

Empty Containers, Labels

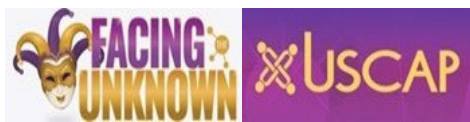
Exhibitors with crates or boxes that need to be returned to pack booth equipment at end of the show must affix empty labels on containers as soon as they are empty. Empty labels are available at the Innovative Service Desk. Affixing labels is the sole responsibility of the exhibitor. We assume no responsibility 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. Use the rates below to estimate your material handling charges.
 Orders received without full payment or credit card information will not be processed and freight will not be delivered until payment received.

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
Common Carrier (regular route LTL carriers)	\$152.00	\$304.00
Special Handling / Late Shipments (FedEx, UPS and any shipment requiring additional labor or equipment to unload and reload)	\$197.00	\$394.00

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
Common Carrier (regular route LTL carriers)	\$161.00	\$322.00
Special Handling / Late Shipments (FedEx, UPS and any shipment requiring additional labor or equipment to unload and reload)	\$208.50	\$417.00

Small Packages Rates

Per shipment.

	Small Packages Per Shipment
Small Packages (total weight under 40 lbs.)	\$90.00

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 200 lb. minimum
			Crates	Cartons	Cases			

Return To Warehouse

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

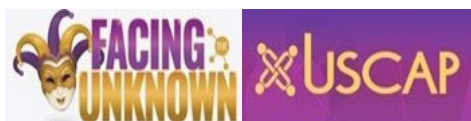
Terms / Order Estimate

- All freight received will be billed 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 3, 2023** 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 **March 10, 2023** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **USCAP 2023** 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 the designated show carrier exclusively for re-shipping material at the 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 rerouted via the show 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:



**c/o Exhibit Transfer Systems
3761 Louisa St.
New Orleans, LA 70126**

USCAP 2023

**New Orleans Ernest N. Morial Convention Center
New Orleans, LA
March 11-16, 2023**

To: _____
Exhibitor Name

Booth #: _____

**Shipment must arrive by:
March 3, 2023**

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



**c/o Exhibit Transfer Systems
3761 Louisa St.
New Orleans, LA 70126**

USCAP 2023

**New Orleans Ernest N. Morial Convention Center
New Orleans, LA
March 11-16, 2023**

To: _____
Exhibitor Name

Booth #: _____

**Shipment must arrive by:
March 3, 2023**

- 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:



**New Orleans Ernest N. Morial Convention Center
Halls B1, B2 & C1
900 Convention Center Blvd
New Orleans, LA 70130**

USCAP 2023

**New Orleans Ernest N. Morial Convention Center
New Orleans, LA
March 11-16, 2023**

To: _____
Exhibitor Name

Booth #: _____

**Shipment must not arrive prior to:
March 10, 2023**

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:



**New Orleans Ernest N. Morial Convention Center
Halls B1, B2 & C1
900 Convention Center Blvd
New Orleans, LA 70130**

USCAP 2023

**New Orleans Ernest N. Morial Convention Center
New Orleans, LA
March 11-16, 2023**

To: _____
Exhibitor Name

Booth #: _____

**Shipment must not arrive prior to:
March 10, 2023**

- 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.



"Delivering Freedom®"



MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



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- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
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email: exhibitorservices@libertycfs.us - www.libertycfs.us**

LAS VEGAS | TORONTO





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

Exhibitors may hand-carry their own materials into and out of the exhibit facility. The use or rental of dollies, flat carts and other mechanical equipment is not permitted. Innovative Expo will control access to the loading docks in order to provide for a safe and orderly move in/out. Only full-time employees of the exhibiting companies will be permitted to hand-carry items into and out of the exhibit facility. Unloading or reloading at the dock of any and all contracted carriers will be handled exclusively by Innovative Expo.

Booth Labor

Union exhibit labor claims jurisdiction for the installation, dismantling and initial cleaning of prefabricated exhibits and displays when this work is done by persons other than the company personnel. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from exhibit labor. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by exhibit labor. Labor can be ordered in advance by submitting the Labor/Forklift order form enclosed in this manual. Proof of the full-time employment status of any personnel working in your booth may be requested by the Union Steward.

Safety

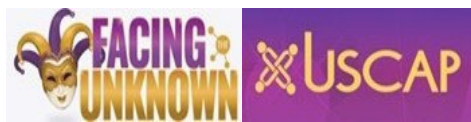
Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Innovative Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, 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 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.



USCAP 112th Annual Meeting
 New Orleans Ernest N. Morial Convention Center
 Halls B1, B2 & C1
 New Orleans, LA
 March 11-16, 2023

Submit this form to order labor from Innovative Expo. 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
per person per hour

Straight Time

Monday - Friday 8:00 am - 4:30 pm

\$133.00

Overtime

Monday - Friday 4:30 pm - 8:00 am
All day Saturday and Sunday

\$242.00

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 Subtotal x 25%	Estimated Cost
Installation			x	=	x	=	+	=	
Dismantle			x	=	x	=	+	=	

Shrink Wrap / Banding

<u>Item</u>	<u>Amount</u>	<u>Price</u>	<u>Subtotal</u>
Shrink Wrap (per skid)	# of skids _____	x \$66.00	\$ _____
Banding (per foot)	# of feet _____	x \$3.50	\$ _____

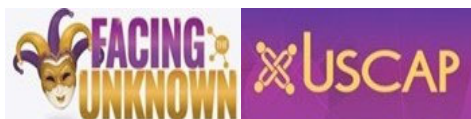
Terms / Order Estimate

- Labor ordered and cancelled will be charged a one hour minimum per laborer.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Total Estimate \$ _____

Exhibiting Company: _____

Booth #: _____



USCAP 112th Annual Meeting
 New Orleans Ernest N. Morial Convention Center
 Halls B1, B2 & C1
 New Orleans, LA
 March 11-16, 2023

Submit this form to order Forklift services from Innovative Expo for in-booth work requiring a forklift.
 This service does not cover any Material Handling services, see Material Handling Information. Orders received without full payment or credit card information will not be processed.

Forklift Information

- Forklift ordering only applies to in booth labor and does not replace Material Handling rates.

Work to be done: ☐ Spot Equipment ☐ Lift Header Other: _____

Additional Equipment: ☐ Straps ☐ Chains ☐ Fork Extensions Other: _____

4 Stage Forklift Required: ☐ Yes ☐ No

Show Site Contact: _____ Cell: _____

Labor Rates

Hours	5k Forklift operator per hour
Straight Time Monday - Friday 8:00 am - 4:30 pm	\$198.00
Overtime Monday - Friday 4:30 pm - 8:00 am All day Saturday and Sunday	\$289.00

- Rates for Forklift and Driver are a 1 hr. minimum

Forklift Estimate Costs

	Date	Time	Heaviest Piece (lbs.)	# of Forklifts	Est. Hrs.	Rate per hour	Estimated Cost
Installation					X	X	=
Dismantle					X	X	=

- Forklift weight is 5,000 lbs. Exhibitors requiring a larger lift, please contact Innovative Expo to arrange adequate equipment and quote.

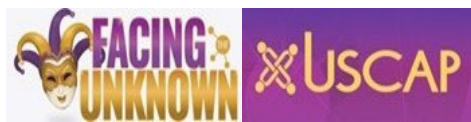
Terms / Order Estimate

- Forklift ordered and cancelled will be charged a one hour minimum.
- Transfer this total to the Payment Authorization/Order Summary form.

Total Estimate \$ _____

Exhibiting Company: _____

Booth #: _____



USCAP 112th Annual Meeting
 New Orleans Ernest N. Morial Convention Center
 Halls B1, B2 & C1
 New Orleans, LA
 March 11-16, 2023

Submit this form to order Sign Hanging from Innovative Expo
 Our services are available for assembly, installation, and removal of any hanging signs.
 Orders received without full payment or credit card information will not be processed.

Sign Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical service will incur additional electrical outlet and labor charges. Place electrical order on appropriate form enclosed.
- A detailed diagram must be forwarded to our office with this completed form prior to the show. Signs must be shipped in advance.
- Hanging Sign that requiring assembly will be charged prevailing installation and dismantle labor rates included in this manual.

Order Details

Weight (lbs): _____ Height (ft): _____ Length (ft): _____

Hanging Points: _____ Weight/Point: _____

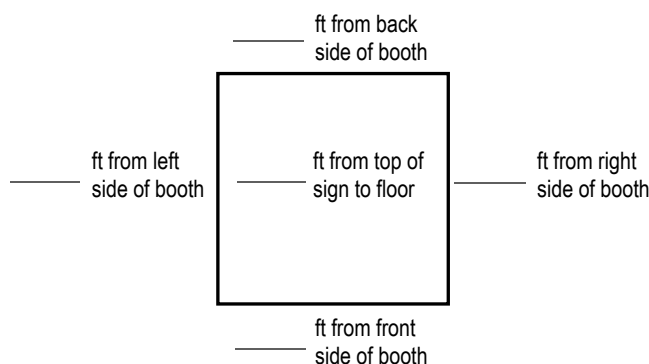
Type: ☐ Fabric ☐ Metal ☐ Wood ☐ Truss

Shape: ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle

Assembly Required: ☐ Yes ☐ No

Electrical: ☐ Yes ☐ No

Chain Motor: ☐ Yes ☐ No



Hanging Sign Rates

Hours

Straight Time

Monday - Friday 8:00 am - 4:30 pm

Overtime

Monday - Friday 4:30 pm - 8:00 am

All day Saturday and Sunday

Rate for Lift & Crew

Per Hour

\$604.00

\$842.00

- Rate includes lift and hanging crews.
- **One hour minimum charge.**
- Materials and Pick Points will be priced as needed.
- Orders placed on show site: Add 30%.
- Hanging Signs over 300 lbs. may require chain hoists and will incur additional charges. Please contact for quote.

Estimate Cost

	Date	Time	Est. Hrs.		Rate		Estimated Cost
Installation				x		=	\$
Dismantle				x		=	\$

Terms / Order Estimate

- Sign Hanging ordered and cancelled will be charged a one hour minimum.
- Innovative reserves the right to assemble, install and dismantle sign with appropriate devices and cable to safely hang sign.
- Signs that appear unsafe Innovative Expo reserves the right to refuse to hang.
- Transfer this total to the *Payment Authorization/Order Summary* form.

Total Estimate \$ _____

Exhibiting Company: _____

Booth #: _____

Innovative Expo: **phone:** 760.343.2555 **fax:** 760.343.2533 **e-mail:** USCAP@innovativeexpo.com

Sign Hanging



Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.

This is not an order form. This service must be ordered on-site.

Notes

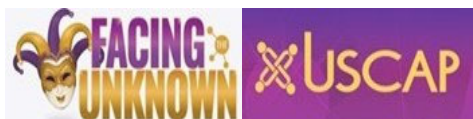
- You must sign up for this service and pick up your labels at the Innovative Expo Service Desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- **There is a one time set up charge of \$100.00.**

Storage Rates

Size of Storage Space	Rate
<i>sq. ft.</i>	<i>per day</i>
0-25	\$ 100.00
26-50	\$ 150.00
51-100	\$ 200.00
101-150	\$ 250.00
151-200	\$ 300.00

Access Rates

- There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.



New Orleans Ernest N. Morial Convention Center
Halls B1, B2 & C1
New Orleans, LA
March 11-16, 2023

Advance Order Discount Deadline: February 17, 2023

Φ

- If special cleaning services are required, please contact Innovative Expo.
- 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.

- 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 #:

Innovative Expo: **phone:** 760.343.2555 **fax:** 760.343.2533 **e-mail:** USCAP@innovativeexpo.com

Booth Cleaning



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.

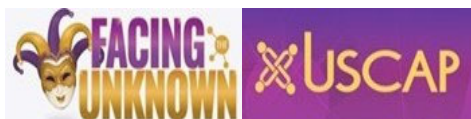
Flame Retardant Treatment

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 tape and batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.



USCAP 112th Annual Meeting
New Orleans Ernest N. Morial Convention Center
Halls B1, B2 & C1
New Orleans, LA
March 11-16, 2023

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.

Order Deadline: February 17, 2023

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 (21) 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 (21) 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: _____

Exhibiting Company: _____

Booth #: _____

TRADESHOW

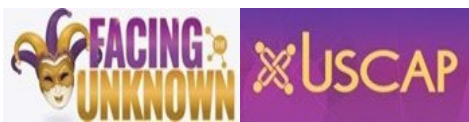
FURNISHINGS



To view catalog and available furnishings, 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.

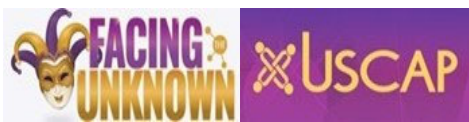
Advance Order Discount Deadline: February 17, 2023

Custom Furniture Options Page (1 of 8)

Qty	Item #	Description	Advance	Standard	Subtotal
Powered					
_____	BKCT5P	5' Table, Powered Black Top, Silver - 60"l x 48"d x 29"h	\$ 605.00	\$ 787.00	\$ _____
_____	BKCT8P	8' Table, Powered Black Top, Silver - 96"l x 48"d x 29"h	\$ 1,265.00	\$ 1,645.00	\$ _____
_____	BKC10P	10' Table, Powered Black Top, Silver - 120"l x 48"d x 29"h	\$ 1,265.00	\$ 1,645.00	\$ _____
_____	NPLCHP	Naples Chair, Powered Black Vinyl - 36"l x 30"d x 33.25"h	\$ 840.00	\$ 1,092.00	\$ _____
_____	NPLLOP	Naples Loveseat, Powered Black Vinyl - 62"l x 30"d x 33.25"h	\$ 1,049.00	\$ 1,364.00	\$ _____
_____	NPLSOP	Naples Sofa, Powered Black Vinyl - 87"l x 30"d x 33.25"h	\$ 1,230.00	\$ 1,599.00	\$ _____
_____	C1YP	Sydney Powered Cocktail Table Black Top, Brushed Steel - 48"l x 26"d x 18"h	\$ 427.00	\$ 555.00	\$ _____
_____	C1WP	Sydney Powered Cocktail Table White Top, Brushed Steel - 48"l x 26"d x 18"h	\$ 427.00	\$ 555.00	\$ _____
_____	VNTBLK	Ventura Communal Bar Table, Powered Black Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 1,126.00	\$ 1,464.00	\$ _____
_____	VNTWHT	Ventura Communal Bar Table, Powered White Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 1,126.00	\$ 1,464.00	\$ _____
_____	VNTCBK	Ventura Communal Café Table, Powered Black Top, Silver-72.25"l x 26.25"d x 30"h	\$ 882.00	\$ 1,147.00	\$ _____
_____	VNTCWH	Ventura Communal Café Table, Powered White Top, Silver-72.25"l x 26.25"d x 30"h	\$ 882.00	\$ 1,147.00	\$ _____
_____	CUBPOW	Wireless Charging Table, Powered White, AC Plug In - 20"l x 20"d x 18"h	\$ 530.00	\$ 688.00	\$ _____
_____	VILHUB	Village Charging Hub Cream - 12"l x 12"d x 28.25"h	\$ 327.00	\$ 425.00	\$ _____
_____	P30BWH	30" Round Bar Table, Powered - 30" Rnd, 42"h	\$ 801.00	\$ 1,041.00	\$ _____
_____	P30CWH	30" Round Café Table, Powered - 30" Rnd, 29"h	\$ 801.00	\$ 1,041.00	\$ _____
Soft Seat Collection					
_____	CHR002	Allegro Chair Blue Fabric, Brushed Metal - 36"l x 34.5"d x 30"h	\$ 675.00	\$ 878.00	\$ _____
_____	SFA002	Allegro Sofa Blue Fabric, Brushed Metal - 73"l x 34.5"d x 30"h	\$ 875.00	\$ 1,137.00	\$ _____
_____	BCHWHT	Baja Chair White Vinyl - 36"l x 30.5"d x 28"h	\$ 675.00	\$ 878.00	\$ _____
_____	BLVWHT	Baja Loveseat White Vinyl - 61"l x 30.5"d x 28"h	\$ 889.00	\$ 1,155.00	\$ _____
_____	BSFWHT	Baja Sofa White Vinyl - 86"l x 30"d x 28"h	\$ 1,035.00	\$ 1,345.00	\$ _____
_____	FAIRCW	Fairfax Chair White Vinyl, Brushed Metal - 27"l x 26"d x 30"h	\$ 474.00	\$ 617.00	\$ _____
_____	FAIRSW	Fairfax Sofa White Vinyl, Brushed Metal - 62"l x 26"d x 30"h	\$ 597.00	\$ 776.00	\$ _____
_____	KEYCHR	Key Largo Chair Black Fabric, Wood - 35"l x 35"d x 34"h	\$ 474.00	\$ 617.00	\$ _____
_____	KEYLOV	Key Largo Loveseat Black Fabric, Wood - 57"l x 35"d x 34"h	\$ 549.00	\$ 713.00	\$ _____
_____	KEYSOF	Key Largo Sofa Black Fabric, Wood - 79"l x 35"d x 34"h	\$ 597.00	\$ 776.00	\$ _____
_____	NPLCHR	Naples Chair Black Vinyl - 36"l x 30"d x 33.25"h	\$ 675.00	\$ 878.00	\$ _____
_____	NPLLOV	Naples Loveseat Black Vinyl - 62"l x 30"d x 33.25"h	\$ 889.00	\$ 1,155.00	\$ _____
_____	NPLSOF	Naples Sofa Black Vinyl - 87"l x 30"d x 33.25"h	\$ 1,035.00	\$ 1,345.00	\$ _____
_____	PALSOF	Palm Beach Sofa White Vinyl - 69"l x 29"d x 33"h	\$ 875.00	\$ 1,138.00	\$ _____
_____	STECHEA	Sterling Chair Gray Fabric - 33"l x 33.5"d x 32"h	\$ 840.00	\$ 1,092.00	\$ _____
_____	STESOF	Sterling Sofa Gray Fabric - 82"l x 33.5"d x 32"h	\$ 1,230.00	\$ 1,599.00	\$ _____
_____	VALCHA	Valencia Chair Spice Orange Velvet - 28"l x 30.5"d x 31"h	\$ 474.00	\$ 617.00	\$ _____
_____	VALSOF	Valencia Sofa Coffee Brown Velvet - 63"l x 30.5"d x 31"h	\$ 597.00	\$ 776.00	\$ _____
_____	COCHTP	Cordoba Chair - 37"l x 32"d x 33"h	\$ 547.00	\$ 711.00	\$ _____
_____	COLVTP	Cordoba Loveseat - 60.5"l x 32"d x 33"h	\$ 782.00	\$ 1,017.00	\$ _____
Accent Chairs					
_____	ATHCHA	Atherton Chair Brown Leather, Black Metal - 27"l x 31"d x 30"h	\$ 626.00	\$ 813.00	\$ _____
_____	BOWCHA	Bowery Swivel Chair Ochre Fabric - 29.75"l x 31"d x 27.25"h	\$ 626.00	\$ 813.00	\$ _____
_____	CNTCHR	Century Chair Gray Velvet - 30"l x 30"d x 31"h	\$ 626.00	\$ 813.00	\$ _____

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: February 17, 2023

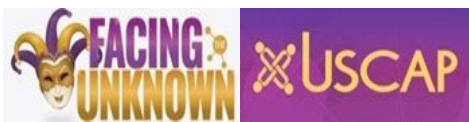
Custom Furniture Options (Page 2 of 8)

Qty	Item #	Description	Advance	Standard	Subtotal
Accent Chairs (cont.)					
_____	LABREA	La Brea Swivel Chair Charcoal Gray Fabric, Chrome - 35"l x 27"d x 40"h	\$ 547.00	\$ 711.00	\$ _____
_____	LENCHA	Lena Chair Moss Green Leather, Bronze - 27"l x 25"d x 31"h	\$ 547.00	\$ 711.00	\$ _____
_____	BCW	Madrid Chair White Vinyl, Chrome - 30"l x 30"d x 31"h	\$ 626.00	\$ 813.00	\$ _____
_____	OCMWHT	Meeting Chair White Vinyl, Wenge - 25.5"l x 23.5"d x 34"h	\$ 365.00	\$ 474.00	\$ _____
_____	MONCHA	Montreal Chair Blue, Black Metal - 30"l x 23.25"d x 30"h	\$ 675.00	\$ 878.00	\$ _____
_____	MNCHCH	Munich Armless Chair Gray Fabric, Black - 22.5"l x 27"d x 28.5"h	\$ 486.00	\$ 632.00	\$ _____
_____	SWAN	Swanson Swivel Chair White Vinyl, Chrome - 28"l x 25"d x 30"h	\$ 426.00	\$ 553.00	\$ _____
_____	TCHP	Tech Chair, No Tablet Gray Vinyl, Chrome Base - 30.5"l x 29"d x 33.50"h	\$ 486.00	\$ 632.00	\$ _____
_____	TCHGRY	Tech Tablet Chair Gray Vinyl, White Metal Tablet - 30.5"l 29"d x 33.5"h	\$ 486.00	\$ 632.00	\$ _____
_____	WENCH	Wentworth Swivel Chair Brown Vinyl - 31"l x 24"d x 31.5"h	\$ 425.00	\$ 553.00	\$ _____
_____	BNMCOW	Brooklyn Meeting Chair - 24.5"l x 25.5"d x 31.75"h	\$ 365.00	\$ 474.00	\$ _____
_____	BNMCSW	Brooklyn Meeting Chair Swivel - 24.5"l x 25.5"d x 31.75"h	\$ 365.00	\$ 474.00	\$ _____
Group Seating					
_____	BLDCRD	Blade Chair Red - 20.5"l x 19"d x 30.5"h	\$ 88.00	\$ 115.00	\$ _____
_____	BLDCSB	Blade Chair Sky Blue - 20.5"l x 19"d x 30.5"h	\$ 88.00	\$ 115.00	\$ _____
_____	SC3	Brewer Chair Onyx, Chrome - 20"l x 20"d x 32"h	\$ 157.00	\$ 204.00	\$ _____
_____	XCHR	Christopher Chair White Vinyl, Chrome - 17"l x 19"d x 35"h	\$ 138.00	\$ 180.00	\$ _____
_____	DUET	Duet Stack Chair Black, Chrome - 21"l x 23"d x 33"h	\$ 88.00	\$ 115.00	\$ _____
_____	LMCHR	Laguna Chair Maple, Chrome - 18"l x 19"d x 34"h	\$ 157.00	\$ 204.00	\$ _____
_____	LUCHCL	Lucent Chair Frosted Acrylic, Chrome - 19.5"l x 19.75"d x 32.5"h	\$ 234.00	\$ 304.00	\$ _____
_____	MALGRY	Malba Chair Gray, Chrome - 20"l x 20"d x 32"h	\$ 88.00	\$ 115.00	\$ _____
_____	MALGRN	Malba Chair Green, Chrome - 20"l x 20"d x 32"h	\$ 88.00	\$ 115.00	\$ _____
_____	MARCBK	Marina Chair Black Vinyl, Brushed Metal - 17.5"l x 19.5"d x 35"h	\$ 187.00	\$ 243.00	\$ _____
_____	MARCBR	Marina Chair Brown Fabric, Brushed Metal - 17.5"l x 19.5"d x 35"h	\$ 187.00	\$ 243.00	\$ _____
_____	MARCB	Marina Chair Ocean Blue Fabric, Brushed Metal - 17.5"l x 19.5"d x 35"h	\$ 187.00	\$ 243.00	\$ _____
_____	MARCRD	Marina Chair Red Fabric, Brushed Metal - 17.5"l x 19.5"d x 35"h	\$ 187.00	\$ 243.00	\$ _____
_____	MARCWH	Marina Chair White Vinyl, Brushed Metal - 17.5"l x 19.5"d x 35"h	\$ 187.00	\$ 243.00	\$ _____
_____	PASCHR	Pasadena Chair White Molded Plastic w/ Chrome Base - 27"l x 25"d x 26"h	\$ 383.00	\$ 497.00	\$ _____
_____	SC10	Razor Armless Chair White - 15.5"l x 23.5"d x 30.5"h	\$ 88.00	\$ 115.00	\$ _____
_____	RSTDIN	Rustique Chair w/ Arms Gunmetal - 20"l x 18"d x 31"h	\$ 149.00	\$ 194.00	\$ _____
_____	CS4	Syntax Chair Black, Chrome - 23"l x 19"d x 32.25"h	\$ 234.00	\$ 304.00	\$ _____
_____	ZENCHR	Zenith Chair White, Chrome - 18.25"l x 22"d x 32"h	\$ 157.00	\$ 204.00	\$ _____
Ottomans					
_____	BVLYBK	Beverly Bench Ottoman Black Vinyl - 60"l x 20"d x 18"h	\$ 393.00	\$ 511.00	\$ _____
_____	BVLYBN	Beverly Bench Ottoman Brown Fabric - 60"l x 20"d x 18"h	\$ 393.00	\$ 511.00	\$ _____
_____	BVLYGR	Beverly Bench Ottoman Gray Fabric - 60"l x 20"d x 18"h	\$ 393.00	\$ 511.00	\$ _____
_____	BVLYLN	Beverly Bench Ottoman Linen Fabric - 60"l x 20"d x 18"h	\$ 393.00	\$ 511.00	\$ _____
_____	BVLYOB	Beverly Bench Ottoman Ocean Blue Fabric - 60"l x 20"d x 18"h	\$ 393.00	\$ 511.00	\$ _____
_____	BVLYRD	Beverly Bench Ottoman Red Fabric - 60"l x 20"d x 18"h	\$ 393.00	\$ 511.00	\$ _____
_____	BVLYWH	Beverly Bench Ottoman White Vinyl - 60"l x 20"d x 18"h	\$ 393.00	\$ 511.00	\$ _____
_____	BVSMBK	Beverly Small Bench Ottoman Black Vinyl - 30"l x 20"d x 18"h	\$ 330.00	\$ 429.00	\$ _____
_____	BVSMBL	Beverly Small Bench Ottoman Ocean Blue Fabric - 30"l x 20"d x 18"h	\$ 330.00	\$ 429.00	\$ _____

Custom Furniture

Exhibiting Company: _____

Booth #: _____



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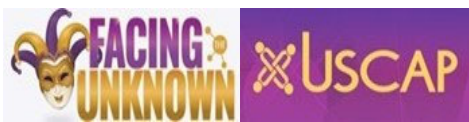
Advance Order Discount Deadline: February 17, 2023

Custom Furniture Options (Page 3 of 8)

Qty	Item #	Description	Advance	Standard	Subtotal
Ottomans (cont.)					
	BVSMBN	Beverly Small Bench Ottoman Brown Fabric - 30"l x 20"d x 18"h	\$ 330.00	\$ 429.00	\$
	BVSMGN	Beverly Small Bench Ottoman Olive Green Fabric - 30"l x 20"d x 18"h	\$ 330.00	\$ 429.00	\$
	BVSMGY	Beverly Small Bench Ottoman Gray Fabric - 30"l x 20"d x 18"h	\$ 330.00	\$ 429.00	\$
	BVSM LN	Beverly Small Bench Ottoman Linen Fabric - 30"l x 20"d x 18"h	\$ 330.00	\$ 429.00	\$
	BVSM LV	Beverly Small Bench Ottoman Lavender Fabric - 30"l x 20"d x 18"h	\$ 330.00	\$ 429.00	\$
	BVSMOR	Beverly Small Bench Ottoman Orange Fabric - 30"l x 20"d x 18"h	\$ 330.00	\$ 429.00	\$
	BVSMRD	Beverly Small Bench Ottoman Red Fabric - 30"l x 20"d x 18"h	\$ 330.00	\$ 429.00	\$
	BVSMWH	Beverly Small Bench Ottoman White Vinyl - 30"l x 20"d x 18"h	\$ 330.00	\$ 429.00	\$
	BVSMYL	Beverly Small Bench Ottoman Yellow Fabric - 30"l x 20"d x 18"h	\$ 330.00	\$ 429.00	\$
	END01B	Endless Curved Ottoman Black Vinyl, Chrome - 60.5"l x 37.5"d x 15"h	\$ 536.00	\$ 697.00	\$
	END01W	Endless Curved Ottoman White Vinyl, Chrome - 60.5"l x 37.5"d x 15"h	\$ 536.00	\$ 697.00	\$
	END02B	Endless Square Ottoman Black Vinyl, Chrome - 34"l x 34"d x 15"h	\$ 563.00	\$ 732.00	\$
	END02W	Endless Square Ottoman White Vinyl, Chrome - 34"l x 34"d x 15"h	\$ 566.00	\$ 736.00	\$
	MAR001	Marche Swivel Ottoman White Vinyl - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR002	Marche Swivel Ottoman Gray Fabric - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR003	Marche Swivel Ottoman Linen Fabric - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR004	Marche Swivel Ottoman Raspberry Fabric - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR005	Marche Swivel Ottoman Red Fabric - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR006	Marche Swivel Ottoman Rose Quartz Fabric - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR007	Marche Swivel Ottoman Plum Fabric - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR008	Marche Swivel Ottoman Meadow Green - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR009	Marche Swivel Ottoman Pear Yellow Fabric - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR010	Marche Swivel Ottoman Blue Fabric - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR011	Marche Swivel Ottoman Orange Fabric - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR012	Marche Swivel Ottoman Forest Green Vinyl - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR013	Marche Swivel Ottoman Teal Velvet - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR014	Marche Swivel Ottoman Distressed Brown Vinyl - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR015	Marche Swivel Ottoman Black Vinyl - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	MAR016	Marche Swivel Ottoman Ivory Faux Sheep Fur - 17"Rnd, 18"h	\$ 234.00	\$ 304.00	\$
	VIB01	Vibe Cube Ottoman Green Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB02	Vibe Cube Ottoman Blue Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB04	Vibe Cube Ottoman Red Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB05	Vibe Cube Ottoman Bright Yellow Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB08	Vibe Cube Ottoman Orange Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB09	Vibe Cube Ottoman White Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB10	Vibe Cube Ottoman Black Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB11	Vibe Cube Ottoman Steel Blue Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB12	Vibe Cube Ottoman Silver Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB13	Vibe Cube Ottoman Purple Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB14	Vibe Cube Ottoman Citrus Green Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB15	Vibe Cube Ottoman Taupe Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB16	Vibe Cube Ottoman Spice Orange Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$
	VIB17	Vibe Cube Ottoman Desert Rose Vinyl - 18"l x 18"d x 18"h	\$ 118.00	\$ 153.00	\$

Custom Furniture

Exhibiting Company: _____



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Advance Order Discount Deadline: February 17, 2023

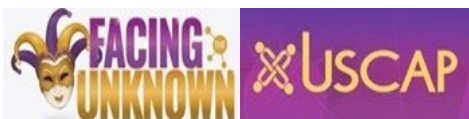
Custom Furniture Options (Page 4 of 8)

Qty	Item #	Description	Advance	Standard	Subtotal
Accent Tables					
_____	ALC100	Alondra Cocktail Table Glass Top, Chrome - 47"l x 24"d x 16"h	\$ 370.00	\$ 481.00	\$ _____
_____	ALC200	Alondra Cocktail Table Brandy Maple Top, Chrome - 47"l x 24"d x 16"h	\$ 370.00	\$ 481.00	\$ _____
_____	ALE100	Alondra End Table Glass Top, Chrome - 20"l x 20"d x 20"h	\$ 288.00	\$ 374.00	\$ _____
_____	ALE200	Alondra End Table Brandy Maple Top, Chrome - 20"l x 20"d x 20"h	\$ 288.00	\$ 374.00	\$ _____
_____	AURA	Aura Round Table White Metal - 15"Rnd x 22"h	\$ 161.00	\$ 209.00	\$ _____
_____	C1C	Geo Cocktail Table Glass Top, Chrome - 50"l x 22"d x 16"h	\$ 300.00	\$ 390.00	\$ _____
_____	C1FWB	Geo Cocktail Table Brandy Maple Top, Black - 50"l x 22"d x 16"h	\$ 300.00	\$ 390.00	\$ _____
_____	E1C	Geo End Table Glass Top, Chrome - 26"l x 26"d x 20"h	\$ 237.00	\$ 308.00	\$ _____
_____	E1FWB	Geo End Table Brandy Maple Top, Black - 26"l x 26"d x 20"h	\$ 237.00	\$ 308.00	\$ _____
_____	MESCTB	Mesa Cocktail Table Black Top, Bronze - 32.25"Rnd x 17.25"h	\$ 261.00	\$ 339.00	\$ _____
_____	MESCTG	Mesa Cocktail Table Glass Top, Bronze - 36"Rnd x 17.25"h	\$ 261.00	\$ 339.00	\$ _____
_____	MESCTW	Mesa Cocktail Table - 32.25"Rnd x 17.25"h	\$ 261.00	\$ 339.00	\$ _____
_____	MESETB	Mesa End Table Black Top, Bronze - 20.50"Rnd x 21.25"h	\$ 192.00	\$ 250.00	\$ _____
_____	MESETG	Mesa End Table Glass Top, Bronze - 24"Rnd x 21.25"h	\$ 192.00	\$ 250.00	\$ _____
_____	MESETW	Mesa End Table Barnwood Top, Bronze - 20.50"Rnd x 21.25"h	\$ 192.00	\$ 250.00	\$ _____
_____	REGBEN	Regis Bench/Table Brushed Metal - 47"l x 15.5"d x 16"h	\$ 327.00	\$ 425.00	\$ _____
_____	REGOTT	Regis End Table Brushed Metal - 16"l x 15.5"d x 16.5"h	\$ 288.00	\$ 374.00	\$ _____
_____	SEDBBK	Sedona Side Table Black Top, Bronze - 15.75"l x 15.75"d x 24"h	\$ 161.00	\$ 209.00	\$ _____
_____	SEDBWH	Sedona Side Table White Top, Bronze - 15.75"l x 15.75"d x 24"h	\$ 161.00	\$ 209.00	\$ _____
_____	SEDBWD	Sedona Side Table Wood Top, Bronze - 15.75"l x 15.75"d x 24"h	\$ 161.00	\$ 209.00	\$ _____
_____	C1E	Silverado Cocktail Table Glass Top, Chrome - 36"Rnd x 17"h	\$ 300.00	\$ 390.00	\$ _____
_____	E1E	Silverado End Table Glass, Chrome - 24"Rnd x 22"h	\$ 237.00	\$ 308.00	\$ _____
_____	C1Y	Sydney Cocktail Table Black Top, Brushed Steel - 46"l x 26"d x 18"h	\$ 300.00	\$ 390.00	\$ _____
_____	SYDBEC	Sydney Cocktail Table Blue Top, Brushed Steel - 46"l x 26"d x 18"h	\$ 300.00	\$ 390.00	\$ _____
_____	C1W	Sydney Cocktail Table White Top, Brushed Steel - 46"l x 26"d x 18"h	\$ 300.00	\$ 390.00	\$ _____
_____	SYDWDC	Sydney Cocktail Table Barnwood Top, Brushed Steel - 46"l x 26"d x 18"h	\$ 300.00	\$ 390.00	\$ _____
_____	E1Y	Sydney End Table Black Top, Brushed Steel - 27"l x 23"d x 22"h	\$ 237.00	\$ 308.00	\$ _____
_____	SYDBEE	Sydney End Table Blue Top, Brushed Steel - 27"l x 23"d x 22"h	\$ 288.00	\$ 374.00	\$ _____
_____	E1W	Sydney End Table White Top, Brushed Steel - 27"l x 23"d x 22"h	\$ 288.00	\$ 374.00	\$ _____
_____	SYDWDE	Sydney End Table Barnwood Top, Brushed Steel - 27"l x 23"d x 22"h	\$ 288.00	\$ 374.00	\$ _____
_____	TAOBBK	Taos Side Table Black Top, Bronze - 15.75"l x 15.75"d x 24"h	\$ 161.00	\$ 209.00	\$ _____
_____	TAOBWH	Taos Side Table White Top, Bronze - 15.75"l x 15.75"d x 24"h	\$ 161.00	\$ 209.00	\$ _____
_____	TAOBWD	Taos Side Table Wood Top, Bronze - 15.75"l x 15.75"d x 24"h	\$ 161.00	\$ 209.00	\$ _____
_____	TMBTBL	Timber Table Wood - 16"Rnd x 17"h	\$ 161.00	\$ 209.00	\$ _____
Café Table w/ Standard Black Base					
_____	30BKSC	30" Round Café Table Black Top - 30"Rnd x 29"h	\$ 265.00	\$ 344.00	\$ _____
_____	30BEBC	30" Round Café Table Blue Top - 30"Rnd x 29"h	\$ 265.00	\$ 344.00	\$ _____
_____	30AGBC	30" Round Café Table Brushed Gunmetal Top - 30"Rnd x 29"h	\$ 265.00	\$ 344.00	\$ _____
_____	30YSBC	30" Round Café Table Brushed Yellow Top - 30"Rnd x 29"h	\$ 265.00	\$ 344.00	\$ _____
_____	ZTJ	30" Round Café Table Graphite Nebula Top - 30"Rnd x 29"h	\$ 265.00	\$ 344.00	\$ _____
_____	ZTA	30" Round Café Table Gray Acajou Top - 30"Rnd x 29"h	\$ 265.00	\$ 344.00	\$ _____
_____	30GSBC	30" Round Café Table Green Top - 30"Rnd x 29"h	\$ 265.00	\$ 344.00	\$ _____

Custom Furniture

Exhibiting Company: _____

Booth #: _____



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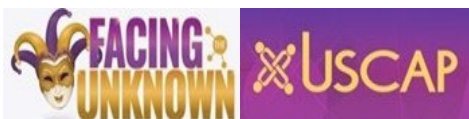
Custom Furniture Options (Page 5 of 8)

Qty	Item #	Description	Advance	Standard	Subtotal
Café Table w/ Standard Black Base (cont.)					
_____	ZTK	30" Round Café Table Maple Top - 30"Rnd x 29"h	\$ 265.00	\$ 344.00	\$ _____
_____	30OSBC	30" Round Café Table Orange Top - 30"Rnd x 29"h	\$ 265.00	\$ 344.00	\$ _____
_____	ZTB	30" Round Café Table Red Top - 30"Rnd x 29"h	\$ 265.00	\$ 344.00	\$ _____
_____	30WH29	30" Round Café Table White Top - 30"Rnd x 29"h	\$ 265.00	\$ 344.00	\$ _____
_____	30WDBC	30" Round Café Table Barnwood Top - 30"Rnd x 29"h	\$ 265.00	\$ 344.00	\$ _____
_____	36BKSC	36" Round Café Table Black Top - 36"Rnd x 29"h	\$ 276.00	\$ 359.00	\$ _____
_____	ZTN	36" Round Café Table Graphite Nebula Top - 36"Rnd x 29"h	\$ 276.00	\$ 359.00	\$ _____
_____	ZTP	36" Round Café Table Maple Top - 36"Rnd x 29"h	\$ 276.00	\$ 359.00	\$ _____
_____	ZTQ	36" Round Café Table White Top - 36"Rnd x 29"h	\$ 276.00	\$ 359.00	\$ _____
Café Table w/ Hydraulic Chrome Base					
_____	30MAHC	30" Round Café Table Gray Acajou Top - 30"Rnd x 29"h	\$ 323.00	\$ 420.00	\$ _____
_____	30BRHC	30" Round Café Table Red Top - 30"Rnd x 29"h	\$ 323.00	\$ 420.00	\$ _____
_____	30WHHC	30" Round Café Table White Top - 30"Rnd x 29"h	\$ 323.00	\$ 420.00	\$ _____
_____	30WDHC	30" Round Café Table Barnwood Top - 30"Rnd x 29"h	\$ 323.00	\$ 420.00	\$ _____
_____	30BKHC	30" Round Café Table Black Top - 30"Rnd x 29"h	\$ 323.00	\$ 420.00	\$ _____
_____	30BEHC	30" Round Café Table Blue Top - 30"Rnd x 29"h	\$ 323.00	\$ 420.00	\$ _____
_____	30AGHC	30" Round Café Table Brushed Gunmetal Top - 30"Rnd x 29"h	\$ 323.00	\$ 420.00	\$ _____
_____	30YSHC	30" Round Café Table Brushed Yellow Top - 30"Rnd x 29"h	\$ 323.00	\$ 420.00	\$ _____
_____	30GRHC	30" Round Café Table Graphite Nebula Top - 30"Rnd x 29"h	\$ 323.00	\$ 420.00	\$ _____
_____	30GSHC	30" Round Café Table Green Top - 30"Rnd x 29"h	\$ 323.00	\$ 420.00	\$ _____
_____	30MTHC	30" Round Café Table Maple Top - 30"Rnd x 29"h	\$ 323.00	\$ 420.00	\$ _____
_____	30OSHC	30" Round Café Table Orange Top - 30"Rnd x 29"h	\$ 323.00	\$ 420.00	\$ _____
_____	36BKHC	36" Round Café Table Black Top - 36"Rnd x 29"h	\$ 370.00	\$ 481.00	\$ _____
_____	36GRHC	36" Round Café Table Graphite Nebula Top - 36"Rnd x 29"h	\$ 370.00	\$ 481.00	\$ _____
_____	36MTHC	36" Round Café Table Maple Top - 36"Rnd x 29"h	\$ 370.00	\$ 481.00	\$ _____
_____	36WTHC	36" Round Café Table White Top - 36"Rnd x 29"h	\$ 370.00	\$ 481.00	\$ _____
Bar Table w/ Standard Black Base					
_____	30BKSB	30" Round Bar Table Black Top - 36"Rnd x 42"h	\$ 265.00	\$ 344.00	\$ _____
_____	30EBBB	30" Round Bar Table Blue Top - 36"Rnd x 42"h	\$ 265.00	\$ 344.00	\$ _____
_____	30AGBB	30" Round Bar Table Brushed Gunmetal Top - 36"Rnd x 42"h	\$ 265.00	\$ 344.00	\$ _____
_____	30YBBB	30" Round Bar Table Brushed Yellow Top - 36"Rnd x 42"h	\$ 265.00	\$ 344.00	\$ _____
_____	VTJ	30" Round Bar Table Graphite Nebula Top - 36"Rnd x 42"h	\$ 265.00	\$ 344.00	\$ _____
_____	VTB	30" Round Bar Table Gray Acajou Top - 36"Rnd x 42"h	\$ 265.00	\$ 344.00	\$ _____
_____	30GSBB	30" Round Bar Table Green Top - 36"Rnd x 42"h	\$ 265.00	\$ 344.00	\$ _____
_____	VTK	30" Round Bar Table Maple Top - 36"Rnd x 42"h	\$ 265.00	\$ 344.00	\$ _____
_____	30OSBB	30" Round Bar Table Orange Top - 36"Rnd x 42"h	\$ 265.00	\$ 344.00	\$ _____
_____	VTB	30" Round Bar Table Red Top - 36"Rnd x 42"h	\$ 265.00	\$ 344.00	\$ _____
_____	30WH42	30" Round Bar Table White Top - 36"Rnd x 42"h	\$ 265.00	\$ 344.00	\$ _____
_____	30WDBB	30" Round Bar Table Barnwood Top - 36"Rnd x 42"h	\$ 265.00	\$ 344.00	\$ _____
_____	36BKSB	36" Round Bar Table Black Top - 36"Rnd x 42"h	\$ 276.00	\$ 359.00	\$ _____
_____	VTN	36" Round Bar Table Graphite Nebula Top - 36"Rnd x 42"h	\$ 276.00	\$ 359.00	\$ _____
_____	VTP	36" Round Bar Table Maple Top - 36"Rnd x 42"h	\$ 276.00	\$ 359.00	\$ _____
_____	VTW	36" Round Bar Table White Top - 36"Rnd x 42"h	\$ 276.00	\$ 359.00	\$ _____

Custom Furniture

Exhibiting Company: _____

Booth #: _____



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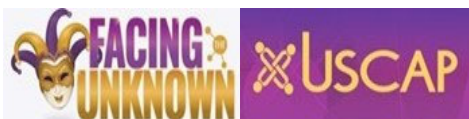
Custom Furniture Options (Page 6 of 8)

Qty	Item #	Description	Advance	Standard	Subtotal
Bar Table w/ Hydraulic Chrome Base					
_____	30BKHB	30" Round Bar Table Black Top - 30"Rnd x 45"h	\$ 323.00	\$ 420.00	\$ _____
_____	30BEHB	30" Round Bar Table Blue Top - 30"Rnd x 45"h	\$ 323.00	\$ 420.00	\$ _____
_____	30AGHB	30" Round Bar Table Brushed Gunmetal Top - 30"Rnd x 45"h	\$ 323.00	\$ 420.00	\$ _____
_____	30YSHB	30" Round Bar Table Brushed Yellow Top - 30"Rnd x 45"h	\$ 323.00	\$ 420.00	\$ _____
_____	30GRHB	30" Round Bar Table Graphite Nebula Top - 30"Rnd x 45"h	\$ 323.00	\$ 420.00	\$ _____
_____	30GSHB	30" Round Bar Table Green Top - 30"Rnd x 45"h	\$ 323.00	\$ 420.00	\$ _____
_____	30MTHB	30" Round Bar Table Maple Top - 30"Rnd x 45"h	\$ 323.00	\$ 420.00	\$ _____
_____	30OSHB	30" Round Bar Table Orange Top - 30"Rnd x 45"h	\$ 323.00	\$ 420.00	\$ _____
_____	30BRHB	30" Round Bar Table Red Top - 30"Rnd x 45"h	\$ 323.00	\$ 420.00	\$ _____
_____	30WHHB	30" Round Bar Table White Top - 30"Rnd x 45"h	\$ 323.00	\$ 420.00	\$ _____
_____	30WDHB	30" Round Bar Table Barnwood Top - 30"Rnd x 45"h	\$ 323.00	\$ 420.00	\$ _____
_____	30MAHB	30" Round Bar Table Gray Acajou Top - 30"Rnd x 45"h	\$ 323.00	\$ 420.00	\$ _____
_____	36BKHB	36" Round Bar Table Black - Top 36"Rnd x 45"h	\$ 383.00	\$ 497.00	\$ _____
_____	36GRHB	36" Round Bar Table Graphite Nebula Top - Top 36"Rnd x 45"h	\$ 383.00	\$ 497.00	\$ _____
_____	36MTHB	36" Round Bar Table Maple Top - Top 36"Rnd x 45"h	\$ 383.00	\$ 497.00	\$ _____
_____	36WTHB	36" Round Bar Table White Top - Top 36"Rnd x 45"h	\$ 383.00	\$ 497.00	\$ _____
Bar Table					
_____	RSTSQT	Rustique Square Metal Bar Table, Gunmetal - 23.75"l x 23.75"d x 41.25"h	\$ 323.00	\$ 420.00	\$ _____
Barstools					
_____	BSS	Banana Barstool Black, Chrome - 21"l x 22"d x 41"h	\$ 308.00	\$ 401.00	\$ _____
_____	BST	Banana Barstool White, Chrome - 21"l x 22"d x 41"h	\$ 308.00	\$ 401.00	\$ _____
_____	BLDBRD	Blade Barstool Red - 20.5"l x 20"d x 40.5"h	\$ 134.00	\$ 174.00	\$ _____
_____	BLDBSB	Blade Barstool Sky Blue - 20.5"l x 20"d x 40.5"h	\$ 134.00	\$ 174.00	\$ _____
_____	XBAR	Christopher Barstool White Vinyl, Chrome - 19"l x 19"d x 41"h	\$ 234.00	\$ 304.00	\$ _____
_____	LMBAR	Laguna Barstool Maple, Chrome - 18"l x 20"d x 47"h	\$ 206.00	\$ 267.00	\$ _____
_____	ROLLBL	Lift Barstool Black Vinyl, Chrome - 15"Rnd x 23-33.5"h	\$ 234.00	\$ 304.00	\$ _____
_____	ROLLGY	Lift Barstool Gray Vinyl, Chrome - 15"Rnd x 23-33.5"h	\$ 234.00	\$ 304.00	\$ _____
_____	ROLLRD	Lift Barstool Red Vinyl, Chrome - 15"Rnd x 23-33.5"h	\$ 234.00	\$ 304.00	\$ _____
_____	ROLLWH	Lift Barstool White Vinyl, Chrome - 15"Rnd x 23-33.5"h	\$ 234.00	\$ 304.00	\$ _____
_____	LUBSCL	Lucent Barstool Frosted Acrylic, Chrome - 22"l x 22.5"d x 45.5"h	\$ 308.00	\$ 401.00	\$ _____
_____	MARBBE	Marina Barstool Ocean Blue Fabric, Brushed Metal - 21"l x 17.5"d x 41.5"h	\$ 308.00	\$ 401.00	\$ _____
_____	MARBBK	Marina Barstool Black Vinyl, Brushed Metal - 21"l x 17.5"d x 41.5"h	\$ 308.00	\$ 401.00	\$ _____
_____	MARBBR	Marina Barstool Brown Fabric, Brushed Metal - 21"l x 17.5"d x 41.5"h	\$ 308.00	\$ 401.00	\$ _____
_____	MARBRD	Marina Barstool Red Fabric, Brushed Metal - 21"l x 17.5"d x 41.5"h	\$ 308.00	\$ 401.00	\$ _____
_____	MARBWH	Marina Barstool White Vinyl, Brushed Metal - 21"l x 17.5"d x 41.5"h	\$ 308.00	\$ 401.00	\$ _____
_____	RSTSTL	Rustique Barstool Gunmetal - 13"l x 13"d x 30"h	\$ 134.00	\$ 174.00	\$ _____
_____	BS001	Shark Barstool White, Chrome - 22"l x 19"d x 34-44"h	\$ 334.00	\$ 434.00	\$ _____
_____	BSR	Syntax Barstool Black, Chrome - 23"l x 19"d x 43.25"h	\$ 234.00	\$ 304.00	\$ _____
_____	ZENBAR	Zenith Barstool White, Chrome - 19"l x 20"d x 44"h	\$ 206.00	\$ 267.00	\$ _____
_____	BS002	Zoey Barstool White. Chrome - 15"l x 16"d x 30-34.75"h	\$ 308.00	\$ 401.00	\$ _____

Custom Furniture

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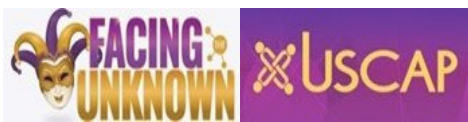
Custom Furniture Options (Page 7 of 8)

Qty	Item #	Description	Advance	Standard	Subtotal
Communal Tables w/ Solid Tops & Silver Frame					
_____	VNTBNP	Ventura Communal Bar Table Black Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 844.00	\$ 1,097.00	\$ _____
_____	VNTMNP	Ventura Communal Bar Table Maple Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 844.00	\$ 1,097.00	\$ _____
_____	VNTWNP	Ventura Communal Bar Table White Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 844.00	\$ 1,097.00	\$ _____
_____	VNTCBN	Ventura Communal Café Table Black Top, Silver - 72.25"l x 26.25"d x 30"h	\$ 643.00	\$ 836.00	\$ _____
_____	VNTCMN	Ventura Communal Café Table Maple Top, Silver - 72.25"l x 26.25"d x 30"h	\$ 643.00	\$ 836.00	\$ _____
_____	VNTCWN	Ventura Communal Café Table White Top, Silver - 72.25"l x 26.25"d x 30"h	\$ 643.00	\$ 836.00	\$ _____
Communal Tables w/ Grommet Holes & Silver Frame					
_____	VNTBMW	Ventura Communal Bar Table w/ Grommet Holes Maple Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 844.00	\$ 1,097.00	\$ _____
_____	VNTBWW	Ventura Communal Bar Table w/ Grommet Holes White Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 844.00	\$ 1,097.00	\$ _____
_____	VNTCMW	Ventura Communal Café Table w/ Grommet Holes Maple Top, Silver - 72.25"l x 26.25"d x 30"h	\$ 643.00	\$ 836.00	\$ _____
_____	VNTCWW	Ventura Communal Café Table w/ Grommet Holes White Top, Silver - 72.25"l x 26.25"d x 42"h	\$ 643.00	\$ 836.00	\$ _____
Conference Tables					
_____	36ATO	Atomic 36" Round Table Glass Top, Chrome - 36"Rnd x 30"h	\$ 310.00	\$ 402.00	\$ _____
_____	42ATO	Atomic 42" Round Table Glass Top, Chrome - 42"Rnd x 30"h	\$ 354.00	\$ 460.00	\$ _____
_____	WD3	Work Table White Top, White - 48"l x 24"d x 30"h	\$ 334.00	\$ 434.00	\$ _____
_____	CB8	42" Round Madison Table Gray Acajou, Black - 42"Rnd x 30"h	\$ 432.00	\$ 562.00	\$ _____
_____	CONF42	42" Round Table White Top - 42"Rnd x 29"h	\$ 432.00	\$ 562.00	\$ _____
_____	42BKCT	42" Round Table Black Top, Black - 42"Rnd x 29"h	\$ 431.00	\$ 560.00	\$ _____
_____	BKCT5N	5' Table Black Top, Silver - 60"l x 48"d x 29"h	\$ 549.00	\$ 713.00	\$ _____
_____	BKCT8N	8' Table Black Top, Silver - 96"l x 60"d x 29"h	\$ 1,045.00	\$ 1,359.00	\$ _____
_____	BKCT10N	10' Table Black Top, Silver - 120"l x 48"d x 29"h	\$ 1,045.00	\$ 1,359.00	\$ _____
_____	CF2	Geo Table, Rectangle Glass Top, Black - 60"l x 36"d x 29"h	\$ 549.00	\$ 713.00	\$ _____
_____	CE2	Geo Table, Rectangle Glass Top, Chrome - 60"l x 36"d x 29"h	\$ 549.00	\$ 713.00	\$ _____
_____	CF1	Geo Table, Rounded Square Glass Top, Black - 42"l x 42"d x 29"h	\$ 319.00	\$ 415.00	\$ _____
_____	CE1	Geo Table, Rounded Square Glass Top, Chrome - 42"l x 42"d x 29"h	\$ 319.00	\$ 415.00	\$ _____
_____	MADC05	Madison 5' Table Gray Acajou, Chrome - 60"l x 48"d x 29"h	\$ 549.00	\$ 713.00	\$ _____
_____	MADC08	Madison 8' Table Gray Acajou, Chrome - 96"l x 60"d x 29"h	\$ 1,045.00	\$ 1,359.00	\$ _____
_____	MADC10	Madison 10' Table Gray Acajou, Chrome - 120"l x 48"d x 29"h	\$ 1,045.00	\$ 1,359.00	\$ _____
Executive Chairs					
_____	TASKST	Task Stool Black Fabric, Black - 27.5"l x 27.5"d x 32.75-40.25"h	\$ 179.00	\$ 232.00	\$ _____
_____	CUPCHA	Cupertino Mid Black Chair Black Vinyl - 27"l x 30.5"d x 40-43"h	\$ 304.00	\$ 395.00	\$ _____
_____	GENCHA	Genesis Chair Black - 27.5"l x 27.5"d x 40-43"h	\$ 206.00	\$ 267.00	\$ _____
_____	PROGB	Pro Executive Guest Chair Black Vinyl, Chrome - 24"l x 26"d x 36"h	\$ 253.00	\$ 329.00	\$ _____
_____	PROEXB	Pro Executive High Back Chair Black Vinyl, Chrome - 25"l x 24"d x 45-48"h	\$ 304.00	\$ 395.00	\$ _____
_____	PROEXE	Pro Executive Mid Back Chair White Vinyl, Chrome - 25"l x 24"d x 45-48"h	\$ 304.00	\$ 395.00	\$ _____
_____	PROMDC	Pro Executive Mid Back Chair Black Vinyl, Chrome - 24"l x 22"d x 36.75-39.75"h	\$ 287.00	\$ 373.00	\$ _____
_____	PROMID	Pro Executive Mid Back Chair White Vinyl, Chrome - 24"l x 22"d x 36.75-39.75"h	\$ 287.00	\$ 373.00	\$ _____

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: February 17, 2023

Custom Furniture Options (Page 8 of 8)

Qty	Item #	Description	Advance	Standard	Subtotal
Office & Product Displays					
_____	TECH3	3 Drawer File Cabinet on Coasters Black Top, Black Metal - 16"l x 20"d x 28"h	\$ 196.00	\$ 255.00	\$ _____
_____	JDB	Madison Executive Desk Gray Acajou, Chrome - 60"l x 30"d x 29"h	\$ 661.00	\$ 859.00	\$ _____
_____	TECH	Tech Desk, Powered Black Metal, Black Laminate - 60"l x 30"d x 30"h	\$ 422.00	\$ 548.00	\$ _____
_____	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet Black Metal - 60"l x 30"d x 30"h	\$ 640.00	\$ 832.00	\$ _____
_____	BC8	Madison Bookcase Gray Acajou, Chrome - 36"l x 12"d x 72"h	\$ 505.00	\$ 657.00	\$ _____
_____	PSHCC	Posh Shelving Chrome, Acrylic - 36"l x 18"d x 72"h	\$ 419.00	\$ 545.00	\$ _____
_____	PDL36B	Powered Locking Pedestal 36" Black - 24"l x 24"d x 36"h	\$ 576.00	\$ 748.00	\$ _____
_____	PDL36W	Powered Locking Pedestal 36" White - 24"l x 24"d x 36"h	\$ 576.00	\$ 748.00	\$ _____
_____	PDL42B	Powered Locking Pedestal 42" Black - 24"l x 24"d x 42"h	\$ 948.00	\$ 1,232.00	\$ _____
_____	PDL42W	Powered Locking Pedestal 42" White - 24"l x 24"d x 42"h	\$ 948.00	\$ 1,232.00	\$ _____
Lamps					
_____	LA15	Mason Floor Lamp Brushed Silver - 18"Rnd x 55"h	\$ 292.00	\$ 380.00	\$ _____
_____	LA14	Mason Table Lamp Brushed Silver - 16"Rnd x 26"h	\$ 157.00	\$ 204.00	\$ _____
Bars & Counters					
_____	MTBLP1	Midtown Bar, Lighted w/ Plug In Taupe Glass Top, Pewter - 60"l x 18"d x 42"h	\$ 1,776.00	\$ 2,308.00	\$ _____
_____	MTBUUL	Midtown Bar, Unlighted Taupe Glass Top, Pewter - 60"l x 18"d x 42"h	\$ 1,487.00	\$ 1,933.00	\$ _____
_____	MTCLP1	Midtown Powered Counter, Lighted w/ Plug In Taupe Glass Top, Pewter - 60"l x 18"d x 42"h	\$ 1,776.00	\$ 2,308.00	\$ _____
_____	MTCPUL	Midtown Powered Counter, Unlighted Taupe Glass Top, Pewter - 60"l x 18"d x 42"h	\$ 1,676.00	\$ 2,178.00	\$ _____
Greenery					
_____	HDG4FT	Boxwood Hedge, 4' Green, Black - 46"l x 9"d x 47"h	\$ 627.00	\$ 815.00	\$ _____
_____	HDG7FT	Boxwood Hedge, 7' Green, Black - 36.5"l x 12"d x 84"h	\$ 979.00	\$ 1,273.00	\$ _____
Dividers					
_____	DIVBAR	Clear Divider, Bar/Counter Clear, Black - 48-70"l x 12"d x 31.5"h	\$ 218.00	\$ 283.00	\$ _____
_____	DIVFRE	Clear Divider, Freestanding Silver, Clear - 39"l x 1.5"d x 72"h	\$ 435.00	\$ 566.00	\$ _____
_____	DIVFCR	Clear Divider, Freestanding Corner Silver, Clear - 39"l x 39"d x 72"h	\$ 870.00	\$ 1,131.00	\$ _____
_____	DIVFWL	Clear Divider, Freestanding Wall Silver, Clear - 40"l x 1.5"d x 72"h	\$ 435.00	\$ 566.00	\$ _____
_____	DIVFST	Clear Divider, Sofa/Table Silver, Clear - 34"l x 11"d x 47-74"h	\$ 391.00	\$ 508.00	\$ _____
_____	DIVFWB	Divider, Freestanding Whiteboard Silver, White - 39"l x 1.5"d x 72"h	\$ 574.00	\$ 746.00	\$ _____
_____	MIRWHT	Miramar Divider, White Silver, Clear - 63"l x 23"d x 83"h	\$ 526.00	\$ 683.00	\$ _____
_____	STNSG	Stanchion Sign Holder Chrome - 10"l x 13"h	\$ 65.00	\$ 85.00	\$ _____
_____	STNCH1	Stanchion w/ Retractable Belt Black, Chrome - 96"l x 37"h	\$ 77.00	\$ 101.00	\$ _____

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 #: _____



Official Audiovisual Provider

- > Price List
- > Other Services
- > Get to Know Us

exhibits@encoreglobal.com

800.966.4498



Exhibitor AV price list★

Monitors / Video	Standard Price
40"-43" Monitor & Floor Stand Combo	600
55" Monitor & Floor Stand Combo	800
Laptop	250
MacBook Pro	500
23"/24" Monitor	200
32" Monitor	370
40" - 43" Monitor	550
48" Monitor	650
55" Monitor	750
65" Monitor	850
70" Monitor	1000
27" All-In-One Touchscreen	425
32"-103" Multi-Touch Monitors	Please Call or Email for Pricing

Audio	Standard Price
Wired Microphone	75
Wireless Microphone	250
Headset Microphone (Countryman)	350
Personal Speaker	125
1 Speaker Sound System	250
2 Speaker Sound System	450

Other Solutions	Standard Price
Encore Media Player	100
Keyboard and Mouse - Wireless	250
iPad	350
HP Laser Printer Black and white	250

Online Products

[Encore Store](#) ✨

23"-90" Monitors (wall mount and floor stand installation available), Apple Computers, iPad Stands, Tablets, Uplighting, Blu-ray / DVD Players, Slide Presenters, Audio Mixers

3 Options for Ordering



Shop the [Encore Store](#) and check out securely online.



Submit **this form** and we'll reach out to confirm your order.



Call and speak with one of our helpful experts!

Exhibit Services

800.966.4498

exhibits@encoreglobal.com

<https://encoreglobal.boomerecommerce.com>

★ Labor Disclaimer

Listed products do not include labor. Individual orders will be charged a labor, delivery, and service fee based on the selected equipment and type of installation.



We make it easy



Easy ordering options



Confirmation email is sent with your order details



Encore delivers, installs, and tests equipment. (You don't need to be present.)



Need assistance? Visit us at the service desk or call your on-site contact directly.



After the show, Encore picks up your rental equipment. (You don't need to stick around.)

Our equipment

- ☐ We regularly maintain and service all equipment.
- ☐ We'll have inventory on-site in case anything needs to be replaced or upgraded.
- ☐ We ship and transport equipment; saving you time and money.'
- ☐ You pay one rental fee for the entire show. No daily rates and no surprise bills after the event.
- ☐ Complementary cables, dongles, and batteries are included.

What else can we do?

Audio Packages

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

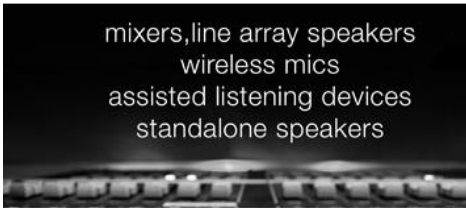
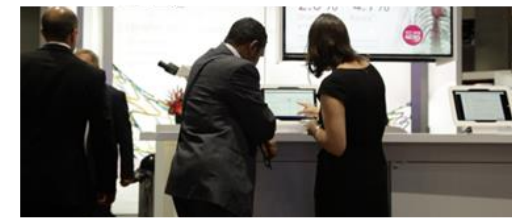
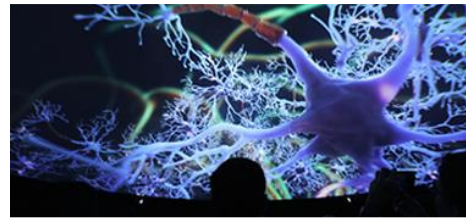
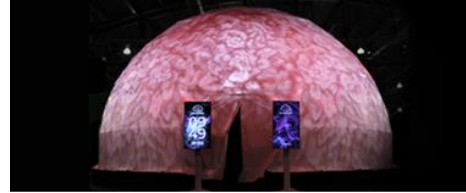
Video Solutions

ATTN: EACs & booth builders

Include AV in your booth design for an interactive, experiential exhibit!

exhibits@encoreglobal.com

800.966.4498



Content Development

contact us





To request:

Electrical / Internet

please refer to the link below.

[Link to Order Services](#)



Convention Plant Creations Inc.

Send Payment To: Corporate Office
827 Magazine Street / New Orleans, LA 70130
Phone: (504) 524-6066
www.conventionplant.com

USCAP 2023
March 13-15
New Orleans, LA
ENMCC

Return form to: Linda@conventionplant.com

Professional Floral Services	Cost Ea	Qty.	Total	Description
FLORAL ARRANGEMENTS				
Fresh Floral Arrangement (not to exceed 10" wide x 10" tall) Height: Width: Color:	\$110.00			Fresh Floral Arrangement - (not to exceed 10" wide x 10" tall) Created in 4" vases with flowers to match your exhibit. Perfect addition for enhancing coffee tables and conference rooms
Fresh Floral Arrangement- Custom Design Height: Width: Color:	\$125.00			Fresh Floral Arrangement- Custom Design- Perfect addition to make a statement on any reception counter or display
Taller floral arrangements priced upon request	Call			Specialty Arrangements / Special Request
PREMIUM PLANTS AND BLOOMING				DESCRIPTION
Succulent Arrangement: Small 4" cube vase	\$110.00			Succulent 4" holding apx. 4-5 mini succulent plants: See Sample Pic here
Succulent Arrangement: Apx. 8"x2"/Rectangle	\$135.00			Rectangle shape / holding apx. 6-8 succulent plants: See Sample Pic here
Phalaenopsis Orchid Plant / ceramic or glass container: <input type="checkbox"/> White <input type="checkbox"/> Purple	\$135.00			RENTAL POLICY *All materials and plants available on a rental basis only. *Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. *All prices include: delivery, installation, servicing, top dressing, decorative containers, and removal at the end of show.
GREEN & BLOOMING PLANT RENTALS				
Mums Yellow White	\$60.00			
Seasonal Flowering Plants (azaleas, etc.)	\$75.00			
Small Ivy	\$60.00			PAYMENT POLICY • All orders must be paid in full prior to or upon delivery unless accompanied by an authorized purchase order. • Adjustments cannot be made after the close of the show. • US funds or credit card. Tax ID # 72 -1141497 • If tax exempt, you must include a copy of your tax-exempt form. • Refund request: request must be placed before Feb 27th / Fees will apply: \$35 service fee + applicable credit card refund processing fee, if refunded by credit card.
Large: <input type="checkbox"/> Fern <input type="checkbox"/> Ivy	\$75.00			
3 Foot green plant	\$75.00			
4 Foot green plant	\$85.00			
5 Foot green plant	\$95.00			
6 Foot green plant	\$130.00			
Taller plants & trees priced upon request	Call			
INDICATE YOUR CHOICE OF CONTAINERS BELOW				
Container Colors: <input type="checkbox"/> White <input type="checkbox"/> Black	No Charge			
Upgraded Container Colors (6" to 10"): Black Sq White Sq Aluminum	\$45.00ea			
Upgraded Container Colors (12" to 14"): Black Sq White Sq Aluminum	\$60.00ea			
Bubble Bowl- glass (great for business cards)	\$50.00			
FLORAL ORDER TOTAL				CALL US AT
Sub Total of Above Order			\$	Contact: Linda Wineski Cell: (504) 329-3633 Office: 1-800-749-4524 Linda@conventionplant.com
On site mark up begins EOD of Feb 27th		25%	\$	
Sales Tax		9.45%	\$	
Grand Total			\$	
ADDITIONAL SERVICES AVAILABLE ON REQUEST				
• Please have a designer see us in our booth on: Date: _____ Time: _____ Contact: _____ Cell: _____				
USCAP / ENMCC / New Orleans, LA / MARCH 13-15				
Company		Booth #		
Booth Rep		Authorized Signature		Cell #
Address		City	State	Postal Code
Payment Amount Enclosed \$ <input type="checkbox"/> Check <input type="checkbox"/> Credit Card/ CREDIT CARD PAYMENTS- PLEASE COMPLETE NEXT PAGE				

Convention Plant Creations, Inc.

www.conventionplant.com

827 Magazine Street / New Orleans, LA 70130

Phone: (504) 524-6066

CREDIT CARD AUTHORIZATION FORM:

I, _____, hereby authorize *Convention Plant Creations, Inc.* to charge my credit card account in the amount of \$_____.

() VISA () MASTERCARD () AMERICAN EXPRESS () DISCOVER

Card Number: _____

Expiration Date: ____ / ____ VID Code: _____

Credit Card Billing Address:

Street: _____

City: _____ State: _____

Zip Code: _____ Country: (if not USA) _____

Phone Number: _____ E mail address: _____

Convention Name or Event Name: USCAP

Booth #: _____

Company Name: _____

As the credit card holder, I hereby authorize receipt of goods and services at the event listed above.

Cardholder's Signature

Date

As the credit card holder, I also authorize *Convention Plant Creations, Inc.* to charge my credit card for any additional floral items added on site, verbally approved by me or my staff.

Your completion of this form helps us to protect you, our valued customers, from credit card fraud. *Convention Plant*

Creations will keep all information entered on this form strictly confidential.

Cancellation / Refund request: request must be placed before **February 27th** / Fees will apply: \$35 service fee + applicable credit card refund processing fee, if refunded by credit card.



LEAD RETRIEVAL WITH **LeadR**

YOUR DEVICE – YOUR LEADS

Modern lead retrieval at your finger tips... with the device you already own and know how to use. The perfect tool to capture leads anywhere at your conference. A mobile app system doesn't tie leads to their exhibitor booth. You can now capture leads anywhere...anytime. At half the price of renting.

HOW IT WORKS

The app is free to download. When you open the app, you will need to enter an exhibitor ID key. By purchasing access to the app, you will receive your app key. The keys will be distributed via email a week before the event starts and available on-site. Once you have signed into the app with the key, you can quickly scan anyone's badge and enter custom notes about that person if desired.

After the event ends, you will go to a website, enter your exhibitor key, and a spreadsheet will download with all of the available contact information for each attendee you have scanned as well as any custom notes.

Early Bird Pricing until February 15, 2023 is as follows:

1 LeadR App: \$199 (After 2/15/2023: \$299)

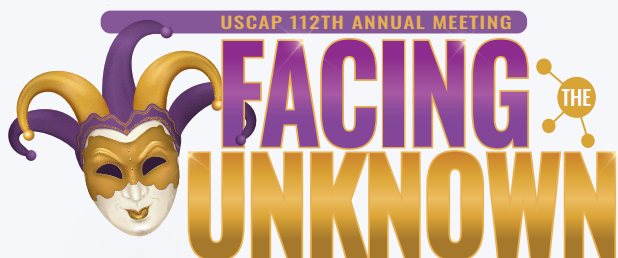
Multiple (Up to 10): \$399 (After 2/15/2023: \$599)



BENEFITS OF MODERN LEAD RETRIEVAL

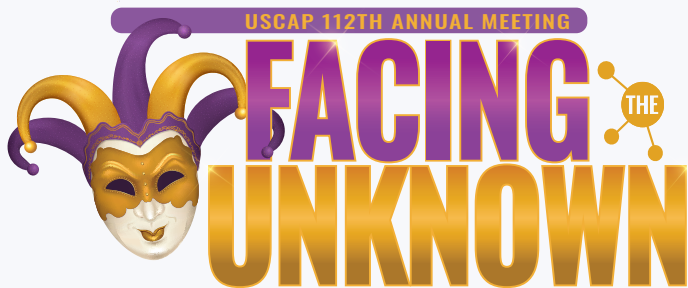
- *Capture leads anywhere...anytime*
- *Leads database is available immediately*
- *Half the cost of renting*
- *Add Notes and Follow-Up Reminders*
- *Update or delete leads*
- *No line ups*
- *No waits*
- *No clumsy equipment*

Sign Up At: www.USCAP.org/LeadRetrieval



MARCH 11-16, 2023 NEW ORLEANS, LOUISIANA
NEW ORLEANS ERNEST N. MORIAL CONVENTION CENTER





MARCH 11-16, 2023
NEW ORLEANS, LOUISIANA
 NEW ORLEANS ERNEST N. MORIAL CONVENTION CENTER

EXHIBIT PHOTOGRAPHY

Includes color corrected, high resolution digital images with unlimited usage rights delivered via Dropbox within 10 business days from the end of the show unless otherwise stated below. For expedited delivery on any services, please contact us.

	QTY
Digital Image Delivered via Dropbox, Per View	\$200_____
Complete Studio Look with Post-Production per view Imaging technicians will remove background, distracting objects or wall graphics, in addition to color correction. Both the original view and enhanced view will be delivered via Dropbox. (Ideal for Exhibit Builders and Product shots).	\$550_____
ADDITIONS TO EXHIBIT PHOTOGRAPHY SERVICES	
Photo Reel (minimum 4 exhibit views) 30-60 second presentation of your images and company logo set to music with dramatic transitions. Delivered via Dropbox with exhibit views and electronically to share on any medium. (Ideal for post-show Marketing and Promotions).	\$200_____
EXHIBIT PHOTOGRAPHY PRO PACKAGES Includes color corrected, high resolution images with unlimited usage rights delivered via Dropbox within 10 business days from the end of the show unless otherwise stated below. For expedited delivery on any services, please contact us.	
Pro Pack A Includes 4 views of the exhibit. Delivered via Dropbox	\$700_____
Pro Pack B Includes 6 views of the exhibit. Delivered both via Dropbox	\$1000_____
Additional Pro Pack Views per view	\$125/ea_____

TOTAL

BOOTH NAME:

BOOTH NUMBER:

ON-SITE CONTACT:

CELL NUMBER:

Company _____

Address _____

City _____ State _____ Zip _____

Ordered By _____

Phone _____ Fax _____

Email _____

PAYMENT METHOD

- ☐ **Check**—Please attach and return to: **Kaminsky Productions, 41801 Corporate Way, Ste. 8, Palm Desert, CA 92260**
- ☐ **Credit Card**—Please call Kaminsky Productions at **760-327-5477** to pay by credit card.

Must be prepaid with a Check, Visa, Mastercard or American Express. Cancellations received less than one week prior to the first day of exhibitor move-in will be billed at 50%. Photography Orders ship within 7 business days after closing date of show. Claims must be made in writing within 7 days of receipt of materials. Orders placed on-site will be subject to higher pricing.

For reservations or questions, e-mail

production@uscap.org