

APSCON / APSCON UNMANNED 2024

July 29 – August 3, 2024
George R. Brown Convention Center
Houston, TX

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to **APSCON 2024**.

We have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exposition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by the date indicated on the particular form. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at 253 437 0031 or via email at operations@levyexpo.com. We will be happy to assist you in any way possible to ensure that you have a successful experience at **APSCON 2024**.

Thank you and we look forward to servicing your needs at **APSCON 2024** in **Houston, TX**.

Sincerely,

Levy Exposition Services, Inc.

SERVICE CONTRACTOR CONTACT:	LEVY EXPOSITION SERVICES INC. 14900 Interurban Avenue S., Suite 271 Seattle, WA 98168 T: 253 437 0031 F: 253 437 0032 E: operations@levyexpo.com	
LOCATION:	George R. Brown Convention Center – Halls D & E 1001 Avenida De Las Americas Houston, TX 77010	
EXHIBITOR MOVE-IN:	Monday, July 29, 2024 <i>Aircraft Fly In (as scheduled by APSA safety)</i> Tuesday, July 30, 2024 Wednesday, July 31, 2024	8:00 am – 5:00 pm 8:00 am - Completion 8:00 am – 5:00 pm 8:00 am – 2:00 pm
EXHIBITION DATES:	Wednesday, July 31, 2024 Thursday, August 1, 2024 Friday, August 2, 2024	5:00 pm – 8:00 pm (<i>Opening Reception</i>) 10:30 am – 4:00 pm 10:00 am – 2:00 pm
EXHIBITOR MOVE-OUT:	Friday, August 2, 2024 Saturday, August 3, 2024 **Please note that all exhibit materials must be removed from the exhibit Facility by 12:00 pm on Saturday, August 3, 2024.	2:00 pm – 9:00 pm 8:00 am – 12:00 pm
BOOTH EQUIPMENT:	Each 10' x 10' booth space includes the following: <ul style="list-style-type: none"> • 8' high drapery backwall – red/white/blue • 3' high drapery sidewall – red • 1 - 7" x 44" booth identification sign <p>If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).</p>	
aisle CARPET:	The aisles will be carpeted in the color salt & pepper (black and white speckle).	
CEILING HEIGHT:	The ceiling height in the exhibit hall ranges from 30' – 40'.	
DISCOUNT PRICE DEADLINE:	In order to receive the discount rates listed on the enclosed order forms, your PAID order is to be received by July 8, 2024 .	
LEVY ONLINE ORDERING (LOLO):	The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.	

SHIPPING:

Please refer to the Material Handling order form in this manual for further information and associated costs.

All ADVANCE WAREHOUSE shipments should arrive between June 24, 2024 – July 22, 2024. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows:
(Labels are provided in the Material Handling Section of the manual)

APSCON 2024
Exhibiting Company Name
Booth # ____
Levy Exposition Services, Inc.
c/o Liberty CFS NV, Inc.
5880 Kelley Street
Houston, TX 77026

All **DIRECT** shipments should not arrive prior to 8:00 am on **Monday, July 29, 2024**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows:
(Labels are provided in the Material Handling section of manual)

APSCON 2024
Exhibiting Company Name
Booth # ____
George R. Brown Convention Center – Hall E
c/o Levy Exposition Services, Inc.
1001 Avenida De Las Americas
Houston, TX 77010

DISMANTLE AND MOVE-OUT INFORMATION:

All exhibitor materials **MUST** be removed from the facility by 12:00 pm on Saturday, August 3, 2024. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 9:00 am on Saturday, August 3rd. In the event that your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

POST SHIPPING PAPERWORK:

Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading's (BOLs) **MUST** be filled out and turned into the service center once your materials are packed for all outbound shipments.

It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you **MUST** include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.

SAFETY RULES

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles **MUST** remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they **MUST** remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor's display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.

UNION JURISDICTIONS FOR THE TEXAS LOCAL UNIONS

THE FOLLOWING GUIDELINES APPLY IN THE TEXAS REGION:

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

MATERIAL HANDLING LOCAL UNION LABOR

The Local Union has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers.

Exhibitors may unload their own personal vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)

Levy will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

INSTALLATION & DISMANTLE LABOR - LOCAL UNION LABOR

The Local Union has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local Union. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Levy Service Desk.

Three options for installation and dismantle labor exist in Texas. Labor may be:

- performed by full-time employees of the exhibiting company; or
- hired through Levy, the official general service contractor; or
- hired through an exhibitor-appointed contractor.

PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Levy and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Levy.

EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

The Exhibitor's responsibility can be summed up as simply: **"Be a good neighbor!"** All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

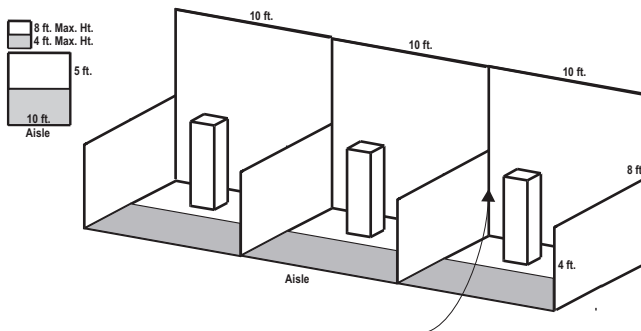
STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

Dimensions: Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. A maximum back wall height limitation of height feet (8') is generally specified.

Use of Space: Regardless of the number of Linear Booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



One or more standard 10'x10' units in a straight line.

Note: Booth drape is set at 8 ft max.

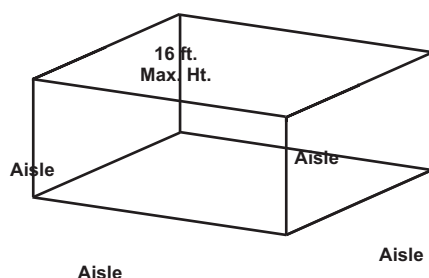
Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

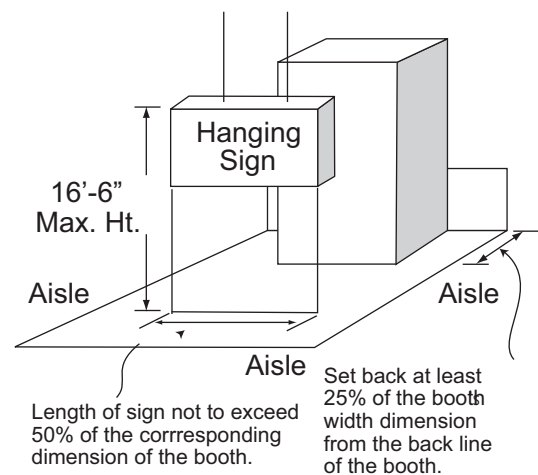
Dimensions: An Island Booth is 20'x30' or larger, although it may be configured differently.

Use of Space: The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16'), including signage.



HANGING SIGN BOOTH

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.



All overhead hanging must be assembled, installed, and removed by Levy. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.

Please note that the ceiling height in the Exhibit Hall ranges from **30' - 40'**.

THIRD PARTY BILLING REQUEST

COMPANY		BOOTH NUMBER		Deadline Date July 8, 2024
ADDRESS	street city state/province zip/postal code country			
PHONE	FAX	PURCHASE ORDER NUMBER		<i>All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.</i>
AUTHORIZED CONTACT SIGNATURE X		AUTHORIZED CONTACT - PLEASE PRINT DATE		

You may arrange for a third party to handle your display and be billed for services. LES will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the **THIRD PARTY must complete the credit card charge authorization on the *Payment & Credit Card Authorization form***. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

EXHIBITING FIRM

EXHIBITING FIRM _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

THIRD PARTY

THIRD PARTY _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

ALL LES SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:

EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION

CARDHOLDER'S BILLING ADDRESS

CITY _____ PROV. / STATE _____

POSTAL/ZIP CODE _____ COUNTRY _____

TODAY'S DATE _____ MONTH / DAY / YEAR _____

CARD NUMBER _____

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ CHECK

EXPIRY DATE _____ CVCC _____

CARDHOLDER NAME
(PLEASE PRINT)

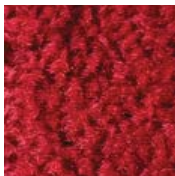
SIGNATURE _____

CARPET and DRAPE

Standard carpet color options



Blue



Red



Teal



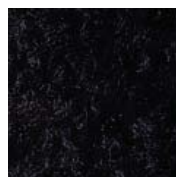
Grey



Burgundy



Purple



Black

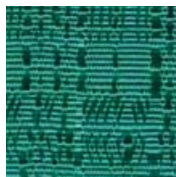
Drape color options



Blue



Red



Teal



White



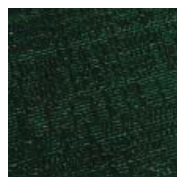
Gold



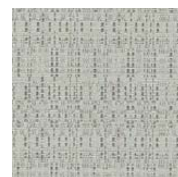
Black



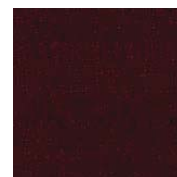
Purple



Green



Grey



Burgundy

**DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

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operations@levyexpo.com

www.levyexpo.com

CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	315.00	409.50	
10 ft. X 20 ft.	630.00	819.00	
10 ft. X 30 ft.	945.00	1,228.50	
10 ft. X 40 ft.	1,260.00	1,638.00	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	5.80	7.24	

☐ Blue ☐ Red ☐ Teal ☐ Grey ☐ Burgundy ☐ Purple ☐ Black

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$8.75/ft	\$11.35/ft	
_____ lin. ft. of 8' high drape	\$11.05/ft	\$14.73/ft	

☐ Blue ☐ Red ☐ Teal ☐ White ☐ Gold ☐ Black
☐ Purple ☐ Green ☐ Grey ☐ Burgundy

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	2.45	3.19	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.60	2.08	

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	36.00	48.80	
	Chrome coat tree	124.00	161.20	
	Aluminum easel	60.00	78.00	
	Chrome sign holder 22" X 28"	141.00	183.30	
	Chrome stanchions	57.00	75.00	
	Velvet stanchion ropes - blue	35.00	45.50	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **July 8, 2024**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

xpo21_carpet-drape

CUSTOM CARPET

Deluxe Decorator 28oz. Carpet color options



Black



Red



Nu Blue



Silver Cloud



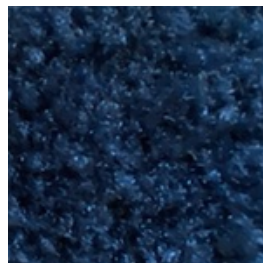
Beige



Charcoal



Key Lime



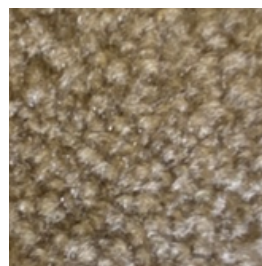
Navy



Cobalt



White



Silky Beige

**DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

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www.levyexpo.com

CUSTOM CARPET ORDER FORM

Deluxe 28 oz. Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

- | | | |
|---------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Red | <input type="checkbox"/> Nu Blue |
| <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> Beige | <input type="checkbox"/> Charcoal |
| <input type="checkbox"/> Key Lime | <input type="checkbox"/> Navy | <input type="checkbox"/> Cobalt |
| <input type="checkbox"/> White | <input type="checkbox"/> Silky Beige | |

(CHECK BOX OF COLOR DESIRED)
SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
Orders must be received by **July 8, 2024** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	\$7.60 per sq. ft.	\$9.88 per sq. ft. =\$_____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$2.45 per sq. ft.	\$3.19 per sq. ft. =\$_____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
TOTAL	US DOLLARS	

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xpo21_customcarpet

TABLES & CHAIRS

Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height
- 4', 6', or 8' lengths x 2' widths



4' x 2' skirted table



6' x 2' skirted table



8' x 2' skirted table

Skirt color options



Blue



Red



Black



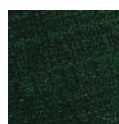
Teal



Burgundy



Gold



Green



Grey



Purple



White

Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 30" or 40" high



40" high pedestal



30" high pedestal

Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Fabric Highback Stool

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TABLE AND CHAIR RENTAL ORDER FORM & INVOICE


TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
8' x 2' Skirted		257.25	344.43	
6' x 2' Skirted		226.25	307.13	
4' x 2' Skirted		204.75	266.18	
Fourth side of table skirted		89.00	115.70	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		120.00	156.00	


☐ Blue ☐ Red ☐ Black ☐ Teal ☐ Burgundy
☐ Gold ☐ Green ☐ Grey ☐ Purple ☐ White

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		128.10	166.53	
 FABRIC SLED BASE ARMCHAIR - GREY		147.00	191.10	
 FABRIC HIGHBACK STOOL - GREY		207.90	270.30	

 TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		288.75	375.40	
6' x 2' Skirted		257.25	334.43	
4' x 2' Skirted		236.25	307.25	
Fourth side of table skirted		100.00	130.00	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		135.00	175.50	

☐ Blue ☐ Red ☐ Black ☐ Teal ☐ Burgundy
☐ Gold ☐ Green ☐ Grey ☐ Purple ☐ White

 GREY PEDESTAL TABLE - 30" DIAMETER				
30" Table height		156.00	202.80	
40" Counter height		176.00	228.80	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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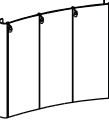




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xpo21_tablechair

SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		150.00	195.00	
 POP-UP BOOTH 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black		2,610.00	3,393.00	
 BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material		168.00	218.40	
 PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		56.00	72.80	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		60.00	78.00	
 CHROME SIGN HOLDER 22" x 28"		141.00	183.30	

ACCESSORIES

 TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall		106.00	137.80	
 <input type="checkbox"/> CHROME CLOTHING STAND <input type="checkbox"/> CHROME BAG HOLDER		124.00	161.20	
 CHROME COAT TREE		124.00	161.20	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

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SUBTOTAL		
8.25% SALES TAX		
TOTAL	US DOLLARS	

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ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE

will be applied to all orders not received and paid in full by **July 8, 2024**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE

will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

xpo21_specaccess

RENTAL EXHIBITS

10' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 10' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

Package A1 Base



Package A2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

Package B1 Base

- Curved header - block letters - black (logo extra)
- Curved front display counter



Package B2 Deluxe

- Base Package plus the below:
- Enclosed corner counter
- 10" deep shelves (x2)

Package C1 Base



Package C2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

Package D1 Base

- Oversized header - block letters - black (logo extra)
- 20" x 39" x 39" high built-in counters on backwall (x2)



Package D2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

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RENTAL EXHIBITS

10' x 20' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 20' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

Package E1 Base

- Straight headers (x2)



Package E2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)



Package F1 Base

- Straight header (x1)
- Angled header (x2)
- Storage area with drape door
- Front built-in corner counters (x2)



Package F2 Deluxe

- Base Package plus the below:
- Lockable door for storage area
- 39" x 20" x 39" counter (x2)



Package G1 Base

- Straight header (x1)
- 39" x 20" x 39" built-in counter (x1)



Package G2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x4)



Package H1 Base

- Oversized curved header (x1)
- 39" x 20" x 39" built-in counters (x3)



Package H2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x3)
- 2m curved front counter (x1)



**DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com

RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

10' x 10' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

Description	Qty	Discount Rate	Standard Rate	Total
PACKAGE A1 Basic - Base package with header		3,888.50	5,054.00	
PACKAGE A2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,250.00	5,565.00	
PACKAGE B1 Basic - Corner base package booth with curved counter, 1 curved header sign		4,428.00	5,650.00	
PACKAGE B2 Deluxe - Base package + enclosed corner counter, (2) 10" deep shelves		4,650.00	5,750.00	
PACKAGE C1 Basic - Base package with header		4,069.00	5,675.00	
PACKAGE C2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,560.00	5,960.00	
PACKAGE D1 Basic - Base package with oversized header, (2) built-in back counters		4,584.00	5,865.00	
PACKAGE D2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,950.00	6,543.00	

10' x 20' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

Description	Qty	Discount Rate	Standard Rate	Total
PACKAGE E1 Basic - Base package with headers		5,832.00	7,580.00	
PACKAGE E2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		6,345.00	7,995.00	
PACKAGE F1 Basic - Base package with headers, storage and drape door, (2) built-in counters		6,252.00	8,127.00	
PACKAGE F2 Deluxe - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		6,750.00	8,750.00	
PACKAGE G1 Basic - Base package with header, (1) built-in counter		6,624.00	8,615.00	
PACKAGE G2 Deluxe - Base package + (2) 10" deep shelves		6,995.00	8,995.00	
PACKAGE H1 Basic - Base package with oversized curved header, (3) built-in back counters		7,416.00	9,640.00	
PACKAGE H2 Deluxe - Base package + (2) 10" deep shelves, (1) curved front counter		7,995.00	9,995.00	

OPTIONS & INFORMATION

HARDWALL PANEL (non fabric) SELECTION

☐ White

CARPET COLOR SELECTIONS

☐ Grey ☐ Red ☐ Teal ☐ Blue ☐ Black ☐ Burgundy ☐ Purple

HEADER TO READ (up to 20 characters, black lettering on white)

Header One

Header Two

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
1 meter Angled Shelves		58.00	75.40	
1 meter Shelves		49.00	63.70	
Spot Lights (For use with rental unit)		64.00	83.20	
Literature Pockets 8 1/2" x 11"		26.00	33.80	
Nylon Loop Fabric Panel per sq.ft. **contact for available color options		\$4.25 sq.ft.	5.53 sq.ft.	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **July 8, 2024**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received and then cancelled 2 weeks prior to install. If full service has been provided then 100% of original fee will be applied.
 xpo21_rentalexhibits

CUSTOM EXHIBITS

A more sophisticated technique to exhibit marketing messages creatively and effectively!

With decades of service, Levy continues to provide viable and reliable alternatives to maximize clients' overall booth space. Our sales team and design specialists work closely with each and every client to create a unique exhibit designed to meet a wide variety of today's marketing strategies. Whether the image and budget are conservative or extravagant Levy exceeds to offer the most suitable and perfect space solutions.



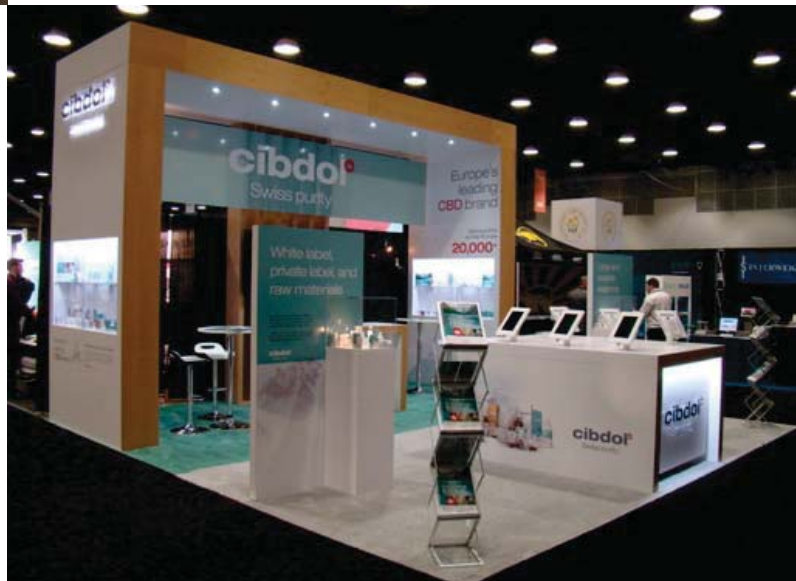
Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Functional
- Creative
- Inviting
- Efficient

Let us help you create a one of a kind booth space.

Call our experienced professionals for an innovative, customized, and no obligation approach.



CABINETS

Straight Cabinets

All straight cabinets come with sliding doors. Optional Upgrades noted below:

- Lock for doors
- Lighting
*Jewelry Case or Show Case
- Branding - graphic panels



Cabinet "A"

1 meter cabinet with doors
39" long x 20" deep x 40" high



Cabinet "B"

1 meter Jewelry Case with doors
39" long x 20" deep x 40" high



Cabinet "C"

1 meter Show Case with doors
39" long x 20" deep x 40" high



Cabinet "D"

2 meter cabinet with doors
80" long x 20" deep x 40" high

Curved Cabinets

Optional Upgrades noted below:

- Lock for doors
- Branding - graphic panels



Cabinet "E"

1 meter curved cabinet
61" long x 20" deep x 40" high

Cabinet "F"

1 meter curved cabinet with door
61" long x 20" deep x 40" high

**Same as cabinet "E" but with door

**DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com

CABINETS ORDER FORM & INVOICE

STYLE	DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
CABINET "A"	1 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		650.00	850.00	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		825.00	1,080.00	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		750.00	975.00	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		875.00	1,125.00	
CABINET "C"	1 meter Show Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		880.00	1,150.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		930.00	1,250.00	
CABINET "D"	2 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		880.00	1,195.00	
	2 meter Cabinet + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		1,250.00	1,550.00	
CABINET "E"	1 meter Curved cabinet (open back)		770.00	970.00	
	Curved cabinet + custom graphic panel		1,095.00	1,350.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		850.00	995.00	
	Curved cabinet w/ doors + custom graphic panel		1,125.00	1,425.00	

NOTE: Should you wish to have a graphic panel upgrade for your cabinet, please contact our Operations department to confirm details on graphic file submission.

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **July 8, 2024**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received and then cancelled. If full service has been provided then 100% of original fee will be applied.

GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	31.00	40.00	
	7" x 44"	37.00	48.00	
	11" x 14"	47.00	61.00	
	14" x 22"	63.00	82.00	
	22" x 28"	79.00	103.00	
	28" x 44"	113.00	147.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Lamine)	\$19.50	\$29.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

CHOOSE YOUR LAYOUT

☐ Vertical

☐ Horizontal

Levy Exposition Services Inc.
to design layout

LETTER COLOR SELECTIONS

☐ Blue ☐ Red ☐ Green ☐ Teal ☐ Black ☐ Purple
Black lettering will be provided unless otherwise specified.

SPECIAL INSTRUCTIONS

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **July 8, 2024**. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received then cancelled.



Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyexpo.com

APSCON / APSCON UNMANNED 2024
July 29 - August 3, 2024
George R. Brown Convention Center
Houston, TX

PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	72.00	93.60	
	Boston fern	84.00	109.20	
	Hanging green plant	84.00	109.20	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	108.00	140.40	
	4' - 5' tall floor plant	136.00	176.80	
	6' tall floor plant	154.00	200.20	

COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	225.00	292.50	
	Large floral arrangement	260.00	338.00	

Please indicate color preference here, if any: _____

The above items are priced on a rental basis only. Price includes container, installation and removal at the end of show.
A **\$50.00** delivery fee will apply to each order.
Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
DELIVERY FEE \$50.00		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **July 8, 2024**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.

xpo21_flower

IN-BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Levy Exposition Services Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Levy Exposition Services Inc.

THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT

RATES

DESCRIPTION	STANDARD RATE	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb. Forklift and operator)	\$299.00 per Hour	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$132.00 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Includes 5000 lb Forklift and operator) All day Saturday, Sunday, and holidays	\$448.50 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Foreman) All day Saturday, Sunday, and holidays	\$240.00 per Hour	

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.
STRAIGHT TIME _____ Forklift _____ Hours \$299.00 per Hour \$_____ Total			
OVERTIME _____ Forklift _____ Hours \$448.50 per Hour \$_____ Total			
			Date Required _____
			Start Time _____

ESTIMATED DISMANTLE REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.
STRAIGHT TIME _____ Forklift _____ Hours \$299.00 per Hour \$_____ Total			
OVERTIME _____ Forklift _____ Hours \$448.50 per Hour \$_____ Total			
			Date Required _____
			Start Time _____

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

***PLEASE ADD 25% FOR ORDERS PLACED AFTER
JULY 8, 2024.**

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
ADDITIONAL 25% LATE ORDER	
TOTAL US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.

xpo21_in-boothforklift

SIGN & BANNER HANGING ORDER FORM & INVOICE

TERMS AND CONDITIONS

ALL OVERHEAD HANGING SIGNS MUST BE ASSEMBLED, INSTALLED AND DISMANTLED BY LEVY. SIGN ASSEMBLY REQUIRES A 2 PERSON CREW. THE REQUIRED AMOUNT OF MAN HOURS TO ASSEMBLE YOUR SIGN(S) WILL BE ADDED TO YOUR ACCOUNT UPON COMPLETION OF THE WORK. THERE IS A MINIMUM CHARGE OF 2 HOURS FOR INSTALL AND 2 HOURS FOR DISMANTLE FOR ALL SIGN HANGING SERVICES

This order form is for labor and equipment that may be required for the hanging of signs, banners, decorations, etc. This order will be considered as a tentative reservation and **must be confirmed with a signed work order** at the Levy Exposition Services Inc. service desk.

A sign hanging crew consists of two men and a boom lift.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	Boom lift and two man crew - \$750.00 per Hour/ minimum 2 hours Additional Rigger(s) - \$132.00 per Person per Hour / minimum 2 hours
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday and Holidays	Boom lift and two man crew - \$1,125.00 per Hour/ minimum 2 hours Additional Rigger(s) - \$240.00 per Person per Hour/ minimum 2 hours

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$750.00 per Hour Additional Rigger(s) - \$132.00 per Person per Hour	\$_____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$1,125.00 per Hour Additional Rigger(s) - \$240.00 per Person per Hour	\$_____ Total

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$750.00 per Hour Additional Rigger(s) - \$132.00 per Person per Hour	\$_____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$1,125 per Hour Additional Rigger(s) - \$240.00 per Person per Hour	\$_____ Total

All Rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

NOTE: Any miscellaneous rigging supplies such as cable, shackles etc. required to install your sign will be calculated and added to your invoice upon completion of the installation

***PLEASE ADD 25% TO ORDERS PLACED AFTER JULY 8, 2024.**

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

SIGN PLACEMENT FORM

- 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 must be in working order and in accordance with the National Electrical Code.
Electrical orders are to be placed through the service provider

ORDER DETAILS

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

Type: ☐ Fabric ☐ Metal ☐ Wood ☐ Truss

Shape: ☐ Circle ☐ Square ☐ Triangle

Assembly Required: ☐ Yes ☐ No

Electrical: ☐ Yes ☐ No

Chain Motor: ☐ Yes ☐ No

COMPANY NAME: _____ **BOOTH NUMBER:** _____

CONTACT NAME: _____ **CONTACT EMAIL:** _____

Please use the grid below to indicate where to place Hanging Signs, Electrical or any other Utility orders. You may make as many copies of this form as you need.

Enter in the booth numbers above, below and on each side of your booth to ensure proper placement. If you are using this grid for hanging sign, include the total height from the floor to the top of the sign.

ABOVE BOOTH NUMBER: _____

BELOW BOOTH NUMBER: _____

LEFT BOOTH NUMBER: _____

RIGHT BOOTH NUMBER: _____



MOTORIZED VEHICLE ESCORT ORDER FORM

Submit this form if you wish to display a vehicle at show site. This form must be received by Levy Exposition Service prior to vehicles being received. Enter the total below to the Payment & Credit Card Charge Authorization Form. Orders received without full payment or credit card information will not be processed.

FIRE REGULATIONS

Vehicle may only be displayed in accordance with local fire regulations and prior approval of Show Management

DELIVERY DETAILS

Date: _____ Time: _____

RATE

Vehicle: _____ x \$379.00 round trip = \$_____ (subtotal)

Information

- Any vehicle brought into the exhibit hall will be escorted from the landing ramp to the booth.
- Escort fees are \$379.00 round trip.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Levy Exposition Service unless documentation is provided.

TERMS / ORDER ESTIMATE

- Vehicles must have ¼ tank of gas or less
- Once positioned in the display area, the battery must be disconnected
- Gas caps must be locked or taped closed
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- Transfer this total to the Payment & Credit Card Charge Authorization Form.

Total Estimate: _____

Exhibiting Company: _____ Booth # _____



AIRCRAFT ESCORT ORDER FORM

Submit this form if you wish to display a vehicle at show site. This form must be received by Levy Exposition Service prior to vehicles being received. Enter the total below to the Payment & Credit Card Charge Authorization Form. Orders received without full payment or credit card information will not be processed.

FIRE REGULATIONS

Aircraft may only be displayed in accordance with local fire regulations and prior approval of Show Management

DELIVERY DETAILS

Date: _____ Time: _____

RATE

Aircraft: _____ x \$490.00 each way = \$_____ (subtotal)

Information

- Any aircraft brought into the exhibit hall will be escorted from the landing area to the booth.
- Escort fees are \$490.00 each way.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Levy Exposition Service unless documentation is provided.

TERMS / ORDER ESTIMATE

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- Transfer this total to the Payment & Credit Card Charge Authorization Form.

Total Estimate: _____

Exhibiting Company: _____ Booth # _____

**Houston Fire Department
Vehicle Safety Inspection Checklist
For Indoor Display of Liquid or Gas-Fueled Motorized Vehicles**

Date of Inspection: _____ Venue: GRB Convention Center

Name of Event: APSCON / APSCON UNMANNED 2024

Booth Number _____ Company Name: _____

Motorized Vehicle Type:

☐ Car ☐ Truck ☐ Boat ☐ Personal Watercraft

☐ Motor-Driven Cycle ☐ Aircraft

☐ Other (specify): _____

In order to comply with the City of Houston Fire Code Regulations, the following requirements must be adhered to:

- ☐ Fuel in fuel tanks shall not exceed one-fourth (1/4) capacity or 5 gallons, whichever is least. An accurate means of measuring the fuel amount shall be provided. (Pre-requisite to entry into the building.)
- ☐ Batteries must be disconnected.
- ☐ Fuel tanks and fill openings shall be closed and sealed to prevent tampering.
- ☐ Propane cylinders shall be new and unused unless prior written approval has been given by the Fire Marshal. The Vendor or his representative will disconnect piping from the cylinder. Valves will be opened to verify the cylinder is void of propane gas. Any tools required shall be provided by the vendor.
- ☐ Approved for display.
- ☐ Rejected for display.

Reason(s) for rejection: _____

Fire Inspector (Print): _____

Signature of Fire Inspector: _____



Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyexpo.com

APSCON / APSCON UNMANNED 2024
July 29 - August 3, 2024
George R. Brown Convention Center
Houston, TX

LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED

☐ MOVE IN ☐ MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A **50% Surcharge** will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED

☐ MOVE IN ☐ MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (½) hour before time requested.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$132.00 per Hour
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$240.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$132.00 per Hour	\$_____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$240.00 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$132.00 per Hour	\$_____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$240.00 per Hour	\$_____ Total	

INBOUND FREIGHT INFORMATION ****BE SURE TO COMPLETE THE OUTBOUND FORM AS WELL****

Carrier	Date Shipped	Pro Number
Number of Pieces	Weight	Arrival Date (Target)
<input type="checkbox"/> Loose Display	<input type="checkbox"/> Crated Display	
Quantity of Ladders Required (Optional)		

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.

xpo21_labor

OUTBOUND SHIPPING - BOOTH I&D LABOR

<u>Exhibitor Name:</u>	<u>Tel. #:</u>	<div style="border: 1px solid black; padding: 5px; width: 60px; text-align: center;">Booth #</div>
<u>Billing Address:</u>	<u>Fax #:</u>	
<u>City / State / Zip:</u>	<u>Auth. by:</u>	

1 Outbound Shipping Instructions

Please complete this section if Levy will be supervising booth labor.

*Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:
 If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

<u>Company / Show:</u>	<u>Booth #:</u>
<u>Address:</u>	
<u>City / State / Zip:</u>	
<u>Attention:</u>	

Select Carrier

☐ Ship via carrier of exhibitor's choice

Name of Carrier:

☐ Ship via official show freight carrier

Select shipping method

☐ Ground

☐ Air Select Service Provider:

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier,) the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

Please review the Quick Facts for the Carrier Check-in time

2 Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

<u>Shipper (signature):</u>	<u>Shipper (print name):</u>
<u>Freight Charges Billed To (Company/Show):</u>	
<u>Address:</u>	
<u>City / State / Zip:</u>	
<u>Telephone:</u>	<u>Attention:</u>

PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth, unless stated otherwise. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor, forklift and sign hanging orders that are not canceled in writing at least seven (7) days prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF TEXAS. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

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

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.

TERMS & CONDITIONS





MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

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

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery

MATERIAL HANDLING ORDER FORM & INVOICE

MATERIAL HANDLING SERVICES

Crated: Material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

Small Package Shipment: A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

Late to Warehouse: Shipment received at the Advance Warehouse prior to **June 24, 2024** or after **July 22, 2024**.

Dedicated Delivery from Advance Warehouse: Any shipment(s) received at the Advance Warehouse after **July 22, 2024**.

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. to 3:00 P.M. Monday through Friday, Holidays excluded.

Off Target: Shipment(s) received at the **George R. Brown Convention Center** prior to **8:00 am** on **July 29, 2024**.

NOTE: Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs. when filling out the weight of your shipment.

DESCRIPTION	CWT Price	Minimum
Advance Shipment		
Crated or Skidded Shipment.....	\$ 209.00	\$ 418.00
Small Package Shipment (shipments less than 30 lbs.).....	75.00	75.00
Late to Warehouse (In Addition to Base Rate).....	49.00	98.00
Dedicated Delivery from Advance Warehouse (in addition to late to warehouse fees)	650.00 flat fee	
Showsite Shipment		
Crated or Skidded Shipment.....	\$ 190.00	\$ 380.00
Small Package Shipment (shipments less than 30 lbs.).....	65.00	65.00
Off Target.....	49.00	98.00

PLEASE NOTE:

Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

Description	Weight	CWT	Unit Price	Estimated Total Charges
Crated or Skidded Shipment	1200 LBS ÷ 100 = 12		\$209.00	\$2,508.00
RATE ADJUSTMENT (OFFICE USE ONLY)				
SUBTOTAL				
TOTAL US DOLLARS				

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

APSCON 2024
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS NV, Inc.
5880 Kelley Street
Houston, TX 77026

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **June 24, 2024** and no later than **July 22, 2024**. Shipments that arrive prior to **June 24, 2024** or after **July 22, 2024** will incur a surcharge of \$49.00 per hundred weight surcharge with at \$98.00 minimum.

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER JULY 22, 2024 WILL INCUR A CHARGE OF \$650.00 IN ADDITION TO LATE TO WAREHOUSE FEES.

Shipments must include an official weight ticket or bill of lading.

SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

APSCON 2024
COMPANY NAME & BOOTH #
George R. Brown Convention Center - Hall E
c/o Levy Exposition Services Inc.
1001 Avenida De Las Americas
Houston, TX 77010

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE GEORGE R. BROWN CONVENTION CENTER PRIOR TO 8:00 AM ON MONDAY, July 29, 2024.

ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT(S) DOES NOT INCLUDE A CERTIFIED WEIGHT TICKET, IT WILL BE WEIGHED ON-SITE AND A SURCHARGE WILL BE APPLIED.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
 - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
 - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN HOUSTON, TEXAS.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
 - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.



ADVANCE WAREHOUSE

TO:

(EXHIBITOR NAME)

BOOTH # _____

Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
5880 Kelley Street
Houston, TX 77026

EVENT NAME:

APSCON 2024

NO. _____ # of _____ PCS.

TO:

(EXHIBITOR NAME)

BOOTH # _____

Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
5880 Kelley Street
Houston, TX 77026

EVENT NAME:

APSCON 2024

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.

Place one on each piece shipped to the ADVANCE WAREHOUSE.

If more labels are needed, copies are acceptable.



SHOW SITE

SHOW SITE

TO: _____
(EXHIBITOR NAME)

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

BOOTH # _____

George R. Brown Convention Center
c/o Levy Exposition Services Inc.
1001 Avenida De Las Americas
Houston, TX 77010

George R. Brown Convention Center
c/o Levy Exposition Services Inc.
1001 Avenida De Las Americas
Houston, TX 77010

EVENT NAME:

APSCON 2024

EVENT NAME:

APSCON 2024

NO. _____ # of _____ PCS.

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.
Place one on each piece shipped to the SHOW SITE.
If more labels are needed, copies are acceptable.

**I-45 SOUTH****Coming from Dallas, Conroe, The Woodlands, Bush Intercontinental Airport**

Take I-45 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

I-45 NORTH**Coming from Galveston, NASA, Clear Lake, Houston Hobby Airport**

Take I-45 North > exit Downtown Destinations (exit #45) > exit Pease Street > right on Chartres Street > left on Capitol > left on Avenida de las Americas

US-59 SOUTH**Coming from Kingwood, Humble, Bush Intercontinental Airport**

Take US-59 South > exit Downtown Destinations-Jackson Street > left on Franklin Street > right on Hamilton Street > right on Capitol Street > left on Avenida de las Americas

US-59 NORTH**Coming from the Galleria, Missouri City, First Colony, Sugar Land**

Take US-59 North > exit Downtown Destinations-Polk Street > continue on Chartres Street > left on Capitol > left on Avenida de las Americas

I-10 WEST**Coming from Baytown, Channelview, New Orleans**

Take I-10 West > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

I-10 EAST**Coming from Katy, San Antonio**

Take I-10 East > to 59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

SH-288 NORTH **Coming from Pearland, South Loop, Reliant Park**

Take SH-288 North > to US-59 North > exit Downtown Destinations-Polk Street > continue on Chartres Street > left on Capitol > left on Avenida de las Americas

SH-290 EAST**Coming from Austin, Copperfield**

Take SH-290 East > to Loop 610 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

Loading Docks for Exhibit Hall A, B, C, D & E

Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartres Street be on the left at Walker Street

3rd Level Ramp for Exhibit Halls A3 & B3, Ballroom & General Assembly

Take Avenida de las Americas South > left on Polk Street > left on Chartres > ramp is accessed from Chartres Street on the left before Texas Avenue

★ First Level loading docks entry gate is accessed on Chartres Street at Walker Street

★ Third Level Ramp is accessed from Chartres Street before Texas Avenue





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1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.		 <small>Adobe Acrobat Reader DC may be required for completion of form. Click image to download</small>																												
<input type="checkbox"/> Freight & Customs <input type="checkbox"/> Freight Only <input type="checkbox"/> Customs Only <input type="checkbox"/> Return Only																														
2a PICK-UP LOCATION Company Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ Email _____ IRS/Tax ID# _____	3 DELIVERY TO ADDRESS Exhibiting Company Name _____ Booth # _____ Show Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Onsite Contact _____ Cell Phone # _____																													
2b SERVICES P/U Date _____ From _____ To _____ Dlv Date _____ Hours _____ <input type="checkbox"/> Express <input type="checkbox"/> Economy LTL 7 - 10 Days <input type="checkbox"/> Int'l <input type="checkbox"/> Inside <input type="checkbox"/> Liftgate <input type="checkbox"/> Dock <input type="checkbox"/> Other _____	4 RETURN TO <input type="checkbox"/> Check Box if the Return address is the same as 2a Shipper _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ PU Date _____ Arrive by _____																													
5 PACKAGE INFO <input type="checkbox"/> Carton(s)/Box <input type="checkbox"/> Vinyl Case(s)/Color <input type="checkbox"/> Wooden Crate(s) <input type="checkbox"/> Trunk(s) / On Wheels <input type="checkbox"/> Skid(s) - to contain # _____ of pieces	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">PCS</th> <th style="width: 60%;">DIMENSIONS (L x H x W)</th> <th style="width: 30%;">WGT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: center;">TOTAL PIECES</td> <td style="text-align: center;">TOTAL WEIGHT</td> </tr> </tbody> </table>			PCS	DIMENSIONS (L x H x W)	WGT																						TOTAL PIECES		TOTAL WEIGHT
PCS	DIMENSIONS (L x H x W)	WGT																												
TOTAL PIECES		TOTAL WEIGHT																												
6 Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40. Exclusion: Does not include TV(s)/Monitor(s)																														
		DECLARED VALUE <input style="width: 150px;" type="text"/>																												
7 PAYMENT Credit Card Information / Billing Address <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Credit Card Number _____ Security Code _____ Exp. Date ____ / ____ I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge. Address _____ Signature _____ City _____ State _____ ZipCode _____ Phone _____ Email _____																														

Comments: Include any additional comments that will be helpful for the movement of freight and contents

Print

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than July 8, 2024.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with the **George R. Brown Convention Center.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., Airborne Public Safety Association, APSCON / APSCON UNMANNED 2024, and the George R. Brown Convention Center as additional insured's by July 8, 2024.** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than July 8, 2024. If this form and the certificate of insurance from the non-official contractor is not received by July 8, 2024, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

**ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____

Estimated Arrival at Show: _____ Number of Workers: _____

Authorized By: _____ Title: _____
(Sign & Print Name)

ACCESSIBLE STORAGE INFORMATION

Accessible storage will be available to you at this show. You must sign up for the service at the Levy Exposition Services Inc. desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled will be placed in accessible storage.

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

Accessible Storage is **NOT** Secured Storage.

NOTE: Accessible Storage items are not necessarily the first items returned to your booth at the close of the show.

Rates are for SET UP, STORAGE SPACE PER DAY, AND EACH TIME ACCESSED, and are as follows:

SET UP:

One time set up charge of \$100.00

STORAGE RATES:

(RATES ARE PER SQUARE FOOT INCREMENTS OR PORTION THEREOF PER DAY.)

0 - 25	square feet	\$150.00
26 - 50	square feet	\$200.00
51 - 100	square feet	\$250.00
101 - 150	square feet	\$300.00
151 - 200	square feet	\$350.00

ACCESS RATES:

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

LABOR RATES:

STRAIGHT TIME	8:00 AM - 4:30 PM Monday to Friday	\$132.00 per Hour
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday and Sunday	\$240.00 per Hour



2024
TRADE SHOW
KIT CATALOG

BLANC



Blanc Sofa

Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat

Bright White Leather
54"W x 35"D x 35"H



Blanc Chair

Bright White Leather
33"W x 35"D x 35"H



Blanc Bench Ottoman

Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H

FUNCTION

Modular Seating Collection



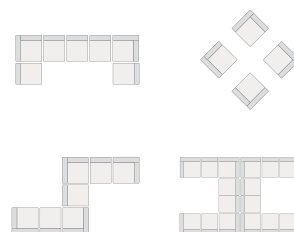
Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H



CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

Bright White Leather
82"W x 34"D x 31"H



Continental Reverse Curved Loveseat

Bright White Leather
72"W x 34"D x 31"H



Continental Wedge Ottoman

Bright White Leather
30"W x 34"D x 19"H



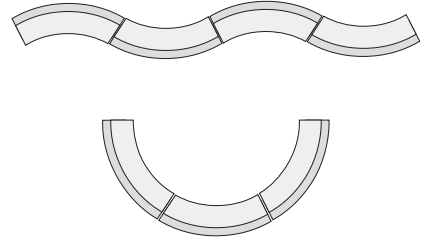
Continental Curved Bench

Bright White Leather
70"W x 26"D x 19"H



Continental Half Moon Ottoman

Bright White Leather
33"W x 19"D x 19"H



SOPHISTICATION

Modular Seating Collection



Sophistication Sofa

White Leather
72"W x 31"D x 48"H



Sophistication Loveseat

White Leather
48"W x 31"D x 48"H



Sophistication Chair

White Leather
24"W x 31"D x 48"H

SOPHISTICATION

Modular Seating Collection



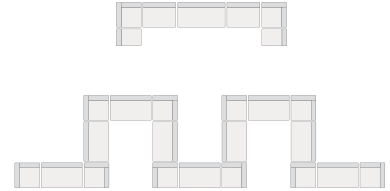
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

Modular Seating Collection



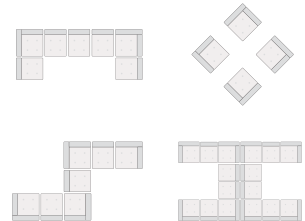
Boca Corner

Black Leather
22"W x 27"D x 30"H



Boca Armless

Black Leather
27"Square x 30"H



METRO



Metro Sofa

Black Leather
85"W x 35"D x 35"H



Metro Loveseat

Black Leather
60"W x 35"D x 35"H



Metro Chair

Black Leather
35"Square x 35"H

METRO



Metro Square Ottoman

Black Leather
40"Square x 17"H



Metro Bench Ottoman

Black Leather
60"W x 24"D x 17"H

SUAVE MIDNIGHT



Suave Midnight Sofa

Midnight Suede
77"W x 36"D x 33"H



Suave Midnight Loveseat

Midnight Suede
54"W x 36"D x 33"H



Suave Midnight Chair

Midnight Suede
32"W x 36"D x 33"H

GRAMMERCY

Modular Seating Collection



Grammercy Sofa

Charcoal Leather
82"W x 36"D x 36"H



Grammercy Loveseat

Charcoal Leather
57"W x 36"D x 36"H



Grammercy Chair

Charcoal Leather
28"W x 36"D x 36"H

GRAMMERCY



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H

MONTANA MOCHA



Montana Mocha Sofa

Mocha Tan Fabric
79"W x 35"D x 34"H



Montana Mocha Loveseat

Mocha Tan Fabric
57"W x 35"D x 34"H



Montana Mocha Chair

Mocha Tan Fabric
35"Square x 34"H

CHANDLER



Chandler Sofa

Red Leather
76"W x 37"D x 35"H



Chandler Loveseat

Red Leather
53"W x 37"D x 35"H



Chandler Chair

Red Leather
31"W x 37"D x 35"H

CHANDLER



Chandler Bench Ottoman

Red Leather
60"W x 24"D x 17"H

EVOKE



Evoke Sofa

Coffee Resin Frame With Tan Cushions
81"W x 35"D x 27"H



Evoke Chair

Coffee Resin Frame With Tan Cushions
33"W x 35"D x 27"H



Evoke Cocktail Table

Coffee Resin Frame
48"W x 24"D x 18"H



Evoke End Table

Coffee Resin Frame
24"W x 28"D x 25"H



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

NIKO



Niko Sofa

Grey Microfiber
81"W x 30"D x 38"H



Niko Loveseat

Grey Microfiber
58"W x 30"D x 38"H



Niko Chair

Grey Microfiber
31"W x 30"D x 38"H

STAGE CHAIRS



Midnight Stage Chair

Midnight Microfiber
25"W x 26"D x 37"H



Chamois Stage Chair

Beige Microfiber
25"W x 26"D x 37"H



Buckskin Stage Chair

Tan Microfiber
25"W x 26"D x 37"H



Empire Chair

■ Black Leather
□ White Leather
28"W x 32"D x 32"H



Monarch Chair

Bright White Leather
28"Square x 30"H

OTTOMANS & BENCHES



Curved Bench

Continental Bright White Leather
70"W x 26"D x 19"H



Square Ottoman

■ Metro Black Leather
■ Grammercy Charcoal Leather
40"Square x 17"H



Bench Ottoman

■ Metro Black Leather
■ Chandler Red Leather
■ Grammercy Charcoal Leather
■ Parma Brown Leather
60"W x 24"D x 17"H



Essentials Storage Ottoman

White Leather With Locking Mechanism
48"W x 24"D x 20"H
Lock Not Included



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H

BANQUETTES & TURNING BEDS



Essentials Banquette

White Leather
60"Round x 48"H (2 Pieces)



Grammercy Banquette

Charcoal Leather
59"Round x 38"H (2 Pieces)



Essentials Turning Bed

White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS



Rubix Cube Ottomans

- | | |
|----------|-------|
| Cherry | Lemon |
| Cromwell | Lime |
| Grape | Mango |
- 18"Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H

Metro Cube Ottoman

Black Leather
18"Square x 18"H



Essentials Turning Bed - Charged

Bright White Leather
96"W x 48"D x 25"H
**White slip cover available for black charging unit.
Maximum of 1 bed per power source.



Boca Corner - Charged

Bright White Leather
27"Square x 30"H
**Maximum of 4 daisy linked together per power source.*



Boca Chair - Charged

Bright White Leather
22"W x 27"D x 30"H
**Maximum of 4 daisy linked together per power source.*



Aspen Bar Table - Charged

White/Brushed Steel
72"W x 26"D x 42"H
**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

White/Brushed Steel
48"W x 24"D x 18"H
**Maximum of 1 table per power source.*



White Conference Table - Charged

White
96"W x 43"D x 30"H
**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

Bright White Leather
28"W x 31"D x 31"H
**Maximum of 6 daisy linked together per power source.*



Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H
**Maximum of 3 daisy linked together per power source.*

OCCASIONAL TABLES



Aria Tables - Red

End Table Red/Brushed Steel
24"W x 20"D x 22"H

Cocktail Table Red/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Green

End Table Green/Brushed Steel
24"W x 20"D x 22"H

Cocktail Table Green/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Blue

End Table Blue/Brushed Steel
24"W x 20"D x 22"H

Cocktail Table Blue/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Purple

End Table Purple/Brushed Steel
24"W x 20"D x 22"H

Cocktail Table Purple/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - White

End Table White/Brushed Steel
24"W x 20"D x 22"H

Console Table White/Brushed Steel
44"W x 20"D x 30"H

Cocktail Table White/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Charcoal

End Table Storm Grey/Brushed Steel
24"W x 20"H x 22"H

Console Table Storm Grey/Brushed Steel
44"W x 20"D x 30"H

Cocktail Table Storm Grey/Brushed Steel
44"W x 20"D x 18"H



Tribeca Tables

End Table Black/Wood
24"W x 28"D x 22"H

Console Table Black/Wood
48"W x 18"D x 30"H

Cocktail Table Black/Wood
48"W x 28"D x 19"H



Novel Tables

End Table Satin Steel
15"Square x 16"H

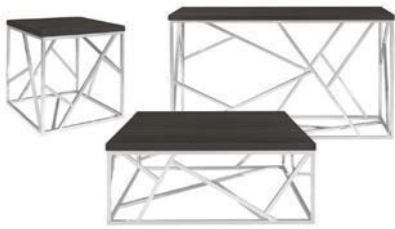
Cocktail Table Satin Steel
46"W x 15"D x 16"H



Hylton Tablet Table

White/Brushed Steel
18"W x 12"D x 28"H

OCCASIONAL TABLES



Fuze Tables

End Table Zebrawood Laminate/Chrome
24"Square x 23"H
Console Table Zebrawood Laminate/Chrome
60"W x 16"D x 34"H
Cocktail Table Zebrawood Laminate/Chrome
40"Square x 16"H



London Tables

End Table Marble/Chrome
24"Square x 23"H
Console Table Marble/Chrome
60"W x 16"D x 34"H
Cocktail Table Marble/Chrome
40"Square x 16"H



Brooklyn Tables

End Table Square Chrome
22"Square x 20"H
End Table Round Chrome
20"Round x 20"H
Cocktail Table Rectangle Chrome
42"W x 24"D x 16"H
Cocktail Table Round Chrome
30"Round x 16"H



Vivid Tables

End Table Smoked Powder Coat Finish
26"Square x 21"H
Console Table Smoked Powder Coat Finish
50"W x 24"D x 30"H
Cocktail Table Smoked Powder Coat Finish
50"W x 24"D x 16"H



Cube End Tables

■ Black
□ White
24"Square x 21"H



Cube Cocktail Tables

■ Black
□ White
24"Square x 16"H

BARS & BAR BACKS



VIP Glow Bar 6'
 Frosted Plexi With Built-in Wireless LED Kit
 72"W x 24"D x 42"H (Bar)
 13"D x 18"H (Shelf)
 Includes Remote Control



VIP Glow Bar 4'
 Frosted Plexi With Built-in Wireless LED Kit
 48"W x 24"D x 42"H (Bar)
 13"D x 18"H (Shelf)
 Includes Remote Control



Bar
 ■ Black
 □ White
 48"W x 16"D x 42"H
 2 Shelves In Back



Blox Bar Back
 Walnut/Brushed Metal
 30"W x 16"D x 86"H
 Please Inquire About Shelf Dimensions



Piazza Bar Back
 ■ Black
 □ White
 44"W x 12"D x 79"H
 13"W x 14"H (Inside Shelf)

STOOLS



Vienna Stool

■ Smoke Grey
■ Orange Acrylic
■ Teal Acrylic
17"Square x 39"H



Criss Cross Bar Stool

■ Espresso Leather
□ White Leather
15"W x 19"D x 41"H



Colin Stool

Natural Maple
20"W x 19"D x 46"H



Milo Bar Stool

■ Black
■ California Wine
■ Chartreuse
■ Chocolate
■ Jade
■ Victory Blue
□ White
20"W x 21"D x 41"H



Euro Bar Stool

Black
22"W x 24"D x 42"H



Hourglass Bar Stool

■ Black
□ White
18"W x 20"D x 43"H



Equino Stool

■ Black
□ White
15"W x 13"D x 35"H

STOOLS



Clara Stool

White
17"W x 21"D x 41"H



Marcus Bar Stool

Steel
17"Square (at footbase) x 29"H



Regal Stool

Brown Leather
19"W x 24"D x 45"H



Caprice Stool

Black Fabric
25"W x 26"D x 44"H



Sonic Stool

Black
22"W x 23"D x 42"H



Nexus Stool

White
19"W x 20"D x 44"H

CAFÉ CHAIRS



Vienna Chair

■ Smoke Grey Acrylic
■ Orange Acrylic
■ Teal Acrylic
21"Square x 32"H



Milo Chair

■ Black
■ California Wine
■ Chartreuse
■ Chocolate
■ Jade
■ Victory Blue
■ White

20"W x 21"D x 41"H

CAFÉ CHAIRS



Clara Chair

White
18"W x 21"D x 35"H



Leslie Chair

White
17"W x 21"D x 31"H



Criss Cross Chair

■ Espresso Leather
□ White Leather
17"W x 21"D x 35"H



Elio Chair

Steel
17"Square x 33"H



Caprice Chair

Black
25"W x 24"D x 32"H



Comet Chair

Black
23"W x 22"D x 32"H (With Arms)
19"W x 22"D x 32"H (Without Arms)



Regal Dining Chair

Brown Leather
19"W x 23"D x 38"H



Sonic Chair

Black
20"W x 21"D x 32"H



Nexus Chair

White
19"W x 22"D x 32"H

CAFÉ CHAIRS



Colin Chair

Natural Maple
22"W x 19"D x 33"H

BAR TABLES



Euro Bar Table

Black/Black 30"
30"Round x 42"H
Black/Black 36"
36"Round x 42"H



Silk Bar Table

Black/Chrome 30"
30"Round x 42"H
Black/Chrome 36"
36"Round x 42"H



City Bar Table

Maple/Black 30"
30"Round x 42"H
Maple/Black 36"
36"Round x 42"H



Park Ave Bar Table

Maple/Chrome 30"
30"Round x 42"H
Maple/Chrome 36"
36"Round x 42"H



Summit Bar Table

White/Black 30"
30"Round x 42"H
White/Black 36"
36"Round x 42"H



Blanco Bar Table

White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round x 42"H

BAR TABLES



Fuze Bar Table
Zebrawood Laminate/Chrome
36"Square x 42"H



Blanco Square Bar Table
White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table
White/Chrome
72"W x 24"D x 42"H



Spectrum Bar Table - Red
Red/Chrome
24"Square x 42"H



Spectrum Bar Table - Blue
Blue/Chrome
24"Square x 42"H



Spectrum Bar Table - Purple
Purple/Chrome
24"Square x 42"H



Spectrum Bar Table - Green
Green/Chrome
24"Square x 42"H



Zinc Bar Table
Chrome
24"Round x 42"H



Aspen Bar Table
White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES



Euro Café Table

Black/Black 30"
30"Round x 30"H
Black/Black 36"
36"Round x 30"H



Silk Café Table

Black/Chrome 30"
30"Round x 30"H
Black/Chrome 36"
36"Round x 30"H



Park Ave Café Table

Maple/Chrome 30"
30"Round x 30"H
Maple/Chrome 36"
36"Round x 30"H



City Café Table

Maple/Black 30"
30"Round x 30"H
Maple/Black 36"
36"Round x 30"H



Summit Café Table

White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H



Blanco Café Table

White/Chrome 30"
30"Round x 30"H
White/Chrome 36"
36"Round x 30"H



Fuze Café Table

Zebrawood Laminate/Chrome
36"Square x 30"H



Blanco Square Café Table

White/Chrome
24"Square x 30"H



Blanco Rectangle Café Table

White/Chrome
72"W x 24"D x 30"H

CAFÉ TABLES



Spectrum Café Table - Red

Red/Chrome
24"Square x 30"H



Spectrum Café Table - Blue

Blue/Chrome
24"Square x 30"H



Spectrum Café Table - Purple

Purple/Chrome
24"Square x 30"H



Spectrum Café Table - Green

Green/Chrome
24"Square x 30"H



Aspen Dining Table

White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table

Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H

OFFICE SEATING



Accord Chair

■ Black
□ White

25 Square x 44 H



Goal Task Chair

Black

25 W x 24 D x 39 H



Goal Task Chair - Armless

Black

21 W x 24 D x 39 H



Goal Drafting Stool

Black

25 W x 24 D x 48 H



Goal Drafting Stool - Armless

Black

21 W x 24 D x 48 H

CONFERENCE TABLES



Conference Table Round

■ Black
■ Mahogany

42 Round x 29 H



Command 6'
Conference Table

■ Black
■ Sirona
□ White

72 W x 36 D x 31 H



Command 8'
Conference Table

■ Black
■ Sirona
□ White

96 W x 48 D x 31 H

CONFERENCE TABLES



Command 10'
Conference Table

- Black
- Sirona
- White

120 W x 48 D x 31 H

OFFICE FURNITURE



Computer Kiosk

- Black
- White

24 Square x 42 H



Storage Credenza

- Black
- Mahogany

2 Filing Cabinets/2 Drawers/Inside Shelves
66 W x 20 D x 29 H



Jr Executive Desk

- Black
- Mahogany

Double Pedestal/Locking Drawers
60 W x 30 D x 29 H



Executive Desk

- Black
 - Mahogany
- Double Pedestal/Locking Drawers
72 W x 36 D x 29 H



5-Shelf Bookcase

- Black
 - Mahogany
- 36 W x 12 D x 72 H

OFFICE FURNITURE



Vivid Café Table - Square
Clear Glass/Smoked Powder Coat Finish
42"Square x 30"H



Vivid Café Table - Rectangle
Clear Glass/Smoked Powder Coat Finish
60"W x 36"D x 30"H



Brooklyn Rectangle Dining Table
Clear Glass/Chrome
60"W x 36"D x 30"H



Brooklyn Round Dining Table
Clear Glass/Chrome
42"Round x 30"H



Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"W x 25"D x 29"H
Black Legal
18"W x 25"D x 29"H



4-Drawer File

Black Letter
15"W x 25"D x 52"H
Black Legal
18"W x 25"D x 52"H



2-Drawer Lateral File

Black
36"W x 18"D x 27"H



4-Drawer Lateral File

Black
36"W x 18"D x 54"H



Storage Cabinet

Black
36"W x 18"D x 72"H

PEDESTALS



42" Display Pedestals

- Black
14"Square x 42"H
- Black
24"Square x 42"H
- Black
18"Square x 42"H
- White
14"Square x 42"H



36" Display Pedestals

- Black
14"Square x 36"H
- Black
24"Square x 36"H
- White
14"Square x 36"H
- White
24"Square x 36"H



30" Display Pedestals

- Black
14"Square x 30"H
- Black
24"Square x 30"H
- Black
18"Square x 30"H
- White
14"Square x 30"H



Locking Pedestal

- Black
24"Square x 42"H
- White



Fuze Pedestal

Zebrawood Laminate/Chrome
16"Square x 44"H



London Pedestal

Marble/Chrome
16"Square x 44"H

MISCELLANEOUS ITEMS



Stanchion

Chrome
41"H

Stanchion Rope

Red Velour
6'L



Nero Literature Rack

Black
14.75"W x 12"D x 53.5"H



Argento Literature Rack

Aluminum
14.75"W x 12"D x 53.5"H



Alto Literature Rack

Black/Metal
10.5"W x 9.5"D x 57"H



Compact Refrigerator

Black 4 Cubic Feet
21"W x 22"D x 32"H

LIGHTING



Silo Grey Lamps

Table Lamp
25"H
Floor Lamp
70"H



Silo White Lamps

Table Lamp
25"H
Floor Lamp
70"H



Neutrino Floor Lamp

Steel
67"H

DESIGN YOUR BOOTH SPACE *YOUR WAY*



20x20 Booth Footprint

Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman
 Brooklyn Round End Table • Brooklyn Round Cocktail Table
 Aspen Bar Table - Charged • Nexus Stool
 VIP Glow Bar 6' • Argento Literature Rack



20x20 Booth Footprint

Aspen Dining Table • Colin Chair
 Lincoln Bench - Charged • VIP Glow Bar 4'



10x10 Booth Footprint

Niko Chair • Novel End Table • Fuze Pedestal
 Blanco 30" Round Bar Table with Tulip Base • Vienna Stool - Teal



20x10 Booth Footprint

Chandler Loveseat • Continental Curved Loveseat • Rose Table
 Aria End Table - White • London Console Table



AFRTRADESHOW.COM



2024 Trade Show Order Form

AFR Sales Representative: Diana Gonzalez | Angie Carlson

Email/Fax: dgonzalez@rentfurniture.com | acarlson@rentfurniture.com

TRADE SHOW INFORMATION

Show Name	APSCON / APSCON UNMANNED 2024	Company Name	
Show Dates	July 29 - August 3, 2024	Onsite Contact Name	
Venue Name	George R. Brown Convention Center	Onsite Contact Cell #	
Venue Address	1001 Avenida De Las Americas	Delivery Date	
	Houston, TX 77010	Pickup Date	
Booth # and Name		Show Contractor	

All Furniture Subject to Availability

Terms & Conditions: **Payments:** 100% payment due prior to delivery to secure the order unless credit approved with AFR. You may be subject to additional charges by the drayage company for moving the furniture from the loading dock to the exhibit space. Please check your Exhibitor Manual.

Cancellation Fee: If cancelled within 3 days prior to delivery, a 100% charge will be applied.

Late Fee: All orders received within 14 days of the show opening will receive at 25% late fee. Show site orders will be based on availability and charged a 30%.

Confirmation: Please email your sales team if you do not receive confirmation within 1-2 days of submitting this order form.

Item Number	Weight		Dimensions	Standard	Qty.	Total
Blanc (Pg. 2)						
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$835.00		\$ -
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$797.00		\$ -
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$666.00		\$ -
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$400.00		\$ -
18184-0274	15 lbs.	Blanc Bright White Leather Cube Ottoman	17"Square	\$140.00		\$ -
Function (Pg. 2)						
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$426.00		\$ -
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$458.00		\$ -
Continental (Pg. 3)						
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$823.00		\$ -
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$797.00		\$ -
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$354.00		\$ -
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$418.00		\$ -
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$354.00		\$ -
Sophistication (Pg. 3 & 4)						
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$823.00		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$556.00		\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$418.00		\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$418.00		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$314.00		\$ -
Boca (Pg. 4)						
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$458.00		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$426.00		\$ -
Metro (Pg. 4 & 5)						
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$686.00		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$661.00		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$516.00		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$354.00		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$354.00		\$ -
Suave Midnight (Pg. 5)						
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$601.00		\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$522.00		\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$392.00		\$ -
Grammercy (Pg. 5 & 6)						
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$764.00		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$666.00		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$426.00		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$490.00		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$354.00		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$354.00		\$ -
Montana Mocha (Pg. 6)						
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$646.00		\$ -
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$568.00		\$ -
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$438.00		\$ -
Chandler (Pg. 6 & 7)						
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$686.00		\$ -
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$661.00		\$ -
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$516.00		\$ -
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$354.00		\$ -
Evoke (Pg. 7)						
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,037.00		\$ -
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$556.00		\$ -

13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$354.00	\$	-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$314.00	\$	-
13110-0008	10 lbs.	Evoke Cube Table	18"Square	\$223.00	\$	-
Niko (Pg. 8)						
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$849.00	\$	-
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$776.00	\$	-
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$646.00	\$	-
Stage Chairs (Pg. 8)						
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$256.00	\$	-
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$256.00	\$	-
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$256.00	\$	-
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$458.00	\$	-
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$458.00	\$	-
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$293.00	\$	-
Ottomans & Benches (Pg. 9)						
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$418.00	\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$354.00	\$	-
18184-0192	70 lbs.	Essentials Storage Ottoman	48"W x 24"D x 20"H	\$490.00	\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$354.00	\$	-
Banquettes & Turning Beds (Pg. 9)						
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,037.00	\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,037.00	\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,246.00	\$	-
Cube Ottomans (Pg. 10)						
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$143.00	\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$143.00	\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$143.00	\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$143.00	\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$143.00	\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$143.00	\$	-
18184-0274	15 lbs.	Blanc Bright White Leather Cube	17"Square x 17"H	\$140.00	\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$140.00	\$	-
Charged (Pg. 11)						
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,382.00	\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$522.00	\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$483.00	\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$809.00	\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$458.00	\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,089.00	\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$504.00	\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$764.00	\$	-
Occasional Tables (Pg. 12 & 13)						
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$249.00	\$	-
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$276.00	\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$262.00	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$314.00	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$354.00	\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$249.00	\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$262.00	\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$249.00	\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$262.00	\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$249.00	\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$262.00	\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$249.00	\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$262.00	\$	-
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$249.00	\$	-
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$276.00	\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$262.00	\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$249.00	\$	-
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$276.00	\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$262.00	\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$269.00	\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$327.00	\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$302.00	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$269.00	\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$327.00	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$302.00	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$230.00	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$230.00	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$256.00	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$256.00	\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$249.00	\$	-
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$276.00	\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$262.00	\$	-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$256.00	\$	-

12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$256.00	\$	-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$249.00	\$	-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$249.00	\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$223.00	\$	-
Bars & Bar Backs (Pg. 14)						
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$907.00	\$	-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$764.00	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$418.00	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$418.00	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$522.00	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$490.00	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$490.00	\$	-
Bar Stools (Pg. 15 & 16)						
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$262.00	\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$262.00	\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$262.00	\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$235.00	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$235.00	\$	-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$197.00	\$	-
99-05237-01	27 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H	\$223.00	\$	-
99-05237-02	27 lbs.	Milo Bar Stool - California Wine	20"W x 21"D x 41"H	\$223.00	\$	-
99-05237-06	27 lbs.	Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	\$223.00	\$	-
99-05237-03	27 lbs.	Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	\$223.00	\$	-
99-05237-04	27 lbs.	Milo Bar Stool - Jade	20"W x 21"D x 41"H	\$223.00	\$	-
99-05237-05	27 lbs.	Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	\$223.00	\$	-
99-05237-06	27 lbs.	Milo Bar Stool - White	20"W x 21"D x 41"H	\$223.00	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$223.00	\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$243.00	\$	-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$243.00	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$243.00	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$243.00	\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$235.00	\$	-
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$178.00	\$	-
05237-0156	20 lbs.	Regal Stool	19"W x 24"D x 45"H	\$243.00	\$	-
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$243.00	\$	-
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$197.00	\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$203.00	\$	-
Café Chairs (Pg. 16, 17, & 18)						
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$166.00	\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$166.00	\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$166.00	\$	-
99-05035-10	19 lbs.	Milo Chair - Black	20"W x 22"D x 33"H	\$138.00	\$	-
99-05035-11	19 lbs.	Milo Chair - California Wine	20"W x 22"D x 33"H	\$138.00	\$	-
99-05035-15	19 lbs.	Milo Chair - Chartreuse	20"W x 22"D x 33"H	\$138.00	\$	-
99-05035-12	19 lbs.	Milo Chair - Chocolate	20"W x 22"D x 33"H	\$138.00	\$	-
99-05035-13	19 lbs.	Milo Chair - Jade	20"W x 22"D x 33"H	\$138.00	\$	-
99-05035-14	19 lbs.	Milo Chair - Victory Blue	20"W x 22"D x 33"H	\$138.00	\$	-
99-05035-15	19 lbs.	Milo Chair - White	20"W x 22"D x 33"H	\$138.00	\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$157.00	\$	-
05035-0008	10 lbs.	Leslie Chair	17"W x 21"D x 31"H	\$125.00	\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$157.00	\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$157.00	\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$140.00	\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$140.00	\$	-
14233-0005	20 lbs.	Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$191.00	\$	-
14233-0006	15 lbs.	Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$178.00	\$	-
05221-0039	20 lbs.	Regal Dining Chair	19"W x 23"D x 38"H	\$197.00	\$	-
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$140.00	\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$166.00	\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$140.00	\$	-
Bar Tables (Pg. 18 & 19)						
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$249.00	\$	-
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$256.00	\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$249.00	\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$256.00	\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$249.00	\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$256.00	\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$249.00	\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$256.00	\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$249.00	\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$256.00	\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$249.00	\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$256.00	\$	-
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$281.00	\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$249.00	\$	-

99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$386.00		\$ -
99-05245-20	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$269.00		\$ -
99-05245-21	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$269.00		\$ -
99-05245-18	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$269.00		\$ -
99-05245-19	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$269.00		\$ -
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$373.00		\$ -
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$692.00		\$ -
Café Tables (Pg. 20 & 21)						
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$249.00		\$ -
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$256.00		\$ -
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$249.00		\$ -
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$256.00		\$ -
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$249.00		\$ -
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$256.00		\$ -
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$249.00		\$ -
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$256.00		\$ -
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$249.00		\$ -
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$256.00		\$ -
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$249.00		\$ -
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$256.00		\$ -
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30	\$281.00		\$ -
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$249.00		\$ -
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$386.00		\$ -
99-05036-20	25 lbs.	Spectrum Café Table - Red	24"Square x 29"H	\$269.00		\$ -
99-05036-21	25 lbs.	Spectrum Café Table - Blue	24"Square x 29"H	\$269.00		\$ -
99-05036-18	25 lbs.	Spectrum Café Table - Purple	24"Square x 29"H	\$269.00		\$ -
99-05036-19	25 lbs.	Spectrum Café Table - Green	24"Square x 29"H	\$269.00		\$ -
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$594.00		\$ -
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$797.00		\$ -
Office Seating (Pg. 21 & 22)						
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$314.00		\$ -
14176-0007	37 lbs.	Tamiri Mid Back Chair	27"Square x 39"H	\$276.00		\$ -
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$256.00		\$ -
14136-0081	40 lbs.	Accord High Back Chair - Black	25"Square x 44"H	\$392.00		\$ -
14136-0010	40 lbs.	Accord High Back Chair - White	25"Square x 44"H	\$392.00		\$ -
14250-0013	36 lbs.	Goal Task Chair - Arms	25"Square x 39"H	\$210.00		\$ -
14250-0014	38 lbs.	Goal Task Chair Armless	21"W x 25"D x 39"H	\$191.00		\$ -
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$223.00		\$ -
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$210.00		\$ -
Conference Tables (Pg. 22 & 23)						
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$347.00		\$ -
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$347.00		\$ -
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$620.00		\$ -
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$620.00		\$ -
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$620.00		\$ -
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$666.00		\$ -
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$666.00		\$ -
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$666.00		\$ -
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$764.00		\$ -
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$764.00		\$ -
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$764.00		\$ -
Office Furniture (Pg. 23 & 24)						
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$510.00		\$ -
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$510.00		\$ -
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$458.00		\$ -
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$522.00		\$ -
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$490.00		\$ -
14029-0091	56 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$490.00		\$ -
14072-0039	200 lbs.	Genoa Kneespace Credenza	66"W x 20"D x 29"H	\$458.00		\$ -
14083-0117	290 lbs.	Genoa Executive Desk	72"W x 36"D x 29"H	\$542.00		\$ -
14072-0038	225 lbs.	Genoa Storage Credenza	66"W x 20"D x 29"H	\$458.00		\$ -
05088-0365	70 lbs.	Vivid Café Table - Square	42"Square x 30"H	\$426.00		\$ -
05088-0364	90 lbs.	Vivid Café Table - Rectangle	60"W x 36"D x 30"H	\$490.00		\$ -
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$510.00		\$ -
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$400.00		\$ -
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$594.00		\$ -
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$797.00		\$ -
Metal File & Storage Cabinets (Pg. 25)						
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$172.00		\$ -
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$223.00		\$ -
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$230.00		\$ -
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$256.00		\$ -
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$230.00		\$ -
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$230.00		\$ -
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$281.00		\$ -

14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$281.00		\$ -
Pedestals (Pg. 26)						
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$341.00		\$ -
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$413.00		\$ -
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$380.00		\$ -
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$341.00		\$ -
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$289.00		\$ -
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$413.00		\$ -
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$289.00		\$ -
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$413.00		\$ -
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$269.00		\$ -
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$392.00		\$ -
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$276.00		\$ -
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$269.00		\$ -
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$510.00		\$ -
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$510.00		\$ -
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$281.00		\$ -
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$281.00		\$ -
Miscellaneous Items (Pg. 27)						
14189-0066	30 lbs.	Stanchion Chrome	41"H	\$79.00		\$ -
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$41.00		\$ -
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$191.00		\$ -
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$191.00		\$ -
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$197.00		\$ -
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$354.00		\$ -
Lighting (Pg. 27)						
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$174.00		\$ -
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$127.00		\$ -
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$174.00		\$ -
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$127.00		\$ -
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$178.00		\$ -



Please make payments payable to: American Furniture Rentals, Inc.
PO BOX 778962
Chicago, IL 60677-8962

DO NOT MAIL ORDER FORM - Email / Fax Form ONLY

Total Product		\$	-
Late Fee %		\$	-
Sub Total		\$	-
Sales Tax %	8.25%	\$	-
Total Amount Due		\$	-

Company Name	-	Credit Card Type			
Street Address		Credit Card #			
City		Card Holder			
State		Expiration Date		Security Code	
Zip Code		Signature			
Name / Date of Show					
Booth Number	-	Date			
Contact Name		Email Address			
Contact Cell		Fax #			
Special Instructions:					



DESCRIPTION	QTY	SHOW RATE	TOTAL
VIDEO AND COMPUTER DISPLAY			
27" Data Monitor with Table Stand - No Audio Speakers		\$ 295.00	
32" Display Monitor with Table Stand, Built In Speakers and USB		\$ 375.00	
43" Display Monitor with Table Stand, Built In Speakers and USB		\$ 495.00	
55" Display Monitor with Table Stand, Built In Speakers and USB		\$ 695.00	
65" Display Monitor with Table Stand, Built In Speakers and USB		\$ 995.00	
72" Floor Stand for 32" to 60" Monitor with Order Above (Includes Mounting Brackets)		\$ 225.00	
Shelf for 72" Floor Stand		\$ 45.00	
Wall Mount Bracket for up to 32" Monitor with Order Above		\$ 45.00	
Wall Mount Bracket for up to 55" Monitor with Order Above		\$ 95.00	
Wall Mount Bracket without Display Monitor Order without Order Above		\$ 150.00	
HDMI Computer Adapter		\$ 45.00	
HD Media Player		\$ 125.00	
DESKTOP and LAPTOP COMPUTER with Windows 10 and Office 2016			
Desktop - 3.0 GHZ, 4 GB RAM, 160 GB HD and 17" LCD Flat Panel Monitor		\$ 195.00	
Laptop - 3.0 GHZ, 4 GB RAM, 250 GB HD		\$ 195.00	
COMPUTER EQUIPMENT			
HP Laser Printer		\$ 195.00	
Computer Speakers		\$ 95.00	
Wireless Keyboard and Mouse		\$ 65.00	
PROJECTION			
LCD Support Package (6'0" Screen, Cart and Cables)		\$ 210.00	
HD Projector 5k		\$ 595.00	
HD Projector 7k		\$ 795.00	
AUDIO			
Pro Digital Wireless Handheld Microphone with Floor Stand		\$ 350.00	
Pro Digital Wireless Lavalier Microphone		\$ 350.00	
Audio Mixer Board		\$ 85.00	
Sound System: Speakers, Stands and Audio Mixer (Small = 0-50 people)		\$ 185.00	
Sound System: Speakers, Stands and Audio Mixer (Large = 50-100 people)		\$ 285.00	
Computer Audio Interface with Audio Order, Above		\$ 60.00	
Equipment Total:			

PLEASE COMPLETE BOTH SIDES



Equipment Sub-Total From Page 1:

Handling Charge = 25% of Equipment Total or Minimum \$175.00

TOTAL CHARGES:

On-Site Information:

Contact _____ Cell Phone _____ Delivery Booth Location _____

Delivery Date _____ Delivery Time _____ Pick-Up Date _____ Pick-up Time _____

Billing Information:

Company _____ Contact _____ Order Date _____

Address _____ City _____ State _____ Zip Code _____

Phone # _____ Fax # _____ Email _____

Payment Information:

Card Type _____ Card # _____ Exp. Date _____

Name on Card _____ Signature of Cardholder _____

Cardholder Address _____ City _____ State _____ Zip _____

Terms and Conditions:

Full Payment must be submitted with order to guarantee equipment.

Orders received after deadline date will incur a 15% rate increase.

DEADLINE DATE IS JUNE 29, 2024

Cancellations made 15 days prior to delivery date are subject to a 30% cancelation charge.

Cancellations made 7 days prior to delivery date are subject to a 100% cancelation charge.

Customer is responsible for the safe return of equipment and will be billed for any damages or loss to equipment.

Customer must be present to sign for delivery and pick-up.

EMAIL ORDER TO: cody@avpg.com

"Thank You For Your Order"



Exhibitor Services

Effective: January 1, 2023

CLEANING SERVICES ARE PROVIDED EXCLUSIVELY BY GRBCC. We are the exclusive cleaning contractor. No other persons or cleaning services provider can perform cleaning services including, but not limited to, vacuuming on GRBCC property.

Booth Cleaning Services

All rates based on gross booth area per day 100 square foot minimum
8.25% tax and 3% credit card convenience fee applied at check out

Vacuuming Booth

\$0.50 Per sq. ft./day

Shampooing Booth Carpet

\$0.60 Per sq. ft./day

Mopping Booth

\$0.50 Per sq. ft./day

Porter Services

0-500 sq. ft.

\$50.00

501-1,500 sq. ft.

\$70.00

1501-3000 sq. ft.

\$90.00

3000 sq. ft. and higher

\$150.00

2-Hour Increments - GRBCC will empty wastebaskets on (2) hour intervals (show hours only). All exhibitors that have ordered booth catering are encouraged to order porter service

Dedicated Labor - Continuous labor presence in booths or designated area is charged at an hourly rate. The minimum charge for labor is four (4) hours per worker per day.

Continuous Porter Service during show hours @ \$35/hour

To place an order please visit:

www.GRBBoothCleaning.com

If you have any questions,
please contact:

713-853-8907

346-453-9544

GRB-ExhibitorServices@houstonfirst.com



HOUSTON
**INSPIRED
CATERING**

EXHIBITOR
MENU



CAPPUCCINO EXPRESS *In Booth Barista*

Drive attendees to your booth with the smells of Cappuccino Express premium coffee drinks.

1775.00 PER DAY

**Includes 250 (8 oz.) cups minimum per day, no carry over to following days. Includes espresso, cappuccino, lattes and americano.*

Additional Cups **5.50 EA**

Additional Flavors **195.00 PER DAY**

(Mocha, Hazelnut & Vanilla)

Alternative/Dairy-Free Milk **100.00 PER DAY**

One-Time Set Up Fee **240.00**

**Cart or tabletop models available.
Dimenions and electrical requirements
provided upon request.**

**Requires attendant.*

Attendant

*300.00 per four-hour shift
+35.00 each additional hour*

Delivery / Refresh Fee

35.00 per trip

Menu Items & Pricing

*Subject to change
Additional fees may apply*

● Vegetarian ● Vegan ● Avoiding Gluten

BREAKFAST TACOS & SANDWICHES

Served for a minimum of 25 guests.

Breakfast Tacos Choice of one - bacon, barbacoa or homestyle hash potatoes with scrambled eggs and shredded cheddar in flour tortillas served with pico de gallo and salsa verde. **6.00 EA**

Buttermilk Biscuit Sandwich Choice of sausage or bacon, with egg & cheese. **8.50 EA**

BREAKFAST PASTRIES

Priced per dozen, minimum of one dozen required.

Assorted Danishes **60.00 DZ** ●

Assorted Muffins **60.00 DZ** ●

Assorted Breakfast Pastries **60.00 DZ** ●

FRESH POPCORN

Machine Rental

Draw in guests to your booth by popping fresh popcorn at your booth with our popcorn machine rental option. **250.00 PER DAY**

Popcorn Packs **20.00 EA**

(Paper Bags, Corn Kernels, Butter & Salt)

**Each pack serves 10 people.*

Additional Popcorn Salt Flavors
50.00 PER DAY

Dimensions and electrical requirements provided upon request.

**Requires attendant.*

BY THE POUND

Minimum of 3 pounds required. 1 pound serves approximately 12 people.

Potato Chips & Choice of Dip **55.00 LB** ●●●

(Caramelized Onion Dip, Poblano Ranch Dip, Bleu Cheese Dip)

Fresh Fried Tortilla Chips and Salsa Verde & Roja **52.50 LB** ●●●

Trail Mix **23.00 LB**

Mini Pretzels **19.00 LB**

Goldfish Crackers **19.00 LB**

Mixed Nuts **29.25 LB** ●●●

A LA CARTE

Assorted Whole Fruit **48.00 DZ** ●●●

Assorted Granola Bars **48.00 DZ**

King Size Candy Bars **54.00 DZ**

Bagged Chips **48.00 DZ**

Assorted Bags of Snacks **48.00 DZ**

Chef's Selection Assorted Cookies
53.25 DZ ●

Brownies **53.50 DZ** ●

Cupcakes **56.75 DZ** ●

(Chocolate Devil's Food Cake with Vanilla Coffee Porter Frosting, Red Velvet with Margarita Cream Cheese Frosting, Vanilla Bean with Cajeta Caramel Frosting) **Choice of one flavor per dozen.*

Fresh Cut Fruit Cups **102.00 DZ** ●●●

(Seasonal Melons & Berries)

Attendant

300.00 per four-hour shift

+35.00 each additional hour

Delivery / Refresh Fee

35.00 per trip

Menu Items & Pricing

Subject to change

Additional fees may apply

● Vegetarian ● Vegan ● Avoiding Gluten

OUR SIGNATUREBavarian Pretzels*

Choose between our salted traditional pretzel and our sweet coated pretzel. **9.00 EACH** ●

Pretzels come with choice of the dips featured below.

Salted Traditional Bavarian Pretzel -

Includes choice of two dips per order from the following selection:

(Creole Mustard, White Chile Con Queso, Spicy Tomato & Bacon Jam or Sun Dried Tomato & White Truffle Aioli)

Sweet Coated Bavarian Pretzel - **Includes choice of one dip per order from the following selection:**

(Cream Cheese-Vanilla Bean, Chocolate Fudge or Salted Bourbon Caramel)

LOCAL CHEESE DISPLAY

Chef's selections of local cheeses and local honey, fresh berries, dried fruit garnish, breads and crackers.

16.00 PP

HUMMUS TRIO

Traditional, roasted bell pepper and kalamata olive hummus'. Served with crispy carrots, cucumbers, celery, crackers, and bagel chips. ●●

12.00 PP

FRESH CRUDITE SHOOTERS

Chef's colorful selection of the freshest market vegetables. Served with choice of dip.

(Buttermilk Ranch Dip ●●, Traditional Hummus ●●● or Fresh Basil Pesto ●●)

12.00 PP

BITES

50 piece minimum; includes disposable plates, napkins and cutlery if required.

*** Tandoori Chicken Satay** with mango salsa. **8.50 EA** ●

*** Chicken Quesadilla** with avocado crema. **7.75 EA**

*** Beef Satay** with thai peanut sauce. **9.50 EA** ●

*** Texas Brisket Slider 9.00 EA**

*** Pulled Pork Biscuit 8.50 EA**

*** Pork Potsticker** with soy and sweet chili. **7.75 EA**

*** Crab Cake** with lemon aioli. **11.00 EA**

Seared Sesame Tuna Wonton with seaweed salad and wasabi cream. **10.00 EA**

*** Vegetable Fried Spring Roll** with sweet soy. **7.75 EA**

Delivery / Refresh Fee
35.00 per trip

***Items Served Warm**

Electricity might be required by client to power heat lamps

● Vegetarian ● Vegan ● Avoiding Gluten

CHEF'S BEST

Boxed Lunches

Choose from a lineup of chef favorites to build creative lunches featuring mouthwatering gourmet sandwiches or crisp farm-fresh salads with crunchy sides and sweet treats. **31.00 PP**

Box lunches include the choices below.

Drinks sold separately.

Gourmet Sandwich OR Salad - Choose one

Sides - Whole Fruit ●●● & Kettle Chips ●

Dessert - Chocolate Chip Cookie ●

GOURMET SANDWICHES

Woodlands Turkey with shaved smoked turkey, gouda cheese, vidalia onion and peach chutney on a honey wheat roll.

Grilled Chicken with braised spinach, roasted tomato and avocado aioli on ciabatta.

Roast Beef with gruyère, horseradish and arugula on black pepper challah roll.

Smoked Ham with swiss cheese and mustard butter on pretzel bun.

ZLT Flatbread with zucchini, sundried tomato pesto and pepper jack cheese. ●

Fajita Wrap with grilled pineapple, cumin marinated chicken, grilled peppers, onions, spicy aioli and chihuahua cheese on a sundried tomato wrap.

GOURMET SALADS

Chicken Caesar Salad with cut romaine hearts, herb marinated grilled chicken, shaved asiago cheese and croutons served with caesar dressing.

Vegetable Cobb Salad with mixed greens, cucumber, tomato, feta cheese, boiled egg, diced red onions and roasted peppers served with a balsamic vinaigrette. ●

ADD A DRINK

Assorted Soft Drinks - 12 oz. (Coke, Diet

Coke, Sprite, Coke Zero) **4.00 each**

Bottled Water - 12 oz. (Dasani) **4.00 each**

DISPLAY TRAYS

Served for a minimum of 25 guests. Includes plates, napkins and cutlery.

Deli Platter Includes assorted deli meats & cheeses, assorted sliced breads & rolls, potato salad, lettuce, tomatoes, onions, pickles, condiments and assorted cookies. **500.00 EA** (Serves 25)

Assorted Mini Sandwiches Served with condiments. Choose from:

Turkey & Provolone 6.00 EA

Ham & Swiss 6.00 EA

Roast Beef 6.00 EA

Menu Items & Pricing

Subject to change

Additional fees may apply

● Vegetarian ● Vegan ● Avoiding Gluten

PREMIUM / IMPORT / LOCAL BEER

Corona Extra
 St. Arnold's Art Car
 Blue Moon Belgian White
 Shiner Bock
 Karbach Love Street
 Seasonal Selection

240.00 PER CASE, PER SELECTION
(24 per case)

DOMESTIC BEER

Bud Light
 Michelob Ultra

240.00 PER CASE, PER SELECTION
(24 per case)

BEER KEGS

475.00 & UP
(Priced per keg. Not charged on consumption. Cannot be cancelled once ordered. Client required to purchase energy to power kegerator - 120 V20 amp.)

WINE BY THE BOTTLE

Stellenbosch Hills Chenin Blanc
 Cape Boar Cabernet Sauvignon
 Proverb Chardonnay
 Wycliff Brut
 Wycliff Brut Rosé

56.00 PER BOTTLE

COCKTAILS

Minimum of 50 drinks, billed on consumption after.

Tito's Vodka
 Tanqueray Gin
 Bacardi Superior
 Hornitos
 Crown Royale
 Jack Daniel's
 Dewars White Label

11.00 PER DRINK

ALCOHOL POLICY & DETAILS

Alcohol MUST be served by a Houston Inspired Catering TABC Certified Bartender.

Drinks are served in biodegradable/disposable cups. No glass is permitted in exhibit halls.

Bar front not included. HIC will expect to set up on existing counter/table space unless a bar front is rented. Additional 150.00 rental fee will apply if requested.

Bartender
300.00 per four-hour shift
+35.00 each additional hour

Delivery / Refresh Fee
35.00 per trip

Menu Items & Pricing
Subject to change
Additional fees may apply

TEXAS BEER WALL *Enhancement*

Bring the taste of Texas to your booth with our rustic draft beer wall. Featuring LED lighting and three Texas beers. A true attention grabber!
4400.00++

Dimensions and electrical requirements provided upon request.

★ *Introducing Suggested Enhancements - See Sales Manager for pricing.*

TEXAS BEER PACKAGE

Includes assortment of beer from three Texas breweries.
1080.00++ Serves 120 people

TEXAS WINE EXPERIENCE

Includes four varieties of Texas made wines.
★ *Enhance this package by adding a local cheese display, charcuterie display, or chocolate covered strawberries.*
1500.00++ Serves 100 people

TEXAS WHISKEY EXPERIENCE

Includes three varieties of Texas made whiskey.
★ *Enhance this package by adding mixed nuts, local cheese display, or jalapeño bacon.*
900.00++

MARGARITA PACKAGE

Hornitos, Margarita Mix, Strawberry, Mango, Salt Rimmer, Sugar Rimmer, Tajin Rimmer and Lime Garnish.
1000.00++ Serves 100 people

FROZEN BEVERAGE PACKAGE

Refresh your service with a frozen beverage! Choose from: Classic Margarita, Strawberry Daquiri or Piña Colada.
1550.00++ Serves 100 people

MIMOSA PACKAGE

House Champagne, Orange Juice, Cranberry Juice, Pineapple Juice and Disposable Flutes.

★ *Enhance this package by adding chocolate covered strawberries, or assorted macarons.*
525.00++ Serves 50 people

CHAMPAGNE TOAST PACKAGE

Premium Prosecco and Disposable Flutes.
★ *Enhance this package by adding chocolate covered strawberries, or assorted macarons.*
450.00++ Serves 50 people

BLOODY MARY PACKAGE

Tito's Handmade Vodka, Zing Zang Original, Bloody Revolution Habanero, Bloody Mary Mix, Tobasco Sauce, Worcestershire Sauce, Salt Rimmer, Tajin Rimmer, Olives, Limes and Celery Sticks.
★ *Enhance this package by adding jalapeño bacon.*
1000.00++ Serves 100 people

ALCOHOL POLICY & DETAILS

Alcohol MUST be served by a Houston Inspired Catering TABC Certified Bartender.

Drinks are served in biodegradable/disposable cups. No glass is permitted in exhibit halls.

Bar front not included. HIC will expect to set up on existing counter/table space unless a bar front is rented. Additional 150.00 rental fee will apply if requested.

Bartender

300.00 per four-hour shift
+35.00 each additional hour

Delivery / Refresh Fee

35.00 per trip

Menu Items & Pricing

*Subject to change
Additional fees may apply*

OUR SIGNATURE *Fruit Infused Waters*

Our bright refreshing fruit waters showcase unexpectedly delicious flavor combinations that are sure to impress your guests. **65.00 PER GALLON**

Choose between the flavor combinations below.

Strawberry Jalapeño
Cucumber Lemon
Minted Watermelon

COFFEE AND TEA

George R. Brown's Proprietary Coffee Blend
(Regular or Decaf)

Assorted Hot Teas

75.00 PER GALLON, PER SELECTION

ASSORTED SOFT DRINKS (12 OZ.)

Coke, Diet Coke, Sprite, Coke Zero

96.00 PER CASE, PER SELECTION

(24 per case)

BOTTLED WATER (12 OZ.)

Dasani

96.00 PER CASE

(24 per case)

LOGO BOTTLED WATER BUYOUT FEE

Please contact your Sales Manager for pricing and approval.

PRICE VARIES

KEURIG COFFEE MACHINE RENTAL

Limited quantities available. Includes: creamers, sugar/sweetener, stirrers, napkins, disposable cups & water. Client to supply: 120v15 amp - please contact SmartCity at 713 - 853 - 8900.

125.00 PER DAY

ASSORTED COFFEE OR TEA K-CUPS

4.50 EACH *(Charged on consumption)*

MINUTE MAID ASSORTED JUICES (10 OZ.)

Apple, Orange and Cranberry

108.00 PER CASE, PER SELECTION

(24 per case)

UNSWEET ICED TEA

75.00 PER GALLON

LEMONADE

75.00 PER GALLON

WATER COOLER RENTAL

Client to supply: 120v15 amp - please contact SmartCity at 713 - 853 - 8900.

105.00 PER DAY

5 GALLON WATER JUG

50.00 EACH

16 LB BAG OF ICE

22.00 EACH

Delivery / Refresh Fee

35.00 per trip

Menu Items & Pricing

Subject to change

Additional fees may apply

**GENERAL INFORMATION**

Houston Inspired Catering is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRB Convention Center without prior written approval from a Houston Inspired Catering representative. THIS INCLUDES BOTTLED WATER.

- **Charges & Fees:** All prices are subject to a (++) charge, which represents a 22% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- **Service Contractor:** HIC does not supply any kind of tables (this includes bar fronts & buffet tables), chairs, equipment, trash removal or electricity for your booth. You must order through your service contractor. For F&B services, HIC can set up on existing tables/counters or you can rent a bar front or table from HIC. Ask your sales manager for pricing.
- **Pricing:** Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **Delivery Fee:** A \$25.00 Delivery/Refresh Fee will apply for each food and beverage delivery.
- **Order Deadline:** All orders must be received a minimum of 21 days prior to the show start date. Any order received within 21 days may incur a 25% Late Fee.
- **Special Order Items:** (e.g., logo cookies, kegs, etc.) cannot be canceled once confirmed.
 - A specialty item refers to any food/beverage item or brand that is not on our most current menu. Requests for specialty items are not guaranteed for approval and all requests must be received by HIC a minimum of (30) days prior to the start of the show. Additionally, specialty order items are not eligible for re-order when you are on-site. Any substitutions/on-site requests will be limited to what is available in inventory and will be subject to applicable fees.
- **Payment Policy:** All food and beverage orders require 100% payment in advance. We accept American Express, Mastercard, VISA, Discover, check or wire transfer on initial orders. Client MUST have a credit card on-file for any additional services ordered on-site during the show.
- **Changes/Cancellations:** Changes/Cancellations must be submitted in writing no later than (14) business days prior to start of event in order to receive a refund. Full charges will be applied to changes/cancellations of any menu items received within (14) days
- **Food Sampling:** If sampling is requested, please contact Sales Manager for proper forms and information regarding policies.
- **Alcoholic Beverages:** All alcoholic beverages MUST be purchased and served through HIC.
 - Bartenders will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or a person who in Houston Inspired Catering's sole judgment appear to be intoxicated.
 - Alcohol is not charged on consumption and any remaining will be forfeited unless you have pre-ordered/paid for an HIC bartender for a following day during the show.
 - Any alcohol must be consumed on-site and is not allowed to be taken off premise per TABC laws.
 - Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for giveaway/promotions.

CONTACT INFORMATION

George R. Brown Convention Center
1001 Avenida De Las Americas, Houston, TX 77010

Catering Sales Manager **Aaron Gonzalez**
Email aaron.gonzalez@levyrestaurants.com
Phone **713-853-8122**

Please turn in your completed **Exhibitor Catering Service Order Form** to your designated Houston Inspired Catering Sales Manager. They will gladly answer any questions you might have.



EXHIBITOR CATERING SERVICE CONTRACT & ORDER FORM



ORDER FORM

Show Name _____	Date Order Was Placed _____
Booth Number _____	Booth Name _____
Company Name (Bill To) _____	Phone Number _____
Street Address _____	City, State, Zip _____
Contact Name _____	E-Mail Address _____
On-Site Contact (1) _____	Cellphone Number _____
On-Site Contact (2) _____	Cellphone Number _____
On-Site Contact (3) _____	Cellphone Number _____

Delivery Date	Start Time	End Time*	Description	Quantity	Price
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

***End Time** is only applicable to running services that have an attendant. With no attendant, all services are dropped off at the start time listed on the form.

All items are subject to **taxes** and **applicable fees**. Final **order total** will be shown on **event orders/BEO's**.

By completing this form you are authorizing that you have **read and agree** to the terms contained within this **Exhibitor Catering Service Contract & Order Form**. All policies, procedures and cancelations will be upheld by **Houston Inspired Catering**.

On-Site Contact/Authorized Signatures for Event _____
(Printed Name) (Signature)

INTERNET | TELEPHONE | ELECTRIC | PLUMBING

GEORGE R. BROWN

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where TECHNOLOGY Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

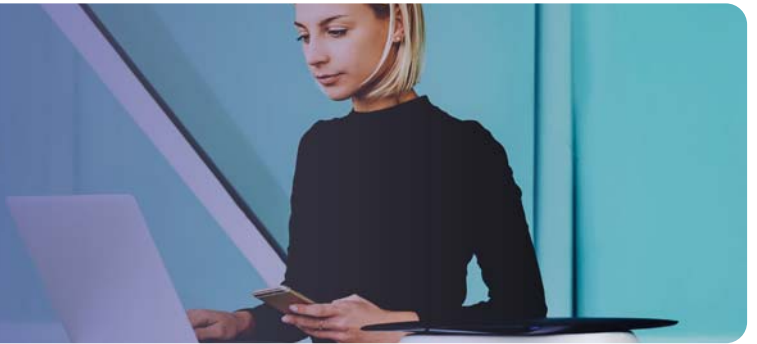
All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

INTERNET



TELEPHONE



ELECTRICAL



PLUMBING



Need just a **BASIC** CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for
LIGHT INTERNET USAGE such as
web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the
FASTEST AND MOST RELIABLE way
to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides
SIMPLE & SECURE WIRELESS
connectivity ideal for checking emails, browsing the web,
processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE to 5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines
HIGH BANDWIDTH WIRELESS
with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE *	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

READY TO POWER UP YOUR EXPERIENCE?



DUPLEX OUTLETS	INCENTIVE *	BASE
500 Watts	\$121	\$158
1000 Watts	\$146	\$190
1500 Watts	\$159	\$206
2000 Watts	\$171	\$223
120 VOLT SERVICES	INCENTIVE *	BASE
15 AMP Service	\$171	\$223
20 AMP Service	\$204	\$265
208 VOLT SERVICES	INCENTIVE *	BASE
20 AMP, Single Phase	\$306	\$398
30 AMP, Single Phase	\$415	\$539
60 AMP, Single Phase	\$631	\$821
100 AMP, Single Phase	\$935	\$1,216
150 AMP, Single Phase	\$1,377	\$1,789
200 AMP, Single Phase	\$1,642	\$2,134
208 VOLT SERVICES	INCENTIVE *	BASE
20 AMP, Three Phase	\$414	\$538
30 AMP, Three Phase	\$547	\$712
60 AMP, Three Phase	\$935	\$1,216
100 AMP, Three Phase	\$1,425	\$1,853
150 AMP, Three Phase	\$1,993	\$2,591
200 AMP, Three Phase	\$2,646	\$3,440
408 VOLT SERVICES	INCENTIVE *	BASE
20 AMP, Three Phase	\$759	\$987
30 AMP, Three Phase	\$971	\$1,262
60 AMP, Three Phase	\$2,161	\$2,809
100 AMP, Three Phase	\$3,418	\$4,444
150 AMP, Three Phase	\$5,037	\$6,548
200 AMP, Three Phase	\$6,636	\$8,626

POWER REQUIREMENTS EXAMPLES ON DUPLEX/ 120 VOLT OUTLETS

Blender.....	375 Watts
Cash Register.....	500 Watts
Coffee Pot, Standard	600-1000 Watts
Coffee Pot, Large	1500-2000 Watts
Computer, Laptop	300-500 Watts
Computer, Desktop	500-750 Watts
Computer Monitor, Reg... ..	200 Watts
Computer Monitor, Flat... ..	250-500 Watts
Crock Pot	1000-1500 Watts
Hotplate, Single Element .	1000 Watts
Hotplate, Dual Element....	2000 Watts
Lighting, Halogen.....	100-500 Watts, Per Bulb
Lighting, Conventional.....	60-250 Watts, Per Bulb
Popcorn Maker, Small.....	1000 Watts
Popcorn Maker, Large.....	1500-2000 Watts
Printer, Ink Jet.....	750-1000 Watts
Printer, Laser	1500-2000 Watts
Toaster.....	1500 Watts
TV, Standard.....	200-500 Watts
TV, LCD	500-1000 Watts
TV, Plasma	1000-1500 Watts

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

TIPS:

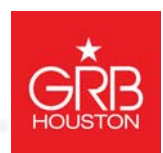
- Rates include bringing services (up to 100 AMPS) to the rear of standard booth or to the nearest floor port inside an island booth. There are additional charges for services greater than 100 AMPS.
- All other work performed within a booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.
- Generators are not permitted.

ORDER NOW ➔



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911

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FLOOD LIGHTS



Our **ELECTRICAL SERVICES** provide **FLOOD LIGHTS** to meet your booth lighting enhancement needs.

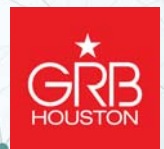
FLOOD LIGHTS	INCENTIVE *	BASE
150 Watt, Single Light	\$65	\$88
150 Watt, Double Light	\$70	\$95
300 Watt, Single Light	\$80	\$108
300 Watt, Double Light	\$85	\$115
Flood Lights are on a 6ft - 8ft pole and include power.		

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

ORDER NOW



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



ARE PLUMBING SERVICES AVAILABLE?



Our **PLUMBING SERVICES** provide **WATER SERVICES** for sinks, pools or spas.

WATER	INCENTIVE*	BASE
3/4" Service Outlet, First Connection	\$161	\$207
3/4" Service Outlet, Additional Connection	\$104	\$129
<i>Direct tie in to equipment only. Water heater rental required for hot water call for quote.</i>		
DRAINAGE	INCENTIVE*	BASE
3" Drain line, First Connection	\$144	\$190
3" Drain line, Additional Connection	\$104	\$138
<i>Direct tie in to equipment only.</i>		
<i>Grease trap not included. If needed please call for quote.</i>		
FILL AND DRAIN	INCENTIVE	BASE
1-15 Gallons	\$69	\$90
16-70 Gallons	\$86	\$115
71-100 Gallons	\$115	\$144
101-200 Gallons	\$173	\$207
201-300 Gallons	\$201	\$230
301-400 Gallons	\$242	\$288
401-500 Gallons	\$276	\$316
501-1000 Gallons	\$575	\$633
Additional 500 Gallons	\$109	\$121
<i>Fill and Drain one time only, labor charges apply for additional fills.</i>		

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

TIPS:

- Water services come from floor pockets
- If hot water is needed, rental of hot water heater is required
- Pricing includes Labor and Material for each service

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



DO WE OFFER COMPRESSED AIR?

Our **PLUMBING SERVICES** provide reliable **COMPRESSED AIR** for Robotics, Pneumatic Tools and Machinery.

COMPRESSED AIR [90-100 PSI]	INCENTIVE *	BASE
1/4" Compressed Air, First Connection	\$253	\$311
1/4" Compressed Air, Additional Connection	\$127	\$158
<i>For any compressed air special requirements please call for quote.</i>		

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

- Labor and Material not included with any plumbing services
- 1/4" Milton #715 Female Coupler

ORDER NOW



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



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DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN



INTERNET SERVICE CONTRACT

GEORGE R. BROWN CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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BASIC INTERNET, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 1 Private IP Address, Routers PROHIBITED and will not work					
1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for light Internet usage		\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$185	\$220	\$255	
DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 5 Public IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps		\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps		\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps		\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher bandwidth services available for uhd streaming					
INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports		\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
Labor / Floor Work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		\$500	\$500	\$500	
WIRELESS INTERNET , Full products catalog available online					
SPECIAL QUOTE , Attachment A or Statement of Work (if applicable)					

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SUBTOTAL	
ESTIMATED 10% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



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Or fax order to (702) 943-6001

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Customer Number:

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TELEPHONE SERVICE CONTRACT

GEORGE R. BROWN CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:		Contact Email:	Cell Number:

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VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument		\$465	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

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SUBTOTAL	
ESTIMATED 30% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

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ORDER NOW

Customer Number:

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ELECTRICAL SERVICE CONTRACT

GEORGE R. BROWN CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:		Contact Email:	Cell Number:

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ELECTRICAL SERVICES				
Includes Labor and Material for Floorplan Location - up to 100 AMPS				
120V	QTY	AMPS	INCENTIVE*	STANDARD TOTAL
		15	\$171	\$223 \$
		20	\$204	\$265 \$
		30	N/A	N/A \$
		60	N/A	N/A \$
		100	N/A	N/A \$
		150	N/A	N/A \$
208V 1PHASE	QTY	AMPS	INCENTIVE*	STANDARD TOTAL
		20	\$306	\$398 \$
		30	\$415	\$539 \$
		60	\$631	\$821 \$
		100	\$935	\$1,216 \$
		150	\$1,377	\$1,789 \$
		200	\$1,642	\$2,134 \$
208V 3PHASE	QTY	AMPS	INCENTIVE*	STANDARD TOTAL
		20	\$414	\$538 \$
		30	\$547	\$712 \$
		60	\$935	\$1,216 \$
		100	\$1,425	\$1,853 \$
		150	\$1,993	\$2,591 \$
		200	\$2,646	\$3,440 \$
480V 3PHASE	QTY	AMPS	INCENTIVE*	STANDARD TOTAL
		20	\$759	\$987 \$
		30	\$971	\$1,262 \$
		60	\$2,161	\$2,809 \$
		100	\$3,418	\$4,444 \$
		150	\$5,037	\$6,548 \$
		200	\$6,636	\$8,626 \$
TOTAL				
Power strips, extension cords & NEMA plugs available for an additional fee.				

DUPLEX OUTLETS (120 VOLTS UP TO 2000 WATTS)				
Includes Labor and Material for each service indicated on the Floorplan				
QTY	WATTS	INCENTIVE*	STANDARD	TOTAL
	500	\$121	\$158	\$
	1000	\$146	\$190	\$
	1500	\$159	\$206	\$
	2000	\$171	\$223	\$
TOTAL				

A separate outlet must be ordered for each location. Additional labor and material apply to connect and disconnect service to equipment.

FLOOD LIGHTS ON A 6FT OR 8FT POLE				
Includes Electrical Services and Labor				
QTY	CONFIGURATION	INCENTIVE*	STANDARD	TOTAL
	150 Watt - 1 light	\$65	\$88	\$
	150 Watt - 2 light	\$70	\$95	\$
	300 Watt - 1 light	\$80	\$108	\$
	300 Watt - 2 light	\$85	\$115	\$
TOTAL				

SUBTOTAL	\$
12% ESTIMATED TAX	\$
GRAND TOTAL	\$

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE-IN.
IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing.

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ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can
PAY VIA CREDIT CARD.

Make checks payable to SMART CITY ELECTRIC, INC.
Send completed orders 5795 W. Badura Ave, Ste 110
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Or fax order to (702) 943-6001

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Customer Number:

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AIR, WATER, DRAIN & GAS SERVICE CONTRACT

GEORGE R. BROWN CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

DESCRIPTION	INCENTIVE*	BASE	QTY	TOTAL
COMPRESSED AIR, 90-100 lbs. P.S.I. (Service outlet, 1/4" Milton #715 Female Coupler)				
First Connection	\$253	\$311		\$
Additional Connections	\$127	\$158		\$
Special Connection Size: _____ CFM: _____ PSI: _____ (Call)				\$
WATER, (Service Outlet 3/4") (For equipment only)				
First Connection	\$161	\$207		\$
Additional Connections	\$104	\$129		\$
Special Connection Size: _____ (Call)				\$
NOTE: No guarantee can be made of minimum pressures. If pressure is critical, customer should arrange to have a pressure regulator valve installed.				
DRAINAGE, (3" drain line)(For equipment only) Direct Tie-in				
First Connection	\$144	\$190		\$
Additional Connections	\$104	\$138		\$
Special Connection Size: _____ (Call)				\$
FILL AND DRAIN, (One time only – Labor charge for additional fills)				
1 - 15 Gallons	\$69	\$90		\$
16 - 70 Gallons	\$86	\$115		\$
71 - 100 Gallons	\$115	\$144		\$
101 - 200 Gallons	\$173	\$207		\$
201 - 300 Gallons	\$201	\$230		\$
301 - 400 Gallons	\$242	\$288		\$
401 - 500 Gallons	\$276	\$316		\$
501 - 1000 Gallons	\$575	\$633		\$
Each additional 500 Gallons	\$109	\$121		\$
NATURAL GAS, (Service Outlet 3/4") - Call for quote				
LABOR, (Minimum 1/2 hour)				
Monday – Friday (8:00am – 4:30pm)		LABOR		
		\$90 hr		\$
Monday – Friday (4:30pm – 8:00am) Weekends & Holidays		\$180 hr		\$
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)				\$

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE IN.
IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing. Labor and materials will be added.

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SUBTOTAL	\$
ESTIMATED 12% TAX/FEES	\$
GRAND TOTAL	\$

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

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