



**EMBRACING CHANGE.
IMPACTING PATIENT CARE.**

2024 AAPM Annual Meeting & Exhibition

July 21 – 25, 2024
Los Angeles Convention Center
Los Angeles, CA

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **2024 AAPM Annual Meeting & Exhibition**.

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 **2024 AAPM Annual Meeting & Exhibition**.

Thank you and we look forward to servicing your needs at **2024 AAPM Annual Meeting & Exhibition** in **Los Angeles, California**.

Sincerely,

Levy Exposition Services, Inc.

QUICK FACTS

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:	Los Angeles Convention Center 1201 S Figueroa St Los Angeles, CA 90015	
EXHIBITOR MOVE-IN:	Wednesday, July 17, 2024 Thursday, July 18, 2024 Friday, July 19, 2024 Saturday, July 20, 2024 Sunday, July 21, 2024	12:00 pm – 4:00 pm <i>**rigging target by appointment**</i> 8:00 am – 5:00 pm 8:00 am – 8:00 pm 8:00 am – 8:00 pm <i>**all freight must be unloaded and empties removed by 12:00 pm**</i> 8:00 am – 12:30 pm <i>** touch up only**</i>
EXHIBITION DATES:	Sunday, July 21, 2024 Monday, July 22, 2024 Tuesday, July 23, 2024 Wednesday, July 24, 2024	12:30 pm – 5:00 pm 9:00 am – 5:00 pm 9:00 am – 5:00 pm 9:00 am – 2:00 pm
EXHIBITOR MOVE-OUT:	Wednesday, July 24, 2024 Thursday, July 25, 2024	2:00 pm – 8:00 pm 8:00 am – 5:00 pm
**Please note that all exhibit materials must be removed from the exhibit Facility by 5:00 pm on Thursday, July 25, 2024.		
BOOTH EQUIPMENT:	Each 10' x 10' booth space includes the following: <ul style="list-style-type: none"> • 8' high drapery backwall – black & purple • 3' high drapery sidewall – black • 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>	
REQUIRED FLOOR COVERING:	To maintain a consistent and professional appearance on the show floor, the 2024 AAPM Annual Meeting & Exhibition show rules require that all exhibitor booths have carpeting or an alternative floor covering. If you are not bringing your own carpeting or floor covering, please see the Levy Carpet Order Forms for options and ordering.	
aisle CARPET:	The aisles will be carpeted in the color tuxedo.	
CEILING HEIGHT:	The ceiling height in the exhibit hall is 36' feet.	
DISCOUNT PRICE DEADLINE:	In order to receive the discount rates listed on the enclosed order forms, your PAID order is to be received by June 28, 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 13, 2024 – July 11, 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)

AAPM 2024
Exhibiting Company Name
Booth # ____
Levy Exposition Services, Inc.
c/o Liberty CFS NV, Inc.
8001 Telegraph Rd
Pico Rivera, CA 90660

All **DIRECT** shipments should not arrive prior to **8:00 am** on **Thursday, July 18, 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)

AAPM 2024
Exhibiting Company Name
Booth # ____
Los Angeles Convention Center
c/o Levy Exposition Services, Inc.
1201 S Figueroa St
Los Angeles, CA 90015

DISMANTLE AND MOVE-OUT INFORMATION:

All exhibitor materials **MUST** be removed from the facility by 5:00 pm on Thursday, July 25, 2024. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 3:00 pm on July 25th. 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.



SOUTHERN CALIFORNIA LABOR JURISDICTIONS

Decorators union

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Teamsters union

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

Electrical union

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, and motors), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand/AV labor used in the exhibit area will be provided by the organizer named official AV contractor for the show or an EAC AV contractor with exception of their company representative/ supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

Safety

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Levy is not responsible for injuries caused by improper use of furniture.

Tipping

Levy request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Levy employees.

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.

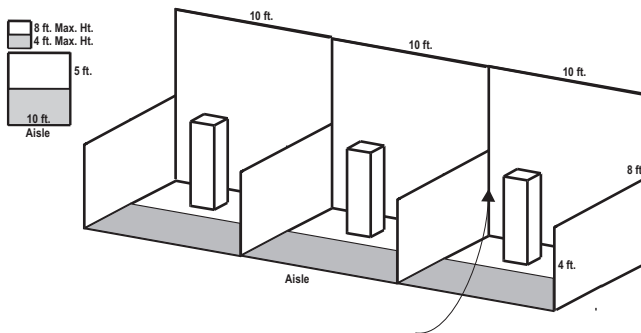
STANDARD BOOTH

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.

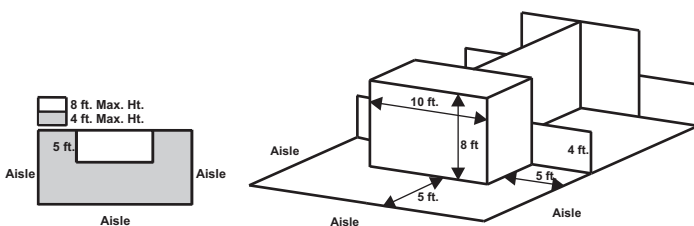
Note: Booth drape is set at 8 ft max.

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

PENINSULA END-CAP BOOTH

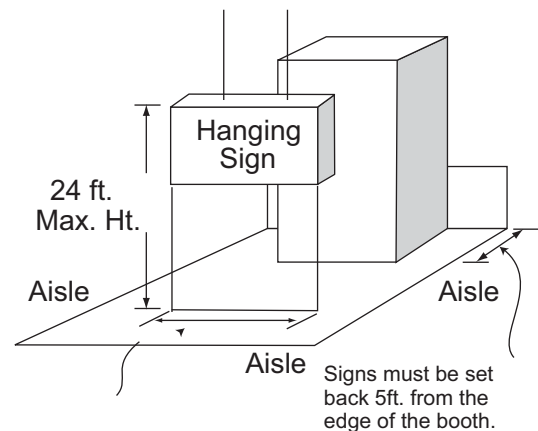
An end cap booth is exposed to aisles on three sides and composed of two booths.

Dimensions: End-cap Booths are generally ten feet (10') deep by twenty feet (20') wide. The maximum back wall height of eight feet (8') is allowed only in the rear half of the booth space and within five feet (5') of the two side aisles with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



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.

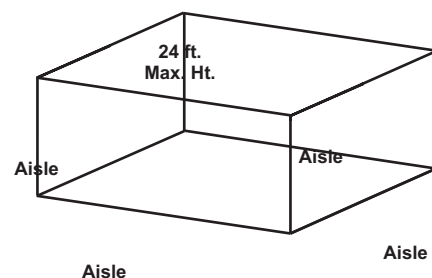


ISLAND BOOTH

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

Dimensions: An Island Booth is 20'x20' 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.



Please note that the ceiling height in the Exhibit Hall is 36 feet.

THIRD PARTY BILLING REQUEST

COMPANY		BOOTH NUMBER		Deadline Date June 28, 2024
ADDRESS	street city state/province zip/postal code country			
PHONE	FAX	PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE X		AUTHORIZED CONTACT - PLEASE PRINT DATE		<i>All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.</i>

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 _____

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER	
ADDRESS		street	city	state/province	zip/postal code
					country
PHONE		FAX	PO #	E-MAIL	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	
X					

All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD				<input type="checkbox"/> AMERICAN EXPRESS				EXPIRY DATE		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		CCVC		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
ACCOUNT NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL			
CARDHOLDER'S BILLING ADDRESS										city			state/province			zip/postal code			country	
CARDHOLDER'S SIGNATURE										CARDHOLDER'S NAME - PLEASE PRINT										

Please complete the REQUIRED order forms and submit with Payment & Credit Card Authorization Form and full payment. You may choose to pay by credit card and/or bank check, however, ***we require your credit card authorization to be on file with LES.*** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

CALCULATION OF ORDER FORMS

CULCULATION OF ORDER FORMS		TOTAL FROM EACH ORDER FORM
Carpet, Drape & Complements Rental Order Form.....	\$	
Custom Carpet Order Form.....	\$	
Table and Chair Rental Order Form.....	\$	
Specialty Accessories Order Form.....	\$	
Rental Exhibits Order Form.....	\$	
Cabinets Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
Plant & Flower Order Form.....	\$	
Exhibit Booth Cleaning Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Sign & Banner Hanging Order Form.....	\$	
Labor Order Form.....	\$	
Material Handling Order Form.....	\$	
FULL PAYMENT IN US FUNDS	\$	

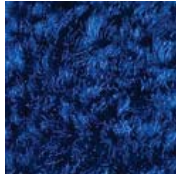
To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

Check no. Dated in the amount of \$

CARPET and DRAPE

Standard carpet color options



Blue



Red



Teal



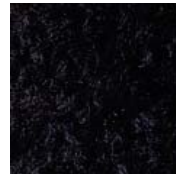
Grey



Burgundy

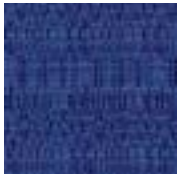


Purple



Black

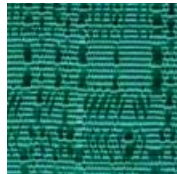
Drape color options



Blue



Red



Teal



White



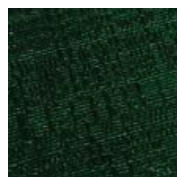
Gold



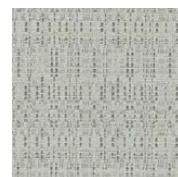
Black



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?

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

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.	330.00	429.00	
10 ft. X 20 ft.	660.00	858.00	
10 ft. X 30 ft.	990.00	1,287.00	
10 ft. X 40 ft.	1,120.00	1,716.00	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	4.65	6.05	

☐ 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.	2.75	3.50	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.30	1.69	

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	32.40	42.00	
	Chrome coat tree	120.00	156.00	
	Aluminum easel	60.00	78.00	
	Chrome sign holder 22" X 28"	140.00	182.60	
	Chrome stanchions	35.00	45.50	
	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		
9.5% 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 **June 28, 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



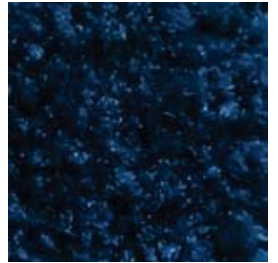
Beige



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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operations@levyexpo.com

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 **June 28, 2024** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	\$7.25 per sq. ft.	\$9.45 per sq. ft. =\$_____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$2.75 per sq. ft.	\$3.50 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

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COST SUMMARY

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CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
9.5% 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



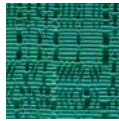
Blue



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		230.00	299.00	
6' x 2' Skirted		204.00	266.20	
4' x 2' Skirted		181.00	235.30	
Fourth side of table skirted		89.00	115.70	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		100.00	130.00	


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

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		141.00	183.30	
 FABRIC SLED BASE ARMCHAIR - GREY		161.00	208.00	
 FABRIC HIGHBACK STOOL - GREY		218.00	283.40	

 TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		260.00	338.00	
6' x 2' Skirted		230.00	299.00	
4' x 2' Skirted		219.00	284.70	
Fourth side of table skirted		125.00	162.50	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		160.00	208.00	

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

 GREY PEDESTAL TABLE - 30" DIAMETER				
30" Table height		199.00	258.70	
40" Counter height		229.00	297.70	

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BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
9.5% SALES TAX		
TOTAL US DOLLARS		

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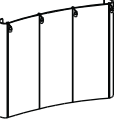




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xpo21_tablechair

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		175.00	227.50	
 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		3,240.00	4,212.00	
 BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material		160.00	208.00	
 PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		46.00	59.80	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		60.00	78.00	
 CHROME SIGN HOLDER 22" x 28"		140.00	182.60	

ACCESSORIES

 <input type="checkbox"/> CHROME CLOTHING STAND <input type="checkbox"/> CHROME BAG HOLDER	120.00	156.00	
 CHROME COAT TREE	120.00	156.00	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
9.5% 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 **June 28, 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

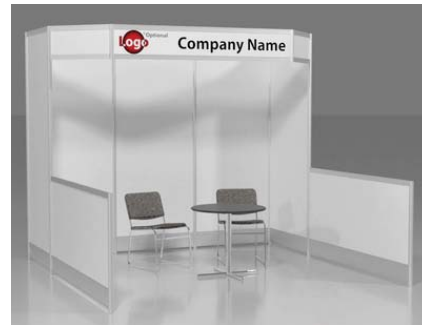


Package B1 Base

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



Package C1 Base



Package D1 Base

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



Package A2 Deluxe

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



Package B2 Deluxe

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



Package C2 Deluxe

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



Package D2 Deluxe

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

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)



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RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

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

Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.	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: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.	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		
9.5% 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 **June 28, 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.



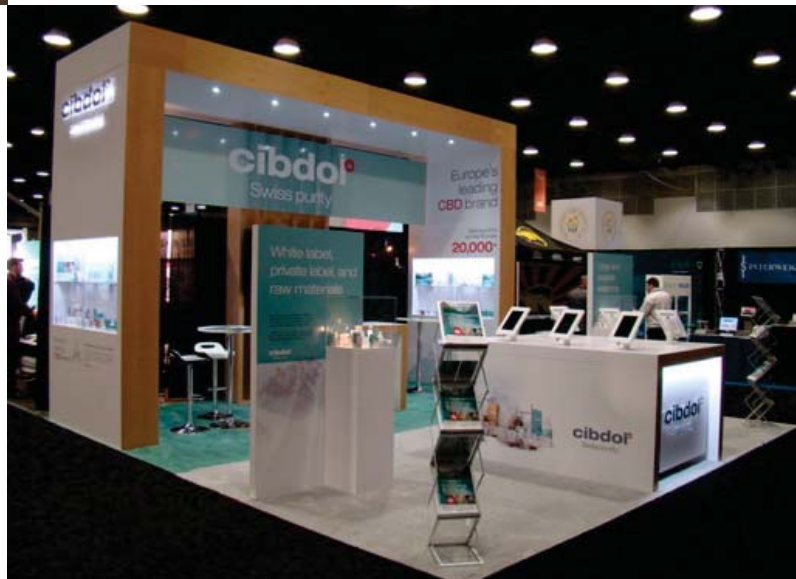
Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

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?

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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		
9.5% 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 **June 28, 2024**. We reserve the right to adjust orders calculated incorrectly.

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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		
9.5% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

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

PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	78.20	101.70	
	Boston fern	89.70	116.60	
	Hanging green plant	89.70	116.60	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	119.60	155.50	
	4' - 5' tall floor plant	147.20	191.40	
	6' tall floor plant	174.80	227.25	

COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	235.75	306.50	
	Large floral arrangement	310.50	403.65	

Please indicate color preference here, if any: _____

The above items are priced on a rental basis only. Prices above include container, installation and removal at the end of show.

All orders will be subject to a \$25.00 delivery fee.

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		
\$25.00 DELIVERY FEE		
9.5% 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 **June 28, 2024**. We reserve the right to adjust orders calculated incorrectly.

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EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

SERVICES

OUR SERVICES INCLUDE THE FOLLOWING:

EXHIBIT VACUUMING

EMPTYING OF WASTEBASKETS

GENERAL HOUSEKEEPING

DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After Second Day	<input type="checkbox"/> After First Day <input type="checkbox"/> After Third Day	
100 Square Feet Minimum Order	X <u> </u> Total Number of Days	X \$1.25 =	<u> </u>

STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After Second Day	<input type="checkbox"/> After First Day <input type="checkbox"/> After Third Day	
100 Square Feet Minimum Order	X <u> </u> Total Number of Days	X \$1.60 =	<u> </u>

ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

A surcharge may be applied for any damage and or staining of exhibit space.

SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
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 **June 28, 2024**. We reserve the right to adjust orders calculated incorrectly.

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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)	\$459.00 per Hour	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$189.50 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Includes 5000 lb Forklift and operator) All day Saturday, Sunday, and holidays	\$575.00 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Foreman) All day Saturday, Sunday, and holidays	\$299.50 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 \$459.00 per Hour \$_____ Total			
OVERTIME _____ Forklift _____ Hours \$575.00 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 \$459.00 per Hour \$_____ Total			
OVERTIME _____ Forklift _____ Hours \$575.00 per Hour \$_____ Total			
			Date Required _____
			Start Time _____

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

***PLEASE ADD 25% FOR ORDERS PLACED AFTER
JUNE 28, 2024.**

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
9.5% SALES TAX		
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.

SIGN & BANNER HANGING LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	Boom lift and two man crew - \$1,025.00 per Hour / minimum 2 hours Additional Rigger(s) - \$189.50 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 - \$1,485.00 per Hour / minimum 2 hours Additional Rigger(s) - \$299.50 per Person per Hour / minimum 2 hours

ESTIMATED SIGN HANGING INSTALLATION REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$1,025.00 per Hour Additional Rigger(s) - \$189.50 per Person per Hour	\$_____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$1,485.00 per Hour Additional Rigger(s) - \$299.50 per Person per Hour	\$_____ Total

ESTIMATED SIGN HANGING DISMANTLE REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$1,052.00 per Hour Additional Rigger(s) - \$189.50 per Person per Hour	\$_____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$1,485.00 per Hour Additional Rigger(s) - \$299.50 per Person per Hour	\$_____ Total

SIGN ASSEMBLY LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$189.50 per Hour / minimum 2 hours
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday and Holidays	\$299.50 per Hour / minimum 2 hours

SIGN ASSEMBLY REQUIREMENTS

DESCRIPTION	DATE REQUIRED	START TIME	REGULAR TIME RATE	OVER TIME RATE	TOTAL
INSTALLATION	____ Laborers _____ Hours	_____	\$189.50 per Hour	\$299.50 per Hour	\$_____ Total
DISMANTLE	____ Laborers _____ Hours	_____	\$189.50 per Hour	\$299.50 per Hour	\$_____ Total

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
 JUNE 28, 2024****

****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****

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

SUPERVISION SERVICES

(PLEASE INDICATE DESIRED SERVICE)

☐ EXHIBITOR SUPERVISED

☐ LEVY SUPERVISED (PLEASE ADD 50% FOR THIS SERVICE)

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% 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****

MOTOR AND TRUSS ORDER FORM & INVOICE

MOTORS & TRUSS

- For custom quotes on truss or lighting, please call our Operations Department
- ELECTRICAL SERVICE requirements to power the motors must be ordered via the official electrical service provider.
- ELECTRICAL or HANGING SIGN LABOR requirements to assemble and hang the truss and motors must be ordered via the official service provider.
- The cost of Material Handling is included in the rates listed below.
- Please select a color for items indicated with *. If no color selection is made, silver will be selected for you.
- Orders received after the deadline date will be charged the Standard Price.

EQUIPMENT

QTY	Description	Advance Rate	Standard Rate	Total
_____	1/4 Ton Motor	\$753.00	\$979.55	\$ _____
_____	One Ton Motor	\$855.50	\$1,112.50	\$ _____
_____	Rotating Motor	\$895.78	\$1,164.51	\$ _____
_____	Half Ton Motor	\$803.50	\$1124.90	\$ _____
_____	12" Box Truss (per ft.) - Silver	\$33.50	\$46.90	\$ _____
_____	12" Box Truss (per ft.) - Black	\$36.85	\$51.60	\$ _____
_____	20.5" Box Truss (per ft.) - Silver	\$43.80	\$61.30	\$ _____
_____	20.5" Box Truss (per ft.) - Black	\$48.20	\$67.45	\$ _____
_____	12" Corner Blocks - Silver	\$179.85	\$231.85	\$ _____
_____	12" Corner Blocks - Black	\$197.85	\$255.00	\$ _____
_____	20.5" Corner Blocks - Silver	\$188.53	\$265.09	\$ _____
_____	20.5" Corner Blocks - Black	\$207.40	\$291.60	\$ _____

PLEASE NOTE: Every motor requires one pick point. Each pick point is \$215.00 and will be charged on show site and added to your final invoice.

Please indicate what you will be hanging with the above equipment:

- _____ Hanging Sign
 _____ Lighting Truss
 _____ Combination of Both

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
9.5% 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 **June 28, 2024**. We reserve the right to adjust orders calculated incorrectly.

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



PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **2024 AAPM Annual Meeting & Exhibition, JULY 21 – 25, 2024** and (if applicable), the display house or builder for the exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify, and forever hold harmless the AAPM, **LOS ANGELES CONVENTION CENTER, LEVY**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting more than 200 lbs. may be verified (metered) on site at the exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

LEVY structural integrity statement



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

2024 AAPM Annual Conference
& Exhibition
July 21 - 25, 2024
Los Angeles Convention Center
Los Angeles, CA

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	\$189.50 per Hour
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$299.50 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$189.50 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	\$299.50 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$189.50 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	\$299.50 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#

***PLEASE ADD 30% FOR ORDERS PLACED AFTER
JUNE 28, 2024.**

**ANY ORDERS PLACED ON SHOW SITE WILL BE
SUBJECT TO A 40% SURCHARGE.**

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.

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 CALIFORNIA. 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



SOLORATE

ONE RATE. ONE FEE.

LEVY
EXPOSITION SERVICES INC.



THE SIMPLIFIED PRICING OF PAYING PER POUND INCLUDES:

- Receiving and unloading your materials at the advance warehouse.
- Secure storage of materials for up to 30 days before the show.
- Transfer to show-site, unload, and deliver materials to your booth.
- Removal and storage of empty containers during the show.
- Returning empties from storage at the close of the show.
- Outbound loading of your materials onto your carrier of choice or Levy's official carrier.



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

**2024 AAPM Annual Conference
& Exhibition**
July 21 - 25, 2024
Los Angeles Convention Center
Los Angeles, CA

SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE LOS ANGELES CONVENTION CENTER, WE HIGHLY RECOMMEND THAT ALL MATERIALS BE SHIPPED TO OUR ADVANCE WAREHOUSE IN ORDER TO AVOID POTENTIAL DELAYS IN UNLOADING AT SHOW SITE.

Material Handling Service:

Levy Exposition Services Inc. is the exclusive provider of Solo Rate Material Handling Services for AAPM 2024. Solo Rate Material Handling Services include:

- receiving and unloading your exhibit materials at the advance warehouse
- storage of exhibit materials for up to 30 days prior to the show
- transportation to show site, unloading and delivery of exhibit materials to your booth space,
- removal and storage of your empty containers during the event
- return of your empty containers at the close of the event
- outbound loading of your materials onto your carrier vehicle of choice at show site

You have the choice to ship to the advance warehouse prior to the show or to ship directly to the show site where your materials must arrive within the exhibitor move-in dates and times.

SOLO RATE MATERIAL HANDLING DESCRIPTIONS

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

Advance Receiving: Shipment(s) received at the Advance Warehouse *between June 13, 2024 and July 11, 2024*.

Early Move-In/Late to Warehouse/Off Target/Authorized Target Move-in: Shipment(s) received at the Advance Warehouse *prior to June 13, 2024 or after July 11, 2024*. Shipments received at show site prior to **8:00 am on July 18, 2024**. Shipments received during Authorized Target Move-in hours.

Show Site Receiving: Shipment(s) shipped to and received at the **Los Angeles Convention Center**. Shipments cannot be received at the **Los Angeles Convention Center** prior to **8:00 am on July 18, 2024**.

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after **July 11, 2024** could incur a \$650.00 delivery fee if a dedicated truck is required to deliver freight to show site.

Advance and Direct Shipment Rates	Price per lb.
Advance Warehouse Receiving Rate	\$2.79
Show Site Receiving Rate.....	\$2.65
Early Move-In/Late to Warehouse/Off Target/Authorized Target Move-in.....	\$3.25
Dedicated Delivery from Advance Warehouse (in addition to material handling rates).....	\$650.00 (flat fee)

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 in LBS	Price Per lb.	Estimated Total Charges
Advance Receiving - 1 crate, 2 boxes	298	\$2.79	\$831.42

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

RATE ADJUSTMENT (OFFICE USE ONLY)

SUBTOTAL

TOTAL US DOLLARS

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:

AAPM 2024
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS NV, Inc.
8001 Telegraph Rd
Pico Rivera, CA 90660

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 13, 2024** and no later than **July 11, 2024**. **Shipments that arrive prior to June 13, 2024 or after July 11, 2024 will be subject to the rate of \$3.25 per pound.**

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER JULY 11, 2024 COULD 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:

AAPM 2024
COMPANY NAME & BOOTH #
Los Angeles Convention Center
c/o Levy Exposition Services Inc.
1201 S Figueroa St
Los Angeles, CA 90015

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE LOS ANGELES CONVENTION CENTER PRIOR TO 8:00 AM ON THURSDAY, JULY 18, 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 CALIFORNIA 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 LOS ANGELES, CALIFORNIA.
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.
8001 Telegraph Rd
Pico Rivera, CA 90660

EVENT NAME:

AAPM 2024

NO. _____ # of _____ PCS.



ADVANCE WAREHOUSE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
8001 Telegraph Rd
Pico Rivera, CA 90660

EVENT NAME:

AAPM 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 # _____

Los Angeles Convention Center
c/o Levy Exposition Services Inc.
1201 S Figueroa St
Los Angeles, CA

Los Angeles Convention Center
c/o Levy Exposition Services Inc.
1201 S Figueroa St
Los Angeles, CA

EVENT NAME:

AAPM 2024

EVENT NAME:

AAPM 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.



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FREIGHT & CUSTOMS ORDER FORM

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 Only <input type="checkbox"/> Customs Only <input type="checkbox"/> Freight & Customs <input type="checkbox"/> Return Only																																	
2a PICK-UP LOCATION	3 DELIVERY TO ADDRESS																																
Company Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ Email _____ IRS/Tax ID# _____		Exhibiting Company Name _____ Booth # _____ Show Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Onsite Contact _____ Cell Phone # _____																															
2b SERVICES	4 RETURN TO																																
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 _____		<input type="checkbox"/> Check Box if the Return address is the same as 2a Consignee: _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ PU Date _____ Arrive by _____																															
5 PACKAGE INFO	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">PCS</th> <th style="width: 60%;">DIMENSIONS (L x W x H)</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> </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 W x H)	WGT																									TOTAL PIECES		TOTAL WEIGHT
PCS	DIMENSIONS (L x W x H)	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 8% per \$1000, Min \$80. Exclusion: Does not include TV(s)/Monitor(s)																																	
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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 June 28, 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 **Los Angeles 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., American Association of Physicists in Medicine, 2024 AAPM Annual Meeting & Exhibition, and the Los Angeles Convention Center as additional insured's by June 28, 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 June 28, 2024. If this form and the certificate of insurance from the non-official contractor is not received by June 28, 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 \$200.00

STORAGE RATES:

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

0 - 25	square feet	\$175.00
26 - 50	square feet	\$225.00
51 - 100	square feet	\$275.00
101 - 150	square feet	\$325.00
151 - 200	square feet	\$375.00

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	\$189.50 per Hour
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday and Sunday	\$299.50 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



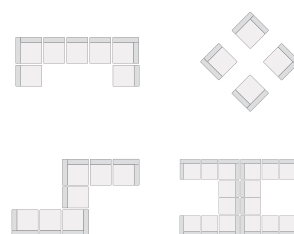
Function Armless Chair

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



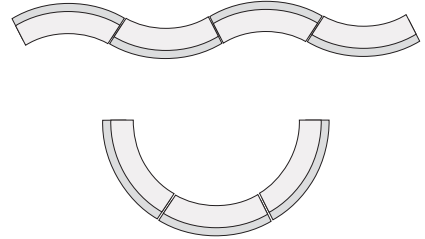
Continental Curved Bench

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



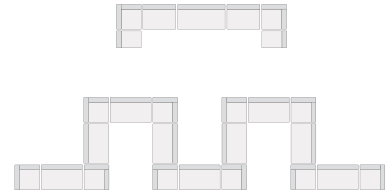
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

Modular Seating Collection



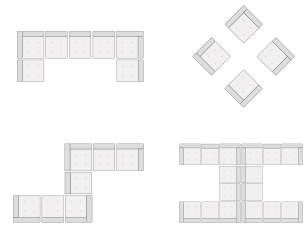
Boca Corner

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

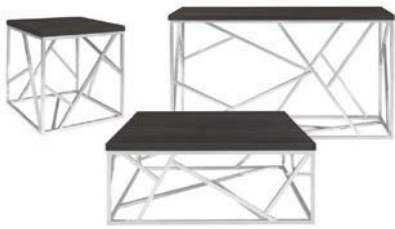
End Table Satin Steel
15"Square x 16"H
Cocktail Table Satin Steel
46"W x 15"D x 16"H



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	2024 AAPM Annual Meeting & Exhibition	Company Name	
Show Dates	July 21 - 25, 2024	Onsite Contact Name	
Venue Name	Los Angeles Convention Center	Onsite Contact Cell #	
Venue Address	1201 S Figueroa St	Delivery Date	Time
	Los Angeles, CA 90015	Pickup Date	Time
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		\$ -



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Late Fee %		\$	-
Sub Total		\$	-
Sales Tax %	9.50%	\$	-
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:					

AAPM Conference

July 21-24, 2024



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LOS ANGELES

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EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
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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:

A woman with blonde hair, wearing a black top, is sitting at a desk in a modern office setting. She is looking down at a smartphone in her hands while a laptop is open in front of her.

INTERNET

A man in a white dress shirt and black tie is smiling and pointing at a screen or document on a desk.

TELEPHONE

A close-up shot of a black remote control with a numeric keypad and various function buttons, set against a blurred background.

CABLE TV

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.

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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 21 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

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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 21 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

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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 21 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

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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 21 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

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NEED CABLE TV SERVICES?

Smart City Networks is the exclusive provider of **CABLE TV SERVICES**. Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

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****Cable services may require a deposit in some locations.**

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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

ON-SITE WIRELESS SERVICES

LOS ANGELES CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

1 day for \$79.99
3 days for \$227.97
5 days for \$359.95

HOW TO CONNECT TO EXHIBITOR INTERNET

1. Open Wi-Fi settings on your device and select "Exhibitor Internet".
2. First time users will be asked to create an account and select a purchase option.
3. Follow the on-screen instructions to get connected.

COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

HOW TO CONNECT TO COMPLIMENTARY INTERNET

1. Open Wi-Fi settings on your device and select "Free Internet".
2. First time users will be asked to create an account and verify their email address to get connected.

For questions regarding on-site wireless services, please call Smart City Networks at 213-765-4647. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.





TEMPORARY STRUCTURES

All structures and related sub-assemblies must be designed, assembled, and configured so that the entire temporary structure project and all related components are structurally sound and seismically stable. Furthermore, all said structures must be designed and built as per all applicable national, state, and local building and fire codes in seismic zone #4.

Licensee and Licensee's designated general service contractor are responsible for assuring that temporary structures are designed and built with the highest structural integrity according building code to safeguard the facility and personnel.

An isometric rendering of any structure that meets the temporary structure criteria outlined below must be submitted to the LACC no later than (30) days prior to move-in. Upon review and approval LACC management, License/exhibitor is required to file for a temporary structure permit with City of Los Angeles Building and Safety Department (LADBS).

TEMPORARY STRUCTURE

Structures and exhibits with any of the following elements are defined as temporary structures that require review/approval by LACC managed along with LADBS permit.

- Structures over 12' in height
- 2-story structures
- Platforms and stages exceeding 30 inches in height above the floor intended to carry live load, or stair/steps exceeding 48 inches in height above the floor intended to carry live loads.
- Expansive (15' or more) 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
- Video wall structures exceeding 15' in height (single or multiple screens)

SUBMISSION & REVIEW PROCESS

STEP (1). Submit isometric renderings of the proposed temporary structure to [LACC Event Services](#) and show management (upon request).

STEP (2). Submit for a temporary structure permit through LADBS. Send in stamped, engineering plans to the LADBS inspector and schedule onsite inspection of the structure. Please see section below for guidance on submitting a temporary structure permit.

STEP (3). Send the LADBS temporary structure permit application confirmation to show management (upon request) and [LACC Event Services](#) (required).

STEP (4). Be available with copies of the stamped engineering at your booth/structure on the scheduled inspection date.

STAMPED ENGINEERING PLAN

Engineered plans drawn to scale at a minimum size of 11"x17" are to be sent to the LADBS inspectors division no later than two (2) weeks prior to move-in. The plan should include the following:

- Event name and dates;
- Exhibitor name and booth # (or location);
- Floor plan noting location of the structure
- Inclusion of all required architectural and structural details in order to be reviewed and approved by licensed Structural or Civil Engineer registered in the State of California.
- State of California's engineer's original "wet stamp", signature, and current date of license expiration.

Please note that the LACC Fire Marshal will not review any temporary structure plans without an engineer's wet-stamp.

IMPORTANT:
SUBMISSION PROCESS MUST BE COMPLETED NO LATER THAN (2) WEEKS PRIOR TO MOVE-IN DAY. LATE SUBMISSIONS MAY NOT BE CONSIDERED FOR REVIEW.

LADBS PERMIT FEES & INSPECTIONS

Final approval of temporary structures is contingent on an onsite inspection conducted by the City of Los Angeles Building & Safety Department and the LACC Fire Marshal. Standard inspections can be schedule with [LADBS](#) on Monday-Friday at 9am-4pm. Inspections scheduled outside of this period or on a City-recognized holiday may be subject to additional fees.

It is important to schedule temporary structure permits with enough lead time to event start. In the event, the on-site inspection identifies a violation or discrepancy to the building or fire code, Licensee or exhibitor are solely responsible for making the necessary corrections prior to show open.

GENERAL DESIGN GUIDELINES

Structural elements to consider include, but not limited to, the following. Please visit City of Los Angeles Building and Safety for complete information.

- **Staging.** Live load rating of the stage, platform, or 2nd story deck. The code requires a **minimum** rating of 125 lbs. per sq. ft.
- **Stairs.** Stair detail showing the rise and tread depth of each stairway. The code requires the **maximum** rise (measurement from the top of one step to the top of the next step) to be 7 inches. The code requires the minimum tread depth (measurement of tread from front to back, or heel to toe), to be 11 inches along any portion of the step(s). Spiral stairways are not allowed at the LACC. The minimum width (clearance) for stairways is 36 inches. Handrails that protrude into the stairway must be considered when determining clearance. The clearance must be measured from the edge of the handrail to the opposing handrail/guard rail.



- **Guard Rails.** Guard railing detail showing height of railing and the internal make up (construction) of the railing. The code requires the guard railing to be a minimum 42 inches high on platforms, decks, stairways, and stair landings. The internal construction and make-up of the guard railing must be such that a 4 inch sphere cannot pass through any portion of the guard railing, and engineered to withstand the force of person(s) falling into said railing, thereby protecting them from falling through. The code requires all stairs taller than 30 inches to have a handrail installed at a height of 34 to 38 inches above the step(s).
- **Towers and Narrow Walls.** For proper seismic stability, the height to base ratio in each direction (width and depth) should be a maximum of 3 to 1 respectively. If a wall or tower is 15' high, the base dimensions should be at least 5' wide and 5' deep. Towers or walls designed to have a greater ratio than 3 to 1 can be seismically secured by installing seismic support cables from the top of the structure to rigging points in the ceiling (where available), or by possibly adding weight to the base and lowering the center of gravity.
- **Covered Structures.** Exhibits containing structures that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an automatic fire sprinkler system. The allowable amount of covered area in LACC meeting rooms may be substantially less than 750 sq. ft. Please refer to the facility's Covered Areas guidelines for more information.
- **Door Handles.** All door handles must be a lever type handle to accommodate those with disabilities. The old cylindrical type of handle (door knob) is no longer approved.
- **Maximum Occupancy – Exhibit Floor Level.** Rooms and/or spaces created within an exhibit that have only one exit path from the room or space are limited to a maximum occupancy of 49 persons. All spaces designed for occupancy greater than 49 persons must have at least two (2) exits located at opposite ends of the room/space. Note: Depending on conditions and design, the Fire Marshal may require a 2nd exit with occupancy of less than 49 persons.
- **Maximum Occupancy – Elevated Decks.** Two (2) story structures that have only one (1) stairway accessing the 2nd level are limited to a maximum occupancy of nine (9) persons. To achieve a greater occupancy than nine (9) persons, two (2) "separate" stairways that access the 2nd level from two (2) opposing sides must be provided. The concept here is to create another form of exiting from the 2nd level in the event one (1) exit becomes blocked.
- **Corridors.** The maximum length for any corridor or series of corridors allowing only one way in and out (dead-end) is 20'. To further clarify, the distance a person must travel from the end of a corridor or narrow pathway (dead-end) to an open space containing an exit cannot exceed 20'. Corridors longer than 20' must be open on both ends to allow exiting. Conference rooms or exhibit spaces that extend beyond a 20' corridor may require a second exit within the room/space. Exhibitors planning the use of corridors are urged to send renderings and drawings of their proposed plan while in the concept design phase to assure that said design will be approved.
- **Exit Plan.** Exhibits that are 400 sq. ft. or larger must submit an "exit plan" for the Fire Marshal's review and approval. Drawings shall be represented in "plan view" and shall contain arrows that denote all of the paths in & out of the booth space or LACC meeting room space. The exit plan shall also show the respective dimensions (clearances) of doors, corridors, and other pathway structures that limit the exit path. Dimensions must be in feet and inches.
- **Recessed Exit Doors.** Exit doors must swing open in the direction of traffic exiting the exhibit. Exit doors shall remain unlocked during all show hours, and during all times in which people are in the respective booth. Exit doors cannot swing open (protrude) into any egress aisle designated by the Fire Department. Exit doors that must lead to the egress aisles must be recessed so that exiting into the aisle is accomplished while preventing the door from physically swinging into the fire aisle.
- **Stair and Turntable Delineation.** The front edge of the first and last step in a series of stairs must be delineated with a contrasting color to indicate the beginning and end of each respective stairway. Where landings are used, the stairway on each side of the landing (above & below) must be delineated. Regarding turntables or other approved moving floor structures, the entire surface of any moving turntable must be in contrast to the finish of the surrounding (stationary) floor to clearly delineate the moving element. Delineation may be done by means of color, texture, material, etc., as long as an acceptable contrast and delineation is accomplished.
- **Fire Alarm & Suppression Devices.** Exhibitors with booth spaces containing any LACC fire related alarm or suppression device(s) such as: pull alarms; fire bells; fire hose cabinets or reels; fire extinguishers; sprinkler heads; fire sprinkler shut-off valves; etc., must design their exhibit in such a manner that does not impede or limit the operation, and/or access to said devices. Exhibitors are encouraged to check with the general service contractor to determine if fire related devices are located within their booth space. Further, all signage associated with said devices and/or any of the building's permanent "EXIT" signs must be visible to the public from various vantage points as intended. Exhibitors can seek approval, via written request, to cover exiting signs with temporary supplemental signage that accomplish the intended purpose of the original sign(s). Request must include renderings/drawings and related details of the proposed project. Exhibitors are responsible for creating and installing all approved temporary supplemental signage.

TEMPORARY STRUCTURE PERMIT PROCESS

Los Angeles

CONVENTION CENTER

Managed By



STEP 1

REGISTER FOR CITY OF LOS ANGELES LOGIN

- Register for a City of Los Angeles Angeleno login.
- Confirm login via the email account registered.

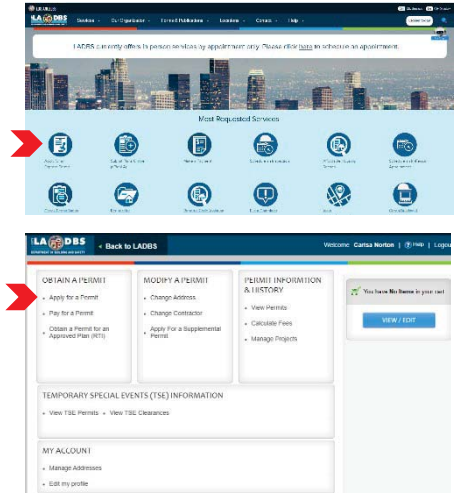


STEP 2

SUBMIT FOR LADBS PERMIT APPLICATION

NOTE: You may initiate this step as early as you like once you have a concept of your temporary structure and the name and license # of the structural engineer who will stamp off on your project.

- Visit [City of LA Department of Building and Safety \(LADBS\)](#) and click on Apply for Express Permit. Use your Angeleno login to enter.
- Once in the LADB permit portal, click [Apply for a Permit](#)
- Enter the address: **1301 S FIGUEROA ST 90015** (Enter address as shown here. Omit any commas or periods)
- Applicant Information Page:** Verify information and click [next].
- Project Selection Page:** Click on [new project], enter show/event name as the [project name] and click [submit].
- Permit Application Page:** Choose [temporary special event the [permit type] and click [next].
- Temporary Special Event Questionnaire Page:** Answer the following questions, then click [next]
 - Is event in Public Right of Way? [NO]
 - Is event held in residential property? [NO]
 - Is permit for Farmer's Market? [NO]
 - Is event being held at the LACC? [YES]
- Event Contact Information Page:** Click on [same as applicant information] and click [next].
- Event Information Page:** In the [event name] field, be as descriptive as possible. For example, "Company ABC – Main Stage" or "Company ABC, Multi-Level Booth." Choose your inspection date and time.
- Site Information Page:** Choose type of temporary structure, engineer information who stamped the plans and detailed work description.
- Accept** the LADBS Temporary Structure Bulletin.
- Permit Fee Review:** Click [next] after reviewing fee structure.
- Declaration Page:** Accept and Add to Cart
- Check Out and Pay:** Finish the permit application process by checking out and paying for permit fees.



STEP 3

LADBS APPLICATION CONFIRMATION & PERMIT

- You will receive confirmation email from LADBS with an attachment of the permit application and the permit #.
- Forward this confirmation to [LACC Event Services](#) and to show management.





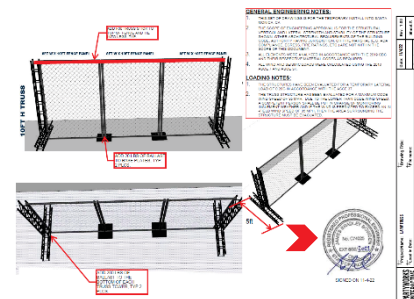
STEP 4

SUBMITTING STAMPED ENGINEERING PLANS

NOTE: This step must be completed no later than (2) weeks prior to event start.

Email stamped engineering plans to LADBS inspectors – please copy all:

Inspector Felix Ceballos | felix.ceballos@lacity.org
Inspector Dan Varnum | daniel.varnum@lacity.org
Inspector Adam Burgess | adam.burgess@lacity.org



STEP 5

ONSITE INSPECTION

- LADBS inspector will conduct onsite walkthrough of the temporary structure location as scheduled on the LADBS permit application.
- Be available in the booth or structure location to answer questions the LADBS inspector may have.
- Have a copy of the stamped engineering handy in the event the LADBS inspector needs to reference back to it.
- Once LADBS completes a satisfactory inspection, a formal, signed LADBS temporary structure permit will be issued to the exhibiting company or the LADBS applicant company on file.

[illegible]