

APSCON / APSCON UNMANNED 2025

July 14 – 18, 2025
Phoenix Convention Center
Phoenix, AZ

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to **APSCON / APSCON UNMANNED 2025**.

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

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

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at 253 437 0031 or via email at operations@levyexpo.com. We will be happy to assist you in any way possible to ensure that you have a successful experience at **APSCON / APSCON UNMANNED 2025**.

Thank you and we look forward to servicing your needs at **APSCON / APSCON UNMANNED 2025** in **Phoenix, AZ**.

Sincerely,

Levy Exposition Services, Inc.

SERVICE CONTRACTOR CONTACT:	LEVY EXPOSITION SERVICES INC. 14900 Interurban Avenue S., Suite 271 Seattle, WA 98168 T: 253 437 0031 F: 253 437 0032 E: operations@levyexpo.com	
LOCATION:	Phoenix Convention Center (North) 100 N. 3 rd St. Phoenix, AZ 85004	
EXHIBITOR MOVE-IN:	Monday, July 14, 2025 <i>Aircraft Fly In (as scheduled by APSA safety)</i> Tuesday, July 15, 2025 Wednesday, July 16, 2025	8:00 am – 5:00 pm 8:00 am - Completion 8:00 am – 5:00 pm 8:00 am – 2:00 pm
EXHIBITION DATES:	Wednesday, July 16, 2025 Thursday, July 17, 2025 Friday, July 18, 2025	5:00 pm – 8:00 pm (<i>Opening Reception</i>) 10:30 am – 4:00 pm 10:00 am – 2:00 pm
EXHIBITOR MOVE-OUT:	Friday, July 18, 2025 Saturday, July 19, 2025 **Please note that all exhibit materials must be removed from the exhibit Facility by 12:00 pm on Saturday, July 19, 2025.	2:00 pm – 9:00 pm 8:00 am – 12:00 pm
BOOTH EQUIPMENT:	Each 10' x 10' booth space includes the following: <ul style="list-style-type: none"> • 8' high drapery backwall – black • 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>	
aisle CARPET:	The aisles will be carpeted in the color bluejay (blue and white speckle).	
CEILING HEIGHT:	The ceiling height in the exhibit hall is 35 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 23, 2025 .	
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.	
ELECTRICAL SERVICES:	Commonwealth Expo Electric is the official service provider for Electrical services. To order services, please see pages 80 – 82 .	
SMARTCITY SERVICES:	Smart City is the official service provider for Internet, Telephone and Cable services. To order services, please see pages 83 – 86 .	
AUDIO VISUAL SERVICES:	AVPG is the official service provider for Audio Visual services. To order services, please see pages 87 – 88 .	

CATERING SERVICES:

Aventura Catering is the official service provider for Catering services. To order services, please see **pages 89 – 97**.

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 9, 2025 – July 7, 2025. Shipments arriving before or after these dates will incur an early/late surcharge.

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

APSCON 2025
Exhibiting Company Name
Booth # ____
Levy Exposition Services, Inc.
c/o Liberty CFS
5620 West Lower Buckeye Road
Phoenix, AZ 85043

All **DIRECT** shipments should not arrive prior to 8:00 am on **Monday, July 14, 2025**. Shipments arriving prior to this time will be refused.

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

APSCON 2025
Exhibiting Company Name
Booth # ____
Phoenix Convention Center
c/o Levy Exposition Services, Inc.
100 N. 3rd St.
Phoenix, AZ 85004

DISMANTLE AND MOVE-OUT INFORMATION:

All exhibitor materials **MUST** be removed from the facility by 12:00 pm on Saturday, July 19, 2025. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 9:00 am on Saturday, July 19, 2025. 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.

ONLINE ORDERING INSTRUCTIONS

We are pleased to offer online ordering for **APSCON / APSCON UNMANNED 2025**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

Our online ordering links are unique to each exhibitor and are generated when exhibitors are imported to our online system. This creates a streamlined experience for exhibitors and eliminates the need to create a username and password.

1. You will receive an email from Levy Exposition Services with a copy of the PDF Exhibitor Kit and your account specific online ordering link. —————→
NOTE: If you do not receive your email, please email agaudet@levyshow.com and you will be sent one directly.

Levy Online Ordering Link:

[Click here to begin online ordering](#)

2. Once you have accessed the online ordering portal, you will be directed to the Welcome Page where you can access the Exhibitor Kit, Show Facts and other ancillary service forms. To begin online ordering, you can click the red "Order Booth Services" button. —————→
5. After making your service or rental selections, click the "Add to Cart" button. Once you have finished adding all items or services to your cart, click on the "My Cart/Orders" tab on the menu at the top of the page to view your order.
6. To complete your purchase click on the "Proceed to Checkout" button.
7. Complete your billing details and enter your credit card information to confirm and complete the order.
NOTE: Alternatively, to expedite the check out process, you may enter your card details before online shopping by clicking the "My Profile/CC" tab on the menu at the top of the page, then click "Credit Cards" and fill out the required information.

Exhibitor Information

ETK TEST
Booths: LEVY

Order Booth Services

Exhibitor Kit

Show Facts

Please click the blue links above for important show information and services.

OTHER HELPFUL INFORMATION:

1. To find your username and password, please click on the "My Profile/CC" tab on the menu at the top of the page.
2. To access and view your invoice(s), please click on the "My Invoice" tab on the menu at the top of the page.

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.

SHOW SITE WORK RULES IN ARIZONA

To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that Levy labor will be required for certain aspects of your exhibit handling.

To help you understand the show site work rules, we ask that you read the following.

EXHIBIT INSTALLATION AND DISMANTLING

Stagehand Local #336 has jurisdiction via a labor agreement with Levy for the erection, touch-up, dismantling and repair of all exhibits when this work is done by persons other than your fulltime company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

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

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

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

To secure labor, please complete the labor forms enclosed.

MATERIAL HANDLING

Stagehand Local #336 has jurisdiction via a labor agreement with Levy for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

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

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

GRATUITIES

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

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to Levy's jurisdiction or practices must be directed to a Levy management representative.

EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

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

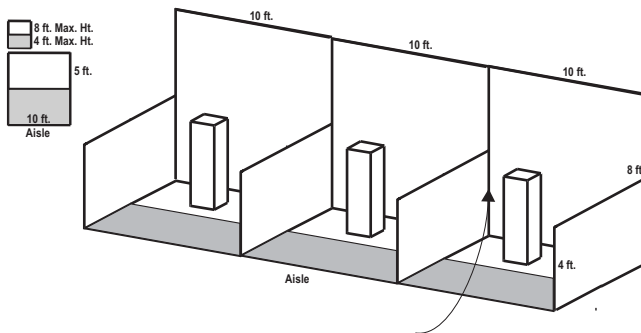
STANDARD BOOTH

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

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

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

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



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

Note: Booth drape is set at 8 ft max.

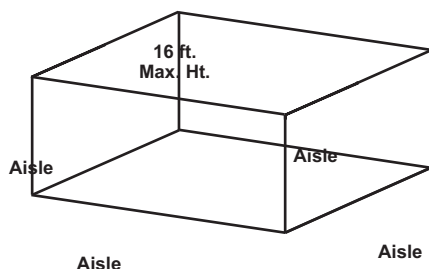
Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

ISLAND BOOTH

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

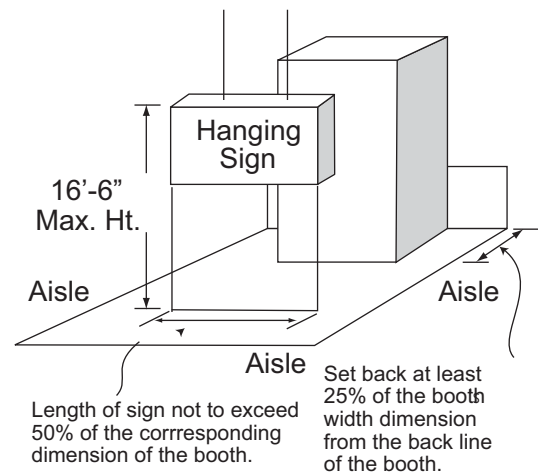
Dimensions: An Island Booth is 20'x30' or larger, although it may be configured differently.

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



HANGING SIGN BOOTH

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



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

Please note that the ceiling height in the Exhibit Hall is 35 feet.

THIRD PARTY BILLING REQUEST

COMPANY		BOOTH NUMBER		Deadline Date June 23, 2025
ADDRESS	street city state/province zip/postal code country			
PHONE	FAX	PURCHASE ORDER NUMBER		<i>All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.</i>
AUTHORIZED CONTACT SIGNATURE X		AUTHORIZED CONTACT - PLEASE PRINT DATE		

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

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

EXHIBITING FIRM

EXHIBITING FIRM _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

THIRD PARTY

THIRD PARTY _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

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

EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION

CARDHOLDER'S BILLING ADDRESS

CITY _____ PROV. / STATE _____

POSTAL/ZIP CODE _____ COUNTRY _____

TODAY'S DATE _____ MONTH / DAY / YEAR

CARD NUMBER

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ CHECK

EXPIRY DATE CVCC

CARDHOLDER NAME
 (PLEASE PRINT)

SIGNATURE _____

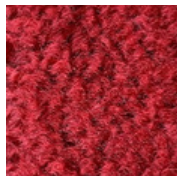
xpo21_creditcard

CARPET and DRAPE

Standard carpet color options



Blue



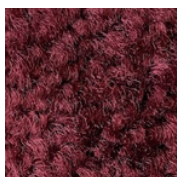
Red



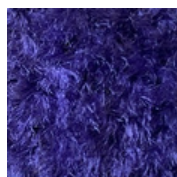
Teal



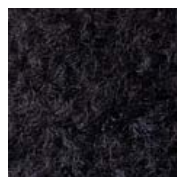
Grey



Burgundy



Purple



Black

Drape color options



Blue



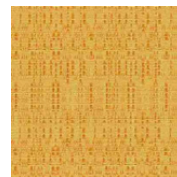
Red



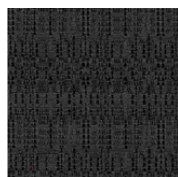
Teal



White



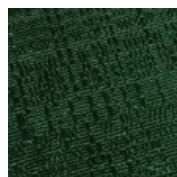
Gold



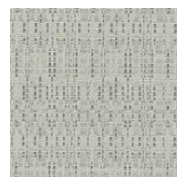
Black



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.	1,008.00	1,716.00	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	6.10	7.93	

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

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$7.50/ft	\$9.75/ft	
_____ lin. ft. of 8' high drape	\$11.50/ft	\$14.95/ft	

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

PLEASE NOTE: THE DRAPE PROVIDED WITH YOUR BOOTH SPACE CANNOT BE CHANGED WITHOUT SHOW MANAGEMENT APPROVAL.

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	2.75	3.58	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.50	1.95	

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	32.00	41.60	
	Chrome coat tree	125.00	162.50	
	Aluminum easel	48.00	62.40	
	Chrome sign holder 22" X 28"	140.00	182.60	
	Chrome stanchions	29.00	38.00	
	Velvet stanchion ropes - blue	29.00	38.00	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.6% 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 23, 2025**. 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



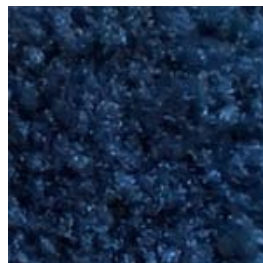
Beige



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*

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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 23, 2025** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	\$8.20 per sq. ft.	\$10.66 per sq. ft. =\$_____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$2.75 per sq. ft.	\$3.58 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

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.6% 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



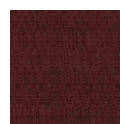
Red



Black



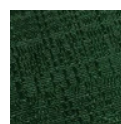
Teal



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		252.00	328.00	
6' x 2' Skirted		215.00	280.00	
4' x 2' Skirted		190.00	247.00	
Fourth side of table skirted		61.00	79.30	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		115.00	150.00	




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

 TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		296.00	385.00	
6' x 2' Skirted		245.00	319.00	
4' x 2' Skirted		220.00	286.00	
Fourth side of table skirted		61.00	79.30	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		140.00	182.00	

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

 PEDESTAL TABLE 30" DIAMETER				
30" Table height		220.00	286.00	
40" Counter height		240.00	312.00	

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR		154.00	200.20	
 FABRIC SLED BASE ARMCHAIR		172.00	223.60	
 FABRIC HIGHBACK STOOL		215.00	279.50	

SPECIAL INSTRUCTIONS

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RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.6% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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


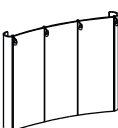



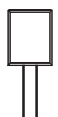
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xpo21_tablechair

SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		150.00	195.00	
 POP-UP BOOTH 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black		2,110.00	2,743.00	
 BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material		170.00	221.00	
 PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		39.00	50.70	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		48.00	62.40	
 CHROME SIGN HOLDER 22" x 28"		140.00	182.00	

ACCESSORIES

 TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall		70.00	91.00	
 <input type="checkbox"/> CHROME CLOTHING STAND <input type="checkbox"/> CHROME BAG HOLDER		125.00	162.50	
 CHROME COAT TREE		125.00	162.50	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.6% 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 23, 2025**. 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.

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.



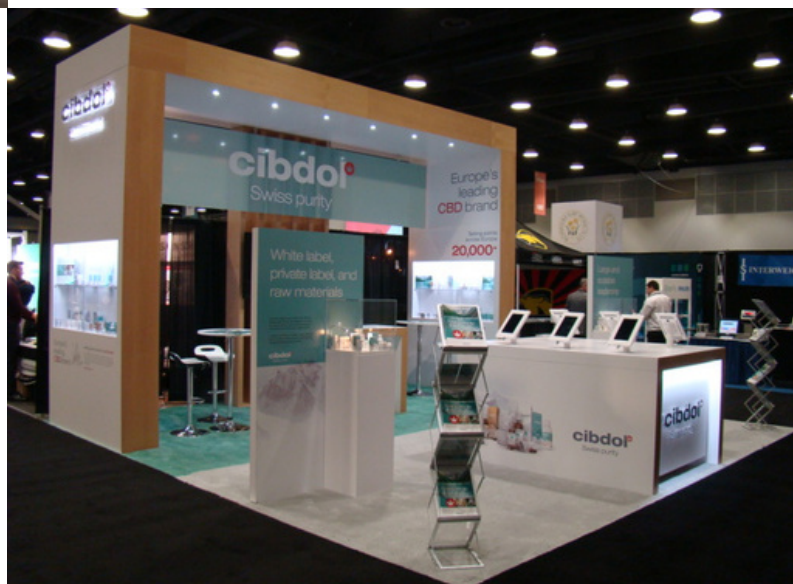
Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

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.



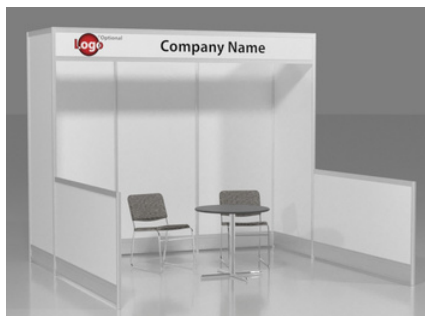
RENTAL EXHIBITS

10' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

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

Package A1 Base



Package A2 Deluxe

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

Package B1 Base

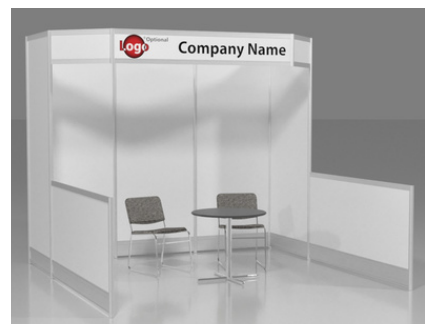
- Curved header - block letters - black (logo extra)
- Curved front display counter



Package B2 Deluxe

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

Package C1 Base

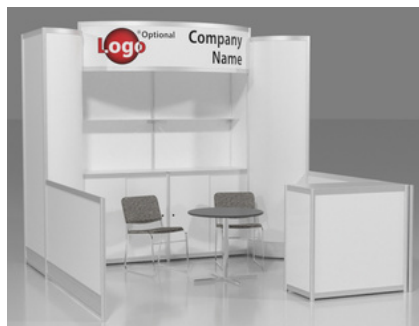


Package C2 Deluxe

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

Package D1 Base

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



Package D2 Deluxe

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

**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

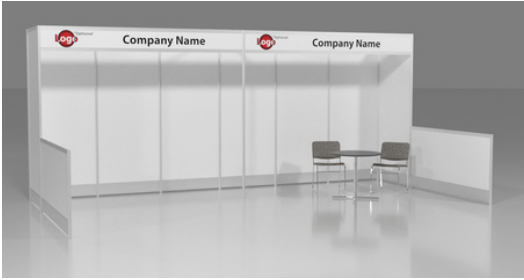
10' x 20' Hardwall Rental Exhibit Booths

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)



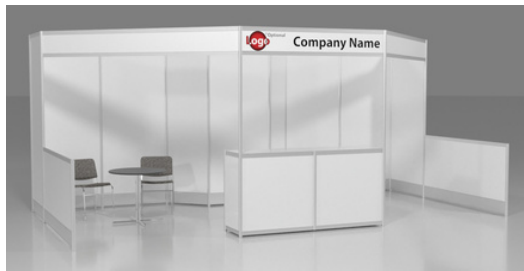
Package F2 Deluxe

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



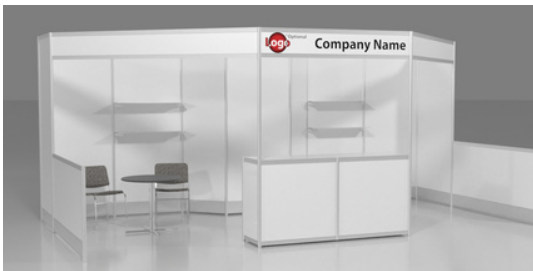
Package G1 Base

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



Package G2 Deluxe

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



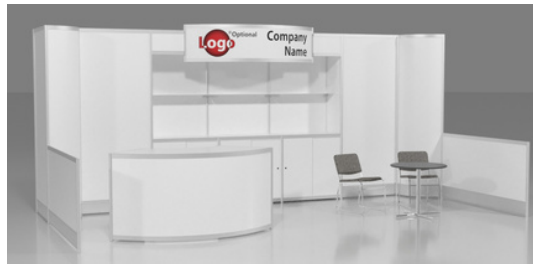
Package H1 Base

- 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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operations@levyexpo.com

www.levyexpo.com

RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

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

Description: 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		4,360.00	5,668.00	
PACKAGE A2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,710.00	6,123.00	
PACKAGE B1 Basic - Corner base package booth with curved counter, 1 curved header sign		4,840.00	6,292.00	
PACKAGE B2 Deluxe - Base package + enclosed corner counter, (2) 10" deep shelves		5,110.00	6,643.00	
PACKAGE C1 Basic - Base package with header		4,500.00	5,850.00	
PACKAGE C2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,050.00	6,565.00	
PACKAGE D1 Basic - Base package with oversized header, (2) built-in back counters		5,240.00	6,812.00	
PACKAGE D2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,480.00	7,124.00	

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		7,290.00	9,477.00	
PACKAGE E2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		7,931.00	10,310.00	
PACKAGE F1 Basic - Base package with headers, storage and drape door, (2) built-in counters		7,815.00	10,159.00	
PACKAGE F2 Deluxe - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		8,775.00	11,407.00	
PACKAGE G1 Basic - Base package with header, (1) built-in counter		8,280.00	10,764.00	
PACKAGE G2 Deluxe - Base package + (2) 10" deep shelves		8,744.00	11,368.00	
PACKAGE H1 Basic - Base package with oversized curved header, (3) built-in back counters		9,270.00	12,051.00	
PACKAGE H2 Deluxe - Base package + (2) 10" deep shelves, (1) curved front counter		9,994.00	12,992.00	

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		80.00	104.00	
1 meter Shelves		70.00	91.00	
Spot Lights (For use with rental unit)		90.00	117.00	
Literature Pockets 8 1/2" x 11"		40.00	52.00	
Nylon Loop Fabric Panel per sq.ft. **contact for available color options		\$5.25 sq.ft.	6.83 sq.ft.	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.6% 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 23, 2025**. 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

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*

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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)		695.00	904.00	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		880.00	1,144.00	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		830.00	1,079.00	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		970.00	1,261.00	
CABINET "C"	1 meter Show Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		960.00	1,248.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,030.00	1,339.00	
CABINET "D"	2 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		980.00	1,274.00	
	2 meter Cabinet + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		1,370.00	1,781.00	
CABINET "E"	1 meter Curved cabinet (open back)		860.00	1,118.00	
	Curved cabinet + custom graphic panel		1,120.00	1,456.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		940.00	1,222.00	
	Curved cabinet w/ doors + custom graphic panel		1,205.00	1,567.00	

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

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.6% 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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GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	41.00	53.00	
	7" x 44"	48.00	62.00	
	11" x 14"	58.00	75.00	
	14" x 22"	73.00	95.00	
	22" x 28"	92.00	120.00	
	28" x 44"	138.00	179.00	

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

OPTIONAL SERVICES

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

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

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

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

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

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

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

CHOOSE YOUR LAYOUT

☐ Vertical

☐ Horizontal

Levy Exposition Services Inc.
to design layout

LETTER COLOR SELECTIONS

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

SPECIAL INSTRUCTIONS

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.6% 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	72.00	93.60	
	Boston fern	84.00	109.20	
	Hanging green plant	84.00	109.20	

LIVE TROPICAL PLANTS

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

COLORFUL FRESH CUT FLOWERS

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

Please indicate color preference here, if any: _____

The above items are priced on a rental basis only. 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		
8.6% 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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Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyexpo.com

APSCON / APSCON UNMANNED 2025
July 14 - 18, 2025
Phoenix Convention Center
Phoenix, AZ

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 _____ Total Number of Days	X \$0.88 =	_____

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 _____ Total Number of Days	X \$1.05 =	_____

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****

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xpo21_clean.cdr

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)	\$310.00 per Hour	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$148.00 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Includes 5000 lb Forklift and operator) All day Saturday, Sunday, and holidays	\$390.00 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Foreman) All day Saturday, Sunday, and holidays	\$262.00 per Hour	

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.
STRAIGHT TIME _____ Forklift _____ Hours \$310.00 per Hour \$_____ Total			
OVERTIME _____ Forklift _____ Hours \$390.00 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 \$310.00 per Hour \$_____ Total			
OVERTIME _____ Forklift _____ Hours \$390.00per Hour \$_____ Total			
			Date Required _____
			Start Time _____

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
8.6% SALES TAX		
TOTAL	US DOLLARS	

***PLEASE ADD 25% FOR ORDERS PLACED AFTER
JUNE 23, 2025**

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. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.

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.
****THE SIGN ASSEMBLY LABOR ORDER FORM FOLLOWING THIS FORM MUST BE COMPLETED AND SUBMITTED WITH SIGN ASSEMBLY INSTRUCTIONS****

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 + two person crew - \$895.00 per Hour / minimum 2 hours Additional Rigger(s) - \$148.00 per Person per Hour / minimum 2 hours
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday and Holidays	Boom lift + two person crew - \$1,200.00 per Hour / minimum 2 hours Additional Rigger(s) - \$262.00 per Person per Hour / minimum 2 hours

ESTIMATED SIGN HANGING INSTALLATION REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$895.00 per Hour Additional Rigger(s) - \$148.00 per Person per Hour	\$_____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,200.00 per Hour Additional Rigger(s) - \$262.00 per Person per Hour	\$_____ Total

ESTIMATED SIGN HANGING DISMANTLE REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$895.00 per Hour Additional Rigger(s) - \$148.00 per Person per Hour	\$_____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,200.00 per Hour Additional Rigger(s) - \$262.00 per Person 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 23, 2025****

****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		
8.6% 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. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.

XPO/Banner.cdr

SIGN ASSEMBLY LABOR ORDER FORM & INVOICE

TERMS & CONDITIONS

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.

PLEASE NOTE: It is required to include sign assembly instructions when submitting your order.

****THIS SERVICE IS FOR SIGN ASSEMBLY ONLY. FOR GENERAL LABOR, PLEASE REFER TO THE LABOR ORDER FORM****

SIGN ASSEMBLY LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$148.00 per Person per Hour / minimum 2 hours
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$262.00 per Person per Hour / minimum 2 hours

****two person crew is required for sign assembly labor****

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$148.00 per Person per Hour	\$_____ Total	A minimum charge for labor is two (2) hours. One (1) hour per two person crew. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$262.00 per Person per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$148.00 per Person per Hour	\$_____ Total	A minimum charge for labor is two (2) hours. One (1) hour per two person crew. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$262.00 per Person per Hour	\$_____ Total	

SUPERVISION SERVICES

(PLEASE INDICATE DESIRED SERVICE)

☐ EXHIBITOR SUPERVISED

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

****PLEASE ADD 25% TO ORDERS PLACED AFTER JUNE 23, 2025****

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

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

A 25% CANCELLATION FEE will be applied to all orders received then canceled. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.

xpo21_labor



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

APSCON / APSCON UNMANNED 2025
July 14 - 18, 2025
Phoenix Convention Center
Phoenix, AZ

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 or 30 minutes after the start of move out. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$148.00 per Hour
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$262.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$148.00 per Hour	\$_____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$262.00 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$148.00 per Hour	\$_____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$262.00 per Hour	\$_____ Total	

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

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

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

***PLEASE ADD 25% FOR ORDERS PLACED AFTER
JUNE 23, 2025**

COST SUMMARY

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

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

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

A 25% CANCELLATION FEE will be applied to all orders received then canceled. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.
xpo21_labor

OUTBOUND SHIPPING INSTRUCTIONS - DISMANTLE 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 dismantle booth labor:

Exhibitor Outbound Shipping Instructions: At close of the show, exhibitor freight will be shipped to the address provided below.

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:

- The exhibitor is responsible for arranging either a carrier of their choice or the official show freight carrier to pick up at the close of the 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 ARIZONA. 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





MOTORIZED VEHICLE ESCORT ORDER FORM

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

FIRE REGULATIONS

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

DELIVERY DETAILS

Date: _____ Time: _____

RATE

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

Information

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

TERMS / ORDER ESTIMATE

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

Total Estimate: _____

Exhibiting Company: _____ Booth # _____



AIRCRAFT ESCORT ORDER FORM

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

FIRE REGULATIONS

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

DELIVERY DETAILS

Date: _____ Time: _____

RATE

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

Information

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

TERMS / ORDER ESTIMATE

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

Total Estimate: _____

Exhibiting Company: _____ Booth # _____

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.



MATERIAL HANDLING FAQs

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

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

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be multiplied by the applicable per pound rate with no round-ups. All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

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

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



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

APSCON / APSCON UNMANNED 2025
July 14 - 18, 2025
Phoenix Convention Center
Phoenix, AZ

SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE PHOENIX 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 APSCON / APSCON UNMANNED 2025. 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 9, 2025 and July 7, 2025.*

Early/Late to Warehouse & Off Target: Shipment(s) received at the Advance Warehouse *prior too June 9, 2025 or after July 7, 2025.* Shipments received at show site prior to **8:00 am on Monday, July 14, 2025.**

Show Site Receiving: Shipment(s) shipped to and received at the **Phoenix Convention Center.** Shipments cannot be received at the **Phoenix Convention Center** prior to **8:00 am on Monday, July 14, 2025.**

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after **July 7, 2025** 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 & Show Site Receiving Rate.....	\$3.15
Early/Late to Warehouse & Off Target Rate.....	\$3.70
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	\$3.15	\$938.70
EXHIBITOR INFORMATION		RATE ADJUSTMENT (OFFICE USE ONLY)	
COMPANY		SUBTOTAL	
CONTACT			
BOOTH#			
		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:

APSCON 2025
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS
5620 West Lower Buckeye Road
Phoenix, AZ 85043

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 9, 2025** and no later than **July 7, 2025**. **Shipments that arrive prior to June 9, 2025 or after July 7, 2025 will be subject to the rate of \$3.70 per pound.**

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER JULY 7, 2025 WILL INCUR A CHARGE OF \$650.00 IF A DEDICATED TRUCK IS REQUIRED TO DELIVER TO THE SHOW SITE.

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

SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING

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

Show-site receiving includes the following:

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

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

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

APSCON 2025
COMPANY NAME & BOOTH #
Phoenix Convention Center
c/o Levy Exposition Services Inc.
100 N. 3rd St.
Phoenix, AZ 85004

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE PHOENIX CONVENTION CENTER PRIOR TO 8:00 AM ON JULY 14, 2025.

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 OF \$0.40 PER POUND 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 ARIZONA 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 PHOENIX, AZ.
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.

TERMS & CONDITIONS





ADVANCE WAREHOUSE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Levy Exposition Services Inc.
c/o LIBERTY CFS
5620 West Lower Buckeye Road
Phoenix, AZ 85043**

EVENT NAME:

**APSCON / APSCON
UNMANNED 2025**

NO. _____ # of _____ PCS.



ADVANCE WAREHOUSE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Levy Exposition Services Inc.
c/o LIBERTY CFS
5620 West Lower Buckeye Road
Phoenix, AZ 85043**

EVENT NAME:

**APSCON / APSCON
UNMANNED 2025**

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

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Phoenix Convention Center
c/o Levy Exposition Services Inc.
100 N. 3rd St
Phoenix, AZ 85004**

EVENT NAME:

**APSCON / APSCON
UNMANNED 2025**

NO. _____ # of _____ PCS.



SHOW SITE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Phoenix Convention Center
c/o Levy Exposition Services Inc.
100 N. 3rd St
Phoenix, AZ 85004**

EVENT NAME:

**APSCON / APSCON
UNMANNED 2025**

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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MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
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Tel. (905) 338-3993



Return Only

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

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 23, 2025.** 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 **Phoenix Convention Center.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., Airborne Public Safety Association, APSCON / APSCON UNMANNED 2025, and the Phoenix Convention Center as additional insured's by June 23, 2025.** 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 23, 2025. If this form and the certificate of insurance from the non-official contractor is not received by June 23, 2025, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

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

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

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

Estimated Arrival at Show _____ Number of Workers: _____

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

ACCESSIBLE STORAGE INFORMATION

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

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

Accessible Storage is **NOT** Secured Storage.

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

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

SET UP:

One time set up charge of \$100.00

STORAGE RATES:

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

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

ACCESS RATES:

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

LABOR RATES:

STRAIGHT TIME	8:00 AM - 4:30 PM Monday to Friday	\$148.00 per Hour
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday and Sunday	\$262.00 per Hour



2025
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

White Vinyl
28"Square x 29"H



Function Corner - White

White Vinyl
28"Square x 29"H



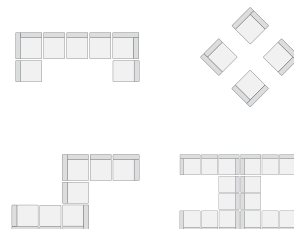
Function Armless Chair - Black

Black Vinyl
28"Square x 29"H



Function Corner - Black

Black Vinyl
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



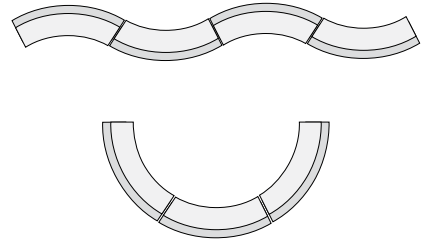
Continental Curved Bench

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



BOCA

Modular Seating Collection



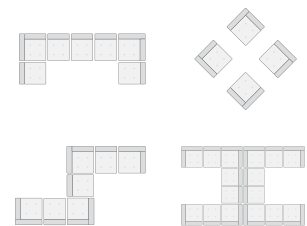
Boca Corner

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 Square Ottoman

Black Leather
40"Square x 17"H



Metro Bench Ottoman

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

AUBREY



Aubrey Sofa

Light Beige Faux Linen Fabric
90"W x 35"D x 35"H



Aubrey Chair

Light Beige Faux Linen Fabric
37"W x 35"D x 35"H



Aubrey Bench Ottoman

Light Beige Faux Linen Fabric
48"W x 24"D x 18"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

LATITUDE



Latitude Sofa

Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Loveseat

Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Chair

Beige Olefin Fabric
42"W x 36"D x 33"H

VERONA



Verona Sofa

Granite Frame With Light Grey Cushions
74"W x 38"D x 25"H



Verona Chair

Granite Frame With Light Grey Cushions
28"W x 38"D x 25"H



Verona Ottoman

Granite Frame With Light Grey Cushions
26"W x 21"D x 18"H

JASPER



Jasper Sofa

Boca Bright White
64"W x 28"D x 33"H



Jasper Chair

Boca Bright White
30"W x 28"D x 33"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

CROMWELL



Cromwell Sofa

Royal Blue Velvet
78"W x 32"D x 29"H



Cromwell Chair

Royal Blue Velvet
32"W x 32"D x 29"H

STAGE CHAIRS



Bianca Stage Chair - Frost

Bright White Leather
26"Square x 37"H



Bianca Stage Chair - Onyx

Onyx Microfiber
26"Square x 37"H



Bianca Stage Chair - Sand

Sand Microfiber
26"Square 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



Royce Chair - Mink

Mink Microfiber
29"W x 30"D x 33"H



Royce Chair - Oyster

Oyster Microfiber
29"W x 30"D x 33"H

OTTOMANS & BENCHES



Curved Bench

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



Encore Bench

Black Mango Wood
68"W x 15"D x 18"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
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.*



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.*



Command 8' Conference Table - White Charged

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

**Maximum of 1 table 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



Novel Tables

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



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

OCCASIONAL TABLES



Hylton Tablet Table

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



Gemma Accent Table - Blue Agate

Blue Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Citrine

Rose Quartz Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Moonstone

Grey Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Obsidian

Obsidian Top/Brass Base
14"Round x 20"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



Cube Tables

■ Black
□ White

Cocktail Table
24"Square x 16"H
End Table
24"Square x 21"H



Sirona Accent Table

Grey Top/Black Metal Base
18"W x 12"D x 28"H



Orbit End Table

White/Powder-Coated Aluminum
16"Round x 19"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)



Elara Bar

Black Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control



Razor Bar

Gold Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control

STOOLS



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



Euro Bar Stool
 Black
 22"W x 24"D x 42"H



Milo Bar Stool

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



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

STOOLS



Marcus Bar Stool

Steel
17"Square (at footbase) x 29"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



Milo Chair

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

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)



Sonic Chair

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



Nexus Chair

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



Colin Chair

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

BAR TABLES



24" Square Bar Table - Cosmo

Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Emerald Tide

Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Icebreaker

Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Sirona

Available in Black or Chrome Base
24"Square x 42"H



32" Round Bar Table - Cement

Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Yukon Gold

Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Smoke

Available in Black or Chrome Base
32"Round x 42"H



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

BAR TABLES



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



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

BAR TABLES



Spectrum Bar Table - Purple

Purple/Chrome
24"Square x 42"H



Spectrum Bar Table - Green

Green/Chrome
24"Square x 42"H



Aspen Bar Table

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

CAFÉ TABLES



24" Square Café Table - Cosmo

Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Emerald Tide

Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Icebreaker

Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Sirona

Available in Black or Chrome Base
24"Square x 30"H



32" Round Café Table - Cement

Available in Black or Chrome Base
32"Round x 30"H



32" Round Café Table - Yukon Gold

Available in Black or Chrome Base
32"Round x 30"H

CAFÉ TABLES



32" Round Café Table - Smoke

Available in Black or Chrome Base
32"Round x 30"H



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



Blanco Café Table

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



Fuze Café Table

Zebrawood Laminate/Chrome
36"Square x 30"H



Blanco Square Café Table

White/Chrome
24"Square x 30"H

CAFÉ TABLES



Blanco Rectangle Café Table

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



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



Encore Dining Table

Black Mango Wood
80"W x 40"D x 30"H



Madera Dining Table

Walnut Veneer
92"W x 39"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



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



Rimati Hi-Back Chair - White
■ Black
□ White
30"W x 28"D x 47-50"H



Rimati Guest Chair - Black
■ Black
□ White
27"W x 25"D x 40"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



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

OFFICE FURNITURE



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



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

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



2025 Trade Show Order Form

Sales Representative: Diana Gonzalez | Angie Carlson

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

TRADE SHOW INFORMATION

Show Name	APSCON / APSCON UNMANNED 2025	Company Name			
Show Dates	July 14 - 18, 2025	Onsite Contact Name			
Venue Name	Phoenix Convention Center	Onsite Contact Cell #			
Venue Address	100 N. 3rd Street	Delivery Date		Time	
	Phoenix, AZ 85004	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

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	\$877.00		\$ -
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$837.00		\$ -
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$700.00		\$ -
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$420.00		\$ -
18184-0274	15 lbs.	Blanc Bright White Leather Cube Ottoman	17"Square	\$147.00		\$ -
Function (Pg. 2)						
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$448.00		\$ -
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$481.00		\$ -
18284-0452	38 lbs.	Function Black Leather Armless Chair	28"Square x 29"H	\$448.00		\$ -
18066-0009	27 lbs.	Function Black Leather Corner	28"Square x 29"H	\$481.00		\$ -
Continental (Pg. 3)						
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$865.00		\$ -
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$837.00		\$ -
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$372.00		\$ -
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$439.00		\$ -
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$372.00		\$ -
Boca (Pg. 3)						
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$481.00		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$448.00		\$ -
Metro (Pg. 4)						
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$721.00		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$695.00		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$542.00		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$372.00		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$372.00		\$ -
Grammercy (Pg. 4 & 5)						
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$803.00		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$700.00		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$448.00		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$515.00		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$372.00		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$372.00		\$ -
Aubrey (Pg. 5)						
18228-0891	100 lbs.	Aubrey Sofa	90"W x 35"D x 35"H	\$944.00		\$ -
18284-0898	75 lbs.	Aubrey Chair	37"W x 35"D x 35"H	\$594.00		\$ -
18184-0303	30 lbs.	Aubrey Bench Ottoman	48"W x 24"D x 18"H	\$346.00		\$ -
Chandler (Pg. 5 & 6)						
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$721.00		\$ -
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$695.00		\$ -
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$542.00		\$ -
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$372.00		\$ -
Evoke (Pg. 6)						
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,089.00		\$ -
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$584.00		\$ -
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$372.00		\$ -
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$330.00		\$ -
13110-0008	10 lbs.	Evoke Cube Table	18"Square	\$235.00		\$ -
Latitude (Pg. 6)						
13229-0020	77 lbs.	Latitude Sofa	91"W x 42"D x 33"H	\$943.00		\$ -
13170-0011	67 lbs.	Latitude Loveseat	91"W x 42"D x 33"H	\$880.00		\$ -
13285-0015	37 lbs.	Latitude Chair	42"W x 36"D x 33"H	\$733.00		\$ -
Verona (Pg. 7)						
13229-0016	85 lbs.	Verona Sofa	74"W x 38"D x 25"H	\$1,034.00		\$ -
13285-0013	44 lbs.	Verona Chair	28"W x 38"D x 25"H	\$534.00		\$ -

13185-0010	17 lbs.	Verona Ottoman	26"W x 21"D x 18"H	\$309.00		\$	-
Jasper (Pg. 7)							
18228-0892	80 lbs.	Jasper Sofa	64"W x 24"D x 33"H	\$808.00		\$	-
18284-0902	60 lbs.	Jasper Chair	30"W x 24"D x 33"H	\$524.00		\$	-
Niko (Pg. 7)							
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$892.00		\$	-
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$815.00		\$	-
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$679.00		\$	-
Cromwell (Pg. 8)							
18228-0869	100 lbs.	Cromwell Sofa	78"W x 32"D x 29"H	\$1,014.00		\$	-
18284-0873	70 lbs.	Cromwell Chair	32"W x 32"D x 29"H	\$603.00		\$	-
Stage Chairs (Pg. 8)							
18284-0876	35 lbs.	Bianca Stage Chair - Frost	26"Square x 37"H	\$321.00		\$	-
18284-0895	35 lbs.	Bianca Stage Chair - Onyx	26"Square x 37"H	\$321.00		\$	-
18284-0893	35 lbs.	Bianca Stage Chair - Sand	26"Square x 37"H	\$321.00		\$	-
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$481.00		\$	-
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$481.00		\$	-
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$308.00		\$	-
18284-0900	55 lbs.	Royce Chair - Mink	29"W x 30"D x 33"H	\$419.00		\$	-
18284-0901	55 lbs.	Royce Chair - Oyster	29"W x 30"D x 33"H	\$419.00		\$	-
Ottomans & Benches (Pg. 9)							
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$439.00		\$	-
05026-0012		Encore Bench	68"W x 15"D x 18"H	\$398.00		\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$372.00		\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$372.00		\$	-
18024-0008	43 lbs.	Metro Black Leather Bench	60"W x 24"D x 17"H	\$372.00		\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench	60"W x 24"D x 17"H	\$372.00		\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench	60"W x 24"D x 17"H	\$372.00		\$	-
18184-0192	70 lbs.	Essentials Storage Ottoman	48"W x 24"D x 20"H	\$515.00		\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$372.00		\$	-
Banquettes & Turning Beds (Pg. 9)							
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,089.00		\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,089.00		\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,309.00		\$	-
Cube Ottomans (Pg. 10)							
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$151.00		\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$151.00		\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$151.00		\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$151.00		\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$151.00		\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$151.00		\$	-
18184-0274	15 lbs.	Blanc Bright White Leather Cube	17"Square x 17"H	\$147.00		\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$147.00		\$	-
Charged (Pg. 11)							
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,452.00		\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$549.00		\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$508.00		\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$850.00		\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$481.00		\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$530.00		\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$803.00		\$	-
14062-0307	125 lbs.	Command White 8' Conference Table - Charged	96"W x 48"D x 31"H	\$1,202.00		\$	-
Occasional Tables (Pg. 12 & 13)							
12108-0001-12304-0006	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$262.00		\$	-
12049-0001-12050-0004	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$276.00		\$	-
12108-0001-12304-0005	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$262.00		\$	-
12049-0001-12050-0007	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$276.00		\$	-
12108-0001-12304-0004	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$262.00		\$	-
12049-0001-12050-0005	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$276.00		\$	-
12108-0001-12304-0007	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$262.00		\$	-
12049-0001-12050-0006	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$276.00		\$	-
12108-0001-12304-0002	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$262.00		\$	-
12231-0001-12305-0002	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$290.00		\$	-
12049-0001-12050-0003	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$276.00		\$	-
12108-0001-12304-0001	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$262.00		\$	-
12231-0001-12305-0001	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$290.00		\$	-
12049-0001-12050-0002	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$276.00		\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$330.00		\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$372.00		\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$283.00		\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$344.00		\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$318.00		\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$283.00		\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$344.00		\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$318.00		\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$235.00		\$	-
12003-0117	27 lbs.	Gemma Accent Table - Blue Agate	14"Round x 20"H	\$290.00		\$	-

12003-0115	27 lbs.	Gemma Accent Table - Citrine	14"Round x 20"H	\$290.00		\$ -
12003-0116	27 lbs.	Gemma Accent Table - Moonstone	14"Round x 20"H	\$290.00		\$ -
12003-0120	27 lbs.	Gemma Accent Table - Obsidian	14"Round x 20"H	\$290.00		\$ -
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$242.00		\$ -
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$242.00		\$ -
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$269.00		\$ -
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$269.00		\$ -
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$262.00		\$ -
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$262.00		\$ -
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$269.00		\$ -
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$269.00		\$ -
12003-0102	17 lbs.	Sirona Accent Table	18"W x 12"D x 28"H	\$235.00		\$ -
13110-0017	10 lbs.	Orbit End Table	16"Round x 19"H	\$196.00		\$ -
Bars & Bar Backs (Pg. 14)						
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$953.00		\$ -
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$803.00		\$ -
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$439.00		\$ -
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$439.00		\$ -
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$549.00		\$ -
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$515.00		\$ -
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$515.00		\$ -
05012-0083	282 lbs.	Elara Bar	72"W x 25"D x 44"H	\$1,460.00		\$ -
05012-0082	220 lbs.	Razor Bar	72"W x 25"D x 44"H	\$1,460.00		\$ -
Bar Stools (Pg. 15 & 16)						
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$247.00		\$ -
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$247.00		\$ -
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$207.00		\$ -
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$235.00		\$ -
05237-0306-05033-0001-05034-00	27 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H	\$235.00		\$ -
05237-0306-05033-0007-05034-00	27 lbs.	Milo Bar Stool - California Wine	20"W x 21"D x 41"H	\$235.00		\$ -
05237-0306-05033-0005-05034-00	27 lbs.	Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	\$235.00		\$ -
05237-0306-05033-0013-05034-00	27 lbs.	Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	\$235.00		\$ -
05237-0306-05033-0011-05034-00	27 lbs.	Milo Bar Stool - Jade	20"W x 21"D x 41"H	\$235.00		\$ -
05237-0306-05033-0009-05034-00	27 lbs.	Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	\$235.00		\$ -
05237-0306-05033-0002-05034-00	27 lbs.	Milo Bar Stool - White	20"W x 21"D x 41"H	\$235.00		\$ -
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$256.00		\$ -
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$256.00		\$ -
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$256.00		\$ -
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$256.00		\$ -
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$247.00		\$ -
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$187.00		\$ -
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$256.00		\$ -
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$207.00		\$ -
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$214.00		\$ -
Café Chairs (Pg. 16 & 17)						
05035-0053-05033-0003-05034-00	19 lbs.	Milo Chair - Black	20"W x 22"D x 33"H	\$145.00		\$ -
05035-0053-05033-0008-05034-00	19 lbs.	Milo Chair - California Wine	20"W x 22"D x 33"H	\$145.00		\$ -
05035-0053-05033-0006-05034-00	19 lbs.	Milo Chair - Chartreuse	20"W x 22"D x 33"H	\$145.00		\$ -
05035-0053-05033-0014-05034-00	19 lbs.	Milo Chair - Chocolate	20"W x 22"D x 33"H	\$145.00		\$ -
05035-0053-05033-0012-05034-00	19 lbs.	Milo Chair - Jade	20"W x 22"D x 33"H	\$145.00		\$ -
05035-0053-05033-0010-05034-00	19 lbs.	Milo Chair - Victory Blue	20"W x 22"D x 33"H	\$145.00		\$ -
05035-0053-05033-0004-05034-00	19 lbs.	Milo Chair - White	20"W x 22"D x 33"H	\$145.00		\$ -
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$165.00		\$ -
05035-0008	10 lbs.	Leslie Chair	17"W x 21"D x 31"H	\$132.00		\$ -
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$165.00		\$ -
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$165.00		\$ -
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$147.00		\$ -
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$147.00		\$ -
14233-0005	20 lbs.	Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$201.00		\$ -
14233-0006	15 lbs.	Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$187.00		\$ -
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$147.00		\$ -
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$175.00		\$ -
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$147.00		\$ -
Bar Tables (Pg. 18, 19 & 20)						
05246-0003-05036-0050	27 lbs.	24" Square Bar Table - Cosmo/Chrome Base	24"Square x 42"H	\$276.00		\$ -
05246-0018-05036-0050	31 lbs.	24" Square Bar Table - Cosmo/Black Base	24"Square x 42"H	\$276.00		\$ -
05246-0003-05036-0051	27 lbs.	24" Square Bar Table - Emerald Tide/Chrome Base	24"Square x 42"H	\$276.00		\$ -
05246-0018-05036-0051	31 lbs.	24" Square Bar Table - Emerald Tide/Black Base	24"Square x 42"H	\$276.00		\$ -
05246-0003-05036-0049	27 lbs.	24" Square Bar Table - Icebreaker/Chrome Base	24"Square x 42"H	\$276.00		\$ -
05246-0018-05036-0049	31 lbs.	24" Square Bar Table - Icebreaker/Black Base	24"Square x 42"H	\$276.00		\$ -
05246-0003-05036-0048	27 lbs.	24" Square Bar Table - Sirona/Chrome Base	24"Square x 42"H	\$276.00		\$ -
05246-0018-05036-0048	31 lbs.	24" Square Bar Table - Sirona/Black Base	24"Square x 42"H	\$276.00		\$ -
05246-0003-05036-0046	27 lbs.	32" Round Bar Table - Cement/Chrome Base	32"Round x 42"H	\$372.00		\$ -
05246-0018-05036-0046	31 lbs.	32" Round Bar Table - Cement/Black Base	32"Round x 42"H	\$372.00		\$ -
05246-0003-05036-0047	27 lbs.	32" Round Bar Table - Yukon Oak/Chrome Base	32"Round x 42"H	\$372.00		\$ -
05246-0018-05036-0047	31 lbs.	32" Round Bar Table - Yukon Oak/Black Base	32"Round x 42"H	\$372.00		\$ -
05036-0053-05246-0018	33 lbs.	32" Round Bar Table - Smoke/Black Base	32"Round x 42"H	\$372.00		\$ -

05036-0053-05246-0003	38 lbs.	32" Round Bar Table - Smoke/Chrome Base	32"Round x 42"H	\$372.00		\$	-
05246-0018-05036-0001	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$262.00		\$	-
05246-0018-05036-0004	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$269.00		\$	-
05246-0003-05036-0001	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$262.00		\$	-
05246-0003-05036-0004	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$269.00		\$	-
05246-0018-05036-0037	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$262.00		\$	-
05246-0018-05036-0038	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$269.00		\$	-
05246-0003-05036-0037	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$262.00		\$	-
05246-0003-05036-0038	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$269.00		\$	-
05246-0018-05036-0003	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$262.00		\$	-
05246-0018-05036-0006	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$269.00		\$	-
05246-0003-05036-0003	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$262.00		\$	-
05246-0003-05036-0006	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$269.00		\$	-
05036-0039-05246-0003	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$296.00		\$	-
05246-0003-05036-0008	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$262.00		\$	-
05246-0003-05036-0009	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$406.00		\$	-
05246-0003-05036-0033	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$283.00		\$	-
05246-0003-05036-0034	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$283.00		\$	-
05246-0003-05036-0035	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$283.00		\$	-
05246-0003-05036-0036	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$283.00		\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$727.00		\$	-
Café Tables (Pg. 20, 21 & 22)							
05246-0002-05036-0050	24 lbs.	24" Square Cafe Table - Cosmo/Chrome Base	24"Square x 30"H	\$276.00		\$	-
05246-0017-05036-0050	27 lbs.	24" Square Cafe Table - Cosmo/Black Base	24"Square x 30"H	\$276.00		\$	-
05246-0002-05036-0051	24 lbs.	24" Square Cafe Table - Emerald Tide/Chrome Base	24"Square x 30"H	\$276.00		\$	-
05246-0017-05036-0051	27 lbs.	24" Square Cafe Table - Emerald Tide/Black Base	24"Square x 30"H	\$276.00		\$	-
05246-0002-05036-0049	24 lbs.	24" Square Cafe Table - Icebreaker/Chrome Base	24"Square x 30"H	\$276.00		\$	-
05246-0017-05036-0049	27 lbs.	24" Square Cafe Table - Icebreaker/Black Base	24"Square x 30"H	\$276.00		\$	-
05246-0002-05036-0048	24 lbs.	24" Square Cafe Table - Sirona/Chrome Base	24"Square x 30"H	\$276.00		\$	-
05246-0017-05036-0048	27 lbs.	24" Square Cafe Table - Sirona/Black Base	24"Square x 30"H	\$276.00		\$	-
05246-0002-05036-0046	24 lbs.	32" Round Café Table - Cement/Chrome Base	32"Round x 30"H	\$372.00		\$	-
05246-0017-05036-0046	27 lbs.	32" Round Café Table - Cement/Black Base	32"Round x 30"H	\$372.00		\$	-
05246-0002-05036-0047	24 lbs.	32" Round Café Table - Yukon Oak/Chrome Base	32"Round x 30"H	\$372.00		\$	-
05246-0017-05036-0047	27 lbs.	32" Round Café Table - Yukon Oak/Black Base	32"Round x 30"H	\$372.00		\$	-
05246-0002-05036-0053	38 lbs.	32" Round Café Table - Smoke/Chrome Base	32"Round x 30"H	\$372.00		\$	-
05246-0017-05036-0053	35 lbs.	32" Round Café Table - Smoke/Black Base	32"Round x 30"H	\$372.00		\$	-
05246-0017-05036-0001	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$262.00		\$	-
05246-0017-05036-0004	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$269.00		\$	-
05246-0002-05036-0001	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$262.00		\$	-
05246-0002-05036-0004	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$269.00		\$	-
05246-0002-05036-0037	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$262.00		\$	-
05246-0002-05036-0038	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$269.00		\$	-
05246-0017-05036-0037	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$262.00		\$	-
05246-0017-05036-0038	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$269.00		\$	-
05246-0002-05036-0003	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$262.00		\$	-
05246-0002-05036-0006	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$269.00		\$	-
05246-0017-05036-0003	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$262.00		\$	-
05246-0017-05036-0006	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$269.00		\$	-
05036-0039-05246-0002	40 lbs.	Fuze Café Table	36"Square x 30	\$296.00		\$	-
05246-0002-05036-0008	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$262.00		\$	-
05246-0002-05036-0009	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$406.00		\$	-
05246-0002-05036-0033	25 lbs.	Spectrum Café Table - Red	24"Square x 29"H	\$283.00		\$	-
05246-0002-05036-0034	25 lbs.	Spectrum Café Table - Blue	24"Square x 29"H	\$283.00		\$	-
05246-0002-05036-0035	25 lbs.	Spectrum Café Table - Purple	24"Square x 29"H	\$283.00		\$	-
05246-0002-05036-0036	25 lbs.	Spectrum Café Table - Green	24"Square x 29"H	\$283.00		\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$624.00		\$	-
05088-0531		Encore Dining Table	80"W x 40"D x 30"H	\$734.00		\$	-
05088-0533	171 lbs.	Madera Dining Table	92"W x 39"D x 30"H	\$944.00		\$	-
Office Seating (Pg. 23)							
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$330.00		\$	-
14176-0007	37 lbs.	Tamiri Mid Back Chair	27"Square x 39"H	\$290.00		\$	-
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$269.00		\$	-
14136-0081	40 lbs.	Accord High Back Chair - Black	25"Square x 44"H	\$412.00		\$	-
14136-0010	40 lbs.	Accord High Back Chair - White	25"Square x 44"H	\$412.00		\$	-
14250-0013	36 lbs.	Goal Task Chair - Arms	25"Square x 39"H	\$221.00		\$	-
14250-0014	38 lbs.	Goal Task Chair Armless	21"W x 25"D x 39"H	\$201.00		\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$235.00		\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$221.00		\$	-
14136-0105	40 lbs.	Rimati Hi-Back Chair - Black	30"W x 28"D x 47-50"H	\$493.00		\$	-
14136-0106	40 lbs.	Rimati Hi-Back Chair - White	30"W x 28"D x 47-50"H	\$493.00		\$	-
14128-0122	34 lbs.	Rimati Guest Chair - Black	27"W x 25"D x 40"H	\$209.00		\$	-
14128-0123	34 lbs.	Rimati Guest Chair - White	27"W x 25"D x 40"H	\$209.00		\$	-
Conference Tables (Pg. 24)							
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$365.00		\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$365.00		\$	-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$651.00		\$	-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$651.00		\$	-

14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$651.00		\$	-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$700.00		\$	-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$700.00		\$	-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$700.00		\$	-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$803.00		\$	-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$803.00		\$	-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$803.00		\$	-
Office Furniture (Pg. 24 & 25)							
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$536.00		\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$536.00		\$	-
14072-0108	225 lbs.	Storage Credenza - Black	60"W x 20"D x 29"H	\$481.00		\$	-
14072-0038	225 lbs.	Storage Credenza - Mahogany	60"W x 20"D x 29"H	\$481.00		\$	-
14083-0105	290 lbs.	Jr Executive Desk - Black	60"W x 30"D x 29"H	\$549.00		\$	-
14083-0106	290 lbs.	Jr Executive Desk - Mahogany	60"W x 30"D x 29"H	\$549.00		\$	-
14083-0324	286 lbs.	Executive Desk - Black	72"W x 36"D x 29"H	\$570.00		\$	-
14083-0117	290 lbs.	Executive Desk - Mahogany	72"W x 36"D x 29"H	\$570.00		\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$515.00		\$	-
14029-0091	56 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$515.00		\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$536.00		\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$420.00		\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$624.00		\$	-
Metal File & Storage Cabinets (Pg. 26)							
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$181.00		\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$235.00		\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$242.00		\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$269.00		\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$242.00		\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$296.00		\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$296.00		\$	-
Pedestals (Pg. 27)							
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$359.00		\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$434.00		\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$399.00		\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$359.00		\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$304.00		\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$434.00		\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$304.00		\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$434.00		\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$283.00		\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$412.00		\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$290.00		\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$283.00		\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$536.00		\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$536.00		\$	-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$296.00		\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$296.00		\$	-
Miscellaneous Items (Pg. 28)							
14189-0066	30 lbs.	Stanchion Chrome	41"H	\$83.00		\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$44.00		\$	-
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$201.00		\$	-
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$201.00		\$	-
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$207.00		\$	-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$372.00		\$	-
Lighting (Pg. 29)							
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$183.00		\$	-
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$134.00		\$	-
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$183.00		\$	-
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$134.00		\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$187.00		\$	-

DO NOT MAIL ORDER FORM - Email / Fax Form ONLY

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

Total Product		\$	-
Late Fee %		\$	-
Sub Total		\$	-
Sales Tax %	8.6%	\$	-
Total Amount Due		\$	-

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



Rates Effective July 1, 2025-June 30, 2026

Information & Online Ordering

www.commonwealthexpo.com



Submit Form To:

Commonwealth Electric Company
100 North 3rd Street, Phoenix, AZ 85004
PH 602.253.5881 Fax 602.253.5530
Cathee Cooper
ccooper@commonwealthelectric.com



Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

Event APSA (APSCON)				Dates July 16th-18th, 2025		
				Event # 475722		
For Discount Payment Price we must receive your order and payment prior to this DISCOUNT DEADLINE DATE OF: 06.27.2025						
Company Name				Booth		
Standard Electrical Outlets **Rates are for duration of event**				If you require services not listed on this form please call for a quote. Lighting, Water and/or Air, please call for Order Form		
Qty	Description	Discount	Regular			Amount
120V Motor & Equipment Outlets (3 Pronged)						
	500 Watts (5 Amp)	\$131.00	\$177.00			
	1000 Watts (10 Amp)	\$173.00	\$234.00			
	2000 Watts (20 Amp)	\$219.00	\$296.00			
1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor				24 Hour Services:		
	10 Amp 208V 1 Phase	\$294.00	\$396.00		Rates are DOUBLE the Outlet Rate	
	20 Amp 208V 1 Phase	\$346.00	\$467.00		Check if required	
	30 Amp 208V 1 Phase	\$432.00	\$583.00			
	50 Amp 208V 1 Phase	\$589.00	\$795.00		Overhead Power:	
	60 Amp 208V 1 Phase	\$668.00	\$902.00		Rates are Time and Material. Please call for quote.	
	100 Amp 208V 1 Phase	\$1,077.00	\$1,454.00			
3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor				208V and 480V Services:		
	10 Amp 208V 3 Phase	\$332.00	\$448.00		There is a MINIMUM labor charge of (1) hr. for installation/removal of all 208V service. There is a MINIMUM labor charge of (2) hrs. for installation/removal of all 480V service.	
	20 Amp 208V 3 Phase	\$464.00	\$626.00			
	30 Amp 208V 3 Phase	\$513.00	\$692.00			
	50 Amp 208V 3 Phase	\$741.00	\$1,000.00			
	60 Amp 208V 3 Phase	\$897.00	\$1,211.00			
	100 Amp 208V 3 Phase	\$1,604.00	\$2,165.00			
Rental Items						
	Extension Cord 15'	\$33.00			Outlets requested to be placed anywhere other than the back of the booth will require a layout and a MINIMUM of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power.	
	Extension Cord 25'	\$35.00				
	5-way power strip	\$30.00				
	3-way adaptor	\$27.00				
In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges						
Labor for Layout/Overhead/Qty and 208V Services						
ST (M-F 8am-4:30pm)		\$113.00			Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in. Layout to follow	
OT (M-F 4:30pm-12am & Sat 8am-12am)		\$169.50				
DT (M-F 12am-8am & all Sundays/Holidays)		\$226.00				
State of Arizona Tax Exempt Form 5000 must be submitted with order to receive exemption. **By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations.**		Total Order		FOR SUPERVISED LABOR ONLY		
		8.6% Sales Tax		Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor.		
		Labor Amount		Date/Time Requested		
		Total Due		Onsite Contact		
				Onsite Contact Cell #		
Company Name				Phone		
				Cell Phone		
Address				City	State Zip	
Email Address				Onsite Contact; Name & Number		
Signature				Print Name		
Paid by: CK AX MC VS		Credit Card Number		Exp Date	CVV	
Cardholder Signature				Print Name		

Payment Policy:

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

Outlets & Equipment:

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

Labor:

Labor charges shall be incurred for the following: (please refer to the order form or contact Commonwealth Electric for labor minimums per service)

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

Conditions and Regulations:

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

FAQ:

1. How much power do I need to order?

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

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

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

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

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

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



INTERNET SERVICE CONTRACT PHOENIX CONVENTION CENTER



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Effective February 3, 2025 - December 31, 2025 - V012125

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

SHARED - LIGHT WIRED INTERNET, **NOT FOR STREAMING**

QTY INCENTIVE* BASE ON-SITE TOTAL

Includes: 1 Private IP Address, Routers PROHIBITED and will not work

Average Usage Up to 3 Mbps Burstable To 5 Mbps (DHCP), per device

\$795

\$995

\$1,194

Additional Device(s), Per Device Up to 4 [6 or more available online]

\$131

\$164

\$197

DEDICATED INTERNET, **FOR STREAMING, GAMING & WEBCAST**

QTY INCENTIVE* BASE ON-SITE TOTAL

Includes: 5 Public IP Addresses, Routers SUPPORTED

Dedicated 6 Mbps

\$2,800

\$3,500

\$4,200

Dedicated 10 Mbps

\$4,800

\$6,100

\$7,300

Dedicated 15 Mbps

\$6,832

\$8,198

\$9,840

Dedicated 25 Mbps

\$11,440

\$14,300

\$17,160

Upgrade to 29 Public Static IP Addresses

\$995

\$1,194

\$1,433

Higher bandwidth services available for uhd streaming

INTERNET EQUIPMENT & LABOR

QTY INCENTIVE* BASE ON-SITE TOTAL

Switch Rental – up to 24 ports

\$176

\$220

\$264

Patch Cable (up to 100') – Cat5e

\$50

\$62

\$74

Labor / Floor Work – four lines per hour

\$125

\$125

\$125

Distance Fee for each Internet line delivered outside the facility

\$500

\$500

\$500

WIRELESS INTERNET, Full products catalog available online

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

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL

ESTIMATED 10% TAX/FEES

GRAND TOTAL

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

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

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

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

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



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

ORDER NOW

Customer Number:

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



TELEPHONE & CABLE TV SERVICE CONTRACT

PHOENIX CONVENTION CENTER



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Effective February 3, 2025 - December 31, 2025 - Y012125

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

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		\$392	\$490	\$588	
Speaker Phone Line with Polycom Instrument		\$440	\$550	\$660	

CABLE TV SERVICES	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Basic Service - Digital (Local and expanded cable channels, CNN)		\$300	\$375	\$450	
One Cable TV drop is provided with each service ordered					
Premium Service - Digital (Local and expanded cable channels, CNN)		\$450	\$565	\$678	
One Cable TV drop is provided with each service ordered					
Cable TV Converter / Set-Top Box Rental (1 per TV, potentially required, unless TV has a built in QAM Tuner)					
Custom requests, additional premium channels and other services available					

SPECIAL SERVICES	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Labor / Floor Work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	
Distance Fee for each Cable TV line delivered outside the facility		\$500	\$500	\$500	

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .	SUBTOTAL	
	ESTIMATED 10% TAX/FEES	
	GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

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

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

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

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



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

Customer Number:

ORDER NOW

"COMMUNICATIONS" FLOORPLAN WORKSHEET

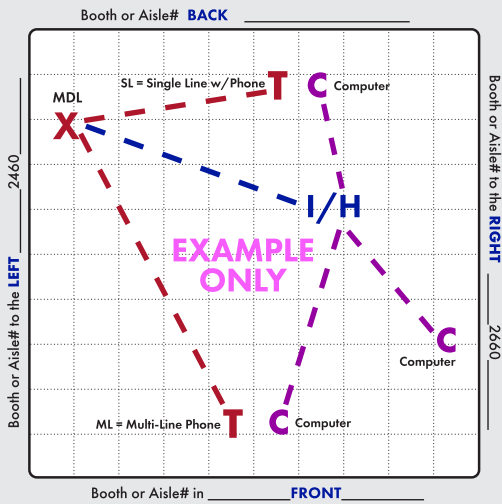
Company Name:

Show:

Booth/Room #:

Center: **Phoenix Convention Center**

Customer / Ref #:



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required.

Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft

SCALE: 1 BOX IS = TO _____ ft

BOOTH TYPE ☐ Island ☐ Inline

Booth or Aisle# **BACK** _____

Booth or Aisle# to the **LEFT** _____

Booth or Aisle# to the **RIGHT** _____

Booth or Aisle# in **FRONT** _____



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Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com

Order online at: orders.smartcitynetworks.com

Or fax order to (702) 943-6001

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: Phoenix Convention Center	Customer / Ref #:	

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001



(504) 581-2874 Phone

PHOENIX CONVENTION CENTER

PRODUCED BY AIRBORNE PUBLIC SAFETY ASSOCIATION, INC.

DESCRIPTION	QTY	SHOW RATE	TOTAL
VIDEO AND COMPUTER DISPLAY			
27" Data Monitor with Table Stand - No Audio Speakers		\$ 295.00	
32" Display Monitor with Table Stand, Built In Speakers and USB		\$ 375.00	
43" Display Monitor with Table Stand, Built In Speakers and USB		\$ 495.00	
55" Display Monitor with Table Stand, Built In Speakers and USB		\$ 695.00	
65" Display Monitor with Table Stand, Built In Speakers and USB		\$ 995.00	
72" Floor Stand for 32" to 60" Monitor with Order Above (Includes Mounting Brackets)		\$ 225.00	
Shelf for 72" Floor Stand		\$ 45.00	
Wall Mount Bracket for up to 32" Monitor with Order Above		\$ 45.00	
Wall Mount Bracket for up to 55" Monitor with Order Above		\$ 95.00	
Wall Mount Bracket without Display Monitor Order without Order Above		\$ 150.00	
HDMI Computer Adapter		\$ 45.00	
HD Media Player		\$ 125.00	
DESKTOP and LAPTOP COMPUTER with Windows 11 and Office 2021			
Desktop - 3.0 GHZ, 4 GB RAM, 160 GB HD and 17" LCD Flat Panel Monitor		\$ 195.00	
Laptop - 3.3 GHZ, 32 GB RAM, 1TB HD		\$ 195.00	
COMPUTER EQUIPMENT			
HP Laser Printer		\$ 195.00	
Computer Speakers		\$ 95.00	
Wireless Keyboard and Mouse		\$ 65.00	
PROJECTION			
LCD Support Package (6'0" Screen, Cart and Cables)		\$ 210.00	
HD Projector 5k Lumens		\$ 595.00	
HD Projector 7k Lumens		\$ 795.00	
AUDIO			
Pro Digital Wireless Handheld Microphone with Floor Stand		\$ 350.00	
Pro Digital Wireless Lavalier Microphone		\$ 350.00	
Audio Mixer Board		\$ 85.00	
Sound System: Speakers, Stands and Audio Mixer (Small = 0-50 people)		\$ 185.00	
Sound System: Speakers, Stands and Audio Mixer (Large = 50-100 people)		\$ 285.00	
Computer Audio Interface with Audio Order, Above		\$ 60.00	
Equipment Total:			

PLEASE COMPLETE BOTH SIDES



(504) 581-2874 Phone

PHOENIX CONVENTION CENTER

PRODUCED BY AIRBORNE PUBLIC SAFETY ASSOCIATION, INC.

Equipment Sub-Total From Page 1:

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

TOTAL CHARGES:

On-Site Information:

Contact _____ Cell Phone _____ Delivery Booth Location _____

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

Billing Information:

Company _____ Contact _____ Order Date _____

Address _____ City _____ State _____ Zip Code _____

Phone # _____ Fax # _____ Email _____

Payment Information:

Card Type _____ Card # _____ Exp. Date _____ CVV# _____

Name on Card _____ Signature of Cardholder _____

Cardholder Address _____ City _____ State _____ Zip _____

Terms and Conditions:

Full Payment must be submitted with order to guarantee equipment.

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

DEADLINE DATE IS JUNE 14, 2025

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

7 days prior to delivery date are subject to a 100% cancellation charge.

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

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

EMAIL ORDER TO: cody@avpg.com

"Thank You For Your Order"

Aventura Catering Exhibitor Menu and Order Form



Aventura Catering
Tina Sullivan
Phone: 602.534.8632
Email: Sullivan-Tina@aramark.com

View our full catering menu

www.aventuracatering.com

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 24% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



beverages

freshly brewed coffee

our coffee service includes disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins. coffee is priced per gallon with a 2-gallon minimum required per variety.

starbucks® house blend coffee \$85.00⁺⁺ per gallon

starbucks® decaffeinated coffee \$85.00⁺⁺ per gallon

bigelow® hot tea \$85.00⁺⁺ per gallon

beverage service

assorted pepsi® soft drinks \$5.00⁺⁺ each

individual bottled aquafina® water \$5.00⁺⁺ each

individual sparkling water \$5.50⁺⁺ each

bubly® flavored sparkling water \$5.00⁺⁺ each

individual assorted fruit juice \$6.00⁺⁺ each

iced tea, lemonade or fruit punch \$52.00⁺⁺ per gallon

infused waters of strawberry-basil, cucumber or citrus \$30.00⁺⁺ per gallon

water cooler daily rental

\$75.00⁺

refrigerated water cooler rental and setup

(5) gallon purified water bottle

\$30.00⁺⁺

Includes disposable cups

electrical needs: 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

logo bottled water

your booth attendees will be your own personal marketers with your company's logo bottled water. provide us with your company logo and we'll custom order your bottled waters. a lead time of 30 days is required with a minimum of 20 cases ordered. \$300.00 artwork fee.

12 oz bottled waters

\$120.00⁺⁺ per case / 24 count

16.9 oz bottled waters

\$135.00⁺⁺ per case / 24 count

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A 24% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$50.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



à la carte

bakery breakfast bites

- assorted bagels, cream cheese \$55.00⁺⁺ per dozen
- assorted danish pastries \$55.00⁺⁺ per dozen
- innovation bakery bread, muffins \$54.00⁺⁺ per dozen
- assorted donuts \$50.00⁺⁺ per dozen

sweet

- assorted cookies \$46.00⁺⁺ per dozen
chocolate chip, oatmeal raisin, sugar, lemon
- fudge brownies \$52.00⁺⁺ per dozen
- chocolate dipped strawberries \$75.00⁺⁺ per dozen
- petite french dessert pastries \$75.00⁺⁺ per dozen
- assorted candy bars \$60.00⁺⁺ per dozen

savory

- tortilla chips and salsa (for 25) \$200.00⁺⁺
- tortilla chips and guacamole (for 25) \$200.00⁺⁺
- pita chips and spinach dip (for 25) \$200.00⁺⁺
- homemade potato chips and onion dip (for 25) \$200.00⁺⁺
- mixed nuts \$6.00⁺⁺ each
- mini pretzel, spicy snack mix, trail mix \$6.00⁺⁺ each

rejuvenating

- granola bars \$4.00⁺⁺ each
- fresh fruit cup \$8.00⁺⁺ each
- whole fresh fruit \$4.00⁺⁺ each

sandwich trays

- silver dollar sandwich platter (25) \$150.00⁺⁺ each
assortment to include roast beef, ham, turkey, variety of cheeses
bowl of potato chips
- croissant sandwich platter (10) \$175.00⁺⁺ each
assortment to include roast beef and cheddar, ham and american
turkey and swiss, bowl of potato chips

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specialty booth stations

coffee bike

\$1,600.00⁺⁺

includes the bike, 15 gallons of cold brew coffee, flavored syrups
disposable cups and condiments for four hours of service

additional coffee: \$425.00⁺⁺ per 5 gallons

booth attendant required: \$225.00⁺ (up to 4 hours) provided by aventura to operate equipment

poppin' popcorn

select our table top popcorn machine or our antique popcorn cart for your booth. each station yields approximately (200) servings of theater style popcorn for up to 4 hours of service and includes popcorn bags and disposable napkins. select one seasoning flavor: theater butter, white cheddar, garlic parmesan, cheesy jalapeño or caramel. a dedicated booth attendant is required.

table top popcorn station \$350.00⁺⁺

antique popcorn cart station \$400.00⁺⁺

booth attendant required: \$225.00⁺ (up to 4 hours) provided by aventura to operate equipment

electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

additional 200 servings of popcorn \$225.00⁺⁺

smoothie bar with tiki cart

**\$800.00⁺⁺ per hour
(3 hour minimum)**

specialty made-to-order smoothie bar is a show stopping treat. includes (100) smoothies per hour with disposable cups, straws and napkins with your choice of (2) flavors: strawberry, mango, strawberry-banana, peach, berry berry or piña colada. a dedicated attendant is required.

additional smoothies available at \$7.00⁺⁺ each

booth attendant required: \$225.00⁺ (up to 4 hours) provided by aventura to operate equipment

electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

candy store

\$1,000.00⁺⁺

ultimate candy buffet that can be coordinated with your company color or event theme. glass containers to display candy with individual bags included. choice of 7 candies to choose from including: gummy bears, mary janes, candy sticks, jelly beans, starburst®, lollipops, red hots®, hershey's® kisses, red vines, m&ms® or let us know your favorite candy! serves 100 guests.

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specialty booth stations continued

ice cream sandwiches

\$750.00⁺⁺

ice cream sandwiched in between bakery fresh cookies that are a treat no one can resist. includes (100) 2.5" ice cream sandwiches for 2 hours of service, disposable napkins and utensils with your choice of (2) ice cream flavors: vanilla, chocolate, strawberry, mint chip, butter pecan and choice of (2) cookie flavors: chocolate chip, sugar, snickerdoodle.

additional servings: \$200.00⁺⁺ (serves 25)

booth attendant required: \$225.00⁺ (up to 4 hours) provided by aventura to serve sandwiches

fresh baked cookie station

\$400.00⁺⁺

tempt show traffic to your booth with the warm and welcoming scent of freshly baked cookies. the fresh baked cookie station includes up to 4 hours of service, a table top otis spunkmeyer gourmet cookie oven, disposable napkins and approximately (160) 2 oz. cookies with your choice of (1) flavor: chocolate chip, oatmeal raisin or white chocolate macadamia nut.

additional case of cookie dough (160 cookies) available at \$300.00⁺⁺ per case

booth attendant required: \$225.00⁺ (up to 4 hours) to bake and distribute cookies

electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

cappuccino bar

**\$575.00⁺⁺ per hour
(3 hour minimum)**

a barista presents your guests with specialty made-to-order coffee service of espresso shots, flavored cappuccinos, macchiato, mochas, lattes, hot chocolate and steamers. the cappuccino bar includes disposable cups with lids and napkins.

barista required: \$225.00⁺ (up to 4 hours) provided by aventura to serve beverages

electrical needs: 2000 watts (20 amp) 120 volt and 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

italian soda bar

\$1,500.00⁺⁺

welcome your guests to your booth by offering soda with an italian twist. the italian soda bar includes up to 4 hours of service and (250) 12 oz. servings with disposable cups with lids and straws. select up to three flavors: strawberry, raspberry, peach, orange, lemon, lime.

additional servings: \$125.00⁺⁺ per hour (serves 25)

booth attendant required: \$225.00⁺ (up to 4 hours) provided by aventura to serve beverages

bubly® bar

\$1,400.00⁺⁺

assorted flavors of bubly® sparkling water with fresh fruit to enhance the flavor pineapple, mango, fresh berries, lemon sorbet (serves 250)

booth attendant required: \$225.00⁺ (up to 4 hours) provided by aventura to serve beverages

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specialty booth stations continued

dippin' dots stand

\$850.00⁺⁺

the original beaded ice cream is a fun and tasty treat! this stand comes with ice cream cups, spoons and disposable napkins with your choice of two flavors for up to 4 hours of service and (100) servings: chocolate, strawberry, vanilla, rainbow, cookies 'n cream, mint chocolate, banana split, cotton candy, birthday cake. a dedicated attendant is required.

*booth attendant required: \$225.00⁺ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric*

hot and soft pretzels

\$150.00⁺⁺

keep your soft jumbo pretzels warm with our tabletop pretzel warmer. the pretzel warmer holds up to 36 pretzels and displays them for an easy grab and go snack. order your pretzel quantity and our staff will deliver, setup and remove the warmer for you. a minimum order of 36 pretzels is required.

traditional pretzels \$4.25⁺⁺ each

add individual servings of cheese dip \$1.00⁺⁺ each

*booth attendant required: \$225.00⁺ (4 hour minimum) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric*

hydration station

\$300.00⁺⁺

refreshing and delicious, this station will quench your thirst. the hydration station comes with 2 gallons of infused water, 2 gallons of lemonade and 2 gallons of iced tea presented with beverage dispensers, disposable cups with lids and napkins. select from the following flavors:

2 gallons of infused water, choice of: strawberry-basil, cucumber or citrus

2 gallons of lemonade, choice of: classic, strawberry, lavender or mango

2 gallons of iced tea, choice of: regular, passion fruit or prickly pear

keurig® single cup coffee service

\$145.00⁺⁺

brew fresh coffee by the cup (30 pods per kit)
includes a single cup coffee brewer with assorted gourmet flavors
disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins

additional pod refill (30 pods) \$85.00⁺⁺

electrical needs: 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

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bar service

aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the arizona department of liquor licenses and control. therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by aventura. one bartender per bar is required and will automatically be applied to your order for \$275.00+ for up to 4 hours of service. each additional hour is \$70.00+ per hour.

host bar

the host bar is based on consumption

premium cocktails \$11.50⁺⁺ each
house wine by the glass \$11.00⁺⁺ each
imported beer \$10.50⁺⁺ each
domestic beer \$10.00⁺⁺ each
bottled still water \$5.00⁺⁺ each
bottled sparkling water \$5.50⁺⁺ each
assorted pepsi® soft drinks \$5.00⁺⁺ each

huss brewing bicycle

\$1,100.00⁺⁺

includes an assortment of (100) huss can beers. showcase your booth with our colorful huss brewing bike featuring local huss brewery assortment of microbrews
bartender required at \$275.00+ for up to 4 hours of service

mimosa bar

\$1,200.00⁺⁺

serves (100) mimosas for up to 4 hours of service made with house champagne, orange juice, cranberry juice, grapefruit juice, raspberries, blueberries and strawberries. disposable serviceware included.

bartender required at \$275.00+ for up to 4 hours of service

margarita madness

\$2,000.00⁺⁺

(225) frozen margaritas with our frozen margarita machine made with your choice of one of the following: classic, strawberry or prickly pear margaritas. disposable serviceware included.

bartender required at \$275.00+ for up to 4 hours of service

electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric

general information, policies and procedures

FOOD & BEVERAGE REGULATIONS

All food and beverage items served within Phoenix Convention Center & Venues must be prepared and presented by Aventura...A Premier Catering Company. This includes requests for exhibitor amenities such as logo-bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverage from the Convention Center. Aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Arizona Department of Liquor Licenses and Control. Therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by Aventura.

EVENT PLANNING

Exhibitor Food & Beverage Order Specifications

To insure the proper planning of your event, we kindly request that all exhibitor food and beverage specifications be received in writing by our office no later than fourteen (14) days prior to the date of your first service. Orders received within fourteen (14) days of the first scheduled service will incur a 10% late administrative charge.

Confirmation of Orders

Upon receipt of all written food and beverage specifications, your Aventura Sales Professional will review and provide the customer with written confirmation of services ordered. A separate event order will be issued to the customer for each individual service, along with a contract outlining specific agreements between the customer and the caterer, Aventura. The contract, signed event orders and payment in full must be received by Aventura no less than five (5) business days prior to the first event. The event orders, when completed, will form part of your contract. Menu prices are subject to change without notice.

Client Responsibility

The client is responsible for ordering electrical power from Commonwealth Electric and booth catering tables and/or bar fronts and bar back tables from show decorator if necessary.

PAYMENT POLICY

Deposits

Aventura policy requires full payment (100%) of total estimated charges in advance.

Acceptable Forms of Payment

Company check, American Express, Visa, MasterCard and Discover are considered acceptable forms of payment. If payment is received within less than three (3) business days prior to the event, certified funds or credit card payment will be required. If company check is utilized for payment, a credit card will be required to facilitate on site additions and changes to existing orders.

Cancellation

Full charges will apply to cancellations made within five (5) business days prior to delivery.

ADMINISTRATIVE CHARGE* AND SALES TAX

- All food and beverage items are subject to 24% administrative charge* and applicable Arizona sales tax. Administrative charge* is taxable in the State of Arizona.
- ++ indicates the addition of 24% administrative charge* and applicable sales tax
- + indicates the addition of applicable Arizona sales tax (currently 8.6%)
- Administrative charge* and sales tax are subject to change without notice

DELIVERY FEES

All catering orders or re-orders totaling less than \$100.00 (excluding administrative charge* and sales tax) will result in a \$50.00+ delivery fee.

BEVERAGE PURCHASE POLICY

All beverage items are sold à la carte and cannot be purchased on a consumption basis.

LABOR

Each booth attendant is \$225.00+ and bartender is \$275.00+ for up to 4 hours, each additional hour is \$70.00+ per hour for each attendant or bartender.

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Aventura Catering Exhibitor Menu and Order Form

Exhibitor Booth Catering Order Form

Please fax or email your completed order and credit card authorization form to (602) 534-8603 or Tina Sullivan at Sullivan-Tina@aramark.com. Confirmation will be emailed to you.

Show Name:						
Company:						
Order Contact:						
Street Address:						
City:				State:		Zip:
Email:						
Phone:				Fax:		
Booth #:				# of Guests:		
On-Site Contact:						
On-Site Contact Cell:						
MENU ITEMS						
Service Date	Start Time	End Time	Quantity	Item Description	Unit Price	Total Price
					Subtotal	
					24% Administrative Fee (if applicable)	
					8.6% Sales Tax	
					Total	