



United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017

## WELCOME LETTER

Los Angeles Convention Center, West Hall A  
Los Angeles, CA

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

For online ordering go to: <https://xpert.boomerecommerce.com>

This exhibitor kit contains IMPORTANT information and order forms on the wide variety of services we offer, please review this kit carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

DISCOUNTS on many decorating items and services can be realized if your orders are placed by the discount deadline dates. Please see order forms for applicable deadline dates.

XPERT EXPOSITION SERVICES requires payment in full at the time services are ordered. Purchase Orders are not considered advance payment. You can make payment by check, wire transfer or credit cards, we accept Visa, MasterCard, Diners and American Express. A credit card authorization form is enclosed for your convenience. This will be used to charge labor and material handling services not covered in your advance order. All materials are on a rental basis and remain the property of XPERT EXPOSITION SERVICES.

It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in the successful execution of your event. Our customer service department is available to assist you with your needs prior to the event by calling 855-677-EXPO(3976) 8am – 5pm (PST) Monday – Friday or e-mail us at [exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com). Also you can visit us at show site at the Xpert Exposition Services Desk.

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

**IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.**

## TABLE OF CONTENTS

### General Show Information

- Critical Show Information
- Online Ordering Information

### Rules & Regulations

- Fire & Safety
- Terms & Conditions

### Payment Information

- Payment Options & Policy
- Payment Authorization

### Additional Services

### Show-site Venue & Advance Warehouse Location

- Shipping Addresses
- Advance Shipping Labels
- Direct Shipping Labels
- UPS Freight
- Material Handling Costs
- Material Handling Authorization
- Cart Load Service
- Vehicle Spotting Form
- Material Handling Policy
- Material Handling Helpful Hints

### Labor

- Booth Labor
- Union Guidelines
- Outbound Shipping Instructions
- Exhibitor Appointed Contractor Form
- Sample Certificate of Insurance
- Forklift Labor
- Accessible Storage During Show

### Xpert Furniture & Accessories

- Standard Furniture Brochure
- Standard Furniture Order Form
- Furniture Accessories Order Form

### Booth Rentals

- Booth Rental Brochure
- Booth Rental Order Form
- Booth Accessories Order Form

### Custom Graphics

- Custom Signage Order Form



**CRITICAL SHOW INFORMATION**

Los Angeles Convention Center, West Hall A  
 Los Angeles, CA

**Booth Information**

Booth Package Includes:	Pipe and Drape (1) 6' skirted table - Black (2) Side Chairs, (1) Wastebasket Black booth carpet
Aisle Carpet:	N/A

**Exhibit Hall Hours**

Exhibitor Installation:	Thursday, October 26 Friday, October 27	10:00 A.M. - 5:00 P.M. 8:00 A.M. - 12:30 P.M.
Show Hours:	Friday, October 27 Saturday, October 28	1:00 P.M. - 6:00 P.M. 9:00 A.M. - 5:00 P.M.
Exhibitor Dismantle:	Saturday, October 28, 2017	5:00 P.M. - 10:00 P.M.
All Out By:	Saturday, October 28, 2017	10:00 P.M.

**All carriers must check in no later than 8:00pm on Saturday, October 28 for freight pick up.**

**Shipping Information**

**Advance Warehouse:**  
*All materials shipped in advance to the warehouse must arrive by 10/20/2017.*

{Your booth name & number}  
 c/o UPS Freight  
 c/o Crane Freight & Cartage  
 1320 W. Holt Ave  
 Pomona, CA 91768

**Direct to Show Site**  
*First day direct shipments will be accepted is 10/26/2017.*

{Your booth name & number}  
 c/o Xpert Exposition Services  
 Los Angeles Convention Center  
 West Hall A  
 1201 South Figueroa St  
 Los Angeles, CA 90015

**Important Dates / Deadlines**

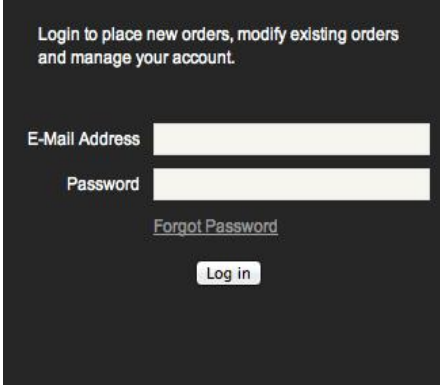
First day advance freight accepted:	<b>9/20/2017</b>
Discount price deadline for booth/furniture	<b>10/13/2017</b>
Last day advance freight accepted	<b>10/20/2017</b>
First day direct freight accepted	<b>10/26/2017</b>

## ONLINE ORDERING INSTRUCTIONS

There are two options for accessing our convenient and secure online ordering system.

1. If you are the main contact provided to Xpert by your show management team, check your email, including your junk folder, for a direct link to <https://xpert.boomerecommerce.com>, our online ordering system. This Exhibitor Services email will provide the necessary login information needed to get started.



Enter your email address and password here:





Copying and pasting the password is suggested to eliminate errors.

-or-


2. Go to our website at [www.xpertexpo.com](http://www.xpertexpo.com)

Click on  If you are not the main contact provided for the exhibiting booth, please click on  You will be required to supply both your company name and zip code to gain access and start placing orders.

Once you have located your company and set up your contact information, click on  in the “My Events” column next to the event you would like to place an order for.

Your shopping cart can be viewed by clicking  in the upper right hand side of the screen, at any time during the ordering process.

### Helpful Hints:

If you would like to remove an item from your shopping cart, click the .

Special instruction can be added to clarify your order by clicking [Add Instruction](#) under any items ordered.

Change color of carpet, drape, or skirt or any required selections during ordering, click on [Edit Attributes](#) and proceed with changes.

After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Options for your order #**



**United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017**

## **PAYMENT OPTIONS & POLICY**

### **Payment Options**

Please note, we require a valid Credit Card on file regardless of your preferred method of payment.

#### **Payment by Credit Card**

For your convenience, we accept MasterCard, Visa and American Express. Please submit your credit card information online or complete and submit Xpert's Payment Authorization form along with your orders when you are faxing or mailing them in. Credit Cards submitted are subject to charge for all goods and services provided by Xpert Exposition Services.

#### **Payment by Company Check**

Please mail your check along with your order forms to Xpert Exposition Services at the address listed below. If you are faxing your order forms, please include a signed Payment Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth number and Name of Show.

#### **Payment by Third Party**

If Xpert will be invoicing a third party, please complete and submit the Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show conclusion should the third party default on payment. Exhibiting Company Credit Card is required.

#### **Payment by Wire Transfer**

Please call 702-248-8007 or email [exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com) for wire transfer information.

#### **International Exhibitors**

International Exhibitors must make payment to Xpert for all amounts due in U.S. funds prior to show closing.

### **Payment Policy**

#### **General**

In order for us to process your orders, we must have a valid Credit Card on file and full payment in advance of the show. Invoices showing activity to date will be prepared at the Xpert Service Desk for your review at show site. Final invoices can be requested via e-mail 14 days after show close.

#### **Tax Exempt Status**

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

#### **Third Party Payment**

Each exhibiting company is ultimately responsible for all charges incurred on its behalf. Xpert Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay (see third party payment).

#### **Credits for Billing Discrepancies**

Any requests for credits related to billing discrepancies must be addressed with Xpert within 30 days from the close the show.

#### **Discount Pricing**

To qualify for discount prices, full payment must be included with your order on or before the discount deadline date.

#### **Standard Pricing**

Order forms submitted after the advance discount deadline will be processed at the standard prices.

#### **Cancellation of Items or Services**

Twenty-four hour notice is required for cancellation of labor services. If such notice is not provided, a one hour minimum per laborer ordered will be charged. Items cancelled prior to exhibitor move in will not be charged, items cancelled after exhibitor move in begins will be charged at 50% of the price of the item



PAYMENT AUTHORIZATION

Exhibiting Company Name Booth Number
Contact Person E-Mail

Credit Card Policy

I authorize Xpert Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If my credit card is declined, standard hotel rate prevails and a 25.00 service charge will be added. Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

Exhibiting Company Payment Authorization

Services To Be Invoiced To Exhibitor

- All Xpert Services Furniture & Carpet Material Handling Booth Cleaning & Porter Service
Booth Labor Other

Payment type: MasterCard Visa Diners American Express Check \$

Account Number Exp. Date Security Code

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

X AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

Third Party Payment Authorization

Services To Be Invoiced To Third Party

- All Xpert Services Furniture & Carpet Material Handling Booth Cleaning & Porter Service
Booth Labor Other

Payment type: MasterCard Visa Diners American Express Check \$

Account Number Exp. Date Security Code

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

X AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE



United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017

**SHIPPING ADDRESSES**

Los Angeles Convention Center, West Hall A  
Los Angeles, CA

**Advance Shipments to Warehouse**

**Direct Shipments to Show Site**

To: (Exhibiting Company and booth number)

To: (Exhibiting Company and booth number)

For: **Rock 'n' Roll Los Angeles**

For: **Rock 'n' Roll Los Angeles**

{Your booth name & number}  
c/o UPS Freight  
c/o Crane Freight & Cartage  
1320 W. Holt Ave  
Pomona, CA 91768

{Your booth name & number}  
c/o Xpert Exposition Services  
Los Angeles Convention Center  
West Hall A  
1201 South Figueroa St  
Los Angeles, CA 90015

Advance shipments are  
accepted from  
9/20/2017 through  
10/20/2017

First day direct shipments will be  
accepted is 10/26/2017.

**Any shipment arriving prior to 10/26/2017  
not be accepted and is subject to additional  
handling fees.**

**ADVANCE  
SHIPMENT**



From:

**Rock 'n' Roll Los Angeles**

**To:** UPS Freight  
c/o Crane Freight & Cartage  
1320 W. Holt Ave  
Pomona, CA 91768

**Company Name:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

**Piece #** \_\_\_\_\_ **of** \_\_\_\_\_

**A** *RUSH*  
**EXHIBIT MATERIAL**

**ADVANCE  
SHIPMENT**



From:

**Rock 'n' Roll Los Angeles**

**To:** UPS Freight  
c/o Crane Freight & Cartage  
1320 W. Holt Ave  
Pomona, CA 91768

**Company Name:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

**Piece #** \_\_\_\_\_ **of** \_\_\_\_\_

**A** *RUSH*  
**EXHIBIT MATERIAL**

**ADVANCE  
SHIPMENT**



From:

**Rock 'n' Roll Los Angeles**

**To:** UPS Freight  
c/o Crane Freight & Cartage  
1320 W. Holt Ave  
Pomona, CA 91768

**Company Name:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

**Piece #** \_\_\_\_\_ **of** \_\_\_\_\_

**A** *RUSH*  
**EXHIBIT MATERIAL**

**ADVANCE  
SHIPMENT**



From:

**Rock 'n' Roll Los Angeles**

**To:** UPS Freight  
c/o Crane Freight & Cartage  
1320 W. Holt Ave  
Pomona, CA 91768

**Company Name:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

**Piece #** \_\_\_\_\_ **of** \_\_\_\_\_

**A** *RUSH*  
**EXHIBIT MATERIAL**



**DIRECT  
SHIPMENT**



From:

**Rock 'n' Roll Los Angeles**

To: c/o Xpert Exposition Services  
Los Angeles Convention Center  
West Hall A  
1201 South Figueroa St  
Los Angeles, CA 90015

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Rock 'n' Roll Los Angeles**

To: c/o Xpert Exposition Services  
Los Angeles Convention Center  
West Hall A  
1201 South Figueroa St  
Los Angeles, CA 90015

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Rock 'n' Roll Los Angeles**

To: c/o Xpert Exposition Services  
Los Angeles Convention Center  
West Hall A  
1201 South Figueroa St  
Los Angeles, CA 90015

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Rock 'n' Roll Los Angeles**

To: c/o Xpert Exposition Services  
Los Angeles Convention Center  
West Hall A  
1201 South Figueroa St  
Los Angeles, CA 90015

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**





# Trade show shipping made easier for you.



Your booth is the centerpiece of your company's trade show presence. If it doesn't arrive intact and on time, your business could miss out on a golden opportunity to gain exposure within the industry.

At UPS Freight®, we understand your trade show needs, and we're here to make your trade show shipping experience easier than ever.

Whether your booth is headed for the advanced warehouse or direct to the show site, the UPS Freight Trade Show Services Team can provide you with dependable transit times at the right price — ensuring that your trade show experience goes off without a hitch.

## UPS Freight® Trade Show Services Team

---

UPS Freight has established special inbound and outbound rates to and from trade show sites on these services:

- LTL (less-than-truckload) freight shipping
- Truckload shipping
- Expedited shipping
- Specialized carriers (flatbeds, pad-wrapped, air freight, air-ride)

## Contact us

---

Ready to take the next step?  
Contact us today by phone at **800.988.9889** or via email at **[upsfreighttradeshow@ups.com](mailto:upsfreighttradeshow@ups.com)** to get started!



**United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017**

**Vehicle Spotting Form**

---

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

---

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

Batteries must be disconnected and taped  
 Fuel tank must have no more than one eighth of a tank of gas  
 Fuel tanks must be locked with a locking cover to prevent the escape of vapors  
 Vehicles may not be moved during show hours

ROUND-TRIP RATE

DESCRIPTION	RATE
Small Vehicle- Cars or small trucks	\$150.00
Large Vehicles- Trailers, buses, dump trucks, etc.	\$225.00

---

MOBILE EQUIPMENT ORDER

---

NUMBER OF VEHICLES	TYPE OF VEHICLE	DATE	TIME	RATE	SUBTOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TERMS & CONDITIONS

Total Due \_\_\_\_\_

Arrangements must be made with Show Management.  
 This form must be forwarded to Show Management.  
 Vehicles may only be displayed in accordance with local fire regulations.  
 Cancelled orders will be charged 100% of total if cancelled after move-in begins.  
 Orders must be paid by credit card  
 \*(see Order Summary/Payment Authorization Form).



United Airlines
Rock 'n' Roll Los Angeles
October 27-28, 2017

MATERIAL HANDLING AUTHORIZATION

Company Name

Booth Number

Advance Shipments to Warehouse

Crated
Shipment Weight \_\_\_\_\_ cwt x \$121.68 per 100 lbs.\*\*
= \$ \_\_\_\_\_

Crated Additional Handling\*
Shipment Weight \_\_\_\_\_ cwt x \$158.18 per 100 lbs.\*\*
= \$ \_\_\_\_\_

\* Uncrated shipments will NOT be accepted at the Advance Warehouse.

\*\*200 lb. minimum

Direct Shipments to Show Site

Crated
Shipment Weight \_\_\_\_\_ cwt x \$137.90 per 100 lbs.\*\*
= \$ \_\_\_\_\_

Crated Additional Handling
Shipment Weight \_\_\_\_\_ cwt x \$179.27 per 100 lbs.\*\*
= \$ \_\_\_\_\_

Uncrated Additional Handling
Shipment Weight \_\_\_\_\_ cwt x \$220.64 per 100 lbs.\*\*
= \$ \_\_\_\_\_

\*200 lb. minimum

Small Packages
First Piece \$35.00 + \_\_\_\_\_ Additional Pieces @ \$25.00

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Rate Classifications

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

Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

Uncrated - Material that is shipping loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Small Packages - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

No Additional Fees Applicable

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

X
AUTHORIZED SIGNATURE

AUTHORIZED NAME (please print)

DATE



**United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017**

## **MATERIAL HANDLING POLICY**

### **Weight Tickets**

In the event that no weight is indicated on the delivery documents presented, Xpert shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

### **Overtime Charges**

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.\*
- Advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Xpert's control, is moved into show site on overtime.
- Shipment is moved into or out of show site on overtime due to scheduling conflicts beyond Xpert's control.

Overtime is:

- Monday through Friday before to 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

### **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/her representative. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth. Xpert Exposition Services recommends hiring security services from the facility or Show Management.

### **Outbound Shipment(s)**

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Xpert highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Xpert by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Xpert and the actual count of such items in the booth at the time of pick up.

Material Handling Forms covering outgoing shipments that are furnished to Xpert by exhibitors will be checked at the time of actual pick up from booth and corrections made where discrepancies occur.

Xpert shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

If found liable for any loss, XPERT'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 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,000.00 (USD) per shipment, whichever is less.

Xpert shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Xpert by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the show floor without forwarding instructions turned into the Xpert Service Desk, will be shipped on show carrier or returned to warehouse pending re-routing, at the exhibitors expense. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. XPERT RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME. XPERT CAN NOT GUARANTEE PICK UP TIMES FOR EXHIBITOR APPOINTED CARRIERS. ALL SHIPMENTS ARE MOVED OUT OF THE EXHIBIT HALL AT XPERT'S DISCRETION.

**3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002**

[exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com)

## MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

**What is "Material Handling/Drayage"?** – The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

**Can I carry my own materials to my booth?** – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

**How are rates determined?** – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

**Tips on how you can save money!** – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed an additional handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

**How is the weight of my shipment determined?** – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

**Small shipments vs. large shipments:** Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

**Advance warehouse vs. direct to show site shipments:** In general, it is best to ship your materials to the advance warehouse address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

**Should I insure my exhibit?** – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

### Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.



**United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017**

**BOOTH LABOR**

**Discount Price Deadline 10/13/2017**

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Labor**

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.  
Exhibitor must check in at the Xpert Service Desk to notify Xpert that they are ready for labor and upon completion of work.

Orders placed after 10/13/2017: Add 30% to hourly rates.

**LABOR RATES:**                      **Straight time \$ 102.44**                                      **Overtime: \$ 158.86**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

All rates are charged at a one-hour minimum per laborer, 30 minute increments after the first hour.

<b>Date &amp; Time</b>	<b># of Laborers</b>	<b>Total Hours</b>	<b>Hourly Rate</b>	<b>Total Cost</b>
<b>Install</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision\* on installation labor

**Dismantle**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision\* on dismantle labor

<b>Total Estimated Costs</b>	<b>\$</b>
------------------------------	-----------

**\*Xpert Supervision**

Our fee for this service is 50% of exhibitor's total labor bill.  
In order to perform the labor without exhibitor's representative present, Xpert must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.  
Exhibitor must also fill out Outbound Shipping Instructions page.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Cell Phone Number

Please note:

Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.  
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.





United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017

**OUTBOUND SHIPPING INSTRUCTIONS**

**NOTE: ONLY submit this form if using Xpert Exposition Supervised Labor**

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

**Outbound Shipping Instructions**

Please complete this section only if Xpert Exposition will be supervising booth labor.  
At close of show, exhibitor freight will be shipped to the following address:  
If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company Name / Show \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Attention: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**SHIPPING METHOD**

- AIR
- GROUND

Name of Carrier:

\_\_\_\_\_

**Please note:**

If an exhibitor is not using the official show freight carrier, the exhibitor is responsible for arranging for carrier to pick up at close of show.  
If no carrier is named or carrier does not show up, Xpert will ship via the official show carrier at exhibitors expense.  
Xpert cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Xpert's discretion.



United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017

**EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION**

Exhibiting Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

**Authorization**

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs). Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than **10/13/2017**

EAC COMPANY NAME \_\_\_\_\_

EAC CONTACT NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

Services to be provided

- All Xpert Services
- Furniture & Carpet
- Material Handling
- Booth Cleaning & Porter Service
- Booth Labor
- Other \_\_\_\_\_

Is this company authorized to order services on your behalf?  YES  NO

Is this company responsible for charges incurred for the show?  YES\*  NO

\*If yes, both parties must complete and sign the Third Party Payment form.

I hereby authorize the companies noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Management Rules and Regulations as noted in the Exhibitor Contract and this Service Manual and agree to abide by the same.

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

**PRODUCER**  
**ABC Insurance Agency** Fax: (212) 555-6100  
1234 Broker Lane  
New York, NY 10895  
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSUREERS AFFORDING COVERAGE**

**INSURED**  
**Big Boom Company, Inc.**  
1234 Corporate Lane  
New York, NY 10895  
Attn: Joe Smith  
Phone: (212) 555-5349 Fax: (212) 555-9819

**INSURER A: Hartford Insurance Company of Illinois**  
**INSURER B: Aetna Casualty & Surety Company**  
**INSURER C: Travelers Insurance Company**  
**INSURER D: Royal Insurance Company**  
**INSURER E:**

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-AI1</b>	<b>01/01/08</b>	<b>01/01/09</b>	EACH OCCURENCE	<b>\$1,000,000</b>
	FIRE DAMAGE (Any one fire)				<b>\$ 300,000</b>	
	MED EXP (Any one person)				<b>\$ 10,000</b>	
	PERSONAL & ADV INJURY				<b>\$1,000,000</b>	
	GENERAL AGGRREGATE				<b>\$2,000,000</b>	
	PRODUCTS-COMP/OP AGG				<b>\$2,000,000</b>	
<b>B</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	<b>SKLS-029499S</b>	<b>01/01/08</b>	<b>01/01/09</b>	COMBINED SINGLE LIMIT	<b>\$1,000,000</b>
	(Ea accident)					
	BODILY INJURY				<b>\$</b>	
	(Per person)					
	BODILY INJURY				<b>\$</b>	
	(Per accident)					
	PROPERTY DAMAGE				<b>\$</b>	
(Per accident)						
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY-EA ACCIDENT	<b>\$1,000,000</b>
					OTHER THAN AUTO ONLY:	<b>\$</b>
						<b>\$</b>
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>XL1234567</b>	<b>01/01/08</b>	<b>01/01/09</b>	EACH OCCURENCE	<b>\$1,000,000</b>
	AGGREGATE				<b>\$1,000,000</b>	
					<b>\$</b>	
					<b>\$</b>	
					<b>\$</b>	
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b>	<b>01/01/08</b>	<b>01/01/09</b>	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				<b>\$1,000,000</b>	
	E.L. DISEASE-EA EMPLOYEE				<b>\$1,000,000</b>	
	E.L. DISEASE -POLICY LIMIT				<b>\$1,000,000</b>	
<b>D</b>	OTHER					

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
Xpert Exposition Services (Official Service Provider) is hereby named as additional insured, except for Workers' Compensation.  
Xpert Exposition Services and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Xpert Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Xpert shall be excess and non-contributory.

<b>CERTIFICATE HOLDER</b>	<input checked="" type="checkbox"/> <b>ADDITIONAL INSURED; INSURER LETTER: X</b>	<b>CANCELLATION</b>
Xpert Exposition Services 3455 W. Sunset Rd. Suite L Las Vegas, NV 89118		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE John Smith, CIC John Smith, CIC





**United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017**

**BOOTH CLEANING**

**Discount Price Deadline 10/13/2017**

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

**Booth Cleaning**

Vacuuming of booth and emptying of wastebaskets once daily at close of show

Booth dimensions	Total area	Discount Price	Standard Price	Daily Price	
_____ x _____	= _____ x _____	\$0.65	or \$0.85	= _____	
		Daily Price	Number of days	= _____	Cleaning Service Total Price
		_____ x _____		= _____	

**Porter Service**

Emptying of wastebaskets every two hours during show hours only.

Booth size	Cost per day	Number of days	Porter Service Total Price
up to 1000 sq. ft.	\$130.50	_____	_____
1000 to 1500 sq. ft.	\$150.50	_____	_____
1500 to 2000 sq. ft.	\$170.50	_____	_____
2000 to 2500 sq. ft.	\$190.50	_____	_____
2500 to 3000 sq. ft.	\$210.50	_____	_____
3000 to 3500 sq. ft.	\$230.50	_____	_____
3500 to 4000 sq. ft.	\$250.50	_____	_____
Over 4000 sq. ft.	\$270.50	_____	_____

**Total Costs** \_\_\_\_\_



United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017

## ACCESSIBLE STORAGE DURING SHOW

**Exhibitor must sign up for accessible storage at the Xpert Service Desk on-site.**

*Accessible storage is unsecured*

### Set-Up Fee

There is a one-time set up fee of \$126.00

### Storage Fee

Based upon square footage required for storage

Up to 32 square feet	\$126.00 per day
32 to 64 square feet	\$205.00 per day
64 to 96 square feet	\$246.00 per day
96 to 128 square feet	\$306.00 per day
128 to 160 square feet	\$366.00 per day

### Labor

Each time you access your materials, you will be charged a minimum of one-half hour of labor according to the hourly rates indicated on the booth labor form.



**United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017**

## WAREHOUSE STORAGE

Company Name	Booth Number		
Show Name	Facility		
Contact Person	E-Mail		
Address	City	St	Zip
Phone	Fax		

### Warehouse Storage

Xpert Exposition Services now has available storage space in the Las Vegas area with facilities and services to:

1. Receive and hold your equipment and/or exhibit materials.
2. Save on expensive shipping charges. (Additional charges for shipping to non Xpert events)
3. Storage freight is delivered to your booth in advance of direct shipments. (to Xpert Exposition Events only)
4. No Marshaling Yard check-in, waiting or fees. (to Xpert Exposition Events only)
5. Year round accessibility. (If using your carrier for transport: Pick-up and delivery time must be scheduled with Xpert at least 72 hours in advance)

### Storage Rates

Storage: **\$7.00 per cwt per month.**  
(10 CWT or 1000 lbs. minimum)

Transportation: **\$10.00 per cwt** from show site to the warehouse facility.  
**\$5.00 per cwt** from warehouse facility to Las Vegas.

Handling: **\$7.00 per cwt** for loading/unloading exhibit materials at the warehouse.  
(5 CWT or 500 lb. minimum)

**NOTES:** Additional fees apply if storage is removed from Xpert's warehouse and shipped to shows where Xpert is not the general contractor. Please contact us at [shipping@xpertexpo.com](mailto:shipping@xpertexpo.com) if you would like to receive a shipping quote from Xpert Shipping Services (XSS). Additional fees also apply for access to or inventory of freight while placed in storage with Xpert. Drayage rates will still apply for storage materials delivered from our facility to show site.

Transportation information but be provided on the following form with a minimum of 72 hrs prior to a Las Vegas, NV delivery and 5 business days before a delivery should arrive at its out of town destination. Please call or e-mail if a quote is needed for expedited delivery.

Monthly Storage Cost: **\$7.00 x \_\_\_\_\_ CWT x \_\_\_\_\_ # of months \$ \_\_\_\_\_**  
 1,000 lb. minimum storage\*  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

All storage services are subject to Xpert Exposition Services Terms and Conditions or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees will result in a lien against your property. Xpert reserves the right to dispose of any materials if unclaimed after 30 days

3455 W. Sunset Road, Suite L • Las Vegas, NV 89118 | P (702) 248-8007 | F (702) 248-8002  
[exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com)



## WAREHOUSE STORAGE FAQ

---

Frequently Asked Questions:

**1) *Where will my items be stored?***

Items placed in storage will be housed at Xpert's Las Vegas warehouse located at 3455 W. Sunset Road, Suite L, Las Vegas, NV 89118.

**2) *How should I label my items to be placed in storage?***

An Xpert Service Desk representative will provide you with specific storage labels after you have placed your order for storage services.

**3) *How should I pack my items to be placed in storage?***

Loose items placed in storage must be shrink-wrapped or banded on pallets. Items placed in crates should be securely fastened. Please visit the Xpert Service Desk if you require shrink-wrap or banding services. We do not accept pad-wrapped items in storage.

**4) *What happens if I need to access my storage after the show?***

Please call our Exhibitor Services team at 1-855-677-EXPO(3976) to schedule an appointment to visit the Las Vegas Warehouse. Please provide a minimum of 48 hours notice to access your storage. Additional fees will apply for inventory management.

**5) *What type of payment do you accept for Storage Service?***

We will require a valid credit card at the time of your order. It is our policy not to extend credit for this service.

**6) *Do you offer pro-rated fees or refunds if my Storage dates change?***

We do not offer pro-rated refunds or credits if your storage term ends before your contract expires.

**7) *What happens to my stored items after my Storage Term ends?***

You are responsible for retrieving your items from the Las Vegas warehouse. Please contact Xpert Shipping Services @ 855-677-3976 to help arrange for the transportation of your storage.

Note: Xpert reserves the right to dispose of materials thirty (30) calendar days after your storage contract ends, or the current contract is not extended and paid for, without liability.

**8) *Does this Storage Service take the place of the Estimated Material Handling Costs in my exhibitor kit?***

Storage Service charges are for use of the storage space and are exclusive of Material Handling costs.

**9) *What type of insurance do you offer for stored items in your warehouse?***

It is understood that Xpert is not an insurer. Storage charges are for use of the space and not a form of insurance. Insurance on exhibit materials shall be obtained by the exhibitor at their sole cost and expense from a third party insurance provider.



**FURNITURE & ACCESSORIES**



Side Chair



Stool



36" x 30" High Conference Table



Tables with Skirting



Chrome Bag Stand



Chrome Sign Stand



Stanchion  
(includes 7' retractable cord)



Tripod Easel



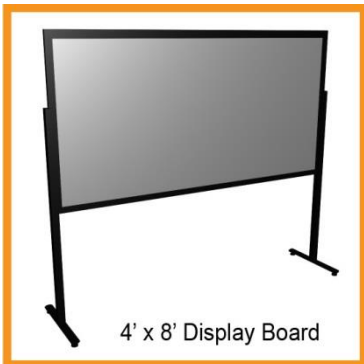
Garment Rack



Raffle Drum



Wastebasket



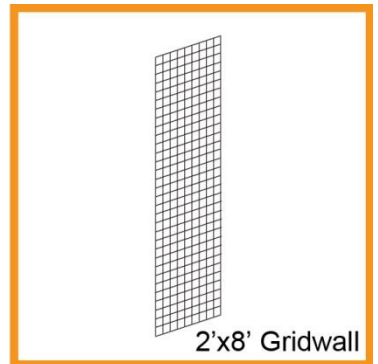
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall



**United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017**

<b>STANDARD FURNITURE</b>	<b>Discount Price Deadline 10/13/2017</b>
---------------------------	---

Company Name _____	Booth Number _____
--------------------	--------------------

Contact Person _____	E-Mail _____
----------------------	--------------

<b>Standard Furniture</b>
---------------------------

<b>Seating</b>	Quantity	Discount Price	Standard Price	Extended Price
Side Chair	_____	\$ 66.00	\$ 86.00	\$ _____
Barstool	_____	\$ 117.00	\$ 151.50	\$ _____

<b>Round Tables</b>	Quantity	Discount Price	Standard Price	Extended Price
36" x 30" High Conference Table	_____	\$ 227.00	\$ 295.00	\$ _____
36" x 40" High Cocktail Table	_____	\$ 251.00	\$ 326.00	\$ _____

<b>30" Tables</b>	Quantity	Discount Price	Standard Price	Extended Price
4' x 2' x 30" High Table (un-skirted)	_____	\$ 75.50	\$ 98.50	\$ _____
6' x 2' x 30" High Table (un-skirted)	_____	\$ 99.50	\$ 129.50	\$ _____
8' x 2' x 30" High Table (un-skirted)	_____	\$ 123.50	\$ 160.50	\$ _____

<b>40" Tables</b>	Quantity	Discount Price	Standard Price	Extended Price
4' x 2' x 40" High Table (un-skirted)	_____	\$ 86.50	\$ 112.50	\$ _____
6' x 2' x 40" High Table (un-skirted)	_____	\$ 114.00	\$ 148.50	\$ _____
8' x 2' x 40" High Table (un-skirted)	_____	\$ 141.50	\$ 184.00	\$ _____
Draped Riser (white only) <input type="checkbox"/> 4' <input type="checkbox"/> 6'	_____	\$ 67.50	\$ 87.50	\$ _____

**Table skirting**

Skirting Colors     Black     Blue     Burgundy     Gold     Green     Red     Silver     Teal     White

If choosing more than one color, please note specifics \_\_\_\_\_

	Quantity	Discount Price	Standard Price	Extended Price
30" Table Skirt	_____	\$ 47.00	\$ 61.00	\$ _____
40" Table Skirt	_____	\$ 59.00	\$ 76.50	\$ _____

*\*Table skirts are approx. 14' in length and cover only 3 sides of the standard 6' and 8' tables*

30" Table Skirt - 4 <sup>th</sup> side coverage for 6' or 8'	_____	\$ 47.00	\$ 61.00	\$ _____
40" Table Skirt - 4 <sup>th</sup> side coverage for 6' or 8'	_____	\$ 59.00	\$ 76.50	\$ _____

<b>Total Costs</b>	<b>\$</b>
--------------------	-----------

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



**United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017**

**FURNITURE ACCESSORIES**

**Discount Price Deadline 10/13/2017**

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Furniture Accessories**

	Quantity	Discount Price	Standard Price	Extended Price
Chrome Bag Stand	_____	\$ 114.00	\$ 148.50	\$ _____
22" x 28" Chrome Sign Stand	_____	\$ 107.00	\$ 139.00	\$ _____
4' x 8' Display Board	_____	\$ 197.00	\$ 256.00	\$ _____
4' x 8' Peg Board	_____	\$ 197.00	\$ 256.00	\$ _____
2' x 8' Grid Wall	_____	\$ 104.50	\$ 136.00	\$ _____
Grid Wall Feet (set of two)	_____	\$ 25.00	\$ 25.00	\$ _____
Garment Rack	_____	\$ 119.00	\$154.50	\$ _____
Literature Stand	_____	\$ 117.50	\$ 153.00	\$ _____
Raffle Drum	_____	\$ 111.50	\$ 145.00	\$ _____
Stanchion (includes 7' retractable cord)	_____	\$ 87.50	\$ 114.00	\$ _____
Tripod Easel	_____	\$ 44.50	\$ 58.00	\$ _____
8' Upright Pole & Base	_____	\$ 31.50	\$ 40.50	\$ _____
6' – 10' Crossbar	_____	\$ 31.50	\$ 40.50	\$ _____
Wastebasket	_____	\$ 23.00	\$ 29.50	\$ _____

**BOOTH DRAPE**

**Drape Color**    Black    Blue    Burgundy    Gold    Green    Red    Silver    Teal    White

	Quantity	Discount Price	Standard Price	Extended Price
8' high drape – backdrop (per linear foot)	_____	\$ 18.00	\$ 23.50	\$ _____
3' high drape – side rail (per linear foot)	_____	\$ 14.50	\$ 19.00	\$ _____
End Cap	_____	\$ 54.00	\$ 70.50	\$ _____

<b>Total Costs</b>	<b>\$</b>
--------------------	-----------

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

**BOOTH RENTAL**

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_



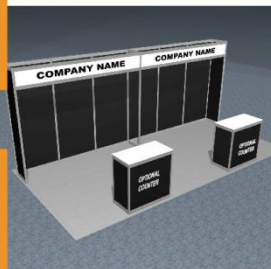
**PACKAGE A**



**PACKAGE D**



**PACKAGE G**



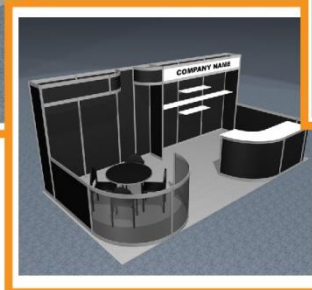
**PACKAGE C**



**PACKAGE F**



**PACKAGE B**



**PACKAGE E**



**PACKAGE H**

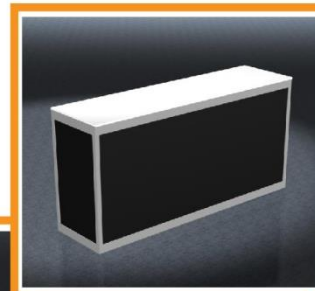
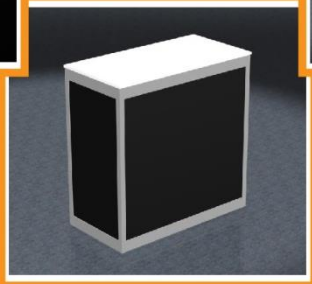
**ACCESSORIES**

**ARM LIGHT**



**SHELF**

**1M COUNTER**



**2M COUNTER**

**CURVED COUNTER**





**United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017**

**BOOTH RENTAL**

**Discount Price Deadline 10/13/2017**

	Discount Price	Standard Price	Extended Price
<b>Package A</b> • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	\$1614.00	\$2098.50	_____
<b>Package B</b> • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	\$2196.00	\$2855.20	_____
<b>Package C</b> • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	\$2454.00	\$3190.50	_____
<b>Package D</b> • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	\$3068.50	\$3989.00	_____
<b>Package E</b> • header sign (not backlit) • standard color carpet • 5 arm lights (electrical labor & power not included) • 1 custom curved counter • 5 – 1 meter shelves	\$3894.00	\$5062.50	_____
<b>Package F</b> • header sign (not backlit) • standard color carpet • 4 arm lights (power not included) • 6 – 1 meter shelves	\$3780.00	\$4914.00	_____
<b>Package G</b> • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	\$3894.00	\$5062.50	_____
<b>Package H</b> • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	\$4734.00	\$6154.50	_____

<b>Total Costs</b>	<b>\$</b>
--------------------	-----------

**Header copy:**

**Text color:**  Black  Blue  Red  Grey

**Panel color:**  White  Black  Grey  Grey Fabric (Velcro friendly)  Black Fabric (Velcro friendly)

**Carpet color:**  Black  Blue  Burgundy  Gray  Red

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



**United Airlines**  
**Rock 'n' Roll Los Angeles**  
**October 27-28, 2017**

<b>BOOTH RENTAL ACCESSORIES</b>	<b>Discount Price Deadline 10/13/2017</b>
---------------------------------	---

Company Name _____	Booth Number _____
--------------------	--------------------

Contact Person _____	E-Mail _____
----------------------	--------------

<b>Booth Rental Accessories</b>
---------------------------------

	Quantity	Discount Price	Standard Price	Extended Price
Arm lights*	_____	\$78.00	\$101.50	\$ _____
1 meter shelf	_____	\$59.00	\$76.50	\$ _____
1 meter counter	_____	\$294.00	\$382.50	\$ _____
1 meter curved counter	_____	\$414.00	\$538.50	\$ _____
2 meter counter	_____	\$450.00	\$585.00	\$ _____
Sliding door lock for counter	_____	\$21.50	\$28.00	\$ _____
<b>Total Costs</b>				<b>\$ _____</b>

\*Arm lights are only able to be utilized with Xpert rental booth packages  
 Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

--	--	--	--	--	--

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



**United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017**

<b>CUSTOM SIGNAGE</b>	<b>Discount Price Deadline 10/13/2017</b>
-----------------------	---

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

<b>Signage</b>
----------------

	Quantity	Discount Price	Standard Price	Extended Price
8 1/2" x 11"	_____	\$60.00	\$78.00	\$ _____
7" x 44"	_____	\$78.00	\$102.00	\$ _____
14" x 22"	_____	\$78.00	\$102.00	\$ _____
22" x 28"	_____	\$102.00	\$132.00	\$ _____
28" x 44"	_____	\$204.00	\$264.00	\$ _____
38" x 84" w/base single sided	_____	\$534.00	\$690.00	\$ _____

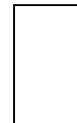
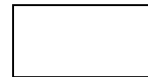
\* Prices are based on one color copy on white background. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

Horizontal

Vertical



**OPTIONS**

	Quantity	Discount Price	Standard Price	Extended Price
Easel back (per sign)	_____	\$11.00	\$14.00	\$ _____

Add your company's logo / image. Artwork must be supplied by customer. If work has to be done by Xpert (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to [graphics@xpertexpo.com](mailto:graphics@xpertexpo.com).

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

Add 8.25% Tax \$ \_\_\_\_\_

<b>Total Costs</b>	<b>\$</b>
--------------------	-----------

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

**FIRE & SAFETY****FIRE AND SAFETY REGULATIONS**

**NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

**1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.

**2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs, or displays may protrude into aisles.

**3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

**4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.

**5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING.** Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.

**6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.

**7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

**8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE.** Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.

**9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE.** Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.

**10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.

**11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS.** All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.

**12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.

**13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates or raw flammable materials are not to be used as exhibit supports.

**14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH.** Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electric cables or junction boxes.

**15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.





United Airlines  
Rock 'n' Roll Los Angeles  
October 27-28, 2017

EXPOSITION SERVICES TERMS & CONDITIONS

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of XPERT EXPOSITION SERVICE in its sole discretion. Upon participation of any XPERT EXPOSITION SERVICE show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once XPERT EXPOSITION SERVICE has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to XPERT EXPOSITION SERVICE or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bas or poly, or improperly packed or labeled materials. XPERT EXPOSITION SERVICE shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. XPERT EXPOSITION SERVICE does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitors' own risk. **XPERT EXPOSITION SERVICE assumes no responsibility or liability for loss or damage to goods in dry/cold storage or accessible storage.**

2. Relative to inbound/outbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by XPERT EXPOSITION SERVICE or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. **Therefore, it is agreed that XPERT EXPOSITION SERVICE and its subcontractors are not responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after they have been delivered to exhibitor's booth at show site or before they have been picked up for reloading at the conclusion of the event.** Consequently, all bills of lading covering outgoing shipment(s) submitted to XPERT EXPOSITION SERVICE or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to XPERT EXPOSITION SERVICES and the actual count of such items in the booth at the time of pick-up. XPERT EXPOSITION SERVICE is not responsible for any wait time or other charges including business center charges arising from delivery or pick-up of Exhibitor's materials.

3. XPERT EXPOSITION SERVICE and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to XPERT EXPOSITION SERVICE in time to obtain the proper equipment.

4. Exhibitor shall not hang any articles, merchandise, product, advertisements, or other similar items from XPERT EXPOSITION SERVICE supplied booth materials (this includes but is not limited to XPERT EXPOSITION SERVICE panels or pipe and drape), utilized in Exhibitors own booth set up or in areas occupied by the show organizer or third parties. If Exhibitor does hang any prohibited items, Exhibitor alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such items (s). XPERT EXPOSITION SERVICE shall have no liability for any damages, costs, actions or injuries arising out of Exhibitors failure to comply with this provision.

5. XPERT EXPOSITION SERVICE and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.

6. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

7. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or

assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

8. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that XPERT EXPOSITION SERVICE and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of XPERT EXPOSITION SERVICE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that XPERT EXPOSITION SERVICE or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

9. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, Fed Ex, DHL, Air Freight) Such shipments will be delivered to booth without guarantee of piece count or condition.

10. Empty container labels will be available at the XPERT EXPOSITION SERVICE Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and XPERT EXPOSITION SERVICE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers. **XPERT EXPOSITION SERVICE will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.**

11. In order to expedite removal of freight from the show site, XPERT EXPOSITION SERVICE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by XPERT EXPOSITION SERVICE and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. XPERT EXPOSITION SERVICE assumes no liability as a result of such rerouting or handling.

12. **MAXIMUM RECOVERY.** XPERT EXPOSITION SERVICE and its subcontractors are not an insurance company and does not offer or provide insurance; i.e., XPERT EXPOSITION SERVICE does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by XPERT EXPOSITION SERVICE under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or on performance of services by XPERT EXPOSITION SERVICE, or from the negligence of XPERT EXPOSITION SERVICE, its subcontractors or their respective employees. If found liable for any loss, XPERT EXPOSITION SERVICE'S and its subcontractors sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitors sole and exclusive remedy is limited to \$.50 per pound per article, with a maximum liability of \$100.00 per item or \$1,000.00 per shipment, whichever is less. **This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.**

13. Exhibitor agrees that any and all claims for loss or damage must be submitted to XPERT EXPOSITION SERVICE immediately at the show site and in any case not later than 30 days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from XPERT EXPOSITION'S warehouse. XPERT EXPOSITION SERVICE will not

be bound to honor any claim or action brought against XPERT EXPOSITION SERVICE or its subcontractors more than 30 days after the date of incident.

14. The Exhibitor agrees, in the event of a dispute with XPERT EXPOSITION SERVICE or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to XPERT EXPOSITION SERVICE for freight handling services or any other services provided by XPERT EXPOSITION SERVICE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay XPERT EXPOSITION SERVICE prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against XPERT EXPOSITION SERVICE or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

15. Declarations of Declared Value are between the Exhibitor and the selected carrier ONLY, and are in no way an extension of XPERT EXPOSITION SERVICE'S maximum liability stated herein. XPERT EXPOSITION SERVICE will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, XPERT EXPOSITION SERVICE will not be liable for any claim arising from the transmittal of, or failure to transmit declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

16. These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County.

17. Customer shall defend, hold harmless and indemnify XPERT EXPOSITION SERVICE from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury or death of persons, or damage to property other than goods, relating to or arising from performance of services herein. Exhibitor agrees to indemnify and hold XPERT EXPOSITION SERVICE harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through XPERT EXPOSITION SERVICE. Customer's obligations under this provision shall not apply to XPERT EXPOSITION SERVICE'S own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.** To the extent of XPERT EXPOSITION SERVICE'S own negligence and/or willful misconduct, and subject to the limitations of liability above, XPERT EXPOSITION SERVICE shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. XPERT EXPOSITION SERVICE'S obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

18. Exhibitor grants XPERT EXPOSITION SERVICE a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of XPERT EXPOSITION SERVICE and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by XPERT EXPOSITION SERVICE on its behalf, services performed, materials and/or labor from time to time provided by XPERT EXPOSITION SERVICE to or for the benefit of Exhibitor ("Obligations"). XPERT EXPOSITION SERVICE shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that XPERT EXPOSITION SERVICE is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. XPERT EXPOSITION SERVICE may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

19. The Exhibitor, as a material part of the consideration to XPERT EXPOSITION SERVICE General Contractor Services, waives and releases all claims against XPERT EXPOSITION SERVICES with respect to all matters for which XPERT EXPOSITION SERVICE has disclaimed liability pursuant to the provisions of this contract.

20. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF XPERT EXPOSITION SERVICE PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS XPERT EXPOSITION SERVICE, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

## UNION LABOR

The LACC is a proud supporter of union labor for events hosted at the LACC. Any LACC-authorized general service contractor (GSC) providing drayage, decorating, rigging, exhibit construction, carpentry and freight movement is required to use union labor.

The following accepted union historical jurisdiction practices apply to all activity within the Los Angeles Convention Center.



### TRADESHOW AND SIGN CRAFTS – LOCAL 831

Local 831 has jurisdiction over the installation/erection, clean up, touch-up, dismantling, repair and building of all temporary exhibits. Exhibits can include structures, walls, towers, headers, floor covering, aisle covering, hanging of decorative material from the ceilings, overhead rigging, painting and hanging of all types of signs, pictorial and scenic painting, etc. Their work also covers repairing of all animations and cleaning of the exhibit before the show opens.

An Exhibitor is permitted to work with a Union Installer on a one-to-one basis provided he/she is a permanent employee of the Exhibitor's company. This rule does not cover casual workers or a worker hired from an agency or union company. An Exhibitor may install and/or dismantle his own display, providing that the total time for installation of floor covering, drapes, hanging of signs or any material, does not take any more than thirty minutes for one (1) person to complete. This does not mean 15 minutes for two (2) persons or 10 minutes for three (3) people. If the work described above requires more than 30 minutes, properly qualified Union personnel must do the work.

### TEAMSTERS UNION – LOCAL 986 (DRAYAGE)

The Teamsters are responsible for the loading and unloading of all trucks or trailers of common carriers including van lines, as well as the handling of empty crates and the operation of forklift trucks. They also have jurisdiction of the loading and unloading of individual company vehicles, with the exception of the companies covered by the Sign, Scene, and Pictorial Painters Union Local 831. The above exception for exhibit builders is in effect only when they have either just built the exhibit or have performed some work on it that would require unpacking some of the exhibit material.

Machine Riggers will have the responsibility for unloading, uncrating, unskidding, leveling, cleaning, and assembling heavy machinery and equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of the equipment. Note: The classification of "machine rigger" should not be confused with the classification of "rigger." A rigger is someone who installs suspended items from the ceiling structure (i.e. overhead rigging).

### INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES (IATSE) – LOCAL 33

IATSE Staging Technicians may be used on theatrical lighting projects and rigging projects as long as labor is used in accordance with LACC's Lighting Policy and Rigging Policy. IATSE Staging Technicians may also be used for AV (Audio/Video) work, camera operators, stage and scenic assembly (general sessions only), lighting console programming and operation, spot light operators, and laser operators.

The LACC is the exclusive provider for network installations and cable television (RF) installations. This includes the installation and removal of Category 5 Internet connections, booth to booth networking, satellite cabling, all booths to production vehicle cabling, etc.

### INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW)

The provision and distribution of electrical service at the LACC must be provided by one of the venue-approved utility contractors. Please refer to the Authorized Service Providers section of the Event Planning Guide for additional information. The respective staffs of all electrical contractors listed are members of the International Brotherhood of Electrical Workers (IBEW).

## UNION LABOR GENERAL INFORMATION

### Scheduling Rate

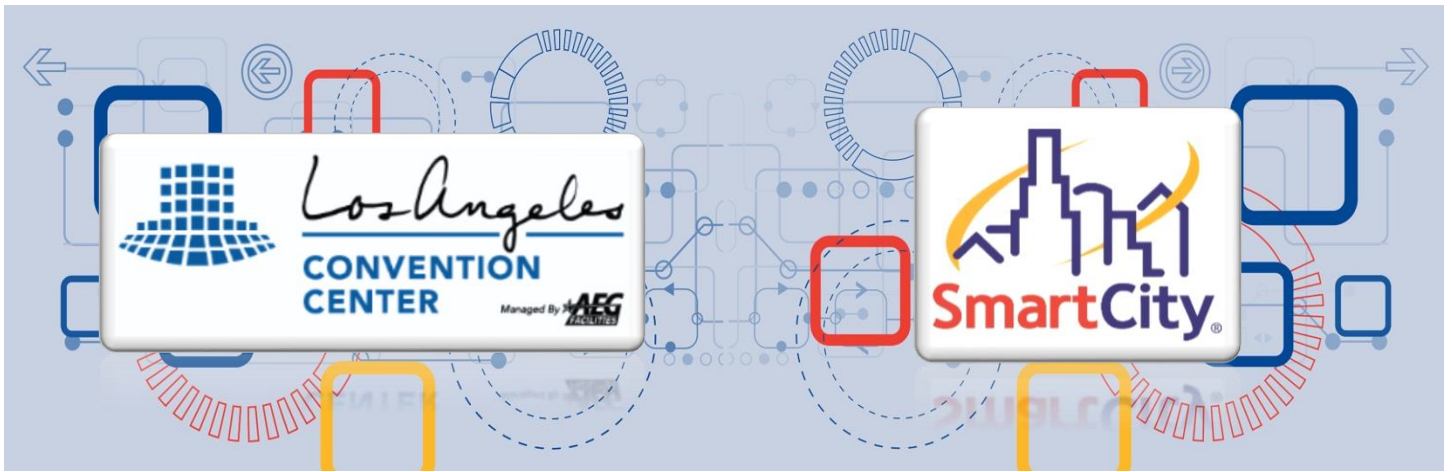
For most unions, the minimum labor call is four (4) hours. Lunch is a ½ hour and is from 12:00 noon to 12:30PM unless prior arrangements have been made. There is one (1) 15-minute break in each four (4) hour period. Refer to the service order form for labor rates. Straight time is considered Monday through Friday, 8:00AM to 4:30PM. (excluding holidays); all other times (Saturday, Sunday and holidays) are considered overtime.

### Jurisdiction Disputes

All related unions in the Los Angeles area agree that any labor dispute will be handled promptly, professionally, and with the unified goal of not impeding the set-up or tear down of the respective project. Note: Union cooperation and harmony are extremely high at the LACC.

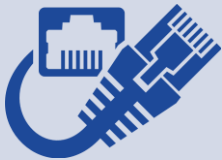
### Non-LACC Labor

Services such as A/V equipment, florists, photography, event/booth security, water coolers and porter service can be contracted through your show's service contractors or using the Center's Authorized Service Providers at <http://www.lacclink.com/planners/service-providers>.



Order 21 days prior to the 1<sup>st</sup> day of the event move-in for incentive rate.

Smart City is the exclusive telecommunications and television service provider for the Los Angeles Convention Center.



**Hardwired Internet Service**

- Shared or Dedicated Bandwidth Services



**Wireless Internet Service**

- Custom Hot Spot
- On-Site / On-Demand Services



To review and order our services visit <https://orders.smartcitynetworks.com>



**Telephone Service**

- Single-Line
- Multi-Line
- Conference Telephone Services



**Television Service**

- HD Service

Questions? Contact us at (888) 446•6911 or [csr@smartcity.com](mailto:csr@smartcity.com).



# Hotspot Options



Los Angeles Convention Center

<b>BASIC</b> (768Kbps) Not Available Inside The Exhibit Hall			
Device Limit	Incentive	Base	On-Site
15	\$1,144	\$1,373	\$1,648
30	\$1,840	\$2,208	\$2,650
60	\$3,444	\$4,133	\$4,960

<b>STANDARD</b> (1.5Mbps)			
Device Limit	Incentive	Base	On-Site
5	\$1,949	\$2,339	\$2,807
15	\$3,444	\$4,133	\$4,960
30	\$5,635	\$6,762	\$8,114
60	\$7,705	\$9,246	\$11,095

<b>PREMIER</b> No User Rate Limit				
Device Limit	Incentive	Base	On-Site	Max Bandwidth
5	\$2,875	\$3,450	\$4,140	2Mbps
15	\$6,038	\$7,245	\$8,694	4Mbps
30	\$8,625	\$10,350	\$12,420	6Mbps
60	\$10,350	\$12,420	\$14,904	8Mbps

All Hotspot products include a customized SSID, password (must be 8 characters) and the opportunity to purchase a customized WiFi splash page which can be used for sponsorships. Design services are available at \$250 per hour with a one hour minimum. Additional information on WiFi Splash Page

Design can be found at:

<https://orders.smartcitynetworks.com/SplashPageDesign.aspx>

All Hotspot products required a completed Network Security declaration when submitting your order.

**SSID (name of network):** \_\_\_\_\_

**Password (must be 8 characters):** \_\_\_\_\_



# Smart City Wireless Services

## Los Angeles Convention Center



**Exhibitor Internet**  
Wireless connectivity for event facilities

Already a member?  
Smart City

Email (Login)

Password

**LOGIN**

Choose a product  
\$ 79.99 for 1 day

**BUY NOW**

Visa MasterCard American Express Discover Boingo



### Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

- **Exhibitor Internet**

Available in exhibit halls, meeting rooms, and lobby areas. Connectivity speeds up to 1.54Mbps up/1.54Mbps down.

- **5GHz wireless frequency only**

- 1 day for \$ 79.99
- 3 days for \$ 159.99
- 5 days for \$ 239.99

- **Instant Internet**

Available in lobby areas and meeting rooms. Not available in exhibit halls. Connectivity speeds up to 768k up/768k down.

- 1 day for \$12.95

- **Free Public WiFi**

Available in cafes and public space. Connectivity speeds up to 256k up/256k down.

*\* Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.*

*\*The same credit card may be used when purchasing more than one device. However, a different email address must be used for each purchase.*

### WiFi Connection Guide

- Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.
- Open your browser (Internet Explorer, Firefox, Safari, or other standard browser). You should see a page resembling the graphic shown above. If you do not see the graphic shown above when you open your browser, please refresh your browser.
- If this is your initial purchase, enter your username (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- If you have already created an account and are returning for an additional session, click LOGIN.

### Questions?

For questions regarding wireless services or any of the other wired Internet and telephone services we provide, please call Smart City at 213-765-4647 or visit us online at [www.smartcitynetworks.com](http://www.smartcitynetworks.com)

**TASTE  
OF  
LA**

**2017**

# **EXHIBITOR MENU**

## **Los Angeles Convention Center**

1201 S. Figueroa Street

Los Angeles, CA 90015

213-765-4480

213-765-4476 fax

*Levy*  
**CONVENTION CENTERS**

Levy Restaurants is thrilled to have you as an exhibitor at the Los Angeles Convention Center! It is our hope that we will meet and exceed your expectations of your food services.

*When making your plans for the show floor, please remember that Levy Restaurants is the exclusive food and beverage provider, therefore any food and beverage sampling and giveaways require written authorization from a Levy Catering Sales Manager.*

Thank you in advance.

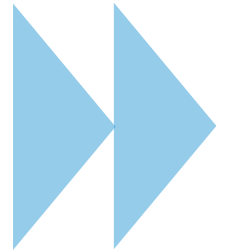
**ALL ORDERS ARE DUE 2 WEEKS PRIOR TO THE EVENT**

**10% late fee applies to all orders received after this time.**

*A limited Day of Event Menu will be available on-site during the show.*

**TO PLACE AN ORDER, PLEASE FILL OUT THE ORDER FORM ON THE NEXT PAGE AND SUBMIT TO:**

[tasteofla@levyrestaurants.com](mailto:tasteofla@levyrestaurants.com)



**PAYMENT**

Payment via **CHECK** needs to be received 14 days prior to start of service.  
Payment via **CREDIT CARD** may be received 7 days prior to start of service.

*A credit card must be on file for any on-site orders.*

**DON'T FORGET THE DETAILS!**

If you are ordering catering in a booth or on the show floor you are responsible for providing:

**ELECTRICITY**

For water coolers, coffee kits, ice cream carts, ovens, etc.

**TABLES**

For catering services, this includes buffet tables and rounds for seating.

*All prices are subject to service charge, administrative fee and sales tax.*

*Labor fees will vary based on requested services.*

*All prices in this menu are subject to change without notice.*





# EXHIBITOR ORDER FORM

ONE ORDER FORM PER DAY OF SERVICE  
EVENT DATE:



1201 S. Figueroa St. Los Angeles, CA 90015

Phone: 213-765-4480 Fax: 213-765-4476

BREAKFAST			
DELIVERY TIME	MENU ITEM	PRICE	QTY.
	Traditional Continental Breakfast (per person)	19	
	Morning Commute (per person)	29.75	
	Breakfast Burrito (per person)	10	
	Breakfast Pastries (per dozen)	45	
	Bagels and Cream Cheese (per dozen)	45	
	Cold Cereals and Milk (per person)	6.75	
	Individual Fruit Flavored Yogurt (each)	4.25	
	Whole Fresh Fruit (each)	3.25	

LUNCH WITH PERSONALITY			
DELIVERY TIME	MENU ITEM (serves 12)	PRICE	QTY.
	Mini Sandwich Platter	153	
	Mini Tuscan Sandwich Platter	186	
	Wrap Platter	148	
	Southern Coleslaw	52	
	Kettle Style Chips	52	
	Classic Potato Salad	52	
	Pesto Pasta Salad	52	
	California Mixed Green Salad	52	
	Fudge Brownies	52	
	Assorted Cookies	52	
	Fruit Salad	52	
	Berry Cobbler	52	
	Gourmet Dessert Bars	52	

**BOXED LUNCHES**  
Includes: whole fruit, pasta salad, bag of kettle chips, fresh baked cookie, and a bottle of water

DELIVERY TIME	MENU ITEM	PRICE	QTY.
	Smoked Turkey on Wheat Bread	28	
	Roast Sirloin of Beef on Focaccia	28	
	Chicken Tarragon Salad on a Roll	28	
	Grilled Chicken on Focaccia	28	
	Ham & Swiss on Pretzel Bread	28	
	ZLT Flatbread	28	

CHEF'S TABLE HOT LUNCH			
DELIVERY TIME	MENU ITEM (per person)	PRICE	QTY.
	Bienvenido	32	
	Picnic Lunch	32	
	China Town	32	

SWEET & SAVORY SNACKS			
DELIVERY TIME	MENU ITEM (serves 12 unless noted)	PRICE	QTY.
	Fresh Baked Cookies (per dozen)	52	
	Chocolate Fudge Brownies (per dozen)	52	
	Gourmet Dessert Bars (per dozen)	52	
	Assorted Donuts (per dozen)	52	
	Novelty Ice Cream Bars (per dozen)	52	
	Jolly Rancher Candies (per bag)	19	
	Hershey's Kisses (per bag)	19	
	Hershey's Mini Chocolate Bars (per bag)	19	
	Deluxe Mixed Nuts (per order)	32	
	Levy Snack Mix (per order)	21	
	Tortilla Chips & Salsa Fresca (per person)	9	
	Kettle Chips & Dip (per person)	10	

SHOW STOPPERS			
DELIVERY TIME	MENU ITEM	PRICE	QTY.
	Espresso Service (400 - 8 oz. servings)	2500	
	Smoothie Service (400 - 5 oz servings)	2500	
	Single-Cup Gourmet Coffee Brewer (per day)	75	
	Regular Breakfast Blend (per box of 24)	60	
	Regular French Roast (per box of 24)	60	
	Flavored - French Vanilla (per box of 24)	60	
	Flavored - Hazelnut (per box of 24)	60	
	Earl Grey Tea (per box of 24)	60	
	Green Tea (per box of 24)	60	
	Nespresso Espresso & Coffee Brewer (per day)	100	
	Espresso - Diavolitto (per box of 24)	75	
	Espresso - Altissimo (per box of 24)	75	
	Espresso - Voltesso (per box of 24)	75	
	Regular Coffee - Intenso (per box of 24)	75	
	Regular Coffee - Odacio (per box of 24)	75	
	Flavored Coffee - Vanizio (per box of 24)	75	
	Flavored Coffee - Hazelino (per box of 24)	75	

STAFFING			
DELIVERY TIME	MENU ITEM	PRICE	QTY.
	Delivery Fee (each delivery)	35	
	Bartender Fee (4 hours)	175	
	Bartender Fee (each additional hour)	45	
	Dedicated Attendant (4 hours)	175	
	Dedicated Attendant (each additional hour)	45	

**SUBMIT ORDER FORMS TO:**  
[tasteofla@levyrestaurants.com](mailto:tasteofla@levyrestaurants.com)

RECEPTION PLATTERS			
DELIVERY TIME	MENU ITEM (serves 12)	PRICE	QTY.
	Garden Fresh Vegetables	96	
	California Artisan Cheeseboard	108	
	Antipasti	120	
	Fresh Fruit	108	

RECEPTION STATIONS			
DELIVERY TIME	MENU ITEM (per piece unless noted)	PRICE	QTY.
<b>HOT</b>			
	Crab Cakes with Homemade Rémoulade	6.5	
	Cheese Quesadilla with Avocado Crema	6	
	Mini Pretzel Bites with Gourmet Mustards	4.5	
	Brie Cheese and Raspberry in Filo Triangle	5.5	
	Spanakopita	4.5	
	Mini Beef Wellington	6	
	Vegetable Samosas with Potatoes, Peas in Curry Triangle	5.5	
	Coconut Shrimp with Spicy Mango Chutney	7	
	Crab Stuffed Mushrooms	7	
	Bacon Wrapped Scallops	7.5	
	Chicken Pot Stickers	4.5	

<b>COLD</b>			
	Cilingini Mozzarella with Sundried Tomato on Focaccia Round	6.5	
	Hummus with Kalamata Olive and Red Pepper Diamond in Mini Bouche	6.5	
	Smoked Salmon Rose with Cream Cheese and Caper on Pumpnickel Round	7.5	
	Tall Shrimp with Pesto Cheese on Multi-Grain Baguette	7.5	
	Chicken Thai Spring Rolls	5.5	
	Peking Duck Spring Rolls	5.5	
	Beef Tenderloin with Seasonal Cream Cheese and Red Pepper Diamond on	7.5	
	Trio of Bruschetta D' Parma (per person)	11	
	Mediterranean Table (per person)	11	

BEVERAGES			
DELIVERY TIME	MENU ITEM (per drink unless noted)	PRICE	QTY.
	Gourmet Regular Coffee (per gallon)	75	
	Gourmet Decaf Coffee (per gallon)	75	
	Gourme Hot Tea (per gallon)	75	
	Fresh Orange Juice (per gallon)	42.5	
	Lemonade (per gallon)	42.5	
	Fruit Punch (per gallon)	42.5	
	Assorted Bottled Juices	4.25	
	Milk (1/2 pint, whole, nonfat & chocolate)	3.25	
	Assorted Soft Drinks	4.25	
	Fuze Iced Tea - Sweetened (can)	4.25	
	Unsweetened Iced Tea (bottled)	5.25	
	Bottled Water (16 oz.)	4.5	
	Sparkling Bottled Water	5.5	
	Ice Bag - 20 lb. (each)	25	
	Electric Water Cooler (per day)	37	
	Arrowhead 5-Gallon Water Jug (each)	47	

**HOSTED BAR**  
Bartender REQUIRED - \$175 for 4 hours of service

DELIVERY TIME	MENU ITEM (per drink unless noted)	PRICE	QTY.
	Premium Cocktails	9	
	Premium Wine (by the glass)	8	
	Deluxe Cocktails	12	
	Deluxe Wine (by the glass)	11	
	Platinum Cocktails	14	
	Platinum Wine (by the glass)	13	
	Local Craft Beer	9	
	Imported Beer	9	
	Domestic Beer	8	
	Bottled Water	4.5	
	Sparkling Bottled Water	5.5	
	Assorted Soft Drinks	4.25	
	Craft Beer (by the keg)	750	
	Imported Beer (by the keg)	665	
	Domestic Beer (by the keg)	525	
	Glassware Upgrade (per person)	3	

### BILLING INFORMATION

<b>Name of Covention:</b>	<b>Company Name:</b>
<b>Contact Name:</b>	<b>Phone #:</b>
<b>Email:</b>	
<b>Onsite Contact:</b>	<b>Phone #:</b>
<b>Billing Address:</b>	<b>City:</b>
<b>State:</b>	<b>Zip:</b>
<b>Booth #:</b>	<b>Hall:</b>
	<b># of Guests:</b>

# MADE TO ORDER MORNINGS

12 PERSON MINIMUM

### Traditional Continental Breakfast

Orange and cranberry juices

Seasonal fruits and berries

Fresh breakfast breads and warm muffin tops with sweet butter and fresh fruit preserves

Coffee and an assortment of hot teas

19 per person

### Morning Commute

Seasonal fruits and berries

Scrambled eggs

Breakfast sausage and bacon strips

Breakfast potatoes

Selection of bakery fresh muffin tops flaky butter and chocolate croissants sweet butter and fruit preserves

Coffee and an assortment of hot teas

29.75 per person

### Taste of L.A. Breakfast Burrito

Filled with farm fresh scrambled eggs, pico de gallo, cheddar cheese breakfast potatoes and your choice of bacon, sausage or chorizo

10 per person

# ENHANCEMENTS

12 PERSON MINIMUM

### Fresh Baked Breakfast Pastries

Assorted breakfast pastries, scones

Sweet butter and fruit preserves

45 per dozen

### Assorted Bagels & Cream Cheese

Sweet butter and fruit preserves

45 per dozen

### Cold Cereals & Milk

Served with 2% Milk

6.75 per person

### Individual Fruit Flavored Yogurt

Assorted Flavors

4.25 each

### Whole Fresh Fruit

3.25 each



# LUNCH WITH PERSONALITY

EACH PLATTER SERVES 12

### Mini Sandwich Platter

An assortment of freshly made sandwiches including roasted turkey, honey ham roast beef and grilled vegetables served with wholegrain mustard and savory aioli.  
153 per platter

### Mini Tuscan Sandwiches

Freshly made sandwiches on focaccia bread including roast sirloin of beef Grilled chicken and roasted vegetables with sweet onion jam, roasted red peppers and spinach with herb aioli.  
186 per platter

### Wrap Platter

Turkey, ham and roast beef with cheddar on spinach and herb tortilla wraps.  
148 per platter

# ENHANCEMENTS

EACH PLATTER SERVES 12

### CHOOSE A PLATTER FROM ABOVE

THEN CHOOSE FROM THE ENHANCEMENTS BELOW TO COMPLETE YOUR ORDER!

#### Sides

- Southern Coleslaw
- Kettle Style Chips
- Classic Potato Salad
- Pesto Pasta Salad
- California Mixed Greens

#### Sweet Endings

- Fudge Brownies
- Assorted Cookies
- Fruit Salad
- Berry Cobbler
- Gourmet Dessert Bars

52 per platter



# BOXED LUNCHES

12 PERSON MINIMUM

**BOXED LUNCH INCLUDES**

Whole fruit, pasta salad, bag of kettle style chips  
fresh baked cookie and a bottle of water.

28 per person

Smoked turkey on wheat bread with bacon, tomato, lettuce and herb aioli
Roast sirloin of beef on focaccia with tomatoes, sweet onion jam and Boursin cheese
Chicken tarragon salad on a roll with lettuce, tomato, lemon aioli
Grilled chicken on focaccia with spinach, her aioli and Provolone cheese
Ham and Swiss cheese on pretzel bread with grain mustard
“ZLT” flatbread sandwich, grilled zucchini, tomatoes, jalapeño Jack cheese and sundried tomato pesto

**MINIMUM OF 12 PER SANDWICH SELECTION**



*Prices are subject to change without notice*

# CHEF'S TABLE HOT LUNCH

25 PERSON MINIMUM

## Bienvenido

- Tortilla Chips and Salsa Fresca
- Roasted Corn Salad
- Carne Asada
- Mushroom and Spinach Quesadillas
- Spanish Rice
- Ranchero Beans
- Corn and Flour Tortillas
- Churros and Chocolate Sauce
- Paradise Ice Tea

## China Town

- Chinois Salad
- Glass Noodle Salad
- Crispy Vegetable Spring Rolls
- Kung Pao Noodles with Chicken
- Vegetable Fried Rice
- Beef and Broccoli
- Vegetable Stir Fry
- Almond and Fortune Cookies
- Paradise Ice Tea

## Picnic Lunch

- Seasonal Fruit Salad
- Roasted Gold Yukon Potato Salad
- House Green Salad with Ranch
- Fried Chicken
- BBQ Pulled Pork
- Grilled Vegetables
- Assorted Rolls
- Fresh Baked Cookies
- Paradise Ice Tea

## CHOOSE ONE MENU

32 PER PERSON

## SWEET & SAVORY SNACKS

EACH ORDER SERVES 12 UNLESS OTHERWISE NOTED

Fresh Baked Cookies	52/dz
Chocolate Fudge Brownies	52 /dz
Gourmet Dessert Bars	52 /dz
Assorted Donuts	52 /dz
Novelty Ice Cream Bars	51 /dz
Jolly Rancher Candies	19 /bag
Hershey’s Kisses	19 /bag
Hershey’s Chocolate Bar Minis	19 /bag
Deluxe Mixed Nuts	32/order
Levy Snack Mix	21/order
Tortilla Chips & Salsa Fresca	9 per person
Homemade Kettle Chips	10 per person
Roasted Garlic Parmesan Dip	

## PLATTERS

EACH PLATTER SERVES 12

### Garden Fresh Vegetables

Chef’s colorful selection of the freshest market vegetables served with buttermilk ranch dip, traditional hummus crackers and breadsticks  
96

### California Artisan Cheeseboard

Artisan selection of hand crafted cheeses accompanied by house made chutneys honey, artisan breads and crackers  
108

### Antipasti

Imported cured meats, cheeses, local seasonal vegetables, marinated olives served with a variety of flat breads crostini’s and breadsticks  
120

### Fresh Fruit

Seasonal local and tropical fresh fruits and berries served with vanilla yogurt dip  
108



## SMALL BITES STATIONS

**PRICED PER PIECE UNLESS OTHERWISE NOTED. MINIMUM OF 12 PIECES PER ITEM.**

*TRAY PASSED AVAILABLE UPON REQUEST. ADDITIONAL LABOR FEES WILL APPLY.*

### Hot Hors d' Oeuvres

- Crab Cakes with Homemade Rémoulade 6.50
- Cheese Quesadilla with Avocado Crema 6
- Mini Pretzel Bites with Gourmet Mustards 4.50
- Brie Cheese and Raspberry in Filo Triangle 5.50
- Spanakopita 4.50
- Mini Beef Wellington 6
- Vegetable Samosas with Potatoes, Peas in Curry Triangle 5.50
- Coconut Shrimp with Spicy Mango Chutney 7
- Crab Stuffed Mushrooms 7
- Bacon Wrapped Scallops 7.50
- Chicken Pot Stickers 4.5

### Cold Hors d' Oeuvres

- Cilingini Mozzarella with Sundried Tomato on Focaccia Round 6.50
- Hummus with Kalamata Olive and Red Pepper Diamond in Mini Bouche 6.50
- Smoked Salmon Rose with Cream Cheese, Dill and Capers on Pumpnickel Round 7.50
- Tall Shrimp with Pesto Cheese on Multi-Grain Baguette 7.50
- Chicken Thai Spring Rolls 5.50
- Peking Duck Spring Rolls 5.50
- Beef Tenderloin Cumin, Rubbed and Seared with Seasonal Cream Cheese and Red Pepper Diamond on Focaccia Round 7.50

### Trio of Bruschetta D' Parma

- Tomato basil, Kalamata olives with goat cheese and roasted wild mushrooms with Gorgonzola served with toasted crostini  
11 per person (25 person minimum)

### Mediterranean Table

- Hummus assortment – lemon-garlic, roasted red pepper basil, marinated feta cheese, lemon scented olives, babaganoush and tabbouleh, accompanied by toasted pita chips and flat breads  
11 per person (25 person minimum)



# SHOW STOPPERS

PLEASE ALLOW 3 WEEKS LEAD TIME FOR ALL SPECIALTY SERVICES.

<p><b>Espresso Service</b>  <b>6 Hours of Service (attendant included)</b>          3,000 per day (400 - 8 oz. servings)          4.50 per serving after 400          Espresso, Cappuccino          Mocha, Latte &amp; Americano  <b>Specifications: 140 lbs</b>  <b>Requirements: Electrical and</b>  <b>5' x 6' operating space</b>  <b>Exhibitor to provide: TWO</b>  <b>dedicated 110 volt, 20 amp circuits</b></p>	<p><b>Smoothie Service</b>  <b>6 Hours of Service (attendant included)</b>          3,000 per day - (400 – 5 oz servings)          4.50 per serving after 400          Strawberry &amp; Mango          1 Machine per Flavor  <b>Specifications: 140 lbs</b>  <b>Requirements: Electrical and</b>  <b>5' x 6' operating space</b>  <b>Exhibitor to provide: TWO</b>  <b>dedicated 110 volt, 20 amp circuits</b></p>
<p><b>Single-Cup Gourmet Coffee Brewer</b>          Brew your favorite cup in seconds!          75 rental per day          60 per Box of 24 Cups  <b>Regular Coffees:</b>          Breakfast Blend, or French Roast  <b>Flavored Coffees:</b>          French Vanilla or Hazelnut  <b>Decaffeinated Coffees:</b>          Breakfast Blend, or French Roast  <b>Teas:</b> Earl Grey or Green Tea  <b>Exhibitor to provide: ONE</b>  <b>dedicated 110 volt, 20 amp circuit</b></p>	<p><b>Nespresso Espresso &amp; Coffee Brewer</b>          Brew fresh on the spot espresso          100 rental per day          75 per box of 24 pods  <b>Espresso:</b>          Diavolitto, Altissio or Voltesso  <b>Regular Coffees:</b>          Intenso or Odacio  <b>Flavored Coffees:</b>          Hazelino or Vanizio  <b>Decaffeinated Coffees:</b> Decaffeinato  <b>Exhibitor to provide: ONE</b>  <b>dedicated 110 volt, 20 amp circuit</b></p>

**Logo Sheet Cake**  
 300 Full Sheet (serves 90)  
 180 Half Sheet (serves 45)  
**200 Logo Artwork Set-up Fee, two-color artwork**





# BEVERAGE SERVICE

**BILLED BASED ON CONSUMPTION**

**Hot**

Gourmet Regular or Decaf Coffee	75/gallon
Gourmet Hot Tea (includes tea bags)	75/gallon

**Cold**

Fresh Orange Juice	42.50/gallon
Lemonade or Fruit Punch	42.50/gallon
Assorted Bottled Juices	4.25 each
Milk (½ pint, whole, nonfat & chocolate)	3.25 each
Assorted Soft Drinks	4.25 each
Fuze Iced Tea – Sweetened (can)	4.25 each
Unsweetened Iced Tea (bottled)	5.25 each
Bottled Water (16 oz.)	4.50 each
Sparkling Bottled Water	5.50 each
Ice 20lb. Bag	25 each



**Electric Water Cooler**

*Requires 110 volt, 20 amp electrical. Exhibitor to provide.*

37/day

Arrowhead 5-Gallon Water Jug

47 each



# HOSTED BARS

## BILLED BASED ON CONSUMPTION

*175 PER BARTENDER & BARBACK LABOR FEES WILL BE APPLIED TO ALL BAR SERVICES*

### HOSTED BAR SELECTIONS

*Includes disposable cups, napkins and mixers*

#### Premium Bar Selection (House Selections)

Premium Cocktails	9
Premium Wine – by the glass	8

#### Deluxe Bar Selection

Deluxe Cocktails	12
Deluxe Wine – by the glass	11

#### Platinum Bar Selection

Platinum Cocktails	14
Platinum Wine – by the glass	13

### ADDITIONAL SELECTIONS

Local Craft Beer	9
Imported Beer	9
Domestic Beer	8
Bottled Water	4.50
Sparkling Bottled Water	5.50
Assorted Soft Drinks	4.25
Craft beer by the keg	750 (starting price – may vary based on selection)
Imported beer by the keg	665 (starting price – may vary based on selection)
Domestic beer by the keg	525 (starting price – may vary based on selection)
Glassware upgrade	3 per person

*Cash Bar Available Upon Request  
Bartender Fee and Minimum Sales Required*



## PLAN WITH EASE

### The Levy Difference: Thousand Detail Dining

We believe that every occasion should be extraordinary. It’s all about the food and the thousands of details that surround it.

Your dedicated catering sales manager will partner with you to shape an experience that stands out. Together we look forward to delivering the Levy Difference.

### Guarantees

*In order to provide the highest quality and service, a guaranteed number of attendees and quantities of food is required 7 days prior to your event. Please refer to your catering agreement for more details.*

If the guarantee is not received (7) business days prior to your event, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance or consumption.

### Labor Fees

*Unless otherwise noted, all services are drop-off and do not include service staff to maintain and clean your exhibit booth until after the show has ended.*

For a more personalized and dedicated service, consider adding attendants or for more substantial all-day services; a dedicated manager.

<b>Dedicated Attendant</b>	<b>175</b>	<b>4-hours, \$45/hr each hour thereafter</b>
<b>Bartender</b>	<b>175</b>	<b>4-hours, \$45/hr each hour thereafter</b>
<b>Barback</b>	<b>175</b>	<b>4-hours, \$45/hr each hour thereafter</b>
<b>Culinary Attendant</b>	<b>200</b>	<b>4-hours, \$75/hr each hour thereafter</b>
<b>Stewarding Attendant</b>	<b>200</b>	<b>4-hours, \$75/hr each hour thereafter</b>
<b>Dedicated Manager</b>	<b>500</b>	<b>8-hours, \$100/hr each hour thereafter</b>

*Please note that all food and beverage items are subject to a Service Charge and a separate Administrative Fee, plus applicable sales tax. Only the Service Charge is distributed to service employees.*

*No other fees or charges, including the Administrative Fee, represents tips or gratuities for employees and no such fees or charges are distributed to service employees. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.*

### China Service

Meal services in the exhibit hall are accompanied by compostable service ware. China may be substituted for an additional charge of 3.00 per person.

### Sampling

Distributing samples of products manufactured, processed, distributed by and germane to the business will be permitted under strict guidelines.

*Please refer to the Authorization to Distribute and Sample Food and Beverage Form for more info and consult your Catering Sales Manager if you intend to sample or giveaway any food and beverage items.*

# ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 10/06/17

E  M



The Power People

**ELECTRICAL EXHIBITION SERVICES**

1201 South Figueroa St., Los Angeles, CA 90015

Phone: (213) 765-4676 Fax: (213) 765-4679

LACC@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Rock n Roll Half Marathon Los Angeles</b>		
<b>FACILITY:</b>	<b>Los Angeles Convention Center</b>		
<b>DATES:</b>	<b>October 27-28, 2017</b>	<b>EVENT #</b>	<b>107019LA</b>

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

**ORDER INSTRUCTIONS**

**120 VOLT POWER DELIVERY**

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

**ISLAND BOOTHS**

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

**208/480VOLT SERVICES**

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

**24 HOUR SERVICES**

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**LIGHTING**

Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of inline booths. Time and material applies to all other locations.

Form 120-08-2015

**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	135.00	200.00	_____
1000 WATTS (10 AMPS)	_____	_____	235.00	354.00	_____
1500 WATTS (15 AMPS)	_____	_____	262.00	392.00	_____
2000 WATTS (20 AMPS)	_____	_____	310.00	463.00	_____
<b>MISC. REQUIREMENTS</b>					
_____	_____	_____			_____
_____	_____	_____			_____
_____	_____	_____			_____

**LIGHTS** (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

1000 WATT OVERHEAD LIGHT	_____	247.00	372.00	_____
8' POLE LIGHT WITH 1 FIXTURE	_____	115.00	174.00	_____
8' POLE LIGHT WITH 2 FIXTURES	_____	153.00	230.00	_____

**MATERIAL RENTAL** (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	26.00	_____
POWER STRIP	_____	26.00	_____

**ELECTRICAL LABOR**

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	127.00	_____
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	_____	250.00	_____
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)	_____	150.00	_____

**PLACE TOTAL HERE**

PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:
<b>TERMS &amp; CONDITIONS:</b> I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.	

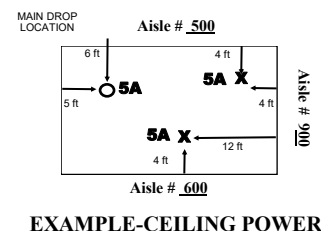
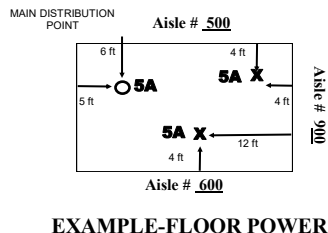
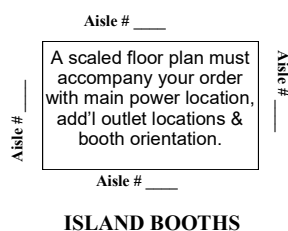
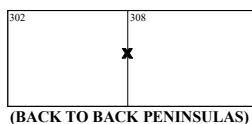
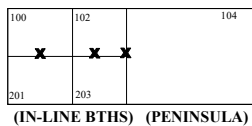
The "Method of Payment" form must be completed and returned with this order form.

# TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

## COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for in-line & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

# ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



The Power People

**ELECTRICAL EXHIBITION SERVICES**

1201 South Figueroa St., Los Angeles, CA 90015

Phone: (213) 765-4676 Fax: (213) 765-4679

LACC@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Rock n Roll Half Marathon Los Angeles</b>		
<b>FACILITY:</b>	<b>Los Angeles Convention Center</b>		
<b>DATES:</b>	<b>October 27-28, 2017</b>	<b>EVENT #</b>	<b>107019LA</b>

## ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

### ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- |  |  |
|--|--|
| 1. Electrical distribution under carpet      | 5. Wiring of overhead signs                                  |
| 2. Connection of all 208V or higher services | 6. Installation of lighting requiring tools for installation |
| 3. Hardwiring of any electrical apparatus    | 7. Installation of lighting hung from the ceiling            |
| 4. Overhead power distribution               | 8. Assembly and installation of lighting hung from truss     |

### ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

- Island Booths should provide the following information on their floor plan or Electrical Layout Form:
  - Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
  - Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
  - Identify a main power location. Power comes from the floor and is brought to the main power location and distributed.
- Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.
- Date you will begin building your booth \_\_\_\_\_ Estimated time \_\_\_\_\_
- Are you renting your carpet through the decorator Yes \_\_\_\_\_ No \_\_\_\_\_ Bringing own \_\_\_\_\_
- Show Site Contact with authority to make additions or changes to your order:  
Contact Name \_\_\_\_\_  
Contact Company \_\_\_\_\_  
Contact Cell # \_\_\_\_\_
- By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

**SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE**

# ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



The Power People

**ELECTRICAL EXHIBITION SERVICES**

1201 South Figueroa St., Los Angeles, CA 90015

Phone: (213) 765-4676 Fax: (213) 765-4679

LACC@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Rock n Roll Half Marathon Los Angeles</b>		
<b>FACILITY:</b>	<b>Los Angeles Convention Center</b>		
<b>DATES:</b>	<b>October 27-28, 2017</b>	<b>EVENT #</b>	<b>107019LA</b>

## SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

### Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 AM	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30 PM	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

## SHOW SITE SUPERVISOR

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

## ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

### LABOR RATES

Straight time ..... 127.00 per hour

Monday-Friday 8:00 AM - 4:30 PM, excluding holidays

Overtime ..... 250.00 per hour

Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays

### LIFT RATES

Lift ..... 150.00 per hour

Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

## PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed







# PLUMBING ORDER FORM

Advance Payment Deadline Date: 10/06/17

E  M



The Power People

ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015

Phone: (213) 765-4676 Fax: (213) 765-4679

LACC@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Rock n Roll Half Marathon Los Angeles</b>		
<b>FACILITY:</b>	<b>Los Angeles Convention Center</b>		
<b>DATES:</b>	<b>October 27-28, 2017</b>	<b>EVENT #</b>	<b>107019LA</b>

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

## ORDER INSTRUCTIONS

### LABOR REQUIREMENTS

There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

### ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

### OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

### SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material and labor charges may apply.

### AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

### WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

### WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

## UTILITY SERVICES

### COMPRESSED AIR: 90-100 LBS. Psi

	Advance	Regular	Total
Air Outlet	440.00	660.00	_____
Additional Connections within 20' of Outlet	213.00	320.00	_____
CFM requirements (There is a 5 CFM min. charge per outlet/ connection)	50.00/cfm	75.00/cfm	_____

**Remember to order CFM with air services. Connection size see # 9 on back of form.**

### WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

Water Outlet	440.00	660.00	_____
Additional Connections within 20' of Outlet	213.00	320.00	_____
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

### DRAIN LINES

Drain Outlet	440.00	660.00	_____
Additional Connections within 20' of Outlet	213.00	320.00	_____
Number of connections required: _____ Size of connection required: _____			

### FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	128.00	192.00	_____
51 – 200 Gallons	340.00	510.00	_____
201 – 500 Gallons	425.00	638.00	_____
<b>Each additional 100 Gallons up to 1,000 Gallons</b>	43.00	128.00	_____

## LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

ST (Monday-Friday 8:00 PM – 4:30 PM (except holidays))	90.00	_____
OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, & Holidays))	180.00	_____
LIFT (Only required if outlets are dropped from overhead)	130.00	_____

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

## GAS & MISC. REQUIREMENTS (Call for a Quote)

	\$	_____
	\$	_____

## TOTAL PAYMENT

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

**The "Method of Payment" form must be completed and returned with this order form**

## TERMS, CONDITIONS & REGULATIONS

1. Order with payment and accurate floor plan must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the Exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
6. The CFM (Cubic Feet per Minute) requirements determine the volume of air required to properly operate Exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an Exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size and fitting are determined by the CFM requirements.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by Exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure 7" water column or .25 PSI. Call for price quote when available.
15. Gas & Cylinders: Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the Exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
21. Claims will not be considered or adjustments made unless filed by the Exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.  
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

For Further Information please visit our website at [www.edlen.com](http://www.edlen.com)  
or call the number on the front of this form

# TRADE SHOW FURNISHINGS

To download images from the 2017 CORT Trade Show Kit, click [here](#) and use the code: **CORTKit2017\***



## Featuring:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools





DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		Show Date:	
Venue:			

**S. CALIFORNIA DISTRICT**  
 SERVICE AREA: CA (SW), HI  
 CORT Trade Show Furnishings  
 1170 N. Anaheim Blvd.  
 Anaheim, CA 92801  
 714-517-7400  
**Please email both pages to:**  
 TSAnaheim@cort.com

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION	
Order Total:	
Late Order Fee: (Add 30%)	
State Tax: (excluding NV, CA & OR)	
TOTAL DUE:	
Credit Card:	
Exp Date:	BILLING ZIP CODE:
Name (Print):	
Signature:	

**PAYMENT:** In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

**LATE ORDERS:** Orders received within 14 days prior to show opening are subject to a 30% late order fee.

**CANCELLATIONS:** If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
<b>POWERED</b>					
BNQL7		Center Cone, Powered	White Vinyl	\$ 543	
ADAPT B		Charging Adapter	Black	\$ 19	
ADAPT W		Charging Adapter	White	\$ 18	
BNQ417		Full Banquette, Powered	White Vinyl	\$ 1,723	
G30BWP		G30 Bar Table, Powered	White Top	\$ 595	
G30DWP		G30 Café Table, Powered	White Top	\$ 471	
G30CWP		G30 Cocktail Table, Powered	White Top	\$ 338	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 487	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 678	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 781	
PWRUSB		Powered Conference Table Module	Black	\$ 57	
CHRPWR		Roma Chair, Powered	White Vinyl	\$ 487	
SFAPWR		Roma Sofa, Powered	White Vinyl	\$ 781	
C1YP		Sydney Powered Cocktail Table	Black, Brushed Steel	\$ 276	
C1WP		Sydney Powered Cocktail Table	White, Brushed Steel	\$ 276	
<b>SOFT SEATING COLLECTIONS</b>					
CHR002		Allegro Chair	Blue Fabric	\$ 379	
SFA002		Allegro Sofa	Blue Fabric	\$ 541	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 265	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	\$ 367	
HCH08		Heathrow Chair	Black Vinyl	\$ 395	
HC008		Heathrow Corner Chair	Black Vinyl	\$ 429	
HS008		Heathrow Sectional	Black Vinyl, 3 Pieces	\$ 1,359	
HEA08		Heathrow Sofa	Black Vinyl	\$ 518	
HOPCH		Hopi Chair	Gray Linen	\$ 179	
HOPLV		Hopi Loveseat	Gray Linen	\$ 280	
KEYCHR		Key Largo Chair	Black, Fabric	\$ 240	
KEYLOV		Key Largo Loveseat	Black, Fabric	\$ 282	
KEYSOF		Key Largo Sofa	Black, Fabric	\$ 370	
NPLCHR		Naples Chair	Black Vinyl	\$ 451	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 541	
NPLSOF		Naples Sofa	Black Vinyl	\$ 647	
CHR003		Roma Chair	White Vinyl	\$ 422	
SFA003		Roma Sofa	White Vinyl	\$ 618	
SO2		South Beach Sectional, 3pcs	Platinum Suede	\$ 1,230	
SO1		South Beach Sofa	Platinum Suede	\$ 515	
TANCHR		Tangiers Chair	Beige Textured	\$ 333	
TANSOF		Tangiers Sofa	Beige Textured	\$ 518	
<b>ACCENT CHAIRS</b>					
CCE		Ice Chair	Transparent, Chrome	\$ 170	
OCB		Key West Chair	Black	\$ 309	
LABREA		La Brea Swivel Chair	Charcoal Gray, Fabric	\$ 320	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	\$ 330	
OCH		Madrid Chair	Black	\$ 562	
BCW		Madrid Chair	White	\$ 499	
SWAN		Swanson Swivel Chair	White Vinyl	\$ 278	

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
<b>MEETING CHAIRS</b>					
OCMESP		Meeting Chair	Espresso	\$ 214	
OCMTAU		Meeting Chair	Taupe Fabric	\$ 211	
OCMWHT		Meeting Chair	White Vinyl	\$ 194	
<b>GROUP SEATING</b>					
XC6		Altura Guest Chair	Black Crepe	\$ 239	
CS8		Berlin Chair	Black, White	\$ 95	
CS9		Berlin Chair	Red, White	\$ 95	
SC3		Brewer Chair	Onyx, Black	\$ 131	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 79	
DUET		Duet Chair	Black, Chrome	\$ 55	
LMCHR		Laguna Chair	Maple, Chrome	\$ 111	
XC3		Luxor Guest Chair	Black Vinyl	\$ 261	
MALGRY		Malba Chair	Gray	\$ 85	
MALGRN		Malba Chair	Green	\$ 85	
SC10		Razor Armless Chair	White	\$ 65	
RSTDIN		Rustique Chair w/ arms	Gunmetal	\$ 113	
CS4		Syntax Chair	Black, Chrome	\$ 155	
CH002		Wendy Chair	Clear Acrylic	\$ 89	
ZENCHR		Zenith Chair	White, Chrome	\$ 125	
<b>OTTOMANS</b>					
BNO08		Bench Ottoman	Black Vinyl	\$ 319	
BNO75		Bench Ottoman	White Vinyl	\$ 319	
CUBL20		Edge LED Cube Ottoman	White, Plastic	\$ 148	
END01B		Endless Curved Ottoman	Black	\$ 323	
END01W		Endless Curved Ottoman	White	\$ 323	
END02B		Endless Square Ottoman	Black	\$ 277	
END02W		Endless Square Ottoman	White	\$ 277	
WHT12		Half Bench Ottoman	White Vinyl	\$ 282	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 140	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 140	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 140	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 140	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 140	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 140	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 140	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 140	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 140	
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 140	
BNQR17		Ottoman Ring	White Vinyl	\$ 1,325	
BNQ7		Quarter Curve Ottoman	White Vinyl	\$ 370	
SAL		Sally Stool/Ottoman	White	\$ 69	
OTS		South Beach Wedge Ottoman	Platinum Suede	\$ 245	

Additional Ottomans On Pg 2

Page 1 TOTAL

SHOW NAME:		BOOTH:	
------------	--	--------	--

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
<b>OTTOMANS (continued)</b>					
VIB07		Vibe Cube Ottoman	Beige Vinyl, Waterproof	\$ 105	
VIB10		Vibe Cube Ottoman	Black Vinyl, Waterproof	\$ 105	
VIB02		Vibe Cube Ottoman	Blue Vinyl, Waterproof	\$ 105	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl, Waterproof	\$ 105	
VIB01		Vibe Cube Ottoman	Green Vinyl, Waterproof	\$ 105	
VIB08		Vibe Cube Ottoman	Orange Vinyl, Waterproof	\$ 105	
VIB03		Vibe Cube Ottoman	Pink Vinyl, Waterproof	\$ 105	
VIB04		Vibe Cube Ottoman	Red Vinyl, Waterproof	\$ 105	
VIB09		Vibe Cube Ottoman	White Vinyl, Waterproof	\$ 105	
VIB05		Vibe Cube Ottoman	Yellow Vinyl, Waterproof	\$ 105	
<b>ACCENT TABLES</b>					
ALC100		Alondra Cocktail Table	Glass, Chrome	\$ 251	
ALC200		Alondra Cocktail Table	Wood, Chrome	\$ 251	
ALE100		Alondra End Table	Glass, Chrome	\$ 181	
ALE200		Alondra End Table	Wood, Chrome	\$ 181	
AURA		Aura Round Table	White Metal	\$ 112	
ETBL		E Table	Wood	\$ 138	
CUBTBL		Edge LED Cube Table	White, Plastic, Plexi Top	\$ 149	
C1C		Geo Cocktail Table	Glass, Chrome	\$ 195	
C1FWB		Geo Cocktail Table	Wood, Black	\$ 220	
E1C		Geo End Table	Glass, Chrome	\$ 191	
E1FWB		Geo End Table	Wood, Black	\$ 191	
NEMSAC		Mosaic Tables	Set of 3	\$ 219	
COLI		Oliver Cocktail Table	Walnut Finish	\$ 185	
EOLI		Oliver End Table	Walnut Finish	\$ 160	
REGBEN		Regis Bench/Table	Brushed Metal	\$ 222	
REGOTT		Regis End Table	Brushed Metal	\$ 159	
C1E		Silverado Cocktail Table	Glass, Chrome	\$ 217	
E1E		Silverado End Table	Glass, Chrome	\$ 199	
C1Y		Sydney Cocktail Table	Black, Brushed Steel	\$ 218	
C1W		Sydney Cocktail Table	White, Brushed Steel	\$ 218	
E1Y		Sydney End Table	Black, Brushed Steel	\$ 191	
E1W		Sydney End Table	White, Brushed Steel	\$ 191	
TMBTBL		Timber Table	Wood	\$ 133	
<b>CAFÉ TABLES W/ STANDARD BLACK BASE</b>					
ZTJ		30" Round Café Table	Graphite Nebula Top	\$ 174	
ZTH		30" Round Café Table	Liquid Steel Blue Top	\$ 174	
LIQ004		30" Round Café Table	Liquid White Top	\$ 277	
ZTK		30" Round Café Table	Maple Top	\$ 174	
ZTB		30" Round Café Table	Red Top	\$ 174	
ZTG		30" Round Café Table	Silver Textured Top	\$ 174	
ZTA		30" Round Madison Café Table	Gray Acajou	\$ 174	
ZTN		36" Round Café Table	Graphite Nebula Top	\$ 187	
ZTP		36" Round Café Table	Maple Top	\$ 187	
ZTQ		36" Round Café Table	White Laminate Top	\$ 187	
<b>CAFÉ TABLES W/ HYDRAULIC BASE</b>					
30GRHC		30" Round Café Table	Graphite Nebula Top	\$ 231	
30SBHC		30" Round Café Table	Liquid Steel Blue Top	\$ 257	
LIQ009		30" Round Café Table	Liquid White Top	\$ 349	
30MTHC		30" Round Café Table	Maple Top	\$ 231	
30BRHC		30" Round Café Table	Red Top	\$ 231	
30STHC		30" Round Café Table	Silver Textured Top	\$ 231	
30MAHC		30" Round Madison Café Table	Gray Acajou	\$ 225	
36GRHC		36" Round Café Table	Graphite Nebula Top	\$ 254	
36MTHC		36" Round Café Table	Maple Top	\$ 254	
36WTHC		36" Round Café Table	White Laminate Top	\$ 254	
<b>BAR TABLES W/ STANDARD BLACK BASE</b>					
VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 190	
VTH		30" Round Bar Table	Liquid Steel Blue Top	\$ 191	
LIQ003		30" Round Bar Table	Liquid White Top	\$ 260	
VTK		30" Round Bar Table	Maple Top	\$ 190	
VTB		30" Round Bar Table	Red Top	\$ 190	
VTG		30" Round Bar Table	Silver Textured Top	\$ 190	
VTA		30" Round Madison Bar Table	Gray Acajou	\$ 185	
VTN		36" Round Bar Table	Graphite Nebula Top	\$ 206	
VTP		36" Round Bar Table	Maple Top	\$ 206	
VTW		36" Round Bar Table	White Laminate Top	\$ 206	
<b>BAR TABLES W/ HYDRAULIC BASE</b>					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 232	
30SBHB		30" Round Bar Table	Liquid Steel Blue Top	\$ 232	
LIQ010		30" Round Bar Table	Liquid White Top	\$ 349	
30MTHB		30" Round Bar Table	Maple Top	\$ 232	
30BRHB		30" Round Bar Table	Red Top	\$ 232	
30STHB		30" Round Bar Table	Silver Textured Top	\$ 232	
30MAHB		30" Round Madison Bar Table	Gray Acajou	\$ 225	
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 252	
36MTHB		36" Round Bar Table	Maple Top	\$ 252	
36WTHB		36" Round Bar Table	White Laminate Top	\$ 252	
<b>BARSTOOLS</b>					
APS08		Apex Barstool	Black Vinyl	\$ 172	
APS12		Apex Barstool	Blue Ultra Suede	\$ 172	
APS59		Apex Barstool	Red Vinyl	\$ 172	
APS75		Apex Barstool	White Vinyl	\$ 172	
BSS		Banana Barstool	Black, Chrome	\$ 191	
BST		Banana Barstool	White, Chrome	\$ 191	

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
<b>BARSTOOLS (continued)</b>					
XBAR		Christopher Barstool	White Vinyl, Chrome	\$ 138	
BSL		Gin Barstool	Maple, Chrome	\$ 149	
BCE		Ice Barstool	Transparent, Chrome	\$ 206	
LMBAR		Laguna Barstool	Maple, Chrome	\$ 140	
ROLLBL		Lift Barstool	Black Vinyl	\$ 165	
ROLLGY		Lift Barstool	Gray Vinyl	\$ 165	
ROLLRD		Lift Barstool	Red Vinyl	\$ 165	
ROLLWH		Lift Barstool	White Vinyl	\$ 165	
BSD		Oslo Barstool	Blue	\$ 203	
BSC		Oslo Barstool	White	\$ 203	
RSTSTL		Rustique Barstool	Gunmetal	\$ 103	
BS001		Shark Barstool	White, Chrome	\$ 246	
BSR		Syntax Barstool	Black, Chrome	\$ 169	
ZENBAR		Zenith Barstool	White, Chrome	\$ 124	
BS003		Zoey Barstool	Black, Chrome	\$ 226	
BS002		Zoey Barstool	White, Chrome	\$ 226	
<b>CONFERENCE TABLES</b>					
MERLIN		Merlin Multi Use Table	Gray Laminate, Black	\$ 267	
WD3		Work Table	White Laminate, White	\$ 256	
CB8		42" Rnd Madison Conference Table	Gray Acajou	\$ 129	
CB1		42" Round Table	Graphite Nebula	\$ 297	
CONF42		42" Round Table	White Laminate	\$ 297	
CB2		6' Conference Table	Graphite Nebula	\$ 355	
CT06GR		6' Table	Granite	\$ 364	
CB3		8' Conference Table	Graphite Nebula	\$ 419	
C508GR		8' Table	Granite	\$ 419	
CT10GR		10' Table	Granite	\$ 629	
CF2		Geo Table, Rectangle	Glass, Black	\$ 349	
CE2		Geo Table, Rectangle	Glass, Chrome	\$ 349	
CF1		Geo Table, Rounded Square	Glass, Black	\$ 246	
CE1		Geo Table, Rounded Square	Glass, Chrome	\$ 246	
MADC05		Madison 5' Table	Gray Acajou	\$ 361	
MADC08		Madison 8' Table	Gray Acajou	\$ 721	
MADC10		Madison 10' Table	Gray Acajou	\$ 721	
<b>EXECUTIVE CHAIRS</b>					
SY1		Altura Steno Chair	Black Crepe	\$ 155	
XC1		Luxor High Back Executive Chair	Black Vinyl	\$ 311	
XC2		Luxor Mid Back Executive Chair	Black Vinyl	\$ 291	
PROGB		Pro Executive Guest Chair	Black Vinyl	\$ 195	
PROEXB		Pro Executive High Back Chair	Black Vinyl	\$ 279	
PROEXE		Pro Executive High Back Chair	White Classic Vinyl	\$ 279	
PROMDB		Pro Executive Mid Back Chair	Black Vinyl	\$ 182	
PROMID		Pro Executive Mid Back Chair	White Classic Vinyl	\$ 182	
<b>G30 COMMUNAL TABLES W/ SOLID TOPS</b>					
G30BMS		G30 Communal Bar Table	Maple Top	\$ 515	
G30BWS		G30 Communal Bar Table	White Top	\$ 515	
G30DMS		G30 Communal Café Table	Maple Top	\$ 412	
G30DWS		G30 Communal Café Table	White Top	\$ 412	
G30CMS		G30 Communal Cocktail Table	Maple Top	\$ 288	
G30CWS		G30 Communal Cocktail Table	White Top	\$ 288	
<b>G30 COMMUNAL TABLES W/ GROMMET HOLES</b>					
G30BMW		G30 Communal Bar Table	Maple Top	\$ 515	
G30BWW		G30 Communal Bar Table	White Top	\$ 515	
G30DMW		G30 Communal Cafe Table	Maple Top	\$ 412	
G30DWW		G30 Communal Cafe Table	White Top	\$ 412	
G30CMW		G30 Communal Cocktail Table	Maple Top	\$ 288	
G30CWW		G30 Communal Cocktail Table	White Top	\$ 288	
<b>OFFICE &amp; PRODUCT DISPLAY</b>					
TECH3		3 Drawer File Cabinet on Castors	Black Metal, Laminate	\$ 112	
CR8		Madison Credenza	Gray Acajou	\$ 385	
JD8		Madison Executive Desk	Gray Acajou	\$ 455	
TECH		Tech Desk, Powered	Black Metal, Laminate	\$ 352	
TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate	\$ 431	
BC8		Madison Bookcase	Gray Acajou	\$ 329	
PDL36B		Powered Locking Pedestal, 36"	Black	\$ 389	
PDL36W		Powered Locking Pedestal, 36"	White	\$ 389	
PDL42B		Powered Locking Pedestal, 42"	Black	\$ 463	
PDL42W		Powered Locking Pedestal, 42"	White	\$ 463	
<b>LAMPS</b>					
LA15		Mason Floor Lamp	Brushed Silver	\$ 170	
LA14		Mason Table Lamp	Brushed Silver	\$ 111	
<b>BAR</b>					
BR1		Martini Bar	Gray Metal, Frosted Glass Top	\$ 1,011	
BRC		Martini Bar Circle	3 Martini Bars	\$ 2,911	
<b>MOBILE TABLE STANDS</b>					
TBSTND		Mobile Tablet Stand	Black	\$ 105	
TBSTDW		Mobile Tablet Stand	White	\$ 105	
TBCHHR		Brochure Holder	Black	\$ 49	
TBSHLF		Charging Shelf	Black	\$ 49	
TBPNTR		Wireless Printer Holder	Black	\$ 49	
<b>REFRIGERATORS</b>					
R1R		Refrigerator, Large	White, 14.0 cubic feet	\$ 672	
R1Q		Refrigerator, Small	White, 4.0 cubic feet	\$ 236	

Page 2 TOTAL