



Humana Rock 'n' Roll Chicago

July 20 - 21, 2018

## WELCOME LETTER

McCormick Place - North Building, Hall C1  
Chicago, IL

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.**

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## Humana Rock 'n' Roll Chicago

July 20 - 21, 2018

### CRITICAL SHOW INFORMATION

McCormick Place - North Building, Hall C1  
Chicago, IL

### Booth Information

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

### Exhibit Hall Hours

|                         |  |  |
|-------------------------|--|--|
| Exhibitor Installation: | Thursday, July 19, 2018<br>Friday, July 20, 2018 | 10:00 A.M. - 5:00 P.M.<br>8:00 A.M. - 11:30 A.M. |
| Show Hours:             | Friday, July 20, 2018<br>Saturday, July 21, 2018 | 12:00 P.M. - 7:00 P.M.<br>9:00 A.M. - 5:00 P.M.  |
| Exhibitor Dismantle:    | Saturday, July 21, 2018                          | 5:00 P.M. - 10:00 P.M.                           |
| All Out By:             | Saturday, July 21, 2018                          | 10:00 P.M.                                       |

**All carriers must check in no later than 7:00pm on Saturday, July 21, 2018 for freight pick up.**

### Shipping Information

|  |   |
|--|---|
| <b>Advance Warehouse:</b><br><i>All materials shipped in advance to the warehouse must arrive by 7/11/2018</i><br>{Your booth name & number}<br>UPS Freight c/o J&J Motor Freight<br>2338 South Indiana Ave<br>Chicago, IL 60616 | <b>Direct to Show Site</b><br><i>First day direct shipments will be accepted is 7/19/2018</i><br>{Your booth name & number}<br>c/o Xpert Exposition Services<br>McCormick Place Chicago<br>North Building, Hall C1<br>2301 S King Dr<br>Chicago, IL 60616 |
|--|---|

### Important Dates / Deadlines

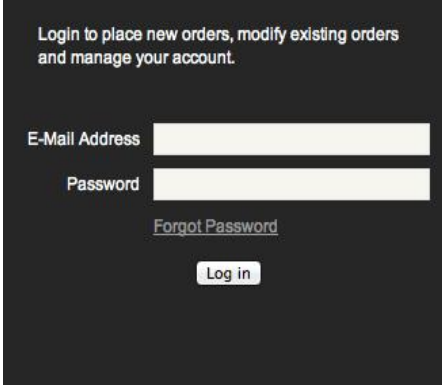
|   |                  |
|---|------------------|
| First day advance freight accepted:         | <b>6/11/2018</b> |
| Discount price deadline for booth/furniture | <b>6/29/2018</b> |
| Last day advance freight accepted           | <b>7/11/2018</b> |
| First day direct freight accepted           | <b>7/19/2018</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 #**



Humana Rock 'n' Roll Chicago

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## 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

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)



**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 Show Site Rate prevails and a \$25.00 service charge will be added. **Any amounts not paid within 10 days from the close of the show will be subject to a 30% late fee.**  
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        |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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        |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

CARDHOLDER NAME (PLEASE PRINT) \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

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

X \_\_\_\_\_ AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE



Humana Rock 'n' Roll Chicago

July 20 - 21, 2018

**SHIPPING ADDRESSES**

McCormick Place - North Building, Hall C1  
Chicago, IL

**Advance Shipments to Warehouse**

**Direct Shipments to Show Site**

To: (Exhibiting Company and booth number)

To: (Exhibiting Company and booth number)

For: **Humana Rock 'n' Roll Chicago**

For: **Humana Rock 'n' Roll Chicago**

{Your booth name & number}  
UPS Freight c/o J&J Motor Freight  
2338 South Indiana Ave  
Chicago, IL 60616

{Your booth name & number}  
c/o Xpert Exposition Services  
McCormick Place Chicago  
North Building, Hall C1  
2301 S King Dr  
Chicago, IL 60616

Advance shipments are accepted  
from 6/11/2018 through 7/11/2018

First day direct shipments will be  
accepted is 7/19/2018

**Any shipment arriving prior to 7/19/2018  
may not be accepted and is subject to  
additional handling fees.**



# 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

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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

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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!



**ADVANCE  
SHIPMENT**



From:

**Humana Rock 'n' Roll Chicago**

**To:** UPS Freight c/o J&J Motor Freight  
2338 South Indiana Ave  
Chicago, IL 60616

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

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

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

**A RUSH  
EXHIBIT MATERIAL**

**ADVANCE  
SHIPMENT**



From:

**Humana Rock 'n' Roll Chicago**

**To:** UPS Freight c/o J&J Motor Freight  
2338 South Indiana Ave  
Chicago, IL 60616

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

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

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

**A RUSH  
EXHIBIT MATERIAL**

**ADVANCE  
SHIPMENT**



From:

**Humana Rock 'n' Roll Chicago**

**To:** UPS Freight c/o J&J Motor Freight  
2338 South Indiana Ave  
Chicago, IL 60616

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

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

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

**A RUSH  
EXHIBIT MATERIAL**

**ADVANCE  
SHIPMENT**



From:

**Humana Rock 'n' Roll Chicago**

**To:** UPS Freight c/o J&J Motor Freight  
2338 South Indiana Ave  
Chicago, IL 60616

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

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

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

**A RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Humana Rock 'n' Roll Chicago**

To: c/o Xpert Exposition  
McCormick Place Chicago  
North Building, Hall C1  
2301 S King Dr  
Chicago, IL 60616

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

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

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

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Humana Rock 'n' Roll Chicago**

To: c/o Xpert Exposition  
McCormick Place Chicago  
North Building, Hall C1  
2301 S King Dr  
Chicago, IL 60616

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

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

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

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Humana Rock 'n' Roll Chicago**

To: c/o Xpert Exposition McCormick  
Place Chicago  
North Building, Hall C1  
2301 S King Dr  
Chicago, IL 60616

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

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

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

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Humana Rock 'n' Roll Chicago**

To: c/o Xpert Exposition  
McCormick Place Chicago  
North Building, Hall C1  
2301 S King Dr  
Chicago, IL 60616

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

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

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

**D RUSH  
EXHIBIT MATERIAL**



**MATERIAL HANDLING AUTHORIZATION**

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

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

**Advance Shipments to Warehouse**

Crated  
Shipment Weight \_\_\_\_\_ cwt x \$132.60 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

Crated Additional Handling\*  
Shipment Weight \_\_\_\_\_ cwt x \$172.38 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 \$126.36 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

Crated Additional Handling  
Shipment Weight \_\_\_\_\_ cwt x \$164.27 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

Uncrated Additional Handling  
Shipment Weight \_\_\_\_\_ cwt x \$202.18 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

\*\*200 lb. minimum

Small Packages  
First Piece \$70.00 + \_\_\_\_\_ Additional Pieces @ \$35.00

**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 un-skidded 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

**CART LOAD SERVICE**

Caddie/Cart Load Service is a feature offered for Privately Operated Vehicles ("POVs") only. POVs are limited to cars, station wagons, vans and pickup trucks up to one ton. For a flat rate of \$225.00 per round trip, workers equipped with a flat cart will assist those exhibitors with unloading and reloading of their materials. One round trip cartload equals one inbound cart load from the unloading area to your booth and one outbound cart load from your booth to the loading area. Two round trips maximum per exhibiting company. Shipments larger than two cartloads are not eligible for cartload service and are subject to material handling charges. See "Material Handling" charges that will apply.

**Caddie Cart Load Service is....**

- Intended for those exhibitors requiring minimum assistance to expedite the move-in/move-out of their shipments.
- Intended as a means of allocating valuable loading space and cost-effective labor crews during the move-in/move-out process.
- Intended as an integral part of an overall plan to minimize disruptions to the ongoing movement of forklifts, crated and other large materials during the move-in/move-out process.

The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. It is advisable to have two people per vehicle so that once the POV is unloaded, it can be moved immediately from the dock area.

- No personal dollies, wagons or hand trucks are allowed on the dock or show floor.
- No Xpert equipment is allowed to be used by exhibitors.

**Caddie Cart Load Service Schedule**

**Move-In**

Thursday, July 19, 2018 10:00 A.M. - 5:00 P.M.  
Friday, July 20, 2018 8:00 A.M. - 11:30 A.M.

**Move-Out**

Saturday, July 21, 2018 5:00 P.M. - 10:00 P.M.

Exhibitors who have extensive unloading requirements must use the material handling services.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leave your place of business and end upon the return to your facility after the show. This can be done by adding "riders" to existing insurance policies.

*To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the Xpert Service Desk. Xpert will be unable to adjust invoices after the close of the show.*

Freight must be less than: 3' high  
3' wide  
5' long

Cart is 30" x 48".



**MAXIMUM  
CAPACITY OF  
250LBS PER LOAD.**



**Humana Rock 'n' Roll Chicago**

**July 20 - 21, 2018**

**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<br>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).



**Humana Rock 'n' Roll Chicago**

**July 20 - 21, 2018**

## **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.



# Humana Rock 'n' Roll Chicago

## July 20 - 21, 2018

### BOOTH LABOR

Discount Price Deadline: 6/29/2018

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.

**ALL ORDERS PLACED AFTER 6/29/2018 WILL BE CHARGED AN ADDITIONAL 30%**

**LABOR RATES:                      Straight time \$ 144.00                      Overtime: \$ 216.00**

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.

| Date & Time    | # of Laborers | Total Hours | Hourly Rate | Total Cost |
|----------------|---------------|-------------|-------------|------------|
| <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.

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)





Humana Rock 'n' Roll Chicago

July 20 - 21, 2018

**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 **6/29/2018**.

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<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/><br><input type="checkbox"/><br>GENERAL AGGREGATE LIMIT APPLIES PER<br><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<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS<br><input type="checkbox"/><br><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<br><input type="checkbox"/> ANY AUTO<br><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<br><input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br><input type="checkbox"/> DEDUCTIBLE<br><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<br>3455 W. Sunset Rd. Suite L<br>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<br><br>AUTHORIZED REPRESENTATIVE<br>John Smith, CIC<br>John Smith, CIC |



**FORKLIFT LABOR**

**Discount Price Deadline: 6/29/2018**

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

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

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

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

**Forklift Labor**

Forklift labor usually includes a forklift and operator; however, determining a crew size is at the discretion of the official service contractor and may require an additional laborer at the labor rates outlined on the Booth Labor page.

Exhibitors ordering forklift to assemble displays or for uncrating, un-skidding, positioning and re-skidding equipment or machinery will need to estimate their needs below.

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 pick up forklift crew ordered, and check out at the Xpert Service Desk upon completion of work.

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined).

**FORKLIFT RATES:                      Straight time \$ 375.00                      Overtime: \$ 562.50**

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 ORDERS PLACED AFTER 6/29/2018 WILL BE CHARGED AN ADDITIONAL 30%.**

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

| <b>Date &amp; Time</b>       | <b># of Forklifts</b> | <b>Total Hours</b> | <b>Hourly Rate</b> | <b>Total Cost</b> |
|------------------------------|-----------------------|--------------------|--------------------|-------------------|
| <b>Install</b>               |                       |                    |                    |                   |
| _____                        | _____                 | _____              | _____              | _____             |
| _____                        | _____                 | _____              | _____              | _____             |
| <b>Dismantle</b>             |                       |                    |                    |                   |
| _____                        | _____                 | _____              | _____              | _____             |
| _____                        | _____                 | _____              | _____              | _____             |
| <b>Total Estimated Costs</b> |                       |                    |                    | <b>\$</b>         |

Description of Work to be performed: \_\_\_\_\_

Describe largest piece to be handled:

Weight \_\_\_\_\_ lbs.    Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Height to be placed \_\_\_\_\_

Show site contact: \_\_\_\_\_  
NAME

\_\_\_\_\_  
CELL

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.



# Humana Rock 'n' Roll Chicago

July 20 - 21, 2018

## BOOTH CLEANING

Discount Price Deadline: 6/29/2018

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 \$0.75      | = _____     |                              |
|                  |                 | 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     | _____          | _____                      |

|                    |       |
|--------------------|-------|
| <b>Total Costs</b> | _____ |
|--------------------|-------|



Humana Rock 'n' Roll Chicago

July 20 - 21, 2018

## 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.



## 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



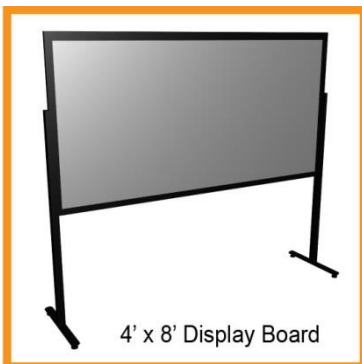
Garment Rack



Raffle Drum



Wastebasket



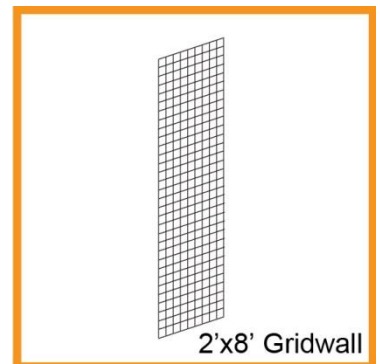
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall



# Humana Rock 'n' Roll Chicago

July 20 - 21, 2018

## STANDARD FURNITURE

Discount Price Deadline: 6/29/2018

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

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

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

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

### Standard Furniture

#### Seating

|            | Quantity | Discount Price | Standard Price | Extended Price |
|------------|----------|----------------|----------------|----------------|
| Side Chair | _____    | \$ 66.00       | \$ 86.00       | \$ _____       |
| Barstool   | _____    | \$ 117.00      | \$ 151.50      | \$ _____       |

#### Round Tables

|                                 | 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      | \$ _____       |

#### 30" Tables

|                                       |       |           |           |          |
|---------------------------------------|-------|-----------|-----------|----------|
| 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 | \$ _____ |

#### 40" Tables

|   |       |           |           |          |
|---|-------|-----------|-----------|----------|
| 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.

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)





# Humana Rock 'n' Roll Chicago

July 20 - 21, 2018

## FURNITURE ACCESSORIES

Discount Price Deadline: 6/29/2018

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.

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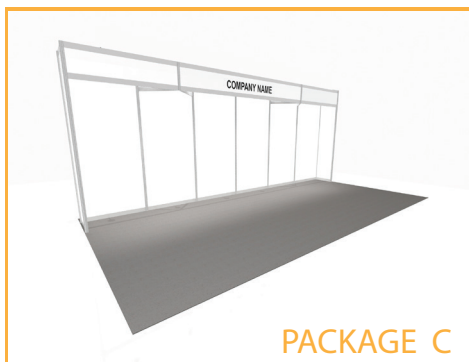
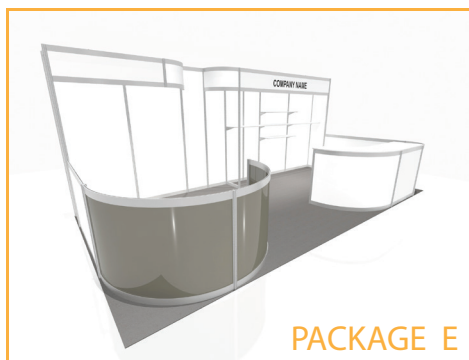
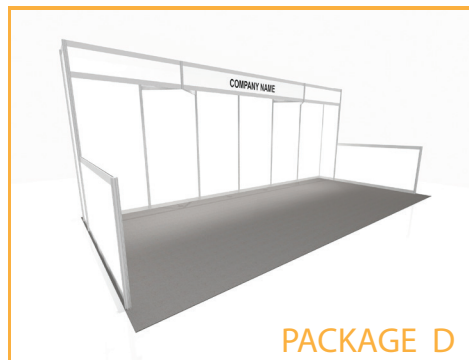
**BOOTH RENTAL**

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

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

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

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



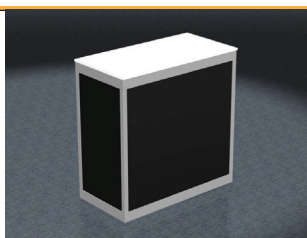
**ADD-ON ACCESSORY RENTALS**



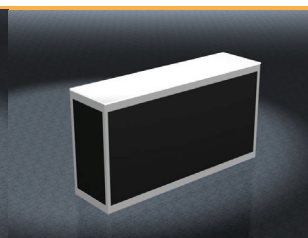
**39" X 12" SHELF**



**ARMLIGHT**



**1M COUNTER**



**2M COUNTER**



**1M CURVED COUNTER**

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**BOOTH RENTAL**

**Discount Price Deadline: 6/29/2018**

|  | Discount Price | Standard Price | Extended Price |
|--|----------------|----------------|----------------|
| <b>Package A</b><br>• header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)  | \$2098.50      | \$2728.00      | _____          |
| <b>Package B</b><br>• header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)  | \$2855.20      | \$3712.00      | _____          |
| <b>Package C</b><br>• header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)  | \$3190.50      | \$4147.50      | _____          |
| <b>Package D</b><br>• header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)  | \$3989.00      | \$5185.50      | _____          |
| <b>Package E</b><br>• header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)<br>• 1 custom curved counter • 5 – 1 meter shelves | \$5062.50      | \$6581.00      | _____          |
| <b>Package F</b><br>• header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)  | \$4914.00      | \$6388.00      | _____          |
| <b>Package G</b><br>• header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)<br>• 4 barstools                                   | \$5062.50      | \$6581.00      | _____          |
| <b>Package H</b><br>• header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)<br>• 4 barstools                                   | \$6154.50      | \$8391.00      | _____          |

|                    |           |
|--------------------|-----------|
| <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  Bluejay  Gray  Red  Tuxedo

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# Humana Rock 'n' Roll Chicago

July 20 - 21, 2018

## BOOTH RENTAL ACCESSORIES

Discount Price Deadline: 6/29/2018

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

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

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

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

### Booth Rental Accessories

|                               | 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.

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

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# Humana Rock 'n' Roll Chicago

July 20 - 21, 2018

## CUSTOM SIGNAGE

Discount Price Deadline: 6/29/2018

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

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

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

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

### Signage

|                               | 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       | \$265.00       | \$ _____       |
| 38" x 84" w/base single sided | _____    | \$534.00       | \$690.00       | \$ _____       |

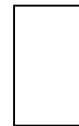
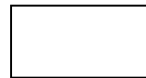
\* Prices are based on one color copy on white background. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

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

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

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

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

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

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**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.



## 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 freights 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.



# ORDER INSTRUCTIONS

Advance Payment Deadline Date: 06/30/18



The Power People

## ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632  
Phone: (312) 674-1100 Fax: (312) 873-3864  
Chicago@edlen.com

|            |   |         |          |
|------------|---|---------|----------|
| EXHIBITOR: |   | BTH #   |          |
| EVENT:     | Rock N Roll Marathon Health & Fitness Expo 2018 |         |          |
| FACILITY:  | McCormick Place                                 |         |          |
| DATES:     | July 21-22, 2018                                | EVENT # | 078002CH |

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

## COMPLETE THE STEPS BELOW IN PLACING YOUR UTILITY ORDERS

### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

### Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

### Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

#### B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

#### C. Hanging Sign

This form is used to estimate electrical labor in the assembly, installation and dismantle of electrical signs.

#### D. Truss Assembly, Install & Dismantle

This form is used to estimate electrical labor in the assembly, installation and dismantle of truss and lighting.

#### E. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

### Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

# METHOD OF PAYMENT

**Advance Payment Deadline Date: 06/30/18**



The Power People

## ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632  
 Phone: (312) 674-1100 Fax: (312) 873-3864  
 Chicago@edlen.com

|                   |  |                |                 |
|-------------------|--|----------------|-----------------|
| <b>EXHIBITOR:</b> |  | <b>BTH #</b>   |                 |
| <b>EVENT:</b>     | <b>Rock N Roll Marathon Health &amp; Fitness Expo 2018</b> |                |                 |
| <b>FACILITY:</b>  | <b>McCormick Place</b>                                     |                |                 |
| <b>DATES:</b>     | <b>July 21-22, 2018</b>                                    | <b>EVENT #</b> | <b>078002CH</b> |

### FINANCIALLY RESPONSIBLE COMPANY

|               |         |        |
|---------------|---------|--------|
| COMPANY NAME: |         | PHONE: |
| ADDRESS:      |         | FAX:   |
| CITY:         | ST:     | ZIP:   |
| COUNTRY:      | CELL #: |        |
| EMAIL:        |         |        |

### METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

**ACH ELECTRONIC PAYMENT TRANSFER**

*Wells Fargo* ABA# 121000248 Acct: 4122636046  
 3800 Howard Hughes Parkway, Las Vegas, NV 89169  
 Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

**BANK WIRE TRANSFER INFORMATION \***

Bank transfer to Wells Fargo  
Wire Transfer:  
 ABA#: 121000248 Acct: 4122636046  
International Wire Transfer:  
 Swift Code: WFBIUS6S Acct: 4122636046

\* Please reference the Event # listed above and your Booth # on all electronic payments.

**\* \$50 processing fee MUST be included with transfer.**

**CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA  MASTERCARD  AMEX  DISCOVER

**COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

### CHECK AND CREDIT CARD INFORMATION

|  |             |
|--|-------------|
| COMPANY NAME:  |             |
| CHECK #  |             |
| CREDIT CARD NUMBER:  | EXP DATE:   |
| CARD HOLDER SIGN:  | PRINT NAME: |
| EMAIL: <span style="float: right;">THIRD PARTY PAYMENT? YES or NO</span> |             |

### CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

|          |       |     |      |
|----------|-------|-----|------|
| ADDRESS: | CITY: | ST: | ZIP: |
|----------|-------|-----|------|

### SERVICE TOTALS

|   |  |
|---|--|
| 1. BANK WIRE TRANSFER PROCESSING FEE  |  |
| 2. ELECTRICAL ORDER   |  |
| 3. ESTIMATED LABOR  |  |
| 4. ESTIMATED SIGN/TRUSS   |  |
| 5. LIGHTING ORDER   |  |
| 6. PLUMBING ORDER   |  |
| <b>SUBTOTAL</b>   |  |
| Sales tax is due on outlets and material unless exemption is provided <b>9% SALES TAX</b> |  |
| <b>TOTAL DUE</b>  |  |

### AUTHORIZATION

|                            |                    |
|----------------------------|--------------------|
|                            |                    |
| AUTHORIZED SIGNATURE ABOVE |                    |
| PRINT NAME ABOVE           | TODAY'S DATE ABOVE |

**By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms.**

# ELECTRICAL ORDER



The Power People

## ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632  
 Phone: (312) 674-1100 Fax: (312) 873-3864  
 Chicago@edlen.com

E  M

**Advance Payment Deadline Date: 06/30/18**

|                   |  |                |                 |
|-------------------|--|----------------|-----------------|
| <b>EXHIBITOR:</b> |  | <b>BTH #</b>   |                 |
| <b>EVENT:</b>     | <b>Rock N Roll Marathon Health &amp; Fitness Expo 2018</b> |                |                 |
| <b>FACILITY:</b>  | <b>McCormick Place</b>                                     |                |                 |
| <b>DATES:</b>     | <b>July 21-22, 2018</b>                                    | <b>EVENT #</b> | <b>078002CH</b> |

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

### ORDER INSTRUCTIONS

#### INLINE AND PENINSULA DELIVERY

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

#### ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that only need power delivered to one location incur a (1/2) hour labor charge for installation & (1/2) hour for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

#### ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1/2) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

#### 208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

#### 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.

#### CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

#### TERMS & CONDITIONS

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

### 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)           | _____               | _____                     | 125.00                | 188.00                | _____      |
| 1000 WATTS (10 AMPS)         | _____               | _____                     | 223.00                | 335.00                | _____      |
| 1500 WATTS (15 AMPS)         | _____               | _____                     | 271.00                | 407.00                | _____      |
| 2000 WATTS (20 AMPS)         | _____               | _____                     | 310.00                | 465.00                | _____      |
| <b>208 VOLT SINGLE PHASE</b> |                     |                           |                       |                       |            |
| 20 AMPS                      | _____               | _____                     | 557.00                | 836.00                | _____      |
| 30 AMPS                      | _____               | _____                     | 586.00                | 879.00                | _____      |
| 60 AMPS                      | _____               | _____                     | 643.00                | 965.00                | _____      |
| <b>208 VOLT THREE PHASE</b>  |                     |                           |                       |                       |            |
| 20 AMPS                      | _____               | _____                     | 700.00                | 1050.00               | _____      |
| 30 AMPS                      | _____               | _____                     | 769.00                | 1154.00               | _____      |
| 60 AMPS                      | _____               | _____                     | 831.00                | 1247.00               | _____      |
| 100 AMPS                     | _____               | _____                     | 1353.00               | 2030.00               | _____      |
| 200 AMPS                     | _____               | _____                     | 1899.00               | 2849.00               | _____      |
| 400 AMPS                     | _____               | _____                     | 2999.00               | 4499.00               | _____      |

#### TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: \_\_\_\_\_ x 5.00 = \_\_\_\_\_

**Please call for information on any services you require that are not listed here.**

### 480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

| <b>480 VOLT THREE PHASE</b> |       |       |         |         |       |
|-----------------------------|-------|-------|---------|---------|-------|
| 20 AMPS                     | _____ | _____ | 710.00  | 1065.00 | _____ |
| 30 AMPS                     | _____ | _____ | 800.00  | 1200.00 | _____ |
| 60 AMPS                     | _____ | _____ | 1050.00 | 1575.00 | _____ |
| 100 AMPS                    | _____ | _____ | 1175.00 | 1763.00 | _____ |

### 120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

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

|   |              |       |
|---|--------------|-------|
| <b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b> | <b>TOTAL</b> | _____ |
|---|--------------|-------|

PRINT NAME: \_\_\_\_\_

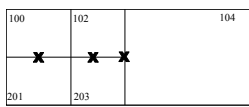
EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

# TERMS & CONDITIONS

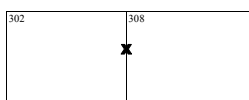
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed 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 services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other than the standard locations 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 - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1/2) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a (1/2) hour installation charge and (1/2) hour removal cost for Island Booths that only require delivery to one location
8. 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 (1/2) 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, plus material.
9. All invoicing will be in compliance with MPEA legislation.
10. For a dedicated outlet, order a 20 amp outlet.
11. 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.
12. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
13. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor 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.
14. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
22. 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.
23. 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.
24. 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.
25. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

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

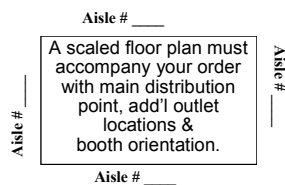
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



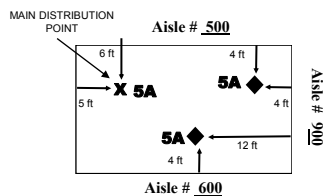
(IN-LINE BTHS) (PENINSULA)



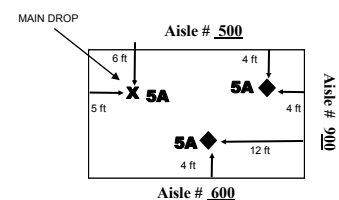
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 06/30/18



The Power People

**ELECTRICAL EXHIBITION SERVICES**  
4255 W. 43rd Street, Chicago, IL 60632  
Phone: (312) 674-1100 Fax: (312) 873-3864  
Chicago@edlen.com

|                   |  |                |                 |
|-------------------|--|----------------|-----------------|
| <b>EXHIBITOR:</b> |  | <b>BTH #</b>   |                 |
| <b>EVENT:</b>     | <b>Rock N Roll Marathon Health &amp; Fitness Expo 2018</b> |                |                 |
| <b>FACILITY:</b>  | <b>McCormick Place</b>                                     |                |                 |
| <b>DATES:</b>     | <b>July 21-22, 2018</b>                                    | <b>EVENT #</b> | <b>078002CH</b> |

## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Edlen will comply with Legislative Billing Practices regarding Exhibitor Bill of Rights. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

### Step 2 Complete the Appropriate Forms

There are 4 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

#### B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

#### C. Hanging Sign

This form is used to estimate electrical labor in the assembly, installation & dismantle of electrical signs.

#### D. Truss Assembly, Install & Dismantle

This form is used to estimate electrical labor in the assembly, installation & dismantle of truss and lights.

### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Wiring of overhead signs hung from ceiling
4. Connection of all high voltage services
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

### WORK THAT MAY BE PERFORMED BY EXHIBITING COMPANY EMPLOYEES

**The following work can only be performed by full time employees of the exhibiting company who have been employed for at least 6 months prior to the show opening date and this work cannot be performed by any other union. This work can only be performed on exhibitor owned equipment. Otherwise, the work must be performed by Edlen Electricians.**

1. Delivery, installation & dismantle of monitors, video screens and computers
2. Installation of booth lighting
3. Installation of sound systems and the labor to operate
4. Hardwiring of any electrical apparatus

## POWER DELIVERY

**Power is typically delivered from the floor** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

# ELECTRICAL DISTRIBUTION

**Advance Payment Deadline Date: 06/30/18**



The Power People

## ELECTRICAL EXHIBITION SERVICES

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 Phone: (312) 674-1100 Fax: (312) 873-3864  
 Chicago@edlen.com

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|-------------------|--|----------------|-----------------|
| <b>EXHIBITOR:</b> |  | <b>BTH #</b>   |                 |
| <b>EVENT:</b>     | <b>Rock N Roll Marathon Health &amp; Fitness Expo 2018</b> |                |                 |
| <b>FACILITY:</b>  | <b>McCormick Place</b>                                     |                |                 |
| <b>DATES:</b>     | <b>July 21-22, 2018</b>                                    | <b>EVENT #</b> | <b>078002CH</b> |

### ELECTRICAL DISTRIBUTION UNDER CARPET

**ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space.** This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
  - A. The electrical layout must indicate each power outlet and its location with exact measurements.
  - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
  - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
2. What date will you begin building your booth?
  - A. Date: \_\_\_\_\_ Time: \_\_\_\_\_
3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - A. Describe flooring: \_\_\_\_\_
  - B. Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
4. Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
5. The exhibitor acknowledges there is a minimum 1/2 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur 1/2 hour installation and 1/2 hour removal cost.
6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation

| LABOR RATES AND HOURS |  |
|-----------------------|--|
| <b>Labor Minimums</b> | Enter a minimum of 1/2 hour for installation and 1/2 hour for removal. For installation labor greater than |
| <b>Straight Time</b>  | Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.   |
| <b>Overtime</b>       | Monday - Friday 4:30 PM - 12:00 AM & first 8 hours worked on Saturday up to 4:30 PM.                       |
| <b>Double Time</b>    | Every day 12:00 AM - 6:00 AM; Saturday after 8 hours or after 4:30 PM, & all day Sunday and Holidays.      |

| BOOTH LABOR ESTIMATE |          |       |
|----------------------|----------|-------|
| MAN HRS              | RATE     | TOTAL |
| _____ ST             | \$110.00 | _____ |
| _____ OT             | \$162.00 | _____ |
| _____ DT             | \$212.00 | _____ |

| LIFT RENTAL |        |       |
|-------------|--------|-------|
| HOURS       | RATE   | TOTAL |
| _____       | 150.00 | _____ |

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**

|                        |       |
|------------------------|-------|
| <b>ESTIMATED TOTAL</b> | _____ |
|------------------------|-------|

### AUTHORIZATION

|             |       |
|-------------|-------|
| PRINT NAME: | DATE: |
|-------------|-------|

# ELECTRICAL BOOTH WORK

**Advance Payment Deadline Date: 06/30/18**



The Power People

## ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632  
 Phone: (312) 674-1100 Fax: (312) 873-3864  
 Chicago@edlen.com

|                   |  |                |                 |
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| <b>DATES:</b>     | <b>July 21-22, 2018</b>                                    | <b>EVENT #</b> | <b>078002CH</b> |

### BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Labor requests must be received by noon for the following day's work. Labor requests for Saturday, Sunday & Monday must be made by noon Thursday, otherwise all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

**Delivery, Installation & Removal of Rented Monitors, Computers & Video Screens** (Edlen electricians will deliver rented equipment to the booth, install it, dismantle and return to on-site AV storage)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

**Hardwiring of any Device or Apparatus** (Any electrical device that does not come with a plug attached)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

**Installation of Booth Lighting**

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

**Connection of High Voltage Services** (208V - 480V)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

**General Booth Work** (Any other work not described above where an electrician is required)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

### OVERHEAD LIGHTING / OVERHEAD SIGNS / TRUSS LIGHTING REQUIREMENTS

**Assembly & Installation of Lighting Hung from Ceiling or in Booth** (Complete Lighting Order Form)

**Installation & Removal & Wiring of Overhead Signs** (Complete Hanging Sign, Overhead Sign Placement & Structural Integrity Form)

**Assembly & Installation Lighting Hung from Truss** (Complete Truss Assembly, Install & Dismantle Form)

### LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

### LABOR RATES AND HOURS

|                       |  |
|-----------------------|--|
| <b>Labor Minimums</b> | Enter a minimum of 1/2 hour for installation and 1/2 hour for removal. For installation labor greater than |
| <b>Straight Time</b>  | Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.   |
| <b>Overtime</b>       | Monday - Friday 4:30 PM - 12:00 AM & first 8 hours worked on Saturday up to 4:30 PM.                       |
| <b>Double Time</b>    | Every day 12:00 AM - 6:00 AM; Saturday after 8 hours or after 4:30 PM, & all day Sunday and Holidays.      |

### BOOTH LABOR ESTIMATE

| MAN HRS  | RATE     | TOTAL |
|----------|----------|-------|
| _____ ST | \$110.00 | _____ |
| _____ OT | \$162.00 | _____ |
| _____ DT | \$212.00 | _____ |

### LIFT RENTAL

| HOURS | RATE   | TOTAL |
|-------|--------|-------|
| _____ | 150.00 | _____ |

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**

|                        |       |
|------------------------|-------|
| <b>ESTIMATED TOTAL</b> | _____ |
|------------------------|-------|

### AUTHORIZATION

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

# ELECTRICAL LAYOUT

Advance Payment Deadline Date: 06/30/18



The Power People

## ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632  
Phone: (312) 674-1100 Fax: (312) 873-3864  
Chicago@edlen.com

|            |   |         |          |
|------------|---|---------|----------|
| EXHIBITOR: |   | BTH #   |          |
| EVENT:     | Rock N Roll Marathon Health & Fitness Expo 2018 |         |          |
| FACILITY:  | McCormick Place                                 |         |          |
| DATES:     | July 21-22, 2018                                | EVENT # | 078002CH |

Go to the exhibitors tab at [www.edlen.com](http://www.edlen.com) for an exact grid to match your booth space.

### POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

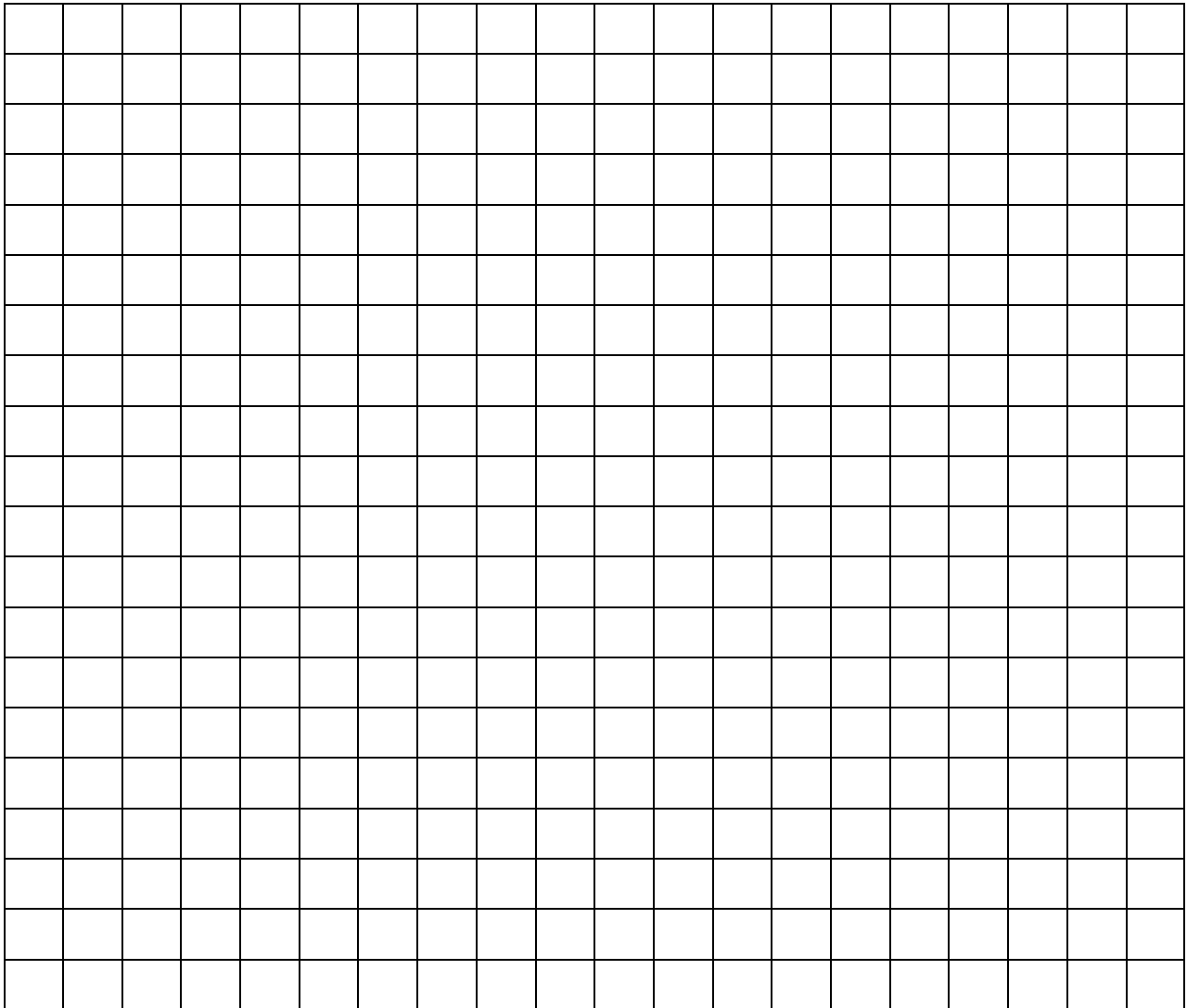
Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

| INDICATE BOOTH TYPE | INDICATE SCALE & TOTAL SQ FT | OUTLET LEGEND  |
|---------------------|------------------------------|--|
| Island _____        | Example: 1 Square = 1 Foot   | <b>X</b> = Main Distribution Point <b>▲</b> = 5amp/500 watt<br><b>◆</b> = 10amp/1000 watt <b>★</b> = 15amp/1500 watt<br><b>●</b> = 20amp/2000 watt |
| Inline _____        | _____ Square = _____ Ft      |  |
| Peninsula _____     | Total Square Footage = _____ |  |

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_



Adjacent Booth or Aisle # \_\_\_\_\_



# HANGING SIGN

Advance Payment Deadline Date: 06/30/18



The Power People

## ELECTRICAL EXHIBITION SERVICES

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 Phone: (312) 674-1100 Fax: (312) 873-3864  
 Chicago@edlen.com

|                   |  |                |                 |
|-------------------|--|----------------|-----------------|
| <b>EXHIBITOR:</b> |  | <b>BTH #</b>   |                 |
| <b>EVENT:</b>     | <b>Rock N Roll Marathon Health &amp; Fitness Expo 2018</b> |                |                 |
| <b>FACILITY:</b>  | <b>McCormick Place</b>                                     |                |                 |
| <b>DATES:</b>     | <b>July 21-22, 2018</b>                                    | <b>EVENT #</b> | <b>078002CH</b> |

### GENERAL INFORMATION

**Sign Assembly:** The **GSC** (General Service Contractor) is responsible for the primary assembly of signs, however any electrical wiring or lights within or attached to the sign must be completed by Edlen. Edlen is responsible for assembly and hanging of all static lighting truss, electrical hanging signs, light boxes, and rotators. Electrical service requirements for each sign must be ordered in advance on the Electrical Order Form.

#### Who Hangs the Sign:

- **GSC** hangs all signs that are hung by manual means.
- Signs with a rotator are hung by **GSC**. The rotator is hung by Edlen before **GSC** hangs the sign from the rotator.
- Edlen only hangs signs requiring the use of a motorized hoist. Hoist can be ordered through the GSC or Edlen.
- Signs without motorized hoists that utilize power will be hung by **GSC**. Edlen will feed the power overhead and energize the sign.

#### Code Requirements:

- All electrical hanging signs must be in proper working order in compliance with the National Electrical Code and Local Electrical Code.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations. Supply drawings indicating location, pick points, heights (elevations), orientation and weight loads.
- For purposes of safety and economy, all signs in excess of 250 pounds require the use of motorized hoists. Exhibitor-supplied hoists must be inspected each year.

### COMPLETE INFORMATION BELOW

| SIGN DESCRIPTION • SIZE • WEIGHT               | LABOR & LIFT TO HANG & REMOVE SIGN COMPONENTS   |            |             |           |              |              |
|--|---|------------|-------------|-----------|--------------|--------------|
| Shape: Square__ Triangle__ Rectangle__ Other__ | <b>Order a minimum of 2 hours install labor &amp; 2 hours dismantle for each category that applies. This work is performed on a lift by a 2 man crew.</b> |            |             |           |              |              |
| Size: Height_____ Length_____ Width_____       |   |            |             |           |              |              |
| Weight of Sign:_____ Assembly required:_____   | <b>LABOR</b>  | <b>HRS</b> | <b>ST</b>   | <b>OT</b> | <b>DT</b>    | <b>TOTAL</b> |
| Power required: Amps _____ Voltage _____       | Hang Motor & Sign   | _____      | 110.00      | 162.00    | 212.00       | _____        |
| Total footage from floor to top of sign:_____  | Hang Rotator Only   | _____      | 110.00      | 162.00    | 212.00       | _____        |
| Is there lighting within the sign? _____       | Run Power to Sign   | _____      | 110.00      | 162.00    | 212.00       | _____        |
| Is there lighting hung from the sign? _____    | <b>Order a minimum of 1 hour install &amp; 1 hour dismantle lift time for each category that applies above.</b>   |            |             |           |              |              |
| Does the sign require a rotator? _____         | <b>LIFT RENTAL</b>  | <b>HRS</b> | <b>RATE</b> |           | <b>TOTAL</b> |              |
| Who is providing the rotator? _____            | Condor  |            | 276.00      |           | _____        |              |

| REQUESTED INSTALL & DISMANTLE           | LABOR TO WIRE ELECTRICAL COMPONENTS OF SIGN |            |           |           |           |              |
|---|---|------------|-----------|-----------|-----------|--------------|
| Sign Wiring Date: _____ Time: _____     | <b>Estimated Hours</b>                      | <b>HRS</b> | <b>ST</b> | <b>OT</b> | <b>DT</b> | <b>TOTAL</b> |
| Motor Install Date: _____ Time: _____   | Wire & Disconnect                           | _____      | 115.00    | 168.00    | 222.00    | _____        |
| Rotator Install Date: _____ Time: _____ | <b>2 Man Crew Required</b>                  |            |           |           |           |              |
| Removal Date: _____ Time: _____         |   |            |           |           |           |              |

(Requested Dates and Times are Not Guaranteed)

| ELECTRICAL LABOR SCHEDULE & LIFT RULES |   | HOIST & MOTOR RENTAL (Order Power Separately for Motors) |            |            |            |              |
|--|---|--|------------|------------|------------|--------------|
| <b>Straight Time</b>                   | Mon - Fri 8:00 AM - 4:30 PM, except Holidays.   | <b>Hoist/Motor</b>                                       | <b>QTY</b> | <b>ADV</b> | <b>REG</b> | <b>TOTAL</b> |
| <b>Overtime</b>                        | Mon - Fri 4:30 PM - 12:00 AM & first 8 hours worked on Saturday up to 4:30 PM.                      | 1/2 Ton Hoist  | _____      | 475.00     | 618.00     | _____        |
| <b>Double Time</b>                     | Every day 12:00 AM - 6:00 AM, Saturday after 8 hours or after 4:30 PM, all day Sunday and Holidays. | 1 Ton Hoist  | _____      | 500.00     | 650.00     | _____        |

**Lift & Material Rules** Lift & material charges apply for all overhead work such as, overhead light installation, truss installation or overhead power distribution, etc. Materials to hang signs and truss such as cable, clamps, etc. are additional and will be charged accordingly.

|   |  |
|---|--|
| <b>TOTAL</b>  |  |
| <b>TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM</b> |  |

| AUTHORIZATION |  |
|---------------|--|
| PRINT NAME:   |  |
| DATE:         |  |

# OVERHEAD SIGN PLACEMENT

Advance Payment Deadline Date: 06/30/18



The Power People

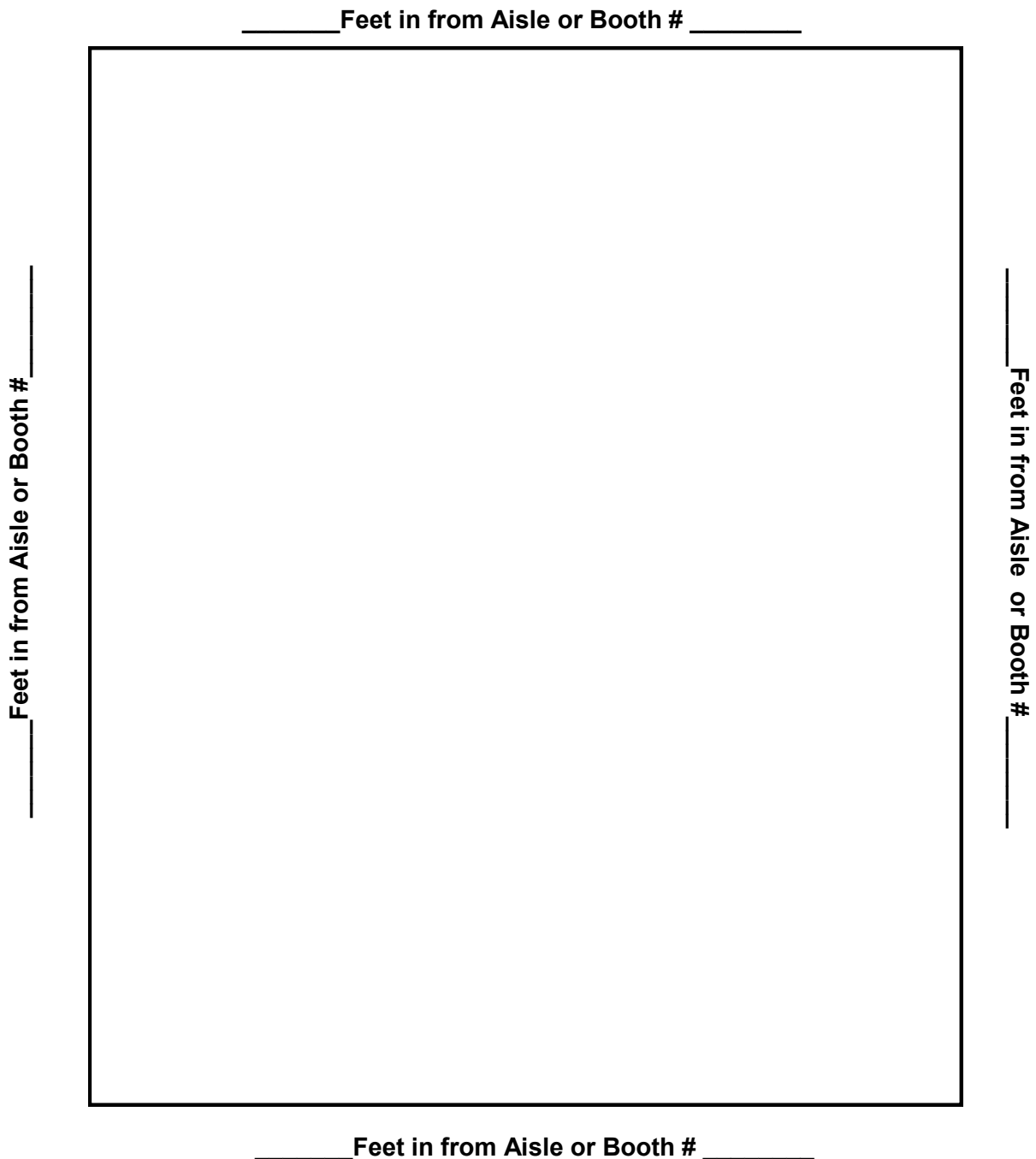
## ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632  
Phone: (312) 674-1100 Fax: (312) 873-3864  
Chicago@edlen.com

|            |   |         |          |
|------------|---|---------|----------|
| EXHIBITOR: |   | BTH #   |          |
| EVENT:     | Rock N Roll Marathon Health & Fitness Expo 2018 |         |          |
| FACILITY:  | McCormick Place                                 |         |          |
| DATES:     | July 21-22, 2018                                | EVENT # | 078002CH |

## INSTRUCTIONS

- Use the diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- Include a blueprint or drawing with detailed information so hanging anchor points may be determined.
- If motorized hoists are required notify Edlen and submit an engineered drawing.
- The ceiling structure and support beam locations may require your sign to be moved from your specified location.
- The main power drop location may impact your overhead sign.



# STRUCTURAL INTEGRITY STATEMENT

Advance Payment Deadline Date: 06/30/18



The Power People

## ELECTRICAL EXHIBITION SERVICES

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Chicago@edlen.com

|            |   |         |          |
|------------|---|---------|----------|
| EXHIBITOR: |   | BTH #   |          |
| EVENT:     | Rock N Roll Marathon Health & Fitness Expo 2018 |         |          |
| FACILITY:  | McCormick Place                                 |         |          |
| DATES:     | July 21-22, 2018                                | EVENT # | 078002CH |

### COMPLETE AND RETURN FOR ALL SUSPENDED STRUCTURES

Exhibitor Name: \_\_\_\_\_, the contracted exhibitor at **Rock N Roll Marathon** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We understand that Edlen or their representatives may deem that a structure is unsafe and Edlen agrees to try to work with every exhibitor to rectify any occurrences on-site at the exhibitor's expense. Edlen reserves the right to not hang any structure that Edlen deems as unsafe or not properly manufactured.

We hereby release, indemnify and forever hold harmless **Rock N Roll Marathon Health & Fitness Expo 2018, McCormick Place, Competitor, Edlen**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from any, and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 250lbs. may be verified (metered or measured) on site at the exhibitor's expense.

### EXHIBITING COMPANY AUTHORIZATION

Company \_\_\_\_\_  
Authorized Signature \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Email \_\_\_\_\_ Cell # \_\_\_\_\_

### DISPLAY HOUSE/EAC/BUILDER AUTHORIZATION (If Applicable)

Company \_\_\_\_\_  
Authorized Signature \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Email \_\_\_\_\_ Cell # \_\_\_\_\_

# TRUSS ASSEMBLY, INSTALL & DISMANTLE

Advance Payment Deadline Date: 06/30/18



The Power People

## ELECTRICAL EXHIBITION SERVICES

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Chicago@edlen.com

|                   |  |                |                 |
|-------------------|--|----------------|-----------------|
| <b>EXHIBITOR:</b> |  | <b>BTH #</b>   |                 |
| <b>EVENT:</b>     | <b>Rock N Roll Marathon Health &amp; Fitness Expo 2018</b> |                |                 |
| <b>FACILITY:</b>  | <b>McCormick Place</b>                                     |                |                 |
| <b>DATES:</b>     | <b>July 21-22, 2018</b>                                    | <b>EVENT #</b> | <b>078002CH</b> |

### INSTRUCTIONS

Truss can be rented through Edlen or another source. Estimate the number of man hours required to assemble, install and remove truss and all related electrical components. Provide supervisor information and calculate estimated labor, rigging and lift costs.

### JURISDICTION

All overhead rigging, truss, lighting, and flown objects must be assembled and disassembled by Edlen. Exhibitor's display company and/or I&D representatives may supervise only and will not be allowed to assemble/ disassemble or install or remove rigging, lighting, or flown objects. No one but Edlen electricians will be permitted in lifts.

### EXHIBIT HALL JURISDICTION

Edlen electricians provide all labor for the installation and dismantling of all programmable dimmable light fixtures, video walls, audio and projection equipment utilized inside the exhibit halls of the facility.

### WORK START TIME

Requested installation and removal dates and times are not guaranteed. Time will commence per exhibitors request whenever possible. Failure to start at the confirmed times will result in a 4 hour minimum charge per person requested, unless 24 hour advance notice is provided in writing.

### MOTOR POWER

Order electrical services for motor power as required on the electrical order form.

### ENGINEERED PRINTS

Edlen requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a PDF file of the rigging plot with load and requirement information three (3) weeks prior to move-in may prohibit your rig from being hung.

### REGULATIONS

All rigging must comply with MPEA and Show Management rules and regulations and facility limitations.

### TERMS & CONDITIONS

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

### ESTIMATE TRUSS MAN HOURS

| INSTALLATION |      |       |     |       | DISMANTLE |      |       |     |       |
|--------------|------|-------|-----|-------|-----------|------|-------|-----|-------|
| DATE         | TIME | # MEN | HRS | TOTAL | DATE      | TIME | # MEN | HRS | TOTAL |
|              |      |       | X   | =     |           |      |       | X   | =     |
|              |      |       | X   | =     |           |      |       | X   | =     |
|              |      |       | X   | =     |           |      |       | X   | =     |

### SUPERVISOR INFORMATION

In the event the exhibitor does not provide a supervisor, Edlen will supervise the work as required, at our discretion. Calculate estimated Edlen Supervisor labor below (if applicable).

Print Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

### LABOR / LIFT EQUIPMENT - HANGING TRUSS & LIGHTING

| QTY   | ELECTRICIANS / HIGH & GROUND RIGGERS                | RATE   | TOTAL |
|-------|---|--------|-------|
| _____ | Straight Time                                       | 110.00 | _____ |
| _____ | Overtime  | 162.00 | _____ |
| _____ | Double Time   | 212.00 | _____ |
| _____ | Edlen Supervisor                                    | 115.00 | _____ |
| QTY   | LIFT EQUIPMENT                                      | RATE   | TOTAL |
| _____ | Condor Crew consists of 1 operator and 1 ground man | 478.00 | _____ |
| _____ | Scissor Lift  | 478.00 | _____ |

### TRUSS & MOTOR RENTAL (If Applicable)

| QTY   | BOX TRUSS (If color is not selected, black will be used) | ADV    | REG    | TOTAL |
|-------|--|--------|--------|-------|
| _____ | 12"x12" Box Truss Per Ft BLACK or SILVER                 | 17.00  | 26.00  | _____ |
| _____ | 12"X18" Box Truss Per Ft BLACK or SILVER                 | 20.00  | 30.00  | _____ |
| _____ | 20.5"X20.5" Box Truss Per Ft BLACK or SILVER             | 23.00  | 35.00  | _____ |
| _____ | 1/2 Ton Hoist  | 475.00 | 618.00 | _____ |
| _____ | 1 Ton Hoist  | 500.00 | 650.00 | _____ |

### LABOR SCHEDULE

|           |   |
|-----------|---|
| <b>ST</b> | Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.  |
| <b>OT</b> | Monday - Friday 4:30 PM - 12:00 AM & first 8 hours worked on Saturday up to 4:30 PM.                  |
| <b>DT</b> | Every day 12:00 AM - 6:00 AM, Saturday after 8 hours or after 4:30 PM, & all day Sunday and Holidays. |

### TOTAL

**TRANSFER TOTAL TO BOX #4 ON THE METHOD OF PAYMENT FORM**

### AUTHORIZATION

PRINT NAME:

DATE:

# SAVOR...



|                  |  |                   |                  |
|------------------|--|-------------------|------------------|
| TRADE SHOW       |  | ORDER DEADLINE    |                  |
| CONTACT          |  | ON-SITE CONTACT   |                  |
| COMPANY          |  | ON-SITE PHONE #   |                  |
| ADDRESS          |  |                   |                  |
| CITY, STATE, ZIP |  |                   |                  |
| PHONE #          |  | FAX #             |                  |
| EMAIL ADDRESS    |  |                   |                  |
| BOOTH/ROOM #     |  | BUILDING (Circle) | N    S    E    W |

Please place your order below:

All tables, electrical requirements and garbage removal service must be ordered through your contractor. Increases and/or new orders made within 3 business days of the Show will be subject to a 20% additional fee based on the menu price (F&B).

| Date | Start Time | End Time | Quantity | #of Guests | Item Description | Unit Price |
|------|------------|----------|----------|------------|------------------|------------|
|      |            |          |          |            |                  |            |
|      |            |          |          |            |                  |            |
|      |            |          |          |            |                  |            |
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|      |            |          |          |            |                  |            |
|      |            |          |          |            |                  |            |
|      |            |          |          |            |                  |            |

A signed Catering Agreement and full payment in advance is required to confirm your order. Prices are only guaranteed at the time of contract execution. Please submit this form to your catering sales manager.

|                   |                                   |                             |                            |
|-------------------|-----------------------------------|-----------------------------|----------------------------|
| METHOD OF PAYMENT | Credit Card <input type="radio"/> | Check <input type="radio"/> | Wire <input type="radio"/> |
|-------------------|-----------------------------------|-----------------------------|----------------------------|

A 2.5% processing fee will be added to all credit card charges greater than \$20,000. All checks and wires must be received before the opening of the Show and all clients must have a credit card on file for any additional on-site orders or increases in quantities. You will receive a link to your contract for you to sign after your Catering Sales Manager has entered your order. Your credit card information will be requested at the time of contract and entered by you through a secured site.

**YOUR ORDER IS CONFIRMED ONCE THE SIGNED CONTRACT IS RECEIVED BY YOUR CATERING SALES MANAGER.**

Menu and pricing are specific to show floor catering. Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

# SAVOR...

SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. All food and beverage items must be supplied and prepared by SAVOR...Chicago. No food or beverage of any kind is permitted to be brought into the facility by the patron or any of the patron's guests or invitees (exclusive of the Exhibitor Personal Consumption Policy). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

## MENU SELECTION

The menus have been designed to maximize the guest's satisfaction. To assure availability of menu items, please provide the Catering Sales Manager with the food and beverage selections a minimum of four (4) weeks prior to the first function. Every effort will be made to accommodate requests for special, religious or dietary requirements that SAVOR...Chicago is made aware of.

## PRICING

Published pricing does not include service charge (currently 21.50%) or applicable taxes. Pricing is subject to change without notice and will be guaranteed when contracted.

## GUARANTEES

In order to ensure the success of the function(s) and the satisfaction of the guests, food and beverage quantity guarantees must be received by the Catering Sales Manager no later than five full business days (Monday – Friday) prior to the event for functions up to 1,000 guests. Function of 1,001 guests or more must be guaranteed ten full business days prior to the event. The Customer may be required to provide a guarantee earlier if special products or preparations are required. If the guarantee is not received, SAVOR...Chicago reserves the right to charge for the expected number of guests or quantities specified on the banquet event order(s). If the attendance is higher than the given guarantee the charge will be for the actual function attendance. Increases and/or new orders made within seventy-two hours of the function are subject to an additional 20% fee based on the menu price. Plated or Buffet functions with a guarantee of less than 25 guests will be subject to labor fees.

## BEVERAGES

SAVOR...Chicago offers a complete selection of beverages to complement each function. Alcoholic beverages and services are regulated by the Liquor Control Board. SMG/SAVOR...Chicago, as licensee, is responsible for the administration of these regulations. No alcoholic beverages may be brought onto the premise from outside resources; nor may it be removed from the premise. We reserve the right to refuse alcohol service to intoxicated or underage persons. Where applicable, Customer is responsible to pay all minimum sales guarantees included on Banquet Event Orders. Customer will receive credit for cash sales, not to exceed amount of minimum sales guarantee listed on the Banquet Event Order for that function.

## PAYMENT/DEPOSIT/CONTRACT

A deposit in the amount noted on the catering contract is due on the date specified. The amount of the deposit is 100% of the estimated catering expenditure based on planned functions. The signed contract and deposit are due in advance of the event. The actual revenue will be based on the signed banquet event order(s) and guarantee(s). The remaining balance of the deposit is due fourteen days in advance of the first function. Payment can be made via credit card, ACH wire or company check. A 2.5% service fee will be added to credit card charges over \$20,000.

## IMPORTANT INFORMATION

- Exhibit Floor catering is a drop off service. SAVOR...Chicago is not responsible for trash removal.
- Catering is delivered with disposableware. China service is available with an associated fee.
- On-site pop up orders have a two hour delivery window
- SAVOR...Chicago is not responsible for supplying tables for catering services in your Booth. Please contact your General Contractor to order tables or designate appropriate counter space in your Booth.
- SAVOR...Chicago is not responsible for supplying power for catering services in your booth. Please contact your General Contractor to order electricity.
- SAVOR...Chicago Banquet Staff is available for hire in your Booth.

## SAMPLING AUTHORIZATION REQUEST – FOOD INDUSTRY SHOWS

### Policy for Food and Beverage Distribution on Show Floors

Please complete this form to receive authorization to distribute food or beverages NOT purchased through SAVOR...Chicago, the exclusive food and beverage provider at McCormick Place Convention Center. The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute SAMPLES of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

### General Information for Food Industry Shows

1. Items dispensed are limited to products *Manufactured, Processed or Distributed* by exhibiting companies. If they are not *Manufactured, Processed or Distributed* by the company then you are not able to provide samples of food and beverage unless they are purchased through SAVOR...Chicago.

2. If you do *Manufacture, Process, or Distribute* the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:

- Non-Alcoholic Beverages in open containers can be a maximum of 8oz. Sample Size, served in plastic cups. Closed container Non-Alcoholic Beverages (cans and bottles) are permitted if distributed from a vending machine
- Food items are limited to "bite size", not to exceed 6oz. portions
- Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming SAVOR...Chicago at McCormick Place, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.

3. If your company *Manufactures, Processes or Distributes* Alcoholic Beverages and this product is related to the purpose of the show then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:

- Vendors MUST submit to SAVOR...Chicago proof of having \$1,000,000.00 liability insurance as stated above.
- Sample portions must be under the following limits:
  - Beer 7 oz.
  - Wine / wine coolers / spirit coolers 2 oz.
  - Liquor / liqueurs 0.5 oz.
  - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Chicago ordinance.
  - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- Distribution of alcoholic products must be monitored & overseen by a staff bartender from SAVOR...Chicago in compliance with Illinois Liquor Laws.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.

### 5. Storage, Delivery, or Kitchen Use

If you as the *Manufacturer, Processor, or Distributor* require any product storage, delivery, or kitchen use the following charges may be assessed:

- \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of SAVOR...Chicago unless coordinated in advance with a Catering Manager prior to the show dates.

### Company Requesting Sampling Permission Information

Show Name

---

Date of Show Sampling Dates

---

Company Name and Booth Number and Hall Name

Name

Booth # and Hall

---

Contact Information

Name

Telephone:

Fax:

---

Address

City

Zip

---

Email

---

Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

---

---

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---

Approved by:

Date:

---

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless SAVOR...Chicago and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

RETURN TO:

SAVOR...Chicago

[info@savorchicagomcpl.com](mailto:info@savorchicagomcpl.com)

312-791-7250 (o)

312-791-7280 (f)



## ***Chicago Area Union Jurisdictions***

All exhibit and display work in the Chicago area must be done by union personnel.

There are six major unions that have jurisdiction over tradeshow. The following guidelines will help you in preparing your exhibit to conform to union jurisdictions. Adherence to these jurisdictions can save you a substantial amount of money.

### ***Local 714 TEAMSTER UNION 312 791 6244***

Teamsters handle all freight inside the Exhibit Hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one man, in one trip, without the aid of flat trucks, dollies, etc.

Exhibitors may carry in small packages including pop-up booths provided they could be carried by hand.

### ***Local 1 CARPENTERS UNION 708/ 233 4610***

Carpenters handle the erection and dismantling of all display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanent attached part of the display. Carpenters also re-crate machines for outbound loading.

Exhibitors may set up and dismantle pop-up displays in booths of 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in a ½ hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

## ***Chicago Area Union Jurisdictions***

### ***Local 17 DECORATORS UNION Tony jr 773/ 523-0071***

Decorators handle installation of signs, drapery background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos, and framed and unframed pictures.

Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set Velcro strips, permanently mounted hooks or snaps.

Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or Velcro.

Exhibitors may blow up balloons provided they are not used in the display.

### ***Local 314 ELECTRICAL UNION***

Electricians handle all electrical work, which includes supplying power lines to booths, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

### ***GENERAL PROVISIONS***

In each case where these rules indicate that an “exhibitor may” do some type of labor themselves, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year, verifiable documentation must be provided upon request).

Reasonable judgement must be used in determining when a task is so large or so time consuming as to require professional union labor.

### ***WHAT CAN I DO?***

Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their booths. Exhibitors are allowed to unpack and repack their own product. This does not include large displays shipped in pieces. However, if you are displaying some type of merchandise that comes in boxes, you can unpack and set it out for display providing no tools are required to open boxes. Exhibitors are allowed to do the technical work on their machines. For example: fine line balancing, programming, additional electrical work (in most cases) and cleaning of the machines.

## **Exhibitor Rights**

### **Q: What work can I do in my own booth?**

**A:** Exhibitors may perform the following functions as long as they are full-time employees of the exhibiting company.

- Setting up and dismantling exhibits with the use of exhibitor-owned tools (ladders, hand tools, cordless tools and power tools) without limit to the booth size.
- Assembling and disassembling materials, machinery or equipment.
- Installing all signs (except overhead ceiling signs), graphics, props, balloons, other decorative items, or Exhibitor drapery, including the skirting of Exhibitor tables.
- Delivering, setting up, plugging in, interconnecting and operating Exhibitor electrical equipment, computers, audio-visual devices and other equipment.
- Skidding, positioning and re-skidding all Exhibitor material, machinery and equipment using non-motorized hand trucks and dollies.

### **Q: What type of equipment is not permitted?**

**A:** Exhibitors and their employees are not allowed to operate or stand on forklifts, pallet jacks, scaffolding, motorized dollies or similar motorized or hydraulic equipment. This also applies to XPERT supplied equipment to include scissor lifts, platforms and safety cages.

### **Q: What is a full-time employee?**

**A:** An exhibitor employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.

### Work Zone

Exhibitor acknowledges that the show site and surrounding areas are active work zones. Exhibitor, its agents, employees and representatives are present at their own risk.

*If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of XPERT. Please refrain from voicing complaints directly to labor.*

## **Automobile and Small Utility Vehicle Unloading Policy**

As part of our ongoing efforts to create an exceptional exhibitor experience, the facility will provide an accessible location for exhibitors to unload and load smaller materials and equipment used in their exhibit booths.

### **Q: What is considered an "Automobile or Small Utility Vehicle"?**

**A:** Typical vehicles that a family or small business may operate for transportation or light hauling including automobiles, pickup trucks, minivans, full-size vans and sport utility vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans or trailers.

### **Q: What can be unloaded or loaded from these vehicles?**

**A:** Equipment, displays or other event related materials that can fit into approved vehicles and which can be transported by the owner or employee by hand or with the use of a exhibitor supplied manual cart or dolly. Due to safety concerns and in order to maintain an organized orderly flow during load-in and load-out periods, exhibitors

and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load, unload or transport materials on the facility property.

**Q: Who can unload the vehicle?**

**A:** Either an exhibitor or a full-time employee of the exhibiting company may unload or load the vehicle. In order to use the designated "Automobile or Small Utility Vehicle" area, eligible exhibitors and exhibitors' employees must work in a team of at least two people.

**Q: How many employees do I need in my vehicle?**

**A:** There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle in addition to at least one person to transport the materials to and from the exhibit. This will help speed up access for others who wish to use this convenience and prevent vehicles from being boxed in.

**Q: How much time will I have?**

**A:** The time allotted to individual vehicles to unload or load will be no more than 20 minutes.

**Q: What is a full-time employee?**

**A:** An exhibitor employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.

TRADE SHOW FURNISHINGS

# Product Guide



**Featuring:**

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

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

**CHICAGO DISTRICT**  
 SERVICE AREA: IL, IN, MI, OH, WI,  
 MN, MO, IA, NE, KS, SD, ND  
 CORT Trade Show Furnishings  
 2141 Internationale Pkwy., Ste 300  
 Woodridge, IL 60517  
 630-972-0146  
**Please email both pages to:**  
 TSChicago@cort.com

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

| PAYMENT INFORMATION                      |                 |      |                  |
|--|-----------------|------|------------------|
| Order Total:                             |                 |      |                  |
| Ordering within 14 days of show opening? | Late Order Fee: |      |                  |
| State Tax: (excluding NV, CA & OR)       |                 |      |                  |
| TOTAL DUE:                               |                 |      |                  |
| Credit Card:                             |                 |      |                  |
| Exp Date:                                |                 | CVV: | 6] ]b[ ]d] 7cXY. |
| 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                | 2018     | TOTAL |
|---|-----|--------------------------------|----------------------------|----------|-------|
| <b>POWERED</b>  |     |                                |                            |          |       |
| BNQTL7  |     | Center Cone, Powered           | White Vinyl                | \$ 559   |       |
| ADAPT B   |     | Charging Adapter               | Black                      | \$ 20    |       |
| ADAPT W   |     | Charging Adapter               | White                      | \$ 20    |       |
| BNQ417  |     | Full Banquette, Powered        | White Vinyl                | \$ 1,775 |       |
| G30DWP  |     | G30 Café Table, Powered        | White Top                  | \$ 471   |       |
| NPLCHP  |     | Naples Chair, Powered          | Black Vinyl                | \$ 495   |       |
| NPLLOP  |     | Naples Loveseat, Powered       | Black Vinyl                | \$ 645   |       |
| NPLSOP  |     | Naples Sofa, Powered           | Black Vinyl                | \$ 785   |       |
| PWRUSB  |     | Powered Table Module           | Black                      | \$ 59    |       |
| CHRPWR  |     | Roma Chair, Powered            | White Vinyl                | \$ 499   |       |
| SFAPWR  |     | Roma Sofa, Powered             | White Vinyl                | \$ 799   |       |
| C1YP  |     | Sydney Cocktail Table, Powered | Black, Brushed Steel       | \$ 284   |       |
| C1WP  |     | Sydney Cocktail Table, Powered | White, Brushed Steel       | \$ 284   |       |
| VNTBLK  |     | Ventura Bar Table, Powered     | Black Top, Silver Frame    | \$ 595   |       |
| VNTWHT  |     | Ventura Bar Table, Powered     | White Top, Silver Frame    | \$ 595   |       |
| <i>Additional Powered Products Under Office &amp; Product Display on Pg 2</i> |     |                                |                            |          |       |
| <b>SOFT SEATING COLLECTIONS</b>   |     |                                |                            |          |       |
| CHR002  |     | Allegro Chair                  | Blue Fabric                | \$ 390   |       |
| SFA002  |     | Allegro Sofa                   | Blue Fabric                | \$ 557   |       |
| BCHWHT  |     | Baja Chair                     | White Vinyl                | \$ 422   |       |
| BLVWHT  |     | Baja Loveseat                  | White Vinyl                | \$ 618   |       |
| FAIRCW  |     | Fairfax Chair                  | White Vinyl, Brushed Metal | \$ 273   |       |
| FAIRSW  |     | Fairfax Sofa                   | White Vinyl, Brushed Metal | \$ 385   |       |
| HOPCH   |     | Hopi Chair                     | Gray Linen                 | \$ 184   |       |
| HOPLV   |     | Hopi Loveseat                  | Gray Linen                 | \$ 288   |       |
| KEYCHR  |     | Key Largo Chair                | Black, Fabric              | \$ 247   |       |
| KEYLOV  |     | Key Largo Loveseat             | Black, Fabric              | \$ 290   |       |
| KEYSOF  |     | Key Largo Sofa                 | Black, Fabric              | \$ 381   |       |
| MNCHCH  |     | Munich Armless Chair           | Gray Fabric                | \$ 350   |       |
| MNCHLV  |     | Munich Armless Loveseat        | Gray Fabric                | \$ 622   |       |
| MNCHCC  |     | Munich Corner Chair            | Gray Fabric                | \$ 424   |       |
| MNCHSC  |     | Munich Sectional, 3 Pc.        | Gray Fabric                | \$ 1,396 |       |
| NPLCHR  |     | Naples Chair                   | Black Vinyl                | \$ 465   |       |
| NPLLOV  |     | Naples Loveseat                | Black Vinyl                | \$ 557   |       |
| NPLSOF  |     | Naples Sofa                    | Black Vinyl                | \$ 666   |       |
| SO2   |     | South Beach Sectional          | Platinum Suede, 3 Pieces   | \$ 1,267 |       |
| SO1   |     | South Beach Sofa               | Platinum Suede             | \$ 530   |       |
| TANCHR  |     | Tangiers Chair                 | Beige Textured             | \$ 325   |       |
| TANLOV  |     | Tangiers Loveseat              | Beige Textured             | \$ 520   |       |
| TANSOF  |     | Tangiers Sofa                  | Beige Textured             | \$ 525   |       |
| <b>ACCENT CHAIRS</b>  |     |                                |                            |          |       |
| OCB   |     | Key West Chair                 | Black                      | \$ 318   |       |
| LABREA  |     | La Brea Swivel Chair           | Charcoal Gray, Fabric      | \$ 330   |       |
| MADGRY  |     | Madden Arm Chair               | Light Gray, Vinyl          | \$ 330   |       |
| OCH   |     | Madrid Chair                   | Black                      | \$ 514   |       |
| BCW   |     | Madrid Chair                   | White                      | \$ 514   |       |
| SWAN  |     | Swanson Swivel Chair           | White Vinyl                | \$ 286   |       |

| CODE                               | QTY | ITEM                   | DESCRIPTION         | 2018     | TOTAL |
|------------------------------------|-----|------------------------|---------------------|----------|-------|
| <b>MEETING CHAIRS</b>              |     |                        |                     |          |       |
| OCMESP                             |     | Meeting Chair          | Espresso            | \$ 220   |       |
| OCMTAU                             |     | Meeting Chair          | Taupe Fabric        | \$ 220   |       |
| OCMWHT                             |     | Meeting Chair          | White Vinyl         | \$ 220   |       |
| <b>GROUP SEATING</b>               |     |                        |                     |          |       |
| XC6                                |     | Altura Guest Chair     | Black Crepe         | \$ 246   |       |
| CS8                                |     | Berlin Chair           | Black, White        | \$ 98    |       |
| CS9                                |     | Berlin Chair           | Red, White          | \$ 98    |       |
| SC3                                |     | Brewer Chair           | Onyx, Black         | \$ 135   |       |
| XCHR                               |     | Christopher Chair      | White Vinyl, Chrome | \$ 87    |       |
| DUET                               |     | Duet Stack Chair       | Black, Chrome       | \$ 55    |       |
| LMCHR                              |     | Laguna Chair           | Maple, Chrome       | \$ 111   |       |
| MALGRY                             |     | Malba Chair            | Gray                | \$ 85    |       |
| MALGRN                             |     | Malba Chair            | Green               | \$ 85    |       |
| SC10                               |     | Razor Armless Chair    | White               | \$ 67    |       |
| RSTDIN                             |     | Rustique Chair w/ arms | Gunmetal            | \$ 116   |       |
| CS4                                |     | Syntax Chair           | Black, Chrome       | \$ 160   |       |
| CH002                              |     | Wendy Chair            | Clear Acrylic       | \$ 92    |       |
| ZENCHR                             |     | Zenith Chair           | White, Chrome       | \$ 129   |       |
| <b>OTTOMANS</b>                    |     |                        |                     |          |       |
| BVLYBK                             |     | Beverly Bench Ottoman  | Black Vinyl         | \$ 303   |       |
| BVLYBN                             |     | Beverly Bench Ottoman  | Brown Fabric        | \$ 303   |       |
| BVLYGR                             |     | Beverly Bench Ottoman  | Gray Fabric         | \$ 303   |       |
| BVLYLN                             |     | Beverly Bench Ottoman  | Linen Fabric        | \$ 303   |       |
| BVLYOB                             |     | Beverly Bench Ottoman  | Ocean Blue Fabric   | \$ 303   |       |
| BVLYRD                             |     | Beverly Bench Ottoman  | Red Fabric          | \$ 303   |       |
| BVLYWH                             |     | Beverly Bench Ottoman  | White Vinyl         | \$ 303   |       |
| CUBL20                             |     | Edge LED Cube Ottoman  | White, Plastic      | \$ 145   |       |
| END01B                             |     | Endless Curved Ottoman | Black               | \$ 333   |       |
| END01W                             |     | Endless Curved Ottoman | White               | \$ 333   |       |
| END02B                             |     | Endless Square Ottoman | Black               | \$ 285   |       |
| END02W                             |     | Endless Square Ottoman | White               | \$ 285   |       |
| WHT12                              |     | Half Bench Ottoman     | White Vinyl         | \$ 290   |       |
| MAR010                             |     | Marche Swivel Ottoman  | Blue Fabric         | \$ 147   |       |
| MAR002                             |     | Marche Swivel Ottoman  | Gray Fabric         | \$ 147   |       |
| MAR003                             |     | Marche Swivel Ottoman  | Linen Fabric        | \$ 147   |       |
| MAR008                             |     | Marche Swivel Ottoman  | Meadow Green        | \$ 147   |       |
| MAR009                             |     | Marche Swivel Ottoman  | Pear Yellow Fabric  | \$ 147   |       |
| MAR007                             |     | Marche Swivel Ottoman  | Plum Fabric         | \$ 147   |       |
| MAR004                             |     | Marche Swivel Ottoman  | Raspberry Fabric    | \$ 147   |       |
| MAR005                             |     | Marche Swivel Ottoman  | Red Fabric          | \$ 147   |       |
| MAR006                             |     | Marche Swivel Ottoman  | Rose Quartz Fabric  | \$ 147   |       |
| MAR001                             |     | Marche Swivel Ottoman  | White Vinyl         | \$ 147   |       |
| BNQR17                             |     | Ottoman Ring           | White Vinyl         | \$ 1,365 |       |
| BNQ7                               |     | Quarter Curve Ottoman  | White Vinyl         | \$ 381   |       |
| <i>Additional Ottomans On Pg 2</i> |     |                        |                     |          |       |

| SHOW NAME:                                |     |                                 |                           |      | BOOTH: |   |     |   |                               |      |       |
|---|-----|---------------------------------|---------------------------|------|--------|---|-----|---|-------------------------------|------|-------|
| CODE                                      | QTY | ITEM                            | DESCRIPTION               | 2018 | TOTAL  | CODE                                    | QTY | ITEM  | DESCRIPTION                   | 2018 | TOTAL |
| <b>OTTOMANS (continued)</b>               |     |                                 |                           |      |        | <b>BARSTOOLS</b>                        |     |   |                               |      |       |
| SAL                                       |     | Sally Stool/Ottoman             | White                     | \$   | 74     | APS08                                   |     | Apex Barstool                               | Black Vinyl                   | \$   | 177   |
| OTS                                       |     | South Beach Wedge Ottoman       | Platinum Suede            | \$   | 252    | APS12                                   |     | Apex Barstool                               | Blue Ultra Suede              | \$   | 177   |
| VIB07                                     |     | Vibe Cube Ottoman               | Beige Vinyl               | \$   | 108    | APS59                                   |     | Apex Barstool                               | Red Vinyl                     | \$   | 177   |
| VIB10                                     |     | Vibe Cube Ottoman               | Black Vinyl               | \$   | 108    | APS75                                   |     | Apex Barstool                               | White Vinyl                   | \$   | 177   |
| VIB02                                     |     | Vibe Cube Ottoman               | Blue Vinyl                | \$   | 108    | BSS                                     |     | Banana Barstool                             | Black, Chrome                 | \$   | 197   |
| VIB06                                     |     | Vibe Cube Ottoman               | Gold/Bronze Vinyl         | \$   | 108    | BST                                     |     | Banana Barstool                             | White, Chrome                 | \$   | 197   |
| VIB01                                     |     | Vibe Cube Ottoman               | Green Vinyl               | \$   | 108    | XBAR                                    |     | Christopher Barstool                        | White Vinyl, Chrome           | \$   | 153   |
| VIB08                                     |     | Vibe Cube Ottoman               | Orange Vinyl              | \$   | 108    | LMBAR                                   |     | Laguna Barstool                             | Maple, Chrome                 | \$   | 140   |
| VIB03                                     |     | Vibe Cube Ottoman               | Pink Vinyl                | \$   | 108    | ROLLBL                                  |     | Lift Barstool                               | Black Vinyl                   | \$   | 170   |
| VIB13                                     |     | Vibe Cube Ottoman               | Purple Vinyl              | \$   | 108    | ROLLGY                                  |     | Lift Barstool                               | Gray Vinyl                    | \$   | 170   |
| VIB04                                     |     | Vibe Cube Ottoman               | Red Vinyl                 | \$   | 108    | ROLLRD                                  |     | Lift Barstool                               | Red Vinyl                     | \$   | 170   |
| VIB12                                     |     | Vibe Cube Ottoman               | Silver Vinyl              | \$   | 108    | ROLLWH                                  |     | Lift Barstool                               | White Vinyl                   | \$   | 170   |
| VIB11                                     |     | Vibe Cube Ottoman               | Steel Blue Vinyl          | \$   | 108    | BSD                                     |     | Oslo Barstool                               | Blue                          | \$   | 209   |
| VIB09                                     |     | Vibe Cube Ottoman               | White Vinyl               | \$   | 108    | BSC                                     |     | Oslo Barstool                               | White                         | \$   | 209   |
| VIB05                                     |     | Vibe Cube Ottoman               | Yellow Vinyl              | \$   | 108    | RSTSTL                                  |     | Rustique Barstool                           | Gunmetal                      | \$   | 106   |
| <b>ACCENT TABLES</b>                      |     |                                 |                           |      |        | <b>CONFERENCE TABLES</b>                |     |   |                               |      |       |
| ALC100                                    |     | Alondra Cocktail Table          | Glass, Chrome             | \$   | 259    | 36ATO                                   |     | Atomic 36" Round Table                      | Glass                         | \$   | 239   |
| ALC200                                    |     | Alondra Cocktail Table          | Wood, Chrome              | \$   | 259    | 42ATO                                   |     | Atomic 42" Round Table                      | Glass                         | \$   | 239   |
| ALE100                                    |     | Alondra End Table               | Glass, Chrome             | \$   | 186    | MERLIN                                  |     | Merlin Multi Use Table                      | Gray Laminate, Black          | \$   | 275   |
| ALE200                                    |     | Alondra End Table               | Wood, Chrome              | \$   | 186    | WD3                                     |     | Work Table                                  | White Laminate, White         | \$   | 264   |
| AURA                                      |     | Aura Round Table                | White Metal               | \$   | 115    | CB8                                     |     | 42" Round Madison Conference Table          | Gray Acajou                   | \$   | 306   |
| ETBL                                      |     | E Table                         | Wood                      | \$   | 142    | CB1                                     |     | 42" Round Table                             | Graphite Nebula               | \$   | 306   |
| CUBTBL                                    |     | Edge LED Cube Table             | White, Plastic, Plexi Top | \$   | 145    | CONF42                                  |     | 42" Round Table                             | White Laminate                | \$   | 306   |
| C1C                                       |     | Geo Cocktail Table              | Glass, Chrome             | \$   | 201    | CB2                                     |     | 6' Conference Table                         | Graphite Nebula               | \$   | 366   |
| C1FWB                                     |     | Geo Cocktail Table              | Wood, Black               | \$   | 227    | CT06GR                                  |     | 6' Table                                    | Granite                       | \$   | 375   |
| E1C                                       |     | Geo End Table                   | Glass, Chrome             | \$   | 197    | CB3                                     |     | 8' Conference Table                         | Graphite Nebula               | \$   | 432   |
| E1FWB                                     |     | Geo End Table                   | Wood, Black               | \$   | 197    | C508GR                                  |     | 8' Table                                    | Granite                       | \$   | 432   |
| COLI                                      |     | Oliver Cocktail Table           | Walnut Finish             | \$   | 191    | CT10GR                                  |     | 10' Table                                   | Granite                       | \$   | 648   |
| EOLI                                      |     | Oliver End Table                | Walnut Finish             | \$   | 165    | CF2                                     |     | Geo Table, Rectangle                        | Glass, Black                  | \$   | 359   |
| REGBEN                                    |     | Regis Bench/Table               | Brushed Metal             | \$   | 229    | CE2                                     |     | Geo Table, Rectangle                        | Glass, Chrome                 | \$   | 359   |
| REGOTT                                    |     | Regis End Table                 | Brushed Metal             | \$   | 164    | CF1                                     |     | Geo Table, Rounded Square                   | Glass, Black                  | \$   | 253   |
| C1E                                       |     | Silverado Cocktail Table        | Glass, Chrome             | \$   | 224    | CE1                                     |     | Geo Table, Rounded Square                   | Glass, Chrome                 | \$   | 253   |
| E1E                                       |     | Silverado End Table             | Glass, Chrome             | \$   | 205    | MADC05                                  |     | Madison 5' Table                            | Gray Acajou                   | \$   | 361   |
| C1Y                                       |     | Sydney Cocktail Table           | Black, Brushed Steel      | \$   | 225    | MADC08                                  |     | Madison 8' Table                            | Gray Acajou                   | \$   | 721   |
| C1W                                       |     | Sydney Cocktail Table           | White, Brushed Steel      | \$   | 225    | MADC10                                  |     | Madison 10' Table                           | Gray Acajou                   | \$   | 721   |
| E1Y                                       |     | Sydney End Table                | Black, Brushed Steel      | \$   | 197    | <b>EXECUTIVE CHAIRS</b>                 |     |   |                               |      |       |
| E1W                                       |     | Sydney End Table                | White, Brushed Steel      | \$   | 197    | SY1                                     |     | Altura Steno Chair                          | Black Crepe                   | \$   | 160   |
| TMBTBL                                    |     | Timber Table                    | Wood                      | \$   | 137    | PROGB                                   |     | Pro Executive Guest Chair                   | Black Vinyl                   | \$   | 201   |
| <b>CAFÉ TABLES W/ STANDARD BLACK BASE</b> |     |                                 |                           |      |        | PROEXB                                  |     | Pro Executive High Back Chair               | Black Vinyl                   | \$   | 287   |
| ZTJ                                       |     | 30" Round Café Table            | Graphite Nebula Top       | \$   | 179    | PROEXM                                  |     | Pro Executive High Back Chair               | White Classic Vinyl           | \$   | 287   |
| ZTH                                       |     | 30" Round Café Table            | Liquid Steel Blue Top     | \$   | 179    | PROMDO                                  |     | Pro Executive Mid Back Chair                | Black Vinyl                   | \$   | 187   |
| ZTK                                       |     | 30" Round Café Table            | Maple Top                 | \$   | 179    | PROMID                                  |     | Pro Executive Mid Back Chair                | White Classic Vinyl           | \$   | 187   |
| ZTB                                       |     | 30" Round Café Table            | Red Top                   | \$   | 179    | <b>COMMUNAL TABLES W/ SOLID TOPS</b>    |     |   |                               |      |       |
| ZTG                                       |     | 30" Round Café Table            | Silver Textured Top       | \$   | 179    | VNTBND                                  |     | Ventura Communal Bar Table                  | Black Top, Silver Frame       | \$   | 515   |
| 30WH29                                    |     | 30" Round Café Table            | White Laminate Top        | \$   | 173    | VNTMNP                                  |     | Ventura Communal Bar Table                  | Maple Top, Silver Frame       | \$   | 515   |
| ZTA                                       |     | 30" Round Madison Café Table    | Gray Acajou               | \$   | 171    | G30DMS                                  |     | G30 Communal Café Table                     | Maple Top                     | \$   | 412   |
| ZTN                                       |     | 36" Round Café Table            | Graphite Nebula Top       | \$   | 193    | G30DWS                                  |     | G30 Communal Café Table                     | White Top                     | \$   | 412   |
| ZTP                                       |     | 36" Round Café Table            | Maple Top                 | \$   | 193    | VNTWNP                                  |     | Ventura Communal Bar Table                  | White Top, Silver Frame       | \$   | 515   |
| ZTQ                                       |     | 36" Round Café Table            | White Laminate Top        | \$   | 193    | <b>COMMUNAL TABLES W/ GROMMET HOLES</b> |     |   |                               |      |       |
| <b>CAFÉ TABLES W/ HYDRAULIC BASE</b>      |     |                                 |                           |      |        | VNTBMW                                  |     | Ventura Communal Bar Table                  | Maple Top, Silver Frame       | \$   | 515   |
| 30GRHC                                    |     | 30" Round Café Table            | Graphite Nebula Top       | \$   | 244    | VNTBWW                                  |     | Ventura Communal Bar Table                  | White Top, Silver Frame       | \$   | 515   |
| 30SBHC                                    |     | 30" Round Café Table            | Liquid Steel Blue Top     | \$   | 211    | G30DMW                                  |     | G30 Communal Café Table                     | Maple Top                     | \$   | 412   |
| 30MTHC                                    |     | 30" Round Café Table            | Maple Top                 | \$   | 244    | G30DWW                                  |     | G30 Communal Café Table                     | White Top                     | \$   | 412   |
| 30BRHC                                    |     | 30" Round Café Table            | Red Top                   | \$   | 244    | <b>OFFICE &amp; PRODUCT DISPLAY</b>     |     |   |                               |      |       |
| 30STHC                                    |     | 30" Round Café Table            | Silver Textured Top       | \$   | 244    | TECH3                                   |     | 3 Drawer File Cabinet on Castors            | Black Metal, Laminate         | \$   | 115   |
| 30WHHC                                    |     | 30" Round Café Table            | White Laminate Top        | \$   | 244    | CR8                                     |     | Madison Credenza                            | Gray Acajou                   | \$   | 397   |
| 30MAHC                                    |     | 30" Round Madison Café Table    | Gray Acajou               | \$   | 232    | JD8                                     |     | Madison Executive Desk                      | Gray Acajou                   | \$   | 455   |
| 36GRHC                                    |     | 36" Round Café Table            | Graphite Nebula Top       | \$   | 262    | TECH                                    |     | Tech Desk, Powered                          | Black Metal, Laminate         | \$   | 363   |
| 36MTHC                                    |     | 36" Round Café Table            | Maple Top                 | \$   | 262    | TECH3B                                  |     | Tech Desk, Powered w/ 3 Drawer File Cabinet | Black Metal, Laminate         | \$   | 444   |
| 36WTHC                                    |     | 36" Round Café Table            | White Laminate Top        | \$   | 262    | BC8                                     |     | Madison Bookcase                            | Gray Acajou                   | \$   | 339   |
| <b>BAR TABLES</b>                         |     |                                 |                           |      |        | PSHCCS                                  |     | Posh Shelving                               | Chrome, Acrylic               | \$   | 387   |
| RSTSQT                                    |     | Rustique Square Metal Bar Table | Gunmetal                  | \$   | 206    | PDL36B                                  |     | Powered Locking Pedestal, 36"               | Black                         | \$   | 401   |
| <b>BAR TABLES W/ STANDARD BLACK BASE</b>  |     |                                 |                           |      |        | PDL36W                                  |     | Powered Locking Pedestal, 36"               | White                         | \$   | 401   |
| VTJ                                       |     | 30" Round Bar Table             | Graphite Nebula Top       | \$   | 196    | PDL42B                                  |     | Powered Locking Pedestal, 42"               | Black                         | \$   | 477   |
| VTH                                       |     | 30" Round Bar Table             | Liquid Steel Blue Top     | \$   | 196    | PDL42W                                  |     | Powered Locking Pedestal, 42"               | White                         | \$   | 477   |
| VTK                                       |     | 30" Round Bar Table             | Maple Top                 | \$   | 196    | <b>LAMPS</b>                            |     |   |                               |      |       |
| VTB                                       |     | 30" Round Bar Table             | Red Top                   | \$   | 196    | LA15                                    |     | Mason Floor Lamp                            | Brushed Silver                | \$   | 175   |
| VTG                                       |     | 30" Round Bar Table             | Silver Textured Top       | \$   | 196    | LA14                                    |     | Mason Table Lamp                            | Brushed Silver                | \$   | 114   |
| 30WH42                                    |     | 30" Round Bar Table             | White Laminate Top        | \$   | 191    | <b>MOBILE TABLE STANDS</b>              |     |   |                               |      |       |
| VTA                                       |     | 30" Round Madison Bar Table     | Gray Acajou               | \$   | 191    | TBSTND                                  |     | Mobile Tablet Stand                         | Black                         | \$   | 108   |
| VTN                                       |     | 36" Round Bar Table             | Graphite Nebula Top       | \$   | 212    | TBSTDW                                  |     | Mobile Tablet Stand                         | White                         | \$   | 108   |
| VTP                                       |     | 36" Round Bar Table             | Maple Top                 | \$   | 212    | TBBCHR                                  |     | Brochure Holder                             | Black                         | \$   | 50    |
| VTW                                       |     | 36" Round Bar Table             | White Laminate Top        | \$   | 212    | TBSHLF                                  |     | Charging Shelf                              | Black                         | \$   | 50    |
| <b>BAR TABLES W/ HYDRAULIC BASE</b>       |     |                                 |                           |      |        | TBPNTR                                  |     | Wireless Printer Holder                     | Black                         | \$   | 50    |
| 30GRHB                                    |     | 30" Round Bar Table             | Graphite Nebula Top       | \$   | 244    | <b>REFRIGERATORS</b>                    |     |   |                               |      |       |
| 30SBHB                                    |     | 30" Round Bar Table             | Liquid Steel Blue Top     | \$   | 211    | R1R                                     |     | Refrigerator, Large                         | White, 14.0 cubic feet        | \$   | 692   |
| 30MTHB                                    |     | 30" Round Bar Table             | Maple Top                 | \$   | 244    | R1Q                                     |     | Refrigerator, Small                         | White, 4.0 cubic feet         | \$   | 243   |
| 30BRHB                                    |     | 30" Round Bar Table             | Red Top                   | \$   | 244    | <b>BARS</b>                             |     |   |                               |      |       |
| 30STHB                                    |     | 30" Round Bar Table             | Silver Textured Top       | \$   | 244    | BR1                                     |     | Martini Bar                                 | Gray Metal, Frosted Glass Top | \$   | 1,041 |
| 30WHHB                                    |     | 30" Round Bar Table             | White Laminate Top        | \$   | 244    | BRC                                     |     | Martini Bar Circle                          | 3 Martini Bars                | \$   | 2,998 |
| 30MAHB                                    |     | 30" Round Madison Bar Table     | Gray Acajou               | \$   | 232    |   |     |   |                               |      |       |
| 36GRHB                                    |     | 36" Round Bar Table             | Graphite Nebula Top       | \$   | 262    |   |     |   |                               |      |       |
| 36MTHB                                    |     | 36" Round Bar Table             | Maple Top                 | \$   | 262    |   |     |   |                               |      |       |
| 36WTHB                                    |     | 36" Round Bar Table             | White Laminate Top        | \$   | 262    |   |     |   |                               |      |       |