



Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 2018

WELCOME LETTER

Virginia Beach Convention Center - Halls B-D
Virginia Beach, VA

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. Also you can visit us at show site at the Xpert Exposition Services Desk.

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

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

TABLE OF CONTENTS

General Show Information

Critical Show Information
Online Ordering Information

Rules & Regulations

Fire & Safety
Terms & Conditions

Payment Information

Payment Options & Policy
Payment Authorization

Additional Services

Virginia Beach Convention Center
Auxiliary Services
Cort Furnishings

Show-site Venue & Advance Warehouse Location

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

Labor

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

Xpert Furniture & Accessories

Standard Furniture Brochure
Standard Furniture Order Form
Furniture Accessories Order Form

Booth Rentals

Booth Rental Brochure
Booth Rental Order Form
Booth Accessories Order Form

Custom Graphics

Custom Signage Order Form

CRITICAL SHOW INFORMATION

Virginia Beach Convention Center - Halls B-D
 Virginia Beach, VA

Booth Information

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

Exhibit Hall Hours

Exhibitor Installation:	Thursday, August 30, 2018 Friday, August 31, 2018	10:00 A.M. - 5:00 P.M. 8:00 A.M. - 12:30 P.M.
Show Hours:	Friday, August 31, 2018 Saturday, September 1, 2018	1:00 P.M. - 7:00 P.M. 10:00 A.M. - 5:00 P.M.
Exhibitor Dismantle:	Saturday, September 1, 2018	5:00 P.M. - 12:00 A.M.
All Out By:	Saturday, September 1, 2018	12:00 A.M.

All carriers must check in no later than 9:00pm on Saturday, September 1st for freight pick up.

Shipping Information

Advance Warehouse: <i>All materials shipped in advance to the warehouse must arrive by 8/25/2018</i> {Your booth name & number} UPS Freight c/o Xpert Exposition Services 2053 S Military Hwy Chesapeake, VA 23320	Direct to Show Site <i>First day direct shipments will be accepted is 8/30/2018</i> {Your booth name & number} c/o Xpert Exposition Services Virginia Beach Convention Center Halls B-D 1000 19th St Virginia Beach, VA 23451
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Important Dates / Deadlines

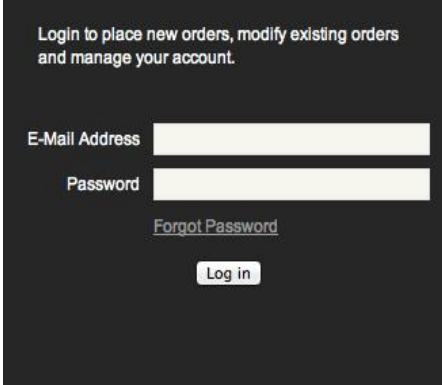
First day advance freight accepted:	7/26/2018
Discount price deadline for booth/furniture	8/24/2018
Last day advance freight accepted	8/25/2018
First day direct freight accepted	8/30/2018

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

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 Virginia Beach
August 31 -September 1, 2018

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 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



Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 2018

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, are subject to **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
[] [] [] [] [] [] [] [] [] []

CARDHOLDER NAME (PLEASE PRINT) _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

X _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

Third Party Payment Authorization

Services To Be Invoiced To Third Party

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

Payment type: MasterCard Visa Diners American Express Check \$ _____

Account Number Exp. Date Security Code
[] [] [] [] [] [] [] [] [] []

CARDHOLDER NAME (PLEASE PRINT) _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

X _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE



Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 2018

SHIPPING ADDRESSES

Virginia Beach Convention Center - Halls B-D
Virginia Beach, VA

Advance Shipments to Warehouse

To: (Exhibiting Company and booth number)

For: **Humana Rock 'n' Roll Virginia Beach**

UPS Freight
c/o Xpert Exposition Services
2053 S Military Hwy
Chesapeake, VA 23320

**Advance shipments are accepted
from 7/26/2018 through 8/25/2018**

Direct Shipments to Show Site

To: (Exhibiting Company and booth number)

For: **Humana Rock 'n' Roll Virginia Beach**

c/o Xpert Exposition Services
Virginia Beach Convention Center
Halls B-D
1000 19th St
Virginia Beach, VA 23451

First day direct shipments will
be accepted is 8/30/2018.

**Any shipment arriving prior to 8/30/2018
may not be accepted and is subject to
additional handling fees.**

**ADVANCE
SHIPMENT**



From:

Humana Rock 'n' Roll Virginia Beach

To: UPS Freight
c/o Xpert Exposition Services
2053 S Military Hwy
Chesapeake, VA 23320

Company Name: _____

Booth Number: _____

Piece # _____ **of** _____

**A RUSH
EXHIBIT MATERIAL**

**ADVANCE
SHIPMENT**



From:

Humana Rock 'n' Roll Virginia Beach

To: UPS Freight
c/o Xpert Exposition Services
2053 S Military Hwy
Chesapeake, VA 23320

Company Name: _____

Booth Number: _____

Piece # _____ **of** _____

**A RUSH
EXHIBIT MATERIAL**

**ADVANCE
SHIPMENT**



From:

Humana Rock 'n' Roll Virginia Beach

To: UPS Freight
c/o Xpert Exposition Services
2053 S Military Hwy
Chesapeake, VA 23320

Company Name: _____

Booth Number: _____

Piece # _____ **of** _____

**A RUSH
EXHIBIT MATERIAL**

**ADVANCE
SHIPMENT**



From:

Humana Rock 'n' Roll Virginia Beach

To: UPS Freight
c/o Xpert Exposition Services
2053 S Military Hwy
Chesapeake, VA 23320

Company Name: _____

Booth Number: _____

Piece # _____ **of** _____

**A RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Humana Rock 'n' Roll Virginia Beach

To: c/o Xpert Exposition Services
Virginia Beach Convention Center
Halls B-D
1000 19th St
Virginia Beach, VA 23451

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Humana Rock 'n' Roll Virginia Beach

To: c/o Xpert Exposition Services
Virginia Beach Convention Center
Halls B-D
1000 19th St
Virginia Beach, VA 23451

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Humana Rock 'n' Roll Virginia Beach

To: c/o Xpert Exposition Services
Virginia Beach Convention Center
Halls B-D
1000 19th St
Virginia Beach, VA 23451

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Humana Rock 'n' Roll Virginia Beach

To: c/o Xpert Exposition Services
Virginia Beach Convention Center
Halls B-D
1000 19th St
Virginia Beach, VA 23451

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**



Trade show shipping made easier for you.



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

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

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

UPS Freight® Trade Show Services Team

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

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

Contact us

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



Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 2018

MATERIAL HANDLING AUTHORIZATION

Company Name

Booth Number

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x \$140.40 per 100 lbs.**
= \$ _____

Crated Additional Handling*
Shipment Weight _____ cwt x \$182.52 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 \$132.60 per 100 lbs.**
= \$ _____

Crated Additional Handling
Shipment Weight _____ cwt x \$172.38 per 100 lbs.**
\$ _____

Uncrated Additional Handling
Shipment Weight _____ cwt x \$212.16 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 unskidded machinery without proper lifting bars or hooks.

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

NNo Additional Surcharges

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, August 30, 2018	10:00 A.M. - 5:00 P.M.
Friday, August 31, 2018	8:00 A.M. - 12:30 P.M.

Move-Out

Saturday, September 2, 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 Virginia Beach
August 31 -September 1, 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 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).



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.

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 Virginia Beach
August 31 -September 1, 2018**

BOOTH LABOR

Discount Price Deadline: 8/24/2018

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 8/24/2018 WILL BE CHARGED AN ADDITIONAL 30%

LABOR RATES: Straight time \$ 96.00 Overtime: \$ 144.00

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
Install				

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision* on installation labor

Dismantle

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision* on dismantle labor

Total Estimated Costs	\$
------------------------------	-----------

***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.



Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 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 **8/24/2018**.

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

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



**Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 2018**

FORKLIFT LABOR

Discount Price Deadline: 8/24/2018

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: \$ 487.50

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 8/24/2018 WILL BE CHARGED AN ADDITIONAL 30%

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

Date & Time	# of Forklifts	Total Hours	Hourly Rate	Total Cost
Install	_____	_____	_____	_____
_____	_____	_____	_____	_____
Dismantle	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Estimated Costs				\$ _____

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.

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**Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 2018**

BOOTH CLEANING

Discount Price Deadline: 8/24/2018

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 _____	\$0.37	or \$0.47	=	_____
		Daily Price	Number of days		Cleaning Service Total Price
		_____ x	_____ =		_____

Porter Service

Emptying of wastebaskets every two hours during show hours only.

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

Total Costs _____



Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 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



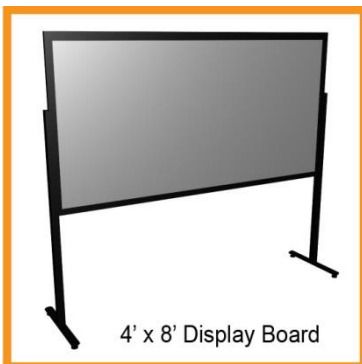
Garment Rack



Raffle Drum



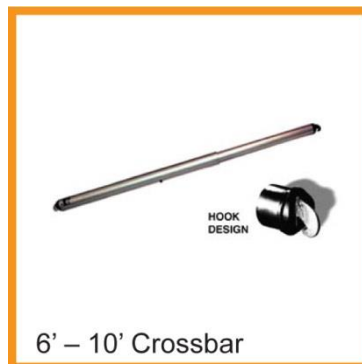
Wastebasket



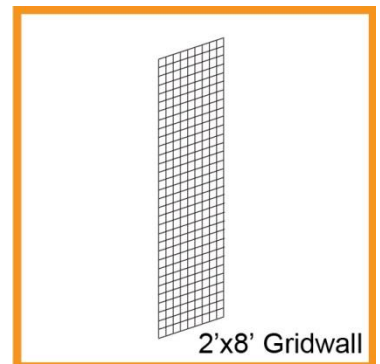
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall



Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 2018

STANDARD FURNITURE

Discount Price Deadline: 8/24/2018

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

Total Costs	\$
--------------------	-----------

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



Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 2018

FURNITURE ACCESSORIES

Discount Price Deadline: 8/24/2018

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	\$ _____

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

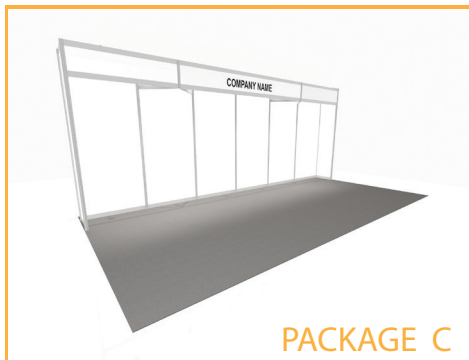
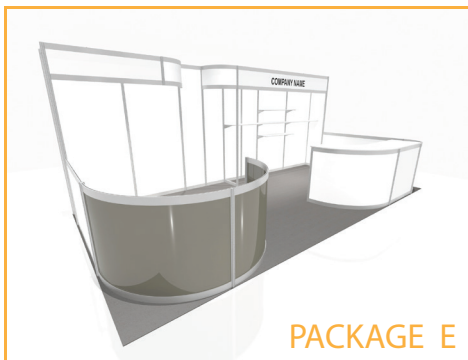
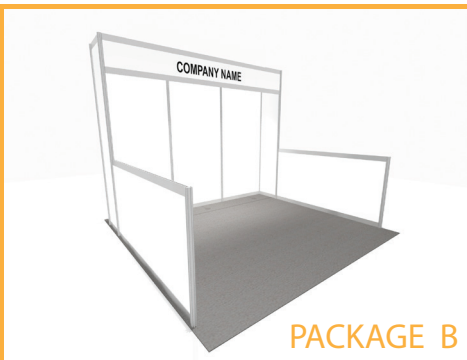
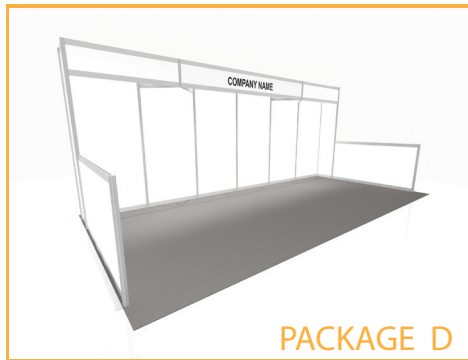
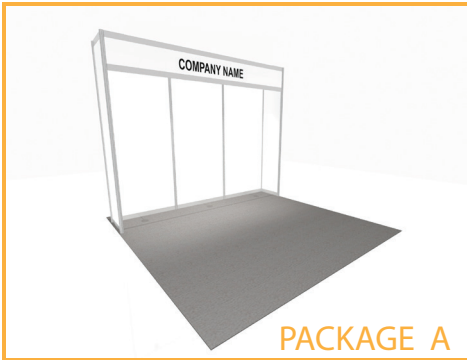
BOOTH RENTAL

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____



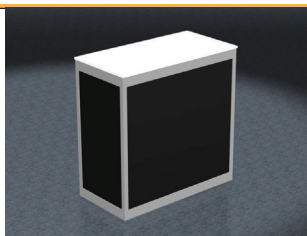
ADD-ON ACCESSORY RENTALS



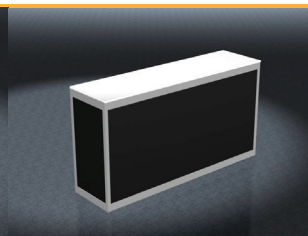
39" X 12" SHELF



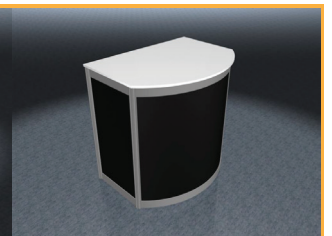
ARMLIGHT



1M COUNTER



2M COUNTER



1M CURVED COUNTER

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

exhibitorservices@xpertexpo.com



Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 2018

BOOTH RENTAL

Discount Price Deadline: 8/24/2018

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

Total Costs	\$
--------------------	-----------

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 Virginia Beach
August 31 -September 1, 2018

BOOTH RENTAL ACCESSORIES	Discount Price Deadline: 8/24/2018
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Company Name _____	Booth Number _____
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Contact Person _____	E-Mail _____
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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	\$ _____
Total Costs				\$ _____

*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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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.



**Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 2018**

CUSTOM SIGNAGE

Discount Price Deadline: 8/24/2018

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	\$264.00	\$ _____
38" x 84" w/base single sided	_____	\$534.00	\$690.00	\$ _____

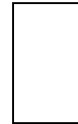
* Prices are based on one color copy on white background. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

Horizontal

Vertical



OPTIONS

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

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

Sub Total \$ _____

Add 8.25% Tax \$ _____

Total Costs	\$ _____
--------------------	-----------------

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exhibitorservices@xpertexpo.com



**Humana
Rock 'n' Roll Virginia Beach
September 1-2, 2018**

Union Information

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

Carpenter Union

The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenter's Union. This includes signs and laying of carpet.

Teamsters Union

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

The Official Service Contractor shall be responsible for all matters in the Dock area. This shall include but not limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Trade and Public Shows

Two (2) full-time exhibitor employees may work without Carpenter labor for one (1) hour on the move in and one (1) hour on the move out, for booths that are larger than 10'x10'. Exhibitors may work in booths 10'x10' or smaller without the use of Union labor.

The use of power tools is not permitted. As an exhibitor, you will be pleased to know that there are no restrictions or requirements to use union labor for the unpacking and placement of your merchandise or product and equipment tuning or calibrating, provided exhibitors use full-time permanent employees.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

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

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.



Humana
Rock 'n' Roll Virginia Beach
August 31 -September 1, 2018

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.

**IF YOU WOULD LIKE TO
PLACE AN ORDER FOR
ELECTRICAL, AV,
CATERING OR ANYTHING
PERTAINING TO THE
VIRGINIA BEACH
CONVENTION CENTER,
PLEASE VISIT THE LINK
BELOW:**

<https://www.visitvirginiabeach.com/convention-center/exhibitor-services/>



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days to Prior 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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<p>Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up</p> <p>Required for:</p> <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Broadband Wired Internet No Wired or Wireless Routers</p> <p>Connection speeds 1.5mbps Burstable to 3mbps, DHCP</p> <p>Recommended for:</p> <ul style="list-style-type: none"> • Internet Applications • Social Media • Multi Media Downloads <p>Includes 1 Private IP Address</p>
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Wireless services are NOT included on this form – please contact us for specific rates

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
If you require 6 or more devices – Please call (888) 446-6911.					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com			SUBTOTAL		
			ESTIMATED 10% TAX / FEES		
			GRAND TOTAL		
Effective January 1, 2018 – December 31, 2018			Customer No: 2018 - 016 -		

Network Security Declaration

Center: Virginia Beach CC (016) - VA
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2018 - 016 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____ Date _____
Printed Name _____ Title _____

Floor Plan – Communications Cable

Center: Virginia Beach CC (016) - VA
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2018 - 016 -

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

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

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

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

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

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

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.



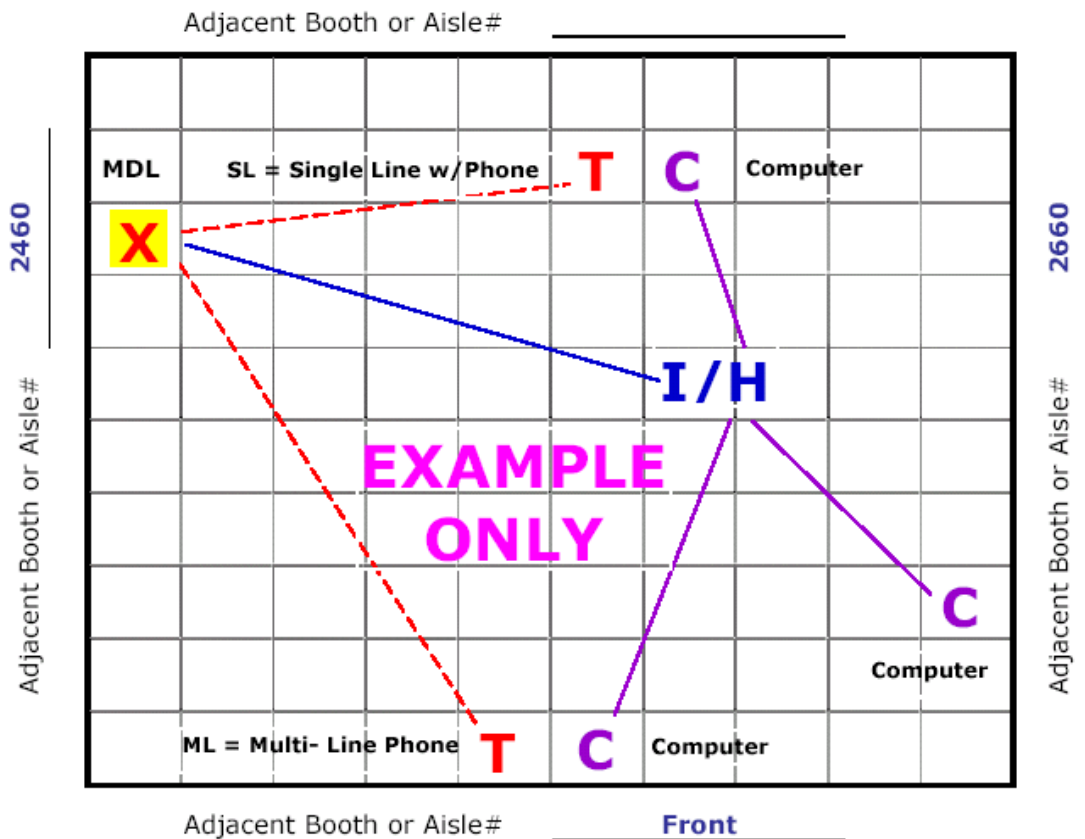
Floor Plan – Communications Cable

Center: Virginia Beach CC (016) - VA
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1234
 Customer / Ref #: 2018 - 016 - XXX - XXXX

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

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



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

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

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 X 20 . **Scale** = 1 Box is equal to 2 ft.



DISTINCTIVE GOURMET BOOTH ORDER FORM

ITEM	COST	QTY.	TOTAL	ITEM	COST	QTY.	TOTAL
BREAKFAST BAKERIES (PER DOZEN)				HEALTHY FARE			
Assorted Bagels with Cream Cheese	\$ 30.00	_____	\$ _____	Assorted Whole Fresh Fruit (per dozen)	\$ 18.00	_____	\$ _____
Crème Brule-Filled Croissants	\$ 36.00	_____	\$ _____	Sliced Fruit Display (serves 25)	\$ 100.00	_____	\$ _____
Assorted Muffins	\$ 30.00	_____	\$ _____	Vegetable Crudité (serves 25)	\$ 125.00	_____	\$ _____
Jumbo Cinnamon Buns	\$ 30.00	_____	\$ _____	Granola Bars (per dozen)	\$ 24.00	_____	\$ _____
				Assorted Individual Yogurts (per dozen)	\$ 18.00	_____	\$ _____
BEVERAGES				SNACKS			
Starbucks Coffee per gallon	\$ 44.00	_____	\$ _____	Potato Chips (per pound)	\$ 20.00	_____	\$ _____
Starbucks Decaf Coffee per gallon	\$ 44.00	_____	\$ _____	French Onion Dip (per pint)	\$ 15.00	_____	\$ _____
Regular Coffee per gallon	\$ 40.00	_____	\$ _____	Tortilla Chips (per pound)	\$ 20.00	_____	\$ _____
Regular Decaf Coffee per gallon	\$ 40.00	_____	\$ _____	Salsa (per pint)	\$ 15.00	_____	\$ _____
Herbal Tea per gallon	\$ 40.00	_____	\$ _____	Pretzels (per pound)	\$ 20.00	_____	\$ _____
Sweet or Unsweet Iced Tea per gallon	\$ 35.00	_____	\$ _____	Fancy Mixed Nuts (per 2.5 pounds)	\$ 55.00	_____	\$ _____
Lemonade per gallon	\$ 35.00	_____	\$ _____	SWEET DELIGHTS (PER DOZEN)			
Fruit Punch per gallon	\$ 35.00	_____	\$ _____	Fresh Baked Assorted Cookies	\$ 30.00	_____	\$ _____
Assorted Bottled Fruit Juices (each)	\$ 3.50	_____	\$ _____	Assorted Brownie Bars	\$ 30.00	_____	\$ _____
Assorted Sodas 12oz cans (each)	\$ 3.00	_____	\$ _____	Lemon Cream Bars	\$ 32.00	_____	\$ _____
Bottled Water 12 oz (each)	\$ 3.00	_____	\$ _____	Assorted Mini Desserts	\$ 51.00	_____	\$ _____
Domestic Beer (each)	\$ 4.50	_____	\$ _____	Chocolate Dipped Fresh Strawberries	\$ 51.00	_____	\$ _____
Specialty Beer (each)	\$ 5.50	_____	\$ _____	Full Sheet Cake (service for 100)	\$ 200.00	_____	\$ _____
House Wine (by the bottle)	\$ 24.00	_____	\$ _____	HORS D'OEUVRES (PER 100 PIECES)			
House Champagne (by the bottle)	\$ 24.00	_____	\$ _____	Barbeque Duck & Goat Cheese Quesadilla	\$ 400.00	_____	\$ _____
Bartender per hour				Spinach & Artichoke Dip & Crostini	\$ 400.00	_____	\$ _____
(4 hour minimum) required to serve	\$ 25.00	_____	\$ _____	Southwest Chicken Spring Roll with Sweet Chile Dipping Sauce	\$ 300.00	_____	\$ _____
				Andouille Sausage in Puff Pastry with Creole Mustard	\$ 450.00	_____	\$ _____
				Sweet Coconut Shrimp with Spicy Plum Sauce	\$ 400.00	_____	\$ _____
				Sweet and Sour Meatballs	\$ 300.00	_____	\$ _____
				Jumbo Shrimp Cocktail	\$ 350.00	_____	\$ _____
OTHER							
Old Time Popcorn Machine Rental and Popcorn Kit (per day) (serves 300)	\$350.00	_____	\$ _____	Frozen Drink Mix (per gallon) 4 gallons minimum	\$ 75.00	_____	\$ _____
Popcorn Refill Kit (Serves 125)	\$130.00	_____	\$ _____	Assorted Premium Ice Cream Bars (100)	\$600.00	_____	\$ _____
Double Tank Frozen Drink Machine Rental (per day)	\$175.00	_____	\$ _____	Assorted Ice Cream Novelties (100)	\$400.00	_____	\$ _____
				Ice Cream Freezer Rental (per day)	\$150.00	_____	\$ _____

GOURMET BOXED LUNCHES

Sandwich, Potato Chips, Gourmet Cookie & Bottled Water	\$ 17.00	_____	\$ _____
Sandwich, Potato Chips, Pasta Salad, Gourmet Cookie & Bottled Water	\$ 18.00	_____	\$ _____
Sandwich, Potato Chips, Potato Salad, Gourmet Brownie & Bottled Water	\$ 18.00	_____	\$ _____
Sandwich Choices:			
Home Style Chicken Salad On A Buttery Croissant		_____	_____
Tuna Salad On A Crusty French Roll		_____	_____
Turkey BLT Wrapped In A Spinach Tortilla		_____	_____
Roast Beef with Lettuce, Tomatoes and Bleu Cheese Spread, Served on Ciabatta		_____	_____

Turkey, Cranberry Chutney, Pecans, Cream Cheese and Field Greens Wrap	_____
Virginia Ham And Smoked Gouda On A Buttery Croissant	_____
Hickory Smoked Chicken Breast With Brie On Focaccia Bread	_____
Grilled Seasonal Vegetable Wrap	_____

Subtotal	\$ _____
Service Charge 20%	\$ _____
Tax 11.5%	\$ _____
Delivery	\$ _____
Grand Total	\$ _____

EQUIPMENT

Cost per day unless stated otherwise

Chafing Dish	\$ 75.00	_____	\$ _____
Serving Tongs	\$ 8.00	_____	\$ _____
Serving Spoons	\$ 8.00	_____	\$ _____
Ice Bowl with Scoop	\$ 7.00	_____	\$ _____
Silver Serving Tray	\$ 9.00	_____	\$ _____
Bus Tub	\$ 6.00	_____	\$ _____
Bread Basket	\$ 6.00	_____	\$ _____
Heat Lamp	\$ 100.00	_____	\$ _____
Hot Box	\$ 120.00	_____	\$ _____
Cutting Board	\$ 30.00	_____	\$ _____
Chef Knife	\$ 10.00	_____	\$ _____
Attendant Fee (4 hour min) cost per hour	\$ 25.00	_____	\$ _____

OTHER

Rolling Cambro of Ice - 50 pounds	\$ 50.00	_____	\$ _____
Cloth Tablecloths (each)	\$ 10.00	_____	\$ _____
Cloth Napkins (each)	\$ 2.00	_____	\$ _____
Canned Fuel 6 hour (each)	\$ 6.00	_____	\$ _____

DISPOSABLE WARE

9" Black Plates (per 500)	\$ 175.00	_____	\$ _____
Plastic Utensils (per 1000)	\$ 125.00	_____	\$ _____
Beverage Napkins (per 500)	\$ 100.00	_____	\$ _____
6" Black Plate (per 500)	\$ 150.00	_____	\$ _____
12oz Bowl (per 500)	\$ 150.00	_____	\$ _____
16oz Clear Cup (per 1000)	\$ 150.00	_____	\$ _____
4oz Souffle Cup (per 2500)	\$ 120.00	_____	\$ _____
8oz Plastic Cup (per 500)	\$ 110.00	_____	\$ _____
Gloves (per 100)	\$ 20.00	_____	\$ _____
Frill Picks (per 1000)	\$ 5.00	_____	\$ _____

ORDERTOTAL	\$ _____
Tax 11.5%	\$ _____
Total	\$ _____



Sabrina Rinaldo

Catering Sales Manager
srinaldo@vbgov.com
757-385-2009
757-437-2081 Fax



_____ Company Name

_____ On-site Contact

_____ Email

_____ Cell Phone

_____ Show Name

****REPLACEMENT COSTS WILL BE ASSESSED IF ITEMS ARE NOT RETURNED OR RETURNED IN POOR CONDITION**

_____ Address	_____ Expiration Date	_____ Booth #
_____ City/State/ZIP	_____ Billing Address on card if different from above:	_____ Date of Service
_____ Credit Card #	_____ Signature	_____ Start Time _____ End Time

Delivery Fee of \$25.00 applied to subtotals less than \$100 per delivery. Contact must be present in booth at time of delivery.

****Menus and prices subject to change **Orders must be placed two weeks prior to event**

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance

1. All equipment provided by exhibitor must comply with all National Electric Codes, as well as state, local and international safety codes.
2. The building engineer may refuse service to any requests deemed unsafe.
3. No two-wire (home use) extension cords are allowed.

Right of Way and Access

1. Convention Center reserves an easement behind each exhibit booth for the purpose of distributing electrical service to neighboring booths.
2. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to permit installation of service.
3. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors without advance approval.
4. Access to floor boxes is strictly prohibited.
5. Displays and service panels must be available and accessible for inspection at all times.

Schedule

1. To qualify for advanced order rates, all orders must be received at the Convention Center no later than 7 days prior to event.
2. Contact the service desk upon your arrival to schedule connection of your appliance requiring service of 208 Volts or greater.
3. Power will be delivered on a first come, first serve basis.
4. Orders placed after move-in may not be guaranteed.
5. Power will be disconnected anytime after 10 minutes of show close. Please contact the building engineer if additional time is required to shutdown an appliance.

Property

1. Certain supplies required to connect to the building service may be purchased from the Convention Center.
2. All distribution equipment is property of the Virginia Beach Convention Center and is not to be removed or otherwise tampered with by exhibitors.

Limitation of Liability

1. The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The City does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The City shall not be held responsible for late installation or interruption of any services that may occur.

Connection

1. Under no circumstances shall anyone other than the Convention Center Electrician make electrical connections to the Convention Center distribution system.
2. Hourly fees may apply for special wiring requirements.
3. Sharing power between booths is prohibited.

Fees

1. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner. This does not include connection of equipment or special wiring.
2. A minimum two hour installation charge will be assessed for any orders requested after show opening.

Water

1. Furnished via garden hose connection in the exhibit hall.
2. Supply and drain are co-located at 60-foot intervals.
3. Consult with your show manager if you are unsure of your booth location and its proximity to water.
4. Supply and drain lines must be furnished by exhibitor.

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:			

BALTIMORE DISTRICT
 SERVICE AREA: MIDATLANTIC, MD, DC, VA, PA, DE
 CORT Trade Show Furnishings
 7466 Candlewood Rd., Suite G
 Hanover, MD 21076
 301-776-7690
Please email both pages to:
 TSBaltimore@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[]jd 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
POWERED					
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	
Additional Powered Products Under Office & Product Display on Pg 2					
SOFT SEATING COLLECTIONS					
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	
ACCENT CHAIRS					
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
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso	\$ 220	
OCMTAU		Meeting Chair	Taupe Fabric	\$ 220	
OCMWHT		Meeting Chair	White Vinyl	\$ 220	
GROUP SEATING					
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	
OTTOMANS					
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	
Additional Ottomans On Pg 2					

Page 1 TOTAL

SHOW NAME:					BOOTH:						
CODE	QTY	ITEM	DESCRIPTION	2018	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2018	TOTAL
OTTOMANS (continued)						BARSTOOLS					
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
ACCENT TABLES						CONFERENCE TABLES					
ALC100		Alondra Cocktail Table	Glass, Chrome	\$	259	BS001		Shark Barstool	White, Chrome	\$	253
ALC200		Alondra Cocktail Table	Wood, Chrome	\$	259	BSR		Syntax Barstool	Black, Chrome	\$	174
ALE100		Alondra End Table	Glass, Chrome	\$	186	ZENBAR		Zenith Barstool	White, Chrome	\$	128
ALE200		Alondra End Table	Wood, Chrome	\$	186	BS003		Zoey Barstool	Black, Chrome	\$	233
AURA		Aura Round Table	White Metal	\$	115	BS002		Zoey Barstool	White, Chrome	\$	233
ETBL		E Table	Wood	\$	142	CONFERENCE TABLES					
CUBTBL		Edge LED Cube Table	White, Plastic, Plexi Top	\$	145	36ATO		Atomic 36" Round Table	Glass	\$	239
C1C		Geo Cocktail Table	Glass, Chrome	\$	201	42ATO		Atomic 42" Round Table	Glass	\$	239
C1FWB		Geo Cocktail Table	Wood, Black	\$	227	MERLIN		Merlin Multi Use Table	Gray Laminate, Black	\$	275
E1C		Geo End Table	Glass, Chrome	\$	197	WD3		Work Table	White Laminate, White	\$	264
E1FWB		Geo End Table	Wood, Black	\$	197	CB8		42" Round Madison Conference Table	Gray Acajou	\$	306
COLI		Oliver Cocktail Table	Walnut Finish	\$	191	CB1		42" Round Table	Graphite Nebula	\$	306
EOLI		Oliver End Table	Walnut Finish	\$	165	CONF42		42" Round Table	White Laminate	\$	306
REGBEN		Regis Bench/Table	Brushed Metal	\$	229	CB2		6' Conference Table	Graphite Nebula	\$	366
REGOTT		Regis End Table	Brushed Metal	\$	164	CT06GR		6' Table	Granite	\$	375
C1E		Silverado Cocktail Table	Glass, Chrome	\$	224	CB3		8' Conference Table	Graphite Nebula	\$	432
E1E		Silverado End Table	Glass, Chrome	\$	205	C508GR		8' Table	Granite	\$	432
C1Y		Sydney Cocktail Table	Black, Brushed Steel	\$	225	CT10GR		10' Table	Granite	\$	648
C1W		Sydney Cocktail Table	White, Brushed Steel	\$	225	CF2		Geo Table, Rectangle	Glass, Black	\$	359
E1Y		Sydney End Table	Black, Brushed Steel	\$	197	CE2		Geo Table, Rectangle	Glass, Chrome	\$	359
E1W		Sydney End Table	White, Brushed Steel	\$	197	CF1		Geo Table, Rounded Square	Glass, Black	\$	253
TMBTBL		Timber Table	Wood	\$	137	CE1		Geo Table, Rounded Square	Glass, Chrome	\$	253
CAFÉ TABLES W/ STANDARD BLACK BASE						EXECUTIVE CHAIRS					
ZTJ		30" Round Café Table	Graphite Nebula Top	\$	179	SY1		Altura Steno Chair	Black Crepe	\$	160
ZTH		30" Round Café Table	Liquid Steel Blue Top	\$	179	PROGB		Pro Executive Guest Chair	Black Vinyl	\$	201
ZTK		30" Round Café Table	Maple Top	\$	179	PROEXB		Pro Executive High Back Chair	Black Vinyl	\$	287
ZTB		30" Round Café Table	Red Top	\$	179	PROEXM		Pro Executive High Back Chair	White Classic Vinyl	\$	287
ZTG		30" Round Café Table	Silver Textured Top	\$	179	PROMDO		Pro Executive Mid Back Chair	Black Vinyl	\$	187
30WH29		30" Round Café Table	White Laminate Top	\$	173	PROMID		Pro Executive Mid Back Chair	White Classic Vinyl	\$	187
ZTA		30" Round Madison Café Table	Gray Acajou	\$	171	COMMUNAL TABLES W/ SOLID TOPS					
ZTN		36" Round Café Table	Graphite Nebula Top	\$	193	VNTBND		Ventura Communal Bar Table	Black Top, Silver Frame	\$	515
ZTP		36" Round Café Table	Maple Top	\$	193	VNTMNP		Ventura Communal Bar Table	Maple Top, Silver Frame	\$	515
ZTQ		36" Round Café Table	White Laminate Top	\$	193	G30DMS		G30 Communal Café Table	Maple Top	\$	412
CAFÉ TABLES W/ HYDRAULIC BASE						COMMUNAL TABLES W/ GROMMET HOLES					
30GRHC		30" Round Café Table	Graphite Nebula Top	\$	244	G30DWS		G30 Communal Café Table	White Top	\$	412
30SBHC		30" Round Café Table	Liquid Steel Blue Top	\$	211	VNTWNP		Ventura Communal Bar Table	White Top, Silver Frame	\$	515
30MTHC		30" Round Café Table	Maple Top	\$	244	OFFICE & PRODUCT DISPLAY					
30BRHC		30" Round Café Table	Red Top	\$	244	TECH3		3 Drawer File Cabinet on Castors	Black Metal, Laminate	\$	115
30STHC		30" Round Café Table	Silver Textured Top	\$	244	CR8		Madison Credenza	Gray Acajou	\$	397
30WHHC		30" Round Café Table	White Laminate Top	\$	244	JD8		Madison Executive Desk	Gray Acajou	\$	455
30MAHC		30" Round Madison Café Table	Gray Acajou	\$	232	TECH		Tech Desk, Powered	Black Metal, Laminate	\$	363
36GRHC		36" Round Café Table	Graphite Nebula Top	\$	262	TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate	\$	444
36MTHC		36" Round Café Table	Maple Top	\$	262	BC8		Madison Bookcase	Gray Acajou	\$	339
36WTHC		36" Round Café Table	White Laminate Top	\$	262	PSHCCS		Posh Shelving	Chrome, Acrylic	\$	387
BAR TABLES						COMMUNAL TABLES W/ SOLID TOPS					
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$	206	PDL36B		Powered Locking Pedestal, 36"	Black	\$	401
BAR TABLES W/ STANDARD BLACK BASE						COMMUNAL TABLES W/ GROMMET HOLES					
VTJ		30" Round Bar Table	Graphite Nebula Top	\$	196	PDL36W		Powered Locking Pedestal, 36"	White	\$	401
VTH		30" Round Bar Table	Liquid Steel Blue Top	\$	196	PDL42B		Powered Locking Pedestal, 42"	Black	\$	477
VTK		30" Round Bar Table	Maple Top	\$	196	PDL42W		Powered Locking Pedestal, 42"	White	\$	477
VTB		30" Round Bar Table	Red Top	\$	196	LAMPS					
VTG		30" Round Bar Table	Silver Textured Top	\$	196	LA15		Mason Floor Lamp	Brushed Silver	\$	175
30WH42		30" Round Bar Table	White Laminate Top	\$	191	LA14		Mason Table Lamp	Brushed Silver	\$	114
VTA		30" Round Madison Bar Table	Gray Acajou	\$	191	MOBILE TABLE STANDS					
VTN		36" Round Bar Table	Graphite Nebula Top	\$	212	TBSTND		Mobile Tablet Stand	Black	\$	108
VTP		36" Round Bar Table	Maple Top	\$	212	TBSTDW		Mobile Tablet Stand	White	\$	108
VTW		36" Round Bar Table	White Laminate Top	\$	212	TBBCHR		Brochure Holder	Black	\$	50
BAR TABLES W/ HYDRAULIC BASE						REFRIGERATORS					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$	244	R1R		Refrigerator, Large	White, 14.0 cubic feet	\$	692
30SBHB		30" Round Bar Table	Liquid Steel Blue Top	\$	211	R1Q		Refrigerator, Small	White, 4.0 cubic feet	\$	243
30MTHB		30" Round Bar Table	Maple Top	\$	244	BARS					
30BRHB		30" Round Bar Table	Red Top	\$	244	BR1		Martini Bar	Gray Metal, Frosted Glass Top	\$	1,041
30STHB		30" Round Bar Table	Silver Textured Top	\$	244	BRC		Martini Bar Circle	3 Martini Bars	\$	2,998
30WHHB		30" Round Bar Table	White Laminate Top	\$	244						
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						