



**SUPERIOR  
EXPO  
SERVICES**

**CMN Momentum 2020  
July 14-17, 2020**

**Sheraton Dallas  
400 N. Olive Street  
Dallas, TX 75201**

***Catholic Marketing Network***

**EXHIBITOR SERVICES MANUAL**

## Welcome Exhibitor

We take great pleasure in notifying you that **SES** has been selected as the *Official Service Contractor* for the **CMN Momentum 2020**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important event information, as well as order forms for services you may require. **To retrieve this information electronically and place your order online contact [Service@Superior-Expo.com](mailto:Service@Superior-Expo.com) to request a user login.** Questions regarding shipping, storage, furniture, graphics and labor should be directed to:

**Exhibitor Service Department  
Superior Expo Services  
10548 US Highway 80  
Forney, TX 75126**

**[service@superior-expo.com](mailto:service@superior-expo.com)  
972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)**

*Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:*

**Catholic Marketing Network**

PO Box 610465

Dallas, TX 75261

**Contact:** Silvia Osong

**Phone:** 817-533-7083

**E-mail:** [sosong@catholicmarketing.com](mailto:sosong@catholicmarketing.com)

***Please note:***

Various items being provided for each booth by Show Management are located under ***Event Information. (See Table of Contents)***

Analyze your needs carefully and return your order forms with full payment before **Tuesday, June 30, 2020** to save money, as well as ensure the availability of your item.



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Sheraton Dallas Hotel Services (Send directly to Sheraton):		
Exhibitor Power and AV Request Form		Pages 59-60
Other power, banner hanging, additional equipment not listed above pall 214.303.4166		
IT Connections contact Dustin Griffin:		
<a href="mailto:Dustin.W.Griffin@marriott.com">Dustin.W.Griffin@marriott.com</a> ; 214.303.4172		
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## Event Information

Discount Deadline: **Tuesday, June 30, 2020**  
Show Colors: **Blue**  
Booth Carpet Color: **Facility is carpeted.**  
Aisle Carpet Color: **Facility is carpeted.**

### Booth Information

\*Substitutions are not permitted. If alterations or additions are required please review the enclosed order forms. No credit or refund will be given for items not used.

**10' X 10' Booths** - Each booth will include:

- ◆ 8' background drape (Blue)
- ◆ 3' tall side dividers (Blue)
- ◆ 1 - 7" x 44" company ID Sign
- ◆ 1 - 6' skirted table (White)
- ◆ 1 - wastebasket
- ◆ 2 - chairs

### Event Schedule – Subject to Change

SES Move-In:	<b><u>Monday, July 13, 2020</u></b>	<b><u>8:00 AM</u></b>
Exhibitor Move-In:	<b><u>Tuesday, July 14, 2020</u></b>	<b><u>8:00 AM - 11:00 PM</u></b>
Event Hours:	<b><u>Wednesday, July 15, 2020</u></b> <b><u>Thursday, July 16, 2020</u></b> <b><u>Friday, July 17, 2020</u></b>	<b><u>9:00 AM - 5:00 PM</u></b> <b><u>9:00 AM - 5:00 PM</u></b> <b><u>9:00 AM - 2:00 PM</u></b>
Exhibitor Move-Out:	<b><u>Friday, July 17, 2020</u></b>	<b><u>2:00 PM</u></b>
Driver Check-In By:	<b><u>Friday, July 17, 2020</u></b>	<b><u>5:00 PM</u></b>
Freight Re-Directed at:	<b><u>Friday, July 17, 2020</u></b>	<b><u>6:00 PM</u></b>
SES Move-Out:	<b><u>Friday, July 17, 2020</u></b>	<b><u>2:00 PM</u></b>

### Shipping Information *(Material handling charges will apply)*

#### Advance Shipping Address:

Superior Expo Services  
Trade Show: CMN Momentum 2020  
Booth Company Name & # \_\_\_\_\_  
10548 W US Hwy 80  
Forney, TX 75126



Advance shipments ***MUST*** be received by  
**Wednesday, July 8, 2020**

#### Direct Shipments to Show Site:



**No Direct To Show Site Shipping.**  
**Ship to Advance Warehouse Only.**

### Assistance

- If you have questions or do not find what you are looking for in this manual, please feel free to email [service@superior-expo.com](mailto:service@superior-expo.com) or call our Exhibitor Service Department at **972.271.7444**.
- SES will have a service desk in a convenient location at the show site if you require further assistance.

## FAQ

### WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

- Each event is different. See *Event Information*, page 4, which will specifically list what items, if any, will be included in the booth space.

### WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

- Items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth, you must order that item separately at the published rate.

### HOW DO I PLACE MY ORDER?

- *Online Ordering* – A link to the site, username, and password will be emailed to you.
  - *Email orders* to [service@superior-expo.com](mailto:service@superior-expo.com)
  - *Fax in your order* with the *Credit Card Authorization* form to: **972.271.7888, Attn: Exhibitor Services**
  - *Mail in your order* forms and full payment to: **Superior Expo Services, 10548 US Highway 80, Forney, TX 75126**
- Orders will not be processed without full payment. Please review our *Payment Policies* for detailed information. Don't forget to keep a copy of your order for your records. For orders going to other "official suppliers", (i.e. Electrical, Internet, Telephone, Audio Visual, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

### WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?

Items cancelled on or prior to **Tuesday, June 30, 2020** will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Tuesday, June 30, 2020** they will be billed at 100%.

### AM I REQUIRED TO PAY IN ADVANCE FOR SERVICES, OR MAY I BRING A CHECK TO THE SHOW?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

### WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

- **Option 1: Advance Shipping** is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during SES move in. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

### WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

- **Material Handling** includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping.
- **Shipping** is the means by which shipments are transported via carriers to and from the event location.

### WHO IS THE PREFERRED CARRIER?

- **Superior Expo Solutions** is the preferred carrier for the show. **SES Solutions** offers a convenient, hassle free shipping service. If you would like to arrange for shipping or receive a quote from **SES Solutions** please call **972-271-7444**.

### WHAT IS A BILL OF LADING?

- **Bill of Lading** is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for SES to release your materials to your specified carrier at the close of the event.

### WHAT ARE MY CHOICES FOR SHIPPING AT THE CLOSE OF THE SHOW?

You may use any carrier of your choice; however, we suggest you use the preferred carrier, **SES Solutions**. It is your responsibility to contact and make all arrangements for any carrier other than the preferred carrier. SES cannot guarantee that other carriers will show up to pick up your shipment. We do not provide outside carrier shipping documents and/or labels.

### WHAT ARE THE MOVE-OUT PROCEDURES?

A SES Bill of Lading is required on **ALL** outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped, please return the completed Bill of Lading form to the service desk. If you are not using SES, our preferred carrier, you must call your designated carrier with pick up information. **If your carrier fails to show up, your shipment will be re-directed through SES Solutions and the discount rate will not apply.** A SES representative will be available at show site for further questions.

### HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

To obtain a final invoice, usually available one week after the event closes, contact our **Exhibitor Service Department** at **972.271.7444**.



➔ **Credit Card Authorization**

**Full payment must be received for services requested before your order will be processed.  
 If you choose to pay by check, a credit card is still required to be on file.**

*This form authorizes SES to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.*








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

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

**Cardholder Name:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

**Expiration Date (MM/YYYY):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Card Billing Address:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**City, State, ZIP code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Authorized Signature:** I, \_\_\_\_\_, agree to the conditions stated in this manual and the above paragraph.

Material Handling ( <i>non-taxable</i> )	\$
Booth Package	\$
Display Tables & Accessories	\$
Carpet & Cleaning	\$
Pipe & Drape	\$
Floral	\$
Luxury Furniture	\$
Sign & Graphics	\$
Rental Units	\$
Add On	\$
Hanging Banner/Rigging	\$
In-Booth Forklift	\$
Cartload Service	\$
Vehicle Spotting Service	\$
Labor ( <i>non-taxable</i> )	\$
<b>TOTAL</b>	\$
<b>Sales Tax 8.25%</b>	\$
<b>GRAND TOTAL</b>	\$

Discount Deadline:	
<b><u>Tuesday, June 30, 2020</u></b>	
<ul style="list-style-type: none"> <li>All prices include delivery, installation, rental charges for the duration of the show and removal at completion.</li> <li>Payment in full must accompany all orders by discount deadline date to receive the discount price. Orders received after this date will be charged the standard rate.</li> <li>Items cancelled on or prior to <b><u>Tuesday, June 30, 2020</u></b> will be refunded at 100%. Items cancelled after <b><u>Tuesday, June 30, 2020</u></b> and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are <b>non-refundable</b> and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled Tuesday, June 30, 2020 they will be billed at 100%.</li> </ul>	
<b>If paying by check, make payable to:</b>	<b>Superior Expo Services</b>
<b>Mail order forms &amp; full payment to:</b>	10548 W US Highway 80 Forney, TX 75126
<i>Please reference the Show Name &amp; Company Name</i>	
<b>Email orders with full payment to:</b>	<b>service@superior-expo.com</b>
<b>Fax orders with full payment to:</b>	<b>972.271.7888</b> Attn: Exhibitor Services

For any additional questions please feel free to email [service@superior-expo.com](mailto:service@superior-expo.com) or call us at 972.271.7444 or toll free 866.386.3976

## Payment Policies

**Full payment must be received for services requested before the order will be processed.  
If you choose to pay by check, a credit card is still required to be on file.**

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- All charges are subject to sales tax.
- Payment in full must accompany all orders by **Tuesday, June 30, 2020** to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to **Tuesday, June 30, 2020** will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Tuesday, June 30, 2020** they will be billed at 100%.

### ADDING TAX TO YOUR ORDER

- Use the *Credit Card Authorization form* to help add up your order.
- Multiply the appropriate **8.25% Sales Tax** by the subtotal to arrive at the grand total.
- To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold.

### PAYMENT OPTIONS

- **Online Ordering** - A link to the site, username and password will be emailed to you.
- **Payment by Email** - Email your order with full payment to: [service@superior-expo.com](mailto:service@superior-expo.com)
- **Payment by Fax** - Fax your order with full payment to: **972.271.7888 Attn: Exhibitor Services**
- **Payment by Mail** - Mail your order forms and full payment to:  
**Superior Expo Services  
10548 US Highway 80  
Forney, TX 75126  
RE: [CMN Momentum 2020](#)**
- **SES** accepts MasterCard, Visa and American Express cards only.
- If a check is being submitted for payment, please attach with your order forms and mail to **Superior Expo Services**. If you choose to pay by check, a credit card is still required to be on file. All checks should be payable to: **Superior Expo Services**
- Orders will **NOT** be processed without full payment. Please complete the *Credit Card Authorization Form*.

### ADVANCE ORDERS (DISCOUNT RATE)

Purchase orders may not be used in lieu of payment. **SES** will only accept purchase orders from Government and State Agencies. To process your order and receive advance prices, payment in full must accompany your order. Advance payment for material handling should be based on estimated weight. Advance payment for labor and other equipment rental services should be based on estimated installation and dismantling hours.

### SHOW SITE ORDERS

All show site orders including labor and material handling are payable upon presentation of our invoice at the event. For your convenience, we accept Visa, MasterCard and American Express, as well as checks, Travelers checks and cash. Orders received after the deadline or made at the service desk during the event will be billed at standard prices. Services ordered at show site will not be processed without full payment.

### THIRD PARTY ORDERS

If you have contracted work through a display/exhibit house and require the services of **SES**, the payment policies stated above apply. Please forward this information to the proper parties. The exhibiting firm is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at show site, such charges will be presented to the exhibiting firm for payment.

### INTERNATIONAL EXHIBITORS

International exhibitors must pay for all services in US funds and must be drawn from a US bank. All charges must be paid in full prior to the close of the event by credit card, check or cash. Wire transfers must include a \$20 (US) transfer fee.

### MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS/FORKLIFT, ETC.

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the *Credit Card Authorization form*. Our services will not be performed unless we have a credit card authorization form on file. If you require rigging or dismantling labor on move out, charges will be applied to your credit card.

## Limits & Liability

### RESPONSIBILITY FOR LABOR

- **SES**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **SES**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **SES** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **SES** or its subcontractors.
- **SES**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **SES** within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **SES** or its subcontractors more than one year after the accrual of the action.
- **SES** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **SES** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor, shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

### MATERIAL HANDLING

- **SES**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **SES**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **SES** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **SES** or its subcontractors.
- **SES**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **SES** within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **SES** or its subcontractors more than one year after the accrual of the action.
- **SES** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **SES** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as acceptance by such exhibitor or agent of terms and conditions set forth.

### CERTIFIED WEIGHT TICKETS

- In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, **SES** shall estimate the weight or re-weigh, 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-weight.

### EMPTY REMOVAL INSTRUCTIONS

- All exhibitors must have all crates tagged for empty space storage by 2 hours prior to the end of Exhibitor move-in. Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by the set deadline.
- **Any shipments not handled by SES, but for which SES is required to handle storage of the empty shipping containers, a charge of \$50 per crate, case, box or carton will be assessed.**



➔ Limits & Liability (continued)

**PAYMENT TERMS**

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed *Credit Card Authorization form* with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Advance payments will be indicated and any balance due must be paid in full by credit card, check or cash.
- **All inquiries must be resolved and completed before you leave the event.**

**ORDERS, QUESTIONS & ADJUSTMENTS**

- Orders by telephone will not be accepted.
- All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- Services ordered at show site will not be processed without full payment.
- The availability of furnishings at show site can, on occasion, be limited and for that reason cannot be guaranteed. It is recommended that you place your order in advance if possible.
- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **SES** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **SES** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items cancelled on or prior to **Tuesday, June 30, 2020** will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rental*. If these items are cancelled after **Tuesday, June 30, 2020** they will be billed at 100%.

## Shipping Instructions

### ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to **Wednesday, July 8, 2020**. Shipments must arrive by **Wednesday, July 8, 2020**, by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after **Wednesday, July 8, 2020**, will be charged a late warehouse fee of \$150 in addition to any other charges incurred.

### DIRECT SHIPPING TO SHOW SITE **No Direct Shipping – Advance Warehouse Shipping Only**

### ALL SHIPMENTS

- All shipments must be **PREPAID**. Collect shipments may be **REFUSED**.
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional surcharges may apply.
- No liability will be assumed by **SES** for these shipments.

### OUTBOUND SHIPMENTS

- A **SES** Bill of Lading is required on **ALL** outbound shipments.  
A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **SES** to release your materials to your specified carrier at the close of the event. Freight left on the show floor without a Bill of Lading will result in an additional fee.
- Your **SES** Bill of Lading will be available for verification and signature at the **SES** Service Desk located at show site.
- After your booth is packed, labeled and ready to be shipped, please return the completed Bill of Lading form to the Service Desk.
- Please duplicate form for split shipments (one form for each location or one for each carrier).
- The *Credit Card Authorization* form **MUST** be provided when submitting this form.
- If your carrier fails to show up, your shipment will be re-directed through **SES Solutions** and the discount rate will not apply.
- It is **YOUR** responsibility to contact and make all arrangements for any other carrier than the preferred carrier, **SES Solutions**.
- If using an alternate carrier please provide **SES** with shipping documents and/or labels as well as this form.
- **SES** reserves the right to re-direct any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by the established carrier check-in deadline.



**SUPERIOR  
EXPO  
SOLUTIONS**

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***Superior Expo Solutions*** is the official show carrier for the

**CMN Momentum 2020**

**Sheraton Dallas**

**July 14-17, 2020**

***Superior Expo Solutions*** offers competitive solutions for all of your logistics needs.

- ✓ Round trip ground transportation & material handling services
- ✓ Pick-up and transportation from point of origin to either advance warehouse or show site
  - ✓ Pre-printed shipping labels
  - ✓ SAVE 15% on material handling when using *Superior Expo Solutions* roundtrip
- ✓ Consolidated invoicing for material handling and shipping charges
  - ✓ Managed transportation to and from the show floor
  - ✓ On-site customer support

For questions please free to email us at [service@superior-expo.com](mailto:service@superior-expo.com) or call 972.271.7444



**Shipping (continued)**

**SUPERIOR EXPO SOLUTIONS – SHIPPING QUOTE FORM**

Company Name:		Booth #:	
Contact Name:		Phone #:	
E-mail Address:			

**INBOUND – PICK UP LOCATION INFORMATION**

Requested Pick Up Date:	
Company:	
Street Address:	
City, State:	

**SHIP TO**

<input type="checkbox"/> I will be shipping to the <b>Advance Warehouse</b>  <b>Superior Expo Services</b> <b>10548 W US Hwy 80</b> <b>Forney, TX 75126</b>  <b>Advance Warehouse Deadline:</b> <b><u>Wednesday, July 8, 2020</u></b>	<input type="checkbox"/>     <b>Delivery Date: <u>No Direct To Show Site Shipping. Ship to Advance Warehouse Only.</u></b>
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**OUTBOUND SHIPPING**

I would like to schedule *Outbound Transportation*. Please provide me with a *Material Handling Agreement* at show site for my shipping instructions and signature. So we may deliver your *Outbound Material Agreement* and labels, please complete the following information *if different from pick up address*:

Company: \_\_\_\_\_ City, State, ZIP Code: \_\_\_\_\_

Street Address: \_\_\_\_\_ Number of Labels:

Type of Service	Number Of Pieces	Description of Articles, Special Marks and Exceptions	Dimensions in Inches			Estimated Weight (lbs.) Subject to Correction *
			L x	W x	H	
<input type="checkbox"/> Standard Ground		Crates Exhibition Material, K.D. (wooden)	L x	W x	H	
<input type="checkbox"/> Expedited Ground		Cartons (cardboard)	L x	W x	H	
<input type="checkbox"/> Next Day		Trunks/Cases (fiber) (color) _____	L x	W x	H	
<input type="checkbox"/> Other		Skids/Pallets	L x	W x	H	
		Carpet (color) _____	L x	W x	H	
		Other _____	L x	W x	H	

Liftgate Needed Hours of Operation: \_\_\_\_\_ \* Final Weight Subject to Correct Weight & Dimensions

A representative from Superior Expo Solutions will contact you to confirm receipt of order and finalize details.

**ADVANCE WAREHOUSE LABEL**

**ADVANCE WAREHOUSE LABEL**



**CMN Momentum 2020**

**EXHIBIT MATERIALS  
MUST be received by**

**Wednesday, July 8, 2020**

**Between 8:30 AM – 5:00 PM**

**CMN Momentum 2020**

**EXHIBIT MATERIALS  
MUST be received by**

**Wednesday, July 8, 2020**

**Between 8:30 AM – 5:00 PM**

**To:** (Exhibiting Company) \_\_\_\_\_

**To:** (Exhibiting Company) \_\_\_\_\_

**Superior Expo Services  
10548 W US Hwy 80  
Forney, TX 75126**

**Superior Expo Services  
10548 W US Hwy 80  
Forney, TX 75126**

**WAREHOUSE**

**WAREHOUSE**

**Booth # (s):** \_\_\_\_\_ **Number of Pieces:** \_\_\_\_\_

**Booth # (s):** \_\_\_\_\_ **Number of Pieces:** \_\_\_\_\_

**Carrier:** \_\_\_\_\_

**Carrier:** \_\_\_\_\_



THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



## Material Handling FAQ's

*SES has the responsibility of receiving and handling all exhibit materials, empty materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move in/out of the event. SES will not be responsible, however, for any materials they do not handle. SES will have complete control of the loading docks at all times. If you wish to unload or load, you must report to the SES Freight Desk. Do not proceed to docks until told to do so.*

### WHAT IS MATERIAL HANDLING?

Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the *Shipping Information* page of this manual for further information.

### WHAT ARE CRATED SHIPMENTS?

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. **Crated containers include: crates, fiber cases, and properly packed skids.**

### WHAT ARE SPECIAL HANDLING SHIPMENTS?

- **Mixed Shipments** - Includes a mix of both crated and uncrated materials
- **Ground Loading/Unloading** - Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.
- **Stacked Shipments** - Shipments that require multiple items to be moved or removed for delivery to booth (i.e. loose items stacked on top of crates and/or pallets).
- **Piece Loading/Unloading** - Drivers who require multiple pieces to be moved to the rear of the trailer in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- **No Documentation** - Shipments that arrive from a carrier without a *Bill of Lading*, which requires additional time and labor to process.
- **Excess of Small Shipments** - 10 or more loose pieces that are not palletized or crated.
- **Uncrated Shipments** - Indicates a shipment that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting tools.

### HOW IS STRAIGHT TIME/OVERTIME DETERMINED?

**Straight Time** – Monday – Friday, 8:00 am to 4:30 pm

**Overtime** – All other times, Saturday, Sunday and holidays

- **ST/OT or OT/ST:** If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- **OT/OT:** If freight will be handled on overtime into the event and out of the event.

Overtime charges are assessed when SES has been granted access to the facility during overtime, per the contractual agreement with Show Management and the facility. This includes warehouse shipments.

### HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs. is considered one **cwt** (hundred weight). There is a 200 lb. minimum charge for each shipment. Please refer to the *Material Handling Rate Sheet* for event prices.

**Calculate Total CWT** (Enter in increments of 10 lbs. only; make sure to round up to the next 100 lbs.)

Example below is based on the published rate:

350 lbs. (rounded to the next 100) divided by 100 = 4 Total CWT  
4 CWT x \$72.00 = Material Handling Charge \$288.00

### WHAT IS THE MOST COST EFFECTIVE WAY TO SEND SHIPMENTS?

The most cost-effective way to send your shipment is to consolidate and shrink wrap your shipments into one. If your shipment is broken up and delivered in multiple shipments, you will be charged per shipment. Please advise your carrier to deliver as one (1) shipment. Below is an example for an advance to warehouse shipment using the published rate: **\$72.00**

#### **If sending 4 Separate Shipments:**

- 1<sup>st</sup> shipment @ 41 lbs. = **\$144.00** (200 lbs. minimum)
- 2<sup>nd</sup> shipment @ 44 lbs. = **\$144.00** (200 lbs. minimum)
- 3<sup>rd</sup> shipment @ 52 lbs. = **\$144.00** (200 lbs. minimum)
- 4<sup>th</sup> shipment @ 60 lbs. = **\$144.00** (200 lbs. minimum)

#### **If sending 1 Consolidated Shipment:**

- 1 shipment (4 pieces) @ **197 lbs. = \$144.00** (200 lbs. minimum)



**Material Handling Charges Include:**

Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

**Advance Shipments to Warehouse**

- The advance warehouse will begin receiving shipments 30 days prior to: **Wednesday, July 8, 2020**
- All materials shipped advance to the warehouse **MUST ARRIVE BY: Wednesday, July 8, 2020**
- Any shipment arriving after this date will be charged a late to warehouse fee of **\$150** in addition to any other charges incurred.
- Warehouse receiving hours are **Monday – Friday, 8:30 am – 5:00 pm**. Any shipment delivered after hours or on weekends may be refused.
- **Small Packages:** Cartons under 35 lbs. (received in a single shipment) will be charged **\$45** for the 1<sup>st</sup> package and **\$20** per package thereafter within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment.

**Direct Shipments to Show Site (No Direct to Show Site Shipping. Ship to Advance Warehouse Only.)**

**Overtime**

- *Overtime charges* are assessed when SES has been granted initial access to the facility during overtime, per the contractual agreement between Show Management and the facility.
- Driver check in time does not guarantee *straight time* rates.
- *Overtime rate* is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than **8:00 am – 4:30 pm, Monday through Friday**.
- Overtime charges are assessed if shipment is moved into or out of show site on overtime due to scheduling.

**Rates below based on Published Event Move-In & Move-Out Schedule (OT Rates May Apply – See “Overtime” above.)**

RATE CLASSIFICATIONS:	Price per CWT	200 lbs. Minimum
<b>Warehouse Shipment (200 lbs. minimum)</b>		
Crated or skidded shipment	\$72.00	\$144.00
Special handling	\$90.00	\$180.00
<b>Show Site Shipment (200 lbs. minimum) (No Direct Shipping – Ship to Warehouse Only)</b>		
Crated or skidded shipment	\$82.00	\$164.00
Special handling	\$97.00	\$194.00
<b>Small Package (Maximum weight 35 lbs. per shipment)</b>		
First carton	\$45.00	--
Each additional carton	\$20.00	--
<b>ADDITIONAL SURCHARGES:</b>		
<b>Overtime Charge – Move-In or Move-Out (in addition to above rates)</b>		
Crated or skidded shipment	\$15.25	\$30.50
Special handling shipment	\$19.06	\$38.12
<b>Overtime Charge – Move-In and Move-Out (in addition to above rates)</b>		
Crated or skidded shipment	\$30.50	\$61.00
Special handling shipment	\$38.12	\$76.24
<b>Late to Warehouse</b>		
Freight arriving after <b>Wednesday, July 8, 2020</b>	\$150.00 per shipment	
<b>Back to Warehouse (in addition to above rates)</b>		
Per 100 lbs. (200 lbs. minimum)	\$200.00	\$400.00

A credit card **MUST** be on file for all material handling, shipping inbound and/or outbound to event.

## Display Tables & Accessories Order Form

Discount Deadline: **Tuesday, June 30, 2020**

Company:		Contact Name:	
Address:		City, State:	Zip Code:
Phone Number:		Fax Number:	Booth Number:
Email:			

Skirted Display Tables 30" high (topped in white vinyl)				
QTY	Item Description	Discount	Standard	Total
	4' L x 24" W x 30" H	\$84.50	\$102.75	\$
	6' L x 24" W x 30" H	\$103.00	\$124.25	\$
	4th Side Skirt 6'	\$39.00	\$48.50	\$
	Table Skirt Only 6'	\$61.75	\$77.25	\$
	8' L x 24" W x 30" H	\$119.50	\$144.25	\$
	4th Side Skirt 8'	\$39.00	\$48.50	\$
	Table Skirt Only 8'	\$61.75	\$77.25	\$

Skirted Display Tables 42" high (topped in white vinyl)				
QTY	Item Description	Discount	Standard	Total
	4' L x 24" W x 42" H	\$114.25	\$143.00	\$
	6' L x 24" W x 42" H	\$129.50	\$161.75	\$
	4th Side Skirt 6'	\$39.00	\$48.50	\$
	Table Skirt Only 6'	\$61.75	\$77.25	\$
	8' L x 24" W x 42" H	\$148.75	\$186.50	\$
	4th Side Skirt 8'	\$39.00	\$48.50	\$
	Table Skirt Only 8'	\$61.75	\$77.25	\$

Unskirted Display Tables 30" high (topped in white vinyl)				
QTY	Item Description	Discount	Standard	Total
	4' L x 24" W x 30" H	\$49.50	\$61.50	\$
	6' L x 24" W x 30" H	\$61.00	\$76.25	\$
	8' L x 24" W x 30" H	\$72.50	\$89.50	\$

Unskirted Display Tables 42" high (topped in white vinyl)				
QTY	Item Description	Discount	Standard	Total
	4' L x 24" W x 42" H	\$70.25	\$85.50	\$
	6' L x 24" W x 42" H	\$81.00	\$100.50	\$
	8' L x 24" W x 42" H	\$87.50	\$109.75	\$

Unskirted Specialty Tables 30" in Diameter				
QTY	Item Description	Discount	Standard	Total
	Café Table 30" H	\$67.75	\$81.25	\$
	Cocktail Table 42" H	\$86.25	\$103.50	\$

Table Risers (covered with white vinyl)				
QTY	Item Description	Discount	Standard	Total
	4' L x 12" W x 12" H	\$50.75	\$63.50	\$
	6' L x 12" W x 12" H	\$61.25	\$76.75	\$
	8' L x 12" W x 12" H	\$72.00	\$90.25	\$

### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, June 30, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, June 30, 2020** will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Tuesday, June 30, 2020** they will be billed at 100%.

Chairs				
QTY	Item Description	Discount	Standard	Total
	Side Chair	\$46.00	\$57.25	\$
	Modular High Stool Gray Fabric – 29" Tall	\$73.25	\$91.50	\$
	Padded Chair	\$65.00	\$81.00	\$

Pegboards, Tack Boards & Grid Wall				
QTY	Item Description	Discount	Standard	Total
	Pegboard 4' x 8' Horizontal	\$183.25	\$229.25	\$
	Pegboard 8' x 4' Vertical	\$183.25	\$229.25	\$
	Tack Board 4' x 8' Horizontal	\$164.50	\$197.50	\$
	Tack Board 8' x 4' Vertical	\$164.50	\$197.50	\$
	Grid Wall 2' x 8'	\$61.00	\$76.25	\$

Bag, Literature & Garment Racks				
QTY	Item Description	Discount	Standard	Total
	Bag Rack	\$86.50	\$108.25	\$
	Literature Rack	\$95.25	\$116.50	\$
	Clothes Rack	\$86.50	\$108.25	\$
	Garment Rack – 2 Arm (Water Fall)	\$86.50	\$108.25	\$
	Garment Rack – 4 Arm (Water Fall)	\$86.50	\$108.25	\$

Additional Accessories				
QTY	Item Description	Discount	Standard	Total
	Easel	\$28.00	\$34.75	\$
	Fish Bowl	\$26.50	\$32.00	\$
	Wastebasket	\$14.75	\$17.50	\$
	Arm Light	\$56.75	\$70.50	\$
	Floor Lamp	\$45.00	\$80.00	\$
	Table Light	\$65.00	\$90.00	\$

Event Colors are: **Blue**

Red	White	Rose	Forest Green
Plum	Silver	Royal Blue	Champagne
Black	Lime Green	Gold	Burgundy
Teal			

<b>Total</b>	+	<b>Sales Tax 8.25%</b>	=	<b>Grand Total</b>
\$	+	\$	=	\$



# TRADESHOW <sup>2020</sup>

*Furnishings*



## FEATURING

- Powered Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Bars & Barstools

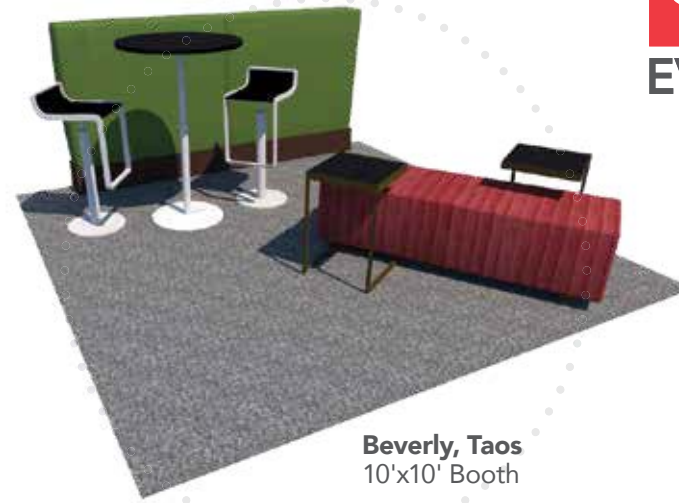
© 2019 CORT. A Berkshire Hathaway Company.





# Inspired Designs for Maximum Engagement

Design an interactive booth that achieves your company vision and encourages attendees to connect, learn, and engage.



**Beverly, Taos**  
10'x10' Booth



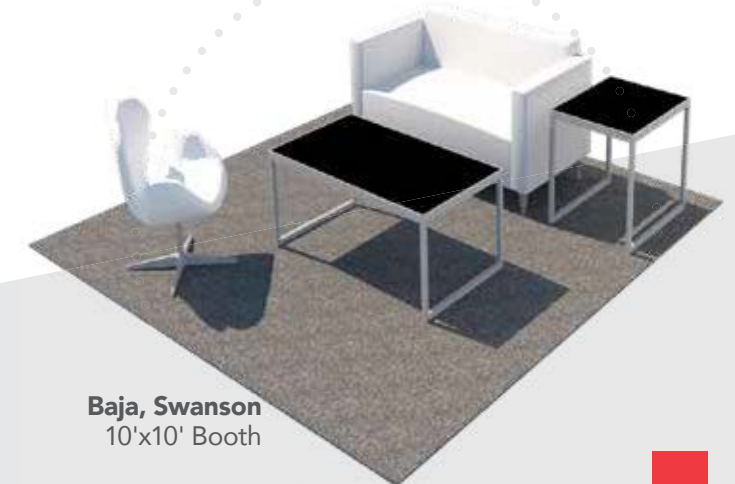
**Malba, Beverly**  
10'x10' Booth



**Vibe, Christopher**  
10'x20' Booth



**Blade, Marche**  
10'x10' Booth



**Baja, Swanson**  
10'x10' Booth

# Top 10 Booth Design Tips

Attract, Engage and Inspire.

10.

**Provide a Pop!**  
Colorful furnishings attract attention and help reinforce brand themes.



1.

**Spin Around.**  
Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

2.

**Get Connected.**  
Communal tables help facilitate networking opportunities and build connections.



9.

**Charge it!**  
Powered tables or seating encourages clients to linger in the booth and recharge.



3.

**Creature Comforts.**  
Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.



8.

**Gather Round!**  
Ottomans styled around a side table create an informal campfire setting for small group discussions.



4.

**Keep it Green.**  
Don't forget the greenery to warm up your booth environment by bringing nature indoors.



7.

**Stay Social.**  
Stylize furnishings to create shareable moments worthy of Instagram.



6.

**Level the field!**  
Low and casual seating makes clients more comfortable and open to learning.

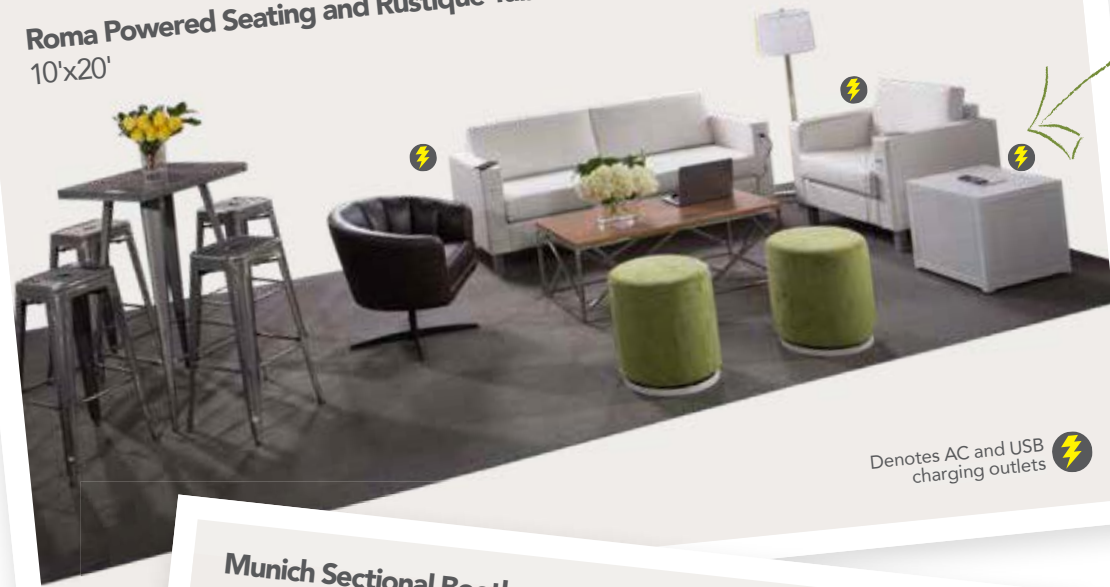


5.

**Demo Down.**  
Square or circular ottomans are a great way to design small theaters for quick demonstrations.



Roma Powered Seating and Rustique Table Booth  
10'x20'



Denotes AC and USB charging outlets ⚡

Keep clients charged with powered seating and add a wireless charging table for attendees without charging cords.

Munich Sectional Booth  
10'x10'



Create a comfortable "living room" space with soft lounge seating to relax clients and facilitate conversation.

Malba Conference and Beverly Demonstration Booth  
10'x20'



Design multi-functional booths with areas for demonstrations and a place for conferencing.

# Powered Seating

Make searching for wall outlets a thing of the past and empower attendees at your next show with functional charging furniture from CORT Events. From pedestals to soft seating and tables, our complete charging collection lets you **Power Up the Possibilities.**

*Charge it!*

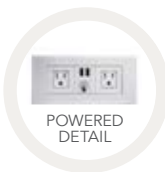
Powered tables or seating encourages clients to linger in the booth and recharge!



**CUBPOW**  
Wireless Charging Table, Powered  
(white, AC plug-in) 20"L 20"D 18"H

**Roma Powered Chair & Sofa**  
10'x20'

## Roma Collection



**SFAPWR Roma Sofa, Powered**  
(white vinyl) 78"L 31"D 33"H  
**CHRPWR Roma Chair, Powered**  
(white vinyl) 37"L 31"D 33"H

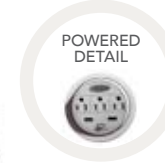
## Naples Collection

**NPLCHP Naples Chair, Powered** (black vinyl) 36"L 30"D 33.25"H  
**NPLLPO Naples Loveseat, Powered** (black vinyl) 62"L 30"D 33.25"H  
**NPLSOP Naples Sofa, Powered** (black vinyl) 87"L 30"D 33.25"H



## Banquettes

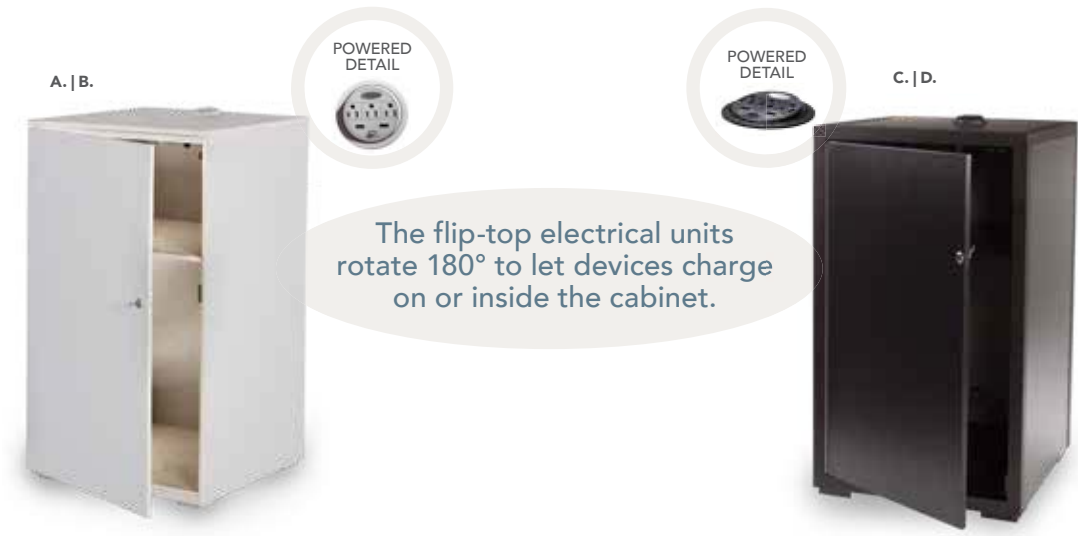
**BNQ417 Full Banquette**  
w/ Electrical Charging Outlet  
(white vinyl) 72"RND 51"H



**MODULAR SYSTEM** Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station (BNQTL7).

# Powered Tables

# Powered Pedestals



**Powered Locking Pedestals**  
**A) PDL36W** (white)  
 24" L 24" D 36" H  
**B) PDL42W** (white)  
 24" L 24" D 42" H  
**C) PDL36B** (black)  
 24" L 24" D 36" H  
**D) PDL42B** (black)  
 24" L 24" D 42" H

*Get Connected.*  
 Use communal tables in your design to facilitate networking.

# Powered Desk



**A) TECH3B Tech Desk, Powered w/3 drawer File Cabinet**  
 (black metal, laminate)  
 60" L 30" D 30" H  
**B) TECH Tech Desk, Powered**  
 (black metal, laminate)  
 60" L 30" D 30" H



**Ventura Bar Tables, Powered** (silver frame) 72.25" L 26.25" D 42" H  
**A) VNTWHT** (white top) **B) VNTBLK** (black top)  
**Ventura Cafe Tables, Powered** (silver frame) 72.25" L 26.25" D 30" H  
**C) VNTCBK** (black top) **D) VNTCWH** (white top)  
**E) CUBPOW Wireless Charging Table, Powered** (white, AC plug-in) 20" L 20" D 18" H  
**Sydney Powered Cocktail Tables** (brushed steel) 48" L 26" D 18" H  
**F) C1WP** (white top) **G) C1YP** (black top)

(Mobile devices must have Qi wireless charging capability.)

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

# Soft Seating Collections



**Valencia** VALSOF Sofa (coffee brown velvet) 63"L 30.5"D 31"H  
VALCHA Chair (spice orange velvet) 28"L 30.5"D 31"H



**Allegro** CHR002 Chair (blue fabric) 36"L 34.5"D 30"H  
SFA002 Sofa (blue fabric) 73"L 34.5"D 30"H



POWERED  
DETAIL

**Roma**  SFAPWR Sofa, Powered (white vinyl) 78"L 31"D 33"H  
CHRPWR Chair, Powered (white vinyl) 37"L 31"D 33"H



**Fairfax** FAIRSW Sofa (white vinyl, brushed metal) 62"L 26"D 30"H  
FAIRCW Chair (white vinyl, brushed metal) 27"L 26"D 30"H

**Palm Beach**

PALSOF Sofa (white vinyl) 69"L 29"D 33"H




## Creature Comforts.

Create a comfortable "living room" space with soft lounge seating to relax clients and facilitate conversation.



**MNCHSC**  
Munich Sectional 3pc.  
(gray fabric)  
93.5"L 27"D 28.5"H

**CUBPOW**  
Wireless Charging Table, Powered   
(white, AC plug-in) 20"L 20"D 18"H



Munich Booth 10'x20'

### Munich



**MNCHLV** Armless Loveseat  
(gray fabric) 45"L 27"D 28.5"H



**MNCHCC** Corner Chair  
(gray fabric) 26"L 27"D 28.5"H



**MNCHCH** Armless Chair  
(gray fabric) 22.5"L 27"D 28.5"H



**BCHWHT** Chair  
(white vinyl) 36"L 30.5"D 28"H



**BLVWHT** Loveseat  
(white vinyl) 61"L 30.5"D 28"H



**BSFWHT** Sofa  
(white vinyl) 86"L 30"D 28"H



Baja Booth 10'x20'

### Baja

# Soft Seating Collections



## Tangiers

**TANCHR Chair** (beige textured) 34"L 37"D 36"H  
**TANLOV Loveseat** (beige textured) 57.5"L 37"D 37"H  
**TANSOF Sofa** (beige textured) 78"L 37"D 36"H



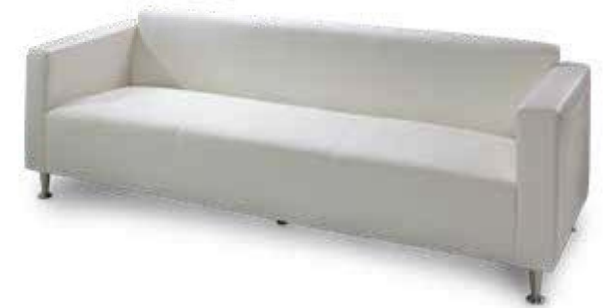
## Key Largo

**KEYCHR Chair** (black fabric) 35"L 35"D 34"H  
**KEYLOV Loveseat** (black fabric) 57"L 35"D 34"H  
**KEYSOF Sofa** (black fabric) 79"L 35"D 34"H



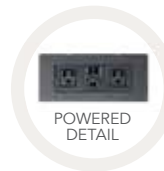
## Munich

**MNCHCH Armless Chair** (gray fabric) 22.5"L 27"D 28.5"H  
**MNCHCC Corner Chair** (gray fabric) 26"L 27"D 28.5"H  
**MNCHLA Loveseat** (gray fabric) 45"L 27"D 28.5"H



## Baja

**BCHWHT Chair** (white vinyl) 36"L 30.5"D 28"H  
**BLVWHT Loveseat** (white vinyl) 61"L 30.5"D 28"H  
**BSFWHT Sofa** (white vinyl) 86"L 30"D 28"H



## Naples

**NPLCHP Chair, Powered** (black vinyl) 36"L 30"D 33.25"H  
 Also available with standard arm (NPLCHR).  
**NPLLOP Loveseat, Powered** (black vinyl) 62"L 30"D 33.25"H  
 Also available with standard arms (NPLLOV).  
**NPLSOP Sofa, Powered** (black vinyl) 87"L 30"D 33.25"H  
 Also available with standard arms (NPLSOF).





# Accent Chairs



A) LABREA La Brea Swivel Chair (charcoal gray fabric, chrome) 35"L 27"D 40"H  
 B) WENCHA Wentworth Swivel Chair (brown vinyl, black) 31"L 24"D 31.5"H



## Spin Around.

Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!



C.



D.



E.

C) OCB Key West Chair (black fabric, wood) 31"L 31"D 31"H  
 D) BCW Madrid Chair (white vinyl, chrome) 30"L 30"D 31"H  
 E) PROGB Pro Executive Guest Chair (black vinyl, chrome) 24"L 22"D 36"H

# Palm Beach Sofa & Swanson Chairs

10'x10' Booth



Swanson SWAN Swivel Chair (white vinyl, chrome) 28"L 25"D 30"H

# Group Seating

## Meeting Chairs

25.5"L 23.5"D 34"H

- A) OCMTAU (taupe fabric, wenge)
- B) OCMWHT (white vinyl, wenge)
- C) OCMESP (espresso vinyl, wenge)



- A) CS8 Berlin Chair (black, white, chrome) 18"L 22"D 32"H
- B) CS4 Syntax Chair (black, chrome) 23"L 19"D 32.25"H
- C) XCHR Christopher Chair (white vinyl, chrome) 17"L 19"D 35"H
- D) SC3 Brewer Chair (onyx, black) 20"L 20"D 32"H
- E) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
- F) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
- G) LMCHR Laguna Chair (maple, chrome) 18"L 19"D 34"H

- H) SC10 Razor Armless Chair (white) 15.5"L 15.5"D 30.5"H
- I) BLDCSB Blade Chair (sky blue) 20.5"L 19"D 30.5"H
- J) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H
- K) LUCHCL Lucent Chair (frosted acrylic, chrome) 19.5"L 19.75"D 32.5"H
- L) DUET Duet Stack Chair (black, chrome) 21"L 23"D 33"H
- M) MALGRN Malba Chair (green, chrome) 20"L 20"D 32"H
- N) MALGRY Malba Chair (gray, chrome) 20"L 20"D 32"H



## Marina Chairs

17.5"L 19.5"D 35"H

- A) MARCWH (white vinyl, brushed metal)
- B) MARCBK (black vinyl, brushed metal)
- C) MARCBR (brown fabric, brushed metal)
- D) MARCBE (ocean blue fabric, brushed metal)
- E) MARCRD (red fabric, brushed metal)



# Cafe Seating & Tables

# Style

your exhibit with cafe sets that create inviting conference and meeting areas for your guests.



- A) XCHR Christopher Chair**  
(white vinyl, chrome) 17"L 19"D 35"H
- B) 30BRHC Hydraulic Cafe Table**  
(red top, chrome) 30"RND 29"H
- C) BLDCSB Blade Chair**  
(sky blue) 20.5"L 19"D 30.5"H
- D) 30WDHC Hydraulic Cafe Table**  
(wood top, chrome) 30"RND 29"H
- E) DUET Duet Stack Chair**  
(black, chrome) 21"L 23"D 33"H
- F) 30GSHC Hydraulic Cafe Table**  
(green top, chrome) 30"RND 29"H
- G) MALGRN Malba Chair**  
(green, chrome) 20"L 20"D 32"H
- H) 30MAHC Madison Hydraulic Cafe Table**  
(gray acajou top, chrome) 30"RND 29"H

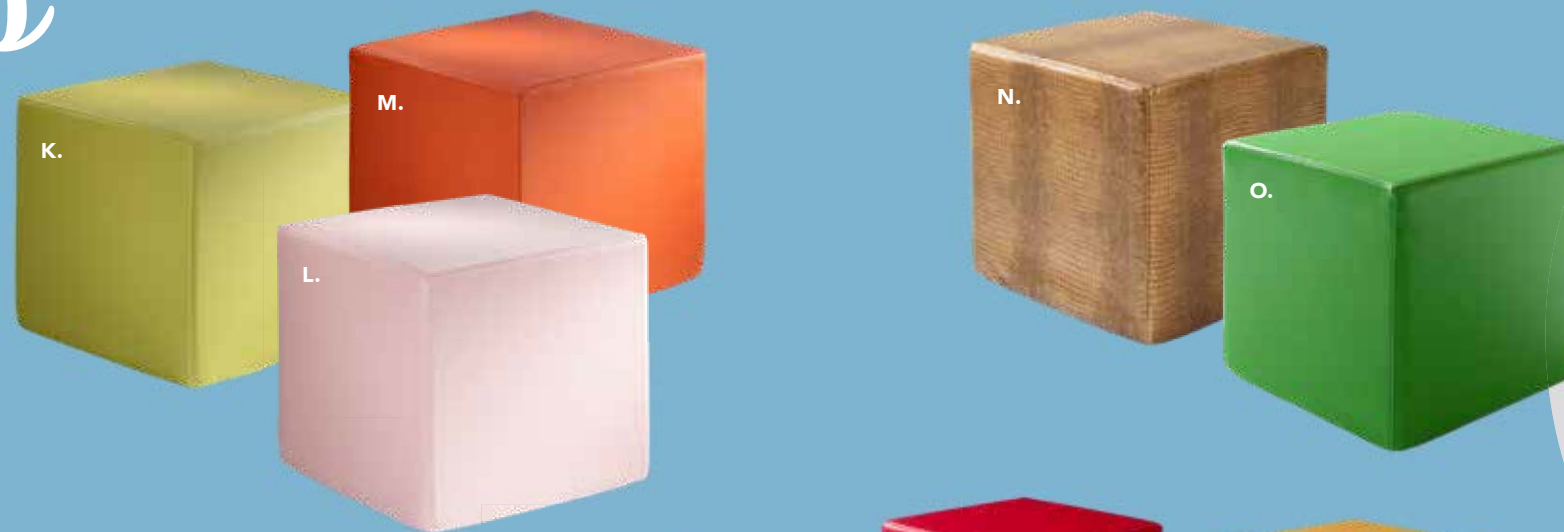
- A) MARCBR Marina Chair**  
(brown fabric, brushed metal) 17.5"L 19.5"D 35"H
- B) 30WDHC Hydraulic Cafe Table**  
(wood top, chrome) 30"RND 29"H
- C) ZENCHR Zenith Chair**  
(white, chrome) 18.25"L 22"D 32"H
- D) 30MAHC Madison Hydraulic Cafe Table**  
(gray acajou top, chrome) 30"RND 29"H
- E) MALGRY Malba Chair**  
(gray, chrome) 20"L 20"D 32"H
- F) 30BEHC Hydraulic Cafe Table**  
(blue top, chrome) 30"RND 29"H
- G) LMCHR Laguna Chair**  
(maple, chrome) 18"L 19"D 34"H
- H) 30OSHC Hydraulic Cafe Table**  
(orange top, chrome) 30"RND 29"H

# Ottomans

## Vibe Cubes

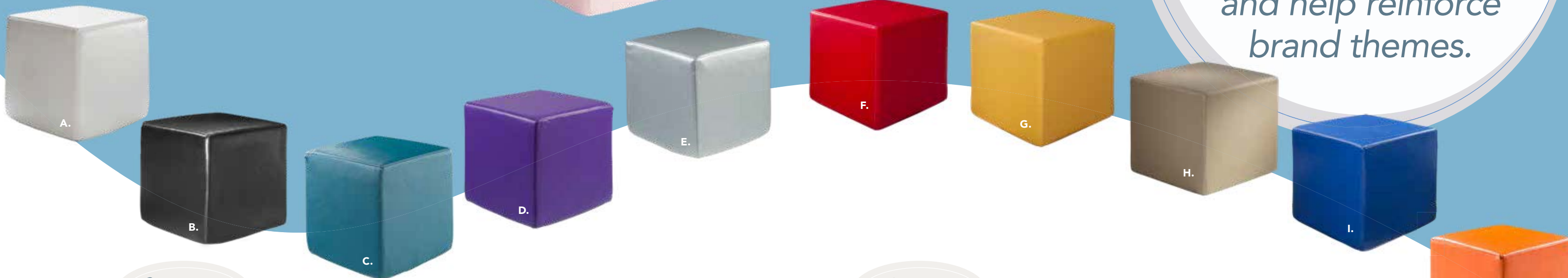
18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB04 (red vinyl)
- G) VIB05 (bright yellow vinyl)
- H) VIB15 (taupe vinyl)
- I) VIB02 (blue vinyl)
- J) VIB08 (orange vinyl)
- K) VIB14 (citrus green vinyl)
- L) VIB17 (desert rose vinyl)
- M) VIB16 (spice orange vinyl)
- N) VIB06 (gold/bronze vinyl)
- O) VIB01 (green vinyl)



*Provide  
a Pop!*

Colorful furnishings  
attract attention  
and help reinforce  
brand themes.

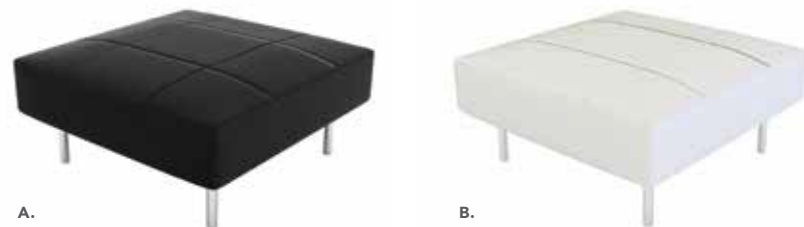


## Squares

### Endless Square

34"L 34"D 15"H

- A) END02B (black vinyl, chrome)
- B) END02W (white vinyl, chrome)

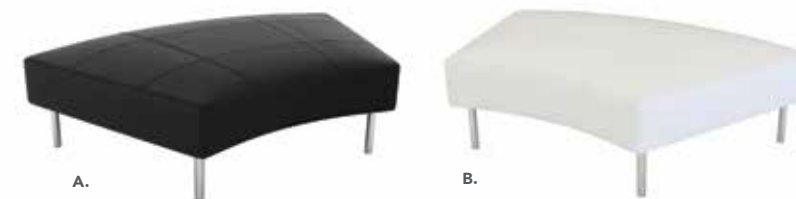


## Curves

### Endless Curved

60.5"L 37.5"D 15"H

- A) END01B (black vinyl, chrome)
- B) END01W (white vinyl, chrome)



## Benches

### C) WHT12 Half

(white vinyl)

39"L 22"D 18"H

### D) REGBEN Regis

(brushed metal)

47"L 15.5"D 16"H



### C) BNQ7

#### Quarter Curve

(white vinyl)

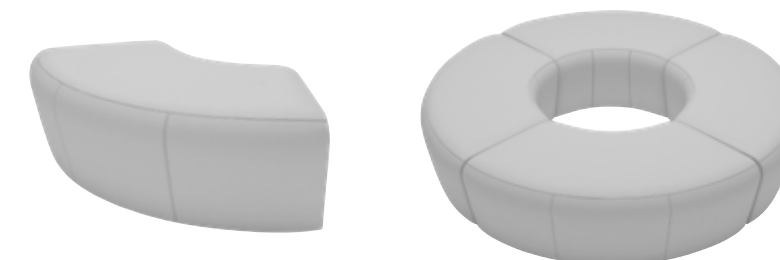
53"L 22"D 18"H

### D) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H



# Beverly

**Beverly Bench Ottoman**  
10'x20' Booth



## Demo down.

Rectangular or circular ottomans are a great way to design small theaters for quick demonstrations.



**Bench Ottomans**  
60"L 20"D 18"H  
**A) BVLYWH** (white vinyl)  
**B) BVLYBK** (black vinyl)  
**C) BVLYGR** (gray fabric)  
**D) BVLYRD** (red fabric)  
**E) BVLYOB** (ocean blue fabric)  
**F) BVLYLN** (linen fabric)  
**G) BVLYBN** (brown fabric)

# Marche



**Swivel Ottomans**  
17"RND 18"H  
**A) MAR001** (white vinyl)  
**B) MAR005** (red fabric)  
**C) MAR009** (pear yellow fabric)  
**D) MAR007** (plum fabric)  
**E) MAR010** (blue fabric)  
**F) MAR002** (gray fabric)  
**G) MAR003** (linen fabric)  
**H) MAR004** (raspberry fabric)  
**I) MAR008** (meadow green fabric)  
**J) MAR011** (orange fabric)  
**K) MAR015** (black vinyl)  
**L) MAR012** (forest green vinyl)  
**M) MAR013** (teal velvet)  
**N) MAR014** (distressed brown vinyl)  
**O) MAR006** (rose quartz fabric)



**Marche Theater 10'x20' Booth**

# Accent Table Collections

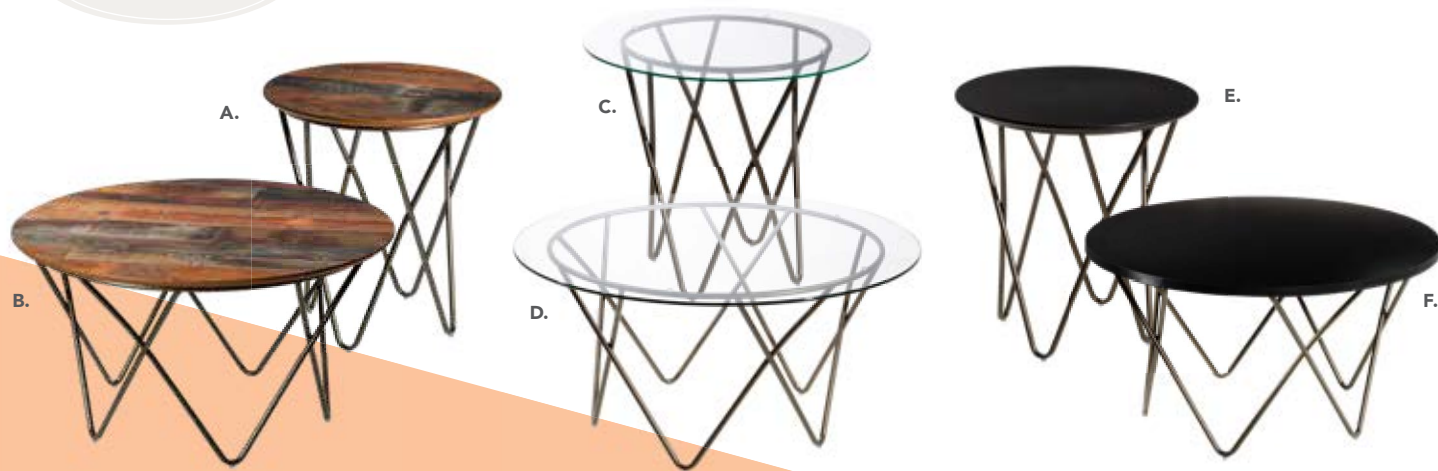
*Stay Social.*

Stylize furnishings to create shareable moments worthy of Instagram.

   @cortevents



## Mesa



**A) MESETW End Table**  
20.5"RND 21.25"H (wood top, bronze)  
**B) MESCTW Cocktail Table**  
32.25"RND 17.25"H (wood top, bronze)

**C) MESETG End Table**  
24"RND 21.25"H (glass top, bronze)  
**D) MESCTG Cocktail Table**  
36"RND 17.25"H (glass top, bronze)

**E) MESETB End Table**  
20.5"RND 21.25"H (black top, bronze)  
**F) MESCTB Cocktail Table**  
32.25"RND 17.25"H (black top, bronze)

## Alondra

**Cocktail Table**  
47"L 24"D 16"H  
**A) ALC100** (glass top, chrome)  
**B) ALC200** (wood top, chrome)  
**End Table**  
20"L 20"D 20"H  
**C) ALE100** (glass top, chrome)  
**D) ALE200** (wood top, chrome)



## Geo

**Cocktail Table**  
50"L 22"D 16"H / 47"L 24"D 17"H  
**A) C1C** (glass top, chrome)  
**B) C1FWB** (wood top, black)  
**End Table**  
26"L 26"D 20"H / 20"L 20"D 21"H  
**C) E1C** (glass top, chrome)  
**D) E1FWB** (wood top, black)



# Accent Tables



## Taos

**Side Tables**  
15.75"L 15.75"D 24"H  
A) TAOWBH (white top, bronze)  
B) TAOWBK (black top, bronze)  
C) TAOWBD (wood top, bronze)



## Sedona

**Side Tables**  
15.75"L 15.75"D 24"H  
A) SEDBWH (white top, bronze)  
B) SEDBBK (black top, bronze)  
C) SEDBWD (wood top, bronze)

## Sydney

**Cocktail Tables**  
48"L 26"D 18"H  
A) C1W (white top, brushed steel)  
C1WP (powered)  
B) C1Y (black top, brushed steel)  
C1YP (powered)  
C) SYDBEC (blue top, brushed steel)  
D) SYDWDC (wood top, brushed steel)

**End Tables**  
27"L 23"D 22"H  
E) E1W (white top, brushed steel)  
F) E1Y (black top, brushed steel)  
G) SYDBEE (blue top, brushed steel)  
H) SYDWDE (wood top, brushed steel)



## Regis

A) REGBEN Bench Table  
(brushed metal) 47"L 15.5"D 16"H  
B) REGOTT End Table  
(brushed metal) 16"L 15.5"D 16.5"H



## Silverado

C) E1E End Table  
(glass top, chrome) 24"RND 22"H  
D) C1E Cocktail Table  
(glass top, chrome) 36"RND 17"H



## Rustic

E) ETBL E-Table  
(wood) 21"L 15.5"D 27.5"H  
F) TMBTBL Timber Table  
(wood) 16"RND 17"H

## Aura

G) AURA Round Table  
(white metal) 15"RND 22"H



## Wireless Charging Table

H) CUBPOW Wireless Charging Table, Powered  
(white, AC plug-in)  
20"L 20"D 18"H

## Edge

I) CUBTBL LED Cube Table  
(plexi top, white plastic)  
20"L 20"D 20"H (AC power only)

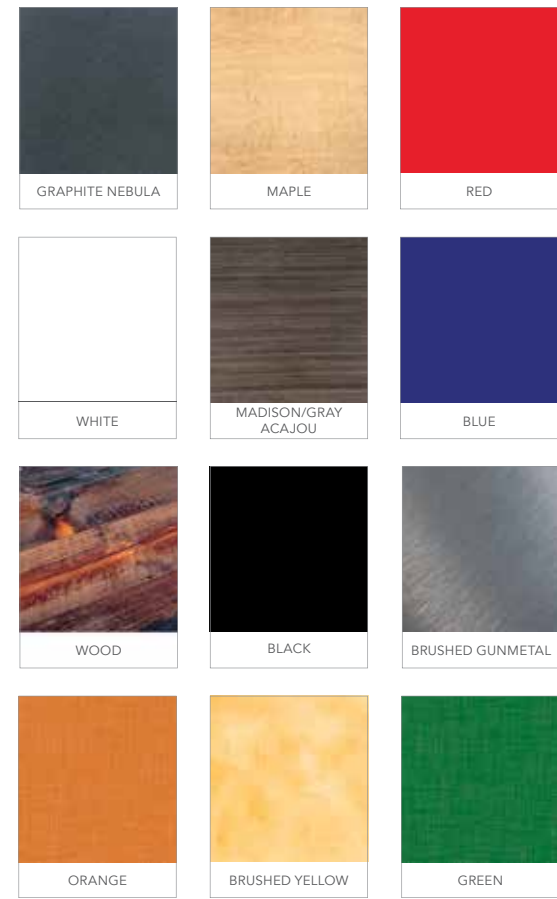
# Bar & Cafe Tables

*Style*  
your exhibit  
with **bar and cafe** sets  
that create inviting  
conference and meeting  
areas for your  
guests.

1. Choose Your  
Base: Black  
or Chrome...



2. Then pick a  
color that suits  
your design.



- Bar Tables**  
Standard Black Base  
30" RND 42"H  
VTJ (graphite nebula top)  
VTK (maple top)  
VTB (red top)  
30WH42 (white top)  
VTA (Madison/gray acajou top)  
30BEBB (blue top)  
30WDDB (wood top)  
30BKSB (black top)  
30AGBB (brushed gunmetal top)  
30OSBB (orange top)  
30YBBB (brushed yellow top)  
30GSBB (green top)

- 36" RND 42"H  
VTW (white top)  
VTN (graphite nebula top)  
VTP (maple top)  
36BKSB (black top)

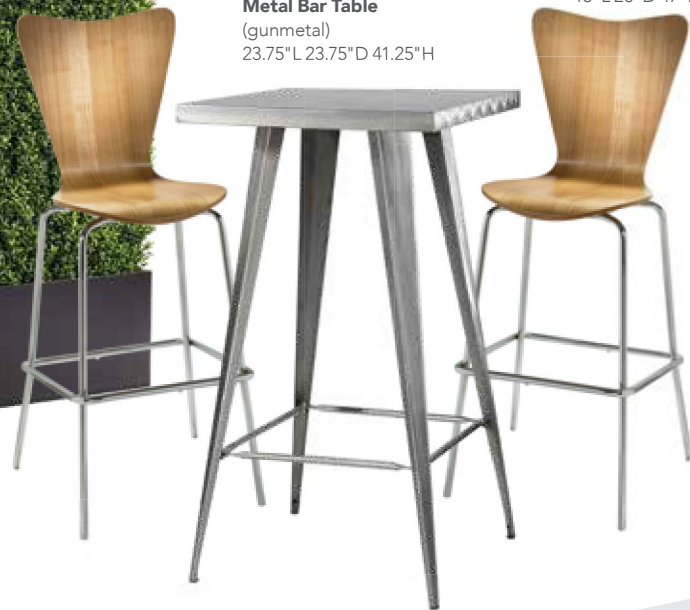
- Bar Tables**  
Hydraulic Chrome Base  
30" RND 45"H  
30GRHB (graphite nebula top)  
30MTHB (maple top)  
30BRHB (red top)  
30WHHB (white top)  
30MAHB (Madison/gray acajou top)  
30BEHB (blue top)  
30WDHB (wood top)  
30BKHB (black top)  
30AGHB (brushed gunmetal top)  
30OSHB (orange top)  
30YSHB (brushed yellow top)  
30GSHB (green top)

- 36" RND 45"H  
36WTHB (white)  
36GRHB (graphite nebula)  
36MTHB (maple top)  
36BKHB (black top)

**HDG4FT**  
Boxwood Hedge, 4'  
46"L 9"D 47"H



**RSTSQT**  
Rustique Square  
Metal Bar Table  
(gunmetal)  
23.75"L 23.75"D 41.25"H



**LMBAR**  
Laguna Barstool  
(maple, chrome)  
18"L 20"D 47"H

- Cafe Tables**  
Standard Black Base  
30" RND 29"H  
ZTJ (graphite nebula top)  
ZTK (maple top)  
30WH29 (white top)  
ZTB (red top)  
ZTA (Madison/gray acajou top)  
30BEBC (blue top)  
30WDBC (wood top)  
30AGBC (brushed gunmetal top)  
30BKSC (black top)  
30OSBC (orange top)  
30YSBC (brushed yellow top)  
30GSBC (green top)

- 36" RND 29"H  
ZTQ (white top)  
ZTN (graphite nebula top)  
ZTP (maple top)  
36BKSC (black top)

- Cafe Tables**  
Hydraulic Chrome Base  
30" RND 29"H  
30GRHC (graphite nebula top)  
30MTHC (maple top)  
30BRHC (red top)  
30MAHC (Madison/gray acajou top)  
30WHHC (white top)  
30BEHC (blue top)  
30WDHC (wood top)  
30AGHC (brushed gunmetal top)  
30BKHC (black top)  
30OSHC (orange top)  
30YSHC (brushed yellow top)  
30GSHC (green top)

- 36" RND 29"H  
36WTHC (white top)  
36GRHC (graphite nebula top)  
36MTHC (maple top)  
36BKHC (black top)

**CS4 Syntax Chair**  
(black, chrome)  
23"L 19"D 32.25"H





# Barstool Collection

*Spin 360°*  
Use barstools  
to maximize client  
engagement with those  
all around you.

## Zoey

15"L 16"D 30-34.75"H  
A) BS003 (black, chrome)  
B) BS002 (white, chrome)



## Lift

15"RND 23-33.5"H  
A) ROLLWH (white vinyl, chrome)  
B) ROLLRD (red vinyl, chrome)  
C) ROLLBL (black vinyl, chrome)  
D) ROLLGY (gray vinyl, chrome)



# Barstool Collection



## Banana

21"L 22"D 41"H  
**A) BSS Barstool** (black, chrome)  
**B) BST Barstool** (white, chrome)



## Zenith

**ZENBAR Barstool**  
 (white, chrome) 19"L 20"D 44"H



**A) BSC Oslo Barstool**  
 (white, chrome) 17"L 20"D 45"H  
**B) XBAR Christopher Barstool**  
 (white vinyl, chrome) 19"L 15"D 41"H  
**C) BS001 Shark Barstool**  
 (white, chrome) 22"L 19"D 34-44"H  
**D) BSR Syntax Barstool**  
 (black, chrome) 23"L 19"D 43.25"H  
**E) RSTSTL Rustique Barstool**  
 (gunmetal) 13"L 13"D 30"H  
**F) LUBSCL Lucent Barstool**  
 (frosted acrylic, chrome)  
 22"L 22.5"D 45.5"H  
**G) LMBAR Laguna Barstool**  
 (maple, chrome) 18"L 20"D 47"H



## Apex

21"L 21"D 33"H  
**A) APS08 Barstool** (black vinyl, silver)  
**B) AP559 Barstool** (red vinyl, silver)  
**C) AP575 Barstool** (white vinyl, silver)  
**D) AP512 Barstool** (blue ultra suede, silver)

## Blade

20.5"L 20"D 40.5"H  
**H) BLDBRD Barstool** (red)  
**I) BLDBSB Barstool** (sky blue)



# Office Essentials

*Create*

comfortable  
productive environments  
in your booth or temporary  
show office with on-trend  
furnishings that reflect  
your sense of  
style.

# Conference Tables

**42" Round Conference Table** 42" RND 29"H  
**A) CONF42** (white top, black)  
**B) CB1** (graphite nebula top, black)  
**C) CB8** (Madison/gray acajou top, black)  
**D) 42BKCT** (black top, black)



## Madison

(gray acajou top, chrome)  
**E) MADC05 5' Table** 60"L 48"D 29"H  
**F) MADC08 8' Table** 96"L 60"D 29"H  
**G) MADC10 10' Table** 120"L 48"D 29"H



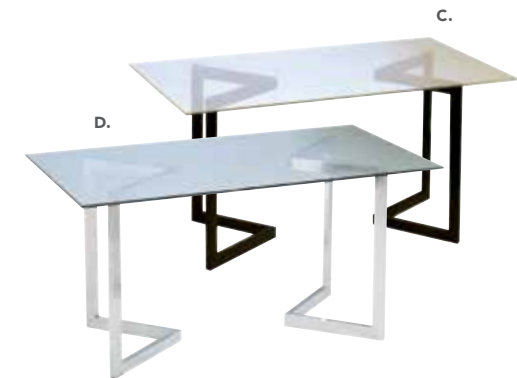
**H) CUPCHA Cupertino Mid Back Chair**  
 (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.  
**I) GENCHA Genesis Chair**  
 (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

*Table Side.*  
 Incorporate  
 conference tables  
 to facilitate booth  
 meetings and new  
 connections.

**Atomic Round Tables** (glass, chrome)  
**42ATO** 42" RND 30"H  
**36ATO** 36" RND 30"H



**PROGB Pro Guest Chair**  
 (black vinyl)  
 24"L 22"D 36"H



**Geo Rounded Square Tables**  
 42"L 42"D 29"H  
**A) CE1** (glass top, chrome)  
**B) CF1** (glass top, black)

**Geo Rectangular Tables**  
 60"L 36"D 29"H  
**C) CF2** (glass top, black)  
**D) CE2** (glass top, chrome)



**E) MERLIN Merlin Multi Use Table**  
 (gray top, black)  
 46"L 29"D 30"H  
**F) WD3 Work Table**  
 (white top, white)  
 48"L 24"D 30"H

**Conference Tables**  
 (graphite nebula top, black)  
**G) CB3 8'**  
 96"L 48"D 29"H  
**H) CB2 6'**  
 72"L 42"D 29"H



**Conference Tables**  
 (granite top, black)  
**I) C508GR 8'**  
 96"L 44"D 29"H  
**J) CT10GR 10'**  
 120"L 46"D 29"H  
**K) CT06GR 6'**  
 72"L 36"D 29"H

# Executive Seating & Desks

## Cupertino



**CUPCHA Mid Back Chair**  
(black vinyl, chrome)  
27"L 30.5"D 40-43"H  
Adjustable height



## Pro High Back

**Executive Chairs**  
25"L 24"D 45-48"H  
Adjustable height  
A) PROEXE (white vinyl, chrome)  
B) PROEXB (black vinyl, chrome)

## Pro Mid Back

**Executive Chairs**  
24"L 22"D 36.75-39.75"H  
Adjustable height  
C) PROMID (white vinyl, chrome)  
D) PROMDB (black vinyl, chrome)



## Pro Guest

**PROGB Executive Chair**  
(black vinyl, chrome)  
24"L 26"D 36"H

## Task

**TASKST Stool**  
(black fabric, black)  
27.5"L 27.5"D 32.75"- 40.25"H  
Adjustable height



## Genesis

**GENCHA Chair**  
(black fabric, black)  
27.5"L 27.5"D 40-43.5"H  
Adjustable height

## Madison

A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H  
B) CR8 Credenza (gray acajou) 60"L 20"D 29"H  
C) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

A. DESK FRONT



DESK BACK



B. CREDENZA FRONT



CREDENZA BACK



C.



## Tech Desk

A) TECH3B Desk, Powered, w/3 Drawer File Cabinet (black top, black metal) 60"L 30"D 30"H  
B) TECH Desk, Powered (black top, black metal) 60"L 30"D 30"H  
C) TECH3 3 Drawer File Cabinet on Castors (black top, black metal) 16"L 20"D 28"H

A. 



POWERED  
DETAIL

B. 



C.

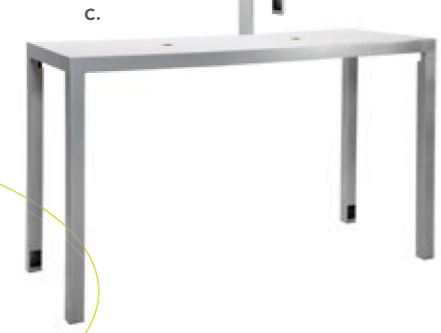
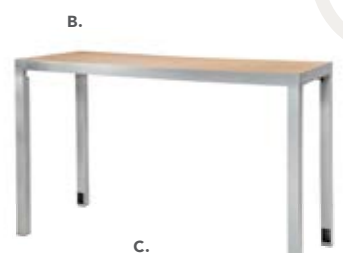


# Ventura

## Powered & Communal Tables

Table Top Options **BLACK** **WHITE** **MAPLE**

Colors not available in all table options. Please check options listed.



*Draw A Crowd.*  
Communal tables keep attendees charged while encouraging networking and genuine connections.

**Powered Bar Tables**  
72.25"L 26.25"D 42"H  
(silver frame)  
**A) VNTBLK** (black top)  
**VNTWHT** (white top)

**Communal Bar Tables**  
72.25"L 26.25"D 42"H  
(silver frame)

Maple Top  
**B) VNTMNP** (solid)  
**VNTBMW** (grommets)

White Top  
**C) VNTBWW** (grommets)  
**VNTWNP** (solid)

Black Top  
**VNTBNP** (solid)



**Powered Cafe Tables**  
72.25"L 26.25"D 30"H  
(silver frame)  
**A) VNTCBK** (black top)  
**B) VNTCWH** (white top)

**Communal Cafe Tables**  
72.25"L 26.25"D 30"H  
(silver frame)

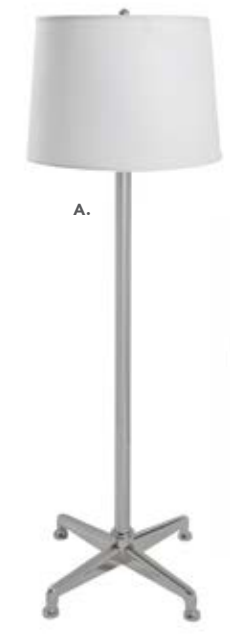
Maple Top  
**C) VNTCMN** (solid)  
**VNTCMW** (grommets)

White Top  
**D) VNTCWW** (grommets)  
**VNTCWN** (solid)

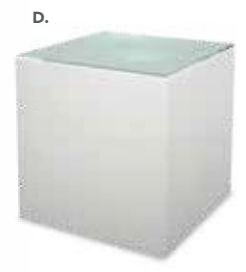
Black Top  
**E) VNTCBN** (solid)



## Office Accessories & Decor



White Red Green Blue  
LED light available in white, red, green, blue and rolling color.



*Go Biophilic*  
It's easy to be green.  
Just add greenery to your booth environment for a warm and natural feel.

**Mason Lamps**  
(brushed silver)  
**A) LA15 Floor Lamp**  
18" RND 55"H  
**B) LA14 Table Lamp**  
16" RND 26"H

**C) CUBL20**  
**Edge LED Cube Ottoman**  
(white plastic)  
20"L 20"D 20"H  
(AC power only)

**D) CUBTBL**  
**Edge LED Cube Table**  
(plexi top, white plastic)  
20"L 20"D 20"H  
(AC power only)



**A) PSHCCS**  
**Posh Shelving**  
(chrome, acrylic)  
36"L 18"D 72"H

**B) HDG7FT**  
**Boxwood Hedge, 7'**  
36.5"L 12"D 84"H

**C) HDG4FT**  
**Boxwood Hedge, 4'**  
46"L 9"D 47"H

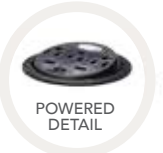
# Midtown

## Counter & Bar

Powered Products 



**HDG7FT**  
Boxwood Hedge, 7'  
36.5"L 12"D 84"H



 **Midtown Powered Counter**  
60"L 18"D 42"H (taupe glass top, pewter)  
**MTCPUL** (unlighted)  
**MTCLPI** (lighted with plug-in)  
Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

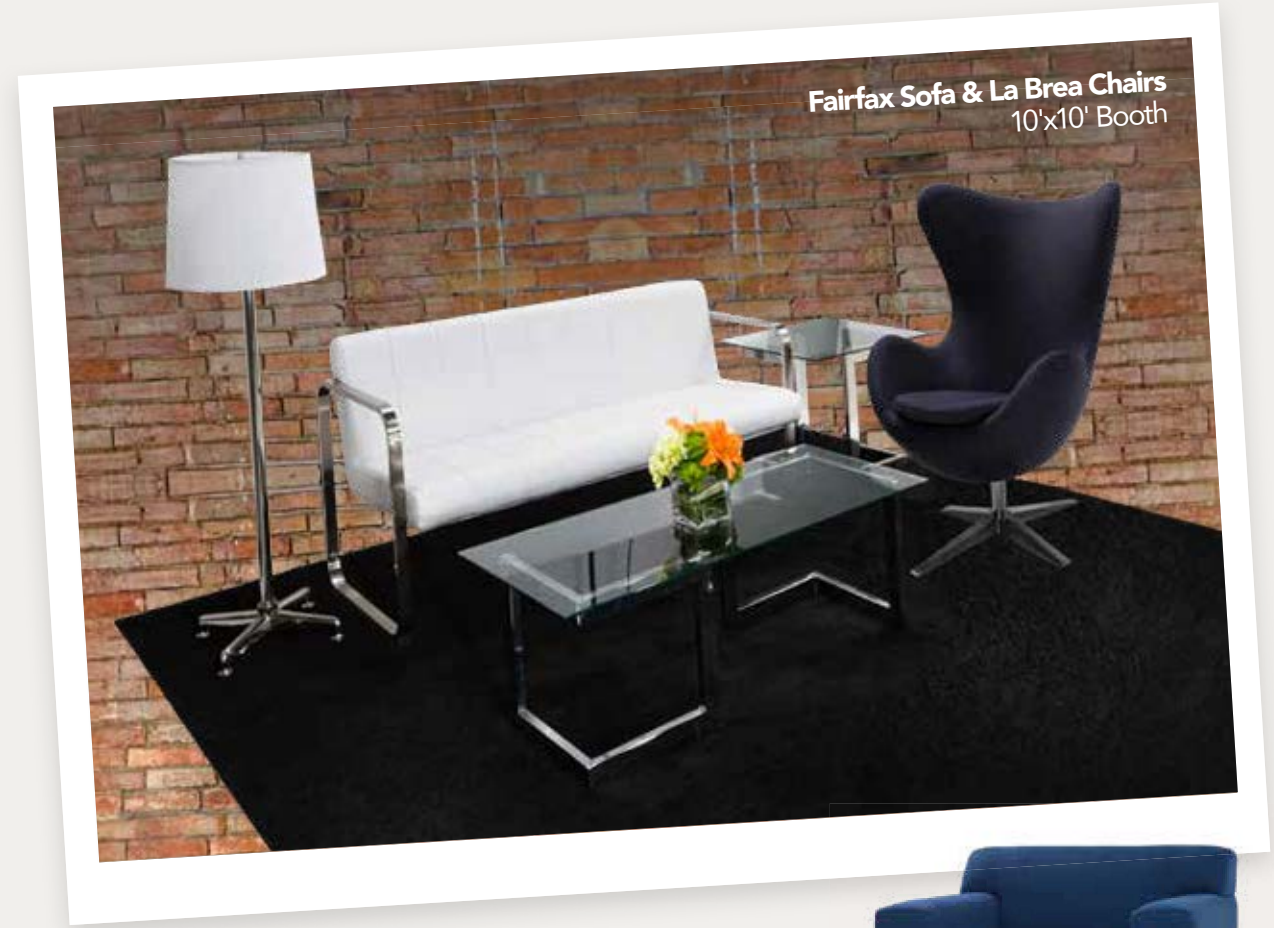


**BLDBSB Blade Barstool**  
20.5"L 20"D 40.5"H  
(sky blue)



**Midtown Bar**  
60"L 18"D 42"H (taupe glass top, pewter)  
**A) MTBUUL** (unlighted)  
**B) MTBLPI** (lighted with plug-in)

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



**MAKING YOU LOOK GOOD, BY DESIGN.**  
Rest assured, you have an experienced partner to deliver a comfortable selling environment that impresses your clients and communicates your brand vision.

**Style & Service Delivered<sup>®</sup>**

Nationwide Service | 24 hours a day, 7 days a week, 365 days a year

Show Information			
Show Name:			
Exhibiting Co:			
Booth Number			
Order Information		Payment Information	
Company Name:	Full payment must be received along with order. If you choose to pay by check, a credit card is still required to be on file. This form authorizes SES to charge to your credit card account the amount of your luxury furniture order including applicable sales tax. SES accepts MasterCard, Visa, and American Express.	Order Total:	
Address:		Sales Tax:	
City, State Zip:		Total Due:	
Phone:		Credit Card #:	
Fax:	Exp Date:	CVV:	
Contact:	Billing Address:		
Email:	City,State,Zip:		
Authorized By:	Name on Card:		

Payment: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show.  
Late Orders: Orders received within 14 days prior to show opening are subject to an additional 20% 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	ITEM	DESC.	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESC.	QTY	ADVANCE	STANDARD	TOTAL
<b>POWERED</b>													
BNQL7	Center Cone, Powered	White Vinyl		\$ 590.00	\$ 649.00		CS8	Berlin Chair	Black, White		\$ 109.00	\$ 119.90	
BNQ417	Full Banquette, Powered	White Vinyl		\$ 1,025.00	\$ 1,127.50		BLDCRD	Blade Chair	Red		\$ 59.00	\$ 64.90	
NPLCHP	Naples Chair, Powered	Black Vinyl		\$ 525.00	\$ 577.50		BLDCSB	Blade Chair	Sky Blue		\$ 59.00	\$ 64.90	
NPLLOP	Naples Loveseat, Powered	Black Vinyl		\$ 685.00	\$ 753.50		SC3	Brewer Chair	Onyx, Black		\$ 145.00	\$ 159.50	
NPLSOP	Naples Sofa, Powered	Black Vinyl		\$ 835.00	\$ 918.50		XCHR	Christopher Chair	White Vinyl, Chrome		\$ 95.00	\$ 104.50	
CHRPWR	Roma Chair, Powered	White Vinyl		\$ 530.00	\$ 583.00		DUET	Duet Stack Chair	Black, Chrome		\$ 60.00	\$ 66.00	
SFAPWR	Roma Sofa, Powered	White Vinyl		\$ 850.00	\$ 935.00		LMCHR	Laguna Chair	Maple, Chrome		\$ 119.00	\$ 130.90	
C1YP	Sydney Cocktail Table, Powered	Black, Brushed Steel		\$ 305.00	\$ 335.50		LUCHCL	Lucent Chair	Frosted, Acrylic		\$ 149.00	\$ 163.90	
C1WP	Sydney Cocktail Table, Powered	White, Brushed Steel		\$ 305.00	\$ 335.50		MALGRY	Malba Chair	Gray		\$ 90.00	\$ 99.00	
VNTBLK	Ventura Bar Table, Powered	Black Top Silver Frame		\$ 635.00	\$ 698.50		MALGRN	Malba Chair	Green		\$ 90.00	\$ 99.00	
VNTWHT	Ventura Bar Table, Powered	White Top Silver Frame		\$ 635.00	\$ 698.50		MARCBK	Marina Chair	Black Vinyl		\$ 125.00	\$ 137.50	
VNTCBK	Venture Café Table, Powered	Black Top, Silver Frame		\$ 489.00	\$ 537.90		MARCBR	Marina Chair	Brown Fabric		\$ 125.00	\$ 137.50	
VNTCWH	Venture Café Table, Powered	White Top, Silver Frame		\$ 489.00	\$ 537.90		MARCBE	Marina Chair	Ocean Blue Fabric		\$ 125.00	\$ 137.50	
CUBPOW	Wireless Charging Table, Powered	White, AC Plug In		\$ 365.00	\$ 401.50		MARCRD	Marina Chair	Red Fabric		\$ 125.00	\$ 137.50	
<b>Additional Powered Products Under Office &amp; Product Display on Pg 3</b>													
<b>SOFT SEATING COLLECTIONS</b>													
CHRO02	Allegro Chair	Blue Fabric		\$ 419.00	\$ 460.90		MARCRD	Marina Chair	White Vinyl		\$ 125.00	\$ 137.50	
SFA002	Allegro Sofa	Blue Fabric		\$ 590.00	\$ 649.00		SC10	Razor Armless Chair	White		\$ 70.00	\$ 77.00	
BCHWHT	Baja Chair	White Vinyl		\$ 449.00	\$ 493.90		RSTDIN	Rustique Chair w/ arms	Gunmetal		\$ 125.00	\$ 137.50	
BLVWHT	Baja Loveseat	White Vinyl		\$ 659.00	\$ 724.90		CS4	Syntax Chair	Black, Chrome		\$ 170.00	\$ 187.00	
BSFWHT	Baja Sofa	White Vinyl		\$ 715.00	\$ 786.50		ZENCHR	Zenith Chair	White, Chrome		\$ 139.00	\$ 152.90	
FAIRCW	Fairfax Chair	White Vinyl, Metal		\$ 295.00	\$ 324.50		<b>OTTOMANS</b>						
FAIRSW	Fairfax Sofa	White Vinyl, Metal		\$ 410.00	\$ 451.00		BVLYBK	Beverly Bench Ottoman	Black Vinyl		\$ 325.00	\$ 357.50	
KEYCHR	Key Largo Chair	Black, Fabric		\$ 265.00	\$ 291.50		BVLYBN	Beverly Bench Ottoman	Brown Fabric		\$ 325.00	\$ 357.50	
KEYLOV	Key Largo Loveseat	Black, Fabric		\$ 309.00	\$ 339.90		BVYGR	Beverly Bench Ottoman	Gray Fabric		\$ 325.00	\$ 357.50	
KEYSOF	Key Largo Sofa	Black, Fabric		\$ 409.00	\$ 449.90		BVLYLN	Beverly Bench Ottoman	Linen Fabric		\$ 325.00	\$ 357.50	
MNCHCH	Munich Armless Chair	Gray Fabric		\$ 375.00	\$ 412.50		BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric		\$ 325.00	\$ 357.50	
MNCHLV	Munich Armless Loveseat	Gray Fabric		\$ 665.00	\$ 731.50		BVLYRD	Beverly Bench Ottoman	Red Fabric		\$ 325.00	\$ 357.50	
MNCHCC	Munich Corner Chair	Gray Fabric		\$ 455.00	\$ 500.50		BVLYWH	Beverly Bench Ottoman	White Vinyl		\$ 325.00	\$ 357.50	
MNCHSC	Munich Sectional, 3 Pc.	Gray Fabric		\$ 1,485.00	\$ 1,633.50		CUBL20	Edge LED Cube Ottoman	White, Plastic		\$ 155.00	\$ 170.50	
NPLCHR	Naples Chair,	Black Vinyl		\$ 495.00	\$ 544.50		END01B	Endless Curved Ottoman	Black Vinyl		\$ 355.00	\$ 390.50	
NPLLOV	Naples Loveseat	Black Vinyl		\$ 590.00	\$ 649.00		END01W	Endless Curved Ottoman	White Vinyl		\$ 355.00	\$ 390.50	
NPLSOF	Naples Sofa	Black Vinyl		\$ 710.00	\$ 781.00		END02B	Endless Square Ottoman	Black Vinyl		\$ 305.00	\$ 335.50	
PALSOF	Palm Beach Sofa	White Vinyl		\$ 565.00	\$ 621.50		END02W	Endless Square Ottoman	White Vinyl		\$ 305.00	\$ 335.50	
TANCHR	Tangiers Chair	Beige Textured		\$ 345.00	\$ 379.50		WHT12	Half Bench Ottoman	White Vinyl		\$ 309.00	\$ 339.90	
TANLOV	Tangiers Loveseat	Beige Textured		\$ 550.00	\$ 605.00		MAR010	Marche Swivel Ottoman	Blue Fabric		\$ 160.00	\$ 176.00	
TANSOF	Tangiers Sofa	Beige Textured		\$ 645.00	\$ 709.50		MAR002	Marche Swivel Ottoman	Gray Fabric		\$ 160.00	\$ 176.00	
VALCHA	Valencia Chair	Spice Orange Velvet		\$ 255.00	\$ 280.50		MAR003	Marche Swivel Ottoman	Linen Fabric		\$ 160.00	\$ 176.00	
VALSOF	Valencia Chair	Coffee Brown Velvet		\$ 379.00	\$ 416.90		MAR008	Marche Swivel Ottoman	Mdw Green		\$ 160.00	\$ 176.00	
<b>ACCENT CHAIRS</b>													
OCB	Key West Chair	Black		\$ 339.00	\$ 372.90		MAR011	Marche Swivel Ottoman	Orange Fabric		\$ 160.00	\$ 176.00	
LABREA	La Brea Swivel Chair	Charcoal Gray		\$ 350.00	\$ 385.00		MAR009	Marche Swivel Ottoman	Pear Yellow Fabric		\$ 160.00	\$ 176.00	
WENCHA	Wentworth Chair	Brown Vinyl		\$ 275.00	\$ 302.50		MAR007	Marche Swivel Ottoman	Plum Fabric		\$ 160.00	\$ 176.00	
BCW	Madrid Chair	White		\$ 545.00	\$ 599.50		MAR004	Marche Swivel Ottoman	Raspberry Fabric		\$ 160.00	\$ 176.00	
SWAN	Swanson Swivel Chair	White Vinyl		\$ 305.00	\$ 335.50		MAR005	Marche Swivel Ottoman	Red Fabric		\$ 160.00	\$ 176.00	
<b>MEETING CHAIRS</b>													
OCMESP	Meeting Chair	Espresso		\$ 239.00	\$ 262.90		MAR006	Marche Swivel Ottoman	Rose Quartz Fabric		\$ 160.00	\$ 176.00	
OCMTAU	Meeting Chair	Taupe Fabric		\$ 239.00	\$ 262.90		MAR001	Marche Swivel Ottoman	White Vinyl		\$ 160.00	\$ 176.00	
OCMWHT	Meeting Chair	White Vinyl		\$ 239.00	\$ 262.90		MAR012	Marche Swivel Ottoman	Forest Green Vinyl		\$ 160.00	\$ 176.00	
							MAR013	Marche Swivel Ottoman	Teal Velvet		\$ 160.00	\$ 176.00	
							MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl		\$ 160.00	\$ 176.00	
							MAR015	Marche Swivel Ottoman	Black Vinyl		\$ 160.00	\$ 176.00	
							BNQR17	Ottoman Ring	White Vinyl		\$ 1,235.00	\$ 1,358.50	
							BNQ7	Quarter Curve Ottoman	White Vinyl		\$ 409.00	\$ 449.90	
											<b>Page 1 TOTAL</b>		
Additional Ottomans On Pg 2													



CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
<b>OTTOMANS (continued)</b>							<b>BAR TABLES</b>						
VIB10	Vibe Cube Ottoman	Black Vinyl		\$ 119.00	\$ 130.90		RSTSQT	Rustique Square Metal Bar Table	Gunmetal		\$ 220.00	\$ 242.00	
VIB02	Vibe Cube Ottoman	Blue Vinyl		\$ 119.00	\$ 130.90		<b>BARSTOOLS</b>						
VIB06	Vibe Cube Ottoman	Gold/Bronze Vinyl		\$ 119.00	\$ 130.90		APS08	Apex Barstool	Black Vinyl		\$ 190.00	\$ 209.00	
VIB01	Vibe Cube Ottoman	Green Vinyl		\$ 119.00	\$ 130.90		APS12	Apex Barstool	Blue Ultra Suede		\$ 190.00	\$ 209.00	
VIB08	Vibe Cube Ottoman	Orange Vinyl		\$ 119.00	\$ 130.90		APSS9	Apex Barstool	Red Vinyl		\$ 190.00	\$ 209.00	
VIB13	Vibe Cube Ottoman	Purple Vinyl		\$ 119.00	\$ 130.90		APS75	Apex Barstool	White Vinyl		\$ 190.00	\$ 209.00	
VIB14	Vibe Cube Ottoman	Citrus Green Vinyl		\$ 119.00	\$ 130.90		BSS	Banana Barstool	Black, Chrome		\$ 210.00	\$ 231.00	
VIB15	Vibe Cube Ottoman	Taupe Vinyl		\$ 119.00	\$ 130.90		BST	Banana Barstool	White Chrome		\$ 210.00	\$ 231.00	
VIB16	Vibe Cube Ottoman	Spice Orange Vinyl		\$ 119.00	\$ 130.90		BLDBRD	Blade Barstool	Red Vinyl		\$ 109.00	\$ 119.90	
VIB17	Vibe Cube Ottoman	Desert Rose Vinyl		\$ 119.00	\$ 130.90		BLDBSB	Blade Barstool	Sky Blue		\$ 109.00	\$ 119.90	
VIB04	Vibe Cube Ottoman	Red Vinyl		\$ 119.00	\$ 130.90		XBAR	Christopher Barstool	White Vinyl, Chrome		\$ 165.00	\$ 181.50	
VIB12	Vibe Cube Ottoman	Silver Vinyl		\$ 119.00	\$ 130.90		LMBAR	Laguna Barstool	Maple, Chrome		\$ 149.00	\$ 163.90	
VIB11	Vibe Cube Ottoman	Steel Blue Vinyl		\$ 119.00	\$ 130.90		ROLLBL	Lift Barstool	Black Vinyl		\$ 180.00	\$ 198.00	
VIB09	Vibe Cube Ottoman	White Vinyl		\$ 119.00	\$ 130.90		ROLLGY	Lift Barstool	Gray Vinyl		\$ 180.00	\$ 198.00	
VIB05	Vibe Cube Ottoman	Yellow Vinyl		\$ 119.00	\$ 130.90		ROLLRD	Lift Barstool	Red Vinyl		\$ 180.00	\$ 198.00	
<b>ACCENT TABLES</b>							<b>CONFERENCE TABLES</b>						
ALC100	Alondra Cocktail Table	Glass, Chrome		\$ 279.00	\$ 306.90		LUBSCL	Lucent Barstool	Frosted, Acrylic		\$ 215.00	\$ 236.50	
ALC200	Alondra Cocktail Table	Wood, Chrome		\$ 279.00	\$ 306.90		BSC	Oslo Barstool	White		\$ 220.00	\$ 242.00	
ALE100	Alondra End Table	Glass, Chrome		\$ 200.00	\$ 220.00		RSTSTL	Rustique Barstool	Gunmetal		\$ 110.00	\$ 121.00	
ALE200	Alondra End Table	Wood, Chrome		\$ 200.00	\$ 220.00		BS001	Shark Barstool	White, Chrome		\$ 275.00	\$ 302.50	
AURA	Aura Round Table	White Metal		\$ 125.00	\$ 137.50		BSR	Syntax Barstool	Black, Chrome		\$ 185.00	\$ 203.50	
ETBL	E Table	Wood, Chrome		\$ 155.00	\$ 170.50		ZENBAR	Zenith Barstool	White, Chrome		\$ 155.00	\$ 170.50	
CUBTBL	Edge LED Cube Table	White, Plastic, Plexi Top		\$ 155.00	\$ 170.50		BS003	Zoey Barstool	Black, Chrome		\$ 249.00	\$ 273.90	
C1C	Geo Cocktail Table	Glass, Chrome		\$ 235.00	\$ 258.50		BS002	Zoey Barstool	White, Chrome		\$ 249.00	\$ 273.90	
C1FWB	Geo Cocktail Table	Wood, Black		\$ 235.00	\$ 258.50		<b>CONFERENCE TABLES</b>						
E1C	Geo End Table	Glass, Chrome		\$ 210.00	\$ 231.00		36ATO	Atomic 36" Round Table	Glass		\$ 259.00	\$ 284.90	
E1FWB	Geo End Table	Wood, Black		\$ 210.00	\$ 231.00		42ATO	Atomic 42" Round Table	Glass		\$ 259.00	\$ 284.90	
MESCTB	Mesa Cocktail Table	Black Top, Bronze		\$ 165.00	\$ 181.50		MERLIN	Merlin Multi Use Table	Gray Laminate, Black		\$ 295.00	\$ 324.50	
MESCTG	Mesa Cocktail Table	Glass Top, Bronze		\$ 165.00	\$ 181.50		WD3	Work Table	White Laminate, White		\$ 285.00	\$ 313.50	
MESCTW	Mesa Cocktail Table	Wood Top, Bronze		\$ 165.00	\$ 181.50		CB8	42" Round Madison Conference Table	Gray Acajou		\$ 325.00	\$ 357.50	
MESETB	Mesa End Table	Black Top, Bronze		\$ 109.00	\$ 119.90		CB1	42" Round Table	Graphite Nebula		\$ 325.00	\$ 357.50	
MESETG	Mesa End Table	Glass Top, Bronze		\$ 109.00	\$ 119.90		CONF24	42" Round Table	White Laminate, White		\$ 325.00	\$ 357.50	
MESETW	Mesa End Table	Wood Top, Bronze		\$ 109.00	\$ 119.90		42BKCT	42" Round Table	Black Top Graphite Nebula		\$ 325.00	\$ 357.50	
REGBEN	Regis Bench/Table	Brushed Metal		\$ 249.00	\$ 273.90		CB2	6' Conference Table	Graphite Nebula		\$ 390.00	\$ 429.00	
REGOTT	Regis End Table	Brushed Metal		\$ 175.00	\$ 192.50		CT06GR	6' Table	Granite		\$ 400.00	\$ 440.00	
SEDBBK	Sedona Side Table	Black Top, Bronze		\$ 110.00	\$ 121.00		CB3	8' Conference Table	Graphite Nebula		\$ 459.00	\$ 504.90	
SEDBWH	Sedona Side Table	White Top, Bronze		\$ 110.00	\$ 121.00		C508GR	8' Table	Granite		\$ 459.00	\$ 504.90	
SEDBWD	Sedona Side Table	Wood Top, Bronze		\$ 110.00	\$ 121.00		CT10GR	10' Table	Granite		\$ 690.00	\$ 759.00	
C1E	Silverado Cocktail Table	Glass, Chrome		\$ 240.00	\$ 264.00		CF2	Geo Table, Rectangle	Glass, Black		\$ 380.00	\$ 418.00	
E1E	Silverado End Table	Glass, Chrome		\$ 220.00	\$ 242.00		CE2	Geo Table, Rectangle	Glass, Chrome		\$ 380.00	\$ 418.00	
C1Y	Sydney Cocktail Table	Black, Brushed Steel		\$ 240.00	\$ 264.00		CF1	Geo Table, Rounded Square	Glass, Black		\$ 275.00	\$ 302.50	
SYDBEC	Sydney Cocktail Table	Blue, Brushed Steel		\$ 240.00	\$ 264.00		CE1	Geo Table, Rounded Square	Glass, Chrome		\$ 275.00	\$ 302.50	
C1W	Sydney Cocktail Table	White, Brushed Steel		\$ 240.00	\$ 264.00		IMADC05	Meadison 5' Table	Gray Acajou		\$ 385.00	\$ 423.50	
SYDWDC	Sydney Cocktail Table	Wood Brushed Steel		\$ 240.00	\$ 264.00		IMADC08	Madison 8' Table	Gray Acajou		\$ 769.00	\$ 845.90	
E1Y	Sydney End Table	Black, Brushed Steel		\$ 210.00	\$ 231.00		IMADC10	Madison 10' Table	Gray Acajou		\$ 769.00	\$ 845.90	
SYDBEE	Sydney End Table	Blue, Brushed Steel		\$ 210.00	\$ 231.00		<b>EXECUTIVE CHAIRS</b>						
E1W	Sydney End Table	White, Brushed Steel		\$ 210.00	\$ 231.00		TASKST	Task Stool	Black Fabric		\$ 125.00	\$ 137.50	
SYDWDE	Sydney End Table	Wood, Brushed Steel		\$ 210.00	\$ 231.00		CUPCHA	Cupertino Mid Back Chair	Black Vinyl		\$ 235.00	\$ 258.50	
TAOBBK	Taos Side Table	Black Top, Bronze		\$ 110.00	\$ 121.00		GENCHA	Genesis Chair	Black		\$ 205.00	\$ 225.50	
TAOBWH	Taos Side Table	White Top, Bronze		\$ 110.00	\$ 121.00		PROGB	Pro Executive Guest Chair	Black Vinyl		\$ 215.00	\$ 236.50	
TAOBWD	Taos Side Table	Wood Top, Bronze		\$ 110.00	\$ 121.00		PROEXB	Pro Executive High Back Chair	Black Vinyl		\$ 309.00	\$ 339.90	
TMBTBL	Timber Table	Wood		\$ 149.00	\$ 163.90		PROEXE	Pro Executive High Back Chair	White Classic Vinyl		\$ 309.00	\$ 339.90	
							PROMDB	Pro Executive Mid Back Chair	Black Vinyl		\$ 200.00	\$ 220.00	
							PROMID	Pro Executive Mid Back Chair	White Classic Vinyl		\$ 200.00	\$ 220.00	
<b>Page 2 TOTAL</b>													

CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
<b>CAFÉ TABLES W/ STANDARD BLACK BASE</b>							<b>COMMUNAL TABLES W/ SOLID TOPS</b>						
ZTJ	30" Round Café Table	Graphite Nebula Top		\$ 190.00	\$ 209.00		VNTBNP	Ventura Communal Bar Table	Black Top, Silver Frame		\$ 545.00	\$ 599.50	
30BKSC	30" Round Café Table	Black Top		\$ 190.00	\$ 209.00		VNTMNP	Ventura Communal Bar Table	Maple Top, Silver Frame		\$ 545.00	\$ 599.50	
30BEBC	30" Round Café Table	Blue Top		\$ 190.00	\$ 209.00		VNTWNP	Ventura Communal Bar Table	White Top, Silver Frame		\$ 545.00	\$ 599.50	
30AGBC	30" Round Café Table	Brushed Gunmetal Top		\$ 190.00	\$ 209.00		VNTCBN	Ventura Communal Café Table	Black Top, Silver Frame		\$ 435.00	\$ 478.50	
30YSBC	30" Round Café Table	Brushed Yellow Top		\$ 190.00	\$ 209.00		VNTCMN	Ventura Communal Café Table	Maple Top, Silver Frame		\$ 435.00	\$ 478.50	
ZTK	30" Round Café Table	Maple Top		\$ 190.00	\$ 209.00		VNTCWN	Ventura Communal Café Table	White Top, Silver Frame		\$ 435.00	\$ 478.50	
ZTB	30" Round Café Table	Red Top		\$ 190.00	\$ 209.00								
<b>OFFICE &amp; PRODUCT DISPLAY</b>													
30WH29	30" Round Café Table	White Laminate Top		\$ 190.00	\$ 209.00		TECH3	3 Drawer File Cabinet on Castors	Black Metal, Laminate		\$ 125.00	\$ 137.50	
30WDBC	30" Round Café Table	Wood Top		\$ 190.00	\$ 209.00		CR8	Madison Credenza	Gray Acajou		\$ 420.00	\$ 462.00	
36BKSC	36" Round Café Table	Black Top		\$ 205.00	\$ 225.50		JDB8	Madison Executive Desk	Gray Acajou		\$ 475.00	\$ 522.50	
30GSBC	30" Round Café Table	Green Top		\$ 190.00	\$ 209.00		TECH	Tech Desk, Powered	Black Metal, Laminate		\$ 385.00	\$ 423.50	
30OSBC	30" Round Café Table	Orange Top		\$ 190.00	\$ 209.00		TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate		\$ 475.00	\$ 522.50	
ZTA	30" Round Madison Café Table	Gray Acajou		\$ 190.00	\$ 209.00		BC8	Madison Bookcase	Gray Acajou		\$ 359.00	\$ 394.90	
ZTN	36" Round Café Table	Graphite Nebula Top		\$ 205.00	\$ 225.50		PSHCCS	Posh Shelving	Chrome, Acrylic		\$ 410.00	\$ 451.00	
ZTP	36" Round Café Table	Maple Top		\$ 205.00	\$ 225.50		PDL36B	Powered Locking Pedestal, 36"	Black		\$ 429.00	\$ 471.90	
ZTQ	36" Round Café Table	White Laminate Top		\$ 205.00	\$ 225.50		PDL36W	Powered Locking Pedestal, 36"	White		\$ 429.00	\$ 471.90	
<b>CAFÉ TABLES W/ HYDRAULIC CHROME BASE</b>							<b>LAMPS</b>						
30GRHC	30" Round Café Table	Graphite Nebula Top		\$ 259.00	\$ 284.90		PDL42B	Powered Locking Pedestal, 42"	Black		\$ 510.00	\$ 561.00	
30BEHC	30" Round Café Table	Blue Top		\$ 259.00	\$ 284.90		PDL42W	Powered Locking Pedestal, 42"	White		\$ 510.00	\$ 561.00	
30MTHC	30" Round Café Table	Maple Top		\$ 259.00	\$ 284.90		LA15	Mason Floor Lamp	Brushed Silver		\$ 185.00	\$ 203.50	
30BRHC	30" Round Café Table	Red Top		\$ 259.00	\$ 284.90		LA14	Mason Table Lamp	Brushed Silver		\$ 125.00	\$ 137.50	
30AGHC	30" Round Café Table	Brushed Gunmetal Top		\$ 259.00	\$ 284.90		<b>GREENERY</b>						
30YSHC	30" Round Café Table	Brushed Yellow Top		\$ 259.00	\$ 284.90		HDG4FT	Boxwood Hedge, 4'	Green		\$ 370.00	\$ 407.00	
30WHHC	30" Round Café Table	White Laminate Top		\$ 259.00	\$ 284.90		HDG7FT	Boxwood Hedge, 7'	Green		\$ 609.00	\$ 669.90	
30WDHC	30" Round Café Table	Wood Top		\$ 259.00	\$ 284.90		<b>BARSTOOLS &amp; COUNTERS</b>						
30BKHC	30" Round Café Table	Black Top		\$ 259.00	\$ 284.90		MTBPLI	Midtown Bar, Lighted w/ Plug In	Pewter		\$ 1,250.00	\$ 1,375.00	
30GSHC	30" Round Café Table	Green Top		\$ 259.00	\$ 284.90		MTBUUL	Midtown Bar, Unlighted	Pewter		\$ 1,175.00	\$ 1,292.50	
30OSHC	30" Round Café Table	Orange Top		\$ 259.00	\$ 284.90		MTCLPI	Midtown Powered Counter, Lighted w. Plug In	Pewter		\$ 1,250.00	\$ 1,375.00	
30MAHC	30" Round Madison Café Table	Gray Acajou		\$ 259.00	\$ 284.90		MTCFUL	Midtown Powered Counter, Unlighted	Pewter		\$ 1,179.00	\$ 1,296.90	
36BKHC	36" Round Café Table	Black Top		\$ 279.00	\$ 306.90		<b>BAR TABLES W/ HYDRAULIC BASE</b>						
36GRHC	36" Round Café Table	Graphite Nebula Top		\$ 279.00	\$ 306.90		30GRHB	30" Round Bar Table	Graphite Nebula Top		\$ 259.00	\$ 284.90	
36MTHC	36" Round Café Table	Maple Top		\$ 279.00	\$ 306.90		30BKHB	30" Round Bar Table	Black Top		\$ 259.00	\$ 284.90	
36WTHC	36" Round Café Table	White Laminate Top		\$ 279.00	\$ 306.90		30BEHB	30" Round Bar Table	Blue Top		\$ 259.00	\$ 284.90	
<b>COMMUNAL TABLES W/ GROMMET HOLES</b>							30AGHB	30" Round Bar Table	Brushed Gunmetal Top		\$ 259.00	\$ 284.90	
VNTBMW	Ventura Communal Bar Table	Maple Top, Silver Frame		\$ 545.00	\$ 599.50		30YSHB	30" Round Bar Table	Brushed Yellow Top		\$ 259.00	\$ 284.90	
VNTBWW	Ventura Communal Bar Table	White Top, Silver Frame		\$ 545.00	\$ 599.50		30GSHB	30" Round Bar Table	Green Top		\$ 259.00	\$ 284.90	
VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver Frame		\$ 435.00	\$ 478.50		30MTHB	30" Round Bar Table	Maple Top		\$ 259.00	\$ 284.90	
VNTCWW	Ventura Communal Cafe Table	White Top, Silver Frame		\$ 435.00	\$ 478.50		30OSHB	30" Round Bar Table	Orange Top		\$ 259.00	\$ 284.90	
<b>BAR TABLES W/ STANDARD BLACK BASE</b>							30BRHB	30" Round Bar Table	Red Top		\$ 259.00	\$ 284.90	
VTJ	30" Round Bar Table	Graphite Nebula Top		\$ 210.00	\$ 231.00		30WHHB	30" Round Bar Table	White Laminate Top		\$ 259.00	\$ 284.90	
30BKSB	30" Round Bar Table	Black Top		\$ 210.00	\$ 231.00		30WDHB	30" Round Bar Table	Wood Top		\$ 259.00	\$ 284.90	
30BEBB	30" Round Bar Table	Blue Top		\$ 210.00	\$ 231.00		30MAHB	30" Round Madison Bar Table	Gray Acajou		\$ 259.00	\$ 284.90	
30AGBB	30" Round Bar Table	Brushed Gunmetal Top		\$ 210.00	\$ 231.00		36KHB	36" Round Bar Table	Black Top		\$ 279.00	\$ 306.90	
30YBBB	30" Round Bar Table	Brushed Yellow Top		\$ 210.00	\$ 231.00		36GRHB	36" Round Bar Table	Graphite Nebula Top		\$ 279.00	\$ 306.90	
30GSBB	30" Round Bar Table	Green Top		\$ 210.00	\$ 231.00		36MTHB	36" Round Bar Table	Maple Top		\$ 279.00	\$ 306.90	
30OSBB	30" Round Bar Table	Orange Top		\$ 210.00	\$ 231.00		36WTHB	36" Round Bar Table	White Laminate Top		\$ 279.00	\$ 306.90	
VTK	30" Round Bar Table	Maple Top		\$ 210.00	\$ 231.00		<b>Page 3 TOTAL</b>						
VTB	30" Round Bar Table	Red Top		\$ 210.00	\$ 231.00								
30WH42	30" Round Bar Table	White Laminate Top		\$ 210.00	\$ 231.00								
30WDBB	30" Round Bar Table	Wood Top		\$ 210.00	\$ 231.00								
VTA	30" Round Madison Bar Table	Gray Acajou		\$ 210.00	\$ 231.00								
36BKSB	36" Round Bar Table	Black Top		\$ 229.00	\$ 251.90								
VTN	36" Round Bar Table	Graphite Nebula Top		\$ 229.00	\$ 251.90								
VTP	36" Round Bar Table	Maple Top		\$ 229.00	\$ 251.90								
VTW	36" Round Bar Table	White Laminate Top		\$ 229.00	\$ 251.90								



## Carpet & Cleaning Order Form

Discount Deadline: **Tuesday, June 30, 2020**

Company:	Contact Name:
Address:	City, State: Zip Code:
Phone Number:	Fax Number: Booth Number:
Email:	

### Standard Carpet

Prices include installation and taping front edges. (Please check the carpet color of choice.)

QTY	Item Description	Discount	Standard	Total
	10' x 10' Carpet	\$123.50	\$154.50	\$
	10' x 20' Carpet	\$226.00	\$282.25	\$
	10' x 30' Carpet	\$328.25	\$410.25	\$
	10' x 40' Carpet	\$431.25	\$539.25	\$
	10' x 50' Carpet	\$540.75	\$667.25	\$

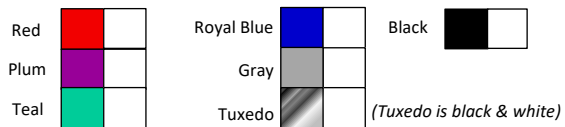
  

Carpet Accessories				
	Carpet Padding per sq ft	\$0.75	\$0.85	\$
	Visqueen per sq ft	\$0.75	\$0.85	\$
	Taping of Visqueen per linear ft	\$0.65	\$0.75	\$

Event Colors: **Blue**

### CARPET COLORS

Please ✓ carpet color of choice:



All **Custom Carpet** orders must be received by **Tuesday, June 30, 2020**. Orders received after this date may be subject to availability and additional charges may apply. Custom carpet orders are **non-refundable**.

### Custom Carpet

Prices include installation, removal, taping front edges, as well as Visqueen. (Please check carpet color of choice.)

Booth Dimensions	Feet	x	Feet	=	Total Sq Ft	x	Price	=	Total Price
	ft	x	ft	=	sq ft	x	2.75	=	

### Deluxe Custom Carpet

Prices include installation, removal, taping front edges, as well as Visqueen. (Please check carpet color of choice.)

Please call our **Exhibitor Service Department** at **972.271.7444** for price quotes and color options.

### Cleaning

	# of Days	Booth Size per sq ft	Price per sq ft	Total
Vacuum Once Prior to Show Opening			\$0.33	\$
Vacuum Daily (Includes prior)			\$0.31	\$

### Porter Service

Description	# of Event Days	Price per Day	Total
Up to 300 sq ft	x	\$125.75	\$
300 – 500 sq ft	x	\$169.50	\$

### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, June 30, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, June 30, 2020** will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Tuesday, June 30, 2020** they will be billed at 100%.

### EXCESSIVE TRASH FEE

**Excessive Trash Fee will be subject to an additional fee for dismantling and disposal.**

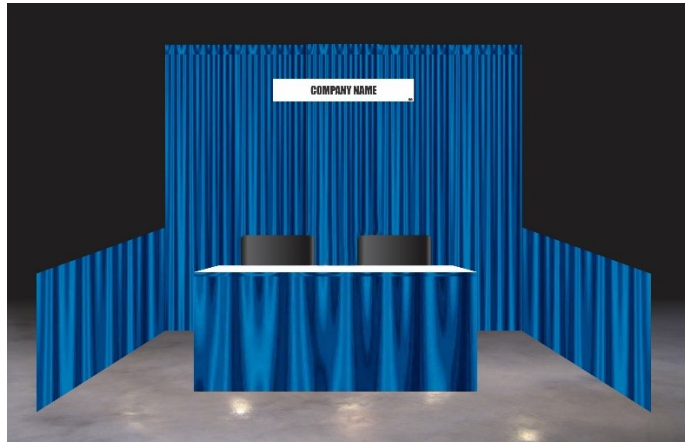
Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

➔ **Pipe & Drape Order Form**

**Discount Deadline: Tuesday, June 30, 2020**

Company:	Contact Name:
Address:	City, State: Zip Code:
Phone Number:	Fax Number: Booth Number:
Email:	

Drape				
QTY	Item Description	Discount	Standard	Total
ft	3' High Drape (includes hardware)	\$6.50	\$7.75	\$
ft	8' High Drape (includes hardware)	\$10.75	\$14.00	\$
Steel				
	3' Steel Uprights	\$5.50	\$6.75	\$
	8' Steel Uprights	\$6.25	\$7.50	\$
	3' Steel Bases	\$7.50	\$9.25	\$
	8' Steel Bases	\$7.50	\$9.25	\$
	6' – 10' Steel Expanders	\$5.50	\$6.75	\$

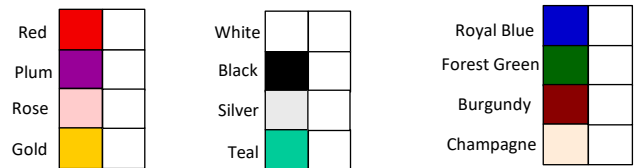


**Drape Colors**  
 Event Colors are: Blue  
 Should you require a color other than the event colors, please contact *Show Management for approval.*

**DRAPE COLORS**  
 Please ✓ drape color of choice  
\*if other than event colors\*  
***Charges will apply***  
*\*Please use colors only as a reference.*

**ORDER POLICY**

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by Tuesday, June 30, 2020 to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to Tuesday, June 30, 2020 will be refunded at 100%. Items cancelled after Tuesday, June 30, 2020 and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after Tuesday, June 30, 2020 they will be billed at 100%.



<b>Total</b>	+	<b>Sales Tax</b> <b>8.25%</b>	=	<b>Grand Total</b>
\$	+	\$	=	\$



➔ **Plant Order Form**

Discount Deadline: **Tuesday, June 30, 2020**

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

Plant and floral arrangements can significantly enhance your exhibit space. We offer numerous plants, flowers and arrangements as a service to exhibitors with no hassle. Our prices include the container and maintenance when needed, as well as delivery and pick-up. Please call our *Exhibitor Service Department* at **972.271.7444** if you have questions or are interested in items that may not be listed.

- *Show site ordering may not be available.*
- *Images below are for illustration purposes only.*

Plants				
QTY	Item Description	Discount	Standard	Total
	3' plants	\$78.30	\$97.80	\$
	4' plants	\$92.40	\$133.20	\$
	5' plants	\$106.80	\$133.20	\$
	6' plants	\$120.90	\$150.90	\$
	Ferns	\$54.00	\$67.20	\$



Blooming Plants (When in season. May be substituted out of season.)				
	Azaleas	\$54.00	\$67.20	\$
	Bromeliads	\$54.00	\$67.20	\$
	Mums	\$54.00	\$67.20	\$

Cut Flower Arrangements				
	12" high	\$78.30	\$97.80	\$
	24" high	\$99.60	\$124.50	\$



**ORDER POLICY**

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, June 30, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, June 30, 2020** will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Tuesday, June 30, 2020** they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

## Signs & Graphics Order Form

Discount Deadline: **Tuesday, June 30, 2020**

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

High-quality signs and graphics can enhance the overall image of your booth. Our *Graphic/Sign Department* at SES is driven to excellence and strives to produce the highest quality signs and graphics.

- All standard signs are digitally produced on white foam core.
- Standard sign price includes text/copy placement in a color specified area on a single side.
- Custom signs and banners can be ordered in advance **ONLY**.
- We must receive your order with payment by **Tuesday, June 30, 2020**. Orders received after this date may be subject to availability and additional charges may apply.

Easel Sign



Stand Sign



Meter Board Sign



2' X 6' Banner



Standard Size Signs									
Size/Description		✓		✓		Discount	Standard	QTY	Total
11" X 14"	Table Top Sign – with easel back		Horizontal		Vertical	\$45.00	\$67.50		\$
22" X 28"	Stand Sign – single sided, includes sign stand		Horizontal		Vertical	\$120.00	\$160.00		\$
28" X 44"	Easel Sign – single sided, includes easel		Horizontal		Vertical	\$84.00	\$102.00		\$
2' X 6'	Banner – single sided with grommets					\$144.00	\$180.00		\$
38 1/8" X 93"	Meter Board Sign – single sided, free standing					\$295.00	\$360.00		\$
7" X 44"	ID Sign – card stock					\$33.00	\$49.50		\$

Custom Graphics		
	Standard	Total
Customer Supplied graphics <i>(Must be sized. If graphic is not print ready there will be a 1 hour graphic design charge.)</i>	\$16.00 per sq ft	\$
Custom Graphics Design <i>(1 hour minimum)</i>	\$75.00 per hour	\$

### Complete information below:

Dimensions:	Length (ft) _____ x Width (ft) _____ = Square (ft) _____					
Substrate:	<input type="checkbox"/> Vinyl Banner	<input type="checkbox"/> Foam Core	<input type="checkbox"/> Coroplast	<input type="checkbox"/> Sintra	<input type="checkbox"/> Gator Board	Other:
Other options:	<input type="checkbox"/> Grommets		<input type="checkbox"/> Easel Back		<input type="checkbox"/> Single Sided	<input type="checkbox"/> Double Sided

#### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, June 30, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, June 30, 2020** will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020**, on show site or after delivery are **non-refundable** and billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

## Booth Rental Displays

**Backwall Unit w/o Graphics**



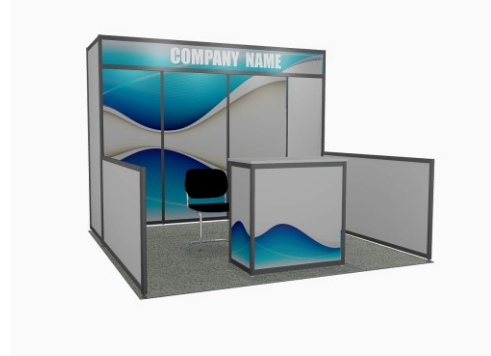
**Backwall Unit with Graphics**



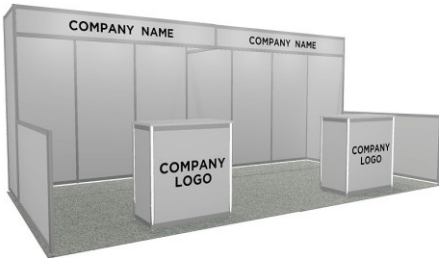
**10' x 10' Booth Display w/o Graphics**



**10' x 10' Booth Display with Graphics**



**10' x 20' Booth Display w/o Graphics**



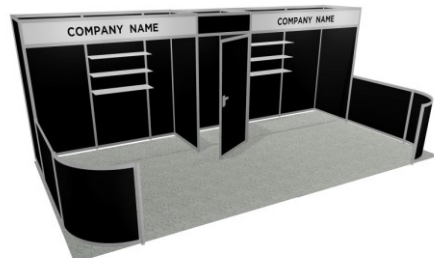
**10' x 20' Booth Display with Graphics**



**Superior Custom Booth**



**Black Panel 10' x 20' Display**





**Booth Rental Display Order Form**

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

- Payment in full must accompany **ALL** orders.
- Rental Units are available if ordered by **Tuesday, June 30, 2020**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the *Add-Ons for Rental Units* or *Display Tables & Accessories* order forms for further options.
- Rental Units include: Installation & dismantling.
- Items cancelled on or prior to **Tuesday, June 30, 2020**, will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020**, on show site or after delivery are **non-refundable** and billed at 100%.

10' x 10' Rental Units		Price	Total
<b>Backwall Unit without Graphics</b> 10' wide x 8' tall Backwall Unit includes printed company name header		w/o graphics \$1,200.00	
<b>Backwall Unit with full Graphics</b> 10' x 8' tall Backwall Unit includes Full Custom Printed Graphics		with graphics \$2,150.00	
<b>10' x 10' Booth Display without Graphics</b> 10' wide x 8' tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes printed company name header and printed front panel on meter counter		w/o graphics \$1,600.00	
<b>10' x 10' Booth Display with Full Graphics</b> 10' wide x 8' tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes Full Custom Printed Graphics		with graphics \$2,600.00	
<b>Superior Custom Booth</b> 10' wide x 10' tall Custom Booth includes backwall with full custom printed graphics, meter counter and half-meter pedestal with full custom printed graphics		\$2,800.00	
<b>10' x 20' Rental Units</b>			
<b>10' x 20' Booth Display without Graphics</b> 20' wide x 8' tall Booth Display includes 2 side rails, 2 meter counters, and 2 chairs. Also includes 2 printed company name headers and printed front panel on meter counters		w/o graphics \$3,200.00	
<b>10' x 20' Booth Display with Graphics</b> 20' wide x 8' tall Booth Display includes 2 side rails, 2 meter counters, and 2 chairs Also includes Full Custom Printed Graphics		with graphics \$5,200.00	
<b>Black Panel 10' x 20' Display</b> 20' wide x 8' tall Booth Display with all black panels includes 2 side rails with curved ends, 2 printed company name headers, 6 shelves, lockable storage closet with key		\$3,700.00	
<b>20' x 20' Rental Unit</b>			
For 20' x 20' Rental Units or larger, please call us for design and pricing.			

**ORDER POLICY**

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, June 30, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, June 30, 2020** will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020**, on show site or after delivery are **non-refundable** and billed at 100%.

<b>Total</b>	+	<b>Sales Tax 8.25%</b>	=	<b>Grand Total</b>
\$	+	\$	=	\$



## Add-Ons for Rental Units Order Form

Discount Deadline: **Tuesday, June 30, 2020**

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

- Payment in full must accompany **ALL** orders.
- Add-Ons for Rental Units are available if ordered by **Tuesday, June 30, 2020**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the "Graphics Order Form" for further options.
- Items cancelled prior to **Tuesday, June 30, 2020**, will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020**, on show site or after delivery are **non-refundable** and billed at 100%.

Add-Ons		Discount	Standard	QTY	Total
<b>Meter Counter:</b> Black counter top with black sides, graphics optional. <b>Dimension totals:</b> 27.5" wide x 39" high x 22.5" diameter.	Can be ordered separately or added to rental units	\$320.00	\$369.25		\$
<b>Literature Stand:</b> Collapsible literature stand with 6 pockets	Can be ordered separately or added to rental units	\$102.00	\$124.75		\$
<b>Cocktail Table:</b> 42" tall with standard base	Can be ordered separately or added to rental units	\$92.50	\$110.75		\$
<b>Café Table:</b> 30" tall with standard base	Can be ordered separately or added to rental units	\$72.50	\$87.00		\$
<b>Glass Display Case:</b> White - 78" tall x 48" wide x 18" deep, Lockable sliding glass doors, 8" glass shelves	Can be ordered separately or added to rental units	\$390.75	\$497.75		\$
<b>Glass Display Counter:</b> White - 38" tall x 48" wide x 18" deep, Lockable sliding glass doors, 8" glass shelves	Can be ordered separately or added to rental units	\$320.00	\$427.00		\$
<b>Rolling TV Cart Floor Stand:</b> Height adjustable mount and audio, lockable caster wheels for 32-70" flat screen and curved tv.	Can be ordered separately or added to rental units	\$120.00	\$160.00		\$

Meter Counter



Cocktail Table 42" tall Standard Base



Glass Display Case



Glass Display Counter



Literature Stand



Rolling TV Cart Floor Stand



Café Table 30" tall Standard Base



### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, June 30, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, June 30, 2020** will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020** on show site or after delivery are **non-refundable** and billed at 100%.

<b>Total</b>	+	<b>Sales Tax 8.25%</b>	=	<b>Grand Total</b>
\$	+	\$	=	\$



➔ **Display Labor Order Form**

Company:	Contact Name:
Address:	City, State: Zip Code:
Phone Number:	Fax Number: Booth Number:
Email:	

**Very Important:**

If using **SES Supervision** please fill out the information below as well as the **Outbound Bill of Lading** (located on the next page). If using **Exhibitor Supervision** please complete all outbound shipping documents at the **SES Service Desk** prior to the close of the event.

- All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00. **All orders must be paid in advance. Orders for display labor will not be processed without pre-payment.** The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments per worker. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker (s) at the time specified, a one (1) hour **"Not Ready"** charge per worker will apply.

Rates				
Based on one (1) man, per one (1) hour				
	Pre-Order	Show Site	Days	Time
Straight Time	\$72.00	\$93.00	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$108.00	\$140.40	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$144.00	\$187.20	Sundays & Holidays	All Day

**Please complete information below:**

Invoice will be calculated according to actual hours worked.

	# of Men	Date	Start Time	# of Hours
Install:				
Dismantle:				

**Type of Service:**

- SES Supervision** (Exhibitor not required to be present)  
 SES will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move in/move out schedule does not permit. All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.

If using **SES Supervision**, please complete the information below:

Number of Crates: _____	Self-contained unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Set up plans attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Photo enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Carpet: <input type="checkbox"/> Own <input type="checkbox"/> SES Color: _____	Suggested tools (i.e. 16' ladder): _____
Special Instructions:	

- Exhibitor Supervision** (Exhibitor must pick up labor from the **SES Service Desk**)  
 All work to be performed **ONLY** under the supervision of an Exhibitor Representative. Labor ordered and not called for by the exhibitor will be billed at a one (1) hour **"Not Ready"** charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

**Contact information for the person in charge of your move in:**

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

Phone number: \_\_\_\_\_

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

Order Policy
<ul style="list-style-type: none"> <li>• The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.</li> <li>• Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour <b>"Not Ready"</b> charge per worker and equipment will apply.</li> </ul>



**→ Hanging Banner/Rigging Order Form**

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

- If the below procedures are not followed, **SES** cannot guarantee hanging of your banner/sign.
- Overhead hanging banners/signs should be sent in separate containers to the advance warehouse. Please use the advanced shipping labels and note **"Banner"** on label. Your banner **MUST** arrive by **Tuesday, June 30, 2020**.
- All ceiling rigging must conform to Show Management facility rules, regulations and facility limitations.
- All hanging banners/signs must be installed and removed by **SES**. Display companies and/or I & D representatives may supervise, but will not be allowed to install or remove the hanging banner/sign. Assembly and disassembly of overhead hanging can be provided by **SES** at an additional cost, or by your company representative, display house, or lighting contractor pending a **Certificate of Insurance**. Please complete the enclosed **Display Labor** order form if you need **SES** to assemble your banner/sign. Set up instructions should be provided for signs requiring assembly.
- To minimize your costs hanging points should be pre-fabricated and ready for use. If any hang point supports are over 250 lbs., notify **SES** immediately for special authorization.
- For signs other than banners include a blueprint or drawing with detailed information so that hang points can be determined.
- Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance through the specified electrical provider.
- If you require **SES** Supervision a 25% surcharge will be added to your rigging total.

All orders must be paid in advance. Orders for hanging banner/rigging will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

<b>Rates</b>				
<i>Based on a crew, which will consist of a lift with two (2) riggers.</i>				
	Pre-Order	Show Site	Days	Time
<b>Straight Time</b>	\$272.50	\$354.25	Monday – Friday	8:00 am – 4:30 pm
<b>Overtime</b>	\$408.75	\$531.38	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
<b>Double Time</b>	\$545.00	\$708.50	Sundays & Holidays	All Day

**Please complete information below:**

Installation Date: _____	Time: _____	Approx Hrs: _____	Weight (lbs): _____	Height (ft): _____	# of Pts: _____	Assembly Required? _____	Supervision? _____
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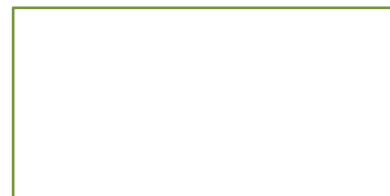
Type: <input type="checkbox"/> Fabric – Cloth <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Truss	Shape: <input type="checkbox"/> Circle <input type="checkbox"/> Square <input type="checkbox"/> Triangle	<input type="checkbox"/> Exhibitor Supervised <input type="checkbox"/> <b>SES</b> Supervised (25% supervision charge applies)
---	--	---

Chain Motor: <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Indicate dimensions from each boundary you would like your banner/sign placed. *Note: Specified location of sign may be changed due to availability of hang points.*

\_\_\_\_\_ ft in from back aisle      \_\_\_\_\_ ft in from front aisle  
 \_\_\_\_\_ ft in from left side      \_\_\_\_\_ ft in from right aisle  
 \_\_\_\_\_ ft from floor to top of sign

**Mark positioning of banner below:**



**Contact name and phone number of persons in charge of your move in:**

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**Order Policy**

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

<b>Total</b>	+	<b>Sales Tax 8.25%</b>	=	<b>Grand Total</b>
\$	+	\$	=	\$



**In-Booth Forklift Order Form**

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

**In-booth forklift service may be required to:**

- Assemble displays, or when uncrating, positioning and re-skidding equipment and/or machinery.
- Assist in the moving of equipment and materials weighing 200 lbs. or more within your booth space.

**Please Note:**

- In-booth forklift service **does not** replace material handling.
- Must not require storage of empty crates, pallets or packaging.
- Unloading and loading must be done at exhibitor's direction.
- Forklifts must be ordered in advance for more than 5,000 lbs. capacity. Please contact SES at **972-271-7444** for a quote.

**All orders must be paid in advance. Orders for in-booth forklift will not be processed without pre-payment.** The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

<b>Rates</b>				
<i>Based on one (1) hour per one (1) forklift</i>				
	<b>Pre-Order</b>	<b>Show Site</b>	<b>Days</b>	<b>Time</b>
<b>Straight Time</b>	\$114.00	\$148.20	Monday – Friday	8:00 am – 4:30 pm
<b>Overtime</b>	\$171.00	\$222.30	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
<b>Double Time</b>	\$228.00	\$296.40	Sundays & Holidays	All Day

**Please complete information below:**

*Invoice will be calculated according to actual hours worked.*

	<b># of Forklifts up to 5,000 lbs. (w/operator)</b>	<b>Weight of heaviest piece</b>	<b>Date</b>	<b>Time</b>	<b>Approx hours</b>
Install:					
Dismantle:					
Describe work needed:	<input type="checkbox"/> Spotting of Equipment <input type="checkbox"/> Installation/Dismantle of Header <input type="checkbox"/> Other _____				
Specify other equipment:	<input type="checkbox"/> Straps <input type="checkbox"/> Chains <input type="checkbox"/> Fork Extensions				
Four (4) stage forklift required:	<input type="checkbox"/> Yes <b>(additional charges may apply)</b> <input type="checkbox"/> No				

**Contact information for the person in charge of your move in:**

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

**Phone Number:** \_\_\_\_\_

<b>Order Policy</b>
<ul style="list-style-type: none"> <li>• The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.</li> <li>• Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour <b>"Not Ready"</b> charge per worker and equipment will apply.</li> </ul>

<b>Total</b>	<b>+</b>	<b>Sales Tax 8.25%</b>	<b>=</b>	<b>Grand Total</b>
\$	+	\$	=	\$



**→ Cartload Service Order Form**

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

**A Credit Card Authorization form must be on file to receive service.**

SES is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or from your booth to the dock for a charge of **\$60.00 (ST)** or **\$90.00 (OT)** each way. A cartload is ten (10) pieces or less, weighing less than 200 lbs. total. There is a maximum of two (2) cartload trips per booth. If additional trips are required, exhibitor will be charged material handling.

This service will help expedite the process and reduce your hassles. Service will be available during move in and move out at the event. You can make the arrangements at the **SES Exhibitor Service Desk** prior to (or before the end of) the show. If you have any questions please contact SES Exhibitor Service Department at **972-271-7444**. Pre-orders will receive preferential service at show site, but you may also order this service at the **SES Service Desk**.

**Check In Procedure:**

1. One person will check in with a SES Supervisor, who will direct exhibitors to the POV unloading area.
2. One person must remain with the vehicle at all times or must return to vehicle within 20 min.
3. A laborer will be dispatched to assist unloading of your vehicle on a first come, first serve basis.

A **POV**, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include **sedans, pick-ups, passenger vans, taxis or sports utility vehicles**. Cartload Service will be refused and material handling charges will apply if arriving with any of the following vehicles:

- ◆ **Semi**      ◆ **Flatbed**      ◆ **Trailers**      ◆ **Bobtail**

Cartload Service	# of Trips	Straight Time	Overtime	Total
Dock to booth		\$60.00	\$90.00	\$
Booth to dock		\$60.00	\$90.00	\$
Round-trip		\$120.00	\$180.00	\$

**Advance orders will receive preferential service at show site.**

**Please indicate the approximate date, time and type of vehicle arriving in:**

**Date:** \_\_\_\_\_

**Vehicle Description:** \_\_\_\_\_

**Time:** \_\_\_\_\_

\_\_\_\_\_

**Rules Regarding Cartload Service:**

- Must arrive in privately owned vehicle
- This service is for exhibitors who have small hand carry items, all of which must fit in a 3' x 4' push cart
- Vehicle must unload at the receiving dock of exhibit hall
- SES personnel will direct vehicles
- Cart is not authorized to enter or go to any parking structure
- Freight that is too large or heavy will be charged material handling rates

**ORDER POLICY**

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, June 30, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, June 30, 2020** will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are **Luxury Furniture, Graphics and Display Rentals**. If these items are cancelled after **Tuesday, June 30, 2020** they will be billed at 100%.

<b>Total</b>	+	<b>Sales Tax</b>	=	<b>Grand Total</b>
\$	+	\$ <b>8.25%</b>	=	\$



➔ **Vehicle Spotting Service Order Form**

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

**A Credit Card Authorization Form must be on file to receive service.**

The spotting of vehicles is one of the most critical segments of the move in operation. Spotting is the placement or “dropping” of a vehicle or trailer on the event floor and its subsequent removal from the event floor. Exhibitors with vehicles (*self-propelled or pushed*) scheduled for display **MUST** complete and return the following form, via fax, to **SES** no later than **Tuesday, June 30, 2020**. *Orders by phone will not be accepted.* A target move-in time will be assigned based upon this information. Any off-target or unscheduled vehicle deliveries may be assessed a time and labor surcharge.

**Round Trip Vehicle Spotting Fee**

**\$200.00 per vehicle**

*Additional requirements, such as towing, will be charged on a time and materials basis*

**Description of vehicle (s) to be spotted:**

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**Arrival Date/Time:** \_\_\_\_\_ **Booth Number/Location:** \_\_\_\_\_

**Dimensions:** Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Weight (lbs.) \_\_\_\_\_

**Special Needs/Handling:**

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**Vehicle Spotting Rules:**

- Fuel tank must not contain more than 1/4 - tank (or 5 gallons, whichever is less) of fuel.
- Gas cap must be locked or sealed by tape to prevent the escape of vapors
- Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
- Vehicle cannot be turned on, operated or moved during event hours.
- Batteries must be disconnected and taped.
- Key(s) should be available to Show Management and/or **SES** at all times.
- No vehicles shall be parked in designated fire lanes.
- All spotting service orders are subject to **SES Payment Policy and Limits and Liability**.
- All work is to be performed under the supervision of an authorized exhibitor representative.
- *Please note:* some venues may have other and/or additional rules.

**ORDER POLICY**

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, June 30, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, June 30, 2020** will be refunded at 100%. Items cancelled after **Tuesday, June 30, 2020** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Tuesday, June 30, 2020** they will be billed at 100%.

<b>Total</b>	+	<b>Sales Tax</b> 8.25%	=	<b>Grand Total</b>
\$	+	\$	=	\$

## ➔ Rules & Regulations

To assist in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the **Area Work Rules-Labor Regulations**, we ask that you read the following.

### ➤ Decorator Labor

We currently have agreements with local unions to provide labor for display installation and dismantling. Full time employees of the exhibiting companies or approved EAC's, however, may set their own exhibits without assistance from any union labor. If you would like assistance to set your booth, it can be ordered in advance by filling out the *Display Labor Form* in the **SES** exhibitor manual or on show site at the **SES Exhibitor Service Desk**.

### ➤ Material Handling

Exhibitors may use a two-wheel dolly or hand-carry their own freight into the exhibit hall. Please keep in mind, for some shows, parking may be limited for unloading and loading. A designated entrance for POV's will be provided and an allotted amount of time will be given per vehicle for loading and unloading. The use or rental of four-wheel dollies, flat bed carts or other mechanical equipment is not permitted. **SES** will control access to the loading docks in order to provide for a safe and orderly move in/move out.

### ➤ Tipping

We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not accepted company policy.

### ➤ Safety

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. **SES** cannot be responsible for injuries or falls caused by the improper use of this equipment.

## → Third Party Payment

**Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card still must be on file.**

**SES will present invoices to third parties at show site for payment of all services rendered to exhibitors under the following conditions:**

- The Exhibitor is required to complete the *Exhibitor Appointed Contractor (EAC)* form located in this Exhibitor Service Manual.
  - The payment of the third party must be acceptable to SES. The credit card information below must be completed and submitted to SES prior to the show.
  - If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires SES to fax an invoice from the convention facility, a \$10.00 service fee will be added.
  - The following form is to be completed, signed and returned by both parties. Otherwise, the request will not be approved.
- ❖ **All invoices must be resolved by the close of the show.**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibiting Company Contact Name & Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Display House Name (Third Party Payer): \_\_\_\_\_

Display House Contact Name & Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Display House Address (Third Party Payer): \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

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

**Items being billed to Third Party:**     Material Handling     Furnishings     Display Labor     All Services

Other \_\_\_\_\_

*We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.*

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

Cardholder Name: \_\_\_\_\_



Credit Card Number: 

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

Expiration Date (MM/YYYY): \_\_\_\_\_

Billing Address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Authorized Signature: I, \_\_\_\_\_, agree to the conditions stated in this manual and the paragraph above.**





➔ **Exhibitor Appointed Contractor – EAC Form**

SES has been selected as the *Official Service Contractor* and must be used for all material handling, furniture rental, signs, rigging, cleaning, installation and dismantling of exhibit materials.

**An Exhibitor Appointed Contractor (EAC) is:** Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on site and does not represent one or more of the *Official Contractors*.

**Rules and Regulations**

- Each representative of an EAC must physically pick up, in person, an “Exhibit Crew” badge at the **SES Service Center**. If an EAC representative does not have identification which verifies his/her employment by the EAC, he/she must be accompanied to the **SES Service Desk** by a representative who does have verifying identification.
- These services shall not conflict with existing labor regulations or contracts and in fulfilling his/her obligations, the representative of an EAC shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official *Rules and Regulations* of this exposition.
- The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance of the event move-in date.
- No EAC shall solicit business on the show floor.

**Certificate of Insurance (COI)**

It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return this form along with a *Certificate of Insurance (COI)* which names **SES** as additional insured for each EAC firm being utilized. (A sample COI can be found in this exhibitor manual.)

**The EAC Certificate of Insurance must maintain:**

- At least \$1 million in employer’s liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

**This form must be received by: Tuesday, June 30, 2020**

If this EAC form and the *Certificate of Insurance* are not received by **Tuesday, June 30, 2020**  
 Exhibitor or EAC will be required to order labor from SES.

Please clearly note Company Name and Show Name on the Certificate of Insurance form. (See sample)

**Complete all information below:**

Exhibiting Firm:	Booth Number:
Authorized Contact Name & Title:	Authorized Contact Signature:
Full Name of EAC:	
Address of EAC:	City, State, Zip Code:
Authorized EAC Contact Name & Title:	Authorized EAC Contact Signature:
EAC Representative on Show Site:	
Phone Number:	Fax Number:
Email Address:	
Type of service being performed: _____ _____	

For additional questions please call us at 972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)



## Sample Certificate of Liability Insurance

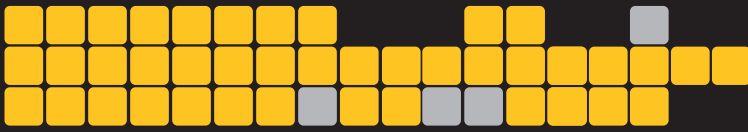
This form should name **SES** as additional insured for each EAC firm being utilized. **Note:** The EAC must maintain at least \$1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

ACCORD		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY)
PRODUCER <b>ABC Insurance Agency</b> 1234 Broker Lane New York, NY 12345		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.		
		INSURERS AFFORDING COVERAGE		
INSURED <b>Company Name, Inc</b> 1234 Corporate Lane New York, NY 12345		INSURER A: <b>Hartford Insurance Company of Texas</b>		
		INSURER B: <b>Aetna Casualty &amp; Surety Company</b>		
		INSURER C: <b>Royal Insurance Company</b>		

COVERAGE'S		CERTIFICATE NUMBER:			REVISION NUMBER:	
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.						
INSUR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY ___ CLAIMS MADE ___ OCCUR  GENERAL AGGREGATE LIMIT APPLIES PER ___ POLICY ___ PROJECT ___ LOC	000P98298-A11	01/01/16	01/01/17	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$50,000
					MED EXP (Any one person)	\$5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS-COMP/OP AGG	\$2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ___ ALL OWNED AUTO ___ SCHED AUTOS ___ NON-OWNED AUTOS ___ HIRED AUTOS	SKLS-0294985	01/01/16	01/01/17	COMBINED SINGLE LIMIT (each accident)	\$1,000,000
					BODILY INJURY (per person)	\$
					BODILY INJURY (per accident)	\$
					PROPERTY DAMAGE	\$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY-EA ACCIDENT	\$
					OTHER THAN	\$
A	___ UMBRELLA ___ EXCESS LIABILITY ___ OCCUR ___ CLAIMS MADE DEDUCTIBLE RETENTIONS	XL1234567	01/01/16	01/01/17	EACH OCCURRENCE	\$
					AGGREGATE	\$
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	A4145-SS-PJ37	01/01/16	01/01/17	<b>WC STATUTORY LIMITS</b>	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 Professional Liability	000P98298-A11	01/01/16	01/01/17	EACH OCCURRENCE & AGGREGATE	\$1,000,000 \$3,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS						

<b>CERTIFICATE HOLDER</b> <u>  X  </u>	<b>ADDITIONAL INSURED; INSURER LETTER</b> <u>  X  </u>	<b>CANCELLATION</b> _____
<b>SES</b> Exhibitor Services 10548 US Highway 80 Forney, TX 75126  Re: <b>CMN Momentum 2020</b>		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

- ❖ **PRODUCER:** Insurance Agent/Broker who issues certificate.
- ❖ **NAME OF INSURED:** Must be the legal name of contracting party.
- ❖ **TYPES OF INSURANCE:** Must include types required by contract.
- ❖ **FORM OF COVERAGE:** Must be "occurrence" form of coverage.
- ❖ **NAME ADDITIONAL INSURED'S:** Superior Expo Services (Official Service Provider), Show Management, Show and Facility as additional insureds on a primary and non-contributory basis.
- ❖ **CERTIFICATE HOLDER:** Must be Superior Expo Services
- ❖ **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- ❖ **POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
- ❖ **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
- ❖ **NOTICE OF CANCELLATION:** 30-day notice must be provided.
- ❖ **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.



**Sheraton**  
DALLAS HOTEL



## EXHIBITOR POWER AND AV REQUEST FORM

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY:			

**➤ If you have a special request or need additional equipment, please call 214.303.4166. Fax completed form to 214.303.4148**

POWER	ADVANCED ORDER RATE	ON-SITE ORDER	QTY	TOTAL
1,000 Watts (10 Amps)	\$180.37	\$191.74		
2,000 Watts (20 Amps)	\$250.19	\$265.81		
25' Grounded Extension Cord	\$29.32	\$36.32		
6-Outlet Power Strip	\$29.32	\$36.32		

*Power rates include Power Usage for run of expo, Labor, Service Charge and Sales Tax*

### EQUIPMENT RENTAL PRICING IS PER DAY.

VIDEO / DATA DISPLAY	ADVANCED ORDER DAILY RATE	ON-SITE ORDER DAILY RATE	QTY	×	DAYS	=	TOTAL
Laptop Computer	\$250	\$300					
Display Cable: VGA, HDMI, etc.	\$32	\$37					

ACCESSORIES	ADVANCED ORDER DAILY RATE	ON-SITE ORDER DAILY RATE	QTY	×	DAYS	=	TOTAL
54" AV Cart w/ Skirt	\$65	\$115					

VIDEO / DATA DISPLAY	ADVANCED ORDER DAILY RATE	ON-SITE ORDER DAILY RATE	QTY	×	DAYS	=	TOTAL
32" LCD Monitor	\$265	\$315					
46" LED TV w/ Floor Stand	\$605	\$655					
60" LED TV w/ Floor Stand	\$865	\$915					

All PSAV services are subject to our property's 25% service charge. Above prices do not reflect labor charges which may apply. All rates are subject to an 8.25% sales tax. All prices listed are per room per day.

For 208v power, 3 Phase power, banner hanging or any equipment not listed above, please call 214.303.4166

### ORDERING INSTRUCTIONS

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

**TAX EXEMPT STATUS** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

#### CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**Labor and/or service charges may apply, and/or loss damage waiver.**





**Credit Card Consent Form**

**PSAV LOCATION NUMBER:** 3707 **Property Name:** Sheraton Dallas

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

**Cardholder Name:** \_\_\_\_\_  
*(As it appears on credit card)*

**Cardholder Billing Address:** \_\_\_\_\_  
*(Only numeric portion required)*

**Cardholder email address:** \_\_\_\_\_

**Cardholder's Phone Number:** \_\_\_\_\_

**Credit Card Type:** *American Express* \_\_\_\_\_ *Discover* \_\_\_\_\_ *MasterCard* \_\_\_\_\_ *Visa* \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **Zip Code (REQUIRED):** \_\_\_\_\_

**(PSAV use only) Invoice/Order Number(s):** \_\_\_\_\_

**I, (please print) \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the corresponding order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Maps and Transportation

