



**Lucky Leaf Expo Houston
November 5-6, 2021**

**NRG Center
1 NRG Park
Hall E-1
Houston, TX 77013**

Lucky Leaf Expo

EXHIBITOR MANUAL

Three parallel, slightly curved green lines are positioned diagonally across the bottom right of the page, overlapping the text 'EXHIBITOR MANUAL'.

Welcome Exhibitor

We take great pleasure in notifying you that **SES** has been selected as the *Official Service Contractor* for the **Lucky Leaf Expo Houston**. 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 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
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:

Lucky Leaf Expo

Contact: Chad Sloan

Phone: 972.694-5553

E-mail: info@luckyleafexpo.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 **Friday, October 29, 2021** to save money, as well as ensure the availability of your item.



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Event Information

Discount Deadline: **Friday, October 29, 2021**
Show Colors: **Black**
Booth Carpet Color: **Facility is not carpeted. Available for rent on page 43.**
Aisle Carpet Color: **None**

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.

Each 10' X 10' Booths Includes:

- 8' tall background drape (Black)
- 3' tall side dividers (Black)
- 1 – 6' skirted table (Black)
- 2 – side chairs
- 1 – 7" X 44" company ID sign
- 1 - wastebasket

Event Schedule – Subject to Change

SES Move-In: Exhibitor	<u>Thursday, November 4, 2021</u>	<u>6:00 AM – 5:00 PM</u>
Move-In:	<u>Thursday, November 4, 2021</u>	<u>12:00 PM - 9:00 PM</u>
Event Hours:	<u>Friday, November 5, 2021</u>	<u>8:00 AM - 9:30 AM</u>
	<u>Friday, November 5, 2021</u>	<u>10:00 AM - 5:00 PM</u>
	<u>Saturday, November 5, 2021</u>	<u>10:00 AM - 5:00 PM</u>
Exhibitor Move-Out:	<u>Saturday, November 5, 2021</u>	<u>5:00 PM - 9:00 PM</u>
Driver Check-In By:	<u>Saturday, November 6, 2021</u>	<u>7:30 PM</u>
Freight Re-Directed at:	<u>Saturday, November 6, 2021</u>	<u>8:30 PM</u>
SES Move-Out:	<u>Saturday, November 6, 2021</u>	<u>4:30 PM</u>

Shipping Information *(Material handling charges will apply)*

Advance Shipping Address:

Superior Expo Services - Lucky Leaf Expo Houston
Booth Company Name & # _____
9415 Wallisville
Houston, TX 77013



Advance shipments ***MUST*** be received by
Monday, November 1, 2021

Direct Shipments to Show Site:

NRG Center
c/o - Superior Expo Services - Lucky Leaf Expo Houston
Booth Company Name & # _____
1 NRG Park, Hall E-1
Houston, TX 77013



Direct shipments to arrive ***NO EARLIER***
than **Thursday, November 4, 2021**

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 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
 - *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 **Friday, October 29, 2021** will be refunded at 100%. Items cancelled after **Friday, October 29, 2021**, 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 **Friday, October 29, 2021** 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.
- **Option 2: Direct Shipping** is sending your materials directly to show site during the designated move in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your materials.

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>)	\$
TOTAL	\$
Sales Tax 8.25%	\$
GRAND TOTAL	\$

Discount Deadline: <i>Friday, October 29, 2021</i>	
<ul style="list-style-type: none"> All prices include delivery, installation, rental charges for the duration of the show and removal at completion. 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. Items cancelled on or prior to <i>Friday, October 29, 2021</i> will be refunded at 100%. Items cancelled after <i>Friday, October 29, 2021</i> 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 Friday, October 29, 2021 they will be billed at 100%. 	
<i>If paying by check, make payable to:</i>	Superior Expo Services
<i>Mail order forms & full payment to:</i>	10548 US Highway 80 Forney, TX 75126
<i>Please reference the Show Name & Company Name</i>	
<i>Email orders with full payment to:</i>	service@superior-expo.com
<i>Fax orders with full payment to:</i>	972.271.7888 Attn: Exhibitor Services

For any additional questions please feel free to email 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 **Friday, October 29, 2021** to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to **Friday, October 29, 2021** will be refunded at 100%. Items cancelled after **Friday, October 29, 2021**, 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 **Friday, October 29, 2021** 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
- **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: [Lucky Leaf Expo Houston](#)
- **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 **Friday, October 29, 2021** will be refunded at 100%. Items cancelled after **Friday, October 29, 2021**, 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 **Friday, October 29, 2021** 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 **Monday, November 1, 2021**. Shipments must arrive by **Monday, November 1, 2021**, by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after **Monday, November 1, 2021**, will be charged a late warehouse fee of \$150 in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE

- Shipments must arrive no sooner than **Thursday, November 4, 2021**. If shipments arrive before this date they may be refused.
- Shipments will be received during the designated move-in periods, as well as throughout the event. (*See Event Information page*).
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to show site.
- Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.

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

Superior Expo Solutions is the official show carrier for the

Lucky Leaf Expo Houston

NRG Center

November 5-6, 2021

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 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 Advance Warehouse Superior Expo Services C/O YRC 9415 Wallisville Houston, TX 77013 Advance Warehouse Deadline: <u>Monday, November 1, 2021</u>		<input type="checkbox"/> I will be shipping Direct to Show Site <u>Superior EXPO C/O NRG Center</u> <u>1 NRG Park, Hall E-1</u> <u>Houston, TX 77013</u> Delivery Date: <u>Thursday, November 4, 2021</u>	
OUTBOUND SHIPPING			
<input type="checkbox"/> I would like to schedule <i>Outbound Transportation</i> . Please provide me with a <i>Material Handling Agreement</i> at show site for my shipping instructions and signature. So we may deliver your <i>Outbound Material Agreement</i> and labels, please complete the following information <i>if different from pick up address</i> :			

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 *
<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

DIRECT TO SHOW SITE LABEL



Lucky Leaf Expo Houston
EXHIBIT MATERIALS
MUST be received by
Monday, November 1, 2021
Between 8:30 AM – 5:00 PM

Lucky Leaf Expo Houston
EXHIBIT MATERIALS
To arrive NO SOONER than
Thursday, November 4, 2021

To: (Exhibiting Company Name) _____

To: (Exhibiting Company Name) _____

Superior Expo Services
9415 Wallisville
Houston, TX 77013

NRG Center
C/O Superior Expo Services
1 NRG Park, Hall E-1
Houston, TX 77013

WAREHOUSE

SHOW SITE

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:

- 1st shipment @ 41 lbs. = **\$144.00** (200 lbs. minimum)
- 2nd shipment @ 44 lbs. = **\$144.00** (200 lbs. minimum)
- 3rd shipment @ 52 lbs. = **\$144.00** (200 lbs. minimum)
- 4th 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: **Monday, November 1, 2021**
- All materials shipped advance to the warehouse **MUST ARRIVE BY: Monday, November 1, 2021**
- 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 1st 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

- All materials shipped direct to show site **MUST ARRIVE NO SOONER THAN: Thursday, November 4, 2021**
- Any shipments arriving prior to the above date may be refused.
- Shipments will be received during the move in periods and throughout the event.
- **Small Packages:** Cartons under 35 lbs. (received in a single shipment) will be charged \$45 for the 1st package and \$20 per package thereafter (per shipment) within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment. Charges will not be billed until freight is received.

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
Warehouse Shipment (200 lbs. minimum)		
Crated or skidded shipment	\$72.00	\$144.00
Special handling	\$90.00	\$180.00
Show Site Shipment (200 lbs. minimum)		
Crated or skidded shipment	\$82.00	\$164.00
Special handling	\$97.00	\$194.00
Small Package (Maximum weight 35 lbs. per shipment)		
First carton	\$45.00	--
Each additional carton	\$20.00	--
ADDITIONAL SURCHARGES:		
Overtime Charge –Move-In or Move-Out (in addition to above rates)		
Crated or skidded shipment	\$15.25	\$30.50
Special handling shipment	\$19.06	\$38.12
Overtime Charge – Move-In and Move-Out (in addition to above rates)		
Crated or skidded shipment	\$30.50	\$61.00
Special handling shipment	\$38.12	\$76.24
Late to Warehouse		
Freight arriving after Monday, November 1, 2021	\$150.00 per shipment	
Back to Warehouse (in addition to above rates)		
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.

TRADESHOW ²⁰²⁰

Furnishings



FEATURING

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

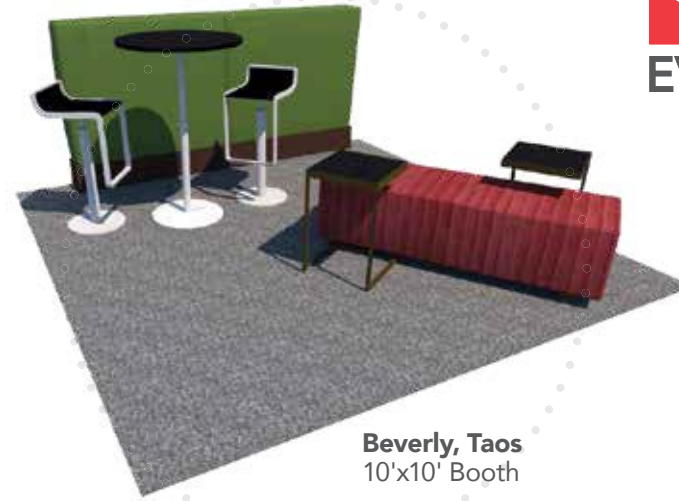
© 2019 CORT. A Berkshire Hathaway Company.





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



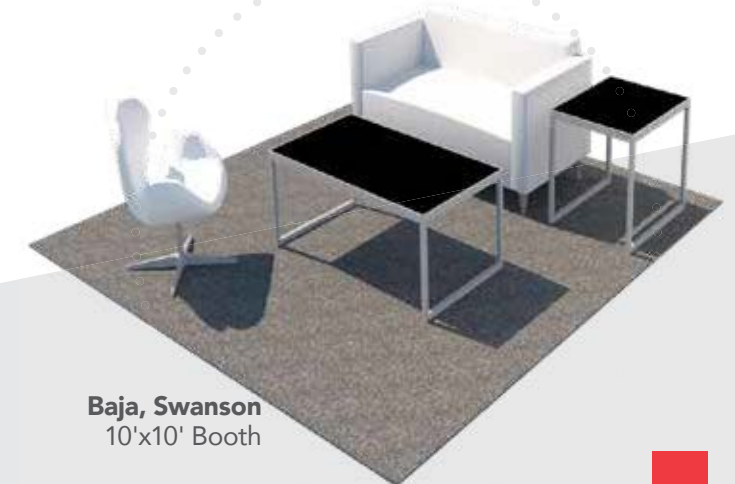
Malba, Beverly
10'x10' Booth



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.



3.

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



4.

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



5.

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



6.

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



7.

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



8.

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

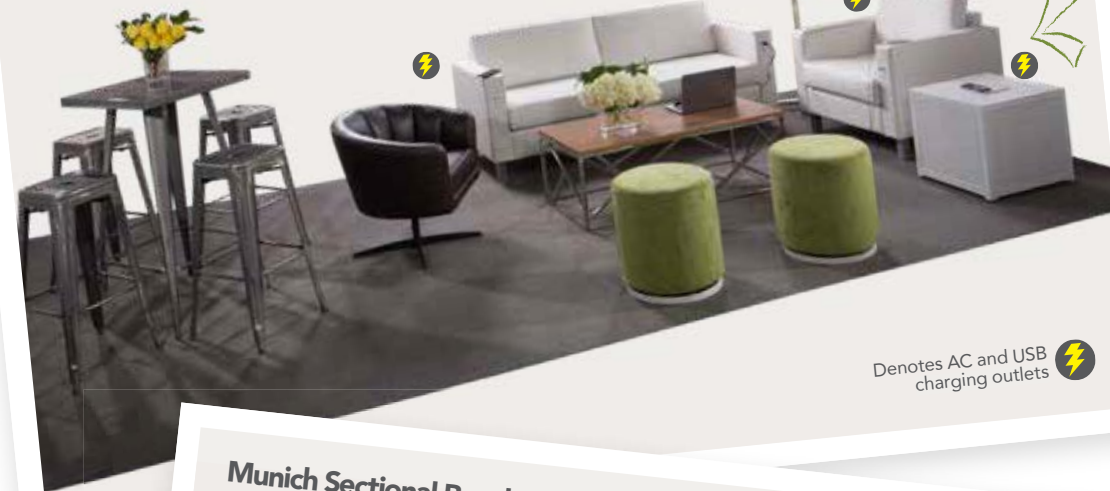


9.

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



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

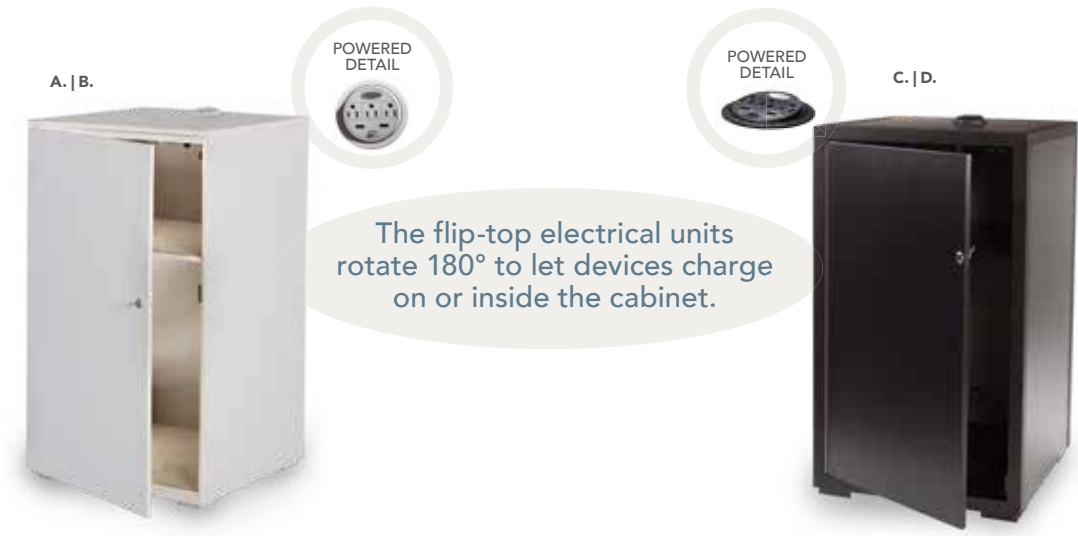
BNQ417 Full Banquette
w/ Electrical Charging Outlet
(white vinyl) 72"RND 51"H



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



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



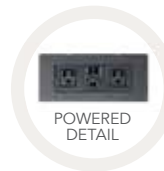
Munich

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

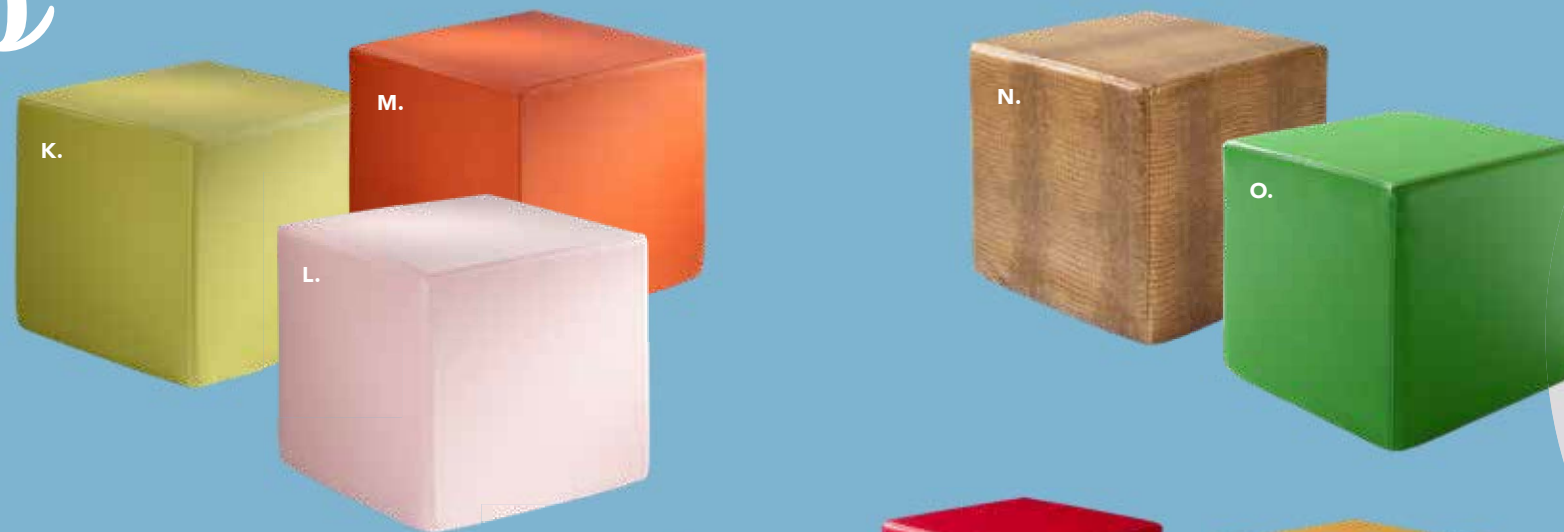
- A) MARCBR Marina Chair**
(brown fabric, brushed metal) 17.5"L 19.5"D 35"H
- B) 30WDHC Hydraulic Cafe Table**
(wood top, chrome) 30"RND 29"H
- C) ZENCHR Zenith Chair**
(white, chrome) 18.25"L 22"D 32"H
- D) 30MAHC Madison Hydraulic Cafe Table**
(gray acajou top, chrome) 30"RND 29"H
- E) MALGRY Malba 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) 30OASHC Hydraulic Cafe Table**
(orange top, chrome) 30"RND 29"H

Ottomans

Vibe Cubes

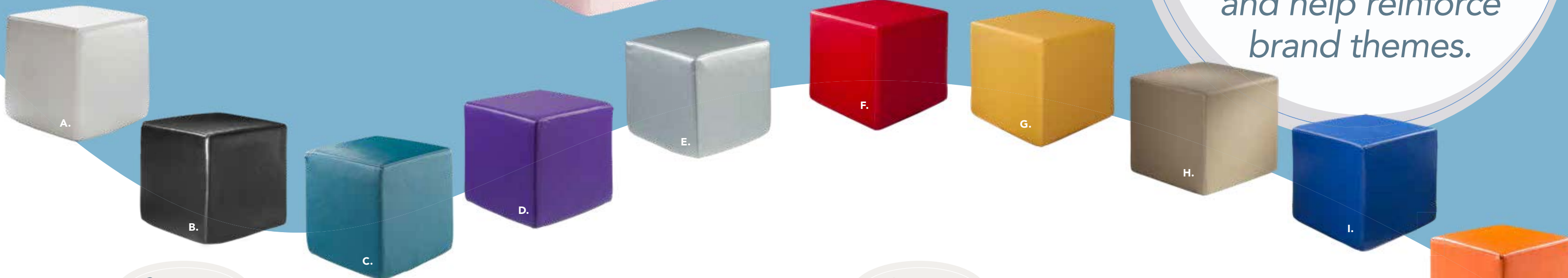
18"L 18"D 18"H

- 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.

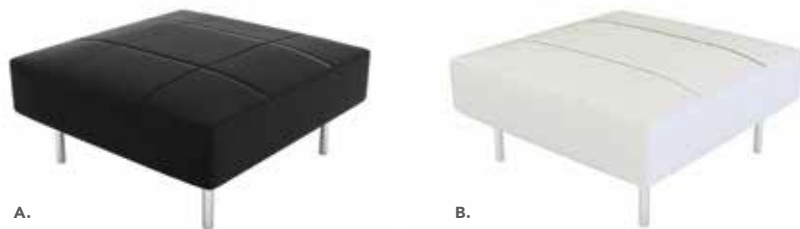


Squares

Endless Square

34"L 34"D 15"H

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

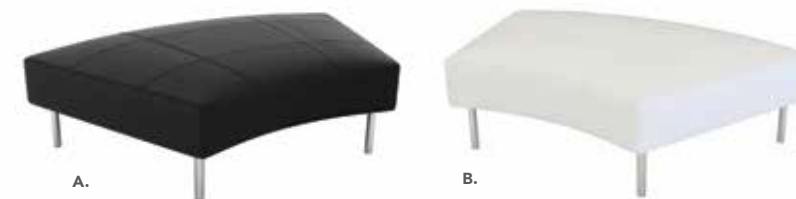


Curves

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)

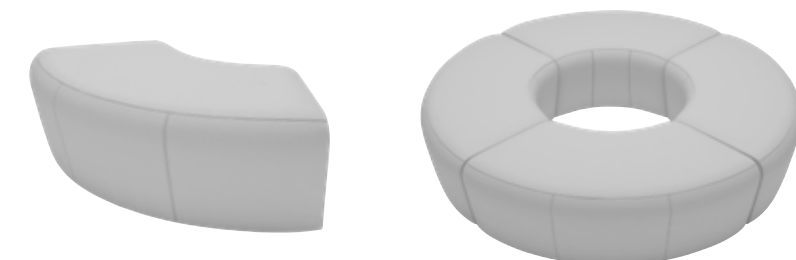
53"L 22"D 18"H

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

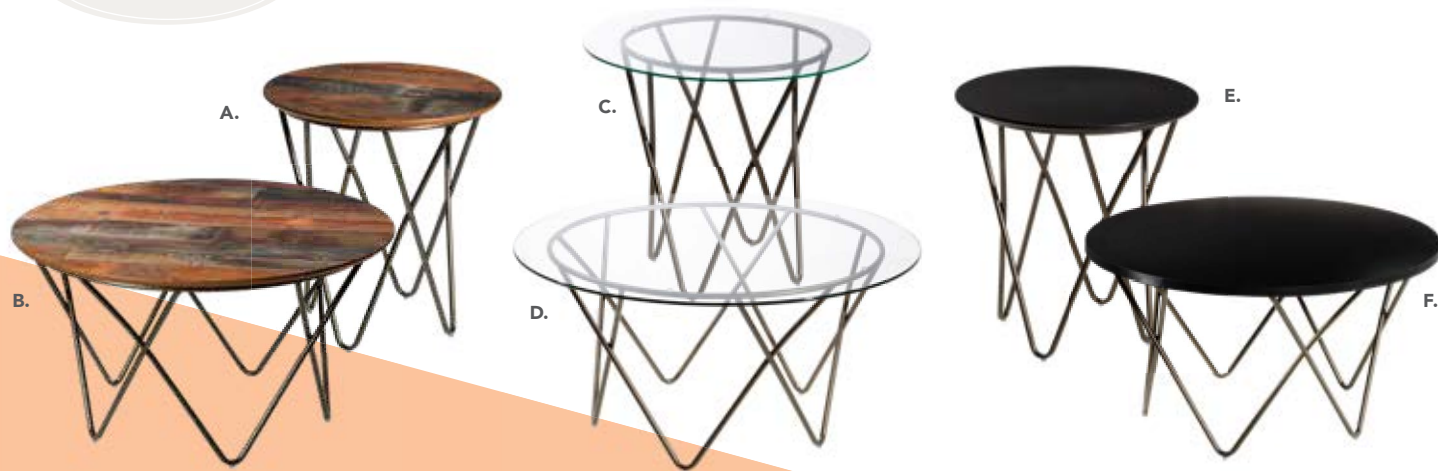
Stay Social.

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)



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

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)



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)

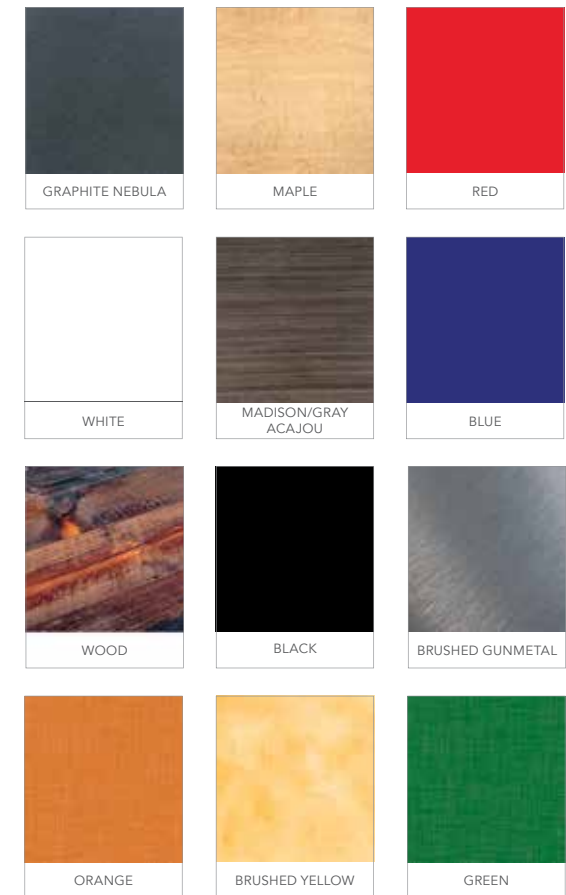
Bar & Cafe Tables

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.

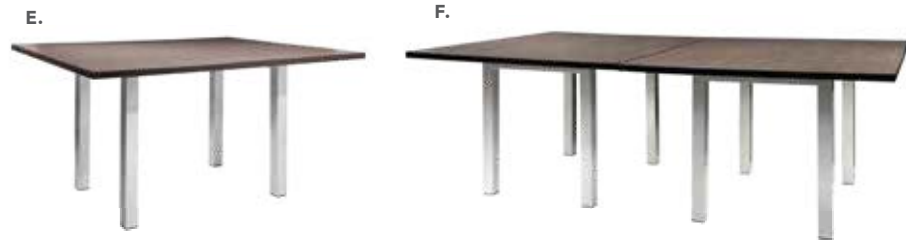
Conference Tables

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



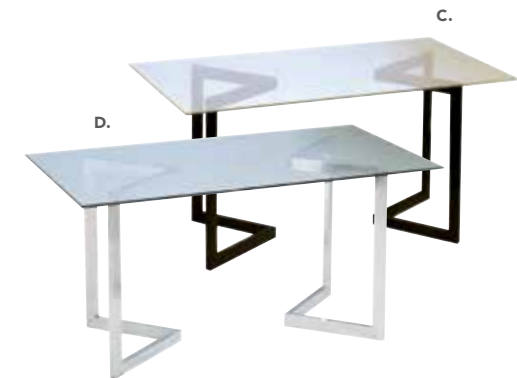
H) CUPCHA Cupertino Mid Back Chair
 (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
I) GENCHA Genesis Chair
 (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

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. CREENZA FRONT



CREENZA 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. 



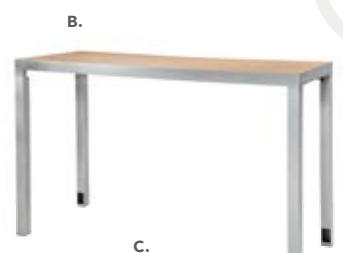
C.



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)

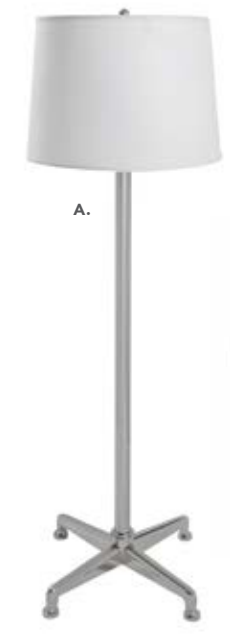
White Top
D) VNTCWW (grommets)
VNTCWN (solid)

Black Top
E) VNTCBN (solid)

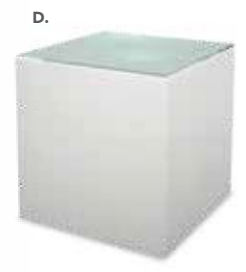


Office Accessories & Decor

Powered Products



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

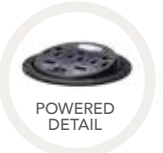
Midtown

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.

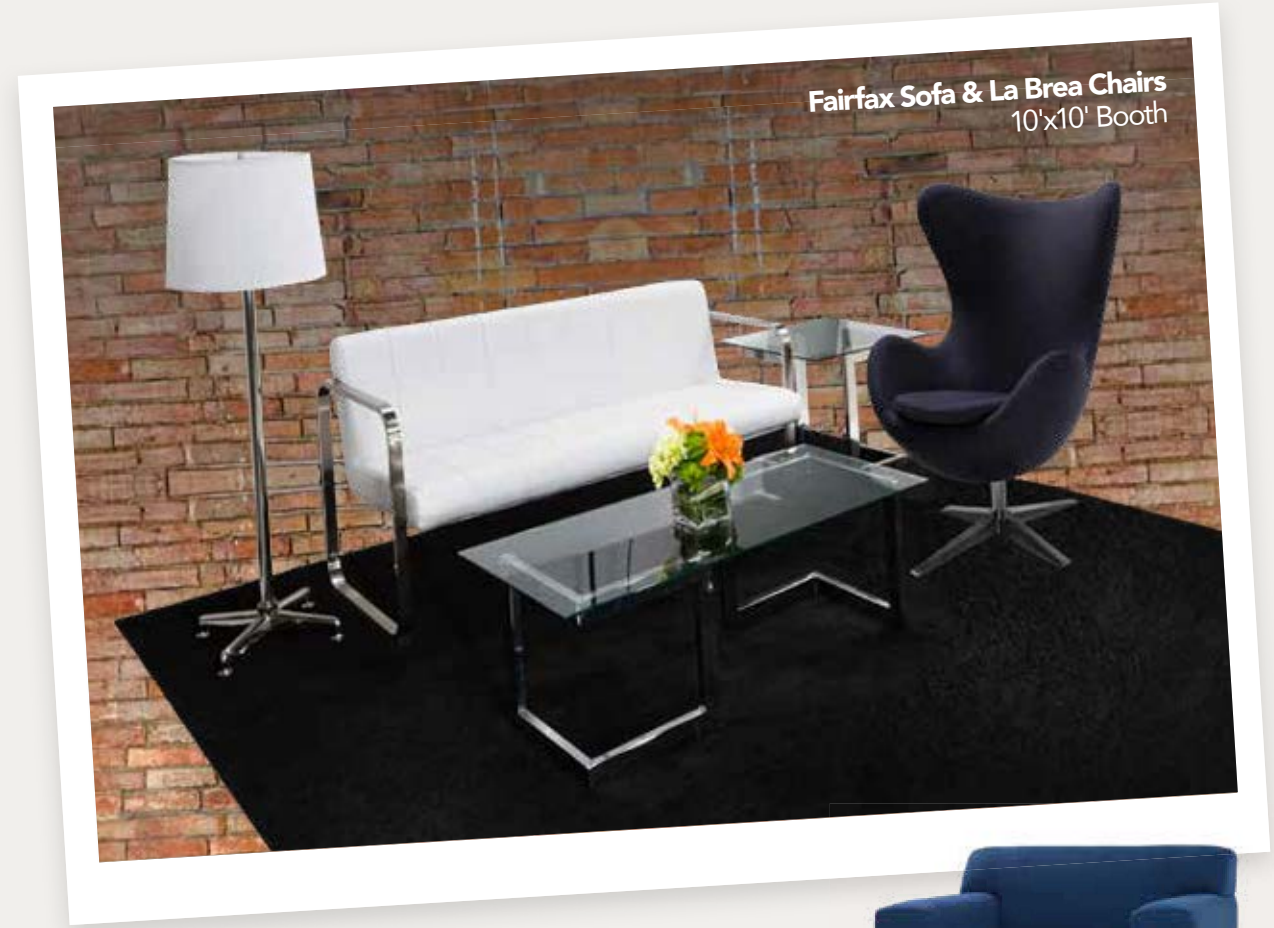


BLDBSB Blade Barstool
20.5"L 20"D 40.5"H
(sky blue)



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[®]

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

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

DALLAS DISTRICT
 SERVICE AREA: TX, OK, AR
 CORT Events
 551 Southwestern Blvd, Suite 160
 Coppel, TX 75019
 214-638-6101
Please email all pages to:
 TSDallas@cort.com

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

PAYMENT INFORMATION	
Order Total:	
Ordering within 14 days of show open?	Late Order Fee:
State Tax: (excluding NV, CA & OR)	
TOTAL DUE:	
<i>*To better protect your data, we no longer accept credit card information via email or fax. All credit card payments must be made through our secure online payment portal or over the phone.</i> <i>After your order has been processed, you will receive a confirmation PDF with a link and PIN to pay online. If you would like to pay over the phone, please call 1-844-855-0735 M-F between 7am - 5pm PST after you receive your confirmation.</i>	

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.
CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2020	TOTAL
POWERED					
BNQTL7		Center Cone, Powered	White Vinyl	\$ 590	
BNQ417		Full Banquette, Powered	White Vinyl	\$1,025	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 525	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 685	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 835	
CHRPWR		Roma Chair, Powered	White Vinyl	\$ 530	
SFAPWR		Roma Sofa, Powered	White Vinyl	\$ 850	
C1YP		Sydney Powered Cocktail Table	Black Top, Brushed Steel	\$ 305	
C1WP		Sydney Powered Cocktail Table	White Top, Brushed Steel	\$ 305	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 635	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 635	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 489	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 489	
CUBPOW		Wireless Charging Table, Powered	White, AC Plug In	\$ 365	
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric, Brushed Metal	\$ 419	
SFA002		Allegro Sofa	Blue Fabric, Brushed Metal	\$ 590	
BCHWHT		Baja Chair	White Vinyl	\$ 449	
BLVWHT		Baja Loveseat	White Vinyl	\$ 659	
BSFWHT		Baja Sofa	White Vinyl	\$ 715	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 295	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	\$ 410	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 265	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 309	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 409	
MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$ 375	
MNCHLV		Munich Armless Loveseat	Gray Fabric, Black	\$ 665	
MNCHCC		Munich Corner Chair	Gray Fabric, Black	\$ 455	
MNCHSC		Munich Sectional, 3 Pc.	Gray Fabric, Black	\$1,485	
NPLCHR		Naples Chair	Black Vinyl	\$ 495	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 590	
NPLSOF		Naples Sofa	Black Vinyl	\$ 710	
PALSOF		Palm Beach Sofa	White Vinyl	\$ 565	
TANCHR		Tangiers Chair	Beige Textured	\$ 345	
TANLOV		Tangiers Loveseat	Beige Textured	\$ 550	
TANSOF		Tangiers Sofa	Beige Textured	\$ 645	
VALCHA		Valencia Chair	Spice Orange Velvet	\$ 255	
VALSOF		Valencia Sofa	Coffee Brown Velvet	\$ 379	
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso Vinyl, Wenge	\$ 239	
OCMTAU		Meeting Chair	Taupe Fabric, Wenge	\$ 239	
OCMWHT		Meeting Chair	White Vinyl, Wenge	\$ 239	

CODE	QTY	ITEM	DESCRIPTION	2020	TOTAL
ACCENT CHAIRS					
OCB		Key West Chair	Black Fabric, Wood	\$ 339	
LABREA		La Brea Swivel Chair	Charcoal Gray Fabric	\$ 350	
WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$ 275	
BCW		Madrid Chair	White Vinyl, Chrome	\$ 545	
SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 305	
GROUP SEATING					
CS8		Berlin Chair	Black, White	\$ 109	
BLDCRD		Blade Chair	Red	\$ 59	
BLDCSB		Blade Chair	Sky Blue	\$ 59	
SC3		Brewer Chair	Onyx, Black	\$ 145	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 95	
DUET		Duet Stack Chair	Black, Chrome	\$ 60	
LMCHR		Laguna Chair	Maple, Chrome	\$ 119	
LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 149	
MALGRY		Malba Chair	Gray, Chrome	\$ 90	
MALGRN		Malba Chair	Green, Chrome	\$ 90	
MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 125	
MARCBR		Marina Chair	Brown Fabric, Brushed Metal	\$ 125	
MARCBE		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 125	
MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 125	
MARCWH		Marina Chair	White Vinyl, Brushed Metal	\$ 125	
SC10		Razor Armless Chair	White	\$ 70	
RSTDIN		Rustique Chair w/ arms	Gunmetal	\$ 125	
CS4		Syntax Chair	Black, Chrome	\$ 170	
ZENCHR		Zenith Chair	White, Chrome	\$ 139	
OTTOMANS					
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 325	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 325	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 325	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 325	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 325	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 325	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 325	
CUBL20		Edge LED Cube Ottoman	White, Plastic	\$ 155	
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$ 355	
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 355	
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 305	
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 305	
WHT12		Half Bench Ottoman	White Vinyl	\$ 309	
BNQR17		Ottoman Ring *CA117	White Vinyl	\$1,235	
BNQ7		Quarter Curve Ottoman *CA117	White Vinyl	\$ 409	

PAGE 1 TOTAL

SHOW NAME:					BOOTH:						
CODE	QTY	ITEM	DESCRIPTION	2020	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2020	TOTAL
OTTOMANS (continued)						CAFÉ TABLES W/ STANDARD BLACK BASE					
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 160		30BKSC		30" Round Café Table	Black Top	\$ 190	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 160		30BEBC		30" Round Café Table	Blue Top	\$ 190	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 160		30AGBC		30" Round Café Table	Brushed Gunmetal Top	\$ 190	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 160		30YSBC		30" Round Café Table	Brushed Yellow Top	\$ 190	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 160		ZTJ		30" Round Café Table	Graphite Nebula Top	\$ 190	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 160		ZTA		30" Round Café Table	Gray Acajou Top	\$ 190	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 160		30GSBC		30" Round Café Table	Green Top	\$ 190	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 160		ZTK		30" Round Café Table	Maple Top	\$ 190	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 160		30OSBC		30" Round Café Table	Orange Top	\$ 190	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 160		ZTB		30" Round Café Table	Red Top	\$ 190	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 160		30WH29		30" Round Café Table	White Top	\$ 190	
MAR012		Marche Swivel Ottoman	Forest Green Vinyl	\$ 160		30WDBC		30" Round Café Table	Wood Top	\$ 190	
MAR013		Marche Swivel Ottoman	Teal Velvet	\$ 160		36BKSC		36" Round Café Table	Black Top	\$ 205	
MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$ 160		ZTN		36" Round Café Table	Graphite Nebula Top	\$ 205	
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 160		ZTP		36" Round Café Table	Maple Top	\$ 205	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 119		ZTQ		36" Round Café Table	White Top	\$ 205	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 119		CAFÉ TABLES W/ HYDRAULIC CHROME BASE					
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 119		30MAHC		30" Round Bar Table	Gray Acajou Top	\$ 259	
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 119		30BRHC		30" Round Bar Table	Red Top	\$ 259	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl	\$ 119		30WHHC		30" Round Bar Table	White Top	\$ 259	
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 119		30WDHC		30" Round Bar Table	Wood Top	\$ 259	
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 119		30BKHC		30" Round Café Table	Black Top	\$ 259	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 119		30BEHC		30" Round Café Table	Blue Top	\$ 259	
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 119		30AGHC		30" Round Café Table	Brushed Gunmetal Top	\$ 259	
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$ 119		30YSHC		30" Round Café Table	Brushed Yellow Top	\$ 259	
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$ 119		30GRHC		30" Round Café Table	Graphite Nebula Top	\$ 259	
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$ 119		30GSHC		30" Round Café Table	Green Top	\$ 259	
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 119		30MTHC		30" Round Café Table	Maple Top	\$ 259	
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$ 119		30OSHC		30" Round Café Table	Orange Top	\$ 259	
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$ 119		36BKHC		36" Round Café Table	Black Top	\$ 279	
ACCENT TABLES						36GRHC		36" Round Café Table	Graphite Nebula Top	\$ 279	
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$ 279		36RTHC		36" Round Café Table	Maple Top	\$ 279	
ALC200		Alondra Cocktail Table	Wood Top, Chrome	\$ 279		36WTHC		36" Round Café Table	White Top	\$ 279	
ALE100		Alondra End Table	Glass Top, Chrome	\$ 200		BAR TABLES W/ STANDARD BLACK BASE					
ALE200		Alondra End Table	Wood Top, Chrome	\$ 200		30BKSB		30" Round Bar Table	Black Top	\$ 210	
AURA		Aura Round Table	White Metal	\$ 125		30BEBB		30" Round Bar Table	Blue Top	\$ 210	
ETBL		E Table	Wood	\$ 155		30AGBB		30" Round Bar Table	Brushed Gunmetal Top	\$ 210	
CUBTBL		Edge LED Cube Table	White Plastic, Plexi Top	\$ 155		30YBBB		30" Round Bar Table	Brushed Yellow Top	\$ 210	
C1C		Geo Cocktail Table	Glass Top, Chrome	\$ 235		VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 210	
C1FWB		Geo Cocktail Table	Wood Top, Black	\$ 235		VTA		30" Round Bar Table	Gray Acajou Top	\$ 210	
E1C		Geo End Table	Glass Top, Chrome	\$ 210		30GSBB		30" Round Bar Table	Green Top	\$ 210	
E1FWB		Geo End Table	Wood Top, Black	\$ 210		VTK		30" Round Bar Table	Maple Top	\$ 210	
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$ 165		30OSBB		30" Round Bar Table	Orange Top	\$ 210	
MESCTG		Mesa Cocktail Table	Glass Top, Bronze	\$ 165		VTB		30" Round Bar Table	Red Top	\$ 210	
MESCTW		Mesa Cocktail Table	Wood Top, Bronze	\$ 165		30WH42		30" Round Bar Table	White Top	\$ 210	
MESETB		Mesa End Table	Black Top, Bronze	\$ 109		30WDBB		30" Round Bar Table	Wood Top	\$ 210	
MESETG		Mesa End Table	Glass Top, Bronze	\$ 109		36BKSB		36" Round Bar Table	Black Top	\$ 229	
MESETW		Mesa End Table	Wood Top, Bronze	\$ 109		VTN		36" Round Bar Table	Graphite Nebula Top	\$ 229	
REGBEN		Regis Bench/Table	Brushed Metal	\$ 249		VTP		36" Round Bar Table	Maple Top	\$ 229	
REGOTT		Regis End Table	Brushed Metal	\$ 175		VTW		36" Round Bar Table	White Top	\$ 229	
SEDBBK		Sedona Side Table	Black Top, Bronze	\$ 110		BAR TABLES W/ HYDRAULIC CHROME BASE					
SEDBWH		Sedona Side Table	White Top, Bronze	\$ 110		30BKHB		30" Round Bar Table	Black Top	\$ 259	
SEDBWD		Sedona Side Table	Wood Top, Bronze	\$ 110		30BEHB		30" Round Bar Table	Blue Top	\$ 259	
C1E		Silverado Cocktail Table	Glass, Chrome	\$ 240		30AGHB		30" Round Bar Table	Brushed Gunmetal Top	\$ 259	
E1E		Silverado End Table	Glass, Chrome	\$ 220		30YSHB		30" Round Bar Table	Brushed Yellow Top	\$ 259	
C1Y		Sydney Cocktail Table	Black Top, Brushed Steel	\$ 240		30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 259	
SYDBEC		Sydney Cocktail Table	Blue Top, Brushed Steel	\$ 240		30GSHB		30" Round Bar Table	Green Top	\$ 259	
C1W		Sydney Cocktail Table	White Top, Brushed Steel	\$ 240		30MTHB		30" Round Bar Table	Maple Top	\$ 259	
SYDWDC		Sydney Cocktail Table	Wood Top, Brushed Steel	\$ 240		30OSHB		30" Round Bar Table	Orange Top	\$ 259	
E1Y		Sydney End Table	Black Top, Brushed Steel	\$ 210		30BRHB		30" Round Bar Table	Red Top	\$ 259	
SYDBEE		Sydney End Table	Blue Top, Brushed Steel	\$ 210		30WHHB		30" Round Bar Table	White Top	\$ 259	
E1W		Sydney End Table	White Top, Brushed Steel	\$ 210		30WDHB		30" Round Bar Table	Wood Top	\$ 259	
SYDWDE		Sydney End Table	Wood Top, Brushed Steel	\$ 210		30MAHB		30" Round Bar Table	Gray Acajou Top	\$ 259	
TAOBBK		Taos Side Table	Black Top, Bronze	\$ 110		36BKHB		36" Round Bar Table	Black Top	\$ 279	
TAOBWH		Taos Side Table	White Top, Bronze	\$ 110		36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 279	
TAOBWD		Taos Side Table	Wood Top, Bronze	\$ 110		36MTHB		36" Round Bar Table	Maple Top	\$ 279	
TMBTBL		Timber Table	Wood	\$ 149		36WTHB		36" Round Bar Table	White Top	\$ 279	
						BAR TABLE					
						RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 220	

SHOW NAME:					BOOTH:						
CODE	QTY	ITEM	DESCRIPTION	2020	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2020	TOTAL
BARSTOOLS						EXECUTIVE CHAIRS					
APS08		Apex Barstool	Black Vinyl, Silver	\$ 190		TASKST		Task Stool	Black Fabric, Black	\$ 125	
APS12		Apex Barstool	Blue Ultra Suede, Silver	\$ 190		CUPCHA		Cupertino Mid Back Chair	Black Vinyl	\$ 235	
APS59		Apex Barstool	Red Vinyl, Silver	\$ 190		GENCHA		Genesis Chair	Black	\$ 205	
APS75		Apex Barstool	White Vinyl, Silver	\$ 190		PROGB		Pro Executive Guest Chair	Black Vinyl	\$ 215	
BSS		Banana Barstool	Black, Chrome	\$ 210		PROEXB		Pro Executive High Back Chair	Black Vinyl, Chrome	\$ 309	
BST		Banana Barstool	White, Chrome	\$ 210		PROEXE		Pro Executive High Back Chair	White Classic Vinyl, Chrome	\$ 309	
BLDBRD		Blade Barstool	Red	\$ 109		PROMDB		Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$ 200	
BLDBSB		Blade Barstool	Sky Blue	\$ 109		PROMID		Pro Executive Mid Back Chair	White Classic Vinyl, Chrome	\$ 200	
XBAR		Christopher Barstool	White Vinyl, Chrome	\$ 165		OFFICE & PRODUCT DISPLAY					
LMBAR		Laguna Barstool	Maple, Chrome	\$ 149		TECH3		3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 125	
ROLLBL		Lift Barstool	Black Vinyl, Chrome	\$ 180		CR8		Madison Credenza	Gray Acajou, Chrome	\$ 420	
ROLLGY		Lift Barstool	Gray Vinyl, Chrome	\$ 180		JD8		Madison Executive Desk	Gray Acajou, Chrome	\$ 475	
ROLLRD		Lift Barstool	Red Vinyl, Chrome	\$ 180		TECH		Tech Desk, Powered	Black Metal, Black Laminate	\$ 385	
ROLLWH		Lift Barstool	White Vinyl, Chrome	\$ 180		TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	\$ 475	
LUBSCL		Lucent Barstool	Frosted Acrylic, Chrome	\$ 215		BC8		Madison Bookcase	Gray Acajou, Chrome	\$ 359	
BSC		Oslo Barstool	White, Chrome	\$ 220		PSHCCS		Posh Shelving	Chrome, Acrylic	\$ 410	
RSTSTL		Rustique Barstool	Gunmetal	\$ 110		PDL36B		Powered Locking Pedestal, 36"	Black	\$ 429	
BS001		Shark Barstool	White, Chrome	\$ 275		PDL36W		Powered Locking Pedestal, 36"	White	\$ 429	
BSR		Syntax Barstool	Black, Chrome	\$ 185		PDL42B		Powered Locking Pedestal, 42"	Black	\$ 510	
ZENBAR		Zenith Barstool	White, Chrome	\$ 155		PDL42W		Powered Locking Pedestal, 42"	White	\$ 510	
BS003		Zoey Barstool	Black, Chrome	\$ 249		LAMPS					
BS002		Zoey Barstool	White, Chrome	\$ 249		LA15		Mason Floor Lamp	Brushed Silver	\$ 185	
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME						LA14		Mason Table Lamp	Brushed Silver	\$ 125	
VNTBNP		Ventura Communal Bar Table	Black Top, Silver	\$ 545		BARS & COUNTERS					
VNTMNP		Ventura Communal Bar Table	Maple Top, Silver	\$ 545		MTBLPI		Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$1,250	
VNTWNP		Ventura Communal Bar Table	White Top, Silver	\$ 545		MTBUUL		Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$1,175	
VNTCBN		Ventura Communal Cafe Table	Black Top, Silver	\$ 435		MTCLPI		Midtown Pwr'd Counter	Taupe Glass Top, Pewter	\$1,250	
VNTCMN		Ventura Communal Cafe Table	Maple Top, Silver	\$ 435		MTCPUL		Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$1,179	
VNTCWN		Ventura Communal Cafe Table	White Top, Silver	\$ 435		GREENERY					
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME						HDG4FT		Boxwood Hedge, 4'	Green, Black	\$ 370	
VNTBMW		Ventura Communal Bar Table	Maple Top, Silver	\$ 545		HDG7FT		Boxwood Hedge, 7'	Green, Black	\$ 609	
VNTBWW		Ventura Communal Bar Table	White Top, Silver	\$ 545		CONFERENCE TABLES					
VNTCMW		Ventura Communal Cafe Table	Maple Top, Silver	\$ 435		36ATO		Atomic 36" Round Table	Glass Top, Chrome	\$ 259	
VNTCWW		Ventura Communal Cafe Table	White Top, Silver	\$ 435		42ATO		Atomic 42" Round Table	Glass Top, Chrome	\$ 259	
CONFERENCE TABLES						MERLIN		Merlin Multi Use Table	Gray Laminate, Black	\$ 295	
36ATO		Atomic 36" Round Table	Glass Top, Chrome	\$ 259		WD3		Work Table	White Top, White	\$ 285	
42ATO		Atomic 42" Round Table	Glass Top, Chrome	\$ 259		CB8		42" Round Conference Table	Madison, Gray Acajou	\$ 325	
MERLIN		Merlin Multi Use Table	Gray Laminate, Black	\$ 295		CB1		42" Round Table	Graphite Nebula Top	\$ 325	
WD3		Work Table	White Top, White	\$ 285		CONF42		42" Round Table	White Top	\$ 325	
CB8		42" Round Conference Table	Madison, Gray Acajou	\$ 325		42BKCT		42" Round Table	Black Top	\$ 325	
CB1		42" Round Table	Graphite Nebula Top	\$ 325		CB2		6' Conference Table	Graphite Nebula Top	\$ 390	
CONF42		42" Round Table	White Top	\$ 325		CT06GR		6' Table	Granite Top	\$ 400	
42BKCT		42" Round Table	Black Top	\$ 325		CB3		8' Conference Table	Graphite Nebula Top	\$ 459	
CB2		6' Conference Table	Graphite Nebula Top	\$ 390		C508GR		8' Table	Granite Top	\$ 459	
CT06GR		6' Table	Granite Top	\$ 400		CT10GR		10' Table	Granite Top, Black	\$ 690	
CB3		8' Conference Table	Graphite Nebula Top	\$ 459		CF2		Geo Table, Rectangle	Glass Top, Black	\$ 380	
C508GR		8' Table	Granite Top	\$ 459		CE2		Geo Table, Rectangle	Glass Top, Chrome	\$ 380	
CT10GR		10' Table	Granite Top, Black	\$ 690		CF1		Geo Table, Rounded Square	Glass Top, Black	\$ 275	
CF2		Geo Table, Rectangle	Glass Top, Black	\$ 380		CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 275	
CE2		Geo Table, Rectangle	Glass Top, Chrome	\$ 380		MADC05		Madison 5' Table	Gray Acajou, Chrome	\$ 385	
CF1		Geo Table, Rounded Square	Glass Top, Black	\$ 275		MADC08		Madison 8' Table	Gray Acajou, Chrome	\$ 769	
CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 275		MADC10		Madison 10' Table	Gray Acajou, Chrome	\$ 769	
MADC05		Madison 5' Table	Gray Acajou, Chrome	\$ 385							
MADC08		Madison 8' Table	Gray Acajou, Chrome	\$ 769							
MADC10		Madison 10' Table	Gray Acajou, Chrome	\$ 769							

Page 3 TOTAL



Display Tables & Accessories Order Form

Discount Deadline: **Friday, October 29, 2021**

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	\$

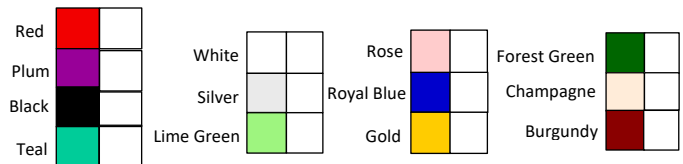
Chairs				
QTY	Item Description	Discount	Standard	Total
	Side Chair	\$46.00	\$57.25	\$
	Modular High Stool Gray Fabric – 29" Tall	\$73.25	\$91.50	\$
	Padded Chair	\$65.00	\$81.00	\$

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: **Black**



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



Carpet & Cleaning Order Form

Discount Deadline: **Friday, October 29, 2021**

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.)					Event Colors: <u>Black</u>				
QTY	Item Description	Discount	Standard	Total	CARPET COLORS				
	10' x 10' Carpet	\$123.50	\$154.50	\$	Please ✓ carpet color of choice: 				
	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	\$					

All **Custom Carpet** orders must be received by **Friday, October 29, 2021**. 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 <i>Exhibitor Service Department</i> 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	\$

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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: Friday, October 29, 2021

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	\$



Event Colors are: Black

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

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- Items cancelled on or prior to Friday, October 29, 2021 will be refunded at 100%. Items cancelled after Friday, October 29, 2021 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 Friday, October 29, 2021 they will be billed at 100%.

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

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



Plant Order Form

Discount Deadline: **Friday, October 29, 2021**

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	\$115.50	\$
	5' plants	\$106.80	\$133.20	\$
	6' plants	\$120.90	\$150.90	\$
	Ferns	\$54.00	\$67.20	\$



Blooming Plants				
QTY	Item Description	Discount	Standard	Total
	Azaleas	\$54.00	\$67.20	\$
	Bromeliads	\$54.00	\$67.20	\$
	Mums	\$54.00	\$67.20	\$

Cut Flower Arrangements				
QTY	Item Description	Discount	Standard	Total
	12" high	\$78.30	\$97.80	\$
	24" high	\$99.60	\$124.50	\$



ORDER POLICY

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- Items cancelled on or prior to **Friday, October 29, 2021** will be refunded at 100%. Items cancelled after **Friday, October 29, 2021** 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 **Friday, October 29, 2021** they will be billed at 100%.

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

Signs & Graphics Order Form

Discount Deadline: **Friday, October 29, 2021**

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 **Friday, October 29, 2021**. 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 **Friday, October 29, 2021** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, October 29, 2021** will be refunded at 100%. Items cancelled after **Friday, October 29, 2021**, 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



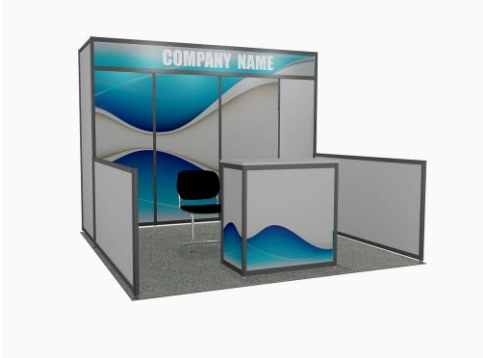
Backwall Unit with Graphics



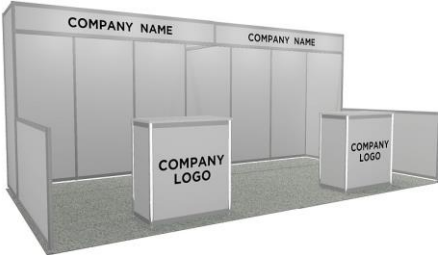
10' x 10' Booth Display w/o Graphics



10' x 10' Booth Display with Graphics



10' x 20' Booth Display w/o Graphics



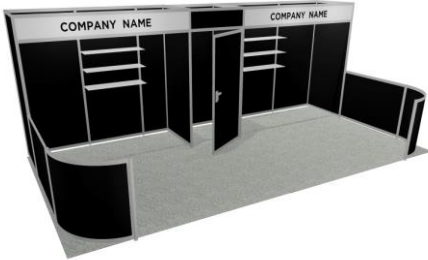
10' x 20' Booth Display with Graphics



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 **Friday, October 29, 2021**. 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 **Friday, October 29, 2021**, will be refunded at 100%. Items cancelled after **Friday, October 29, 2021**, on show site or after delivery are **non-refundable** and billed at 100%.

10' x 10' Rental Units		Price	Total
Backwall Unit without Graphics 10' wide x 8' tall Backwall Unit includes printed company name header		w/o graphics \$1,200.00	
Backwall Unit with full Graphics 10' x 8' tall Backwall Unit includes Full Custom Printed Graphics		with graphics \$2,150.00	
10' x 10' Booth Display without Graphics 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	
10' x 10' Booth Display with Full Graphics 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	
Superior Custom Booth 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	
10' x 20' Rental Units			
10' x 20' Booth Display without Graphics 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	
10' x 20' Booth Display with Graphics 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	
Black Panel 10' x 20' Display 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	
20' x 20' Rental Unit			
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 **Friday, October 29, 2021** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, October 29, 2021** will be refunded at 100%. Items cancelled after **Friday, October 29, 2021**, on show site or after delivery are **non-refundable** and billed at 100%.

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



➔ Add-Ons for Rental Units Order Form

Discount Deadline: **Friday, October 29, 2021**

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 **Friday, October 29, 2021**. 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 **Friday, October 29, 2021**, will be refunded at 100%. Items cancelled after **Friday, October 29, 2021**, on show site or after delivery are **non-refundable** and billed at 100%.

Add-Ons		Discount	Standard	QTY	Total
Meter Counter: Black counter top with black sides, graphics optional. Dimension totals: 27.5" wide x 39" high x 22.5" diameter.	Can be ordered separately or added to rental units	\$320.00	\$369.25		\$
Literature Stand: Collapsible literature stand with 6 pockets	Can be ordered separately or added to rental units	\$102.00	\$124.75		\$
Cocktail Table: 42" tall with standard base	Can be ordered separately or added to rental units	\$92.50	\$110.75		\$
Café Table: 30" tall with standard base	Can be ordered separately or added to rental units	\$72.50	\$87.00		\$
Glass Display Case: 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		\$
Glass Display Counter: 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		\$
Rolling TV Cart Floor Stand: 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 **Friday, October 29, 2021** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, October 29, 2021** will be refunded at 100%. Items cancelled after **Friday, October 29, 2021** on show site or after delivery are **non-refundable** and billed at 100%.

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



➔ **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"> 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.



→ 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 **Friday, October 29, 2021**.
- 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.

Rates				
Based on a crew, which will consist of a lift with two (2) riggers.				
	Pre-Order	Show Site	Days	Time
Straight Time	\$272.50	\$354.25	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$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
Double Time	\$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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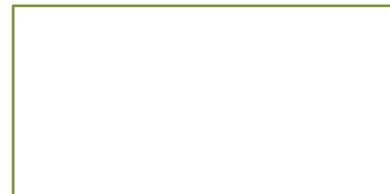
Type: <input type="checkbox"/> Fabric – Cloth <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Truss	Shape: <input type="checkbox"/> Circle <input type="checkbox"/> Square <input type="checkbox"/> Triangle	<input type="checkbox"/> Exhibitor Supervised <input type="checkbox"/> SES Supervised (25% supervision charge applies)
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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 person in charge of your move in:

Name: _____
 Phone Number: _____

Order Policy
<ul style="list-style-type: none"> • 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.

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



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.

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

Please complete information below:

Invoice will be calculated according to actual hours worked.

	# of Forklifts up to 5,000 lbs. (w/operator)	Weight of heaviest piece	Date	Time	Approx hours
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 (additional charges may apply) <input type="checkbox"/> No					

Contact information for the person 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.

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



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

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- Payment in full must accompany all orders by **Friday, October 29, 2021** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, October 29, 2021** will be refunded at 100%. Items cancelled after **Friday, October 29, 2021** 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 **Friday, October 29, 2021** they will be billed at 100%.

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



➔ **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 **Friday, October 29, 2021**. *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:

Arrival Date/Time: _____ **Booth Number/Location:** _____

Dimensions: Length _____ Width _____ Height _____ Weight (lbs.) _____

Special Needs/Handling:

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 **Friday, October 29, 2021** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, October 29, 2021** will be refunded at 100%. Items cancelled after **Friday, October 29, 2021** 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 **Friday, October 29, 2021** they will be billed at 100%.

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

➔ 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: Friday, October 29, 2021

If this *EAC* form and the *Certificate of Insurance* are not received by Friday, October 29, 2021
 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)

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

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: _____ _____	



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	CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YYYY)
PRODUCER ABC Insurance Agency 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 Company Name, Inc 1234 Corporate Lane New York, NY 12345	INSURER A: Hartford Insurance Company of Texas	
	INSURER B: Aetna Casualty & Surety Company	
	INSURER C: Royal Insurance Company	

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	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr> <tr><td>FIRE DAMAGE (Any one fire)</td><td>\$50,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$5,000</td></tr> <tr><td>PERSONAL & ADY INJURY</td><td>\$1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$2,000,000</td></tr> <tr><td>PRODUCTS-COMP/OP AGG</td><td>\$2,000,000</td></tr> </table>	EACH OCCURRENCE	\$1,000,000	FIRE DAMAGE (Any one fire)	\$50,000	MED EXP (Any one person)	\$5,000	PERSONAL & ADY INJURY	\$1,000,000	GENERAL AGGREGATE	\$2,000,000	PRODUCTS-COMP/OP AGG	\$2,000,000
EACH OCCURRENCE	\$1,000,000																
FIRE DAMAGE (Any one fire)	\$50,000																
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PERSONAL & ADY 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-0294995	01/01/16	01/01/17	<table border="1"> <tr><td>COMBINED SINGLE LIMIT (each accident)</td><td>\$1,000,000</td></tr> <tr><td>BODILY INJURY (per person)</td><td>\$</td></tr> <tr><td>BODILY INJURY (per accident)</td><td>\$</td></tr> <tr><td>PROPERTY DAMAGE</td><td>\$</td></tr> <tr><td>AUTO ONLY-EA ACCIDENT</td><td>\$</td></tr> <tr><td>OTHER THAN</td><td>\$</td></tr> </table>	COMBINED SINGLE LIMIT (each accident)	\$1,000,000	BODILY INJURY (per person)	\$	BODILY INJURY (per accident)	\$	PROPERTY DAMAGE	\$	AUTO ONLY-EA ACCIDENT	\$	OTHER THAN	\$
COMBINED SINGLE LIMIT (each accident)	\$1,000,000																
BODILY INJURY (per person)	\$																
BODILY INJURY (per accident)	\$																
PROPERTY DAMAGE	\$																
AUTO ONLY-EA ACCIDENT	\$																
OTHER THAN	\$																
A	___ UMBRELLA ___ EXCESS LIABILITY ___ OCCUR ___ CLAIMS MADE ___ DEDUCTIBLE ___ RETENTIONS	XL1234567	01/01/16	01/01/17	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$</td></tr> <tr><td>AGGREGATE</td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$	AGGREGATE	\$								
EACH OCCURRENCE	\$																
AGGREGATE	\$																
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	A4145-SS-PJ37	01/01/16	01/01/17	<table border="1"> <tr><td>WC STATUTORY LIMITS</td><td>OTHER</td><td></td></tr> <tr><td>E.L. EACH ACCIDENT</td><td></td><td>\$1,000,000</td></tr> <tr><td>E.L. DISEASE-EA EMPLOYEE</td><td></td><td>\$1,000,000</td></tr> <tr><td>E.L. DISEASE-POLICY LIMIT</td><td></td><td>\$1,000,000</td></tr> </table>	WC STATUTORY LIMITS	OTHER		E.L. EACH ACCIDENT		\$1,000,000	E.L. DISEASE-EA EMPLOYEE		\$1,000,000	E.L. DISEASE-POLICY LIMIT		\$1,000,000
WC STATUTORY LIMITS	OTHER																
E.L. EACH ACCIDENT		\$1,000,000															
E.L. DISEASE-EA EMPLOYEE		\$1,000,000															
E.L. DISEASE-POLICY LIMIT		\$1,000,000															
D	OTHER Professional Liability	000P98298-A11	01/01/16	01/01/17	<table border="1"> <tr><td>EACH OCCURRENCE & AGGREGATE</td><td>\$1,000,000</td></tr> <tr><td></td><td>\$3,000,000</td></tr> </table>	EACH OCCURRENCE & AGGREGATE	\$1,000,000		\$3,000,000								
EACH OCCURRENCE & AGGREGATE	\$1,000,000																
	\$3,000,000																

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER <u> X </u>	ADDITIONAL INSURED; INSURER LETTER <u> X </u>	CANCELLATION <u> </u>
SES Exhibitor Services 10548 US Highway 80 Forney, TX 75126 Re: Lucky Leaf Expo Houston		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.

Electrical Services Order Form



Advanced Price Deadline Date: October, 22, 2021

**Lucky Leaf Expo 2021
November 5-6, 2021**

Remit to: NRG Park - Exhibitor Services

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1718 (option 1)

Fax: 832-667-2653

Email: houstonutilities@freeman.com

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.

In our ongoing efforts to safeguard your sensitive information SMG – NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

For assistance, please call 832-667-1718 (option 1) to speak with one of our experts. Per the NRG Park Terms & Conditions, please note that all orders are considered complete once payment is received. NRG Park requires processed payment in full by the advance ordering deadline date to receive this rate. Check payments must be received with all orders. NRG Park does not hold credit cards until check arrives. Prices are subject to change without notice.

ORDERING COMPANY CONTACT INFORMATION (PERSON PLACING ORDER)

Please Check One: Exhibiting Company EAC (3rd Party Company) Show Management

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____ City: _____ State: _____ Zip: _____

Order Contact Name: _____ Phone #: _____ Fax: _____

Order Contact Email Address: _____

IMPORTANT INFORMATION

DELIVERY OF SERVICE: Power includes delivery of the service to the location at the rear of the booth in peninsula & inline booths. Please see the Electrical Labor Order Form for rates & instructions if you require outlets in other locations, have lights, other electrical items to hang or erect, have orders for power of 208V or higher, or have other electrical requirements.

MULTIPLE OUTLET LOCATIONS: A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time & material basis.

ISLAND BOOTHS: For island booths with no labor ordered, there is a 1/2 hr minimum installation charge & a 1/2 hr minimum dismantle charge.

INLINE & PENINSULA BOOTHS: Power will be placed in the back of the booth unless otherwise specified.

SEPARATE OUTLETS: Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER: If you require your power from overhead, additional materials & labor may be incurred. Please contact 832-667-1718, option 1.

Electrical Services Order Form

ELECTRICAL OUTLETS, LIGHTING & PRICING

Outlet Type	Quantity	Advance Price	Standard Price	Total
120 VOLT SINGLE PHASE				
1500 Watts (15 Amps)	_____	\$110.00	\$149.00	\$ _____
20 Amps	_____	\$148.00	\$220.00	\$ _____
208 VOLT SINGLE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$215.00	\$290.00	\$ _____
30 Amps	_____	\$265.00	\$357.00	\$ _____
60 Amps	_____	\$394.00	\$531.00	\$ _____
100 Amps	_____	\$627.00	\$847.00	\$ _____
200 Amps	_____	\$1,278.00	\$1,724.00	\$ _____
208 VOLT THREE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$283.00	\$382.00	\$ _____
30 Amps	_____	\$338.00	\$457.00	\$ _____
60 Amps	_____	\$579.00	\$781.00	\$ _____
100 Amps	_____	\$952.00	\$1,286.00	\$ _____
200 Amps	_____	\$1,905.00	\$2,572.00	\$ _____
400 Amps	_____	\$4,029.00	\$5,123.00	\$ _____
480 VOLT THREE PHASE (Labor Required for Connection & Dismantle)				
20 Amps	_____	\$504.00	\$681.00	\$ _____
30 Amps	_____	\$638.00	\$863.00	\$ _____
40 Amps	_____	\$861.00	\$1,161.00	\$ _____
60 Amps	_____	\$1,229.00	\$1,659.00	\$ _____
80 Amps	_____	\$1,505.00	\$2,032.00	\$ _____
100 Amps	_____	\$1,905.00	\$2,572.00	\$ _____
LIGHTING (Price Includes Power & Labor for Installation)				
Single Light Stand (200w)	_____	\$186.00	\$252.00	\$ _____
Double Light Stand (400w)	_____	\$196.00	\$266.00	\$ _____

*May require labor and/or lift at additional charge. Please contact 832-667-1718, opti

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials. Extension cords and power strips are available for rental at the NRG Park Service Desk.

GRAND TOTAL COST

Outlet (s): \$ _____
Lighting: \$ _____
GRAND TOTAL: \$ _____

Electrical Services Order Form



ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS:

Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

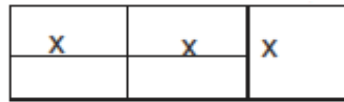
Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

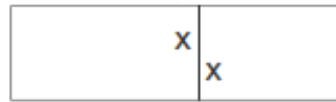
LOCATION OF POWER IN YOUR BOOTH:

In-Line & Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

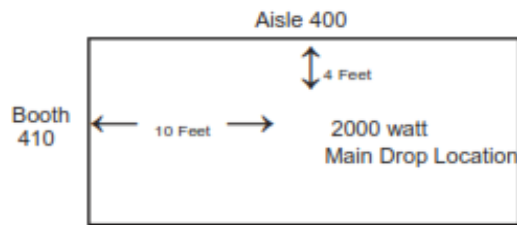


BACK TO BACK PENINSULA

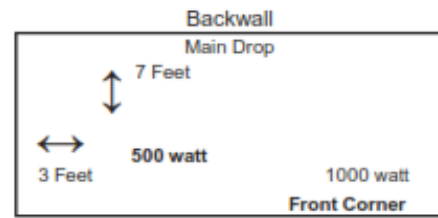
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

ISLAND BOOTHS / MULTIPLE OUTLETS:

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See EXAMPLES below:



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labor Required

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Form for complete details. Please complete Labor Order Form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All equipment regardless of power source, must comply with Federal, State and local codes. NRG Park reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. NRG Park is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices (eg. - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to NRG Park receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. Power sharing is not permitted between exhibitors.

Electrical Labor Order Form



Advanced Price Deadline Date: October, 22, 2021

**Lucky Leaf Expo 2021
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Phone: 832-667-1718 (option 1)

Fax: 832-667-2653

Email: houstonutilities@freeman.com

Order Services & Manage Orders Online At: <https://nrgpark.boomerecommerce.com/>

LABOR RATES AND SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)
Overtime - Monday - Friday, 4:30 pm - 8:00 am (All Day Saturdays, Sundays & Holidays)

Description	Advance Price	Standard Price	Unit
ELECTRICIAN - STRAIGHT TIME:	\$77.00	\$77.00	Per Man/Per Hour
ELECTRICIAN - OVERTIME:	\$154.00	\$154.00	Per Man/Per Hour

- 1) Start time guaranteed only at start of each working day.
- 2) Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the NRG Park service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet & flooring.

OK TO PROCEED WITHOUT EXHIBITOR PRESENT:

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. NRG Park must receive detailed blue prints/floor plans for power distribution and

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

EXHIBITOR SUPERVISION (DO NOT PROCEED):

Date _____ Time _____ # of Electricians _____

Name of Onsite Contact: _____

Cell Phone: _____

Special Instructions: _____

BOOTH WORK:

Booth work is any of the following: Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Mounting of plasmas/LCD monitors and lights.
- Connection or hard wiring of all exhibitor equipment.
- Lighting used as spot or flood lights.
- Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other _____

LABOR REQUEST:

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Date _____ Time _____ Est. #Hours _____ #Electricians _____

Name of Onsite Contact: _____

Special Instructions: _____

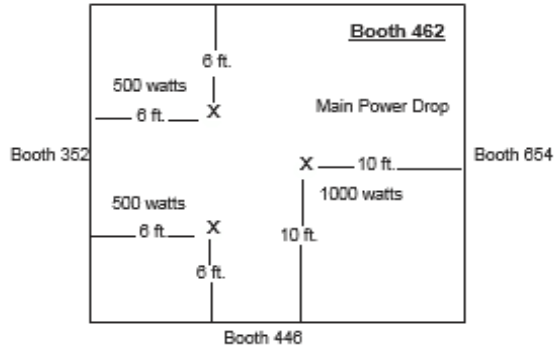
ELECTRICAL LABOR INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments.
3. Continuations to another day are a minimum of 1 hour.
4. Labor must be picked up at the NRG Park service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts).

Please feel free to contact our electrical specialists at houstonutilities@freemanco.com with any additional questions.

WATTAGE		WATTAGE	
Blender	475 - 100	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700 - 1000
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Coffee Pot - Household Size	600 - 1200	Juicer - Double	1000
Large Coffee Pot, Griddle or Portable Heater	1500 - 2000	Laminator	2000
Computer Monitor - Independent	120 - 200	Lights with Rental Booths	200 Each
Computer - Desktop (Monitor & CPU)	200 - 900	Meat Slicer	500 - 1000
Computer - Laptop	100 - 300	Microwave Oven	500 - 2000
Computer Printer - Dot Matrix	100 - 500	Mixer	500 - 1000
Computer Printer - Laser	400 - 1000	Photo copier	Depends on Size - May Require 208V
Crock Pot	200 - 1000	Pizza Oven (Small)	30 Amp/120V Special Connection
DVD Player	50 - 100	Popcorn Maker	2000
Electric Frying Pan	1200 - 2000	Projector (Depends on Size)	1000
Fax Machine	1000	Refrigerator - Small	400
Flat Screen TV - 32" to 50"	1000	Refrigerator - Full Size	750
Food Processor	500 - 2000	Sewing Machine	1000
Glue Gun	300	Steamer	2000
Hot Water Heater	30 Amp 208 Volt Single Phase	Stereo (Amplifier) or Television	100 - 500
Hair Dryer	1000 - 2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Hot Plate Double	1500 - 2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Water Cooler - Cold Water	1000	Water Cooler - Hot/Cold Water	2000



BOOTH DIAGRAM LAYOUT

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

- 1. Location of the main power drop;** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets:** Please provide specific dimensions and wattages/amperages. *Please **DO NOT** place an X where power is required.*
- 3. Booth Orientation:** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME: _____

SHOW DATES: _____

COMPANY NAME: _____

BOOTH #: _____

Adjacent Aisle or Booth# _____

A large 40x40 grid for booth layout. The grid is bounded by lines labeled "Adjacent Aisle or Booth #" on the top, bottom, left, and right sides.

Adjacent Aisle or Booth # _____

A measurement scale can be applied as necessary to reflect the size of your booth.

Plumbing Services Order Form

Air - Water - Drain - Gas



Advanced Price Deadline Date: October 22, 2021

**Lucky Leaf Expo 2021
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ORDERING COMPANY CONTACT INFORMATION (PERSON PLACING ORDER)

Please Check One: Exhibiting Company EAC (3rd Party Company) Show Management

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____ City: _____ State: _____ Zip: _____

Order Contact Name: _____ Phone #: _____ Fax: _____

Order Contact Email Address: _____

COMPRESSED AIR, WATER, DRAINS & LABOR

	<u>Quantity</u>	<u>Advance Price</u>	<u>Standard Price</u>	<u>Total</u>
COMPRESSED AIR: 90 - 100 LBS. PSI				
Service Charge For 1st Outlet:	_____	\$338.00	\$457.00	\$ _____
CFM Requirements (Minimum 5 CFM per Outlet) Price is Per CFM	_____	\$15.00 per 5 CFM	\$15.00 per 5 CFM	\$ _____

There will be a minimum of (1) hour charged for labor. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

WATER

Service Charge For 1st Outlet: _____ **\$215.00** **\$290.00** \$ _____

Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

DRAINS

Service Charge For 1st Drain Outlet At Rear of Booth _____ **\$246.00** **\$332.00** \$ _____

FILL & DRAINS

1 - 69 Gallons	_____	\$116.00	\$156.00	\$ _____
70 - 500 Gallons	_____	\$148.00	\$200.00	\$ _____
501 - 1000 Gallons	_____	\$294.00	\$398.00	\$ _____
Each Additional 100 Gal	_____	\$32.00	\$42.00	\$ _____

NOTE: Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of 1 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

PLUMBING LABOR

1 hour minimum charge for all services for booth installation and removal. Total 2 hours. Additional time charged in 1 hour increments.

Straight Time Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)	\$77.00	\$77.00	\$ _____
Overtime - Monday - Friday, 4:30 pm - 8:00 am (All Day Saturdays, Sundays & Hc)	\$154.00	\$154.00	\$ _____

PLUMBING CONDITIONS AND REGULATIONS

1. Credit will not be given for connections installed and not used.
2. All equipment must comply with state and local safety codes.
3. Claims will not be considered unless if led by exhibitor prior to close of show, no exceptions.
4. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
5. All equipment using water must have inlet and outlet properly tagged.
6. Unless otherwise directed, NRG Park Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
7. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
8. Service outlet size will be determined by the volume required.
9. All work performed within booth attaching lines to equipment will be charged on a time and material basis.
10. All outlets will be installed on the floor at the back wall of booth.
11. NRG Park will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
12. NRG Park must have 30 days notice in order to supply special regulators, strainers, traps, etc.
13. Exhibitors are not allowed to bring air compressors on the show floor.
14. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
15. Please contact our Plumbing Department at 832-667-1718, option 1 for an estimate regarding labor or additional footage.

Electricity or electrical labor to connect and operate any plumbing apparatus is not included

All electrical requirements must be ordered on the [NRG Park Electrical Services Order Form](#)