Dear Exhibitor:
Your company is exhibiting at the event below.
Please direct this service manual to the person in charge of your exhibit.

BUILDING SAFETY & DESIGN EXPO 2018

OCTOBER 21– 22, 2018

GREATER RICHMOND CONVENTION CENTER
RICHMOND, VIRGINIA
General Information

Booth Equipment
Each 10’x10’ booth will be set with 8’ high blue, gray, and white back drape, 3’ high blue side dividers, and a 7” x 44” one-line identification sign.

Exhibit Hall Carpet
The exhibit area is not carpeted; however, the aisles are carpeted Blue jay (blue carpet with black specks). Booth floor covering (carpet) is required by show management. To enhance the appearance of your booth, rental carpet is available through Heritage Trade Show Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Date
In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Wednesday, October 3rd, 2018.

Shipments to Advance Warehouse Deadline Date
Heritage will begin receiving freight at the advance warehouse on Thursday, September 20th, 2018. To avoid late fees all shipments to the advanced warehouse must arrive no later than Friday, October 12th, 2018.

Show Schedule

Exhibitor Move-In
Saturday October 20th 8:00 a.m. - 5:00 p.m.
Sunday October 21st 9:00 a.m. - 12:00 p.m.

Exhibit Hours
Sunday October 21st 2:00 p.m. - 6:30 p.m.
Monday October 22nd 11:00 a.m. - 7:00 p.m.

Exhibitor Move-Out
Monday October 22nd 7:00 p.m. - 10:00 p.m.
Tuesday October 23rd 8:00 a.m. - 12:00 p.m.

• Empty crates and containers will begin being returned at 7:00 p.m., Monday, October 22nd.
• All carriers must check-in no later than 10:00 a.m. on Tuesday, October 23rd. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 10:00 a.m.
• Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

(Continued on next page)
Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
C/O UPS Freight
5401 Midlothian Turnpike
Richmond, VA 23225
FOR: Building Safety & Design Expo

Heritage will accept exhibit materials beginning Thursday, September 20th, 2018 at the above address. Material arriving after Friday, October 12th, 2018 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number
C/O Heritage Trade Show Services
Greater Richmond Convention Center
403 North 3rd St.
Richmond, VA 23219
FOR: Building Safety & Design Expo

Freight will be accepted at show site beginning Saturday, October 20th, 2018. See the Material Handling Instructions within this kit for additional information.

Service Center Hours
The Heritage Exhibitor Service Center will be staffed during exhibitor move-in and exhibitor move-out.

Assistance
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services at 314-534-8500.

We Appreciate Your Business
NAME OF CONVENTION: BUILDING SAFETY & DESIGN EXPO  

EXHIBITING COMPANY  

PHONE #  

FAX #  

ADDRESS  

CITY  

STATE  

ZIP  

CONTACT EMAIL  


PRINT NAME  

SIGNATURE  


<table>
<thead>
<tr>
<th>CREDIT CARD PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARD HOLDER’S NAME (Please print)</td>
</tr>
<tr>
<td>CARD HOLDER’S SIGNATURE</td>
</tr>
<tr>
<td>CREDIT CARD BILLING ADDRESS</td>
</tr>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>CREDIT CARD NUMBER</td>
</tr>
<tr>
<td>Charge to:</td>
</tr>
</tbody>
</table>

If for any reason the submitted credit card or check is declined or returned, a $50.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

COMPANY CHECK: Heritage Trade Show Services, 620 Shenandoah Ave, St Louis, MO 63104, Attn: Exhibitor Services. Please include a copy of this order form with your check.

BANK WIRE TRANSFER: Enterprise Bank and Trust; St. Louis, MO 63127. ABA#081006162; ACCT#0040520 HERITAGE; Swift Code-Entrus44. Please reference name of show & booth number so we can properly credit your account. Customers are responsible for any bank processing fees. Please add $25.00 to your invoice total for each wire to cover inbound bank processing fees.

FURNITURE  

CARPET  

SPECIALTY FURNITURE  

ACCESSORIES  

RENTAL UNITS  

ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required)  

PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE  

ESTIMATED LABOR (Credit Card Required)  

BOOTH CLEANING  

SIGN SERVICE  

Please note: In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

TOTAL AMOUNT DUE $  

All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Heritage companies, including but not limited to HES Logistics, Inc., or any charges which Heritage may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. By submitting this form or ordering materials or services from Heritage, you agree to be bound by all terms & conditions included in your service manual.

For questions or comments, your Exhibitor Services Representative is available by phone at 314-534-8500, by email at exhibitor.services@heritagesvs.com or in person on the show site at the Service Desk. Thank you for your business.
Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after the deadline are subject to availability.

### FURNITURE

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>STANDARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F60</td>
<td></td>
<td>72.10 93.75</td>
</tr>
<tr>
<td>F50</td>
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<td>94.10 122.35</td>
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<tr>
<td>F9</td>
<td></td>
<td>94.10 122.35</td>
</tr>
<tr>
<td>F10</td>
<td></td>
<td>102.00 132.60</td>
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<tr>
<td>F20</td>
<td></td>
<td>120.50 156.65</td>
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<td>F30</td>
<td></td>
<td>115.20 149.75</td>
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<tr>
<td>F40</td>
<td></td>
<td>151.25 196.65</td>
</tr>
<tr>
<td>F75</td>
<td></td>
<td>195.00 253.50</td>
</tr>
</tbody>
</table>

### TABLE RISERS COVERED WHITE

(Riser Dimension: 10" Wide x 8" high)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>STANDARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F260</td>
<td></td>
<td>70.70 91.90</td>
</tr>
<tr>
<td>F270</td>
<td></td>
<td>85.50 111.15</td>
</tr>
</tbody>
</table>

### SPECIAL DRAPE BACKGROUNDS

<table>
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<th>ITEM</th>
<th>QTY</th>
<th>STANDARD AMOUNT</th>
</tr>
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<td>17.60 22.85</td>
</tr>
<tr>
<td>F290</td>
<td></td>
<td>19.35 25.15</td>
</tr>
</tbody>
</table>

### DRAPE DISPLAY TABLE

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>STANDARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F110</td>
<td></td>
<td>130.15 169.20</td>
</tr>
<tr>
<td>F120</td>
<td></td>
<td>156.55 203.50</td>
</tr>
<tr>
<td>F130</td>
<td></td>
<td>182.95 237.80</td>
</tr>
<tr>
<td>F140</td>
<td></td>
<td>161.80 210.35</td>
</tr>
<tr>
<td>F150</td>
<td></td>
<td>188.50 244.65</td>
</tr>
<tr>
<td>F160</td>
<td></td>
<td>214.60 278.95</td>
</tr>
<tr>
<td>F170</td>
<td></td>
<td>54.55 70.90</td>
</tr>
</tbody>
</table>

### UNDRAPE DISPLAY TABLE

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>STANDARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>F190</td>
<td></td>
<td>83.55 108.60</td>
</tr>
<tr>
<td>F200</td>
<td></td>
<td>102.00 132.60</td>
</tr>
<tr>
<td>F210</td>
<td></td>
<td>121.35 157.80</td>
</tr>
<tr>
<td>F220</td>
<td></td>
<td>90.60 117.75</td>
</tr>
<tr>
<td>F230</td>
<td></td>
<td>107.30 139.50</td>
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<tr>
<td>F240</td>
<td></td>
<td>131.05 170.35</td>
</tr>
<tr>
<td>F80</td>
<td></td>
<td>181.15 235.50</td>
</tr>
</tbody>
</table>

**COLORS:**
- RED
- BLUE
- TEAL
- BURGUNDY
- HUNTER GREEN
- PLUM
- GRAY
- BLACK
- WHITE
- GOLD
- EXPO GREEN

*Show colors will be given when color is not selected.

---

**5.3% Tax __________**

**TOTAL ORDER __________**

---

**NAME OF CONVENTION:** BUILDING SAFETY & DESIGN EXPO  
**BOOTH # __________________________**

**EXHIBITING COMPANY**

**PHONE # __________________________ FAX # __________________________**

**ADDRESS ________________________________________________________ CITY ___________________ STATE _____ ZIP ___________________**

**EMAIL ORDER CONFIRMATION & INVOICE TO _____________________________ ____________________________**

**CONTACT NAME __________________________________________________ DATE ________________________**

(Print & Sign)

Please Fax, Mail or Email This Form Promptly To Heritage Using The Information At The Top Of The Page - Retain One Copy For Your Files
Display Tables

Pedestal Tables
F80 Pedestal Table 30" x 18" h
F90 Pedestal Table 30" x 30" h
F100 Pedestal Table 30" x 42" h

Draped Display Tables
F110 4' x 2' x 30"  F140 4' x 2' x 42"
F120 6' x 2' x 30"  F150 6' x 2' x 42"
F130 8' x 2' x 30"  F160 8' x 2' x 42"

Undraped Display Tables
F190 4' x 2' x 30"  F220 4' x 2' x 42"
F200 6' x 2' x 30"  F230 6' x 2' x 42"
F210 8' x 2' x 30"  F240 8' x 2' x 42"
## CARPET RENTAL ORDER FORM

Discount prices apply to orders with full payment by the discount date listed on the general info page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved.

Orders received after the deadline are subject to availability.

### CLASSIC EXPO CARPET - 16oz

<table>
<thead>
<tr>
<th>Choose Color:</th>
<th>Qty.</th>
<th>Product 9' x 10'</th>
<th>Advance $191.70</th>
<th>Standard $249.25</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>1</td>
<td>Cayenne 9' x 10'</td>
<td>$191.70</td>
<td>$249.25</td>
<td></td>
</tr>
<tr>
<td>Blue</td>
<td>1</td>
<td>Gray 9' x 10'</td>
<td>$191.70</td>
<td>$249.25</td>
<td></td>
</tr>
<tr>
<td>Hunter Green</td>
<td>1</td>
<td>Black 9' x 10'</td>
<td>$191.70</td>
<td>$249.25</td>
<td></td>
</tr>
<tr>
<td>Burgundy</td>
<td>1</td>
<td>Tuxedo 9' x 10'</td>
<td>$191.70</td>
<td>$249.25</td>
<td></td>
</tr>
</tbody>
</table>

*A 5.3% Sales Tax Will Be Added To All Carpet Orders*

### AREA CARPET - 100 sq. ft. minimum required

| Booth size: _____ x _____ = ______ Sq. Ft. |

**PRESTIGE CARPET - 28oz**

<table>
<thead>
<tr>
<th>Choose Color:</th>
<th>Qty.</th>
<th>Product 9' x 20'</th>
<th>Advance $376.40</th>
<th>Standard $489.35</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charcoal</td>
<td>1</td>
<td>Silver Cloud 9' x 20'</td>
<td>$376.40</td>
<td>$489.35</td>
<td></td>
</tr>
<tr>
<td>Navy</td>
<td>1</td>
<td>Burgundy 9' x 20'</td>
<td>$376.40</td>
<td>$489.35</td>
<td></td>
</tr>
<tr>
<td>Hunter Green</td>
<td>1</td>
<td>Beige 9' x 20'</td>
<td>$376.40</td>
<td>$489.35</td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td>1</td>
<td>Royal 9' x 20'</td>
<td>$376.40</td>
<td>$489.35</td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td>1</td>
<td>Teal 9' x 20'</td>
<td>$376.40</td>
<td>$489.35</td>
<td></td>
</tr>
<tr>
<td>Tuxedo</td>
<td>1</td>
<td>Blue Jay 9' x 20'</td>
<td>$376.40</td>
<td>$489.35</td>
<td></td>
</tr>
<tr>
<td>Cayenne</td>
<td>1</td>
<td>White 9' x 20'</td>
<td>$376.40</td>
<td>$489.35</td>
<td></td>
</tr>
</tbody>
</table>

Minimum of 100 sq. ft. required for all prestige carpet orders.

| Booth size: _____ X _____ = _____ Sq. Ft. |

### PADDING & VISQUEEN

<table>
<thead>
<tr>
<th>Product</th>
<th>Booth Size</th>
<th>Sq. Ft.</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Carpet Padding/Per Sq. Ft.</td>
<td>X</td>
<td>X</td>
<td>$1.60</td>
<td>$2.05</td>
<td>$</td>
</tr>
<tr>
<td>Visqueen Covering/Per Sq. Ft</td>
<td>X</td>
<td>X</td>
<td>$0.95</td>
<td>$1.25</td>
<td>$</td>
</tr>
</tbody>
</table>

*A 5.3% Sales Tax Will Be Added To All Carpet Orders*

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Name of Convention: **ICC 2018**

Exhibiting Company: 

Phone #: Fax #: 

Address: 

Email Order Confirmation & Invoice To: 

Contact Name: Date: 

Please Return This Form Promptly To The Address Above - Retain One Copy For Your Files
## ACCESSORIES/DISPLAY

### ACCESSORIES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>A10</td>
<td></td>
<td>24.30</td>
<td>32.95</td>
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<tr>
<td>A20</td>
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<td>42.20</td>
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</tr>
<tr>
<td>D250</td>
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<td>155.65</td>
<td>202.35</td>
<td></td>
</tr>
<tr>
<td>A30</td>
<td></td>
<td>31.65</td>
<td>41.15</td>
<td></td>
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<tr>
<td>A40</td>
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<td>A50</td>
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<td>91.80</td>
<td>119.35</td>
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<td>A60</td>
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<td>91.80</td>
<td>119.35</td>
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<td>A70</td>
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<td>179.40</td>
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<td>80.00</td>
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<tr>
<td>A110</td>
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<td>143.55</td>
<td>186.60</td>
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### DISPLAY CABINETS AND COUNTERS

- **Black Fabric**
- **Gray Fabric**
- **White PVC**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMOUNT</th>
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<tbody>
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<td>MD20</td>
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<td>591.00</td>
<td>768.30</td>
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<td>MD21</td>
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<td>33.40</td>
<td>43.45</td>
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<td>MD22</td>
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<td>86.90</td>
<td>107.40</td>
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<td>MD23</td>
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<td>843.13</td>
<td>1041.45</td>
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</tr>
<tr>
<td>MD30</td>
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<td>709.20</td>
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---

**NAME OF CONVENTION**  BUILDING SAFETY & DESIGN EXPO  
**BOOTH #**  

**EXHIBITING COMPANY**  
**PHONE #**  
**FAX #**  

**ADDRESS**  
**CITY**  
**STATE**  
**ZIP**  

**EMAIL ORDER CONFIRMATION & INVOICE TO**  

**CONTACT NAME**  

**DATE**  

---

5.3% Tax  

**TOTAL ORDER**  

---

Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.
Accessories:

- A10 Wastebasket
- A20 Tripod Easel
- D250 Chrome Sign Holder
- A30 Chrome Stanchion
- A40 Velour Rope 6' Black
- A50 Coat Tree
- A60 Chrome Bag Rack
- A70 Literature Rack
- A80 Garment Rack 5'
- A90 2 Way Straight Arm Rack
- A100 4 Way Slant Arm Rack
- A110 6' Tensabarrier
- A106 Raffle Ticket Drum
- A107 Fishbowl
Display

D10 Pegboard Panels 4’x8’ Vertical
D50 Slatwall 1 Meter x 8’
D40 Gridwall 2’x8’
D31 Fabric Impact Panel 1 Meter x 8’
D11 Pegboard 6” Single Hook

D12 Pegboard 8” Single Hook
D121 Slatwall 8” Bracket
D60 Gridwall 6” Single Hook
D70 Gridwall 8” Single Hook
D130 Shelf 1 meter wide x 12” deep
D220 Arm Light

D10 Pegboard Panels 4’x8’ Vertical
D50 Slatwall 1 Meter x 8’
D40 Gridwall 2’x8’
D31 Fabric Impact Panel 1 Meter x 8’
D11 Pegboard 6” Single Hook

D12 Pegboard 8” Single Hook
D121 Slatwall 8” Bracket
D60 Gridwall 6” Single Hook
D70 Gridwall 8” Single Hook
D130 Shelf 1 meter wide x 12” deep
D220 Arm Light

D120 Slatwall Waterwalls Hooks
D140 4’ Full View Showcase
D150 6’ Full View Showcase
D160 4’ Quarter View Showcase
D170 6’ Quarter View Showcase
D20 Vertical Tackboard

D120 Slatwall Waterwalls Hooks
D140 4’ Full View Showcase
D150 6’ Full View Showcase
D160 4’ Quarter View Showcase
D170 6’ Quarter View Showcase
D20 Vertical Tackboard

D20 Vertical Tackboard
D30 Display Cabinet 1 Meter
D21 Display Counter 1 Meter
D21 Display Counter 2 Meter
D22 Curved Counter 1 Meter
D23 Radius Counter 1 Meter Dia.
TRADE SHOW FURNISHINGS

Product Guide

Featuring:
- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools
Power Up In Style.

ROMA CHRPWR Chair, Powered (white vinyl) 37"L 31"D 33"H

ROMA SFAPWR Sofa, Powered (white vinyl) 76"L 31"D 33"H

Powered Seating

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.
Powered Seating

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.

A) NPLCHP
Naples Chair, Powered (black vinyl)
36"L 30"D 33.25"H

B) NPLSOP
Naples Sofa, Powered (black vinyl)
87"L 30"D 33.25"H

C) NPLLOP
Naples Loveseat, Powered (black vinyl)
62"L 30"D 33.25"H

Powered Tables

Ventura Powered Tables
A) VNTWHT Bar (white top)
72.25"L 26.25"D 42"H

B) VNTBLK Bar (black top)
72.25"L 26.25"D 42"H

G30 Powered Tables
C) G30DWP Café
72"L 26"D 30"H

Sydney Powered Cocktail Tables
D) C1WP (white, brushed steel)
48"L 26"D 18"H

E) C1YP (black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPTW (white)
G) ADAPTB (black)

Charging adapters are available to rent for all powered products.
Powered Banquettes.

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 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.

BNQL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38" RND 51"H

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

BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72" RND 18"H

BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H

WHT12 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H

Denotes Powered Products

Detail of Electrical Charging Outlet
**Powered Pedestals**

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.

- **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

*Denotes AC and USB charging outlets*

- **E.** ADAPTW (white)
- **F.** ADAPTB (black)

Charging adapters are available to rent for all powered products.

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

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**Powered Tech 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
- **C.** TECH3 3 Drawer File Cabinet on Castors (black metal, laminate) 16”L 20”D 28”H

*Denotes AC and USB charging outlets*

- **D.** ADAPTB (black)

Charging adapters are available to rent for all powered products.
Soft Seating
Create Engaging Booth Environments

HOP CH, Chair
21"L 25"D 34"H
HOP LV, Loveseat
48"L 25"D 34"H

PEDESTAL
PDL42W
Powered Locking
(white)
24"L 24"D 42"H

CAFÉ TABLE
30WHHC
Hydraulic Chrome Base
(laminate white top)
30" Round 29" H

REGIS
REGOTT End Table
(brushed metal)
16"L 15.5"D 15.5"H

MARCHE
MAR010 Swivel Ottoman
(blue fabric)
17"RND 18" H
Soft Seating Collections

BAJA
A) BCHWHT Chair
   (white vinyl)
   36"L 30.5"D 28"H
B) BLVWHT Loveseat
   (white vinyl)
   61"L 30.5"D 28"H

FAIRFAX
A) FAIRSW Sofa
   (white vinyl, brushed metal)
   62"L 26"D 30"H
B) FAIRCW Chair
   (white vinyl, brushed metal)
   27"L 26"D 30"H

NAPLES
A) NPLCHR Chair
   (black vinyl)
   36"L 30"D 33.25"H
   NPLCHP (Powered)
B) NPLSOF Sofa
   (black vinyl)
   87"L 30"D 31.25"H
   NPLSOP (Powered)
C) NPLLLOV Loveseat
   (black vinyl)
   62"L 30"D 33.25"H
   NPLLLOP (Powered)
Munich Collection
Modular Seating to Design Custom Exhibits

MUNICH
MNCHSC Munich Sectional 3pc.
gray fabric
93.5" L 27" D 28.5" H

SILVERADO
C1E Cocktail Table
glass, chrome
36" Round 17" H

MNCHCH Munich Armless Chair
gray fabric
22.5" L 27" D 28.5" H

MNCHCC Munich Corner Chair
gray fabric
26" L 27" D 28.5" H

MNCHLY Munich Armless Loveseat
gray fabric
45" L 27" D 28.5" H
Soft Seating Collections

**ALLEGRO**
A) CHR002 Chair (blue fabric)
36”L 34.5”D 30”H
B) SFA002 Sofa (blue fabric)
73”L 34.5”D 30”H

**TANGIERS**
A) TANSOF Sofa (beige textured)
78”L 37”D 36”H
B) TANCHR Chair (beige textured)
34”L 37”D 36”H
C) TANLOV Loveseat (beige textured)
57.5”L 37”D 37”H

**KEY LARGO**
A) KEYCHR Chair (black fabric)
35”L 35”D 34”H
B) KEYLOV Loveseat (black fabric)
52”L 35”D 34”H
C) KEYSOF Sofa (black fabric)
79”L 35”D 34”H

**SOUTH BEACH**
A) SO1 Sofa (platinum suede)
69”L 29”D 33”H
B) OTS Ottoman (platinum suede)
25”L 31”D 18”H
C) SO2 Sofa Sectional 3pc. (platinum suede)
152”L 40”D 33”H
Accent Chairs

KEY WEST
OCB Chair
(black)
31"L 31"D 31"H

MADDEN
MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H

SWANSON
SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H
Accent Chairs

A) BCW Madrid Chair (white vinyl) 30”L 30”D 31”H
B) OCH Madrid Chair (black vinyl) 30”L 30”D 31”H
C) FAIRCW Chair (white vinyl, brushed metal) 27”L 26”D 30”H
D) LABREA La Brea Swivel Chair (charcoal gray, fabric) 35”L 27”D 40”H
E) MNCCH Munich Armless Chair (gray fabric) 22.5”L 27”D 28.5”H
F) HOPCH, Chair (gray linen) 21”L 25”D 34”H

Meeting & Stage Chairs

Meeting Chair 25.5”L 23.5”D 34”H
A) OCM ESP (espresso vinyl)
B) OCM TAU (taupe fabric)
C) OCM WHT (white vinyl)
Group Seating

**ZENITH**
A) ZENCHR Chair (white, chrome) 18"L 22"D 32"H
B) 30MAHC
Madison Hydraulic Café Table (chrome base, gray aracou top) 30"RND 29"H

**LAGUNA**
C) LMCHR Chair (maple, chrome) 18"L 19"D 34"H
D) 30WHHC
Round Café Table (white laminate top, chrome hydraulic base) 30" Round 29"H

**MALBA**
MALGRY Chair (gray) 20"L 20"D 32"H
MALGRN Chair (green) 20"L 20"D 32"H
Styles & Shapes

Berlin Chair
18’L 22’D 32”H
A) CS8 (black, white)
B) CS9 (red, white)
C) CS4
Syntax Chair
(black, chrome)
23’L 19’D 32.25”H

D) XCHR
Christopher Chair
(white vinyl, chrome)
17’L 19’D 35”H
E) CH002
Wendy Chair
(clear acrylic)
15’L 20’D 36”H
F) SC10
Razor Armless Chair
(white)
15.38’L 15.5’D 30.5”H

G) SC3
Brewer Chair
(onyx, black)
20’L 20’D 32”H
H) XC6
Altura Guest Chair
(black crepe)
25’L 20’D 34”H

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RSTDIN Rustique Chair w/arms (gunmetal) 20’L 18’D 31”H
J) DUET Duet Chair (black, chrome) 21’L 23’D 33”H
Ottomans

VIBE CUBE
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) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
**Styles & Shapes**

**Marche Swivel**

- **Marche Swivel Ottomans**
  - 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) MAR006 (rose quartz fabric)
  - H) MAR003 (linen fabric)
  - I) MAR004 (raspberry fabric)
  - J) MAR008 (meadow green fabric)

- **Beverly Bench**
  - 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)

- **WHT12 Half Bench** (white vinyl)
  - 39°L 22”D 18”H

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Beverly Bench**
  - 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)

- **WHT12 Half Bench** (white vinyl)
  - 39°L 22”D 18”H

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Beverly Bench**
  - 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)

- **WHT12 Half Bench** (white vinyl)
  - 39°L 22”D 18”H

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Beverly Bench**
  - 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)

- **WHT12 Half Bench** (white vinyl)
  - 39°L 22”D 18”H

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Beverly Bench**
  - 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)

- **WHT12 Half Bench** (white vinyl)
  - 39°L 22”D 18”H

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Beverly Bench**
  - 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)

- **WHT12 Half Bench** (white vinyl)
  - 39°L 22”D 18”H

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Regis Bench**
  - (brushed metal)

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Regis Bench**
  - (brushed metal)

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Regis Bench**
  - (brushed metal)

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Regis Bench**
  - (brushed metal)

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Regis Bench**
  - (brushed metal)

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Regis Bench**
  - (brushed metal)

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Regis Bench**
  - (brushed metal)

- **ENDLESS Square**
  - I) END02B (black)
  - J) END02W (white)

- **ENDLESS Curved**
  - K) END01B (black)
  - L) END01W (white)

- **Regis Bench**
  - (brushed metal)
Accent Tables

ALONDRA
Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

GEO
Cocktail Table
50"L 22"D 16"H
A) CIC (glass, chrome)
B) CIFWB (wood, black)

ALONDRA
End Table
20"L 20"D 20"H
C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO
End Table
26"L 26"D 20"H
C) EIC (glass, chrome)
D) EIFWB (wood, black)
**Styles & Shapes**

**SYDNEY**
(brushed steel)
Cocktail Tables
48”L 26”D 18”H
A) CIW (white)
CIWP (Powered)
B) CIY (black)
CIYP (Powered)
End Tables
23”L 23”D 22”H
C) EIW (white)
D) EIY (black)

**REGIS**
(brushed metal)
E) REGBEN Bench Table
47”L 15.5”D 16”H
F) REGOTT End Table
16”L 15.5”D 16.5”H

**SILVERADO**
(glass, chrome)
G) EIE End Table
24” Round 22”H
H) CIE Cocktail Table
36” Round 17”H

**OLIVER**
(walnut finish)
I) EOLI End Table
22” Round 22”H
J) COILI Cocktail Table
47”L 27”D 19”H

**RUSTIC**
(wood)
K) ETBL E-Table
21”L 15.5”D 27.5”H
L) TMFBTL Timber Table
16” Round 17”H

**M AURA**
Aura Round Table
(white metal)
15” Round 22”H

**N) CUBTBL Edge LED Cube Table**
(plexi top, white plastic)
20”L 20”D 20”H
A/C power only
Café Tables

A) 30MAHC Madison Hydraulic Café Table (chrome base, gray acajou top)
30” Round 29”H

B) MALGRN Malba Chair (green)
20”L 20”D 32”H

30” Round Café Tables
Standard Black Base
30” Round 29”H
A) ZTH (liquid steel blue top)
B) ZTB (red top)

Hydraulic Chrome Base
30” Round 29”H
C) 30WHHC (white laminate top)
D) 30STHC (silver textured)

E) CS4 Syntax Chair (black, chrome)
23”L 19”D 32.25”H
**Customize And Create**

Choose your base, black or chrome, then pick a color that suits your design.

- **Maple**
- **White Laminate**
- **Silver Textured**
- **Graphite Nebula**
- **Liquid Steel Blue**
- **Red**
- **Madison/Gray Acajou**

### Café Tables
**Standard Black Base**
- 30" Round 29"H
  - A) ZTG (silver textured)
  - B) ZT (graphite nebula)
  - C) ZTK (maple)
  - D) 30WH29 (white laminate)
  - E) ZTA (Madison/gray acajou)

- 36" Round 29"H
  - F) ZTQ (white laminate)
  - G) ZTN (graphite nebula)
  - H) ZTP (maple)

### Café Tables
**Hydraulic Chrome Base**
- 30" Round 29"H
  - I) 30SBHC (liquid steel blue)
  - J) 30GRHC (graphite nebula)
  - K) 30MTHC (maple)
  - L) 30BRHC (red)

- 36" Round 29"H
  - M) 36WTHC (white laminate)
  - N) 36GRHC (graphite nebula)
  - O) 36MTHC (maple)

**Mix & Match**
Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

- **A) ZENCHR Zenith Chair** (white, chrome) 18.25"L 22"D 32"H
- **B) DUET Duet Chair** (black, chrome) 21"L 23"D 33"H
Bar Tables

A) 30WHHB
30" Round Bar Table
(white laminate top, chrome hydraulic base)
30" RND 45"H

B) APS12
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H

C) 30SBHB
30" Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30" RND 45"H

D) LM BAR
Laguna Barstool (maple, chrome) 18"L 20"D 47"H

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

F) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H
Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.

- **MAPLE**
- **WHITE LAMINATE**
- **SILVER TEXTURED**
- **GRAPHITE NEBULA**
- **LIQUID STEEL BLUE**
- **RED**
- **MADISON/GRAY ACAJOU**

Bar Tables
Standard Black Base
- 30" Round 42" H
  - A) VTJ (graphite nebulas)
  - B) VTK (maple)
  - C) VTG (silver textured)
  - D) VTB (red)
  - E) 30WH42 (white laminate)
  - F) VTH (liquid steel blue)
  - G) VTA (Madison/gray acajou)

- 36" Round 42" H
  - H) VTW (white laminate)
  - I) VTN (graphite nebulas)
  - J) VTP (maple)

Bar Tables
Hydraulic Chrome Base
- 30" Round 45" H
  - K) 30GRHB (graphite nebulas)
  - L) 30MTHB (maple)
  - M) 30STHB (silver textured)
  - N) 30BRHB (red)

- 36" Round 45" H
  - O) 36WTHB (white laminate)
  - P) 36GRHB (graphite nebulas)
  - Q) 36MTHB (maple)

Style & Design
Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

- R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45" H
- S) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
Barstools

LIFT BARSTOOLS
15" Round 23-33.5" H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLLGY (gray vinyl)
Apex Barstools
21’L 21’D 33”H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS75 (white vinyl)
D) APS12 (blue ultra suede)

Zoey Barstools
15’L 16’D 30-34.75”H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

Banana Barstools
21’L 22’D 41.75
G) BSS (black, chrome)
H) BST (white, chrome)

Oslo Barstools
17’L 20’D 45”H
I) BSD (blue)
J) BSC (white)

K) XBAR Christopher Barstool
   (white vinyl, chrome)
   19”L 15”D 41”H

M) BSR Syntax Barstool
   (black, chrome)
   23”L 19”D 43.25”H

N) RSTSTL Rustique Barstool
   (gunmetal)
   13”L 13”D 30”H

Mix & Match
Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

O) ZEN BAR Zenith Barstool (white, chrome) 19”L 20”D 44”H
P) LMBAR Laguna Barstool (maple, chrome) 18”L 20”D 47”H
Conference Tables

42" Round Conference Table
42"RD 29"H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)

PHRUSB
Powered Conference Table Module
(black) 5"L 2.25"D 2"H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.

MADISON
(Madison/gray acajou)
D) MADC05 5' Table
60"L 48"D 29"H
E) MADC08 8' Table
96"L 60"D 29"H
F) MADC10 10' Table
120"L 48"D 29"H
Styles & Shapes

Atomic Round Tables
(glass, chrome)
A) 42ATO 42" RND 30"H
(not shown)
36ATO 36" RND 30"H

Geo Rounded Square Tables
42" L 42" D 29"H
C) CE1 (glass, chrome)
D) CF1 (glass, black)

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

G) MERLIN Merlin Multi Use Table
(gray laminate, black)
46" L 29" D 30"H

H) WD3 Work Table
(white laminate, white)
48" L 24" D 30"H

Conference Tables
(graphite nebulia)
I) CB3 8'
96" L 48" D 29"H
J) CB3 6'
72" L 42" D 29"H

Conference Tables
(granite)
K) C508GR 8'
96" L 44" D 29"H
L) CT10GR 10'
120" L 46" D 29"H
M) CT06GR 6'
72" L 36" D 29"H

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25" L 24" D 48"H Adjustable.
O) PROMID Pro Executive Mid Back Chair (white vinyl) 24" L 22" D 40"H Adjustable.
Executive Seating

Pro Executive High Back Chair
25" L, 24" D, 48" H Adjustable
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)

PROMDB Pro Executive Mid Back Chair
(black vinyl)
24" L, 22" D, 40" H Adjustable

PROMID Pro Executive Mid White Chair
(white vinyl)
24" L, 22" D, 40" H Adjustable

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

SY1 Altura Steno Chair
(black crepe)
25" L, 26" D, 21" H
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

Ventura BAR TABLES

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

B. Ventura Communal Bar Tables (silver frame) 72.25"L 26.25"D 42"H
   Maple Top
   B) VNTMNP (solid)
   C) VNTBWW (grommets)
   White Top
   C) VNTBW (grommets)
   D) VNTWNP (solid)
   Black Top
   VNTBNP (solid)

C. G30 CAFÉ TABLES

A. G30 Powered Café Tables 72"L 26"D 30"H
   A) G30DWP (silver frame, white top)

B. G30 Communal Café Tables (silver frame) 72"L 26"D 30"
   Maple Top
   B) G30DMS (solid)
   C) G30DMW (grommets)
   White Top
   D) G30DSW (solid)
   E) G30DWW (grommets)

Table Top Options
Colors not available in all table options. Please check options listed to the right.
Office Essentials

MADISON
A) JD8 Madison Executive Desk
(gray acajou) 60"L x 30"D x 29"H
B) CR8 Madison Credenza
(gray acajou) 60"L x 20"D x 29"H
C) PROMDB Pro Executive
Mid Back Chair
(black vinyl) 24"L x 22"D x 40"H Adjustable
D) PROEXE Pro Executive
High Back Chair
(white classic vinyl) 25"L x 24"D x 48"H Adjustable
TECH COLLECTION

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
C) TECH3 3 Drawer File Cabinet on Castors (black metal, laminate) 16"L 20"D 28"H

Denotes AC and USB charging outlets

POWERED DETAIL

Charging Adapters
D) ADAPTB (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A) LA15 Floor Lamp
B) LA14 Table Lamp

ACCENT LAMPS
MASON LAMPS (brushed silver)
A) LA15 Floor Lamp 18" Round 55"H
B) LA14 Table Lamp 16" Round 26"H

SHELVING
C) PSHCCS Posh Shelving (Chrome, Acrylic) 36"L 18"D 72"H
D) BC8 Madison Bookcase (gray acajou) 36"L 12"D 72"H
Show Essentials

Suggested Uses of Martini Bar

MARTINI BAR
A) BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67"L 22"D 45"H

C) R1R Large
(White, 14.0 cubic feet)
28"L 28"D 64"H

D) R1Q Small
(White, 4.0 cubic feet)
20"L 22"D 33"H
LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.

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

B) CUBTBL Edge LED Cube Table
   (plexi top, white plastic)
   20"L 20"D 20"H
   A/C power only

MOBILE TABLET STANDS & ACCESSORIES

A) TBSTND (black)
   14"L 13"D 44.5"H

B) TBSTDW (white)
   14"L 13"D 44.5"H

C) TBBCHR
   Brochure Holder
   (black)
   8.625"L 1.1"D 11.325"H

D) TBSHLF
   Charging Shelf
   (black)
   14.85"L 7.17"D 1"H

E) TBPNTR
   Wireless Printer Holder
   (black)
   3.3"L 1.9"D 5.28"H
Nationwide Service
24 hours a day, 7 days a week, 365 days a year

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.
ORDER INFORMATION

**LATE ORDERS:** Orders received within 7 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.

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<td>$579.52</td>
</tr>
<tr>
<td>PROEX</td>
<td>1</td>
<td>Pro Executive Mid Back Chair (Charcoal)</td>
<td>$254.80</td>
<td>$324.72</td>
<td>$579.52</td>
</tr>
<tr>
<td>PROEX</td>
<td>1</td>
<td>Pro Executive Mid Back Chair (White)</td>
<td>$254.80</td>
<td>$324.72</td>
<td>$579.52</td>
</tr>
<tr>
<td>PROEX</td>
<td>1</td>
<td>Pro Executive Mid Back Chair (Charcoal)</td>
<td>$254.80</td>
<td>$324.72</td>
<td>$579.52</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,212.20</td>
</tr>
</tbody>
</table>
MODULAR RENTAL DISPLAY
ORDER FORM

Cancellation: No refunds if cancelled after the deadline.

Late Request: Request after deadline will be filled as available at the standard rate.

Choose Your Exhibit - Check One

<table>
<thead>
<tr>
<th>MD01 DISPLAY ONE: 10' STANDARD DISPLAY</th>
<th>MD02 DISPLAY TWO: 20' STANDARD DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package Includes:</td>
<td>Package Includes:</td>
</tr>
<tr>
<td>Installation and dismantling labor</td>
<td>Installation and dismantling labor</td>
</tr>
<tr>
<td>1 Header</td>
<td>One 10' x 20' Standard carpet</td>
</tr>
<tr>
<td>One 10' x 10' Standard Carpet</td>
<td>2 Headers</td>
</tr>
<tr>
<td>One 1 meter counter</td>
<td>One 2 meter counter</td>
</tr>
<tr>
<td>Three Arm Lights</td>
<td>Two 1 meter counters</td>
</tr>
<tr>
<td></td>
<td>6 Halogen Lights</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ADVANCED RATE</td>
<td>STANDARD RATE</td>
</tr>
<tr>
<td>$2,096.75</td>
<td>$2,725.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MD03 DISPLAY THREE: 20' DELUXE DISPLAY</th>
<th>MD04 DISPLAY FOUR: 20' DELUXE DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package Includes:</td>
<td>Package Includes:</td>
</tr>
<tr>
<td>Installation and dismantling labor</td>
<td>Installation and dismantling labor</td>
</tr>
<tr>
<td>2 Headers</td>
<td>One 10' x 20' Standard carpet</td>
</tr>
<tr>
<td>One 1.5 meter counter</td>
<td>2 Headers</td>
</tr>
<tr>
<td>Four shelves</td>
<td>One 2 meter counter</td>
</tr>
<tr>
<td>5 Halogen Lights</td>
<td>Two 1 meter counters</td>
</tr>
<tr>
<td></td>
<td>6 Halogen Lights</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ADVANCED RATE</td>
<td>STANDARD RATE</td>
</tr>
<tr>
<td>$5,165.90</td>
<td>$6,715.65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY</th>
<th>MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package Includes:</td>
<td>Package Includes:</td>
</tr>
<tr>
<td>Installation and dismantling labor</td>
<td>Installation and dismantling labor</td>
</tr>
<tr>
<td>2 Headers</td>
<td>One 20' x 20' Standard carpet</td>
</tr>
<tr>
<td>4 Counters</td>
<td>4 Headers</td>
</tr>
<tr>
<td></td>
<td>4 Counters</td>
</tr>
<tr>
<td></td>
<td>6 Halogen Lights</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ADVANCED RATE</td>
<td>STANDARD RATE</td>
</tr>
<tr>
<td>$9,268.25</td>
<td>$12,048.70</td>
</tr>
</tbody>
</table>

Choose Your Panels Standard and Optional Panel Choices

- White Hardwall
- Black/Gray Velcro - Circle: Black or Gray
- Opt. Color Hardwall (per panel) - Specify

Advanced Rates:
- Included
- Included
- $70.00 ea.
- $91.00 ea.

Circle your carpet color:
- Black
- Blue
- Burgundy
- Gray
- Red

Indicate Your Header Sign Copy
Your company name will be printed in block lettering on the White Header sign.
Check which color lettering you would like: □ Black □ Blue □ Red
Please indicate here if you would like us to assist you with logo identification or other customized graphics.

- Remember to order the following items, they are NOT included in booth package:
  - Furniture
  - Electrical Service
  - Custom Logo
  - Floral
  - Cleaning Service

☐ Yes, I have completed and enclosed the Payment Form

Sub. Total

5.3% Tax

TOTAL ORDER

NAME OF CONVENTION BUILDING DESIGN & SAFETY EXPO

EXHIBITING COMPANY

PHONE #

FAX #

ADDRESS

CITY

STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME (Print & Sign)

DATE
Modular Displays

MD01 Modular Hardwall Display Package 1

MD02 Modular Hardwall Display Package 2

MD03 Modular Hardwall Display Package 3

MD04 Modular Hardwall Display Package 4

MD05 Modular Hardwall Display Package 5

MD06 Modular Hardwall Display Package 6
A. MATERIAL HANDLING FOR DELIVERIES TO WAREHOUSE

Heritage Trade Show Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME
HERITAGE TRADE SHOW SERVICES
C/O UPS FREIGHT
5401 MIDLOTHIAN TURNPIKE
RICHMOND, VA 23225
FOR: BUILDING SAFETY & DESIGN EXPO

**DELIVERIES TO THE WAREHOUSE MUST BE MADE BETWEEN THE HOURS OF 10 AM - 4 PM, MONDAY THROUGH FRIDAY**

**RATES FOR DELIVERIES TO WAREHOUSE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per 100 lbs.</th>
<th>Min Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Packaged Shipments to the Advance Warehouse</td>
<td>$ 122.50</td>
<td>$ 245.00</td>
</tr>
<tr>
<td>II Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse</td>
<td>$ 147.00</td>
<td>$ 294.00</td>
</tr>
<tr>
<td>III Packaged Shipments to the Advance Warehouse after the deadline date</td>
<td>$ 153.13</td>
<td>$ 306.26</td>
</tr>
<tr>
<td>IV Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date</td>
<td>$ 177.63</td>
<td>$ 355.26</td>
</tr>
</tbody>
</table>

B. MATERIAL HANDLING FOR DELIVERIES TO SHOWSITE

Heritage Trade Show Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME
C/O HERITAGE TRADE SHOW SERVICES
GREATER RICHMOND CONVENTION CENTER
403 NORTH 3RD ST.
RICHMOND, VA 23219
FOR: BUILDING SAFETY & DESIGN EXPO

**RATES FOR DELIVERIES TO SHOWSITE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per 100 lbs.</th>
<th>Min Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI Packaged Shipments to the Show site</td>
<td>$ 117.75</td>
<td>$ 235.50</td>
</tr>
<tr>
<td>VII Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site</td>
<td>$ 141.30</td>
<td>$ 282.60</td>
</tr>
<tr>
<td>VIII Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)</td>
<td>$ 164.85</td>
<td>$ 329.70</td>
</tr>
</tbody>
</table>

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

**ESTIMATED COSTS.**  * (Round to next highest whole number)

Estimated Weight in lbs.  + 100 =  **x Rate**  =  **Total**

CONTINUED ON NEXT PAGE
C. INBOUND SHIPMENTS
All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight (via certified scale ticket), and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE TRADE SHOW SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

D. EMPTY CONTAINER LABELS
Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

E. ADDITIONAL AVAILABLE SERVICES
All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

<table>
<thead>
<tr>
<th>Service</th>
<th>STRAIGHT TIME</th>
<th>OVERTIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklift with Operator (Up to 4,000 lb. Capacity)</td>
<td>$195.00 per hr.</td>
<td>$295.00 per hr. (One Hour Minimum)</td>
</tr>
<tr>
<td>Material Handler</td>
<td>$89.85 per hr.</td>
<td>$134.78 per hr. (One Hour Minimum)</td>
</tr>
<tr>
<td>Local Pickups &amp; Deliveries</td>
<td>$213.75 per hr.</td>
<td>$320.63 per hr. (One Hour Minimum)</td>
</tr>
</tbody>
</table>

F. SPECIAL SERVICES
Metal banding will be available for securing outbound shipments at a rate of $.50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at $50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at $150.00 per round trip unless otherwise noted in this kit.

G. OUTBOUND SHIPMENTS
Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE
Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of $30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: $300.00.

I. LIMITS OF LIABILITY AND RESPONSIBILITY
1. Heritage Trade Show Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Heritage Trade Show Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of-lading covering outgoing shipments, which are furnished by Heritage Trade Show Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
3. Heritage Trade Show Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Trade Show Services' maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.
4. Heritage Trade Show Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

AUTHORITY TO HANDLE
All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION BUILDING SAFETY & DESIGN EXPO

EXHIBITING COMPANY

PHONE #

FAX #

ADDRESS

CITY

STATE

ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME

(Print & Sign)

DATE

Please Return This Form Promptly To Heritage Trade Show Services-Retain One Copy For Your File.
All orders must have a credit card authorization form on file.

Priority Empty Container Return
This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Heritage Trade Show Services, Inc..

Priority Empty Container Return.................................................................$100.00 per container
Estimated Number of Pieces.............................................................................________________

PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN TAKEN TO STORAGE

ACCESSIBLE STORAGE
A storage area will be available for exhibitor’s samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Heritage employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All materiel in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS. Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders MUST be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Accessible Storage Rate: $100.00 base charge, plus labor charges per delivery (one hour minimum)

Labor Rates:
Straight Time: (one hour minimum per man).................................$89.85
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man)........................................$134.78

YES, I wish to reserve space for accessible storage, I plan on storing ___________ pallets/boxes/crates/cases
(# of pieces) (circle one)

Deliveries
To have items placed in or removed from accessible storage, please notify the Heritage Service Desk.

ALL GOODS STORED WITH HERITAGE ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act breach of contract, breach of warranty, water condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

NAME OF CONVENTION BUILDING SAFETY & DESIGN EXPO
BOOTH # _________________

EXHIBITING COMPANY ____________________________________________________________________________
PHONE # ___________________ FAX # ____________________________

ADDRESS ______________________________________________________________________________________
CITY _______________ STATE __________ ZIP ________________________________

EMAIL ORDER CONFIRMATION & INVOICE TO ________________________________________________________________________________________________

CONTACT NAME ______________________________________________________________________________________
(Print & Sign) DATE ____________________________

Please Return This Form Promptly To The Address Above-Retain One Copy For Your File
IMPORTANT NOTICE
REGARDING DIRECT SHIPMENTS

Please be aware that the Greater Richmond Convention Center does NOT receive exhibitor freight, literature or supplies through the venue package room. The package room is too small to handle Exhibit Materials and the venue’s everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.

NOTE: Direct shipments will only be received beginning at 8:00 a.m., Saturday, October 20th, 2018. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Trade Show Services and will be billed according to the Show’s Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME ____________________________
BOOTH NUMBER ____________________________
C/O HERITAGE TRADE SHOW SERVICES
GREATER RICHMOND CONVENTION CENTER
403 NORTH 3rd ST.
RICHMOND, VA 23219
FOR: BUILDING SAFETY & DESIGN EXPO

All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

WE APPRECIATE YOUR COOPERATION.
HERITAGE TRADE SHOW SERVICES
TO: ____________________________________________  
EXHIBITOR NAME

BOOTH NUMBER: ________________________________  

C/O HERITAGE TRADE SHOW SERVICES  
GREATER RICHMOND C.C  
403 NORTH 3RD ST.  
RICHMOND, VA 23219  
FOR: BUILDING SAFETY & DESIGN EXPO
NEED A RELIABLE CARRIER TO TRANSPORT YOUR FREIGHT?

Email, fax, or call in the information needed below to have your freight shipped to the advance warehouse, and invoiced along with any other orders placed with the show decorator, Heritage Trade Show Services.

NOTE: If the inbound or outbound shipment requires air or expedited service, please inform HES Logistics as soon as possible. HES Logistics can accommodate any type of shipping need, but specializes in LTL ground freight totaling 100 lbs or greater.

Show Name__________________________________________

Booth Name__________________________________________

Booth Number (if known)__________________________________________

Pickup Information

Company Name__________________________________________

Address__________________________________________

Suite__________________________________________

City, ST Zip__________________________________________

Contact Name__________________________________________

Contact Number__________________________________________

(for the driver to call, if needed)

Pickup Hours__________________________________________

Pickup Date__________________________________________

(call HES Logistics to discuss, if needed)

Description of Pieces & Loading Area

(quantity / type / approx. lbs & dims L"xW"xH") Example: 2 Cases 150 lbs each 54"x36"x12" / 1 crate 600 lbs 96"x48"x40"

______________________________________________________________________________________________________________________________________________

Is there a loading dock at the pickup address?__________If not, please describe pickup area and / or additional instructions for the driver:

(ex. Lift Gate Truck Required / Residential / Inside pickup / Notify / White Glove Service)

For return (outbound) shipping, all exhibitors must visit the Exhibitor Services Desk at the show site to arrange handling, unless you are hand carrying all of your items out of the show.

Phone: 1-866-493-1675 Fax: 1-314-534-8050 Email: exhibitfreight@heslogistics.com

USE THE SHOW CARRIER (HES Logistics) FOR ROUNDTrip SHIPPING!

BENEFITS INCLUDED

- Lowest Material Handling Rate Offered by Heritage
- Complimentary Priority Empty Container Return
- Complimentary Shrink Wrapping and / or Banding at the Show Site, if requested
- No need to schedule a pickup for the return shipment
IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage’s show carrier.

- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.

- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of ladings may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of ladings to the Heritage Service Desk once your shipments are ready to be loaded out.

- For your convenience, show recommended carriers are available to handle outbound transportation.

    Thank you and we hope you have a great show!
UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements in the facility.

DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

TEAMSTER JURISDICTION

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the Heritage Service Desk.

SAFETY

Standing on chairs, table or other rental equipment is prohibited. This equipment is not engineered to support your weight. Heritage cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Display Labor section of the Heritage order form and the necessary ladders and/or tools will be provided.

NOTE:

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at Heritage. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.

NOTE: If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.

<table>
<thead>
<tr>
<th>EXHIBITOR APPOINTED CONTRACTOR</th>
<th>THIRD PARTY AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.</td>
<td>FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. The items checked below are to be invoiced to the third party:</td>
</tr>
<tr>
<td>NOTE: If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.</td>
<td></td>
</tr>
<tr>
<td>Non-official contractors must use labor supplied by Heritage unless the following requirements are fulfilled:</td>
<td></td>
</tr>
<tr>
<td>• Exhibitors must return this completed form to Heritage at least thirty (30) days prior to the show.</td>
<td>□ ALL SERVICES</td>
</tr>
<tr>
<td>• Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Heritage as an additional insured, furnished by their broker to Heritage's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation insurance.</td>
<td>□ BOOTH CLEANING</td>
</tr>
<tr>
<td>• All personnel must be properly badged for the show.</td>
<td>□ I &amp; D LABOR</td>
</tr>
<tr>
<td>• Labor must conform to local labor jurisdiction as outlined under the appropriate section of this service manual.</td>
<td>□ MATERIAL HANDLING/IN &amp; OUT</td>
</tr>
</tbody>
</table>

Non-official contractors must use labor supplied by Heritage unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Heritage at least thirty (30) days prior to the show.
- Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Heritage as an additional insured, furnished by their broker to Heritage's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation insurance.
- All personnel must be properly badged for the show.
- Labor must conform to local labor jurisdiction as outlined under the appropriate section of this service manual.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above it supplied.

It is the responsibility of the exhibitor to assure that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.

Exhibitor Signature: ___________________________ Print Name: ___________________________ Date: ___________________________

NAME OF CONVENTION BUILDING SAFETY & DESIGN EXPO

Please Return This Form Promptly To the Address Above-Retain One Copy for Your Files
The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

**RATES:**

**STRAIGHT TIME** (One hour minimum per man) .......................................................................................... $89.85 PER HOUR

8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME** (One hour minimum per man) .......................................................................................... $134.78 PER HOUR

After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor’s request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided. Individual workmen’s interpretations of plans diagrams, photos, and their speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

**INSTALLATION**

☐ **ERECT EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge $45.00, will be added to your labor invoice. **The next page must also be filled out if your exhibit will be assembled by Heritage.**

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30%_____ = _______

Please complete the reverse side of this form

☐ **FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR’S SUPERVISION**

Have ______ (No.) of men available as close as possible to _______ (A.M.-P.M.) on ________ (Day)_________ (Date) to erect exhibit under exhibitor’s supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man ______ Total hrs ______ X rate ST/OT _________ = __________

Please complete the reverse side of this form

**DISMANTLE**

☐ **DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge $45.00, will be added to your labor invoice. **The next page must also be filled out if your exhibit will be disassembled by Heritage.**

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30%_____ = _______

Please complete the reverse side of this form

☐ **FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR’S SUPERVISION**

Have ______ (No.) of men available as close as possible to _______ (A.M.-P.M.) on ________ (Day)_________ (Date) to dismantle exhibit under exhibitor’s supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man ______ Total hrs ______ X rate ST/OT _________ = __________

**ESTIMATED TOTAL**

---

**NAME OF CONVENTION**  BUILDING SAFETY & DESIGN EXPO

**BOOTH #**

**EXHIBITING COMPANY**

**PHONE #**

**FAX #**

**ADDRESS**

**CITY**

**STATE**

**ZIP**

**EMAIL ORDER CONFIRMATION & INVOICE TO**

**CONTACT NAME**

(Print & Sign)

DATE

(CONTINUED ON NEXT PAGE)
**INBOUND SHIPPING INFORMATION**

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Carrier Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Shipped to:         | Warehouse ______ Show Site ______ | From: City/State ______ | Date ______ |
| Total No. of:       | Crates ______ Cartons ______ Fiber Cases ______ Other (Specify) |

| Set up Plan/Photo:  | Attached _______________ | To Be Sent With Exhibit _______________ | In Crate No. _______________ |
| Carpet:            | With Exhibit _______________ | Rented From Heritage _______________ | Color _______________ | Size _______________ |

| Electrical Placement: | Drawing Attached _______________ | Drawing With Exhibit _______________ | Electrical Under Carpet _______________ |
| Comments:            | _______________ |
| Graphics:            | With Exhibit _______________ | Shipped Separately _______________ |

**SET-UP INFORMATION**

| Special Tools/Hardware Required: | _______________ |

**OUTBOUND SHIPPING INFORMATION:**

| Ship To: | _______________ |
| Method: | □ Common Carrier □ Air Freight □ Van Line □ Other (Specify) |

| Carrier:(If Known) | _______________ |

| Freight Charges: | □ Prepaid □ Bill To: _______________ | □ Collect _______________ |

**Please note:** Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel, nor for concealed damage which may occur during shipping.

**SPECIAL INSTRUCTIONS/COMMENTS:**

| _______________ |

**PLEASE PROVIDE AN EMERGENCY CONTACT:**

| Name | _______________ | Phone No. | _______________ |
Remit To:
HERITAGE
TRADE SHOW SERVICES
620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-514-8500 | Fax 314-534-8050
Exhibition.Services@heritagesvs.com

BOOTH CLEANING SERVICE ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY CHECKING BELOW THE SERVICES DESIRED. CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

<table>
<thead>
<tr>
<th>CARPET CLEANING</th>
<th>RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly</td>
<td>45¢ per sq. ft. per day</td>
</tr>
<tr>
<td>☐ Vacuuming ONCE before initial opening of Exhibit</td>
<td>45¢ per sq. ft.</td>
</tr>
</tbody>
</table>

TOTAL SQ FT _____ X RATE PER SQ FT _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL $ _____

<table>
<thead>
<tr>
<th>EXHIBIT CLEANING</th>
<th>RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter</td>
<td>55¢ per sq. ft. per day</td>
</tr>
<tr>
<td>☐ Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits</td>
<td>55¢ per sq. ft.</td>
</tr>
</tbody>
</table>

TOTAL SQ FT _____ X RATE PER SQ FT _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL $ _____

<table>
<thead>
<tr>
<th>PORTER SERVICE</th>
<th>RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day)</td>
<td>$50.65 per hour</td>
</tr>
</tbody>
</table>

TOTAL HOURS _____ X RATE PER HOUR $ ____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL $ ________________

REQUESTED TIME(S) FOR PORTER SERVICE: ____________________________________________________________

Special Instructions: ___________________________________________________________________________

TOTAL ORDER AMOUNT $ ______

NAME OF CONVENTION: BUILDING SAFETY & DESIGN EXPO

EXHIBITING COMPANY: ___________________________ PHONE #: ___________________________ PHONE #: ___________________________ FAX #: ___________________________

ADDRESS: ___________________________ CITY: ___________________________ STATE: ______ ZIP: ___________________________

EMAIL ORDER CONFIRMATION & INVOICE TO ________________________________________________________________________________________________________________

CONTACT NAME: ___________________________ DATE: ___________________________

(Print & Sign)

Please Return This Form Promptly To The Address Above-Retain One Copy For Your File
Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

STANDARD SIZE SIGNS

<table>
<thead>
<tr>
<th>QTY</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot;X11&quot;</td>
<td>41.25</td>
<td>53.65</td>
<td>$_____</td>
</tr>
<tr>
<td>7&quot;X44&quot;</td>
<td>48.75</td>
<td>63.40</td>
<td>$_____</td>
</tr>
<tr>
<td>11&quot;X14&quot;</td>
<td>48.75</td>
<td>63.40</td>
<td>$_____</td>
</tr>
<tr>
<td>14&quot;X22&quot;</td>
<td>56.25</td>
<td>73.15</td>
<td>$_____</td>
</tr>
<tr>
<td>14&quot;X44&quot;</td>
<td>66.75</td>
<td>86.80</td>
<td>$_____</td>
</tr>
<tr>
<td>22&quot;X28&quot;</td>
<td>66.75</td>
<td>86.80</td>
<td>$_____</td>
</tr>
<tr>
<td>28&quot;X44&quot;</td>
<td>90.00</td>
<td>117.00</td>
<td>$_____</td>
</tr>
<tr>
<td>40&quot;X60&quot;</td>
<td>139.50</td>
<td>181.35</td>
<td>$_____</td>
</tr>
</tbody>
</table>

Easel

Back | 7.50 | 9.75 | $_____ |

Sentra | x | 16.50 sq.ft. 24.75 sq.ft = $_____ |

DIGITAL GRAPHICS

Heritage has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

L X W = sq. ft.

- $12.75 per sq. ft. (standard price $16.55)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

Any art designs are inclusive of the above prices. Please send any high quality files sized appropriately or able to be proportionately enlarged with the fonts embedded or outlined. If text is to be edited by Heritage then please send the font files as well. Preferred files are high resolution PDF’s.

INDICATE YOUR SIGN COPY HERE

*Please feel free to attach additional sign copy on separate page.

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges.

SETUP/COMPUTER LABOR

Straight Time - $88.00 Overtime - $156.00

Double Time - $176.00

PLEASE PRINT

NAME OF CONVENTION BUILDING SAFETY & DESIGN EXPO

EXHIBITING COMPANY PHONE # FAX #

ADDRESS CITY STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME DATE

Please Fax, Mail or Email This Form Promptly To Heritage Using The Information At The Top Of The Page - Retain One Copy for Your Files
EXHIBITOR SERVICES
Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:
1. Address Packages to: Greater Richmond Convention Center, 403 North Third Street, Richmond, VA 23219
2. Hold for Arrival - Attn: Guest’s Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: jgrieco@psav.com.

<table>
<thead>
<tr>
<th>MONITORS</th>
<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>22” Multi sync monitor</td>
<td>$120</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wall mount</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single-pole</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32” LCD monitor</td>
<td>$220</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dual-post stand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table stand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46” LCD monitor</td>
<td>$445</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Dual-post stand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>Table stand</td>
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</tr>
<tr>
<td>55” LCD monitor</td>
<td>$600</td>
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<td>0</td>
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<tr>
<td>Dual-post stand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>Table stand</td>
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<td></td>
</tr>
<tr>
<td>70” LCD monitor</td>
<td>$965</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Dual-post stand</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Table stand</td>
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<table>
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<tr>
<th>AUDIO EQUIPMENT</th>
<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>CD player</td>
<td>$70</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wired microphone</td>
<td>$62</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lavalier</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless</td>
<td>$190</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Handheld</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Lavalier</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Wireless headset microphone</td>
<td>$74</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Requires wireless microphone unit to operate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Powered speaker</td>
<td>$105</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sound system</td>
<td>$235</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>two speakers, two stands, one mixer, one wired microphone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>up to 20 people</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-channel mixer</td>
<td>$68</td>
<td>0</td>
<td>0</td>
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<table>
<thead>
<tr>
<th>ACCESSORIES</th>
<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual pole floor stand</td>
<td>$58</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Laptop</td>
<td>$220</td>
<td>0</td>
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<table>
<thead>
<tr>
<th>PROJECTION</th>
<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD projector</td>
<td>$415</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>42”- 54” Rolling cart</td>
<td>$30</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tripod screen</td>
<td>$80</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LIGHTING</th>
<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up-light</td>
<td>$75</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>RIGGING</th>
<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>All rigging requests should be placed using the Rigging Request Form.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUSTOM ITEMS</th>
<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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<td></td>
<td>$</td>
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<td>$</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIAL REQUESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please add any items not listed above that you require.</td>
</tr>
</tbody>
</table>

Jonathan Grieco
Director, Event Technology - PSAV®
Greater Richmond Convention Center
403 North Third Street, Richmond, VA 23219
Office: 804.783.7323  Email: jgrieco@psav.com

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## TELECOMMUNICATIONS SERVICE ORDER FORM

<table>
<thead>
<tr>
<th>EVENT</th>
<th>ONSITE CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TODAY’S DATE</td>
<td>DATE/ TIME SERVICE BEGINS</td>
</tr>
<tr>
<td>BUSINESS NAME</td>
<td>ORDER COMPLETED BY</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>PHONE</td>
</tr>
<tr>
<td>CITY</td>
<td>STATE ZIP</td>
</tr>
</tbody>
</table>

### TELEPHONE SERVICES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th># DAYS OF SERVICE</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIAL ‘9’ (UNLIMITED INCOMING AND LOCAL CALLS)</td>
<td></td>
<td></td>
<td>$195 PER LINE/PER EVENT</td>
<td>$260 PER LINE/PER EVENT</td>
</tr>
<tr>
<td>DIRECT DIAL (UNLIMITED INCOMING AND LOCAL CALLS)</td>
<td></td>
<td></td>
<td>$225 PER LINE/PER EVENT</td>
<td>$300 PER LINE/PER EVENT</td>
</tr>
<tr>
<td>LONG-DISTANCE LINES (USAGE BILLED AFTER EVENT)</td>
<td></td>
<td></td>
<td>$0.25 PER MINUTE</td>
<td>$0.25 PER MINUTE</td>
</tr>
<tr>
<td>TELEPHONE HANDSETS</td>
<td>INCLUDED WITH LINE</td>
<td>INCLUDED WITH LINE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPEAKER PHONE</td>
<td>$100</td>
<td>$150</td>
<td></td>
<td></td>
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</tbody>
</table>

### WIRELESS INTERNET SERVICES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th># DAYS OF SERVICE</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WI-FI FOR POINT-OF-SALE TRANSACTIONS 256K ONLY</td>
<td></td>
<td></td>
<td>$75 PER EVENT</td>
<td>$95 PER EVENT</td>
</tr>
<tr>
<td>SHARED WIRELESS BASIC</td>
<td>FOR EMAIL &amp; WEB CONNECTION SPEED UP TO 1 Mbps SUPPORTS ONE DEVICE</td>
<td>$195 PER DAY</td>
<td>$295 PER DAY</td>
<td></td>
</tr>
<tr>
<td>SHARED WIRELESS DELUXE</td>
<td>FOR STANDARD VIDEO STREAMING SUPPORTS ONE DEVICE CONNECTION SPEED UP TO 3 Mbps</td>
<td>$495 PER DAY</td>
<td>$750 PER EVENT</td>
<td></td>
</tr>
<tr>
<td>SHARED WIRELESS PREMIUM</td>
<td>FOR HD VIDEO STREAMING SUPPORTS ONE DEVICE CONNECTION SPEED UP TO 8 Mbps</td>
<td>$1235 PER EVENT</td>
<td>$1850 PER EVENT</td>
<td></td>
</tr>
<tr>
<td>ADDITIONAL DEVICES FOR SHARED WIRELESS INTERNET UP TO 9 DEVICES CALL FOR QUOTE FOR ADDITIONAL BANDWIDTH AND DEVICE ESTIMATES</td>
<td></td>
<td></td>
<td>$95 PER DEVICE / 1 Mbps</td>
<td>$1495 PER DAY</td>
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</tbody>
</table>

### WIRED INTERNET SERVICES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th># DAYS OF SERVICE</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHARED WIRE INTERNET FOR E-MAIL &amp; WEB NO WIRED OR WIRELESS ROUTERS CONNECTION SPEED UP TO 1.5 Mbps SUPPORTS ONE DEVICE</td>
<td></td>
<td></td>
<td>$295 PER DAY</td>
<td>$445 PER DAY</td>
</tr>
<tr>
<td>DEDICATED WIRED INTERNET FOR WEBCASTING, HD STREAMING ROUTERS ALLOWED MUST BE APPROVED BY IT MANAGER CONNECTION SPEEDS OF 3 Mbps AND UP INCLUDES 5 STATIC PUBLIC IP ADDRESSES</td>
<td></td>
<td></td>
<td>$2495 / 3 Mbps</td>
<td>$3750 / 3 Mbps</td>
</tr>
<tr>
<td>ADDITIONAL DEVICES FOR SHARED WIRED INTERNET UP TO 9 DEVICES CALL FOR QUOTE FOR ADDITIONAL BANDWIDTH AND DEVICE ESTIMATES</td>
<td></td>
<td></td>
<td>$8275 / 8 Mbps</td>
<td>$9695 / 15 Mbps</td>
</tr>
<tr>
<td>VLAN/POINT-TO-POINT CONNECTION</td>
<td></td>
<td></td>
<td>$200</td>
<td>$300</td>
</tr>
<tr>
<td>HUB/ SWITCH RENTAL FOR LANS, 8-PORT, UNMANAGED 10/100 OR GIABIT</td>
<td></td>
<td></td>
<td>$50 PER DEVICE</td>
<td>$75 PER DEVICE</td>
</tr>
<tr>
<td>PATCH CABLES AVAILABLE IN LENGTHS OF 6 TO 50 FEET</td>
<td></td>
<td></td>
<td>$25</td>
<td>$35</td>
</tr>
<tr>
<td>TECHNICAL SUPPORT MINIMUM CHARGE OF 1 HOUR</td>
<td></td>
<td></td>
<td>$75 PER HOUR</td>
<td>SUBTOTAL</td>
</tr>
<tr>
<td>SPECIAL INSTRUCTIONS</td>
<td></td>
<td></td>
<td></td>
<td>8% VA TAX PHONE LINE</td>
</tr>
<tr>
<td>SPECIAL INSTRUCTIONS</td>
<td></td>
<td></td>
<td>8% VA TAX PHONE LINE</td>
<td>$1.80 FEE PHONE LINE</td>
</tr>
<tr>
<td>SPECIAL INSTRUCTIONS</td>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

### PAYMENT INFORMATION—FOR INTERNAL PURPOSES ONLY

TO ENSURE CREDIT CARD SECURITY, PLEASE CALL (804) 783-7320 AND PROVIDE THE FOLLOWING INFORMATION OR MAKE CHECK PAYABLE TO: GREATER RICHMOND CONVENTION CENTER

<table>
<thead>
<tr>
<th>CREDIT CARD TYPE</th>
<th>AMEX</th>
<th>MASTERCARD</th>
<th>VISA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDIT CARD NUMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPIRATION DATE</td>
<td>SECURITY CODE (LAST 3 DIGITS ON BACK OF CARD OR 4 DIGITS ON FRONT OF AMEX)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME ON CARD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BILLING ADDRESS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>STATE ZIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTHORIZED SIGNATURE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE ALSO AUTHORIZES ANY UNPAID BALANCES AND/OR LONG DISTANCE CALLS TO BE CHARGED TO THIS CREDIT CARD

SUBMIT THIS FORM VIA EMAIL TO DALLRED@GREATERRICHMONDCC.COM

BY SIGNING THIS DOCUMENT YOU AGREE TO ALL GRCC TERMS & CONDITIONS

REV MAY 10, 2017
1. GRCC is the exclusive provider of all Internet, Network and Telecommunications services (wired and wireless) at the Greater Richmond Convention Center.

2. Orders — Customer must provide all information necessary for the effective set-up/installation of services while submitting the Telecom Order. Failure to provide this information may result in the delay of order processing and/or installation, and may cause associated costs to revert to Standard Rates.

3. Floor Plan — Customer must provide floor plan with desired placement of ordered services clearly marked. If Order is submitted without a floor plan, services will be installed to the most logical location as determined by a GRCC representative. Relocation of installed services will incur an additional fee per end connection that is moved.

4. Internet/Network Services — Ethernet access to our core services, with shared or dedicated internet access up to 1Mpbs or greater depending on ordered services, is provided for each ordered connection and includes one private IP Address. Routers, Proxy Servers, Streaming Appliances, DHCP, NAT or VoIP are NOT PERMITTED with any of our shared internet/Network Services. Customer must purchase additional private IP Address(es) for each device in order to use internet services. Internet speeds may be increased if necessary and available. Please call for a quote.

5. Wireless Internet — GRCC is the exclusive provider of wireless services at the Greater Richmond Convention Center within our network which include 802.11a/b/g/n/ac. Wireless devices not authorized by GRCC to be on our network are strictly prohibited. Customers that desire to showcase their wireless products must contact the GRCC 21 days in advance of show move-in to investigate the potential of GRCC engineering a customized cohesive network to operate without interference to other Customers (applicable charges may apply). Due to interference from mobile devices within the confines of exhibition space, it is highly recommended that all Mobile Hot spots are turned off. No guest are allowed to connect their wireless devices to the Greater Richmond Convention Center network without prior arrangement. Please contact the Greater Richmond Convention Center at 804-783-7320 with your device Name, Model Number, MAC address, and device SSID, for approval and/or coordination. Failure to provide this information may result in a delay in accessing wireless services. For all critical or higher-demand internet requirement such as video streaming, product demonstrations, presentations, etc., either Deluxe/3Mbps wireless service or a wired connection is recommended. Misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer’s equipment. All wireless access point connections to the GRCC network which are not previously disclosed and authorized by GRCC are strictly prohibited.

6. Internet Security — All customers are responsible to provide their own internet security for all devices. Failure to protect your device may result in the termination of Internet services. Additional Firewall protection services may be available upon request. Please call for a quote.

7. Internet Performance Disclaimer — GRCC provides no guarantee, either expressed or implied, as to the performance, throughput, routing, nor reliability of core trunk circuits outside of the Greater Richmond Convention Center.

8. Long Distance Calls — Customers must specify in advance of any lines needing Long Distance Capability. All lines are otherwise restricted to local only dialing. GRCC will provide a detailed listing of all billable calls made from associated services. Customers are implicitly responsible for any/all long distance charges, to include international, and all other charges associated to their assigned numbers.

9. Any additional costs incurred by GRCC to assist in troubleshooting, diagnosis or problem resolution found not to be the fault of the GRCC or collect information required to complete the installation that Customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the customer at the prevailing rates.

10. Only the GRCC personnel are authorized to modify system wiring or cabling material and equipment furnished by the GRCC for this service contract, and all shall remain the property of the GRCC.

11. Rental Equipment — Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment in good working condition to the GRCC IT Manager or designee within one hour following close of the show. If provided equipment is not returned in time the customer will be charged a replacement fee.

12. Rates — Advanced rates are applied when a fully completed Order with payment is received no later than 14 days prior to the first day of show move-in. Standard rates are applied to all orders received less than 14 days prior to the show move-in has started, or orders received on or before 14 days of the show move-in day but missing payment, or orders placed on site or after show move-in has started.

13. Taxes — The price listed on this contract do not include Federal, State, Local or other Taxes and Tax surcharges. Taxes/ Tax surcharges will be included on your final bill.

14. Cancellation — all cancellation requests must be in writing. Oral cancellation requests by phone or in person may also be allowed at the discretion of the GRCC IT Manager. Only cancellation requests received at least 3 days prior to scheduled show move-in will be honored and will incur a minimum $130.00 or 10% cancellation fee (whichever is greater). Additional charges may also apply for orders that have already incurred processing, labor, material, and/or engineering costs. * Some specialized broadband services and/or customer-specific services cannot be cancelled once ordered and will continue to be billed at the listed, agreed-to rate. Credit will not be given for services(s) installed and not used.

15. * ALL SUSPECTED SERVICE-RELATED ISSUES MUST BE REPORTED TO THE GRCC IT MANAGER * No service claim not filed in writing by Customer prior to close of show will be considered.

16. Prices are based upon current industry rates and are subject to change without notice.

17. Payment-in-Full must accompany all Telecommunications Orders. For Credit Card payment please call the GRCC IT Manager at 804-783-7320. As a convenience, original credit card authorization will be used for additionally incurred charges as well.

18. The Greater Richmond Convention Center accepts payment in U.S. Dollars, in the form of Cash, Checks, Wire Transfers, or any of the following Credit Cards: Visa, MasterCard, AMEX. Checks must be made payable to Greater Richmond Convention Center and mailed to 403 N. Third St., Richmond, VA 23219.

19. For convenient online ordering, please use www.richmondcenter.com for service and order inquiries, please call (804) 783-7320.
# Utility Services Connection Price Sheet

**Greater Richmond Convention Center**

403 North 3rd Street  Richmond, Virginia 23219  804.783.7300

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## ELECTRICAL CONNECTIONS

The price includes providing power to one connection at the booth with a standard NEMA U.L. outlet provided for service up to 50 amps. Service above 50 amps requires custom installation to be billed at the hourly rate, with a one (1) hour minimum required.

Advance Rates valid up to 2 weeks prior to load-in. Floor Rates apply if ordering service less than 2 weeks prior to load-in.

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STANDARD CONNECTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 amp 110v</td>
<td>$60.00</td>
<td>$80.00</td>
</tr>
<tr>
<td><strong>SINGLE PHASE 208V</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 amp 208v 1 phase</td>
<td>$160.00</td>
<td>$205.00</td>
</tr>
<tr>
<td>60 amp 208v 1 phase</td>
<td>$330.00</td>
<td>$425.00</td>
</tr>
<tr>
<td>100 amp 208v 1 phase</td>
<td>$535.00</td>
<td>$695.00</td>
</tr>
<tr>
<td>200 amp 208v 1 phase</td>
<td>$695.00</td>
<td>$905.00</td>
</tr>
<tr>
<td>400 amp 208v 1 phase *</td>
<td>$800.00</td>
<td>$1,040.00</td>
</tr>
<tr>
<td><strong>THREE PHASE 208V</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 amp 208v 3 phase</td>
<td>$255.00</td>
<td>$325.00</td>
</tr>
<tr>
<td>60 amp 208v 3 phase</td>
<td>$445.00</td>
<td>$575.00</td>
</tr>
<tr>
<td>100 amp 208v 3 phase</td>
<td>$640.00</td>
<td>$830.00</td>
</tr>
<tr>
<td>200 amp 208v 3 phase</td>
<td>$800.00</td>
<td>$1,040.00</td>
</tr>
<tr>
<td>400 amp 208v 3 phase *</td>
<td>$910.00</td>
<td>$1,185.00</td>
</tr>
<tr>
<td><strong>THREE PHASE 480V</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 amp 480v 3 phase *</td>
<td>$275.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>60 amp 480v 3 phase *</td>
<td>$450.00</td>
<td>$585.00</td>
</tr>
<tr>
<td>100 amp 480v 3 phase *</td>
<td>$695.00</td>
<td>$905.00</td>
</tr>
<tr>
<td>200 amp 480v 3 phase *</td>
<td>$1,070.00</td>
<td>$1,390.00</td>
</tr>
</tbody>
</table>

**RENTAL ITEMS **

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Strip</td>
<td>$15.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Extension Cord</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**LABOR FOR CUSTOM ELECTRICAL**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Site Electrician (per hour)</td>
<td>$42.00</td>
<td>$63.00</td>
</tr>
</tbody>
</table>

**24-Hour Power: Add 50% to that service**

This service is for items that require power overnight and during non-show hours.

*On-site orders are subject to equipment availability and additional labor charges.

**Rental Items remain property of GRCC.

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## MECHANICAL CONNECTIONS

Compressed Air: Exhibitor must supply own drier or regulator for critical applications.

Advance Rates valid up to 2 weeks prior to load-in. Floor Rates apply if ordering service less than 2 weeks prior to load-in.

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compressed Air 90 - 100 psi</td>
<td>$150.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>CFM Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Fill &amp; Drain (Under 1,000 Gal.)</td>
<td>$125.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Water fill and drain service requires 4 hours (minimum) of maintenance labor for the fill and 4 hours (minimum) of maintenance labor for the drain - 8 hours (minimum) total. See below for hourly rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Fill and Drain (Over 1,000 Gal.)</td>
<td>Call for Details and Price</td>
<td></td>
</tr>
<tr>
<td>Continuous Water Service</td>
<td>Call for Details and Price</td>
<td></td>
</tr>
<tr>
<td>Class K Extinguisher Rental **</td>
<td>$50.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

**Labor For Connections**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor - Maintenance (per hour)</td>
<td>$33.00</td>
<td>$49.50</td>
</tr>
<tr>
<td>Labor - Electric (per hour)</td>
<td>$42.00</td>
<td>$63.00</td>
</tr>
</tbody>
</table>

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## TO PLACE AN ORDER

The GRCC can no longer accept orders via email or fax. To place an order, please follow one of the following methods:

**Online**

Please visit us at:
http://www.richmondconcenter.com/utilities/
and click on the "Secure Electronic Order Form" link. Card payments are accepted, and a receipt will be emailed to the purchaser within two business days.

**Phone**

Please dial us at:
804-783-7330
and a Utility Services staff member will assist with your order and take payment information over the phone.

Effective April 1, 2016 (Rates subject to change without notice)
Greater Richmond Convention Center
Utility Services Conditions & Regulations

1. PAYMENT INFORMATION
   a. We can accept company checks, money orders, Visa, MasterCard and American Express for payment. Acceptance of checks and credit cards is subject to verification. A service charge of $25.00 will be administered for each returned check.
   b. Advance service orders and payment IN FULL must be RECEIVED a minimum of fourteen (14) days prior to the first scheduled move-in date before a show. Orders submitted without full payment and orders received after the 14-day cut off date are subject to FLOOR PRICES.
   c. Arrangements for payment of Labor & Services must be made before service is installed. Payment IN FULL must be rendered before start of show unless prior arrangements have been made with the Event Services Office.

2. RATES AND LABOR CHARGES
   a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
   b. Special placement or relocation of service will result in a labor charge. Payment IN FULL shall be rendered for such services before the start of the event.
   c. Services ordered during exhibitor move-in may not be installed before the event opens.
   d. All prices are based on current wage rates and are subject to change without notice.

3. INSTALLATION OF SERVICES
   a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
   b. Orders will be processed and installations completed on a first-come, first-served basis, or as we determine most convenient. Earliest orders normally receive highest priority.
   c. All materials and equipment furnished by the Greater Richmond Convention Center for any services ordered shall remain the Greater Richmond Convention Center’s property and shall be disconnected and removed ONLY by house staff at the close of the event.
   d. Service will begin on the start date and end after the close of the event, unless special arrangements for early connect and/or late disconnect are made.

4. CANCELLATION POLICY
   a. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
   b. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
   c. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. SERVICE GUIDELINES
   a. Electrical
      ▪ Special voltage and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor’s scheduled arrival and move-in. Electrical services available are: 120 volt AC – 1 phase 60 cycle, 208 volt AC – 1 phase and 3 phase 60 cycle, and 480 volt AC – 3 phase 60 cycle.
      ▪ 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on one (1) hour prior to each day’s event opening and turned off thirty (30) minutes after closing. Only GRCC house electricians are permitted to service connections and overload protection to equipment.
         o Electrical Connections – Exhibitors or exhibitors’ agents may plug into purchased outlets and connect signal wiring (i.e. antenna, audio, video, speakers) within a booth or between the exhibitor’s equipment with one booth. Otherwise, under NO circumstances shall anyone other than house electricians make electrical connections. Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services department.
      ▪ Obstructions blocking utility floor boxes are subject to relocation as necessary. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless authorized by event service department.
      ▪ Prohibited Usage – Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
      ▪ Equipment – All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120-volt cords must be of the three-wire grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by our electrical supervisors. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians. However, all equipment, regardless of the source of power, must comply with all federal, state and local state safety codes.

Updated 5/1/10
Greater Richmond Convention Center
Utility Services Conditions & Regulations

- **NOTICE:** We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than Greater Richmond Convention Center house electricians.

b. Mechanical

- **Service Connection Guidelines:** Under NO circumstances shall anyone other than house engineers make service connections. Service requirements crossing aisles will not be installed unless approved by show management AND our Event Services department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed.

- **Equipment:** All equipment must comply with all federal, state and local safety codes. Where applications require critical regulation of pressure, flow or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate of fill and/or other factors pertinent to safety. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by Greater Richmond Convention Center for this service order shall remain Greater Richmond Convention Center property and shall be disconnected and removed only by house engineers at the close of the show. Tanks, drums, barrels and other containers requiring water fill and drain exceeding 30-gallon capacity must be filled and drained by house engineers and are subject to a service charge. We reserve the right not to fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.

- **NOTICE:** Exhibitor assumes responsibility for any damage to Greater Richmond Convention Center facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.
Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)

2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.

3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.

4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.

5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.

6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.

7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.

8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.

9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.

10. “No Smoking by Order of Fire Marshal” signs shall be posted and maintained in areas designated by the Fire Marshal.

11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.

12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.

13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.

14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.

15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.

16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.

17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.

18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuit for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

---over---
19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.

20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.

21. No vehicles shall be parked in fire lanes outside of buildings.

22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.

23. Artificial lighting such as lanterns and candles are prohibited.

24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called “salamander” stove is strictly prohibited.

25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.

All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.

26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.

27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.

28. All aisles shall be maintained at a minimum of ten (10) feet clearance.

29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.

30. All floor plans submitted shall by totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.