

**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 2019**

OCTOBER 20– 21, 2019

RIO HOTEL AND CONVENTION CENTER  
LAS VEGAS, NEVADA



**HERITAGE**  
TRADE SHOW SERVICES

## General Information

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### Booth Equipment

Each 10'x10' booth will be set with 8' high black back drape, 3' high black side dividers, and a 7" x 44" one-line identification sign.

### Exhibit Hall Carpet

The exhibit area is carpeted in a multi-colored pattern. 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 2<sup>nd</sup>, 2019.

### Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on Friday, September 20<sup>th</sup>, 2019. To avoid late fees all shipments to the advanced warehouse must arrive no later than Friday, October 11<sup>th</sup>, 2019.

**Note:** DO NOT ship to the advanced warehouse after Wednesday, October 16<sup>th</sup>, 2019.

## Show Schedule

### Exhibitor Move-In

Saturday	October 19 <sup>th</sup>	8:00 a.m. - 5:00 p.m.
Sunday	October 20 <sup>th</sup>	9:00 a.m. - 12:00 p.m.

### Exhibit Hours

Sunday	October 20 <sup>th</sup>	1:30 p.m. - 6:00 p.m.
Monday	October 21 <sup>st</sup>	11:00 a.m. - 7:00 p.m.

### Exhibitor Move-Out

Monday	October 21 <sup>st</sup>	7:00 p.m. - 10:00 p.m.
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- Empty crates and containers will begin being returned at 7:00 p.m., Monday, October 21<sup>st</sup>.
- All carriers must check-in no later than 8:30 p.m. on Monday, October 21<sup>st</sup>. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 8:30 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

(Continued on next page)

## General Information

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### Shipping Information

Warehouse Shipping Information:

Exhibitor Company Name and Booth Number  
Heritage Trade Show Services  
UPS Freight C/O Sunset Transportation  
4050 Corporate Center, Suite 300  
North Las Vegas, NV 89030

FOR: Building Safety & Design Expo 2019

Heritage will accept exhibit materials beginning Friday, September 20<sup>th</sup>, 2019 at the above address. Material arriving after Friday, October 11<sup>th</sup>, 2019 will be received at the warehouse with an additional after deadline charge.

**Note: DO NOT ship to the advanced warehouse after Wednesday, October 16<sup>th</sup>, 2019.**

Show Site Shipping Address:

Exhibitor Company Name and Booth Number  
C/O Heritage Trade Show Services  
Rio Hotel and Convention Center  
3700 West Flamingo Blvd. – Pavilion Dock  
Las Vegas, NV 89103

FOR: Building Safety & Design Expo 2019

Freight will be accepted at show site beginning Saturday, October 19<sup>th</sup>, 2019. 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



620 Shenandoah Avenue | St. Louis, MO 63104  
 Phone 314-534-8500 | Fax 314-534-8050  
 Exhibitor.Services@heritagesvs.com

## METHOD OF PAYMENT & CREDIT CARD AUTHORIZATION

NAME OF CONVENTION **BUILDING SAFETY & DESIGN EXPO 2019** BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT EMAIL \_\_\_\_\_

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

### CREDIT CARD PAYMENT

CARD HOLDER'S NAME *(Please print)* \_\_\_\_\_

CARD HOLDER'S SIGNATURE \_\_\_\_\_

CREDIT CARD BILLING ADDRESS \_\_\_\_\_

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

CREDIT CARD NUMBER \_\_\_\_\_ V-CODE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ EXP DATE \_\_\_\_ / \_\_\_\_

Charge to: \_\_\_\_\_ American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover

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.

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104  
 Phone 314-534-8500 | Fax 314-534-8050  
 Exhibitor.Services@heritagesvs.com

# FURNITURE/CARPET RENTAL 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. 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 deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>FURNITURE</b>				
F60	_____	Plastic Side Chair (Gray).....	82.95	107.80 _____
F50	_____	Padded Sled Base Chair (Gray).....	108.20	140.70 _____
F9	_____	Padded Chair (Gray) .....	108.20	140.70 _____
F10	_____	Padded Arm Chair (Gray) .....	117.30	152.50 _____
F20	_____	Custom Padded Arm Chair .....	138.55	180.15 _____
F30	_____	Padded High Stool (Gray).....	132.50	172.25 _____
F40	_____	Custom Padded High Stool.....	173.95	226.15 _____
F75	_____	Executive Chair .....	195.00	253.50 _____

**TABLE RISERS COVERED WHITE**

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

F260	_____	6' Long riser.....	81.30	105.70 _____
F270	_____	8' Long riser.....	98.30	127.80 _____

**SPECIAL DRAPE BACKGROUNDS**

F280	_____	3' H. Background/per ft. ....	20.25	26.30 _____
F290	_____	8' H. Background/per ft. ....	22.25	28.95 _____

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

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

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>DRAPED DISPLAY TABLE</b>				
F110	_____	4' Table - 30" high .....	149.70	194.60 _____
F120	_____	6' Table - 30" high .....	180.05	234.05 _____
F130	_____	8' Table - 30" high .....	210.35	273.50 _____
F140	_____	4' Table - 42" Counter high.....	186.10	241.90 _____
F150	_____	6' Table - 42" Counter high.....	216.45	281.35 _____
F160	_____	8' Table - 42" Counter high.....	246.80	320.80 _____
F170	_____	4th side table drape .....	62.70	81.50 _____

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

**UNDRAPED DISPLAY TABLE**

F190	_____	4' Table - 30" high .....	96.10	124.90 _____
F200	_____	6' Table - 30" high .....	117.30	152.50 _____
F210	_____	8' Table - 30" high .....	139.55	181.45 _____
F220	_____	4' Table - 42" Counter high.....	104.15	135.45 _____
F230	_____	6' Table - 42" Counter high.....	123.40	160.40 _____
F240	_____	8' Table - 42" Counter high.....	150.70	195.90 _____
	_____	30" Diameter Pedestal Table (Gray) ....	208.35	270.85 _____
	_____	F80 <input type="checkbox"/> 18" High	F90 <input type="checkbox"/> 30" High	F100 <input type="checkbox"/> 42" High

**8.25% Tax** \_\_\_\_\_

**TOTAL ORDER** \_\_\_\_\_

NAME OF CONVENTION BUILDING SAFETY & DESIGN EXPO 2019 BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

# Chairs

## Chairs

### Furniture

F60 Plastic Side Chair, Gray  
F50 Padded Sled Base Chair, Gray  
F9 Padded Chair, Gray  
F10 Padded Arm Chair, Gray  
F30 Padded High Stool, Gray  
F20 Padded Arm Chair, Custom  
F40 Padded High Stool, Custom  
F75 Executive Chair



F60



F50



F9



F10



F30



F20



F40



F75



# 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"



F80



F90



F100



F190  
F220



F110  
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter  
Green



Expo  
Green



Gold



Blue



Black



F200  
F230



F120  
F150



F210  
F240



F130  
F160

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104  
 Phone 314-534-8500 | Fax 314-534-8050  
 Exhibitor.Services@heritagesvs.com

# CARPET RENTAL ORDER FORM

Discount prices on 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

Choose Color:

- |                                       |  |                                  |  |
|---------------------------------------|--|----------------------------------|--|
| <input type="checkbox"/> Red          |  | <input type="checkbox"/> Cayenne |  |
| <input type="checkbox"/> Blue         |  | <input type="checkbox"/> Gray    |  |
| <input type="checkbox"/> Hunter Green |  | <input type="checkbox"/> Black   |  |
| <input type="checkbox"/> Burgundy     |  | <input type="checkbox"/> Tuxedo  |  |
| <input type="checkbox"/> Blue Jay     |  |                                  |  |

Qty.	Product	Advance	Standard	Total
	9' x 10'	\$253.55	\$329.60	\$
	9' x 20'	\$497.80	\$647.15	\$
	9' x 30'	\$744.40	\$967.70	\$
	9' x 40'	\$1,000.25	\$1,300.35	\$
	9' x Custom	\$253.55	\$329.60	\$

Area carpet is required for all booths larger than 30' or for booths configured as islands or peninsulas.

Area Carpet - 100 sq. ft. minimum required  
 Booth size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Sq.Ft.

\*A 8.25% Sales Tax Will Be Added To All Carpet Orders\*

Sq. Ft.	Product	Advance	Standard	Total
	Area Carpet	\$4.30	\$5.55	\$

### PRESTIGE CARPET - 28oz

Choose Color:

- |                                       |  |                                       |  |
|---------------------------------------|--|---------------------------------------|--|
| <input type="checkbox"/> Charcoal     |  | <input type="checkbox"/> Silver Cloud |  |
| <input type="checkbox"/> Navy         |  | <input type="checkbox"/> Burgundy     |  |
| <input type="checkbox"/> Hunter Green |  | <input type="checkbox"/> Beige        |  |
| <input type="checkbox"/> Red          |  | <input type="checkbox"/> Royal        |  |
| <input type="checkbox"/> Black        |  | <input type="checkbox"/> Teal         |  |
| <input type="checkbox"/> Tuxedo       |  | <input type="checkbox"/> Blue Jay     |  |
| <input type="checkbox"/> Cayenne      |  | <input type="checkbox"/> White        |  |

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

Booth size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft.

Sq. Ft.	Product	Advance	Standard	Total
	Prestige	\$6.50	\$8.45	\$

\*A 8.25% Sales Tax Will Be Added To All Carpet Orders\*

### PADDING & VISQUEEN

Product	Booth Size	Sq. Ft.	Advance	Standard	Total	
Carpet Padding/Per Sq. Ft.	<input type="checkbox"/> X <input type="checkbox"/>	=	X	\$2.10	\$2.70	\$
Visqueen Covering/Per Sq. Ft.	<input type="checkbox"/> X <input type="checkbox"/>	=	X	\$1.25	\$1.65	\$

\*A 8.25% Sales Tax Will Be Added To All Carpet Orders\*

Name of Convention **BUILDING SAFETY & DESIGN EXPO 2019** Booth \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

Email Order Confirmation & Invoice To \_\_\_\_\_

Contact Name \_\_\_\_\_ Date \_\_\_\_\_



Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104

Phone 314-534-8500 | Fax 314.534.8050

Exhibitor.Services@HeritageSVS.com

**ACCESSORIES/DISPLAY  
RENTAL ORDER FORM**

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ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
<b>ACCESSORIES</b>					<b>DISPLAY</b>				
A10	_____	Wastebasket	29.15	37.85	D10	_____	Pegboard Panels (4'x8')	291.30	378.65
A20	_____	Tripod Easels	48.55	63.10	D11	_____	Pegboard 6" Single Hook	14.30	18.59
D250	_____	Chrome Sign Holder	179.00	232.70	D12	_____	Pegboard 8" Single Hook	16.70	21.71
A30	_____	Chrome Stanchion	36.40	47.35	D20	_____	Tackboard Panels (4'x8')	218.45	284.00
A40	_____	Velour Rope 6' Black	36.40	47.35	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree	105.60	137.25	D31	_____	Fabric Impact Panel 1 Meter x 8'	534.00	694.10
A60	_____	Chrome Bag Rack	105.60	137.25	D40	_____	Gridwall 2'x8' Black	199.05	258.75
A70	_____	Literature Rack	206.30	268.20	D60	_____	Gridwall 6" Single Hook	14.30	18.59
A80	_____	Garment Rack 5'	113.30	147.25	D70	_____	Gridwall 8" Single Hook	16.70	21.71
A90	_____	2 Way Straight Arm Rack	155.35	201.95	D50	_____	Slatwall 1 Meter x 8'	267.00	347.10
A100	_____	4 Way Slant Arm Rack	173.95	226.15	D120	_____	Slatwall Waterwalls Hooks	43.70	56.80
A106	_____	Raffle Ticket Drum	80.00	104.00	D121	_____	Slatwall 8" Bracket	16.70	21.71
A107	_____	Fishbowl	25.00	32.50	D130	_____	Shelf 1 meter wide	72.80	94.65
A110	_____	6' Tensabarrier	165.05	214.60	D210	_____	Acrylic Holder	30.35	39.45
<b>DISPLAY CABINETS AND COUNTERS</b>					D220 _____ Arm Light 64.75 84.15				
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					D140 _____ 4' Full View Showcase 643.25 836.20				
MD20	_____	Counter 1M x 1/2M x 42" High, W/Shelf	679.65	883.55	D150 _____ 6' Full View Showcase 691.80 899.35				
<input type="checkbox"/> Counter Lock 38.45 49.95					D160 _____ 4' Quarter View Showcase 546.15 710.00				
MD21	_____	Counter 2M x 1/2M x 42" High, W/Shelf	950.70	1235.90	D170 _____ 6' Quarter View Showcase 614.90 799.40				
<input type="checkbox"/> 2 Counter Locks 76.90 99.90					Looking for something else? Please contact us at Exhibitor.Services@HeritageSVS.com for assistance.				
MD22	_____	Curved Counter 1M x 1/2M x 42" High W/Shelf	747.62	971.91	<b>8.25% Tax</b> _____				
<input type="checkbox"/> Counter Lock 38.45 49.95					<b>TOTAL ORDER</b> _____				
MD23	_____	Radius Counter 1M x 1/2M x 42" High	897.15	1166.30					
MD30	_____	Cabinet 1M x 1/2M x 42" (White Only/ Comes With Lock & Shelf)	815.58	1060.25					

NAME OF CONVENTION **BUILDING SAFETY & DESIGN EXPO 2019** BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

# Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A90



A110



A106




A107

## 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

 <p>D10</p>	 <p>D50</p>	 <p>D40</p>	 <p>D31</p>
 <p>D11 D12</p>	 <p>D121</p>	 <p>D60 D70</p>	 <p>D130</p>
 <p>D220</p>	 <p>D120</p>	 <p>D140 D150 (Shown)</p>	 <p>D160 D170 (Shown)</p>
 <p>D20 D30 (Shown)</p>	 <p>MD30</p>	 <p>MD20 (Top) MD21 (Bottom)</p>	 <p>MD23 (Top) MD22 (Bottom)</p>
<p><b>Display</b> 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</p>	<p>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</p>	<p>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</p>	<p>D30 Horizontal Tackboard MD30 Display Cabinet 1 Meter MD20 Display Counter 1 Meter MD21 Display Counter 2 Meter MD22 Curved Counter 1 Meter MD23 Radius Counter 1 Meter Dia.</p>

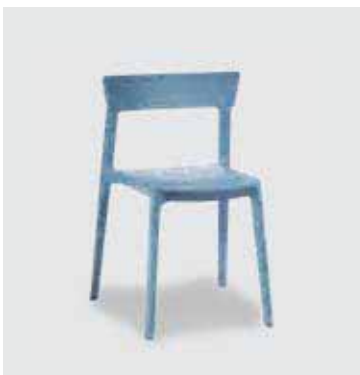
TRADE SHOW FURNISHINGS 2019

# Product Guide




## FEATURING:

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



# ROMA

10'x20' Powered Chair & Sofa Booth

 Denotes AC and USB charging outlets



10'x10' Fairfax & La Brea Booth



10'x20' Hopi Lounge & Zenith Café Booth

## DELIVERING TRADE SHOW SOLUTIONS YOU CAN COUNT ON.

Your inspiration deserves great execution with modern furnishings from CORT. Rest assured, you have an experienced partner to help you create unique selling environments that will excite your clients and bring your brand to life.





10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth



# Power Up In Style.

Denotes Powered Products



POWERED  
DETAIL

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

ROMA

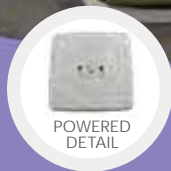
CHRPWR Chair, Powered  
(white vinyl) 37" L 31" D 33" H

ROMA

SFAPWR Sofa, Powered  
(white vinyl) 78" L 31" D 33" H



WIRELESS  
CHARGING TABLE,  
POWERED  
CUBPOW  
(white, ac plug-in)  
20" L 20" D 18" H



POWERED  
DETAIL

## 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.

# 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

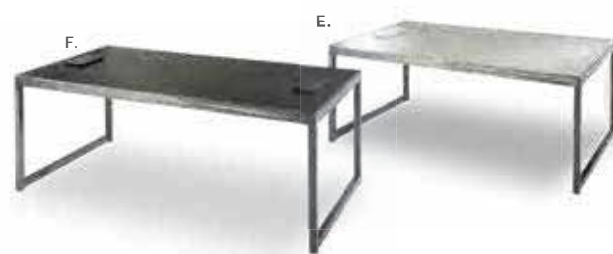
**B) NPLSOP**  
Naples Sofa, Powered  
(black vinyl)  
87" L 30" D 33.25" H

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

# Powered Tables



**Ventura  
POWERED  
TABLES**



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

**Ventura Powered Café Tables**  
72.25" L 26.25" D 30" H  
(silver frame)  
**C) VNTCBK** (black top)  
**D) VNTCWH** (white top)

**Sydney Powered Cocktail Tables**  
48" L 26" D 18" H  
(brushed steel)  
**E) C1WP** (white)  
**F) C1YP** (black)

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

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



Detail of Electrical Charging Outlet



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



**BNQTL7 Center Cone**  
w/ Electrical Charging Outlet  
(white vinyl)  
38" 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

# Powered Pedestals

 Denotes AC and USB charging outlets



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

(Mobile devices must be compatible with Qi wireless charging pad.)

## Powered Locking Pedestal


- 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

## Wireless Charging Table, Powered

- E) CUBPOW  
(white, AC plug-in)  
20"L 20"D 18"H

**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.

# Powered Tech Desk

 Denotes AC and USB charging outlets



- 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



# Soft Seating

Create Engaging Booth Environments

**HOPI**  
(gray linen)  
**HOPCH, Chair**  
21"L 25"D 34"H  
**HOPLV, Loveseat**  
48"L 25"D 34"H



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

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

**CAFÉ TABLE**  
30WVHC  
Hydraulic Chrome Base  
(laminated white top)  
30" Round 29"H

**REGIS**  
REGOTT End Table  
(brushed metal)  
16"L 15.5"D 16.5"H

**MARCHE**  
MAR010 Swivel Ottoman  
(blue fabric)  
17" RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth

# Soft Seating Collections

Available in Power 

A.



B.



C.



## BAJA

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

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

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

A.



B.



## 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

A.



B.



C.



## NAPLES

**A) NPLCHR Chair**  
(black vinyl)  
36" L 30" D 33.25" H  
**NPLCHP** (Powered)

**B) NPLSOF Sofa**  
(black vinyl)  
87" L 30" D 33.25" H  
**NPLSOP** (Powered)

**C) NPLLOV Loveseat**  
(black vinyl)  
62" L 30" D 33.25" H  
**NPLLOP** (Powered)



Denotes Powered Products



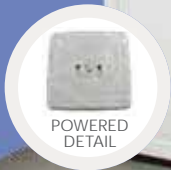
# Munich Collection

## Modular Seating to Design Custom Exhibits

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

### MUNICH

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



POWERED  
DETAIL



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



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

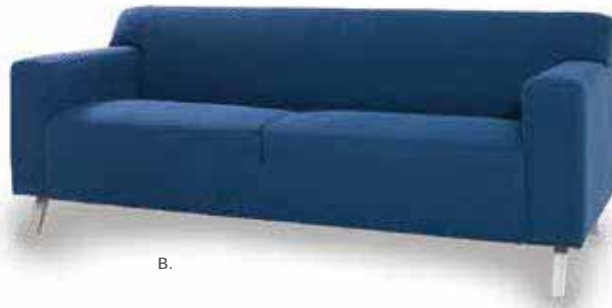


MNCHCH Munich Armless Chair  
(gray fabric)  
22.5" L 27" D 28.5" H

# Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.

B.

C.

## 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)  
57"L 35"D 34"H
- C) KEYSOF Sofa**  
(black fabric)  
79"L 35"D 34"H

## SOUTH BEACH

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

# Accent Chairs



## SWANSON

**SWAN Swivel Chair**  
(white vinyl)  
28" L 25" D 30" H

## KEY WEST

**OCB Chair**  
(black)  
31" L 31" D 31" H



## LA BREA

**LABREA Chair**  
(charcoal gray, fabric)  
35" L 27" D 40" H



## WENTWORTH

**WENCHA Chair**  
(brown vinyl)  
32.1" L 26" D 31.5" H



## AURA

**AURA Round Table**  
(white metal)  
15" Round 22" H



# Accent Chairs



A.



B.



C.



D.



E.



F.

## Madrid Chair

**A) BCW**  
(white vinyl)  
30" L 30" D 31" H

**B) OCH**  
(black vinyl)  
30" L 30" D 31" H

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

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

**E) HOPCH**  
**Hopi Chair**  
(gray linen)  
21" L 25" D 34" H

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

# Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

## Marina Chair

17.5" L 19.5" D 35" H  
**A) MARCBK** (black vinyl)  
**B) MARCBR** (brown fabric)  
**C) MARCWH** (white vinyl)

## Meeting Chair

25.5" L 23.5" D 34" H  
**D) OCMESP** (espresso vinyl)  
**E) OCMTAU** (taupe fabric)  
**F) OCMWHT** (white vinyl)



# Group Seating

## ZENITH

A) ZENCHR Chair  
(white, chrome)  
18.25" L 22" D 32" H

B) 30MAHC  
Madison Hydraulic  
Café Table  
(chrome base, gray  
acajou 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



A.



B.

## MALBA

20" L 20" D 32" H

A) MALGRY Chair (gray)  
B) MALGRN Chair (green)

## MARINA

17.5" L 19.5" D 35" H

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

A.



B.



C.



D.



E.



# Styles & Shapes



A.



B.



C.



D.



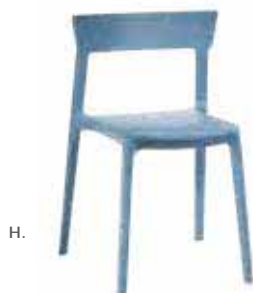
E.



F.



G.



H.



I.

**A) CS8  
Berlin Chair**  
(black, white)  
18" L 22" D 32" H

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

**C) XCHR  
Christopher Chair**  
(white vinyl, chrome)  
17" L 19" D 35" H

**D) SC3  
Brewer Chair**  
(onyx, black)  
20" L 20" D 32" H

**E) XC6  
Altura Guest Chair**  
(black crepe)  
25" L 20" D 34" H

**F) RSTDIN  
Rustique Chair w/arms**  
(gunmetal)  
20" L 18" D 31" H

**G) SC10  
Razor Armless Chair**  
(white)  
15.38" L 15.5" D 30.5" H

**H) BLDCSB  
Blade Chair**  
(sky blue)  
20.5" L 19" D 30.5" H

**I) BLDCRD  
Blade Chair**  
(red)  
20.5" L 19" D 30.5" H

## Mix & Match

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

- J) LUCHCL Lucent Chair (frosted, acrylic) 19.5" L 19.75" D 32.5" H
- K) 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



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

## 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)

## H) WHT12 Half Bench

(white vinyl)

39" L 22" D 18" H

## ENDLESS Square

34" L 34" D 15" H

I) END02B (black)

J) END02W (white)

## ENDLESS Curved

60.5" L 37.5" D 15" H

K) END01B (black)

L) END01W (white)

## M) BNQ7 Quarter Curve

(white vinyl)

53" L 22" D 18" H

## N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72" RND 18" H

## O) SAL Sally Stool

(white)

12" Round 17" H

## P) CUBL20 Edge

LED Cube

(white plastic)

19" L 19" D 19" H

A/C power only

## Q) REGBEN

Regis Bench

(brushed metal)

47" L 15.5" D 16" H

# Marche Swivel



## Marche Swivel Ottomans

17" RND 18" H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

K) MAR011

(orange fabric)

# Accent Tables

## ALONDRA

### Cocktail Table

47" L 24" D 16" H

- A) ALC100 (glass, chrome)
- B) ALC200 (wood, chrome)

A.



B.



C.



D.



## ALONDRA

### End Table

20" L 20" D 20" H

- C) ALE100 (glass, chrome)
- D) ALE200 (wood, chrome)

## GEO

### Cocktail Table

50" L 22" D 16" H

- A) C1C (glass, chrome)
- B) C1FWB (wood, black)

A.



B.



C.



D.



## GEO

### End Table

26" L 26" D 20" H

- C) E1C (glass, chrome)
- D) E1FWB (wood, black)

# Styles & Shapes

Available in Power 



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

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

**Regis Tables**  
(brushed metal)  
I) REGBEN Bench Table  
47" L 15.5" D 16" H  
J) REGOTT End Table  
16" L 15.5" D 16.5" H

**Silverado Tables**  
(glass, chrome)  
K) E1E End Table  
24" Round 22" H  
L) C1E Cocktail Table  
36" Round 17" H

**Oliver Tables**  
(walnut finish)  
M) EOLI End Table  
22" Round 22" H  
N) COLI Cocktail Table  
47" L 27" D 19" H

**Rustic Tables**  
(wood)  
O) ETBL E-Table  
21" L 15.5" D 27.5" H  
P) TMBTBL Timber Table  
16" Round 17" H

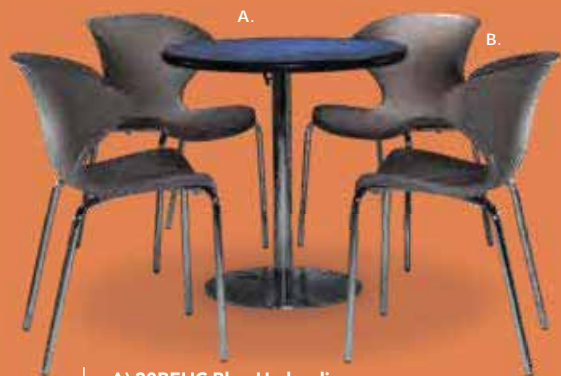
**Aura Round Table**  
Q) AURA  
(white metal)  
15" Round 22" H

**Edge LED Cube Table**  
R) CUBTBL  
(plexi top, white plastic)  
19" L 19" D 19" H  
A/C power only

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



# Café Tables



**A) 30BEHC Blue Hydraulic Café Table**  
(chrome base, blue top)  
30" RND 29" H

**B) MALGRY Malba Chair**  
(gray)  
20" L 20" D 32" H



**A) 30MAHC Madison Hydraulic Café Table**  
(chrome base, gray acajou top)  
30" RND 29" H

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



**LUCHCL Lucent Chair**  
(frosted, acrylic)  
19.5" L 19.75" D 32.5" H

**30" Round Café Tables**  
**Standard Black Base**  
30" RND 29" H  
**A) 30WDBC** (wood top)  
**B) ZTB** (red top)

**Hydraulic Chrome Base**  
30" RND 29" H  
**C) 30WHHC** (white top)  
**D) 30STHC** (silver textured)

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

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



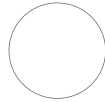
**E.**

# Customize and Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



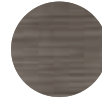
GRAPHITE NEBULA



BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE

## Café Tables

Standard Black Base  
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDDB (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

## Café Tables

Hydraulic Chrome Base  
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)



# Mix & Match

Create the ultimate look. Choose from a wide variety of colorful group seating options for the perfect style.

- S) ZENCHR Zenith Chair (white, chrome) 18.25" L 22" D 32" H
- T) BLDCRD Blade Chair (red) 20.5" L 19" D 30.5" H





# Bar Tables



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

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

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

**D) RSTSTL**  
**Rustique Barstool**  
(gunmetal)  
13"L 13"D 30"H



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



**E) 30BEHB**  
**30" Round Bar Table**  
(blue top, chrome hydraulic base)  
30" RND 45"H

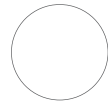
**F) LMBAR**  
**Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H

# Customize and Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



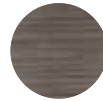
GRAPHITE NEBULA



BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE

## Bar Tables

Standard Black Base  
30" RND 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) 30WH42 (white)
- F) VTA (Madison/gray acajou)
- G) 30BEBB (blue)
- H) 30WDBB (wood)

36" RND 42"H

- I) VTW (white)
- J) VTN (graphite nebula)
- K) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" RND 45"H

- L) 30GRHB (graphite nebula)
- M) 30MTHB (maple)
- N) 30STHB (silver textured)
- O) 30BRHB (red)
- P) 30BEHB (blue)
- Q) 30WDHB (wood)

36" RND 45"H

- R) 36WTHB (white)
- S) 36GRHB (graphite nebula)
- T) 36MTHB (maple)



A. | J.



B. | K.



C.



D.



E. | I.



F.



G.



H.



L. | S.



M. | T.



N.



O.



P.



Q.



R.

# Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H

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



# Barstools



A.

B.

C.

D.

## LIFT BARSTOOLS

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



# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

## 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" H

G) BSS (black, chrome)

H) BST (white, chrome)

## I) BSC Oslo Barstool

(white)

17" L 20" D 45" H

## J) XBAR Christopher Barstool

(white vinyl, chrome)

19" L 15" D 41" H

## K) BS001 Shark Barstool

(white, chrome)

22" L 19" D 34-44" H

## L) BSR Syntax Barstool

(black, chrome)

23" L 19" D 43.25" H

## M) ZENBAR Zenith Barstool

(white, chrome)

19" L 20" D 44" H

## N) RSTSTL Rustique Barstool

(gunmetal)

13" L 13" D 30" H



O.



P.



Q.



R.

O) LUBSCL Lucent Barstool (frosted, acrylic) 22" L 22.5" D 45.5" H

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

Q) BLDBRD Blade Barstool (red) 20.5" L 20.125" D 40.5" H

R) BLDBSB Blade Barstool (sky blue) 20.5" L 20.125" D 40.5" H

# Conference Tables



## PWRUSB

### Powered Conference Table Module

(black) 5"L 2.25"D 2"H

Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



## 42" Round Conference Table

42" RND 29" H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



## 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

A. | B.



I.



## Atomic Round Tables

(glass, chrome)

A) 42ATO 42" RND 30"H

B) 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)

F) 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

C.



D.



J.



K. | L.



## Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 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

E.



F.



M.



G.



H.



N.



O.



# 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  
A) PROEXE (white vinyl)  
B) PROEXB (black vinyl)  
Adjustable height



A.

B.



## Task Stool

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

## Pro Executive Guest Chair

24" L 22" D 36" H  
PROGB (black vinyl)



## Pro Executive Mid Back Chair


24" L 22" D 40" H  
A) PROMID (white vinyl)  
B) PROMDB (black vinyl)  
Adjustable height



A.

B.

# Communal and Powered Tables

Denotes AC and USB charging outlets 

## Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



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

A. 



POWERED  
DETAIL



B.

C.



### Table Top Options

BLACK

WHITE

MAPLE

Colors not available in all table options. Please check options listed to the right.

## Ventura CAFÉ TABLES



A. 



POWERED  
DETAIL



C.



D.



B.



E.

### Ventura Powered Bar Tables

(silver frame)  
72.25" L 26.25" D 42" H

A) VNTBLK (black top)  
VNTWHT (white top)

### Ventura Communal Bar Tables

(silver frame)  
72.25" L 26.25" D 42" H

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

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

Black Top  
VNTBNP (solid)

### Ventura Powered Café Tables

(silver frame)  
72.25" L 26.25" D 30" H

A) VNTCBK (black top)  
B) VNTCWH (white top)

### Ventura Communal Café Tables (silver frame)

72.25" L 26.25" D 30" H

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

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

Black Top  
E) VNTCBN (solid)

# Office Essentials



## MADISON

**A) JD8 Madison Executive Desk**

(gray acajou) 60" L 30" D 29" H

**B) CR8 Madison Credenza**

(gray acajou) 60" L 20" D 29" H

**C) TASKST Task Stool**

(black fabric)

27.5" L 27.5" D 32.75" - 40.25" H Adjustable

**D) PROEXE Pro Executive**


**High Back Chair**

(white classic vinyl)

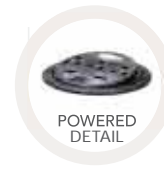
25" L 24" D 48" H Adjustable



## TECH POWERED DESK

 Denotes AC and USB charging outlets

A. 



B. 



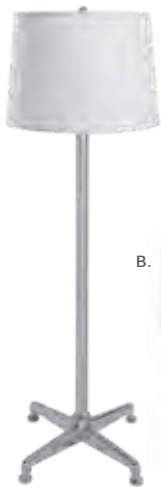
C.



- 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

## LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



### ACCENT LAMPS


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

 Denotes AC and USB charging outlets



## Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

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



POWERED  
DETAIL

Midtown Powered Counter  
60"L 18" D 42" H  
(pewter/glass)  
MTCPU (unlighted)  
MTCLPI (lighted with plug-in)



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



(back)

# Midtown Bar

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



**Midtown Bar**  
60" L 18" D 42" H  
(pewter/glass)

**A) MTBUUL**

(unlighted)

**B) MTBLPI**

(lighted with plug-in)

**Apex Barstool**

**C) APS12**

(blue ultra suede)

21" L 21" D 33" H

## LIGHTED & GREENERY PRODUCTS



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



**A) CUBL20 Edge LED Cube Ottoman**  
(white plastic)

19" L 19" D 19" H

A/C power only

**B) CUBTBL Edge LED Cube Table**


(plexi top, white plastic)

19" L 19" D 19" H

A/C power only

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

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

<b>Specialty Furnishings Order Form</b>			<b>Please email or fax all pages to:</b> Heritage Trade Show Services 620 Shenandoah Ave. St. Louis, MO 63104 <b>Email:</b> Exhibitor.Services@HeritageSVS.com <b>Phone:</b> 314-534-8500 <b>Fax:</b> 314-534-8050
<b>Show Name:</b>			
<b>Contractor:</b>	Heritage Trade Show Services		
<b>Booth Number:</b>			
<b>Venue:</b>			
<b>Show Date:</b>			

ORDER INFORMATION		PRICING & PAYMENT INFORMATION	
<b>Exhibiting Co:</b>		<b>Advance Price Deadline Date:</b>	
<b>Address:</b>		<b>Sales Tax Rate:</b>	
<b>City, State, Zip:</b>		<b>Order Total:</b>	\$
<b>Phone:</b>		<b>PLEASE INCLUDE THE HERITAGE METHOD OF PAYMENT FORM WHEN YOU SUBMIT YOUR ORDER FORMS.</b>	
<b>Fax:</b>			
<b>Contact:</b>			
<b>Email:</b>			
<b>Authorized By:</b>			

**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.

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
30WDHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$350.63	\$455.81		
30WDHC	30" Round Café Table w/ Hydraulic Base	30"RND 29"H	\$350.63	\$455.81		
30WH29	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
30WH42	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
30WHHB	30" Round Bar Table w/ Hydraulic Base	30"RND 45"H	\$350.63	\$455.81		
30WHHC	30" Round Café Table w/ Hydraulic Base	30"RND 29"H	\$350.63	\$455.81		
36ATO	Atomic 36" Round Table	36"RND 30"H	\$350.63	\$455.81		
36GRHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$378.68	\$492.28		
36GRHC	36" Round Café Table w/ Hydraulic Base	36"RND 29"H	\$378.68	\$492.28		
36MTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$378.68	\$492.28		
36MTHC	36" Round Café Table w/ Hydraulic Base	36"RND 29"H	\$378.68	\$492.28		
36WTHB	36" Round Bar Table w/ Hydraulic Base	36"RND 45"H	\$378.68	\$492.28		
36WTHC	36" Round Café Table w/ Hydraulic Base	36"RND 29"H	\$378.68	\$492.28		
42ATO	Atomic 42" Round Table	42"RND 30"H	\$350.63	\$455.81		
ALC100	Alondra Cocktail Table	47"L 24"D 16"H	\$378.68	\$492.28		
ALC200	Alondra Cocktail Table	47"L 24"D 17"H	\$378.68	\$492.28		
ALE100	Alondra End Table	20"L 20"D 20"H	\$273.49	\$355.53		
ALE200	Alondra End Table	20"L 20"D 21"H	\$273.49	\$355.53		
APS08	Apex Barstool	21"L 21"D 33"H	\$259.46	\$337.30		
APS12	Apex Barstool	21"L 21"D 33"H	\$259.46	\$337.30		
APS59	Apex Barstool	21"L 21"D 33"H	\$259.46	\$337.30		
APS75	Apex Barstool	21"L 21"D 33"H	\$259.46	\$337.30		
AURA	Aura Round Table	15"RND 22"H	\$168.30	\$218.79		
BC8	Madison Bookcase	36"L 12"D 72"H	\$489.47	\$636.31		
BCHWHT	Baja Chair	36"L 30.5"D 28"H	\$610.09	\$793.11		
BCW	Madrid Chair	30"L 30"D 31"H	\$741.92	\$964.50		
BLDBRD	Blade Barstool	20.5"L 20.125"D 40.5"H	\$147.26	\$191.44		
BLDBSB	Blade Barstool	20.5"L 20.125"D 40.5"H	\$147.26	\$191.44		
BLDCRD	Blade Chair	20.5"L 19"D 30.5"H	\$77.14	\$100.28		
BLDCSB	Blade Chair	20.5"L 19"D 30.5"H	\$77.14	\$100.28		
BLVWHT	Baja Loveseat	61"L 30.5"D 28"H	\$897.60	\$1,166.88		
BNQ417	Full Banquette w/ Electrical Charging Outlet *CA117	72"RND 51"H	\$1,395.49	\$1,814.13		
BNQ7	Quarter Curve Ottoman *CA117	53"L 22"D 18"H	\$553.99	\$720.18		
BNQR17	Ottoman Ring *CA117	72"RND 18"H	\$1,683.00	\$2,187.90		
BNQTL7	Center Cone w/ Electrical Charging Outlet *CA117	38"RND 51"H	\$806.44	\$1,048.37		
BS001	Shark Barstool	22"L 19"D 34-44"H	\$371.66	\$483.16		
BS002	Zoey Barstool	15"L 16"D 30-34.75"H	\$336.60	\$437.58		
BS003	Zoey Barstool	15"L 16"D 30-34.75"H	\$336.60	\$437.58		
BSC	Oslo Barstool	17"L 20"D 45"H	\$301.54	\$392.00		
BSFWHT	Baja Sofa	86"L 28"D 30"H	\$974.74	\$1,267.16		
BSR	Syntax Barstool	23"L 19"D 43.25"H	\$251.05	\$326.36		
BSS	Banana Barstool	21"L 22"D 41.75"H	\$287.51	\$373.77		
BST	Banana Barstool	21"L 22"D 41.75"H	\$287.51	\$373.77		
BVLYBK	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYBN	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYGR	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		

Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
BVLYLN	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYOB	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYRD	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
BVLYWH	Beverly Bench Ottoman	60"L 20"D 18"H	\$441.79	\$574.32		
C1C	Geo Cocktail Table	50"L 22"D 16"H	\$321.17	\$417.52		
C1E	Silverado Cocktail Table	36"RND 17"H	\$329.59	\$428.46		
C1FWB	Geo Cocktail Table	47"L 24"D 17"H	\$321.17	\$417.52		
C1W	Sydney Cocktail Table	48"L 26"D 18"H	\$329.59	\$428.46		
C1WP	Sydney Powered Cocktail Table	48"L 26"D 18"H	\$413.74	\$537.86		
C1Y	Sydney Cocktail Table	48"L 26"D 18"H	\$329.59	\$428.46		
C1YP	Sydney Powered Cocktail Table	48"L 26"D 18"H	\$413.74	\$537.86		
C508GR	8' Table	96"L 44"D 29"H	\$624.11	\$811.35		
CB1	42" Round Table	42"RND 29"H	\$441.79	\$574.32		
CB2	6' Conference Table	72"L 42"D 29"H	\$532.95	\$692.84		
CB3	8' Conference Table	96"L 48"D 29"H	\$624.11	\$811.35		
CB8	42" Round Madison Conference Table	42"RND 29"H	\$441.79	\$574.32		
CE1	Geo Table, Rounded Square	42"L 42"D 29"H	\$371.66	\$483.16		
CE2	Geo Table, Rectangle	60"L 36"D 29"H	\$518.93	\$674.60		
CF1	Geo Table, Rounded Square	42"L 42"D 29"H	\$371.66	\$483.16		
CF2	Geo Table, Rectangle	60"L 36"D 29"H	\$518.93	\$674.60		
CHR002	Allegro Chair	36"L 34.5"D 30"H	\$568.01	\$738.42		
CHRPWR	Roma Chair, Powered	37"L 31"D 33"H	\$722.29	\$938.97		
COLI	Oliver Cocktail Table	47"L 27"D 19"H	\$280.50	\$364.65		
CONF42	42" Round Table	42"RND 29"H	\$441.79	\$574.32		
CR8	Madison Credenza	60"L 20"D 29"H	\$573.62	\$745.71		
CS4	Syntax Chair	23"L 19"D 32.25"H	\$231.41	\$300.84		
CS8	Berlin Chair	18"L 22"D 32"H	\$147.26	\$191.44		
CT06GR	6' Table	72"L 36"D 29"H	\$546.98	\$711.07		
CT10GR	10' Table	120"L 46"D 29"H	\$939.68	\$1,221.58		
CUBL20	Edge LED Cube Ottoman	20"L 20"D 20"H	\$208.97	\$271.66		
CUBPOW	Wireless Charging Table, Powered	20"L 20"D 18"H	\$497.89	\$647.25		
CUBTBL	Edge LED Cube Table	20"L 20"D 20"H	\$208.97	\$271.66		
DUET	Duet Stack Chair	21"L 23"D 33"H	\$84.15	\$109.40		
E1C	Geo End Table	26"L 26"D 20"H	\$287.51	\$373.77		
E1E	Silverado End Table	24"RND 22"H	\$301.54	\$392.00		
E1FWB	Geo End Table	20"L 20"D 21"H	\$287.51	\$373.77		
E1W	Sydney End Table	27"L 23"D 22"H	\$287.51	\$373.77		
E1Y	Sydney End Table	27"L 23"D 22"H	\$287.51	\$373.77		
END01B	Endless Curved Ottoman	60.5"L 37.5"D 15"H	\$483.86	\$629.02		
END01W	Endless Curved Ottoman	60.5"L 37.5"D 15"H	\$483.86	\$629.02		
END02B	Endless Square Ottoman	34"L 34"D 15"H	\$413.74	\$537.86		
END02W	Endless Square Ottoman	34"L 34"D 15"H	\$413.74	\$537.86		
EOLI	Oliver End Table	22"RND 22"H	\$238.43	\$309.95		
ETBL	E Table	21"L 15.5"D 27.5"H	\$210.38	\$273.49		
FAIRCW	Fairfax Chair	27"L 26"D 30"H	\$399.71	\$519.63		
FAIRSW	Fairfax Sofa	62"L 26"D 30"H	\$561.00	\$729.30		
HDG4FT	Boxwood Hedge, 4'	46"L 9"D 47"H	\$503.50	\$654.55		
HDG7FT	Boxwood Hedge, 7'	36.5"L 12"D 84"H	\$826.07	\$1,073.89		
HOPCH	Hopi Chair	21"L 25"D 34"H	\$265.07	\$344.59		
HOPLV	Hopi Loveseat	48"L 25"D 34"H	\$405.32	\$526.92		
JD8	Madison Executive Desk	60"L 30"D 29"H	\$657.77	\$855.10		
KEYCHR	Key Largo Chair	35"L 35"D 34"H	\$357.64	\$464.93		
KEYLOV	Key Largo Loveseat	57"L 35"D 34"H	\$419.35	\$545.15		
KEYSOF	Key Largo Sofa	79"L 35"D 34"H	\$553.99	\$720.18		
LA14	Mason Table Lamp	16"RND 26"H	\$168.30	\$218.79		
LA15	Mason Floor Lamp	18"RND 55"H	\$252.45	\$328.19		
LABREA	La Brea Swivel Chair	35"L 27"D 40"H	\$476.85	\$619.91		
LMBAR	Laguna Barstool	18"L 20"D 47"H	\$203.36	\$264.37		
LMCHR	Laguna Chair	18"L 19"D 34"H	\$161.29	\$209.67		
LUBSCL	Lucent Barstool	22"L 22.5"D 45.5"H	\$293.12	\$381.06		
LUCHCL	Lucent Chair	19.5"L 19.75"D 32.5"H	\$203.36	\$264.37		
MADC05	Madison 5' Table	60"L 48"D 29"H	\$525.94	\$683.72		
MADC08	Madison 8' Table	96"L 60"D 29"H	\$1,044.86	\$1,358.32		
MADC10	Madison 10' Table	120"L 48"D 29"H	\$1,044.86	\$1,358.32		
MALGRN	Malba Chair	20"L 20"D 32"H	\$124.82	\$162.27		
MALGRY	Malba Chair	20"L 20"D 32"H	\$124.82	\$162.27		



Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
MAR001	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR002	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR003	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR004	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR005	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR006	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR007	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR008	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR009	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR010	Marche Swivel Ottoman	17"RND 18"H	\$217.39	\$282.60		
MAR011	Marche Swivel Ottoman	17"L 17"D 18"H	\$217.39	\$282.60		
MARCBE	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MARCBK	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MARCBR	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MARCRD	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MARCWH	Marina Chair	17.5"L 19.5"D 35"H	\$166.90	\$216.97		
MERLIN	Merlin Multi Use Table	46"L 29"D 30"H	\$399.71	\$519.63		
MNCHCC	Munich Corner Chair	26"L 27"D 28.5"H	\$617.10	\$802.23		
MNCHCH	Munich Armless Chair	22.5"L 27"D 28.5"H	\$511.91	\$665.49		
MNCHLV	Munich Armless Loveseat	45"L 27"D 28.5"H	\$904.61	\$1,176.00		
MNCHSC	Munich Sectional, 3 Pc.	93.5"L 27"D 28.5"H	\$2,019.60	\$2,625.48		
MTBLPI	Midtown Bar, Lighted w/ Plug In	60"L 18"D 42"H	\$1,704.04	\$2,215.25		
MTBUUL	Midtown Bar, Unlighted	60"L 18"D 42"H	\$1,597.45	\$2,076.68		
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	60"L 18"D 42"H	\$1,704.04	\$2,215.25		
MTCPUL	Midtown Powered Counter, Unlighted	60"L 18"D 42"H	\$1,605.86	\$2,087.62		
NPLCHP	Naples Chair, Powered	36"L 30"D 33.25"H	\$715.28	\$929.86		
NPLCHR	Naples Chair	36"L 30"D 33.25"H	\$671.80	\$873.34		
NPLLOP	Naples Loveseat, Powered	62"L 30"D 33.25"H	\$932.66	\$1,212.46		
NPLLOV	Naples Loveseat	62"L 30"D 33.25"H	\$806.44	\$1,048.37		
NPLSOF	Naples Sofa	87"L 30"D 33.25"H	\$967.73	\$1,258.04		
NPLSOP	Naples Sofa, Powered	87"L 30"D 33.25"H	\$1,134.62	\$1,475.01		
OCB	Key West Chair	31"L 31"D 31"H	\$461.42	\$599.85		
OCH	Madrid Chair	30"L 30"D 31"H	\$741.92	\$964.50		
OCMESP	Meeting Chair	25.5"L 23.5"D 34"H	\$322.58	\$419.35		
OCMTAU	Meeting Chair	25.5"L 23.5"D 34"H	\$322.58	\$419.35		
OCMWHT	Meeting Chair	25.5"L 23.5"D 34"H	\$322.58	\$419.35		
OTS	South Beach Wedge Ottoman	25"L 31"D 18"H	\$364.65	\$474.05		
PDL36B	Powered Locking Pedestal, 36"	24"L 24"D 36"H	\$582.04	\$756.65		
PDL36W	Powered Locking Pedestal, 36"	24"L 24"D 36"H	\$582.04	\$756.65		
PDL42B	Powered Locking Pedestal, 42"	24"L 24"D 42"H	\$694.24	\$902.51		
PDL42W	Powered Locking Pedestal, 42"	24"L 24"D 42"H	\$694.24	\$902.51		
PROEXB	Pro Executive High Back Chair	25"L 24"D 48"H	\$420.75	\$546.98		
PROEXE	Pro Executive High Back Chair	25"L 24"D 48"H	\$420.75	\$546.98		
PROGB	Pro Executive Guest Chair	24"L 26"D 36"H	\$294.53	\$382.88		
PROMDB	Pro Executive Mid Back Chair	24"L 22"D 40"H	\$273.49	\$355.53		
PROMID	Pro Executive Mid Back Chair	24"L 22"D 40"H	\$273.49	\$355.53		
PSHCCS	Posh Shelving	36"L 18"D 72"H	\$559.60	\$727.48		
PWRUSB	Powered Conference Table Module	5"L 2.25"D 2"H	\$91.16	\$118.51		
REGBEN	Regis Bench/Table	47"L 15.5"D 16"H	\$336.60	\$437.58		
REGOTT	Regis End Table	16"L 15.5"D 16.5"H	\$237.02	\$308.13		
ROLLBL	Lift Barstool	15"RND 23-33.5"H	\$245.44	\$319.07		
ROLLGY	Lift Barstool	15"RND 23-33.5"H	\$245.44	\$319.07		
ROLLRD	Lift Barstool	15"RND 23-33.5"H	\$245.44	\$319.07		
ROLLWH	Lift Barstool	15"RND 23-33.5"H	\$245.44	\$319.07		
RSTDIN	Rustique Chair w/ arms	20"L 18"D 31"H	\$166.90	\$216.97		
RSTSQT	Rustique Square Metal Bar Table	23.75"L 23.75"D 41.25"H	\$301.54	\$392.00		
RSTSTL	Rustique Barstool	13"L 13"D 30"H	\$152.87	\$198.73		
SAL	Sally Stool/Ottoman	12"RND 17"H	\$112.20	\$145.86		
SC10	Razor Armless Chair	15.38"L 15.5"D 30.5"H	\$96.77	\$125.80		
SC3	Brewer Chair	20"L 20"D 32"H	\$194.95	\$253.43		
SFA002	Allegro Sofa	73"L 34.5"D 30"H	\$806.44	\$1,048.37		
SFAPWR	Roma Sofa, Powered	78"L 31"D 33"H	\$1,157.06	\$1,504.18		
SO1	South Beach Sofa	69"L 29"D 33"H	\$771.38	\$1,002.79		
SO2	South Beach Sectional	152"L 40"D 33"H	\$1,830.26	\$2,379.34		
SWAN	Swanson Swivel Chair	28"L 25"D 30"H	\$413.74	\$537.86		
SYDBEC	Sydney Cocktail Table	48"L 26"D 18"H	\$329.59	\$428.46		



Item #:	Description:	Dimensions:	Advance Price:	Standard Price:	QTY:	Total:
SYDBEE	Sydney End Table	27"L 23"D 22"H	\$287.51	\$373.77		
SYDWDC	Sydney Cocktail Table	48"L 26"D 18"H	\$329.59	\$428.46		
SYDWDE	Sydney End Table	27"L 23"D 22"H	\$287.51	\$373.77		
TANCHR	Tangiers Chair	34"L 37"D 36"H	\$469.84	\$610.79		
TANLOV	Tangiers Loveseat	57.5"L 37"D 37"H	\$750.34	\$975.44		
TANSOF	Tangiers Sofa	78"L 37"D 36"H	\$876.56	\$1,139.53		
TASKST	Task Stool	27.5"L 27.5"D 32.75"-40.25"H	\$166.90	\$216.97		
TECH	Tech Desk, Powered	60"L 30"D 30"H	\$525.94	\$683.72		
TECH3	3 Drawer File Cabinet on Castors	16"L 20"D 28"H	\$168.30	\$218.79		
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	60"L 30"D 30"H	\$643.75	\$836.87		
TMBTBL	Timber Table	16"RND 17"H	\$203.36	\$264.37		
VIB01	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB02	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB03	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB04	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB05	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB06	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB07	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB08	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB09	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB10	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB11	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB12	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VIB13	Vibe Cube Ottoman	18"L 18"D 18"H	\$161.29	\$209.67		
VNTBLK	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	\$862.54	\$1,121.30		
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VNTBNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VNTCBK	Ventura Communal Café Table, Powered	72.25"L 26.25"D 30"H	\$666.19	\$866.04		
VNTCBN	Ventura Communal Café Table	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTCMN	Ventura Communal Café Table	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTCMW	Ventura Communal Café Table w/ Grommet Holes	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTCWH	Ventura Communal Café Table, Powered	72.25"L 26.25"D 30"H	\$666.19	\$866.04		
VNTCWN	Ventura Communal Café Table	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTCWW	Ventura Communal Café Table w/ Grommet Holes	72.25"L 26.25"D 30"H	\$587.65	\$763.94		
VNTMNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VNTWHT	Ventura Communal Bar Table, Powered	72.25"L 26.25"D 42"H	\$862.54	\$1,121.30		
VNTWNP	Ventura Communal Bar Table	72.25"L 26.25"D 42"H	\$743.33	\$966.32		
VTA	30" Round Madison Bar Table w/ Standard Black Base	30"RND 42"H	\$280.50	\$364.65		
VTB	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
VTG	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
VTJ	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
VTK	30" Round Bar Table w/ Standard Black Base	30"RND 42"H	\$287.51	\$373.77		
VTN	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$308.55	\$401.12		
VTP	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$308.55	\$401.12		
VTW	36" Round Bar Table w/ Standard Black Base	36"RND 42"H	\$308.55	\$401.12		
WD3	Work Table	48"L 24"D 30"H	\$385.69	\$501.39		
WENCH	Wentworth Chair	32"L 26"D 31.5"H	\$371.66	\$483.16		
WHT12	Half Bench Ottoman	39"L 22"D 18"H	\$419.35	\$545.15		
XBAR	Christopher Barstool	19"L 15"D 41"H	\$224.40	\$291.72		
XC6	Altura Guest Chair	25"L 20"D 34"H	\$357.64	\$464.93		
XCHR	Christopher Chair	17"L 19"D 35"H	\$126.23	\$164.09		
ZENBAR	Zenith Barstool	19"L 20"D 44"H	\$210.38	\$273.49		
ZENCHR	Zenith Chair	18.25"L 22"D 32"H	\$189.34	\$246.14		
ZTA	30" Round Madison Café Table w/ Standard Black Base	30"RND 29"H	\$251.05	\$326.36		
ZTB	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
ZTG	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
ZTJ	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
ZTK	30" Round Café Table w/ Standard Black Base	30"RND 29"H	\$259.46	\$337.30		
ZTN	36" Round Café Table w/ Standard Black Base	36"RND 29"H	\$279.10	\$362.83		
ZTP	36" Round Café Table w/ Standard Black Base	36"RND 29"H	\$279.10	\$362.83		
ZTQ	36" Round Café Table w/ Standard Black Base	36"RND 29"H	\$279.10	\$362.83		

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104  
 Phone 314-534-8500 | Fax 314-534-8050  
 Exhibitor.Services@heritagesvs.com

# 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

<input type="checkbox"/> <b>MD01 DISPLAY ONE: 10' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<b>ADVANCED RATE</b> \$2,201.60	<b>STANDARD RATE</b> \$2,862.05		<input type="checkbox"/> <b>MD02 DISPLAY TWO: 20' STANDARD DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<b>ADVANCED RATE</b> \$5,041.30	<b>STANDARD RATE</b> \$6,553.70				
				<input type="checkbox"/> <b>MD03 DISPLAY THREE: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<b>ADVANCED RATE</b> \$5,424.20	<b>STANDARD RATE</b> \$7,051.45				
				<input type="checkbox"/> <b>MD04 DISPLAY FOUR: 20' DELUXE DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<b>ADVANCED RATE</b> \$5,902.80	<b>STANDARD RATE</b> \$7,673.65				
				<input type="checkbox"/> <b>MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<b>ADVANCED RATE</b> \$9,731.65	<b>STANDARD RATE</b> \$12,651.15				
				<input type="checkbox"/> <b>MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<b>ADVANCED RATE</b> \$10,529.30	<b>STANDARD RATE</b> \$13,688.10				
<input type="checkbox"/> <b>MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY</b> <b>Package Includes:</b> Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters				<b>Choose Your Panels</b> Standard and Optional Panel Choices						
Circle your carpet color: Black    Blue    Burgundy    Gray    Red				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; padding: 5px;"> <input type="checkbox"/> White Hardwall  <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray  <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify                 </td> <td style="width:15%; text-align: center; padding: 5px;"> <b>Advanced Rates:</b>                      Included                      Included                      \$70.00 ea.                 </td> <td style="width:15%; text-align: center; padding: 5px;"> <b>Advanced Rates:</b>                      Included                      Included                      \$91.00 ea.                 </td> </tr> </table>				<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	<b>Advanced Rates:</b> Included Included \$70.00 ea.	<b>Advanced Rates:</b> Included Included \$91.00 ea.
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Circle: Black or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	<b>Advanced Rates:</b> Included Included \$70.00 ea.	<b>Advanced Rates:</b> Included Included \$91.00 ea.								

### 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 \_\_\_\_\_

8.25% Tax \_\_\_\_\_

TOTAL ORDER \_\_\_\_\_

NAME OF CONVENTION BUILDING SAFETY & DESIGN EXPO 2019 BOOTH # \_\_\_\_\_

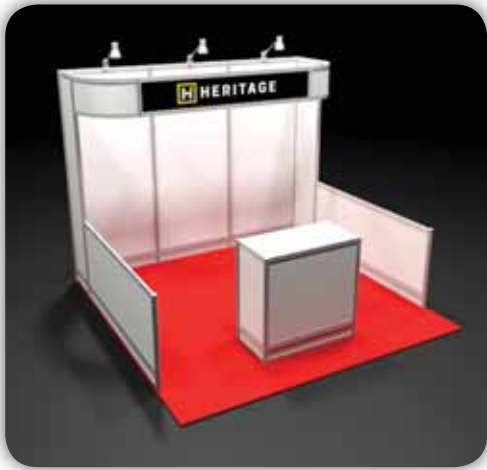
EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

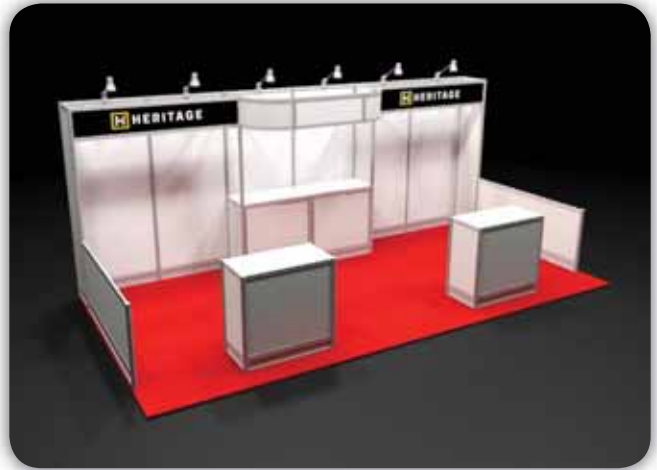
EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

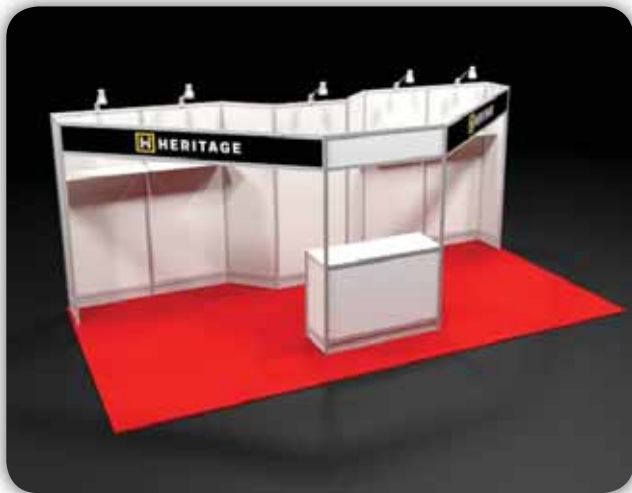
# Modular Displays



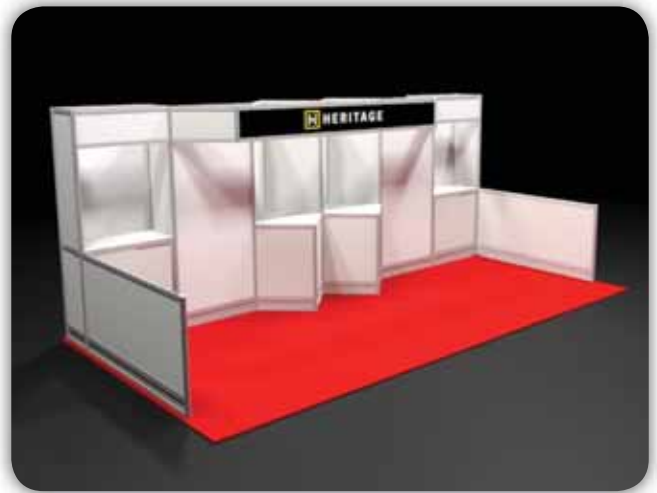
MDO1 Modular Hardwall Display Package 1



MDO2 Modular Hardwall Display Package 2



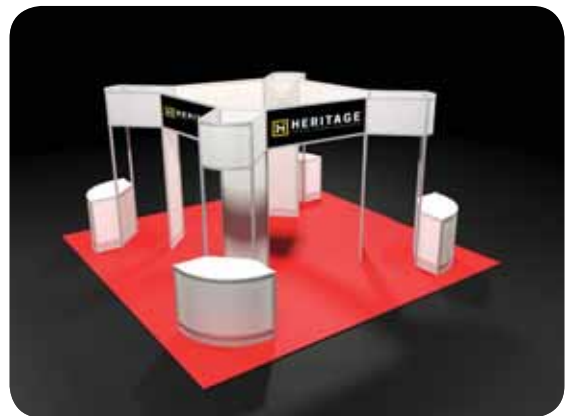
MDO3 Modular Hardwall Display Package 3



MDO4 Modular Hardwall Display Package 4



MDO5 Modular Hardwall Display Package 5



MDO6 Modular Hardwall Display Package 6

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

MATERIAL HANDLING INFORMATION

Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.

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. 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
UPS FREIGHT C/O SUNSET TRANSPORTATION
4050 CORPORATE CENTER, SUITE 300
NORTH LAS VEGAS, NV 89030
FOR: BUILDING SAFETY & DESIGN EXPO 2019

BOOTH NO. \_\_\_\_\_

TOTAL PIECES \_\_\_\_\_

APPROX. WT. \_\_\_\_\_

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

RATES FOR DELIVERIES TO WAREHOUSE

Deadline Date: Friday, October 11th, 2019 To Avoid Late Fees

Table with 4 columns: Description, Rate per 100 lbs., Min Charge. Rows include Packaged Shipments to the Advance Warehouse and via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse.

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
RIO HOTEL AND CONVENTION CENTER
3700 WEST FLAMINGO BLVD. - PAVILION DOCK
LAS VEGAS, NV 89103
FOR: BUILDING SAFETY & DESIGN EXPO

BOOTH NO. \_\_\_\_\_

TOTAL PIECES \_\_\_\_\_

APPROX. WT. \_\_\_\_\_

RATES FOR DELIVERIES TO SHOWSITE

Table with 4 columns: Description, Rate per 100 lbs., Min Charge. Rows include Packaged Shipments to the Show site, via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site, and Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site.

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:

	STRAIGHT TIME	OVERTIME
Material Handler	\$ 118.85 per hr.	\$ 178.28 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 282.70 per hr.	\$ 424.05 per hr. (One Hour Minimum)

### 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.

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#### AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION BUILDING SAFETY & DESIGN EXPO 2019 BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

Please Return This Form Promptly To Heritage Trade Show Services-Retain One Copy For Your File.



Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

PRIORITY RETURN/
ACCESSIBLE STORAGE FORM

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).....\$118.85
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man).....\$178.28

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 2019 BOOTH #

EXHIBITIING COMPANY PHONE # FAX #

ADDRESS CITY STATE ZIP

EMAIL ORDER CONFIRMATION & INVOICE TO

CONTACT NAME DATE

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O SUNSET TRANSPORTATION  
4050 CORPORATE CENTER, SUITE 300  
NORTH LAS VEGAS, NV 89030

FOR: BUILDING SAFETY & DESIGN EXPO 2019

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O SUNSET TRANSPORTATION  
4050 CORPORATE CENTER, SUITE 300  
NORTH LAS VEGAS, NV 89030

FOR: BUILDING SAFETY & DESIGN EXPO 2019

# HERITAGE

Trade Show Services

**DO NOT DELAY!**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O SUNSET TRANSPORTATION  
4050 CORPORATE CENTER, SUITE 300  
NORTH LAS VEGAS, NV 89030

FOR: BUILDING SAFETY & DESIGN EXPO 2019

# HERITAGE

Trade Show Services

**DO NOT DELAY**

**ADVANCE SHIPMENT  
TO WAREHOUSE**

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

HERITAGE TRADE SHOW SERVICES  
UPS FREIGHT C/O SUNSET TRANSPORTATION  
4050 CORPORATE CENTER, SUITE 300  
NORTH LAS VEGAS, NV 89030

FOR: BUILDING SAFETY & DESIGN EXPO 2019



## IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Rio Hotel and 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 19<sup>th</sup>, 2019. 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.

<p>EXHIBITOR COMPANY NAME _____</p> <p>BOOTH NUMBER _____</p> <p>C/O HERITAGE TRADE SHOW SERVICES RIO HOTEL &amp; CONVENTION CENTER 3700 WEST FLAMINGO BLVD. - PAVILION DOCK LAS VEGAS, NV 89103</p> <p>FOR: BUILDING SAFETY &amp; DESIGN EXPO</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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**

# HERITAGE

Trade Show Services

DO NOT DELAY

DIRECT SHIPMENT TO  
SHOW SITE

MUST NOT ARRIVE BEFORE  
SATURDAY, OCTOBER 19<sup>TH</sup>, 2019

TO: \_\_\_\_\_

EXHIBITOR NAME

BOOTH NUMBER: \_\_\_\_\_

C/O HERITAGE TRADE SHOW SERVICES  
RIO HOTEL & CONVENTION CENTER  
3700 W. FLAMINGO BLVD. - PAVILION DOCK  
LAS VEGAS, NV 89103

FOR: BUILDING SAFETY & DESIGN EXPO

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RIO HOTEL & CONVENTION CENTER  
3700 W. FLAMINGO BLVD. - PAVILION DOCK  
LAS VEGAS, NV 89103

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.**

**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 lading may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of lading 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.

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104
Phone 314-534-8500 | Fax 314-534-8050
Exhibitor.Services@heritagesvs.com

EXHIBITOR APPOINTED CONTRACTOR
THIRD PARTY AUTHORIZATION

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.

EXHIBITOR APPOINTED CONTRACTOR

\_\_\_\_\_

ADDRESS

\_\_\_\_\_
\_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE \_\_\_\_\_

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.

THIRD PARTY AUTHORIZATION

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:

- ALL SERVICES
BOOTH CLEANING
I & D LABOR
MATERIAL HANDLING/IN & OUT
RENTAL FURNITURE & CARPET
SIGNS
OTHER (Please specify)

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. \_\_\_\_\_

EXPIRATION DATE \_\_\_/\_\_\_/\_\_\_ VERIFICATION CODE \_\_\_/\_\_\_/\_\_\_/\_\_\_

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

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

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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: \_\_\_\_\_

(Please Print) NAME OF CONVENTION BUILDING SAFETY & DESIGN EXPO 2019 BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104  
Phone 314-534-8500 | Fax 314-534-8050  
Exhibitor.Services@heritagesvs.com

# EXHIBIT LABOR ORDER FORM

## DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

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).....\$118.85 PER HOUR  
8:00 A.M. to 4:30 P.M. Monday through Friday  
**OVERTIME** (One hour minimum per man) .....\$178.28 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.

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### 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 \_\_\_\_ = \_\_\_\_

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### 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 2019 BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

COMPANY NAME \_\_\_\_\_  
BOOTH # \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

### INBOUND SHIPPING INFORMATION

Carrier \_\_\_\_\_ Carrier Phone Number \_\_\_\_\_  
Shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ From: City/State \_\_\_\_\_ Date \_\_\_\_\_  
Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other (Specify) \_\_\_\_\_

### SET-UP INFORMATION

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 \_\_\_\_\_  
Comments: \_\_\_\_\_  
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:



620 Shenandoah Avenue | St. Louis, MO 63104  
Phone 314-534-8500 | Fax 314-534-8050  
Exhibitor.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)

### CARPET CLEANING

### RATES

Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly 45¢ per sq. ft. per day

Vacuuming ONCE before initial opening of Exhibit 45¢ per sq. ft.

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

### EXHIBIT CLEANING

Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter 55¢ per sq. ft. per day

Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits 55¢ per sq. ft.

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

### PORTER SERVICE

Includes emptying of wastebaskets and policing of your exhibit at \$50.65 per hour  
two-hour intervals during show hours (4 hour minimum per day)

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 2019 BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)

Remit To:



620 Shenandoah Avenue | St. Louis, MO 63104  
Phone 314-534-8500 | Fax 314-534-8050  
Exhibitor.Services@heritagesvs.com

# SIGN 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.

### STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" ____@	42.50	63.75 = \$	_____
7"X44" ____@	49.50	74.25 = \$	_____
11"X14" ____@	52.25	78.50 = \$	_____
14"X22" ____@	63.75	95.50 = \$	_____
14"X44" ____@	86.25	129.00 = \$	_____
22"X28" ____@	86.25	129.00 = \$	_____
28"X44" ____@	144.50	216.75 = \$	_____
40"X60" ____@	192.75	289.00 = \$	_____
Easel			
Back ____@	26.50	40.00 = \$	_____
Sentra ____X____@	14.00 sq.ft.	21.00 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.  
sq. ft. \_\_\_\_\_ x \$14.00 = \$ \_\_\_\_\_

- \$14.00 per sq. ft. (standard price \$21.00)
- 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.

Vertical  Horizontal  Easel Back

Color of Background \_\_\_\_\_

Color of Lettering \_\_\_\_\_

**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

8.25% TAX \_\_\_\_\_  
TOTAL \_\_\_\_\_

(PLEASE PRINT)

NAME OF CONVENTION BUILDING SAFETY & DESIGN EXPO 2019 BOOTH # \_\_\_\_\_

EXHIBITING COMPANY \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ORDER CONFIRMATION & INVOICE TO \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE \_\_\_\_\_

(Print & Sign)



MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT RIO LAS VEGAS

8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148

Ph: (702) 777-7708 Fax: (702) 777-6865 Email: services@encore-us.com



**Booth Number:** \_\_\_\_\_ **EVENT NAME:** \_\_\_\_\_  
To receive advance order rate, Encore Event Technologies must receive your completed order form, with billing information, fourteen (14) days prior to move-in.

**EVENT DATES:** \_\_\_\_\_ **INSTALL LOCATION IN ROOM/BOOTH:** \_\_\_\_\_

**EXHIBITING COMPANY NAME:** \_\_\_\_\_

**ONSITE CONTACT:** \_\_\_\_\_ **ON-SITE PHONE:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

## BOOTH LAYOUT FORM

**Instructions:** 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: \_\_\_\_\_ Cables to be Run Under Carpeting?: \_\_\_\_\_

Back of Booth/Aisle Number: (indicate adjacent Booth) \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_


Adjacent Booth # \_\_\_\_\_

Front of Booth/Aisle Number: (indicate adjacent Booth) \_\_\_\_\_



MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT RIO LAS VEGAS  
8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148

Ph: (702) 777-7708 Fax: (702) 777-6865 Email: services@encore-us.com



<b>Booth Number:</b>		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		<b>EVENT NAME:</b>	
<b>EVENT DATES:</b>			<b>INSTALL LOCATION IN ROOM/BOOTH:</b> (Provide floor plan if available)		
<b>EXHIBITING COMPANY NAME:</b>					
<b>BILLING ADDRESS:</b>					
<b>CITY:</b>		<b>STATE:</b>		<b>ZIP:</b>	
<b>TELEPHONE NUMBER:</b>		<b>FAX NUMBER:</b>		<b>ON-SITE CONTACT:</b>	
<b>ORDERED BY:</b>			<b>EMAIL ADDRESS:</b>		
<b>CREDIT CARD TYPE:</b>		<b>EXP. DATE:</b>		<b>CREDIT CARD NUMBER:</b>	
<b>CARDHOLDERS SIGNATURE:</b>			<b>PRINT CARDHOLDERS NAME:</b>		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. **NO CHECKS ACCEPTED**

### BOOTH LIGHTING SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
-------------------------------------------------------------------------------------------------------------------	---------------------------------------------	-----------------------------------------------------------------------------------------

**20% Discount if order received 15 days prior to exhibitor move-in, excluding labor**

Lighting Package Description	STANDARD PRICING		QUANTITY	SUBTOTAL
Booth Lighting Package #2 4' Track with two fixtures	\$297.00			
Booth Lighting Package #3 4' Track with three fixtures	\$374.00			
Booth Lighting Package #4 4' Track with four fixtures	\$440.00			
Additional MR16 Lights	\$93.50			
75 Watt Flood Light on Stanchion Pole	\$165.00			
Double Flood Light on Stanchion Pole	\$297.00			

**ALL LIGHTING PACKAGES INCLUDE POWER FOR THE LIGHTS**

PRICING IS VALID FOR EVENT SHOW HOURS

**ALL ELECTRICAL MATERIALS & OUTLETS WILL REQUIRE A 15% SERVICE FEE**

**15% SERVICE FEE**

<b>ALL LIGHTING ORDERS &amp; ISLAND BOOTHS REQUIRE ELECTRICAL LABOR</b>	<b>MATERIAL AND SERVICES TOTAL</b>	
LABOR RATES: STRAIGHT TIME - \$125.00 OVERTIME - \$250.00	<b>LABOR TOTAL</b>	
MINIMUM 1/2 HOUR TOTAL LABOR CHARGE FOR INSTALL AND DISMANTLE	<b>GRAND TOTAL</b>	

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

**ELECTRICAL IS AN EXCLUSIVE OF RIO LAS VEGAS**

Prices Subject to change without Notice

Rev 5/01/2019

## Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot be powered down overnight and/or other equipment that must remain on throughout the show.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

The logo for Encore Event Technologies, featuring the word "ENCORE" in a bold, stylized, sans-serif font. The letters are black and have a slightly irregular, hand-drawn appearance. The "E" and "O" are particularly prominent.

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 5/01/2019





MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT RIO LAS VEGAS  
8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148

Ph: (702) 777-7708 Fax: (702) 777-6865 Email: services@encore-us.com



<b>Booth Number:</b>		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		<b>EVENT NAME:</b>	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS OF CREDIT CARD:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		CREDIT CARD NUMBER:		EXP. DATE:	
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. **NO CHECKS ACCEPTED**

### ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
-------------------------------------------------------------------------------------------------------------------	---------------------------------------------	-----------------------------------------------------------------------------------------

**20% Discount if order received 15 days prior to exhibitor move-in, excluding labor**

ELECTRICAL SERVICES	STANDARD ORDER RATE	QUANTITY	SUBTOTAL
120 VOLTS - 500 WATTS OR 5 AMPS	\$151		
120 VOLTS - 1000 WATTS OR 10 AMPS	\$245		
120 VOLTS - 2000 WATTS OR 20 AMPS	\$352		
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	\$655		
ELECTRICAL MATERIALS	STANDARD ORDER RATE	QUANTITY	
6' OUTLET PLUG STRIP	\$33		
25' EXTENSION CORD	\$33		

**PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS**

ADDITIONAL ELECTRICAL SERVICES	STANDARD ORDER RATE	QUANTITY	
208 VOLTS SINGLE PHASE 30 AMPS	\$670		
208 VOLTS SINGLE PHASE 60 AMPS	\$1,035		
208 VOLTS SINGLE PHASE 100 AMPS	\$1,625		

**SUBTOTAL**

PRICING IS VALID FOR EVENT SHOW HOURS

ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 15% SERVICE FEE	15% SERVICE FEE
--------------------------------------------------------------------	-----------------

ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR	MATERIAL AND SERVICES TOTAL
--------------------------------------------------------------------	-----------------------------

LABOR RATES: STRAIGHT TIME - \$125.00 OVERTIME - \$250.00	LABOR TOTAL
MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE	<b>GRAND TOTAL</b>

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

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Rev 5/01/2019

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- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
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- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

The logo for Encore Event Technologies, featuring the word "ENCORE" in a bold, stylized, sans-serif font. The letters are black and have a slightly irregular, hand-drawn appearance. The "E" and "O" are particularly large and prominent.

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rev. 5/01/2019



MAIL OR FAX FORMS WITH PAYMENT TO :  
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 Ph: (702) 777-7708 Fax: (702) 777-6865 Email: services@encore-us.com



<b>Booth Number:</b>		To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		<b>EVENT NAME:</b>	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
INSTALL Date & Time:			DISCONNECT Date & Time:		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		CREDIT CARD NUMBER:		EXP. DATE:	
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

### INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
-------------------------------------------------------------------------------------------------------------------	---------------------------------------------	-----------------------------------------------------------------------------------------

**20% Discount if order received 15 days prior to exhibitor move-in, excluding labor**

INTERNET SERVICES	Standard Event Rate	Quantity		Subtotal
<b>Single Connect Basic</b> - single device DHCP NAT'd IP Address via wired synchronous connection. <b>3Mbps bandwidth</b>	\$300.00			
<b>Single Connect Plus</b> - single device DHCP NAT'd IP Address via a wired synchronous connection. <b>5Mbps bandwidth</b>	\$500.00			
<b>Room/Booth Connect</b> - 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection	\$1,000.00			
<b>Event Connect</b> - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. <b>20Mbps dedicated bandwidth</b>	\$5,000.00			
<b>Additional Devices</b> - (Booth Connect & Event Connect only)	\$50.00			
<b>Additional Locations</b> - (Event Connect only)	\$250.00			
<b>Additional Bandwidth - (Event Connect only) 10Mbps</b>	\$1,000.00			
<b>Hub Rental</b> - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00			
<b>Cable Rental</b> - Cat5e patch cable up to 50' length	\$50.00			
<b>Technician Labor</b> - Hourly Rate - Straight Time	\$125.00			
<b>ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 15% SERVICE FEE</b>			Services Total	
			15% Service Fee	
			<b>GRAND TOTAL</b>	

(venue), Encore Event Technologies, Inc. and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF RIO LAS VEGAS

Prices Subject to change without Notice

Rev 5/01/2019

## Terms and Conditions:

These Terms and Conditions apply to any proposal, quote, order and/or agreement relating to internet, network and/or related equipment ("Equipment") rented by Client from Encore, as well as any internet, network and/or related services or labor ("Services") provided by Encore. These Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, services form, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

### 1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore Event Technologies, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client or Customer, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

### 2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless otherwise agreed to by the Parties in writing.

### 3. INTERNET/NETWORK EQUIPMENT AND SERVICES

Client understands and agrees as follows:

Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not; No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.

Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;

Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;

Specific service location is defined as the area in the booth/room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee;

Encore is not responsible for any cable and/or equipment provided by Client or any third party;

The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;

**WIRELESS (802.11) DECLARATION.** Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.

**ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED.** Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

### 4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for reparable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

### 5. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

### 6. CANCELLATION

A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders canceled after installation has begun. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

### 7. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

### 8. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

### 9. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence, carelessness, willful misconduct or deliberate act; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright or other intellectual property infringement.

### 10. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

### 11. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

### 12. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

### 13. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

**AUTHORIZED SIGNATURE:**



BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 5/01/2019



## BANNERS/ HANGING SIGNS

Exhibitor Order Form

**ORDER EARLY AND SAVE**

Exhibiting Company Name \_\_\_\_\_  
Exhibiting Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country \_\_\_\_\_ Ordered by \_\_\_\_\_  
Phone (\_\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_ Event Name \_\_\_\_\_  
Room # \_\_\_\_\_ On-Site Contact \_\_\_\_\_ BEO/REF# \_\_\_\_\_  
Deliver Date \_\_\_\_\_ Time \_\_\_\_\_  
Pickup Date \_\_\_\_\_ Time \_\_\_\_\_

### Exhibitor Credit Card Authorization

Cardholder Name: \_\_\_\_\_ Credit Card Type \_\_\_\_\_ Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_  
Credit Card Account # \_\_\_\_\_ Signature \_\_\_\_\_

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To receive the Advance rates listed below, Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be subject to the appropriate Onsite Rates detailed below.

### Terms and Conditions

- Orders must be received 15-days prior to delivery date or a 30% surcharge will be added.
- Written cancellation of equipment and services must be received by Encore Productions 48-hours prior to delivery time or a cancellation charge of 50% of original order will be applied. All On-site cancellations will be charged 100% of original order.
- Display or exhibitor's on-site representative may supervise these activities.
- Sign must include blueprints or drawings with detailed information which, must include orientation in booth, pick points for hanging, weight of signage and must be submitted five (5) days prior to event.
- Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.
- Client is responsible for all hardware and assembly of signage unless otherwise contracted in writing.
- Rio has fixed ceiling rig points. To center signs above booth we may have to build a truss structure to accommodate location at additional charge.
- All Banners / Hanging Signs not picked up after the event will be held by Encore for 24 hours, after which, they will be disposed of properly.

**Note: You should contact your general service contractor for shipping instructions for all hanging signs.**

Electrical Charges are NOT included in Banner / Hanging Sign Prices.

### Labor Rates to Hang Signs

Straight Time (Mon-Fri 8am-5pm) \$110.00 per hour

Overtime (After 8 hours) \$165.00 per hour

Doubletime (After 12 hours) \$220.00 per hour

Rio nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Rio should make installation connection to facility. Rigging contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.



PLEASE FAX THE COMPLETED FORM TO 702-777-7811

UNIQUE. CREATIVE. INNOVATIVE. [www.encore-us.com](http://www.encore-us.com) P: 702-777-7853 F: 702-777-7811 E: [Rio@encore-us.com](mailto:Rio@encore-us.com)

**ENCORE**  
EVENT TECHNOLOGIES  
A Freeman Company





# BANNERS/ HANGING SIGNS

## Exhibitor Order Form

### Labor Estimate

	LOAD-IN DATE	LOAD-IN TIME	HOURS	TOTAL
<b>INSTALLATION</b> 2 Riggers (4 hour minimum)				
<b>DISMANTLE</b> 2 Riggers (4 hour minimum)				

### Sign Information

**TYPE OF SIGN**

Banner     Pockets     1 sided  
 Grommets     Wood     2 sided  
 Structural     Other  
 Metal     System

**SHAPE OF SIGN**

Square     Other  
 Triangle  
 Circle  
 Rectangle

NUMBER OF FEET FROM THE FLOOR TO TOP OF SIGN \_\_\_\_\_

**DIMENSION & WEIGHT OF SIGN**

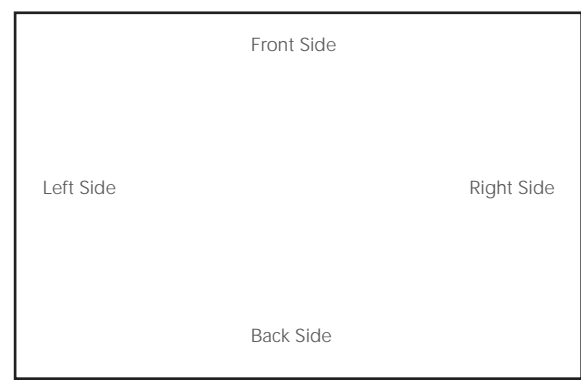
Height	Length
Width	Weight

### Location of Sign

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed. Please fill in the booth numbers of all neighboring booths. For island and peninsula booths, indicate all across-the-aisle neighboring booths.

Feet in from FRONT Aisle: \_\_\_\_\_  
Booth #: \_\_\_\_\_

Feet in from LEFT Aisle: \_\_\_\_\_  
Booth #: \_\_\_\_\_



Feet in from RIGHT Aisle: \_\_\_\_\_  
Booth #: \_\_\_\_\_

Feet in from BACK Aisle: \_\_\_\_\_  
Booth #: \_\_\_\_\_

**Exhibitor's Initials** \_\_\_\_\_

### Rigging Equipment

	PRE SHOW	LATE ORDER	QTY	TOTAL
<b>CHAIN MOTORS</b>				
Scissor Lift	\$350.00	\$400.00		
1/2 Ton Hoist	\$190.00	\$240.00		
1 Ton Hoist	\$190.00	\$240.00		
10' - 12" Box Truss	145 per stick	195 per stick		
10' - 20.5" Box Truss	175 per stick	225 per stick		
Special Rigging Pkg*	Call for pricing			
Estimated Total for Rigging Equipment				

Materials- Cables, clamps, connectors, etc., charged accordingly, if not supplied with sign.  
\*Customer retains custom Rigging Pkg at conclusion of show.



HANGING / RIGGING IS AN EXCLUSIVE SERVICE OF RIO  
PLEASE FAX THE COMPLETED FORM TO 702-777-7811





## AUDIOVISUAL ORDER FORM

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

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_ Ordered by \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Event Name \_\_\_\_\_

Booth # \_\_\_\_\_ On-Site Contact \_\_\_\_\_ BEO/REF# \_\_\_\_\_

Deliver Date \_\_\_\_\_ Time \_\_\_\_\_

Pickup Date \_\_\_\_\_ Time \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

Type of Card:     Visa                       Mastercard                       Amex                       Discover

Credit Card Account # \_\_\_\_\_ Vcode\* \_\_\_\_\_ Exp. Date \_\_\_\_\_

\* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total \_\_\_\_\_ Digital Signature \_\_\_\_\_



# AUDIOVISUAL ORDER FORM

## Package 1

(For customers providing own LCD projector)

- Meeting Room Screen
- Projection Cart
- Electrical Power & Cables

**\*Additional Options\***

Wireless Lav Mic & Audio Mixer (+\$484)

Qty	Days	Price	Total
		<b>\$287.00</b>	

Computer Audio Patch (+\$67)

Wireless Mouse USB (+\$195)

## Package 2

- Meeting Room LCD Projector & Screen
- Projection Cart/ Stand
- All Cabling, Extension Cords, Etc.

**\*Additional Options\***

Wireless Lav Mic & Audio Mixer (+\$484)

		<b>\$880.00</b>	
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Computer Audio Patch (+\$67)

Wireless Mouse USB (+\$195)

## Package 3

- Executive Podium
- Podium Microphone & Mixer
- Electrical Power & Cables

**\*Additional Options\***

Wireless Lav Mic & Audio Mixer (+\$484)

		<b>\$634.00</b>	
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Computer Audio Patch (+\$67)

Wireless Mouse USB (+\$195)

## Package 4

- 50" Monitor with Stand
- All Cabling, Extension Cords, Etc.

**\*Additional Options\***

Additional 50" Monitor with stand (+\$993)

		<b>\$1,039.00</b>	
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Wireless Lav & Audio Mixer (+\$484)

## Package 5

- 60" Monitor with Stand
- All Cabling, Extension Cords, Etc.

**\*Additional Options\***

Additional 60" Monitor with stand (+\$1130)

		<b>\$1,176.00</b>	
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Wireless Lav & Audio Mixer (+\$484)

*\* Prices reflect daily rates unless otherwise noted. AV packages subject to labor and service charges.*



# AUDIOVISUAL ORDER FORM

ALL EQUIPMENT PRICES ARE PER DAY unless otherwise stated.

### VIDEO EQUIPMENT

	Qty	Days	Rate	Total
46" Monitor			\$777	
50" Monitor			\$903	
52" Monitor			\$956	
60" Monitor			\$1040	
80" Monitor			\$1785	
6' Monitor Stand			\$111	
DVD / Blu-ray Player			\$153	
LCD Projector 4,000 lumens			\$683	
LCD Projector 6,000 lumens			\$1470	
32" Roll Cart w/ Skirt			\$40	
54" Roll Cart w/ Skirt			\$51	
Flipchart Package			\$78	
Adhesive Flipchart Package			\$148	
Display Easel			\$33	

### COMPUTER EQUIPMENT

24" LCD Monitor			\$210	
32" LCD Monitor			\$368	
Laptop Computer			\$285	
Desktop Computer w/ 21" LCD Monitor			Call For Pricing	
Wireless Presentation Mouse			\$195	

### SCREENS

Tripod 6' x 6'			\$84	
Tripod 8' x 8'			\$84	
Cradle 10' x 10'			\$105	

### CANCELLATION

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account.

**ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF ENCORE EVENT TECHNOLOGIES.**

### RIGGING & STAGING

	Qty	Days	Rate	Total
Executive Podium			\$315	
16'-22' Black Velvet Drape Panel			\$291 / panel	
RIGGING LABOR			\$112 / hr	

All rigging is subject to at least 2 riggers. Each rigger is \$110 hr with 4 hr minimum.

### AUDIO EQUIPMENT

UHF Combo (check one) <input type="checkbox"/> HH or <input type="checkbox"/> Lav <input type="checkbox"/> Headset			\$279	
Wired Microphone			\$53	
Powered Speaker			\$142	
Direct Box for Computer Audio			\$39	
12 Channel Mixer			\$205	
SMALL SPEAKER PACKAGE 2 Speakers, 2 Stands, 1 Wired Mic, 1 Mixer			\$578	
LARGE AUDIO PACKAGE 4 Speakers, 4 Stands, 1 Wired Mic, 1 Small Effects, 1 Mixer			\$1,083	

### YOUR TOTALS

Total Equipment Charges	
Labor Charges (202 min., 2hrs. @ \$101/hr, for load in/out)	
25% Service Charge	
<b>TOTAL DUE</b>	

## AUDIOVISUAL TERMS AND CONDITIONS

### 1. PAYMENT TERMS

Lessee agrees to pay Encore Event Technologies (hereinafter "Encore") all charges indicated on this Rental Contract which includes these Terms and Conditions and any equipment that is rented pursuant to the terms set forth herein (the "Equipment") or labor overages. Payment is due and payable in full upon signing this Rental Contract unless otherwise negotiated and agreed to in writing on a Commencement of Work document.

### 2. ESTIMATES

In connection with this Rental Contract or any contract entered into between Encore and Lessee, any estimate provided to Lessee in connection with the expected labor hours and number of days the Equipment is solely an estimate. In the event that the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal, Lessee will be charged for those overages at Encore's standard rates less any applicable discounts.

### 3. DAMAGE WAIVER

All Equipment has been inspected upon delivery and Lessee acknowledges and warrants that all Equipment was received in good and working order. Lessee agrees to pay for any and all damages on account of lost, damaged or stolen equipment and/or loss caused by Lessee's accident, misuse or neglect. Should the Equipment listed on this Rental Contract malfunction for any reason and at no fault of Lessee, Encore will only be responsible for the repair of listed Equipment but WILL NOT be held responsible for any damages or loss caused as a result of the Equipment malfunctioning.

### 4. SUBLEASE

With the prior written consent of Encore, Lessee shall have the right to sublease the Equipment and, in the event of a sublease, Lessee shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Lessee's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

### 5. TITLE

The parties intend to create a rental agreement and the relationship of lessor and lessee between themselves. The terms set forth herein shall not be construed or interpreted to create or imply the existence of a finance lease or installment lease or sales contract. Title to the Equipment shall at all times be vested in Encore, and no right, title or interest in the Equipment shall pass to Lessee other than the use of the Equipment for the rental period as agreed to by the parties, which right is conditioned upon Lessee's compliance with this Rental Contract.

### 6. SURRENDER / EQUIPMENT HANDLING

On the expiration or earlier termination of this Rental Contract, Lessee shall return the Equipment in good repair, condition and working order, subject only to reasonable wear and tear. All Equipment must be handled by Encore personnel only. Equipment may not be moved, stored, or serviced by Lessee or any other party. Lessee may not operate the Equipment unless authorized by Encore. Lessee agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times.

### 7. CANCELLATION

Unless otherwise negotiated or agreed to in writing on a Commencement of Work Document, the following monies shall be payable by Lessee to Encore in the event of cancellation prior to the expiration of the rental period set forth on this Rental Contract: (1) if cancellation is made by Lessee more than seventy-two (72) hours prior to the scheduled performance then said expenses paid by Encore on Lessee's behalf (including contractual obligations) plus fifty percent (50%) of the fee shall be charged to and immediately paid by Lessee to Encore; or (2) if cancellation is made within seventy-two (72) hours, full rental contract price for the entire duration set forth on this Rental Contract is due and payable.

### 8. DEFAULT

If Lessee fails to pay rent or otherwise fails to observe, keep or perform any provision of this Rental Contract, or if Lessee should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment which could impair the Equipment, Encore shall have the right to:

- (a) Enter Lessee's premises and reclaim the Equipment at Lessee's premises or at site of any subleases without demand or notice to Lessee or court order or other processes of law, and declare the entire amount of rent immediately due and payable without demand or notice to Lessee. Lessee waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Rental Contract unless Encore expressly notifies Lessee in writing;

(b) Sue to recover all rents and any other amounts owed or accruing to Encore;

(c) Terminate this Rental Contract as to any or all items of Equipment; and/or

(d) Exercise any other remedy at law or equity.

All such remedies are cumulative and may be exercised concurrently or separately.

The exercise of any remedy shall not release Lessee from this Rental Contract and Lessee shall remain liable for the full performance of all obligations to be performed by Lessee under this Rental Contract.

### 9. CREDIT TERMS

All open accounts require prior credit approval. Should collection under the terms of this Rental Contract commence, Lessee agrees to pay all collection costs which include, but are not limited to, Equipment recovery costs, storage charges, attorneys' fees and court costs.

### 10. CHOICE OF LAW AND VENUE

The interpretation and affect of this Rental Contract and the related agreements shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Nevada. Any litigation arising out of or related to this Rental Contract shall be instituted and prosecuted only in the appropriate state or federal court situated in Clark County, Nevada. The parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each party waives any right to a change of venue and any and all objections to the jurisdiction of the state and federal courts located in Clark County, Nevada.

### 11. ATTORNEY'S FEES

In the event either party, institutes any action arising out of, related to, or for the breach of, this Rental Contract, the prevailing party shall be awarded reasonable attorneys' fees and costs.

### 12. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. Encore does not, however, warrant or guarantee that the Equipment or services being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Lessee agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Lessee agrees and acknowledges that Encore assumes no responsibility for any loss, cost, damage or injury to persons or property in connection or as a result of inoperable Equipment or otherwise.

### 13. LIMITATION OF LIABILITY AND INSURANCE

Lessee agrees to defend, indemnify and hold Encore and its officers, directors, employees, successors and assigns harmless from any and all claims arising out of any violation of any law, rule, regulation or order, and from any and all claims or liabilities for loss, damages or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment, or from the negligence or carelessness of the agents or employees of Lessee. Additionally, Encore shall not be liable for any special or consequential damages including lost profits arising relating to the Equipment, the services or this Rental Contract. Lessee shall notify Encore promptly of any accident involving the Equipment. Lessee shall obtain contractual insurance in connection with this Rental Contract and pursuant to this paragraph, in an amount satisfactory to Encore and provide proof of such insurance upon request of Encore.

### 14. SEVERABILITY

In the event that any provision of this Rental Contract shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of hereof.

### 15. CONSTRUCTION CLAUSE

For the purpose of interpretation, the language in this Rental Contract shall be deemed to be the language of both parties and neither party shall be deemed to be the drafting party.

### 16. SURVIVAL

All provisions of this Rental Contract related to indemnification, disclaimers and limitations on liability and all other obligations of the parties that arise in connection with Lessee's rental of Equipment from Encore shall survive the termination of the rental of such Equipment.

### 17. ENTIRE AGREEMENT

This Rental Contract incorporates by reference any attached Schedules, Contract, and Commencement of Work, related to this rental order, and contains the parties' entire understanding and may not be modified except in written form signed by both parties.





MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT RIO LAS VEGAS  
8850 W. Sunset Road 3rd Floor, Las Vegas, Nevada 89148

Ph: (702) 777-7708 Fax: (702) 777-6865 Email: services@encore-us.com



<b>Booth Number:</b>	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	<b>EVENT NAME:</b>
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EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
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INSTALL Date & Time:	DISCONNECT Date & Time:
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EXHIBITING COMPANY NAME:
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BILLING ADDRESS:
------------------

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
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TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:
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ORDERED BY:	EMAIL ADDRESS:
-------------	----------------

CREDIT CARD TYPE:	CREDIT CARD NUMBER:	EXP. DATE:
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CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:
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BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

### WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders      NO REFUNDS ONCE SERVICE INSTALLATION BEGINS      Installation cannot begin until order is finalized and payment method has been received

**20% Discount if order received 15 days prior to exhibitor move-in, excluding labor**

WIRELESS INTERNET PACKAGES	Standard Event Rate	Quantity	Subtotal
<b>PACKAGE #1 UP TO 10 CONCURRENT DEVICES</b>	\$1,000.00		
Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.			
<b>PACKAGE #2 UP TO 25 CONCURRENT DEVICES</b>	\$1,750.00		
Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.			
<b>PACKAGE #3 UP TO 50 CONCURRENT DEVICES</b>	\$3,500.00		
Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.			
<b>ADDITIONAL BANDWIDTH</b>	\$1,000.00		
Includes 10Mbps of additional bandwidth to the existing network/location.			
<b>ADDITIONAL 25 CONCURRENT DEVICES</b>	\$1,000.00		
Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.			
<b>ADDITIONAL COVERAGE AREA/SEPARATE LOCATION</b>	\$1,000.00		
Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.			
<b>CUSTOM SPLASH PAGE</b>	CALL FOR PRICING		
Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.			
<b>CUSTOM LANDING PAGE</b>	CALL FOR PRICING		
Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.			
<b>Technician Labor - Hourly Rate - Straight Time</b>	\$125.00		
* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.			
<b>NOC ENGINEER - Daily Rate</b>	\$1,250.00		
<b>NETWORK ENGINEER - Daily Rate</b>	\$1,875.00		
Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices			
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.			

<b>ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 15% SERVICE FEE</b>	<b>SERVICE TOTAL</b>
	15% Service Fee
	<b>SUBTOTAL</b>
	<b>GRAND TOTAL</b>

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.

(venue) and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF RIO LAS VEGAS

Prices Subject to change without Notice

Rev 05/01/2019

## Terms and Conditions:

These Terms and Conditions apply to any proposal, quote, order and/or agreement relating to internet, network and/or related equipment ("Equipment") rented by Client from Encore, as well as any internet, network and/or related services or labor ("Services") provided by Encore. These Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, services form, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

### 1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore Event Technologies, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client or Customer, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

### 2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless otherwise agreed to by the Parties in writing.

### 3. INTERNET/NETWORK EQUIPMENT AND SERVICES

Client understands and agrees as follows:

Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not; No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.

Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;

Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;

Specific service location is defined as the area in the booth/room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee;

Encore is not responsible for any cable and/or equipment provided by Client or any third party;

The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;

**WIRELESS (802.11) DECLARATION.** Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.

**ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED.** Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

### 4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for reparable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

### 5. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

### 6. CANCELLATION

A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders canceled after installation has begun. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

### 7. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

### 8. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

### 9. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence, carelessness, willful misconduct or deliberate act; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright or other intellectual property infringement.

### 10. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

### 11. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

### 12. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

### 13. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

**AUTHORIZED SIGNATURE:**



BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 5/01/2019

## 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 unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

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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 be 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.