



# THE EXPO GROUP

Architects for connecting communities.™



Dear Exhibitor:

The Expo Group understands **MEGACON Orlando 2023** is a great opportunity for you to grow your business and reach your marketing objectives. As the official general service contractor, we are proud to offer you personalized service and affordable exhibit solutions to help you perform at a higher level.

Please add the Advance Discount Deadline Date of **February 27, 2023** to your calendar so you do not miss out on these cost savings. You can order your booth services, including carpet and furniture from The Expo Group online on our mobile-friendly, secure website at [www.theexpogroup.com](http://www.theexpogroup.com). Your login information will be sent to you via email. After you order, we will provide you with an easy to understand invoice, making ROI measurement simple.

Need some eye-catching graphics or a custom-looking booth? Our exhibit solutions are easy to order, affordably priced and creatively designed to help you achieve your marketing goals. We can help you do more with less.

Please do not hesitate to contact your Customer Service Manager for assistance with any of your event and exhibition-related needs. We can help you reduce the hassle year-round! Be sure to look for a series of succinct and information-packed emails from their email address, which you might need to add to the approved sender list in your email program.

Customer Service Management  
Phone: 972.580.9000  
[ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)

Exhibit Hall Colors	Back drape color:	Red, Gold or White (varies by type of booth)
	Side drape color:	Red, Gold or White (varies by type of booth)
	Aisle carpet color:	Most aisles are not carpeted.
Booth Packages	<b>Artist Alley Exhibitor Booths Include:</b>	
	Standard Booth (6' x 5'):	(1) 6' x 30" skirted table and (2) folding chairs
	Premium End Cap (12' x 5'):	(2) 6' x 30" skirted tables and (2) folding chairs
	Feature Booth (10' x 10'):	(1) 8' x 30" skirted table and (2) folding chairs
	<b>Retailer Exhibitor Booths Include:</b>	
	Standard Booth (10' x 10'):	(1) 8' x 30" skirted table and (2) folding chairs
	NOTE: All table skirts will be either red, gold or white based on booth type.	
Exhibit Hall Hours	<b>Exhibitor Move-In</b>	
	Tuesday	March 28, 2023 12:00pm - 6:00pm (By Appt Only)
	Wednesday	March 29, 2023 8:00am - 9:00pm
	Thursday	March 30, 2023 7:00am - 1:00pm
	<b>All exhibits must be fully installed, empty containers removed and moved to storage by 1:00pm on Thursday, March 30, 2023.</b> Additional charges may apply for empty removal after this time.	
	<b>Show Hours</b>	
	Thursday	March 30, 2023 2:00pm - 9:00pm
	Friday	March 31, 2023 9:30am - 7:00pm
	Saturday	April 1, 2023 9:30am - 7:00pm
	Sunday	April 2, 2023 9:30am - 5:00pm
	<b>Exhibitor Move-Out</b>	
	Sunday	April 2, 2023 5:00pm - 11:00pm
Dismantle	The Expo Group will begin returning empty containers <b>once aisle carpet has been removed from the floor.</b>	
	All Booths must be dismantled by Sunday, April 2, 2023 by 11:00pm.	
	All carriers other than the official show carriers must check in at the freight desk by 9:00pm on Sunday, April 2, 2023 otherwise exhibitor shipments will be subject to rerouting.	

5931 Campus Circle Drive West, Irving, Texas 75063  
Phone: 972.580.9000  
Email: [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)  
Order Services online at [theexpogroup.com](http://theexpogroup.com)

Orange County Convention Center  
Orlando, FL  
March 30 - April 2, 2023

**Discount Deadline:**  
**February 27, 2023**

## Shipping Information

### Advance Receiving at the Warehouse

Address: <EXHIBITOR COMPANY NAME & BOOTH NUMBER>  
MEGA CON Orlando 2023  
c/o The Expo Group  
2502 Lake Orange Drive  
Orlando, FL 32837

- Advance Shipments will be accepted starting Monday, February 27, 2023.
- Materials received after March 21, 2023 will be subject to an additional surcharge.
- Warehouse hours are Monday through Friday, 9:00am to 3:00pm.

### Direct Shipments to Orange County Convention Center- South Concourse

Address: <EXHIBITOR COMPANY NAME & BOOTH NUMBER>  
MEGA CON Orlando 2023  
Orange County Convention Center - South Concourse  
c/o The Expo Group  
9899 International Drive  
Orlando, FL 32819

Direct shipments must arrive at show-site beginning at 12:00pm on Tuesday, March 28, 2023 through Sunday, April 2, 2023. Shipping labels are included in this Exhibitor Service Manual.

### Please Note:

All items and materials that are brought into the facility may be subject to Material Handling charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

### Show Carriers

Common Carrier: ABF Freight



The Expo Group is passionate about reducing, reusing, and recycling waste. There are several simple things you can do to help as well. Join us by implementing some basic habits to help us keep our beautiful planet green.

Your Booth	<ul style="list-style-type: none"> <li>• Order booth services online to reduce paperwork.</li> <li>• Rent carpet directly from us to be sure it contains recycled content and is recyclable.</li> <li>• Ask about graphics and signs that can be made from materials containing recycled content and are recyclable or think about using digital graphics.</li> <li>• Consider our Perspective Rental Exhibits or modular Octonorm rental systems to assure your booth is reused and recycled.</li> </ul>
In Your Booth	<ul style="list-style-type: none"> <li>• Use QR Code(s) to send literature to prospects or consider printing locally what needs to be printed rather than shipping in paper.</li> <li>• Make sure booth lighting has LED bulbs for reduced energy consumption</li> <li>• Order giveaways responsibly to avoid toxic materials and useless products that will end up in the hotel room trash.</li> </ul>
Shipping Your Booth	<ul style="list-style-type: none"> <li>• Clean your space when the show closes to be sure possible recyclable or reusable items are not left behind.</li> <li>• Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions.</li> <li>• Assess the use of shipping containers that are recyclable or reusable.</li> </ul>

## The Expo Group Joins the Pledge For A Net Zero Carbon Footprint

The Expo Group recently joined with industry leaders such as PCMA, ESCA and over 250 other partners to join the pledge for a Net Zero Carbon footprint. With the launch of the recent Net Zero Carbon Events Pledge, a wide-ranging network of global events industry players has united to fight climate change with the ultimate goal of eliminating the industry's greenhouse gas emissions by 2050. A broad collaboration, hosted by the Joint Meetings Industry Council (JMIC) with the support of the United Nations Framework Convention on Climate Change (UNFCCC), developed the pledge over several months.

Towards this effort, and other pledge members have committed to:

- Publish (by the end of 2023) our pathway to achieve net zero by 2050 with an interim target in line with the Paris Agreement's requirement to reduce global greenhouse gas emissions by 50 percent by 2030
- Collaborate with partners, suppliers, and customers to drive change across the value chain
- Report on progress at a cadence of every two years
- Joining an industry workstream group dedicated to defining industry best-practices for conservation and reporting.

Today, The Expo Group has already implemented multiple initiatives to support reductions in greenhouse emissions including:

With our contracted services offerings:

- No shipping options
- Digital graphics with zero footprint
- Reusable/sustainable materials to ensure no waste
- Streamlined processes design to minimize materials and waste
- Standardized furnishings and prices
- Rent vs. buy Exhibits
- Controlled material handling
- Reusable registrations kiosks

Our Packaging Plans include:

- Less shipping where applicable
- Rent vs. buy options for Carpet, Furnishings and Exhibits
- GBAC cleaning materials
- More efficient models resulting in less waste
- The Expo Group will continue to provide updates on our commitments to meet the industry pledge as we drive toward the Net Zero Carbon commitment.



**Join us as we all work together to minimize waste, recycle, reuse and strive to keep our planet healthy and green.**



## Payment Options

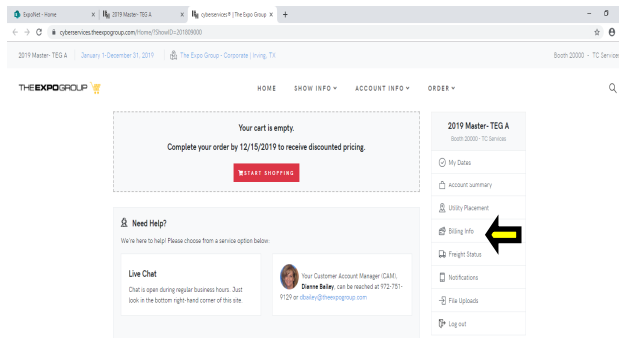
A Credit Card Authorization MUST be on file with The Expo Group before any goods or services will be rendered regardless of your method of payment.

### Credit Card

The Expo Group only accepts credit card information electronically. For your convenience we accept MasterCard, Visa, Discover and American Express.

Securely provide your credit card online at <https://cyberservices.theexpogroup.com/>  
Login with your Show ID 202210006 and Password (sent via email from [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)).

Once logged in, go to "Billing Info" then Add A New Card.



### Company Check

Please mail your check along with your order forms to The Expo Group. To ensure payment is accurately reflected on your account, orders will be processed upon receipt of the original check.

**Checks must include Exhibiting Company Name, Booth Number, and Name of Show.**

### ACH or Wire Transfer

- **Domestic ACH or Wire Transfer:**  
Routing Number 111017979 | The Expo Group, LLC. | Account Number 1411023532
- **International Wire Transfer:**  
Instruct the foreign banks US Dollar Correspondence to send via:  
FED Wire directly to: Texas Capital Bank, N.A.  
Wire Routing Number: 111017979  
SWIFT BIC: TXCBUS44  
Account Number: 1411023532 | The Expo Group, LLC.

### Third Party Agents

If The Expo Group is invoicing a third party on behalf of the exhibiting company, please complete and submit the Third Party Authorization form so that the account can be established. Once established, credentials will be assigned for ordering and submitting payment online.

**NOTE: The exhibiting firm is ultimately responsible for payment of all services rendered and payment is due prior to the last day of the event.**

Payment  
Policy

**General**

- Full payment is required at the time the order is placed in order to complete the order.
- Payment and orders must be received by the Discount Deadline to guarantee Advance pricing.
- A credit card on file is required to guarantee all payment methods and for services over and above the initial payment.
- Current Account Summaries are available online for your review.

**Tax Exempt Status**

- If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate with your initial order. The certificate must be issued by the federal government or by state in which your event is taking place.

## 1. GENERAL

### YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between THE EXPO GROUP, LLC and You, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION-SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG THROUGH ANY ORDER AND COMMUNICATION CHANNEL, OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TEG

**1.1 DEFINITIONS.** For purposes of the Contract, "TEG" means The Expo Group, LLC, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **Show or Event:** an organized marketplace within a venue where EXHIBITORS participate. **Show or Event Site:** The venue or place where an exposition or event takes place; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during events; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Supervised Labor:** Union labor that is provided to a EXHIBITOR to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor:** Union labor that is provided to a EXHIBITOR to install or dismantle a booth or exhibit space and pursuant to EXHIBITOR's election is not supervised and/or directed by TEG. EXHIBITOR assumes the responsibility and any liability arising therefrom, for the work of union labor when EXHIBITOR elects to use un-supervised labor.

**1.2 SCOPE.** These Terms and Conditions shall be binding upon EXHIBITOR, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, THIRD PARTY, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

EXHIBITOR permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing. **EXHIBITOR hereby authorizes TEG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the EXHIBITOR as a third party.**

### 1.3 PAYMENT TERMS

**1.3.a.** Full Payments, including any applicable tax and fee, are due in advance or at show site prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. secured funds and all checks must be drawn on a U.S. Bank; MasterCard, VISA, American Express, credit cards, debit cards, ACH, Wire Transfer, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. If EXHIBITOR is exempt from payment of sales tax, TEG requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, TEG requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TEG except where specifically identified as a sale. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all terms and conditions outlined herein.

**1.3.b. THIRD PARTIES:** EXHIBITOR is ultimately responsible for all charges incurred on its behalf. In the event that a THIRD PARTY agent orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last scheduled show day, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

**1.3.c.** TEG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

**1.3.d.** Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card authorized on the account in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to TEG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum), and future orders will be on a prepaid basis only. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Event. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

**1.3.e. CANCELLATION:** Unless otherwise noted on the specific service order form, Exhibitors who cancel up to ten (10) days prior to Exhibitor Move-in will NOT be assessed any cancellation fees. Cancellations received less than 10 days prior to Exhibitor Move-in or at show site, will incur a fee equal to 100% of the order amount unless otherwise noted on the specific service order form. If the Show or Event is canceled because of reasons beyond TEG's control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. In either case, Shipments received at the Advance Warehouse will be assessed a charge of 50% of the applicable published Warehouse rate. TEG will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the TEG Service Representative of problems with any orders, and to review the EXHIBITOR'S account summary for accuracy prior to the last scheduled day of the Show or Event.

**1.3.f. CREDIT CARD:** TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. If a payment is subsequently made by check with the intention of reversing the initial credit card payment CREDIT CARD REFUND PROCESSING CHARGE will be assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is 3% of the amount owed. Said CREDIT CARD PROCESSING CHARGE is applicable in the event of voluntary withdrawal and/or cancellation of service as outlined in conditions above.

**1.3.g. REFUNDS:** EXHIBITOR may opt to transfer order credits and payments at full value towards any service solution from The Expo Group on any future Event despite the Event or General Service Contractor in lieu of refund. Request for refund due to withdrawal is subject to Administrative and Credit Card Refund Processing charges. Any refund will be processed as part of TEG's show close process, within 21 days of the last show date. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR shall receive a full and complete refund of any overpayments following final show close audit. In the event of EXHIBITOR withdrawal or the Exposition or Event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the Event or Exposition, including all non-refundable Administrative Processing costs incurred by TEG, and applicable CREDIT CARD REFUND PROCESSING CHARGES.

**1.3.g.i.** Request for refund by different method than original payment must be submitted in writing by EXHIBITOR. Electronic request will only be considered when sent from an email address within the exhibiting company's domain and on company letterhead. The request must specifically address the reason for requesting the refund by check and full details for where the check is to be mailed.

**1.3.g.ii.** TEG will remit refunds to EXHIBITOR at the name and address on file. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered. EXHIBITOR reserves the right to access final accounting showing all services or equipment ordered on their behalf.

**1.3.h.** Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time and approved by the TEG Project Manager, Sales or Director in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show.



1.3.i. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in any way release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

1.4. **CHOICE OF LAW & VENUE.** Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

1.5. **FORCE MAJEURE.** TEG's performance hereunder is subject to, and TEG shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond TEG's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

#### 1.6. LIMITATION OF LIABILITY & INDEMNITY

IN NO EVENT SHALL TEG BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF TEG OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF TEG HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

TEG'S LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM TEG'S NEGLIGENCE IN THE ACTUAL PHYSICAL HANDLING OF EXHIBITOR'S MATERIALS AND NOT FROM ANY OTHER TYPE OF LOSS OR DAMAGE. TEG'S MAXIMUM LIABILITY FOR ANY CAUSE SHALL BE LIMITED TO \$0.50 PER POUND PER ARTICLE WITH A MAXIMUM LIABILITY OF \$100.00 PER ITEM OR \$1,500.00 PER SHIPMENT, WHICHEVER IS LESS. TEG SHALL NOT BE RESPONSIBLE FOR LOSS, THEFT, OR DISAPPEARANCE OF MATERIALS BEFORE THEY ARE PICKED UP FROM EXHIBITOR'S BOOTH OR FOR RELOADING AFTER THE SHOW. BILLS-OF-LADING COVERING OUTGOING SHIPMENTS, WHICH ARE FURNISHED TO TEG BY EXHIBITOR, WILL BE CHECKED AT THE TIME OF ACTUAL PICKUP FROM THE BOOTH AND CORRECTIONS MADE WHERE DISCREPANCIES OCCUR.

ANY CLAIMS FOR LOSS, INJURY OR DAMAGE MUST BE SUBMITTED TO TEG WITHIN THIRTY (30) DAYS OF THE CLOSE OF THE SHOW IN WHICH THE LOSS, INJURY OR DAMAGE OCCURRED, OR SUCH CLAIMS SHALL BE WAIVED. NO SUIT OR ACTION FOR THE RECOVERY OF ANY CLAIMS ARISING OUT OF OR RELATED TO BODILY INJURY, DEATH, OR PROPERTY DAMAGE SHALL BE BROUGHT AGAINST TEG MORE THAN ONE YEAR AFTER THE ACCRUAL OF THE CAUSE OF ACTION. ANY INCIDENT OCCURRING AT SHOW SITE MUST BE BROUGHT TO THE ATTENTION OF TEG BEFORE THE CLOSE OF THE SHOW AND AN INCIDENT REPORT FILLED OUT, SHOULD EXHIBITOR FAIL TO FILL OUT AN INCIDENT REPORT AS REQUIRED, EXHIBITOR WAIVES ANY CLAIMS FOR DAMAGE, INJURY, OR LOSS.

1.7. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless TEG from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reason-able attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through TEG; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

1.8. **Insurance:** It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against TEG and their respective directors, officers, employees, and agents.

1.9. **UN-SUPERVISED LABOR.** EXHIBITOR shall be responsible for the performance and actions of all labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through TEG in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TEG rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

## 2. MATERIAL HANDLING

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to The Expo Group's warehouse or to an event site for which The Expo Group is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor or their appointed agent with The Expo Group. Please be aware that disposal of exhibit properties is not included as part of your Material Handling charges. Please contact The Expo Group for your quoted rates and rules applicable to disposal of your exhibit properties.**

2.1 **TEG as AGENT for EXHIBITOR.** EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. TEG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

TEG has Right of Preference into and out of the show site building to prevent delays and provide an orderly operation for the show.

2.2. **ADVANCE WAREHOUSING/TEMPORARY STORAGE:** TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar temporary storage facilities.

2.3. **PACKAGING/CRATES AND STORAGE:** TEG shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage including but not limited to glass, electronic equipment, prototypes, original art; carpets in bags or poly, or improperly packed or labeled materials. TEG shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. TEG does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **TEG ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.** Storage charge is for the use of storage space and is not a form of insurance or guarantee of security.

2.4. **EMPTY STORAGE:** Empty container labels will be available at the show site service center. Affixing appropriate empty container labels is the sole responsibility of the Exhibitor or his representative's. All pre-existing labels must be removed. TEG assumes no responsibility for error in the above procedures; removal of containers with old empty labels and without The Expo Group's labels; or improper information on empty labels. **TEG ASSUMES NO LIABILITY FOR LOSS OR DAMAGE TO GOODS OR CRATES, OR THE CONTENTS THEREIN, WHILE THE SAME ARE IN EMPTY CONTAINER STORAGE.**

**2.5. INBOUND/OUTBOUND SHIPMENTS/UNATTENDED GOODS:** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition.** EXHIBITOR is responsible for insuring its own Goods for any and all risk of loss. TEG recommends the hiring of security services from Facility or Show Management. **Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight must be counted by designated carrier at the loading dock. The Carrier is responsible for notifying TEG of any discrepancies.** All MHA's submitted to TEG by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to TEG and the actual count of such items in the booth at the time of pickup. TEG is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

**2.6. DELIVERY TO THE CARRIER FOR RELOADING:** TEG assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. TEG loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **TEG ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

**2.7. DESIGNATED CARRIERS:** To expedite removal of exhibitor materials TEG shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL TEG BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

**2.8. CLAIM(S) FOR LOSS:** Exhibitor agrees that any and all claims for loss or damage must be submitted to TEG immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from TEG's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against TEG more than one (1) year after the date of loss or damage occurred.

**2.8.a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD:** Any claim and or dispute regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due. In the event of any dispute between the Exhibitor and TEG relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due TEG for its services as an offset against the amount of any alleged loss or damage.

**2.9. DECLARED VALUE:** Declarations of Declared Value are between the Exhibitor and the selected Carrier only and are in no way an extension of TEG's maximum liability stated herein. TEG will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, TEG WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

**2.10. LIEN:** Exhibitor grants TEG a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of TEG and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by TEG on its behalf, services performed, materials and/or labor from time to time provided by TEG to or for the benefit of Exhibitor ("Obligations"). TEG shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that TEG is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. TEG may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

**2.11. WAIVER AND RELEASE:** Exhibitor, as a material part of the consideration to TEG for material handling services, waives and releases all claims against TEG with respect to all matters for which TEG has disclaimed liability pursuant to the provisions of this Contract.

**2.12. DRIVER LIABILITY WAIVER:** IN CONSIDERATION OF TEG PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS TEG, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER.

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

**Third Party Information:**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

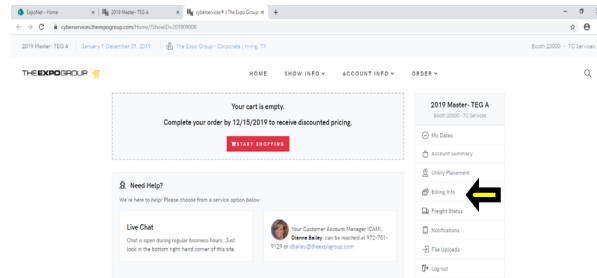
Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Third Party  
Payment  
Policy**

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form must be signed and signed by the Exhibitor and returned to The Expo Group at least 14 days prior to show move-in.
- The Expo Group will provide online password for third party after account is set-up.
- **Provide your credit card online at <https://cyberservices.theexpogroup.com/>, and Login with your Show ID 202210006 and Password (sent via email from [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)).**  
**Once logged in, go to "Billing Info" then Add A New Card.**



- The exhibiting firm is ultimately responsible for payment of all charges and payment is due prior to the last day of the event.
- **All billing discrepancies must be resolved with The Expo Group within 7 days of the close of the show.**

**Services to  
be Invoiced  
to Third  
Party**

- ☐ All Expo Group Services    ☐ Furniture/Carpet    ☐ Forklift Labor    ☐ Booth Labor  
☐ Suspended Sign Labor    ☐ Booth Cleaning    ☐ Material Handling  
☐ Other \_\_\_\_\_

**Will a representative of your company be on the show floor?**

☐ Yes    ☐ No

**\*If yes, please fill out and return the EAC Requirements and Forms paperwork to [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com).**

**ACKNOWLEDGEMENT TO BE COMPLETED BY EXHIBITING COMPANY**

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to last day of the event. (Exhibiting Company's signature required below.)

PLEASE SIGN

X \_\_\_\_\_

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

### EAC Information:

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

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to The Expo Group if hiring a service contractor(s) other than the official contractor selected by show management. Note: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.**

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractor will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group no later than 30 days prior to the show. If notification is not received 30 days prior to the show, The Expo Group labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
- Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

**This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form.**

**INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

Signature of Exhibitor: \_\_\_\_\_ Date: \_\_\_\_\_

Service to be Performed: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

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

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

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Exhibitor Appointed Contractor (EAC) Access to the Show Floor.** Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands will only be distributed to EACs with an EAC Work Authorization form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands must be worn at all times and visible to security and show management personnel. After hours work passes are available for access to the exhibit floor at The Expo Group Service Center desk.

**Certificate of Insurance.** Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

**The Expo Group, LLC.  
 ORGANIZER  
 FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)  
**SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts page)**

The insurance form must list as the Certificate Holder:  
 The Expo Group, LLC.  
 5931 West Campus Circle Drive  
 Irving, TX 75063

**Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability.** Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000  
 Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000  
 Coverage for contractual liability and products liability  
 The following entities shall be named as Additional Insureds for all ongoing operations:

**The Expo Group, LLC.  
 ORGANIZER  
 FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured)  
**SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)**

Insurer shall waive any right of subrogation against **ORGANIZER** and The Expo Group, LLC., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and The Expo Group, LLC.

**Workers' Compensation Insurance.** Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws, covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000  
 Disease - Each Employee \$1,000,000  
 Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against **ORGANIZER** and The Expo Group, LLC., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and The Expo Group, LLC.

**Automobile Liability.** Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows:

Combined Single Limit \$1,000,000

**EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.**

Name of EAC: \_\_\_\_\_  
 By (print name): \_\_\_\_\_  
 Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000 FAX

AGENTS NAME  
AGENTS ADDRESS

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY  
AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS  
CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE  
AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE NAIC #

INSURED YOUR COMPANY NAME  
YOUR COMPANY ADDRESS

INSURER A:  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

EAC FOR:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.  
NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE  
MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND  
CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	X	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS-COMP-OP AGG	\$ 2,000,000
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: ACC	\$
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000
						AGGREGATE	\$ 1,000,000
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY  ANY PROPRIETOR/PARTNER/EXECUTIVE/ OFFICER/MEMBER EXCLUDED?  If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	<input checked="" type="checkbox"/> WC STATU- TORY LIMITS	<input type="checkbox"/> OTH- ER \$
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE- POLICY LIMIT	\$ 1,000,000

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

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:

CERTIFICATE HOLDER

The Expo Group  
5931 West Campus Circle Drive  
Irving, TX 75063

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE  
EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **30**  
DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT  
FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF  
ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



## Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed forms 6a and 6b to The Expo Group via email to your Customer Service Manager by the Discount Deadline. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

**NOTE: Exhibitor will be charged \$0.25 per square foot, with a \$150.00 minimum, to cover additional expenses incurred. These fees will be waived if The Expo Group provides the labor.**

**This form must be completed by the exhibiting company.** No EAC will be granted access to the show floor without this form **AND** completion of requirements and signature by your EAC on Forms 6a and 6b. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

**For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:**

Electrical   Booth Cleaning   Plumbing   Material Handling   Telecommunications   Suspended Signs   Rigging

Services:

<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle - Supervision Only
<input type="checkbox"/> Photography	<input type="checkbox"/> Security
<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please identify): _____

Products:

<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio Visual - Rental/Production/Lighting
<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
<input type="checkbox"/> Floral	<input type="checkbox"/> Other (please identify): _____

Indicate Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

\*\*Note Other Products/Services Here:

### Please Type or Print

#### Exhibitor Information:

Exhibiting Company: _____	Booth Number: _____
Exhibitor Contact: _____	Title: _____
Exhibitor Email: _____	Exhibitor Phone: _____
Exhibitor Signature: _____	Date: _____

#### EAC Information:

EAC Company Name: _____	
Address: _____	City/State/Zip: _____
EAC Company Phone: _____	Fax Number: _____
EAC Contact Name: _____	Contact Cell: _____
EAC Contact Email: _____	
Product/Service Description: _____	

**\*\*ALL EAC COMPANY INFORMATION MUST BE COMPLETED.**

- Carpeting is optional for all exhibitors in the show.
- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- *\*applies to Custom 40oz. and 28oz. Plush carpet only.*
- Cancellations received less than 10-days prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

**Go to [www.theexpogroup.com](http://www.theexpogroup.com) for fast, easy ordering.**

### CUSTOM CARPET: Plush 100% polypropylene and heavy ounce weight carpet

#### ULTRA 40oz. PLUSH - \*includes visqueen

Please choose your color: ☐ Black ☐ Cement ☐ Red ☐ Royal Blue ☐ Silver Cloud

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____	\$ 6.10	\$ 8.75	= _____

#### PREMIUM 28oz. PLUSH - \*includes visqueen

Please choose your color: ☐ Black ☐ Cement ☐ Charcoal ☐ Cobalt Blue  
☐ Red ☐ Royal Blue ☐ Silver Cloud ☐ \*White

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____	\$ 4.60	\$ 6.60	= _____
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____	\$ 7.15(*White)	\$ 8.25(*White)	= _____

### CUSTOM VINYL WOOD GRAIN FLOORING: Available in 10' wide increments only

#### CUSTOM VINYL WOOD GRAIN FLOORING

Please choose your color: ☐ Dark Maple ☐ Light Maple ☐ Rain Cloud ☐ White Washed

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____	\$ 4.55	\$ 6.50	= _____

#### PADDING FOR VINYL WOOD GRAIN FLOORING

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____	\$ 1.95	\$ 2.80	= _____

### EXHIBITOR PROVIDED CARPET

Let us know if you plan to bring your own carpet. (Check all that apply.)

- ☐ Will bring our own carpet\*: ☐ Shipping to Warehouse ☐ Shipping Direct to Dock  
 \*Material Handling charges will apply

### ADDITIONAL INFORMATION

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

### CALCULATING YOUR TOTAL

Subtotal	_____
Taxes and Fees Multiplied by 6.5%	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

# THE EXPO GROUP

5931 Campus Circle Drive West, Irving, Texas 75063  
Phone: 972.580.9000  
Email: [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)  
Order Services online at [theexpogroup.com](http://theexpogroup.com)



Orange County Convention Center  
Orlando, FL  
March 30 - April 2, 2023

**Standard/Special  
Carpet, Visqueen  
and Padding**  
**Discount Deadline:**  
**February 27, 2023**

- Carpeting is optional for all exhibitors in the show.
- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- Cancellations received less than 10-days prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Standard Cut Carpet may not be used in any booth 20'x20' or larger as booth areas must have full coverage.
- Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

Go to [www.theexpogroup.com](http://www.theexpogroup.com) for fast, easy ordering.

## STANDARD CARPET: Standard ounce weight carpet

Please choose your color: ☐ Black ☐ Blue ☐ \*Blue Jay ☐ \*Cayenne ☐ \*Environmentally Friendly Options-made w/ recycled products  
☐ Gray ☐ Green ☐ \*Pepper ☐ Red

### STANDARD CUT CARPET

Size	Quantity	Advance Price	Standard Price	Total
10' x 10'	@	\$ 183.50	\$ 262.25	=
10' x 20'	@	\$ 367.00	\$ 524.50	=
10' x 30'	@	\$ 550.50	\$ 786.50	=
10' x 40'	@	\$ 734.00	\$1,048.75	=

**SPECIAL CUT CARPET** (Standard 16-ounce weight 10-foot-wide carpet cut to fit and installed for the full length of the booth without seams. When ordering for island or peninsula booths 20' x 20' or larger, the pile of the carpet and color will match and not be different dye lots.)

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$ 3.80	\$ 5.45	=

## CARPET PADDING AND PLASTIC VISQUEEN COVERING

### CARPET PADDING

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$ 1.35	\$ 1.95	=

### PLASTIC VISQUEEN COVERING

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$ 1.10	\$ 1.60	=

## EXHIBITOR PROVIDED CARPET

Let us know if you plan to bring your own carpet. (Check all that apply.)

- ☐ Will bring our own carpet\*: ☐ Shipping to Warehouse ☐ Shipping Direct to Dock  
\*Material Handling charges will apply

## ADDITIONAL INFORMATION

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
Taxes and Fees Multiplied by 6.5% \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

- **Cleaning is an exclusive service. This includes all floor services and trash removal.**
- Orders received after the deadline or without payment will be charged the Standard price.
- Prices are based on the total square footage of the booth regardless of the area to be cleaned.
- **Exhibit and furnishing wipe down not included.**
- Cancellations received less than 10-days prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- **Excessive Trash will be subject to an additional fee for dismantling and disposal.**

Go to [www.theexpogroup.com](http://www.theexpogroup.com) for fast, easy ordering.

## CARPET CLEANING

\*Includes emptying wastebasket within your booth at the time of vacuuming and/or shampooing.

**100 square foot minimum applies for all services listed**

### ONE-TIME VACUUMING OF BOOTH (First day only)

Price per Square Foot	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$ 0.60	\$ 0.90	= _____

### DAILY VACUUMING (4 days)

Price per Square Foot	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$ 2.40	\$ 3.60	= _____

### ONE-TIME SHAMPOOING OF BOOTH (First day only)

Price per Square Foot	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$ 0.90	\$ 1.25	= _____

### DAILY SHAMPOOING (4 days)

Price per Square Foot	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$ 3.60	\$ 5.00	= _____

## PORTER SERVICE

**PORTER SERVICE** Porter Service includes emptying wastebaskets and policing at 2-hour intervals during show hours.  
**Vacuuming not included.**

Please indicate days: ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Size	# of Days	Advance Price	Standard Price	Total
0-500 sq. ft.	@	\$ 132.50	\$ 189.50	= _____
501-1500 sq. ft.	@	\$ 195.75	\$ 279.75	= _____
1501-3000 sq. ft.	@	\$ 232.00	\$ 331.50	= _____
3000+ sq. ft.	@	\$ 266.50	\$ 380.75	= _____

## HAND SANITIZER STATION

Quantity	Advance Price	Standard Price	Total
Hand Sanitizer Station _____ @	\$ 350.00	\$ 350.00	= _____

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager (CSM) with any questions, needs or special requests.

## CALCULATING YOUR TOTAL

Cleaning Subtotal \_\_\_\_\_

Taxes and Fees x 6.5% \_\_\_\_\_

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

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Cancellations received less than 10-days prior to the first day of exhibitor scheduled move-in will be billed at 100%.

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### FURNITURE

Item	Quantity	Advance Price	Standard Price	Total
Arm Chair	X	\$ 87.25	\$ 124.75	=
Side Chair	X	\$ 69.75	\$ 99.75	=
Barstool	X	\$ 101.00	\$ 144.50	=
30" Round, 30" High Pedestal Table	X	\$ 168.50	\$ 240.75	=
30" Round, 42" High Pedestal Table	X	\$ 229.25	\$ 327.50	=

### TABLES (Draping includes white vinyl top and skirting on three sides.)

Drape Color:	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Green
4' Long x 2' x 30" (incl. 4th side drape)					X	\$ 119.50	\$ 170.75	=
6' Long x 2' x 30"					X	\$ 138.50	\$ 198.00	=
8' Long x 2' x 30"					X	\$ 157.75	\$ 225.50	=
4' Long x 2' x 42" (incl. 4th side drape)					X	\$ 166.50	\$ 238.00	=
6' Long x 2' x 42"					X	\$ 190.25	\$ 272.00	=
8' Long x 2' x 42"					X	\$ 199.25	\$ 284.75	=
4th Side Draping for 6' & 8' Items 30"					X	\$ 34.75	\$ 49.75	=
4th Side Draping for 6' & 8' Items 42"					x	\$ 34.75	\$ 49.75	=

### ACCESSORIES

Bag Rack	X	\$ 88.75	\$ 127.00	=
Wastebasket	X	\$ 25.75	\$ 37.00	=
Tripod Easel	X	\$ 50.75	\$ 72.50	=
Literature Rack	X	\$ 162.00	\$ 231.50	=
4' x 8' Tackboard <input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.	X	\$ 192.50	\$ 275.00	=
2' x 8' Grid Wall	X	\$ 150.00	\$ 214.50	=
2-Arm Waterfall Rack	X	\$ 150.00	\$ 214.50	=
Retractable Stanchion (min. qty. 2)	X	\$ 50.00	\$ 71.50	=

### SPECIAL DRAPERY (ORDER WITH SHOW MANGEMENT PERMISSION ONLY.)

Drape Color:						
<input type="checkbox"/> Gray	<input type="checkbox"/> Teal	<input type="checkbox"/> Red	<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> White	
8' high drape (4' minimum)				X	\$ 17.75	\$ 25.50 =
3' high drape				X	\$ 15.00	\$ 21.50 =

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager (CSM) with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 Taxes and Fees Multiplied by 6.5% \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
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Booth Number: \_\_\_\_\_  
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### POWERED SEATING

	Item	Quantity	Advance Price	Standard Price	Total
NPLSOP	Naples Sofa, Powered, Black	X	\$ 1,263.75	\$ 1,805.50	=
NPLCHP	Naples Chair, Powered, Black	X	\$ 787.50	\$ 1,125.00	=
NPLLOP	Naples Loveseat, Powered, Black	X	\$ 1,088.00	\$ 1,554.50	=
TCHGRY	Tech Tablet Chair, Powered, Gray	X	\$ 565.75	\$ 808.25	=

### POWERED COMMUNAL TABLES

VNTWHT	Ventura Powered Bar Table, White	X	\$ 728.75	\$ 1,041.25	=
VNTBLK	Ventura Powered Bar Table, Black	X	\$ 728.75	\$ 1,041.25	=
VNTCWH	Ventura Powered Café Table, White	X	\$ 896.75	\$ 1,281.25	=
VNTCBK	Ventura Powered Café Table, Black	X	\$ 896.75	\$ 1,281.25	=

### POWERED TABLES

C1WP	Sydney Cocktail Tbl., Powered, Wh.	X	\$ 443.50	\$ 633.75	=
C1YP	Sydney Cocktail Tbl., Powered, Blk.	X	\$ 443.50	\$ 633.75	=
P30CWH	30" Round Café Table, Powered, Wh.	X	\$ 813.25	\$ 1,162.00	=
P30BWH	30" Round Bar Table, Powered, Wh.	X	\$ 813.25	\$ 1,162.00	=
CUBPOW	Wireless Charging Table, Powered	X	\$ 667.75	\$ 954.00	=

### POWERED DESKS AND CONFERENCE TABLES

TECH	Tech Desk, Powered, Black, Laminate	X	\$ 560.75	\$ 801.25	=
TECH3B	Tech Desk, Pwr'd., w/ 3-Drawer File Cab.	X	\$ 693.00	\$ 990.00	=
TECH3	3-Drawer File Cabinet on Casters	X	\$ 186.00	\$ 265.75	=
BKCT5P	5' Powered Conf. Table, Black, Silver	X	\$ 818.00	\$ 1,168.75	=
BKCT8P	8' Powered Conf. Table, Black, Silver	X	\$ 1,574.50	\$ 2,249.50	=
BKC10P	10' Powered Conf. Table, Black, Silver	X	\$ 1,574.50	\$ 2,249.50	=

### POWERED PRODUCTS

VILHUB	28.25"H Powered Charging Hub, Crm	X	\$ 369.75	\$ 528.25	=
PDL36W	36"H Powered Locking Pedestal, W.	X	\$ 563.00	\$ 804.50	=
PDL42W	42"H Powered Locking Pedestal, W.	X	\$ 675.00	\$ 964.50	=
PDL36B	36"H Powered Locking Pedestal, Bl.	X	\$ 563.00	\$ 804.50	=
PDL42B	42"H Powered Locking Pedestal, Bl.	X	\$ 675.00	\$ 964.50	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 9I)

Exhibiting Company: \_\_\_\_\_  
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### SOFT SEATING COLLECTIONS

VALCHA	Valencia, Chair, Spice Orange Velvet	X	\$ 469.00	\$ 670.00	=
VALSOF	Valencia Sofa, Coffee Brown Velvet	X	\$ 695.75	\$ 994.00	=
STESOF	Sterling Sofa, Gray Fabric	X	\$1,536.00	\$2,194.50	=
STECHA	Sterling Chair, Gray Fabric	X	\$1,054.75	\$1,507.00	=
COCHTP	Cordoba Chair	X	\$ 670.00	\$ 957.25	=
COLVTP	Cordoba Loveseat	X	\$ 960.75	\$1,372.50	=
FAIRSW	Fairfax Sofa, White Vinyl	X	\$ 593.75	\$ 848.25	=
FAIRCW	Fairfax Chair, White Vinyl	X	\$ 428.00	\$ 611.50	=
CHR002	Allegro Chair, Blue Fabric	X	\$ 581.00	\$ 830.00	=
SFA002	Allegro Sofa, Blue Fabric	X	\$ 825.75	\$1,179.75	=
PALSOF	Palm Beach Sofa, White	X	\$1,039.50	\$1,485.00	=
KEYSOF	Key Largo Sofa, Black Fabric	X	\$ 588.75	\$ 841.25	=
KEYCHR	Key Largo Chair, Black Fabric	X	\$ 390.00	\$ 557.25	=
KEYLOV	Key Largo Loveseat, Black Fabric	X	\$ 453.75	\$ 648.25	=
BCHWHT	Baja Chair, White Vinyl	X	\$ 644.75	\$ 921.25	=
BSFWHT	Baja Sofa, White Vinyl	X	\$1,312.00	\$1,874.50	=
BLVWHT	Baja Loveseat, White Vinyl	X	\$ 942.75	\$1,347.00	=
NPLCHR	Naples Chair, Black	X	\$ 690.75	\$ 987.00	=
NPLSOF	Naples Sofa, Black	X	\$ 988.75	\$1,412.50	=
NPLLOV	Naples Loveseat, Black	X	\$ 833.00	\$1,190.00	=

### ACCENT CHAIRS

BOWCHA	Bowery Swivel Chair, Ochre Fabric	X	\$ 741.50	\$1,059.50	=
LABREA	La Brea Swivel Chair, Charcoal	X	\$ 489.50	\$ 699.50	=
BNMCSW	Brooklyn Meeting Chair, Swivel	X	\$ 446.00	\$ 637.25	=
SWAN	Swanson Swivel Chair, White Vinyl	X	\$ 423.00	\$ 604.50	=
WENCHA	Wentworth Chair, Brown Vinyl	X	\$ 509.75	\$ 728.25	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager (CSM) with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 9I)

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
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### ACCENT CHAIRS (CONT.)

Item	Quantity	Advance Price	Standard Price	Total
BNMCOW Brooklyn Meeting Chair	X	\$ 446.00	\$ 637.25	=
MONCHA Montreal Chair, Blue	X	\$ 815.50	\$1,165.00	=
LENCHA Lena Chair, Moss Green	X	\$ 667.75	\$ 954.00	=
BCW Madrid Chair, White	X	\$ 764.50	\$1,092.25	=
TCHP Tech Chair, No Tablet, Gray Vinyl	X	\$ 583.75	\$ 834.00	=
MNCHCH Munich Armless Chair, Gray	X	\$ 657.50	\$ 939.50	=
CNTCHR Century Chair, Gray Velvet	X	\$ 756.75	\$1,081.25	=
ATHCHA Atherton Chair, Distressed Brn Lthr	X	\$ 792.50	\$1,132.25	=
PROGB Pro Executive Guest Chair, Black	X	\$ 323.75	\$ 462.50	=
PASCHR Pasadena Chair, Wh Molded Plastic	X	\$ 458.75	\$ 655.50	=

### INDIVIDUAL SEATING

MARCBR Marina Chair, Brown Fabric	X	\$ 229.50	\$ 328.00	=
MARCBE Marina Chair, Ocean Blue Fabric	X	\$ 229.50	\$ 328.00	=
MARCRD Marina Chair, Red Fabric	X	\$ 229.50	\$ 328.00	=
MARCWH Marina Chair, White Vinyl	X	\$ 229.50	\$ 328.00	=
MARCBK Marina Chair, Black Vinyl	X	\$ 229.50	\$ 328.00	=
LMCHR Laguna Chair, Maple, Chrome	X	\$ 209.00	\$ 298.75	=
LUCHCL Lucent Chair, Frosted	X	\$ 280.50	\$ 400.75	=
CS4 Syntax Chair, Black, Chrome	X	\$ 290.75	\$ 415.50	=
XCHR Christopher Chair, White, Chrome	X	\$ 125.00	\$ 178.75	=
SC3 Brewer Chair, Onyx, Black	X	\$ 206.75	\$ 295.50	=
RSTDIN Rustique Chair w/ Arms, Gunmetal	X	\$ 130.00	\$ 185.75	=
ZENCHR Zenith Chair, White, Chrome	X	\$ 237.00	\$ 338.75	=
DUET Duet Chair, Black, Chrome	X	\$ 79.00	\$ 113.00	=
SC10 Razor Armless Chair, White	X	\$ 94.50	\$ 135.00	=
OCMWHT Meeting Chair, White Vinyl	X	\$ 323.75	\$ 462.50	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 9I)

Exhibiting Company: \_\_\_\_\_  
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### INDIVIDUAL SEATING (CONT.)

Item	Quantity	Advance Price	Standard Price	Total
MALGRN Malba Chair, Green	X	\$ 160.75	\$ 229.75	=
MALGRY Malba Chair, Gray	X	\$ 160.75	\$ 229.75	=
BLDCSB Blade Chair, Sky Blue	X	\$ 104.75	\$ 149.75	=
BLDCRD Blade Chair, Red	X	\$ 104.75	\$ 149.75	=

### OTTOMANS

VIB14 Vibe Cube Ottoman, Citrus Green	X	\$ 165.75	\$ 237.00	=
VIB17 Vibe Cube Ottoman, Desert Rose	X	\$ 165.75	\$ 237.00	=
VIB16 Vibe Cube Ottoman, Spice Orange	X	\$ 165.75	\$ 237.00	=
VIB01 Vibe Cube Ottoman, Green	X	\$ 165.75	\$ 237.00	=
VIB09 Vibe Cube Ottoman, White	X	\$ 165.75	\$ 237.00	=
VIB10 Vibe Cube Ottoman, Black	X	\$ 165.75	\$ 237.00	=
VIB11 Vibe Cube Ottoman, Steel Blue	X	\$ 165.75	\$ 237.00	=
VIB13 Vibe Cube Ottoman, Purple	X	\$ 165.75	\$ 237.00	=
VIB12 Vibe Cube Ottoman, Silver	X	\$ 165.75	\$ 237.00	=
VIB04 Vibe Cube Ottoman, Red	X	\$ 165.75	\$ 237.00	=
VIB05 Vibe Cube Ottoman, Yellow	X	\$ 165.75	\$ 237.00	=
VIB15 Vibe Cube Ottoman, Taupe	X	\$ 165.75	\$ 237.00	=
VIB02 Vibe Cube Ottoman, Blue	X	\$ 165.75	\$ 237.00	=
VIB08 Vibe Cube Ottoman, Orange	X	\$ 165.75	\$ 237.00	=
BVSMOR Beverly Bench, Small, Orange Fab	X	\$ 410.50	\$ 586.50	=
BVSMGN Beverly Bench, Small, Olive Green	X	\$ 410.50	\$ 586.50	=
BVSMWH Beverly Bench, Small, White Vinyl	X	\$ 410.50	\$ 586.50	=
BVSMBK Beverly Bench, Small, Black Vinyl	X	\$ 410.50	\$ 586.50	=
BVSMBL Beverly Bench, Small, Ocean Blue	X	\$ 410.50	\$ 586.50	=
BVSMBN Beverly Bench, Small, Brown Fabric	X	\$ 410.50	\$ 586.50	=
BVSMGY Beverly Bench, Small, Gray Fabric	X	\$ 410.50	\$ 586.50	=
BVSM LN Beverly Bench, Small, Linen Fabric	X	\$ 410.50	\$ 586.50	=
BVSM LV Beverly Bench, Small, Lavender Fab	X	\$ 410.50	\$ 586.50	=
BVSMRD Beverly Bench, Small, Red Fabric	X	\$ 410.50	\$ 586.50	=
BVSMYL Beverly Bench, Small, Yellow Fab	X	\$ 410.50	\$ 586.50	=

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager (CSM) with any questions, needs or special requests.

Subtotal

(Transfer Subtotal to Form 9I)

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
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### OTTOMANS (CONT.)

Item	Quantity	Advance Price	Standard Price	Total
BVLYWH Beverly Bench, White Vinyl	X	\$ 565.75	\$ 808.25	=
BVLYRD Beverly Bench, Red Fabric	X	\$ 565.75	\$ 808.25	=
BVLYGR Beverly Bench, Gray Fabric	X	\$ 565.75	\$ 808.25	=
BVLYOB Beverly Bench, Ocean Blue Fabric	X	\$ 565.75	\$ 808.25	=
BVLYBK Beverly Bench, Black Vinyl	X	\$ 565.75	\$ 808.25	=
BVLYLN Beverly Bench, Linen Fabric	X	\$ 565.75	\$ 808.25	=
BVLYBN Beverly Bench, Brown Fabric	X	\$ 565.75	\$ 808.25	=
MAR011 Marche Swivel Ottoman, Orange Fbr.	X	\$ 262.75	\$ 375.50	=
MAR016 Marche Swiv Otto Ivory Faux Sheepfur	X	\$ 262.75	\$ 375.50	=
MAR009 Marche Swivel Ottoman, Pear Yellow	X	\$ 262.75	\$ 375.50	=
MAR005 Marche Swivel Ottoman, Red Fabric	X	\$ 262.75	\$ 375.50	=
MAR001 Marche Swivel Ottoman, White Vinyl	X	\$ 262.75	\$ 375.50	=
MAR006 Marche Swivel Otmn., Rose Quartz	X	\$ 262.75	\$ 375.50	=
MAR007 Marche Swivel Ottoman, Plum Fabric	X	\$ 262.75	\$ 375.50	=
MAR010 Marche Swivel Ottoman, Blue Fabric	X	\$ 262.75	\$ 375.50	=
MAR002 Marche Swivel Ottoman, Gray Fabric	X	\$ 262.75	\$ 375.50	=
MAR003 Marche Swivel Ottoman, Linen Fabric	X	\$ 262.75	\$ 375.50	=
MAR004 Marche Swivel Ottoman, Raspberry	X	\$ 262.75	\$ 375.50	=
MAR008 Marche Swivel Otmn., Meadow Grn.	X	\$ 262.75	\$ 375.50	=
MAR015 Marche Swivel Ottoman, Black Vinyl	X	\$ 262.75	\$ 375.50	=
MAR012 Marche Swivel Ottoman, Forest Grn. Vn.	X	\$ 262.75	\$ 375.50	=
MAR013 Marche Swivel Ottoman, Teal Velvet	X	\$ 262.75	\$ 375.50	=
MAR014 Marche Swivel Otmn., Distrsd Brown Vnl.	X	\$ 262.75	\$ 375.50	=
END02B Endless Square Ottoman, Black	X	\$ 423.00	\$ 604.50	=
END02W Endless Square Ottoman, White	X	\$ 423.00	\$ 604.50	=
END01W Endless Curved Ottoman, White	X	\$ 519.75	\$ 742.50	=
END01B Endless Curved Ottoman, Black	X	\$ 519.75	\$ 742.50	=
REGBEN Regis Bench, Brushed Metal	X	\$ 300.75	\$ 429.75	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

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### ACCENT TABLES

Item	Quantity	Advance Price	Standard Price	Total
MESCTW Mesa Cocktail Table, Wood, Bronze	X	\$ 303.50	\$ 433.75	=
MESETW Mesa End Table, Wood, Bronze	X	\$ 199.00	\$ 284.50	=
MESCTB Mesa Cocktail Table, Black, Bronze	X	\$ 303.50	\$ 433.75	=
MESETB Mesa End Table, Black, Bronze	X	\$ 199.00	\$ 284.50	=
MESCTG Mesa Cocktail Table, Glass, Bronze	X	\$ 303.50	\$ 433.75	=
MESETG Mesa End Table, Glass, Bronze	X	\$ 199.00	\$ 284.50	=
ALC100 Alondra Cocktail Table, Glass, Chrm.	X	\$ 471.50	\$ 673.75	=
ALE100 Alondra End Table, Glass, Chrome	X	\$ 341.75	\$ 488.25	=
ALC200 Alondra Cocktail Table, Wood, Chrm.	X	\$ 471.50	\$ 673.75	=
ALE200 Alondra End Table, Wood, Chrome	X	\$ 341.75	\$ 488.25	=
C1C Geo Cocktail Table, Glass, Chrome	X	\$ 295.75	\$ 422.50	=
E1C Geo End Table, Glass, Chrome	X	\$ 247.50	\$ 353.75	=
C1FWB Geo Cocktail Table, Wood, Black	X	\$ 413.00	\$ 590.00	=
E1FWB Geo End Table, Wood, Black	X	\$ 359.50	\$ 513.75	=
C1W Sydney Cocktail Table, White	X	\$ 336.50	\$ 480.75	=
C1Y Sydney Cocktail Table, Black	X	\$ 336.50	\$ 480.75	=
SYDBEC Sydney Cocktail Table, Blue	X	\$ 441.00	\$ 630.00	=
SYDWDC Sydney Cocktail Table, Wood	X	\$ 441.00	\$ 630.00	=
E1W Sydney End Table, White	X	\$ 300.75	\$ 429.75	=
E1Y Sydney End Table, Black	X	\$ 300.75	\$ 429.75	=
SYDBEE Sydney End Table, Blue	X	\$ 387.50	\$ 553.75	=
SYDWDE Sydney End Table, Wood	X	\$ 387.50	\$ 553.75	=
TAOBWH Taos Side Table, White, Bronze	X	\$ 201.50	\$ 288.00	=
TAOBBK Taos Side Table, Black, Bronze	X	\$ 201.50	\$ 288.00	=
TAOBWD Taos Side Table, Wood, Bronze	X	\$ 201.50	\$ 288.00	=
SEDBWH Sedona Side Table, White, Bronze	X	\$ 201.50	\$ 288.00	=
SEDBBK Sedona Side Table, Black, Bronze	X	\$ 201.50	\$ 288.00	=
SEDBWD Sedona Side Table, Wood, Bronze	X	\$ 201.50	\$ 288.00	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 9I)

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
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Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
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### ACCENT TABLES (CONT.)

	Item	Quantity	Advance Price	Standard Price	Total
REGBEN	Regis Bench, Brushed Metal	X	\$ 300.75	\$ 429.75	=
REGOTT	Regis End Table, Brushed Metal	X	\$ 209.00	\$ 298.75	=
AURA	Aura Round Table, White Metal	X	\$ 171.00	\$ 244.50	=
TMBTBL	Timber Table, Wood	X	\$ 178.75	\$ 255.50	=
CUBPOW	Wireless Charging Table, Powered	X	\$ 667.75	\$ 954.00	=
C1E	Silverado Cocktail Table, Glass, Chrm.	X	\$ 328.75	\$ 469.75	=
E1E	Silverado End Table, Glass, Chrome	X	\$ 262.75	\$ 375.50	=

### BAR TABLES

RSTSQT	Rustique Square Metal Bar Table	X	\$ 384.75	\$ 549.75	=
VTK	30"Rx42"H Maple, Std. Black Base	X	\$ 257.75	\$ 368.25	=
VTB	30"Rx42"H Red, Standard Blk. Base	X	\$ 257.75	\$ 368.25	=
30WH42	30"Rx42"H White Lam., Std. Blk. Bs.	X	\$ 367.00	\$ 524.50	=
30WDBB	30"Rx42"H Wood, Std. Black Base	X	\$ 387.50	\$ 553.75	=
30BKSB	30"Rx42"H Black, Standard Black Base	X	\$ 387.50	\$ 553.75	=
30AGBB	30"Rx42"H Brushed Gnmfl., Std. Blk. Bs.	X	\$ 387.50	\$ 553.75	=
30OSBB	30"Rx42"H Orange, Standard Black Bs.	X	\$ 387.50	\$ 553.75	=
VTA	30"Rx42"H Mad. Gray, St. Black Base	X	\$ 349.00	\$ 498.75	=
30BEBB	30"Rx42"H Blue, Standard Black Base	X	\$ 387.50	\$ 553.75	=
30YBBB	30"Rx42"H Brushed Yellow, Std. Blk. Bs.	X	\$ 387.50	\$ 553.75	=
30GSBB	30"Rx42"H Green, Standard Black Base	X	\$ 387.50	\$ 553.75	=
VTN	36"Rx42"H Graphite Neb, Std. Blk. Bs.	X	\$ 313.75	\$ 448.25	=
VTP	36"Rx42"H Maple, Std. Black Base	X	\$ 313.75	\$ 448.25	=
VTW	36"Rx42"H White Lam., Std., Blk. Bs.	X	\$ 313.75	\$ 448.25	=
36BKSB	36"Rx42"H Black, Standard Black Base	X	\$ 313.75	\$ 448.25	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager (CSM) with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 9I)

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
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### BAR TABLES (CONT.)

Item	Quantity	Advance Price	Standard Price	Total
30GRHB 30"Rx45"H Grpht. Neb, Hyd. Chr. Bs.	X	\$ 374.75	\$ 535.50	=
30MTHB 30"Rx45"H Maple, Hyd. Chrome Base	X	\$ 374.75	\$ 535.50	=
30BRHB 30"Rx45"H Red, Hydraulic Chr. Base	X	\$ 374.75	\$ 535.50	=
30WHHB 30"Rx45"H Wh. Lam., Hyd. Chr. Base	X	\$ 374.75	\$ 535.50	=
30WDHB 30"Rx45"H Wood, Hydraulic Chr. Base	X	\$ 469.00	\$ 670.00	=
30BKHB 30"Rx45"H Black, Hydraulic Chrome Bs.	X	\$ 469.00	\$ 670.00	=
30AGHB 30"Rx45"H Brushed Gnmrtl., Hyd. Chr. Bs.	X	\$ 469.00	\$ 670.00	=
30OSHB 30"Rx45"H Orange, Hydr. Chrome Base	X	\$ 469.00	\$ 670.00	=
30MAHB 30"Rx45"H Mad.Gry. Hyd. Chr. Base	X	\$ 423.00	\$ 604.50	=
30BEHB 30"Rx45"H Blue, Hydraulic Chr. Base	X	\$ 469.00	\$ 670.00	=
30YSHB 30"Rx45"H Brushed Yellow, Hyd. Chr. Bs.	X	\$ 469.00	\$ 670.00	=
30GSHB 30"Rx45"H Green, Hyd. Chrome Base	X	\$ 469.00	\$ 670.00	=
36GRHB 36"Rx45"H Grpht. Neb., Hyd., Chr. Bs.	X	\$ 407.75	\$ 582.50	=
36MTHB 36"Rx45"H Maple, Hyd. Chrome Base	X	\$ 407.75	\$ 582.50	=
36WTHB 36"Rx45"H Wh. Lam., Hyd. Chr. Base	X	\$ 407.75	\$ 582.50	=
36BKHB 36"Rx45"H Black, Hyd. Chrome Base	X	\$ 407.75	\$ 582.50	=

### CAFE TABLES

30GRHC 30"Rx29"H Grpht. Neb., Hyd. Chr. Bs.	X	\$ 374.75	\$ 535.50	=
30MTHC 30"Rx29"H Maple, Hyd. Chrome Base	X	\$ 374.75	\$ 535.50	=
30BRHC 30"Rx29"H Red, Hydraulic Chr. Base	X	\$ 374.75	\$ 535.50	=
30WHHC 30"Rx29"H Wh. Lam., Hyd. Chr. Base	X	\$ 374.75	\$ 535.50	=
30WDHC 30"Rx29"H Wood, Hydr. Chrome Base	X	\$ 469.00	\$ 670.00	=
30BKHC 30"Rx29"H Black, Hydraulic Chrome Bs.	X	\$ 469.00	\$ 670.00	=
30AGHC 30"Rx29"H Brshd. Gnmrtl., Hyd. Chr. Bs.	X	\$ 469.00	\$ 670.00	=
30OSHC 30"Rx29"H Orange, Hyd. Chrome Base	X	\$ 469.00	\$ 670.00	=
30MAHC 30"Rx29"H Mad. Gry., Hyd. Chr. Base	X	\$ 423.00	\$ 604.50	=
30BEHC 30"Rx29"H Blue, Hydraulic Chrm. Base	X	\$ 469.00	\$ 670.00	=
30YSHC 30"Rx29"H Brushed Yellow, Hyd. Chr. Bs.	X	\$ 469.00	\$ 670.00	=
30GSHC 30"Rx29"H Green, Hyd. Chrome Base	X	\$ 469.00	\$ 670.00	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager (CSM) with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 9I)

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
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### CAFE TABLES (CONT.)

Item	Quantity	Advance Price	Standard Price	Total
36GRHC 36"Rx29"H Grpht. Neb., Hyd. Chr. Bs.	X	\$ 407.75	\$ 582.50	=
36MTHC 36"Rx29"H Maple, Hyd. Chrome Base	X	\$ 407.75	\$ 582.50	=
36WTHC 36"Rx29"H Wh. Lam., Hyd. Chr. Base	X	\$ 407.75	\$ 582.50	=
36BKHC 36"Rx29"H Black, Hydraulic Chrome Bs.	X	\$ 407.75	\$ 582.50	=
ZTK 30"Rx29"H Maple, Std. Black Base	X	\$ 239.75	\$ 342.50	=
ZTB 30"Rx29"H Red, Standard Blk. Base	X	\$ 239.75	\$ 342.50	=
30WH29 30"Rx29"H White Lam., Std. Blk. Base	X	\$ 336.50	\$ 480.75	=
30WDBC 30"Rx29"H Wood, Standard Blk Base	X	\$ 349.00	\$ 498.75	=
30BKSC 30"Rx29"H Black, Standard Black Base	X	\$ 349.00	\$ 498.75	=
30AGBC 30"Rx29"H Brushed Gnmfl., Std. Blk. Bs.	X	\$ 349.00	\$ 498.75	=
30OSBC 30"Rx29"H Orange, Standard Black Bs.	X	\$ 349.00	\$ 498.75	=
ZTA 30"Rx29"H Mad. Gry, Std. Blk. Base	X	\$ 326.50	\$ 466.50	=
30BEBC 30"Rx29"H Blue, Standard Black Base	X	\$ 349.00	\$ 498.75	=
30YSBC 30"Rx29"H Brushed Yellow, Std. Blk. Bs.	X	\$ 349.00	\$ 498.75	=
30GSBC 30"Rx29"H Green, Standard Black Base	X	\$ 349.00	\$ 498.75	=
ZTN 36"Rx29"H Graphite Neb. Std. Blk. Bs.	X	\$ 290.75	\$ 415.50	=
ZTP 36"Rx29"H Maple, Std. Black Base	X	\$ 290.75	\$ 415.50	=
ZTQ 36"Rx29"H Wh. Lam., Std. Blk. Base	X	\$ 290.75	\$ 415.50	=
36BKSC 36"Rx29"H Black, Standard Black Base	X	\$ 290.75	\$ 415.50	=

### BARSTOOLS

MARBBE Marina Barstool, Ocean Blue Fabric	X	\$ 410.50	\$ 586.50	=
MARBBR Marina Barstool, Brown Fabric	X	\$ 410.50	\$ 586.50	=
MARBRD Marina Barstool, Red Fabric	X	\$ 410.50	\$ 586.50	=
MARBWH Marina Barstool, White Vinyl	X	\$ 410.50	\$ 586.50	=
MARBBK Marina Barstool, Black Vinyl	X	\$ 410.50	\$ 586.50	=
ROLLWH Lift Barstool, White Vinyl	X	\$ 252.50	\$ 360.75	=
ROLLRD Lift Barstool, Red Vinyl	X	\$ 252.50	\$ 360.75	=
ROLLBL Lift Barstool, Black Vinyl	X	\$ 252.50	\$ 360.75	=
ROLLGY Lift Barstool, Gray Vinyl	X	\$ 252.50	\$ 360.75	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

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### BARSTOOLS (CONT.)

	Item	Quantity	Advance Price	Standard Price	Total
BS002	Zoey Barstool, White, Chrome	X	\$ 346.75	\$ 495.50	=
BST	Banana Barstool, White, Chrome	X	\$ 295.75	\$ 422.50	=
BLDBRD	Blade Barstool, Red	X	\$ 201.50	\$ 288.00	=
BLDBSB	Blade Barstool, Sky Blue	X	\$ 201.50	\$ 288.00	=
ZENBAR	Zenith Barstool, White, Chrome	X	\$ 237.00	\$ 338.75	=
XBAR	Christopher Barstool, White, Chrome	X	\$ 227.00	\$ 324.50	=
BS001	Shark Barstool, White Chrome	X	\$ 377.00	\$ 538.75	=
BSR	Syntax Barstool, Black, Chrome	X	\$ 318.75	\$ 455.50	=
LUBSCL	Lucent Barstool, Frosted	X	\$ 402.75	\$ 575.50	=
RSTSTL	Rustique Barstool, Gunmetal	X	\$ 158.00	\$ 225.75	=
LMBAR	Laguna Barstool, Maple, Chrome	X	\$ 262.75	\$ 375.50	=

### EXECUTIVE SEATING

PROEXE	Pro Executive High Back Chair, White	X	\$ 384.75	\$ 549.75	=
PROEXB	Pro Executive High Back Chair, Black	X	\$ 384.75	\$ 549.75	=
PROMID	Pro Executive Mid Back Chair, White	X	\$ 293.00	\$ 418.75	=
PROMDB	Pro Executive Mid Back Chair, Black	X	\$ 293.00	\$ 418.75	=
PROGB	Pro Executive Guest Chair, Black	X	\$ 323.75	\$ 462.50	=
CUPCHA	Cupertino Mid Back Chair, Black	X	\$ 433.50	\$ 619.50	=
GENCHA	Genesis Chair, Black Fabric	X	\$ 377.00	\$ 538.75	=
TASKST	Task Stool, Black Fabric	X	\$ 229.50	\$ 328.00	=

### CONFERENCE TABLES

CONF42	42"R White Laminate Conf. Table	X	\$ 453.75	\$ 648.25	=
CB8	42"R Madison, Gray Acajou Conf. Tbl.	X	\$ 453.75	\$ 648.25	=
42BKCT	42"R Black Lam. Conference Table	X	\$ 453.75	\$ 648.25	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

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### CONFERENCE TABLES (CONT.)

Item	Quantity	Advance Price	Standard Price	Total
CF1 Geo Rounded Sq. Tbl., Glass, Black	X	\$ 377.00	\$ 538.75	=
CE1 Geo Rounded Sq. Tbl., Glass, Chrome	X	\$ 377.00	\$ 538.75	=
CF2 Geo Rectangular Tbl., Glass, Black	X	\$ 535.00	\$ 764.50	=
CE2 Geo Rectangular Tbl., Glass, Chrome	X	\$ 535.00	\$ 764.50	=
MADC05 5' Madison, Gray Acajou Conf. Table	X	\$ 677.75	\$ 968.25	=
MADC08 8' Madison, Gray Acajou Conf. Table	X	\$1,350.00	\$1,928.75	=
MADC10 10' Madison, Gray Acajou Conf. Table	X	\$1,350.00	\$1,928.75	=
42ATO 42"R Atomic Conf. Table, Glass, Chr.	X	\$ 446.00	\$ 637.25	=
36ATO 36"R Atomic Conf. Table, Glass, Chr.	X	\$ 446.00	\$ 637.25	=
WD3 Work Table	X	\$ 395.00	\$ 564.50	=
BKCT5N 5' Rectangular Table, Black	X	\$ 677.75	\$ 968.25	=
BKCT8N 8' Rectangular Table, Black	X	\$1,350.00	\$1,928.75	=
BKC10N 10' Rectangular Table, Black	X	\$1,350.00	\$1,928.75	=

### EXECUTIVE DESK AND STORAGE

JD8 Executive Desk, Madison Gray Acajou	X	\$ 853.75	\$1,219.75	=
BC8 Bookcase, Madison Gray Acajou	X	\$ 619.00	\$ 884.50	=

### COMMUNAL TABLES

VNTMNP Ventura Bar Table, Maple, Solid	X	\$ 784.75	\$1,121.25	=
VNTBMW Ventura Bar Table, Maple, w/ Grom.	X	\$ 784.75	\$1,121.25	=
VNTBWW Ventura Bar Table, White, w/ Grommets	X	\$ 784.75	\$1,121.25	=
VNTWNP Ventura Bar Table, White, Solid	X	\$ 784.75	\$1,121.25	=
VNTBNP Ventura Bar Table, Black, Solid	X	\$ 784.75	\$1,121.25	=
VNTCMN Ventura Café Table, Maple, Solid	X	\$ 789.75	\$1,128.25	=
VNTCMW Ventura Café Table, Maple, w/ Grom.	X	\$ 789.75	\$1,128.25	=
VNTCWW Ventura Café Table, White, w/ Grom.	X	\$ 789.75	\$1,128.25	=
VNTCWN Ventura Café Table, White, Solid	X	\$ 789.75	\$1,128.25	=
VNTCBN Ventura Café Table, Black, Solid	X	\$ 789.75	\$1,128.25	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal

(Transfer Subtotal to Form 9I)

Exhibiting Company: \_\_\_\_\_  
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### OFFICE ACCESSORIES AND DECOR

	Item	Quantity	Advance Price	Standard Price	Total
HDG7FT	Boxwood Hedge, 7' 36.5"Lx12"Dx84"H	X	\$1,110.75	\$1,587.00	=
HDG4FT	Boxwood Hedge, 4' 46"Lx9"Dx47"H	X	\$ 683.00	\$ 975.75	=
LA15	Mason Floor Lamp	X	\$ 260.00	\$ 371.50	=
LA14	Mason Table Lamp	X	\$ 171.00	\$ 244.50	=
PSHCCS	Posh Shelving, Chrome / Acrylic	X	\$ 723.75	\$1,034.00	=
DIVFWB	Clear Freestanding Whiteboard	X	\$ 616.75	\$ 881.25	=

### COUNTER AND BAR

MTCFUL	Midtown Powered Counter, Pewter/ Glass, Unlighted	X	\$2,155.00	\$3,078.75	=
MTCLPI	Midtown Powered Counter, Pewter/ Glass, Lighted w/ Plug-in	X	\$2,287.75	\$3,268.25	=
MTBUUL	Midtown Bar, Pewter, Glass, Unlighted	X	\$2,139.75	\$3,057.00	=
MTBLPI	Midtown Bar, Pewter, Gl., Lighted w/ Plug-in	X	\$2,287.75	\$3,268.25	=

DIVFRE	Clear Freestanding Divider 39"Lx72"H	X	\$ 494.50	\$ 706.50	=
DIVFWL	Freestanding Wall Unit 40"Lx72"H	X	\$ 494.50	\$ 706.50	=
DIVFCR	Freestanding Corner 39"Lx39"Dx72"H	X	\$ 988.75	\$1,412.50	=
DIVBAR	Bar/Counter Div 48-70"Lx12"Dx31.5"H	X	\$ 247.50	\$ 353.75	=
DIVFST	Sofa/Table Div 34"Lx11"Dx47-74"H	X	\$ 443.50	\$ 633.75	=
STNCH1	Stanchion with Retractable Belt	X	\$ 86.75	\$ 124.00	=
STNSGN	Stanchion Sign Holder 10"Lx13"H	X	\$ 76.75	\$ 109.75	=
DIVFWB	Divider, Freestanding Whiteboard	X	\$ 616.75	\$ 881.25	=
MIRWHT	Miramar White Divider	X	\$ 632.00	\$ 903.00	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager (CSM) with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 Taxes and Fees Multiplied by 6.5% \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

- The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes shipping, installation and dismantle labor for all items, plus carpet, daily cleaning and basic power for exhibit lights on booth structures.*  
**\*Additional Electrical Service must be ordered separately.**
- Advance pricing for orders with graphics will apply if print ready files are received and approved prior to the Discount Deadline date. All files approved after the Discount Deadline date will be charged Standard rates.
- Orders and graphics MUST be received and approved at least 2-weeks prior to show move-in. Orders after this date cannot be guaranteed.**
- A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 10-days prior to first day of exhibitor move-in. No refunds will be made thereafter.

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### 10' x 10' ESSENTIALS LINE EXHIBITS

Structure Code	Item	Qty	Advance Price	Standard Price	Total
Presence_100_Basic	*Presence Basic	X	\$3,425.00	\$ 5,137.50 =	
Presence_100_Designer	*Presence Designer (with graphics)	X	\$4,100.00	\$ 6,150.00 =	
<b>* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black</b>					
Waveline_100_Basic	Waveline Basic	X	\$3,625.00	\$ 5,437.50 =	
Waveline_100_Designer	Waveline Designer (with graphics)	X	\$4,450.00	\$ 6,675.00 =	
Impact_100_Basic	Impact Basic	X	\$4,500.00	\$ 6,750.00 =	
Impact_100_Designer	Impact Designer (with graphics)	X	\$4,975.00	\$ 7,462.50 =	

### 10' x 20' ESSENTIALS LINE EXHIBITS

Presence_200_Basic	*Presence Basic	X	\$7,075.00	\$10,612.50 =	
Presence_200_Designer	*Presence Designer (with graphics)	X	\$7,575.00	\$11,362.50 =	
<b>* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black</b>					
Waveline_200_Basic	Waveline Basic	X	\$5,350.00	\$ 8,025.00 =	
Waveline_200_Designer	Waveline Designer (with graphics)	X	\$6,675.00	\$10,012.50 =	
Impact_200_Basic	Impact Basic	X	\$7,325.00	\$10,987.50 =	
Impact_200_Designer	Impact Designer (with graphics)	X	\$8,425.00	\$12,637.50 =	

### ADDITIONAL INFORMATION



Don't forget to fill out and return form 10d with your Exhibit Options selections with this order.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 Taxes & Fees Multiplied by 6.5% of Subtotal \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_



# THE EXPO GROUP

5931 Campus Circle Drive West, Irving, Texas 75063  
 Phone: 972.580.9000  
 Email: [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)  
 Order Services online at [theexpogroup.com](http://theexpogroup.com)



Orange County Convention Center  
 Orlando, FL  
 March 30 - April 2, 2023

**Perspective™  
 Rental Exhibits**

**Discount Deadline:  
 February 27, 2023**

- The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes shipping, installation and dismantle labor for all items, plus carpet, daily cleaning and basic power for exhibit lights on booth structures.*  
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## ESSENTIALS LINE ACCESSORIES

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ACC1	Curved Reception w/ Open Back	X	\$ 500.00	\$ 750.00	=
ACC1	Curved Reception w/ Open Back (with graphics)	X	\$ 675.00	\$1,012.50	=
ACC2	*Presence Credenza	X	\$ 550.00	\$ 825.00	=
ACC2	*Presence Credenza (with graphics)	X	\$ 695.00	\$1,042.50	=
<b>* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black</b>					
ACC3	Cosmopolitan Credenza	X	\$ 990.00	\$1,498.50	=
ACC3	Cosmopolitan Credenza (with graphics)	X	\$1,125.00	\$1,687.50	=
ACC5	Waveline Credenza	X	\$ 687.50	\$1,031.25	=
ACC5	Waveline Credenza (with graphics)	X	\$ 819.50	\$1,229.25	=
ACC6	Waveline Credenza w/ Standoff Sign	X	\$ 746.00	\$1,119.00	=
ACC6	Waveline Credenza w/ Standoff Sign (with graphics)	X	\$ 911.00	\$1,366.50	=
ACC7	Waveline Computer Pedestal	X	\$ 764.50	\$1,146.75	=
ACC7	Waveline Computer Pedestal (with graphics)	X	\$ 951.50	\$1,427.25	=
ACC8	Presence Pedestal	X	\$ 544.50	\$ 816.75	=
ACC8	Presence Pedestal (with graphics)	X	\$ 675.00	\$1,012.50	=
ACC9	Reception Counter w/ Open Back	X	\$ 595.00	\$ 892.50	=
ACC9	Reception Counter w/ Open Back (with graphics)	X	\$ 800.00	\$1,200.00	=
ACC10	Presence Extended Credenza w/ Shelf	X	\$ 750.00	\$1,125.00	=
ACC10	Presence Extended Credenza w/ Shelf (with graphics)	X	\$ 950.00	\$1,425.00	=

## ADDITIONAL INFORMATION



Don't forget to fill out and return form 10d with your Exhibit Options selections with this order.

## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 Taxes & Fees Multiplied by 6.5% of Subtotal \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**10b**

- The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes shipping, installation and dismantle labor for all items, plus carpet, daily cleaning and basic power for exhibit lights on booth structures.*  
**\*Additional Electrical Service must be ordered separately.**
- Advance pricing for orders with graphics will apply if print ready files are received and approved prior to the Discount Deadline date. All files approved after the Discount Deadline date will be charged Standard rates.
- Orders and graphics MUST be received and approved at least 2-weeks prior to show move-in. Orders after this date cannot be guaranteed.**
- A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 10-days prior to first day of exhibitor move-in. No refunds will be made thereafter.

**Go to [www.theexpogroup.com](http://www.theexpogroup.com) for fast, easy ordering.**

### ESSENTIALS LINE ACCESSORIES (CONT.)

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ACC11	Additional Stem Light*	X	\$ 62.00	\$ 93.00	=
ACC13	8" Straight White Laminate Shelf	X	\$ 55.00	\$ 82.50	=
ACC33	12" Straight White Laminate Shelf	X	\$ 75.75	\$ 113.63	=
ACC14	8" Straight Black Laminate Shelf	X	\$ 55.00	\$ 82.50	=
ACC34	12" Straight Black Laminate Shelf	X	\$ 75.75	\$ 113.63	=
ACC15	8" Straight Clear Shelf	X	\$ 75.75	\$ 113.63	=
ACC35	12" Straight Clear Shelf	X	\$ 96.25	\$ 144.38	=
ACC16	Angled White Metal Shelf	X	\$ 55.00	\$ 82.50	=
ACC17	Product Display Case w/ Light*	X	\$ 999.00	\$1,498.50	=
ACC18	Tower Display Case w/ Light*	X	\$1,225.00	\$1,837.50	=
ACC19	Square Tower Display Case w/ Light*	X	\$ 825.00	\$1,237.50	=
ACC22	Information Station Credenza	X	\$ 818.25	\$1,227.38	=
ACC23	Information Station Tower (Island Booth only)	X	\$1,093.25	\$1,639.88	=
ACC24	Free Standing Panel w/ Graphics	X	\$ 493.75	\$ 740.63	=

### ADDITIONAL INFORMATION



Don't forget to fill out and return form 10d with your Exhibit Options selections with this order.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 Taxes & Fees Multiplied by 6.5% of Subtotal \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
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 Email Address: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

# THE EXPO GROUP

5931 Campus Circle Drive West, Irving, Texas 75063  
Phone: 972.580.9000  
Email: [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)  
Order Services online at [theexpogroup.com](http://theexpogroup.com)



Orange County Convention Center  
Orlando, FL  
March 30 - April 2, 2023

Perspective™  
Rental Exhibits

Discount Deadline:  
February 27, 2023

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- Please specify options below for your exhibit or counter.

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## EXHIBIT CARPET COLOR OPTIONS

Please choose your color: ☐ Black ☐ Blue ☐ \*Blue Jay ☐ \*Cayenne ☐ \*Environmentally Friendly Options-  
☐ Gray ☐ Green ☐ \*Pepper ☐ Red made w/ recycled products

## EXHIBIT HEADER OPTIONS

Standard Header Copy: \_\_\_\_\_

(Please type or print.)

Std. Hdr. Letter Color: ☐ Black ☐ Red ☐ Blue

Std. Hdr. Font Type: ☐ **Friz Quadrata Bold** ☐ **Castle T Bold** ☐ **Helvetica Bold** ☐ Cooper Black

### Upgrade your Header!

Custom Header	Use your graphics on the header panel.	_____ X	<b>Advance Price</b> \$275.00	<b>Standard Price</b> \$412.50	= _____
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## NON-GRAPHIC PANEL OPTIONS

Please choose only one color to use for panels without graphics:

Hardwall: ☐ Black ☐ Blue ☐ Gray ☐ White

(Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Service Manager.)

## GRAPHIC PANEL OPTIONS

⇒ Custom Digital Graphics are included in the price of a Designer rental package. **LOGIN TO** [https://  
cyberservices.theexpogroup.com/](https://cyberservices.theexpogroup.com/) **AND CLICK ON "FILE UPLOADS" ON THE RIGHT TO SUBMIT YOUR GRAPHIC FILES.**

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

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

Email Address: \_\_\_\_\_

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

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

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

**10d**

- The Expo Group Exhibit Modular Solutions Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. Please note items listed below are available for purchase, not rental.
- Installation and Dismantle labor is not included. To order labor, please see Labor forms.
- Electrical service is not included. To order electrical service, please see Electrical Service form.
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### EXHIBIT BACKWALLS

**All backwalls include the frame, fabric graphic, and travel bag.**

Structure Code	Item	Qty	Advance Price	Standard Price	Total
CMIL-00-002	10 ft. D5 Milan FlatWall	X	\$2,558.00	\$3,837.00	=
CMIL-00-005	10 ft. D5 Milan Curve	X	\$2,709.00	\$4,063.50	=
FAM-00-009	8 ft. Flat Fabric Mural w/ End Caps	X	\$1,735.25	\$2,602.88	=
FAM-00-010	10 ft. Flat Fabric Mural w/ End Caps	X	\$2,184.25	\$3,276.38	=

### LIGHT BOXES/TOWERS

**All light boxes come with frame, fabric graphic, and rotomoulded wheeled case.**

10WRF100	10 ft. Single Sided Litex Frame 116" x 94"	X	\$4,658.00	\$6,987.00	=
10BL115	10 ft. Double Sided Litex Frame 116" x 94"	X	\$5,307.25	\$7,960.88	=
7WRF100	Single Sided Backlit Tower 30"w x 84"h	X	\$2,123.00	\$3,184.50	=
7BL115	Double Sided Backlit Tower 30"w x 84"h	X	\$2,758.00	\$4,137.00	=

### COUNTERS

**All counters include the frame, fabric graphic, and travel bag.**

CMIP-00-001	Curved Podium	X	\$1,079.00	\$1,618.50	=
CMIP-00-001	Rectangular Counter w/ Wood Grain Counter	X	\$1,442.25	\$2,163.38	=
BCS-05-004	Case to Counter (Full Oval Case and Counter Top)	X	\$ 337.00	\$ 505.50	=
BCS-02-004	Case to Counter Conversion (Full Oval Graphic Wrap Only)	X	\$ 293.00	\$ 439.50	=

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager (CSM) with any questions, needs, or special requests.

### CALCULATING YOUR TOTAL

**Expedited Shipping Rates will apply.** Subtotal \_\_\_\_\_  
 Taxes & Fees Multiplied by 6.5% of Subtotal \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
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### BANNER STANDS

**All backwalls include the frame, fabric graphic, and travel bag.**

Structure Code	Item	Qty	Advance Price	Standard Price	Total
BSI-00-002	Single Sided Pull Up Banner	X	\$ 428.25	\$ 642.38 =	
BTW-00-018	Single Sided Quickstand Banner (Non-Retractable)	X	\$ 498.25	\$ 747.38 =	

### HANGING SIGNS

**All Signs include the frame, fabric graphic, harness kit, and traveling bag.**

CHHA-00-005	8' Single Sided Circular Hanging Sign	X	\$3,507.25	\$ 5,260.88 =	
CHHA-00-006	8' Double Sided Circular Hanging Sign	X	\$3,970.25	\$ 5,955.38 =	
CHHA-00-013	10' Single Sided Circular Hanging Sign	X	\$4,184.25	\$ 6,276.38 =	
CHHA-00-014	10' Double Sided Circular Hanging Sign	X	\$4,763.25	\$ 7,144.88 =	
CHHA-00-019	12' Single Sided Circular Hanging Sign	X	\$5,038.75	\$ 7,558.13 =	
CHHA-00-020	12' Double Sided Circular Hanging Sign	X	\$5,733.50	\$ 8,600.25 =	
CHSQ-00-003	8' Single Sided Square Hanging Sign	X	\$4,287.75	\$ 6,431.63 =	
CHSQ-00-004	8' Double Sided Square Hanging Sign	X	\$4,877.25	\$ 7,315.88 =	
CHSQ-00-005	10' Single Sided Square Hanging Sign	X	\$5,152.75	\$ 7,688.63 =	
CHSQ-00-006	10' Double Sided Square Hanging Sign	X	\$5,889.50	\$ 8,834.25 =	
CHSQ-00-007	12' Single Sided Square Hanging Sign	X	\$6,017.75	\$ 9,026.63 =	
CHSQ-00-008	12' Double Sided Square Hanging Sign	X	\$6,737.00	\$10,105.50 =	

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

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### ACCESSORIES

Structure Code	Item	Qty	Advance Price	Standard Price	Total
LRS-00-007	Literature Stand-includes stand & travel bag	X	\$623.00	\$934.50	=
ELI-05-001	LED Light 150W Equivalent Spotlight (Silver)	X	\$166.75	\$250.13	=
ELI-05-002	LED Light 150W Equivalent Spotlight (Black)	X	\$166.75	\$250.13	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

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

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



- Orders received after the deadline or without payment will be charged the Standard price. TEG cannot guarantee orders placed one week prior to 1st exhibitor move in date.
- Advance pricing will apply if print ready files are received and approved prior to the Discount Deadline date. All files approved after the Discount Deadline date will be charged Standard rates.
- If your graphic file requires editing, a TEG digital set-up fee of \$125.00 will apply.
- All signs are printed using six color printing and are on 3/16" foam board unless alternative material is specified.
- **Final approval of graphics must be received by the deadline date or expedite fees will apply.** Please see the attached Graphic Submission Guidelines for instructions on how to format and send your graphic files.
- Once graphics are approved and printed, all sales are final and no refunds will be issued. If cancelled prior to printing, a 50% penalty is charged.

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## DIGITAL GRAPHICS AND SIGNS

Please indicate sign orientation: ☐ Horizontal ☐ Vertical

Item	Quantity	Advance Price	Standard Price	Total
7" x 11"	@	\$ 62.75	\$125.50	=
11" x 14"	@	\$ 77.00	\$154.00	=
14" x 22"	@	\$ 79.00	\$158.00	=
22" x 28"	@	\$ 99.00	\$198.00	=
28" x 44"	@	\$119.75	\$239.50	=
40" x 60"	@	\$192.75	\$385.50	=
Banner per Sq. Ft. (Single Sided)	@	\$ 15.00	\$ 30.00	=
Easel Back (for up to 11" x 14")	@	\$ 10.00	\$ 20.00	=
Double Stick Back	@	\$ 10.00	\$ 20.00	=
Additional Design Time	@	\$ 75.00/hr	\$ 75.00/hr	=

PLEASE SPECIFY COPY AND LAYOUT BELOW OR LOGIN TO <https://cyberservices.theexpogroup.com/> AND CLICK ON "FILE UPLOADS" ON THE RIGHT TO SUBMIT YOUR GRAPHIC FILES.

## ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager (CSM) with any questions, needs, or special requests.

## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 Taxes & Fees Multiplied by 6.5% of Subtotal \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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