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General Information

LOCATION & DATES

Gaylord Opryland Resort & Convention Center
Ryman Exhibit Halls B3 - 6
* 2816 Opryland Drive *
Nashville, TN 37214

*NOTE: This is NOT the main hotel/resort address.

Monday, August 20 to Tuesday, August 21, 2018

EXHIBITOR MOVE-IN

| | |
|-------------------|-----------------------|
| Sunday, August 19 | 12:00 Noon to 6:00 PM |
| Monday, August 20 | 8:00 AM to 1:00 PM |

NOTE: All day Sunday, overtime rates will be in effect.

SHOW HOURS

| | |
|--------------------|---------------------|
| Monday, August 20 | 2:30 PM to 6:00 PM |
| Tuesday, August 21 | 8:00 AM to 11:00 AM |

EXHIBITOR MOVE-OUT

| | |
|--------------------|---------------------|
| Tuesday, August 21 | 11:00 AM to 8:00 PM |
|--------------------|---------------------|

NOTE: After 4:30 PM, overtime rates will be in effect.

Outside carriers must be checked in **at the Marshaling Yard by Tuesday, August 21 at 7:00 PM.** Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each **10' x 10'** booth includes the following standard equipment:

8' High Draped **Backwall** – Colors: **White & Black**
3' High Draped **Siderails** – Color: **White**
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

The aisles will be carpeted. Aisle Carpet Color: **Tuxedo** (Black & Grey speckled)

NOTE: Per Show Management, exhibitors must carpet their booth space(s); carpeting may be ordered from Hargrove at the exhibitor's expense. If you are providing your own floor covering, please indicate so on the enclosed Carpet form.

General Information (cont.)

HARGROVE ADVANCE ORDER DEADLINE

Hargrove's advance prices apply to orders received with payment by:
Monday, July 30, 2018



Questions? 301.306.4627 or exhibitorservices@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Tuesday, July 17 at 8:00 AM** and ends **Tuesday, August 14 at 4:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
NIGP Forum 2018
c/o Hargrove
YRC Nashville
7300 Centennial Drive
Nashville, TN 37209

DIRECT SHIPPING

Direct shipping will begin on **Sunday, August 19 at 12:00 Noon**.

Direct shipping address:
(Your Company Name & Booth Number)
NIGP Forum 2018
c/o Hargrove
Gaylord Opryland Resort & Convention Center
Ryman Exhibit Halls B3 - 6
2816 Opryland Drive
Nashville, TN 37214

NOTE: Advance shipments moved to show site and direct shipments received on Sunday will be handled on overtime. See the Material Handling Estimate and Labor forms for straight-time, overtime and double-time (Labor) days and hours.

PAYMENT FORM

Advance Order Deadline: **Monday, July 30, 2018**

| | |
|---------------------|----------------------------|
| Company Name: _____ | Booth: _____ |
| Address: _____ | |
| City: _____ | State/Zip: _____ |
| Contact Name: _____ | Email: _____ |
| Phone: _____ | Cell / Mobile Phone: _____ |
| Fax: _____ | |

BY SUBMITTING THIS FORM VIA ELECTRONIC MAIL, FASCIMILE, POSTAL MAIL OR IN ANY OTHER MANNER TO HARGROVE, LLC, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "SERVICE KIT," INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS."

Payment Policy:

Payment in full must accompany your order. Discounted rates will not apply to orders received without payment.

Please note: We will use this authorization to charge your credit/debit card account for all orders, at anytime, including those placed onsite by your representative. These charges may include all services provided by Hargrove, LLC. including but not limited to material handling, labor, and shipping charges.

For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer*. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:    

Credit Card Number**:

| | | | | | | |
|--|------|--|---|--|--|--|
| | EXP: | | / | | | |
|--|------|--|---|--|--|--|

Cardholder's Billing Address: _____

Cardholder: _____ Signature: _____

Order Payment Method:

Charge the above listed credit card. **OR** Check Enclosed # _____ Dated ____/____/____ (Ref: 5038761MS) **OR**

Wire Transfer* on _____ (Date) from _____ (Bank) in _____ (Country)

* Send **wire transfers** to:
 Hargrove, LLC
 c/o Branch Banking and Trust Company (BB&T Bank)
 College Park, MD 20740
 USA

ABA #055003308, Account #0005157351151, SWIFT Code: BRBTUS33

Include your company name, booth number and show name, and the country and bank where the transfer originated. Be sure to include the following **wire transfer fees**: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country.

Third-Party Billing:

In the event that you have arranged for an exhibit house or such other third party to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house or such other third party fail to meet the required payment terms explained above.



ORDER RECAP FORM

Company Name: _____ Booth: _____

- Please complete and return with payment and your order(s).
- You may choose to pay by credit card, check or wire transfer. Complete and submit the **Payment Form** regardless of payment method.

Calculation of Orders (totals from Hargrove's order forms):

| | | |
|--|-------|-----------|
| Tables & Drapery | | \$ |
| Chairs, Accessories & Display Cabinets | | \$ |
| Carpet | | \$ |
| Cleaning | | \$ |
| Signs & Graphics | | \$ |
| Modular Rental Exhibits | | \$ |
| Fabric Rental Exhibits | | \$ |
| Specialty Furnishings | | \$ |
| Material Handling Estimate | | \$ |
| Labor | | \$ |
| Shipping | | \$ |
| Other Hargrove Services: | | \$ |
| TOTAL DUE TO HARGROVE, LLC | | \$ |

Want to save 10%? [Order Online](#)

Order Payment Method:

- Charge the Credit Card listed on the **Payment Form**.
- Check Enclosed # _____ Dated ____/____/____ (Ref: 5038761MS)
- Wire Transfer on _____ from _____ in _____
(Date) (Bank) (Country)

Thank you for your order! If we can be of further assistance, or you need additional information, please call us at 301.306.4627 or email us at exhibitorservices@hargroveinc.com.

THIRD-PARTY BILLING AGREEMENT

As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions provided to you with the "Service Kit," including but not limited to the "Exhibitor Terms and Conditions." In the event that the named third party fails to meet the required payment terms, charges will revert back to me, the exhibiting company.

Exhibitor Company Name: _____ Booth: _____
 Exhibitor Contact Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Exhibitor Contact Info: Phone: _____ Fax: _____ Email: _____
 All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:
 Signature: _____ Date: _____

The following items are to be charged to the third party:

ALL SERVICES OR:

- FURNITURE/CARPET SIGNS BOOTH CLEANING
- MATERIAL HANDLING SHIPPING LABOR
- OTHER: _____

Third-Party Name: _____
 Third-Party Contact: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Third-Party Contact Info: Phone: _____ Fax: _____ Email: _____
 All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:
 Signature: _____ Date: _____

Payment Policy:

Payment in full must accompany your order. Discounted rates will not apply to orders received without payment. Please note: We will use this authorization to charge your credit/debit card account for all orders noted above, at anytime, including those placed onsite by your representative. These charges may include all services provided by Hargrove, LLC including but not limited to material handling, labor, and shipping charges. For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:



Credit Card Number**:

EXP: /

Cardholder's Billing Address: _____

Cardholder: _____ Signature: _____

** Hargrove will apply all charges incurred at show site to this card. To make other arrangements, contact us at 301.306.4627 exhibitorservices@hargroveinc.com.

Order Payment Method:

Charge the above listed credit card. OR Check Enclosed # _____ Dated ____/____/____ (Ref: 5038761MS)

Union Rules & Regulations

TENNESSEE

To assist you in planning for your participation in this Tennessee show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions of the Tennessee unions.

Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I/D equipment/tools would order same and related operations from the Official Service Contractor – Hargrove, Inc. Hargrove has an agreement with the Stagehand Local to provide labor for display installation and dismantling. Exhibitors may not “borrow” tools from the Exhibit Facility and/or the Official Service Contractor.

Hargrove shall be the sole authority on all matters in the dock area. This shall include but not be limited to such items as assignment of dock space, and the loading/unloading of materials and equipment requiring labor in excess of any exhibitor’s full-time employee(s).

Hargrove personnel shall be used for:

- The operation of forklifts, cranes and all other power equipment for material handling (the loading/unloading of display materials, machinery, product and equipment). Exhibitors cannot “borrow” forklifts, dollies, hand trucks, carts, etc. from the Exhibit Facility and/or the Official Service Contractor to uncrate, unskid, move, position, assemble, reskid, and/or recreate, etc. their equipment, product or displays.
- Material handling between the dock and exhibit space when exhibitors’ full-time employees are unable to complete the tasks themselves.
- Installation and/or dismantling of exhibits when exhibitors’ full-time employees are unable to complete the tasks themselves.

Any conflicts or disagreements regarding the union jurisdiction or interpretations thereof shall be resolved with representatives of the Official Service Contractor and Show Management. Hargrove will not be responsible for any material they do not handle.

A Note about Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.

A Note about Gratuities

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate, professional wage scale.

MOVE-OUT INFORMATION

To increase the efficiency of exhibitor move-out, Hargrove has instituted the following Move-Out Schedule for this show.

Tuesday, August 21 at 11:00 AM – Exhibitor Move-Out officially begins.

NOTE: See the Material Handling Estimate and Labor forms for straight-time, overtime and double-time (Labor) days and hours.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center.

Tuesday, August 21 at 7:00 PM – Deadline for driver check-in. at – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier other than the official carrier(s) should advise their carrier(s) to be checked in with the Hargrove Dock Supervisor by **Tuesday, August 21 at 7:00 PM**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Hargrove Service Center. Drivers whose Material Handling Agreements have not been turned in will be placed in a holding queue until the booth is packed and a Material Handling Agreement is turned in. Should your carrier fail to check in at the loading dock by **Tuesday, August 21 at 7:00 PM**, Hargrove reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor Show Management assumes any liability as a result of such re-routing.

Tuesday, August 21 at 8:00 PM – Exhibits packed and Material Handling Agreements turned in to Hargrove; final clean up, Exhibitor Move-Out ends.

All Material Handling Agreements must be turned in to the Hargrove Service Center to be validated. Do not leave the Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded. Material Handling Agreements and additional labels will be available at the Hargrove Service Center at your convenience. No Material Handling Agreements will be issued until your balance is paid in full.

EXHIBITOR TERMS AND CONDITIONS

PLEASE READ THE FOLLOWING CAREFULLY. THIS IS A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN THE CASE OF LOSS OR DAMAGE.

1. GENERAL PROVISIONS.

(a) Definitions. As used throughout this Exhibitor Terms and Conditions (this "Agreement"), the following terms have the following meanings: (i) "Hargrove" means, collectively, Hargrove, LLC, a Maryland corporation, and its officers, directors, managers, employees, agents, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which Hargrove may retain; (ii) "Exhibitor" means, collectively, you, the exhibitor at the subject Show, and your officers, directors, managers, employees, agents, labor which you elect to secure from Hargrove, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which you may retain; (iii) "Show" means each and every event or show in which Hargrove serves as the general service contractor or for which Hargrove otherwise delivers or makes available a Service Kit to the Exhibitor; and (iv) "Service Kit" means, collectively, the service manual, kit package, and/or rate card, and all corresponding checklists, schedules, forms, rules, regulations, procedures, policies, guidelines, tool kits, information, order forms, and other documentation which Hargrove provides or otherwise makes available to the Exhibitor in connection with a particular Show, as the case may be.

(b) Acceptance. All of the terms and conditions set forth in this Agreement and each Service Kit (collectively, "Terms and Conditions") constitute a part of the contractual relationship between Hargrove and the Exhibitor. The Exhibitor shall automatically be deemed to have accepted all of the Terms and Conditions, regardless of whether they are set forth in this Agreement or the Service Kit, upon the occurrence of any of the following: (i) the Exhibitor's execution of Hargrove's Payment Form; (ii) the Exhibitor's placement of any order with Hargrove, including but not limited to material handling, labor, rental equipment or any services rendered; or (iii) the Exhibitor's participation in a Show. By participating in a Show in which Hargrove serves as a general services contractor, the Exhibitor acknowledges that it shall derive economic benefit from the services Hargrove provides and, as consideration for such economic benefit, the Exhibitor hereby accepts and agrees to comply with all Terms and Conditions.

2. PAYMENT TERMS.

(a) Payment. Full payment for all services, including any applicable tax, is due at the time the order is placed or services will not be rendered. All payments must be tendered in immediately-available U.S. funds and all checks must be drawn on a U.S. bank. Hargrove will issue a final invoice ("Final Invoice") for any unpaid charges after the completion of the Show. Any outstanding balance shall accrue interest at the rate of one and one half percent (1.5%) per thirty (30) days until paid in full. Interest will begin to accrue beginning on the thirtieth (30th) day following the final day of the Show. If the Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the Exhibitor authorizes Hargrove to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.

(b) Disputed Charges. Upon the commencement of the Show, the Exhibitor may obtain a statement of the Exhibitor's account ("Exhibitor Account Statement") at the Hargrove Service Center. The Exhibitor is responsible for reviewing all charges contained on the Exhibitor Account Statement prior to the completion of the Show. If the Exhibitor disputes any charges appearing on the Exhibitor Account Statement, it must notify Hargrove in writing prior to the close of the Show of the dispute and the basis therefor. If Hargrove does not receive written notice concerning a disputed charge prior to the close of the Show, the Exhibitor shall be deemed to have accepted all charges as reflected on the Exhibitor Account Statement. No adjustments will be made to items appearing on the Exhibitor Account Statement after the close of the Show. For any charges appearing on the Final Invoice that did not appear on the Exhibitor Account Statement, the Exhibitor shall have thirty (30) days from the date of the Final Invoice to notify Hargrove in writing of any disputed charges and the basis therefor. Failure to provide written notice of a disputed charge within thirty (30) days of the Final Invoice shall be deemed an acceptance of all charges contained on the Final Invoice.

(c) Collection of Unpaid Charges. If the Exhibitor fails to pay any charge when due and owing under the terms of this Agreement or any other agreement governing payment obligations between Hargrove and the Exhibitor, Hargrove may engage a collection agency or legal counsel to collect the unpaid balance, in which case the Exhibitor shall be responsible for all costs associated with collecting the unpaid balance, including but not limited to any reasonable attorneys' fees incurred by Hargrove.

(d) No Right Of Offset. In the event of any dispute between the Exhibitor and Hargrove regarding any loss, damage or claim, the Exhibitor shall not withhold payment, or any partial payment, due to Hargrove as an offset for the alleged loss or damage. Any such dispute shall be resolved independently from the Exhibitor's payment obligations to Hargrove for services rendered.

(e) Cancellation or Termination. If the Show is cancelled because of reasons beyond Hargrove's control, the Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Hargrove will not issue refunds to the Exhibitor of any payments made before the date of cancellation.

(f) Payment for Advanced Costs. The Exhibitor shall be charged, and the Exhibitor agrees to pay, all such charges that Hargrove may be obligated to pay on behalf of the Exhibitor and all such charges that Hargrove reasonably determines may be necessary to advance on behalf of the Exhibitor, including but not limited to any shipping charges.

EXHIBITOR TERMS AND CONDITIONS (CONT.)

- (g) **Third-Party Billing.** In the event that the Exhibitor has arranged for an exhibit house or such other third party to handle the Exhibitor's billing, a Third-Party Billing Agreement must be completed. The Exhibitor is responsible for all charges incurred at the Show, should the Exhibitor's appointed display house or such other third party fail to meet the required payment terms as more particularly set forth herein.
- (h) **Additional Fees and Other Charges.** The Exhibitor shall have thirty (30) days from the date of the Final Invoice:
- i. to notify Hargrove in writing of any credit card changes necessary for billing purposes such as transferring payments from one credit card to another, and after this date a processing fee will apply to any payment transfers;
 - ii. to request in writing any back-up documentation such as receiving reports, weight tickets, labor tickets, etc., and after this date a processing fee will apply; and
 - iii. to present a valid tax exemption certificate for the state in which the event is held, and after this date Hargrove will not be able to honor the exemption.

3. MATERIAL HANDLING.

(a) **Responsibility for Exhibitor Materials.** The protection of all of the Exhibitor's materials, including but not limited to its exhibit, booth properties, company products, personal belongings to include laptops, mobile devices, purses, etc. and all collateral materials belonging to the Exhibitor (collectively, "Exhibitor Materials"), is the sole responsibility of the Exhibitor. The Exhibitor agrees to insure all Exhibitor Materials from the time they depart the Exhibitor's premises until they are returned to the Exhibitor's premises after the Show. **HARGROVE AND ITS SUBCONTRACTORS DO NOT INSURE THE EXHIBITOR MATERIALS AGAINST LOSS OR DAMAGE AND WILL NOT COMPENSATE THE EXHIBITOR FOR THE FULL REPLACEMENT VALUE SHOULD LOSS OR DAMAGE OCCUR TO THE EXHIBITOR MATERIALS.**

(b) **Delivery.** If the Exhibitor elects to have Hargrove store any of the Exhibitor Materials prior to the Show, the Exhibitor agrees to deliver all of the Exhibitor Materials to Hargrove's warehouse prior to the published deadline date. Hargrove reserves the right to charge, and the Exhibitor agrees to pay, an additional charge in an amount equal to fifty percent (50%) of the advanced crated rate per cwt if the Exhibitor Materials are delivered to the warehouse after the published deadline.

(c) **Packaging.** The Exhibitor shall be solely responsible for packaging and labeling all Exhibitor Materials. The Exhibitor acknowledges that the Exhibitor Materials shall be handled by Hargrove utilizing forklifts and other similar means and agrees to package all materials accordingly. The Exhibitor shall label all Exhibitor Materials with the name of the Show, the Exhibitor's company name, and booth number. Hargrove shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Hargrove does not accept for handling any packaging containing hazardous materials. Any materials requiring specialized storage, including but not limited to accessible, dry, or refrigerated storage, are stored at the Exhibitor's own risk. Hargrove shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials, or for damage to goods requiring specialized storage.

(d) **Empty Containers.** Hargrove shall make available empty container labels at the Hargrove Exhibitor Service Center. The Exhibitor agrees to affix an "empty" label on all empty packaging and to remove all previous labels. The Exhibitor acknowledges that Hargrove: (i) shall assume that all packaging labeled as "empty" contain no materials therein; and (ii) assumes no responsibility, and shall not be liable, for any loss or damage to any Exhibitor Material while such materials are in an empty storage container.

(e) **Carriers and Loading.** In no event shall Hargrove or its subcontractors be liable for any damage to the Exhibitor Materials after the same have been delivered to the Exhibitor's appointed carrier, shipper or agent for transportation after the conclusion of the Show. The Exhibitor agrees that Hargrove and/or its agents shall load the Exhibitor Materials onto the carrier under the directions from the carrier or driver of that carrier. If any employee of Hargrove or if any of Hargrove's subcontractors signs a delivery receipt, Material Handling Agreement, Bill of Lading or any similar documentation (collectively, "Material Handling Agreements"), it is agreed that Hargrove and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Hargrove assumes no responsibility for loss, damage, theft or disappearance of Exhibitor Materials that arises out of improperly loaded or labeled materials.

(f) **Unattended Materials.** The Exhibitor acknowledges that there may be a period of time after the delivery of the Exhibitor Materials to the Exhibitor's booth and the arrival of the Exhibitor and/or a period of time after the Exhibitor completes packaging of the Exhibitor Materials and the pickup of such materials in which the Exhibitor Materials are left unattended. Hargrove assumes no responsibility for any loss, damage, theft or disappearance of any Exhibitor Materials after the same have been delivered to the Exhibitor's booth at the Show site or before they have been picked up for reloading at the conclusion of the Show. Hargrove recommends the securing of security services from the facility or Show management.

(g) **Material Handling Adjustments.** All Material Handling Agreements submitted to Hargrove by the Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Hargrove and the actual count of such items in the booth at the time of pick-up. Hargrove is not responsible for any wait time or other charges including business center charges arising from delivery or pick-up of the Exhibitor's materials.

EXHIBITOR TERMS AND CONDITIONS (CONT.)

(h) Materials Left Behind. If the Exhibitor fails to arrange to have any Exhibitor Materials returned to the Exhibitor after the conclusion of the Show, whether through Hargrove or otherwise, the Exhibitor agrees that Hargrove shall have the right, but not the obligation, to arrange to have such Exhibitor Materials returned to Hargrove's warehouse. Hargrove and its subcontractors reserve the right to change designated carriers if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. Consistent with the foregoing, the Exhibitor agrees that, in such circumstances, the Exhibitor will be solely responsible for payment to the replacement carrier that Hargrove and its subcontractors utilize. Hargrove and its subcontractors assume no responsibility as a result of engaging a replacement carrier. The Exhibitor further agrees to reimburse Hargrove for any costs and expenses incurred in removing and transporting such Exhibitor Materials, including but not limited to the costs of shipment and storage. Notwithstanding anything contained herein to the contrary, removal of Exhibitor Materials is the exclusive responsibility of the Exhibitor, and Hargrove shall have no responsibility for removing such materials and shall not be liable for any loss, damage, theft or disappearance of Exhibitor Materials left at the Show premises subsequent to the termination of the Show.

(i) Limitation of Liability for Material Handling. If, and only if: (a) the Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to the negligence of Hargrove, its subcontractors or their employees; and (b) if such losses were not substantially caused or contributed to by the Exhibitor or its carrier, including but not limited to the failure to properly pack the Exhibitor Materials, the failure to properly label the Exhibitor Materials, or the failure to secure the Exhibitor Materials at the Show premises (those circumstances described by the preceding subsections (a) and (b) being referred to herein as the "Hargrove Material Handling Liability Circumstances"), Hargrove and its subcontractors shall be liable to the Exhibitor in an amount not to exceed the lesser of the following ("Hargrove Material Handling Liability Cap"): (i) \$.30 per pound per article, with a maximum liability of \$50.00 per item; or (ii) \$1,000.00 per shipment, incident, occurrence or other claim of any nature whatsoever. The Exhibitor agrees that the amounts set forth in the immediately preceding sentence constitute the maximum amount for which Hargrove could be liable to the Exhibitor for damages to Exhibitor Materials. For the avoidance of doubt, Hargrove's obligation to compensate the Exhibitor for loss or damage to the Exhibitor Materials shall be limited solely to the Hargrove Material Handling Liability Circumstances and in an amount not to exceed the Hargrove Material Handling Liability Cap.

(j) Declarations of Declared Value. Declarations of the "declared value" of the Exhibitor Materials are between the Exhibitor and the selected carrier only, and are in no way an extension of Hargrove's maximum liability stated herein or an increase to the Hargrove Material Handling Liability Cap. Hargrove will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier; however, Hargrove 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.

(k) Claims for Damage to Exhibitor Materials. The Exhibitor agrees to present any claim for damages to the Exhibitor Materials alleged to have been caused by Hargrove and/or its subcontractors to Hargrove by the move-out date, unless the alleged damage relates to shipping services, in which case a claim must be presented to Hargrove within ten (10) days of receipt of the Exhibitor Materials either by the Exhibitor or its appointed carrier, whichever is earlier ("Exhibitor Material Damage Claim Period"). Hargrove and/or its subcontractors shall not be responsible for any claim not presented within the foregoing timeframe and the Exhibitor agrees to release any and all claims and causes of action arising from damage to the Exhibitor Materials not presented to Hargrove within the Exhibitor Material Damage Claim Period.

(l) Lien. The Exhibitor hereby grants to Hargrove a security interest in and a lien on all of the Exhibitor Materials and all of the proceeds thereof, including but not limited to any insurance proceeds (collectively, "Collateral"), to secure the payment of all amounts owed by the Exhibitor to Hargrove, whether for services, goods, labor or supplies provided by Hargrove or its subcontractors or for costs advanced by Hargrove for the benefit of the Exhibitor (collectively, "Obligations"). Hargrove shall have all of 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 Hargrove 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. Hargrove shall maintain the right to retain any Collateral for so long as there are any Obligations that remain unpaid or unsatisfied.

4. LIMITATIONS ON LIABILITY.

(a) Remedy Limitation. Except in instances in which the Exhibitor alleges damages to its Exhibitor Materials (in which case the limitation set forth in the Section of this Agreement which is captioned "Limitation of Liability for Material Handling" shall apply), in the event of a breach by Hargrove of this Agreement or any other agreement between Hargrove and the Exhibitor, whether such breach results from non-conforming goods, services or otherwise, the Exhibitor's sole and exclusively remedy shall be limited to the reduction or elimination of the charge or charges billed to the Exhibitor for that portion of the goods, services or work that was nonconforming.

(b) Limitation on Consequential Damages. In no event shall Hargrove be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether in contract or in tort, even if Hargrove has been advised or has notice of the potentiality 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 loss.

EXHIBITOR TERMS AND CONDITIONS (CONT.)

(c) **Indemnification.** Exhibitor hereby agrees that it shall indemnify, defend and hold harmless Hargrove and each of its affiliated entities, directors, members, managers, directors, officers, employees, agents, representatives, attorneys and consultants (collectively, "Hargrove Indemnitees") from and against any and all claims, demands, settlements, judgments, liabilities, obligations, losses, penalties, damages, charges, costs, expenses, attorneys' fees and court costs (collectively, "Losses"), including but not limited to Losses arising from property damage, personal injuries or death, which may be imposed upon, incurred by, or asserted against, the Hargrove Indemnitees in any matter arising out of or related to the Exhibitor's use of, or otherwise associated with, the Show premises and/or any of the services, materials, labor or goods rendered or provided by Hargrove in connection with the Show, as the case may be, even if such Losses were caused by the Hargrove Indemnitees' own negligence. Notwithstanding the terms of the preceding sentence to the contrary, the Exhibitor shall not be obligated to indemnify, defend or hold harmless the Hargrove Indemnitees: (i) to the extent such Losses are caused by the fraud, gross negligence or willful misconduct of the Hargrove Indemnitees; or (ii) from or against any of the Hargrove Indemnitees' lost profits or indirect, special, consequential, exemplary or punitive damages.

(d) **Waiver and Release.** As consideration for the various services rendered by Hargrove to the Exhibitor, whether directly or indirectly as the general services contractor for the Show, Exhibitor waives, releases, acquits and forever discharges the Hargrove Indemnitees from any and all liability whatsoever for any claims, damages, losses or injuries arising out of the matters for which Hargrove has disclaimed liability for under this Agreement.

(e) **DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF HARGROVE PERMITTING ENTRANCE TO THE SHOW PREMISES, THE EXHIBITOR AND ANY DRIVER ACTING ON BEHALF OF THE EXHIBITOR OR AT THE REQUEST OF THE EXHIBITOR, THE DRIVER'S EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT THE DRIVER IS OPERATING ("TRUCKOWNER"), AND ANY AGENT OF THE DRIVER'S EMPLOYER OR THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO THE DRIVER AND OTHERS AND DAMAGE TO THE DRIVER'S PROPERTY AND PROPERTY BELONGING TO THE DRIVER'S EMPLOYER OR OTHERS ARISING FROM THE DRIVER'S ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. THE DRIVER AGREES TO ENTER AT THE DRIVER'S OWN RISK. THE DRIVER HAS FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. THE DRIVER RECOGNIZES THE HAZARDS AND IS AWARE OF ALL THE RULES FOR SAFE OPERATION. THE EXHIBITOR, THE DRIVER, THE DRIVER'S EMPLOYER, THE TRUCKOWNER, AND THEIR RESPECTIVE EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, JOINTLY AND SEVERALLY, AGREE TO INDEMNIFY AND HOLD HARGROVE HARMLESS AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM THE DRIVER'S ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

5. MISCELLANEOUS.

(a) **Labor Under Supervision of Exhibitors.** If the Exhibitor elects to secure labor directly from Hargrove to work under the Exhibitor's supervision, the Exhibitor shall be responsible for supervising such labor in a reasonable manner so as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations.

(b) **Liability for Actions of Labor Secured From Hargrove.** The Exhibitor acknowledges and agrees that, if the Exhibitor secures labor from a Hargrove employee to perform work for the Exhibitor (whether under the direction of Hargrove or the Exhibitor), such employee shall act on behalf of and as an agent for the Exhibitor at all times the employee is rendering services on behalf of the Exhibitor. Consistent with the foregoing, Hargrove shall have no liability for any damages caused by such employee while rendering services on behalf of the Exhibitor.

(c) **Choice of Law/Consent to Jurisdiction.** Any dispute arising under or related to this Agreement or the services rendered by Hargrove in connection with the Show, including but not limited to the construction of this Agreement, shall be governed by the laws of the State of Maryland, exclusive of conflicts of law principles. The Exhibitor agrees to the exclusive jurisdiction and venue of the state and federal courts located within the State of Maryland for the purposes of any suit related to such a dispute.

(d) **Force Majeure.** Hargrove shall not be deemed to be in breach of this Agreement or any other agreement with the Exhibitor to the extent that performance of Hargrove's obligations is prevented by an act of God, war, government regulations, terrorism, disasters, strikes, civil disorder, curtailment of transportation facilities, any emergency beyond Hargrove's control, or any other occurrence which would make it illegal or impossible for Hargrove to perform its obligations under this Agreement.

(e) **Headings.** The headings used throughout this agreement are inserted for convenience only and shall not be used to interpret or construe the meaning or terms of this Agreement.

SECURITY GUIDELINES

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Hargrove, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads “27” color monitor” is an open invitation for thieves.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked “Empty.”
- Show management may provide security to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor’s property by Hargrove, Show Management, or their agents.
- Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.



Catalog

Greetings from your Hargrove Exhibitor Services team! We are standing by to help ensure you have a productive show experience. Please contact us if you have questions or need more information. We look forward to doing whatever it takes to help you.

See you at the show!

Hargrove

Tables

At Hargrove we know that displaying your company's products and materials effectively is an important consideration as you ensure your exhibit program is successful. You may also want to create a space for your sales team to chat with clients or offer give aways. The Hargrove inventory includes a variety of standard and special order tables and counters to ensure your exhibit program's success. Need more options? Contact us today.



- **ROUND TABLES**

approx. 18" tall x 30" in diameter
 approx. 30" tall x 30" in diameter
 approx. 42" tall x 30" in diameter

Actual item may vary.



- **DRAPED**

Table: 30" tall x 24" wide
 Counter: 42" tall x 24" wide



- **UNDRAPED**

Table: 30" tall x 24" wide
 Counter: 42" tall x 24" wide

NOTE: Four, six and eight foot long tables available.

Table Drapery

Tables are skirted on three sides with a fire-retardant poly sateen fabric and topped with white vinyl. The fourth side of the table can be draped at an additional cost. Undraped tables include the white vinyl table top.



Black



Blue



Teal



Purple



Burgundy



Red



Gold



Grey



White

Actual colors may vary. Some colors not available for certain shows.

Need something not included in our Catalog?

Contact us today: exhibitorservices@hargroveinc.com • +1 301.306.4627

Chairs

When you need seating for a product demonstration, one-to-one sit down with a client or seating for a presentation, Hargrove offers a variety of seating options to suit your needs and booth style. Standard seating is depicted. Contact us today for more seating options.

- **PADDED SIDE CHAIR**

approx 30" tall x 17" wide x 22" deep

- **BARSTOOL**

approx 42" tall x 19" wide x 21" deep



Actual item may vary.

Carpet

The details matter. Materials used in your booth must complement your brand, products and services. Hargrove offers an unlimited range of carpet colors and padding to ensure your booth impresses attendees.

Standard



Black



Blue



Burgundy



Grey



Red



Teal

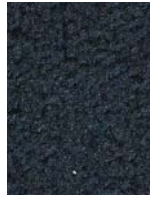
Plush



Black



Charcoal



Navy



Nu-Blue



Platinum



Red

CARPET DETAILS

- Custom colors available
- Plush carpet orders include protective clear plastic covering at no additional charge.
- We recommend special cut or plush carpet for island, peninsula or inline booths larger than 10' x 40' for color matching.
- Special cut carpet which is new or nearly new carpet and cut from the same roll is available to ensure color match at an additional cost.
- Actual colors may vary.
- Some colors not available for certain shows.

Accessories

Ensuring your exhibit's success is more important than ever before. Hargrove offers a variety of accessories to help you gather business cards, guide booth traffic and keep your booth tidy so your prospective clients have the best experience possible.



- **EASEL**
approx. 56" tall x
30" wide x 27" deep



- **LITERATURE RACK**
approx. 60" tall x
11" wide x 14" deep



- **SIGN HOLDER**
for 28" tall x 22"
wide sign



- **STRAIGHT BAG RACK**
approx. 49" to 70" tall
x 12" wide x 25" deep



- **WASTEBASKET**
approx. 16" tall x
11" wide x 9" deep



- **RETRACTABLE STANCHION**
approx. 42" tall with
14" diameter base, 8' belt



- **CHROME STANCHION**
approx. 42" tall with
14" diameter base,
8' rope



- **SLANTED BAG RACK**
approx. 49" to 70" tall x
12" wide x 25" deep



- **POSTERBOARD (HORIZONTAL)**
approx. 4' tall x
8' wide



- **POSTERBOARD (VERTICAL)**
approx. 8' tall x
4' wide



- **FISH BOWL**

Actual item may vary.

Need something not included in our Catalog?

Contact us today: exhibitorservices@hargroveinc.com • +1 301.306.4627

Counters

Need a cabinet or display case that can incorporate your graphics or includes lighting? Hargrove offers a variety of systems to enhance your exhibit space and a few of our options are included here.



- **LARGE CABINET**

approx. 42" tall x 82" wide x 23" deep



- **SMALL CABINET**

approx. 42" tall x 43" wide x 23" deep



- **ILLUMINATED DISPLAY CASE**

approx. 41" tall x 80" wide x 21" deep

NOTE: electricity required



- **CURVED COUNTER**

approx. 42" tall x 60" wide x 22" deep

Actual item may vary.

Need something not included in our Catalog?

Contact us today: exhibitorservices@hargroveinc.com • +1 301.306.4627

Signage and Graphics

Need to announce a presentation, showcase in-booth talent, schedule or promote a new product line? Hargrove can help you with all of your graphics needs.

HARGROVE SIGNAGE AND GRAPHICS ADVANTAGES

- Quality, state-of-the-art printing
- Superb resolution
- Experienced team accustomed to fast turn arounds
- Environmentally friendly materials at competitive prices



• VINYL BANNERS

Unlimited sizes. Priced per square foot



• STANDARD CARD STOCK SIGNS

- 7" x 11"
- 11" x 14"
- 7" x 44"
- 14" x 22"
- 14" x 44"
- 22" x 28"
- 28" x 44"

Cost-Effective Rental Booth Solutions

Interested in learning more about our money-saving booth solutions? Our Exhibits team is standing by to ease the stress and cost of planning your exhibit.

BENEFITS OF A HARGROVE MODULAR SYSTEM (HMS) RENTAL

- Consolidate costs and preparation time
- Achieve a custom look at a ready-made price
- Simply add products, literature and booth personnel to complete your exhibit

Order one of our standard, money saving rental booths — or allow us to customize one for you.



CUSTOM RENTAL EXHIBITS

Need a custom rental exhibit that stops attendees in their tracks? Hargrove's award-winning Exhibits team is ready to help take your show presence to the next level — at an affordable cost.



For a custom rental booth quote, contact us at +1 301.306.4627 or rentalbooths@hargroveinc.com

Need something not included in our Catalog?

Contact us today: exhibitorservices@hargroveinc.com • +1 301.306.4627

Rental Exhibit Solutions

Hargrove's Rental Exhibit Solutions offer you the flexibility and creativity to design an attractive environment at a cost-effective price.



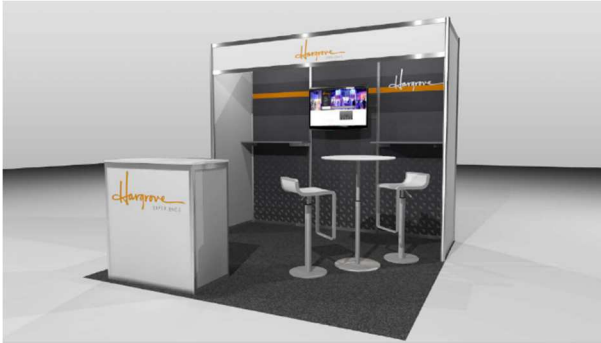
Rental Exhibit Solutions

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:



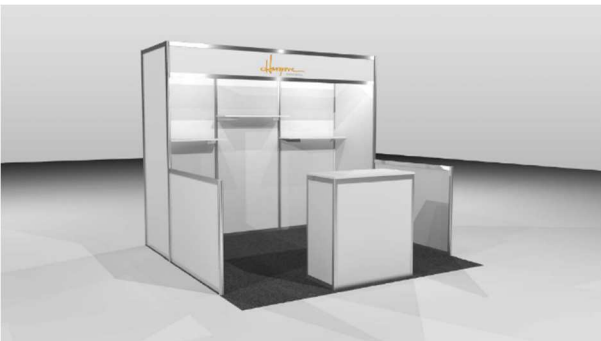
Standard *HMS 10A* Includes:

- 8'H x 10'W Booth Structure
 - Choice of White or Black Sintra Infill Panels
- Header Graphic with Company Logo
- (3) White Adjustable Shelves
- (1) Wastebasket
- Standard 10' x 10' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor



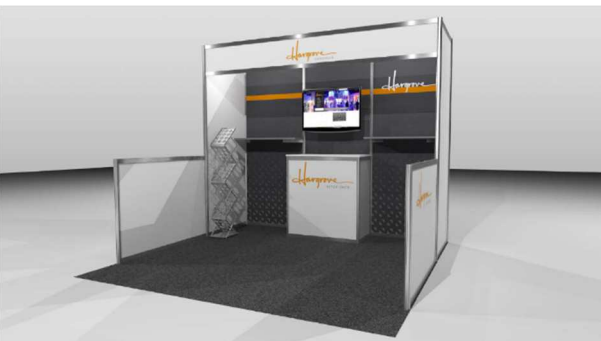
Available Upgrades:

- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals



Standard *HMS 10B* Includes:

- 8'H x 10'W Booth Structure with 3' H Side Walls
 - Choice of White or Black Sintra Infill Panels
- Header Graphic with Company Logo
- 1M Small Front Reception Counter
 - Includes Internal Shelf, Lock & Key
- (3) White Adjustable Shelves
- (1) Wastebasket
- Standard 10' x 10' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

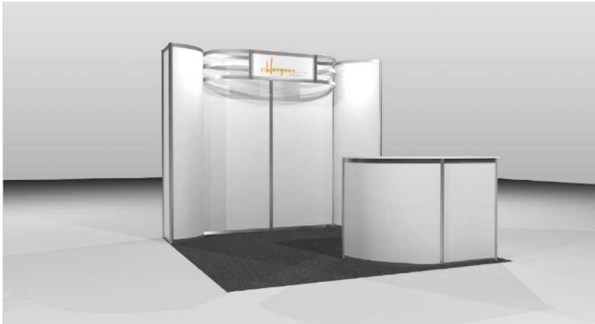


Available Upgrades:

- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals

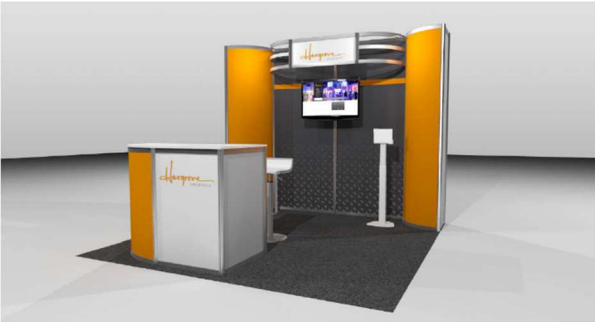
Rental Exhibit Solutions

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:



Standard *HMS 10C* Includes:

- 8'H x 10'W Booth Structure
 - Choice of White or Black Sintra Infill Panels
- Header Graphic with Company Logo
- 1M Curved Front Reception Counter
 - Includes Internal Shelf, Lock & Key
- (1) Wastebasket
- Standard 10' x 10' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor



Available Upgrades:

- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals



Standard *HMS 20A* Includes:

- 8'H x 20'W Booth Structure with 3' H Side Walls
 - Choice of White or Black Sintra Infill Panels
- Center Header Graphic with Company Logo
- 2M Large Front Reception Counter
 - Includes Internal Shelf, Lock & Key
- (6) White Adjustable Shelves
- (1) Wastebasket
- Standard 10' x 20' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor



Available Upgrades:

- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals

Rental Exhibit Solutions

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:



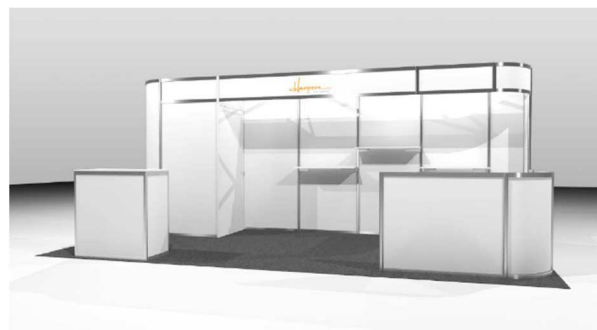
Standard *HMS 20B* Includes:

- 8'H x 20'W Booth Structure with 3' H Side Walls
 - Choice of White or Black Sintra Infill Panels
- Center Header Graphic with Company Logo
- 2M Large Front Reception Counter
 - Includes Internal Shelf, Lock & Key
- (6) White Adjustable Shelves
- (1) Wastebasket
- Standard 10' x 20' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor



Available Upgrades:

- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals



Standard *HMS 20C* Includes:

- 8'H x 20'W Booth Structure with Closet & 3'H Curved Privacy Walls
 - Choice of White or Black Sintra Infill Panels
- Center Header Graphic with Company Logo
- 1M Small Front Reception Counter
 - Includes Internal Shelf, Lock & Key
- (3) White Adjustable Shelves
- (1) Wastebasket
- Standard 10' x 20' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

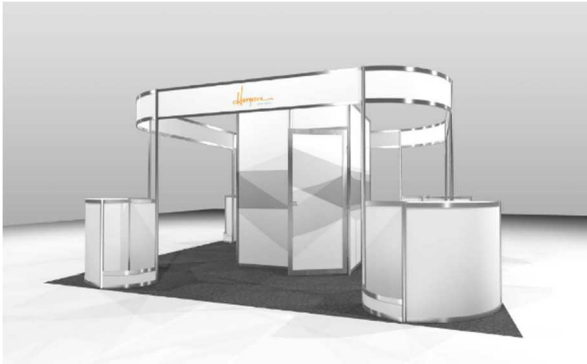


Available Upgrades:

- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals

Rental Exhibit Solutions

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:



Standard HMS 40A Includes:

- 20' x 20' (8'H) Booth Structure with Lockable Center Closet & Wrap Around Headers
 - Choice of White or Black Sintra Infill Panels
- (4) Center Header Graphics with Company Logo
- (4) Curved Counters
 - Each Counter Includes Internal Shelf, Lock & Key
- (1) Wastebasket
- Standard 20' x 20' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor



Available Upgrades:

- Extended Center Header Above Closet
- Extended Curved Headers Above Counters
- Graphics – Priced Per Panel
- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals

Custom look and functionality that creates an experience at a cost-effective investment. Hargrove's standard and upgraded rental solutions will take your exhibit experience to a new level. Contact us today!

Fabric Rental Exhibit Solutions

Hargrove offers a wide variety of rental exhibit options. The following fabric solutions featured below are a perfect way to achieve a seamless look at a cost-effective price.

HMS FB10-8' High x 10' Wide



Standard Fabric Framed Banner Includes:

Includes the following rental materials & services:

- Rental Frame with Jack Legs for Support
- Single Sided Printed Fabric Graphic
- (1) Wastebasket
- Standard Carpet for Booth Size
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

Available Upgrades:

- Rental Counters & Display Cases
- Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Audio Visual
- Electric
- Florals

NOTE: All fabric framed banners are set 1' from rear drape line into the booth to allow additional space for jack leg supports.

HMS FB 20-8' High x 20' Wide



HMS FB 30-8' High x 30' Wide



Hargrove

TRADE SHOW FURNISHINGS

Product Guide




Power Up In Style.

Denotes Powered Products



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



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



Powered Seating

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



Powered Seating

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

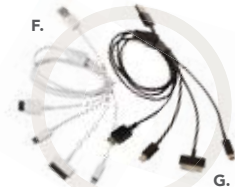
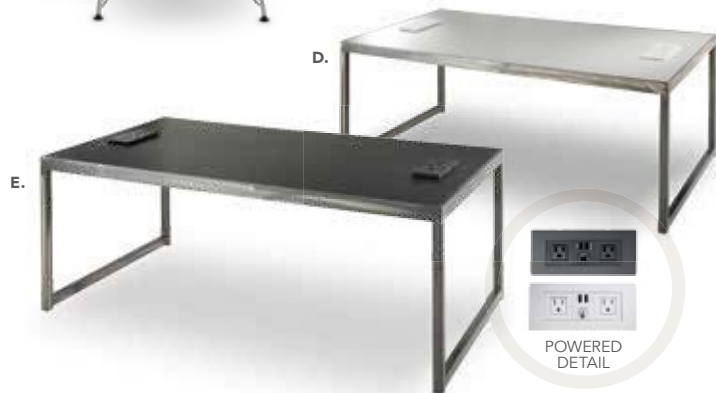
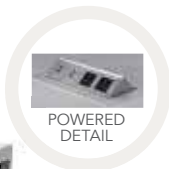


**A) NPLCHP
Naples Chair, Powered**
(black vinyl)
36"L 30"D 33.25"H

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

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

Powered Tables



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

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

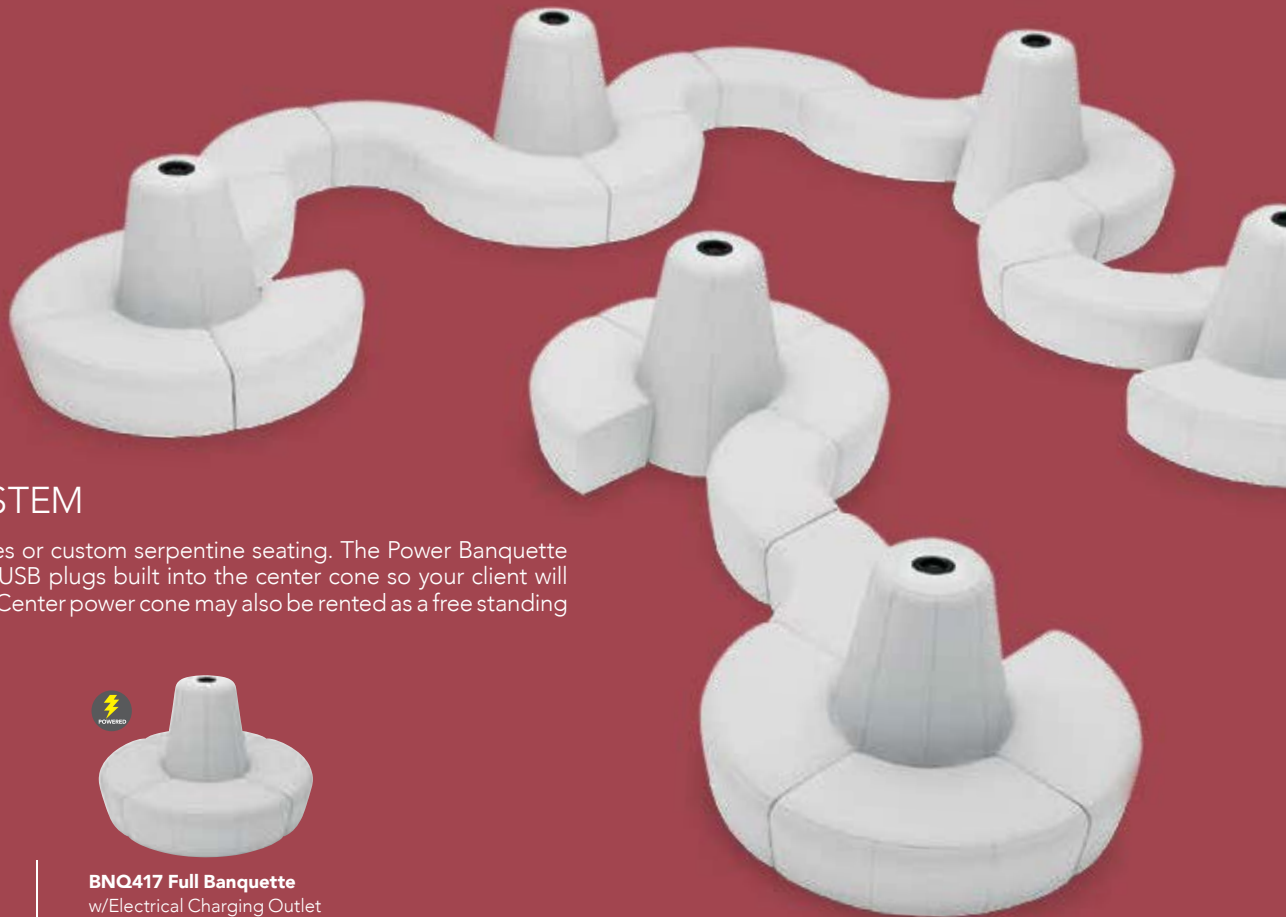
**Sydney Powered
Cocktail Tables**
D) C1WP
(white, brushed steel)
48"L 26"D 18"H
E) C1YP
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPT W (white)
G) ADAPT B (black)

Charging adapters are available to rent for all powered products.

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38"RND 51"H



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



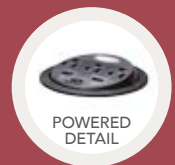
BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H



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




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



Detail of Electrical Charging Outlet

Powered Pedestals

 Denotes AC and USB charging outlets

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



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

Powered Locking Pedestal

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


Charging Adapters

- E) ADAPTW** (white)
- F) ADAPT B** (black)

Charging adapters are available to rent for all powered products.



Powered Tech Desk

 Denotes AC and USB charging outlets



A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

Charging Adapter

- D) ADAPT B** (black)

Charging adapters are available to rent for all powered products.



Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

HOPCH, Chair

21"L 25"D 34"H

HOPLV, Loveseat

48"L 25"D 34"H

PEDESTAL

PDL42W

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H

REGIS

REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman

(blue fabric)

17" RND 18"H



Soft Seating Collections

Available in Power 

A.



B.



BAJA

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

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

A.



B.



FAIRFAX

A) FAIRSW Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H

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

A.



B.



C.



NAPLES

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

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

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

Munich Collection

Modular Seating to Design Custom Exhibits



MUNICH

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

SILVERADO

C1E Cocktail Table
(glass, chrome)
36" Round 17" H



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



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



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

Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.

B.

C.

ALLEGRO

A) CHR002 Chair

(blue fabric)
36"L 34.5"D 30"H

B) SFA002 Sofa

(blue fabric)
73"L 34.5"D 30"H

TANGIERS

A) TANSOF Sofa

(beige textured)
78"L 37"D 36"H

B) TANCHR Chair

(beige textured)
34"L 37"D 36"H

C) TANLOV Loveseat

(beige textured)
57.5"L 37"D 37"H

KEY LARGO

A) KEYCHR Chair

(black fabric)
35"L 35"D 34"H

B) KEYLOV Loveseat

(black fabric)
57"L 35"D 34"H

C) KEYSOF Sofa

(black fabric)
79"L 35"D 34"H

SOUTH BEACH

A) SO1 Sofa

(platinum suede)
69"L 29"D 33"H

B) OTS Ottoman

(platinum suede)
25"L 31"D 18"H

C) SO2

Sofa Sectional 3pc.

(platinum suede)
152"L 40"D 33"H

Accent Chairs

KEY WEST

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



MADDEN

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



SWANSON

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



Accent Chairs



A.



B.



C.

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

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

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

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

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

F) HOPCH, Chair
(gray linen)
21"L 25"D 34"H



D.



E.



F.

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H

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

ZENITH

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

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



LAGUNA

C) LMCHR Chair
(maple, chrome)
18"L 19"D 34"H

**D) 30WHHC
Round Café Table**
(white laminate top,
chrome hydraulic base)
30" Round 29"H



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



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



Group Seating

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.

Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

H) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

Mix & Match

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

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

J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





- VIBE CUBE**
 18" L 18" D 18" H
- A) VIB09 (white vinyl)
 - B) VIB10 (black vinyl)
 - C) VIB11 (steel blue vinyl)
 - D) VIB13 (purple vinyl)
 - E) VIB12 (silver vinyl)
 - F) VIB07 (beige vinyl)
 - G) VIB04 (red vinyl)
 - H) VIB06 (gold/bronze vinyl)
 - I) VIB01 (green vinyl)
 - J) VIB03 (pink vinyl)
 - K) VIB05 (yellow vinyl)
 - L) VIB02 (blue vinyl)
 - M) VIB08 (orange vinyl)

Ottomans

Styles & Shapes



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

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

ENDLESS Square
34"L 34"D 15"H
I) END02B (black)
J) END02W (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
K) END01B (black)
L) END01W (white)

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

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

O) SAL Sally Stool
(white)
12" Round 17"H

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

Q) REGBEN Regis Bench
(brushed metal)
47"L 15.5"D 16"H

Marche Swivel



Marche Swivel Ottomans
17"RND 18"H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009
(pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006
(rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004
(raspberry fabric)
J) MAR008
(meadow green fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

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



B.



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

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

GEO

Cocktail Table

50"L 22"D 16"H

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



B.



C.



D.



GEO

End Table

26"L 26"D 20"H

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

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)
Cocktail Tables
 48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)

End Tables
 27"L 23"D 22"H
C) E1W (white)
D) E1Y (black)

REGIS

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

SILVERADO

(glass, chrome)
G) E1E End Table
 24" Round 22"H
H) C1E Cocktail Table
 36" Round 17"H

OLIVER

(walnut finish)
I) EOLI End Table
 22" Round 22"H
J) COLI Cocktail Table
 47"L 27"D 19"H

RUSTIC

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

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

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

Café Tables



A) 30MAHC Madison Hydraulic Café Table

(chrome base, gray acajou top)
30" RND 29"H

B) MALGRN Malba Chair

(green)
20"L 20"D 32"H



30" Round Café Tables

Standard Black Base

30" Round 29"H

A) ZTH (liquid steel blue top)

B) ZTB (red top)

Hydraulic Chrome Base

30" Round 29"H

C) 30WHHC (white laminate top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

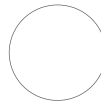


Customize And Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



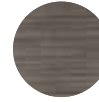
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

Café Tables

Standard Black Base

30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white laminate)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTO (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

Café Tables

Hydraulic Chrome Base

30" Round 29"H

- I) 30SBHC (liquid steel blue)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

- M) 36WTHC (white laminate)
- N) 36GRHC (graphite nebula)
- O) 36MTHC (maple)

Mix & Match

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

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



Bar Tables



A) 30WHHB
30" Round Bar Table
(white laminate top, chrome hydraulic base)
30"RND 45"H
B) APS12
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H

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

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



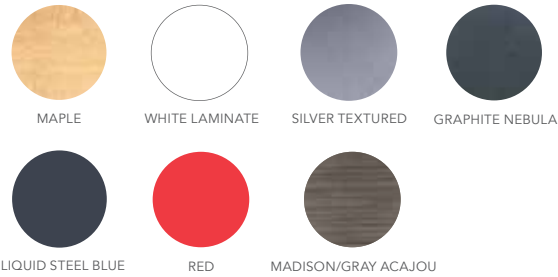
E) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

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



Customize And Create

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



Bar Tables

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

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

Bar Tables

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

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



Style & Design

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

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



Barstools



A.

B.

C.

D.

LIFT BARSTOOLS

15" Round 23–33.5"H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 41.75"

G) BSS (black, chrome)

H) BST (white, chrome)

Oslo Barstools

17"L 20"D 45"H

I) BSD (blue)

J) BSC (white)

K) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

L) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

M) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

N) RSTSTL Rustique Barstool

(gunmetal)

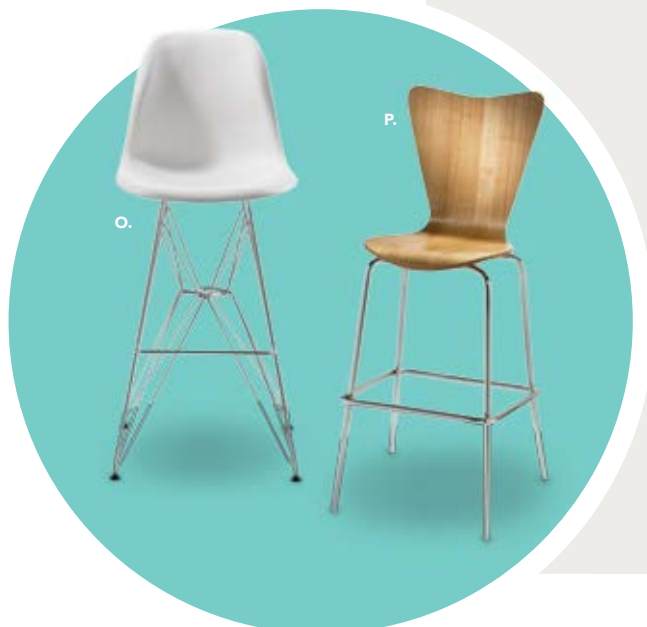
13"L 13"D 30"H

Mix & Match

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

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

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



Conference Tables



PWRUSB

Powered Conference Table Module
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

Styles & Shapes

A.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables

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

Geo Rounded Square Tables

42"L 42"D 29"H
C) CE1 (glass, chrome)
D) CF1 (glass, black)

Geo Rectangular Tables

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

G) MERLIN Merlin Multi Use Table

(gray laminate, black)
 46"L 29"D 30"H

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

Conference Tables

(graphite nebula)

I) CB3 8'
 96"L 48"D 29"H

J) CB2 6'
 72"L 42"D 29"H

Conference Tables

(granite)

K) C508GR 8'
 96"L 44"D 29"H

L) CT10GR 10'
 120"L 46"D 29"H

M) CT06GR 6'
 72"L 36"D 29"H

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



Executive Seating



Pro Executive High Back Chair

25"L 24"D 48"H Adjustable.
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)



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



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




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



SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H

Communal and Powered Tables

Denotes AC and USB charging outlets 



Charging adapters are available to rent for all Powered Table Products.

Ventura Powered Bar Tables

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

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

Ventura Communal Bar Tables

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

- Maple Top
- B) VNTMNP (solid)
- VNTBMW (grommets)
- White Top
- C) VNTBWW (grommets)
- VNTWNP (solid)
- Black Top
- VNTBNP (solid)

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



A. 



Table Top Options

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



G30 CAFÉ TABLES

G30 Powered Café Tables

72"L 26"D 30"H.

- A) G30DWP (silver frame, white top)

G30 Communal Café Tables

(silver frame)
72"L 26"D 30"

- Maple Top
- B) G30DMS (solid)
- C) G30DMW (grommets)
- White Top
- D) G30DWS (solid)
- E) G30DWW (grommets)



A. 



Office Essentials

MADISON

A) JD8 Madison Executive Desk

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

B) CR8 Madison Credenza

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

C) PROMDB Pro Executive Mid Back Chair

(black vinyl)

24"L 22"D 40"H Adjustable


D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

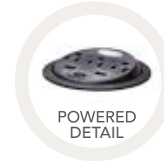
25"L 24"D 48"H Adjustable



TECH COLLECTION

 Denotes AC and USB charging outlets

A. 



A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

B. 



C.



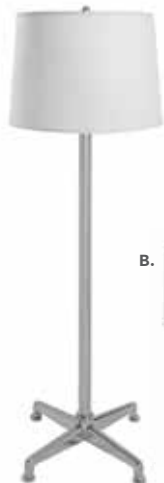
Charging Adapters

D) ADAPT B (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON LAMPS

(brushed silver)

A) LA15 Floor Lamp

18" Round 55"H

B) LA14 Table Lamp

16" Round 26"H

SHELVING

C) PSHCCS

Posh Shelving

(Chrome, Acrylic)

36"L 18"D 72"H

D) BC8

Madison Bookcase

(gray acajou)

36"L 12"D 72"H

Show Essentials



REFRIGERATORS

- C) R1R Large**
(White, 14.0 cubic feet)
28"L 28"D 64"H
- D) R1Q Small**
(White, 4.0 cubic feet)
20"L 22"D 33"H



MARTINI BAR

- A) BRC Martini Bar Circle**
Comprised of three BR1 Martini Bars
100"L 100"D 45"H
- B) BR1 Martini Bar**
(gray metal, frosted glass top)
67"L 22"D 45"H



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

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



A.



B.


A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



Mobile Tablet Stands
Include 3 AC and 2 USB
Charging Outlets



TABLET STANDS

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

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

ACCESSORIES

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

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

E) TBPNTR
Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H

TABLES & DRAPERY

Advance Order Deadline: **Monday, July 30, 2018**

Company Name: _____ Booth: _____

- **SAVE UP TO 10%** by [ordering online](#) by the deadline date.
- Advance order prices apply to orders received with payment by the deadline date.
- Items canceled after delivery will be refunded 50% of the original price.
- Drape color choices are **Black, Blue, Burgundy, Gold, Grey, Purple, Red, Teal and White.**
- If a drape color is not indicated, Hargrove will provide show colors.

| Description | Product # | Online Order Price Pricing only good through 7/30/18 | Advance Price | Standard Price | Quantity | Color | Total |
|--|-----------|---|---------------|----------------|----------|-------|-------|
| STANDARD TABLES | | | | | | | |
| Round Tables (30" diameter top) | | | | | | | |
| Low – 18" high | E | \$ 182 | \$ 201 | \$ 255 | | N/A | |
| Standard – 30" high | F | \$ 182 | \$ 201 | \$ 255 | | N/A | |
| Tall – 42" high | G | \$ 182 | \$ 201 | \$ 255 | | N/A | |
| Draped Tables (30" high x 24" wide) | | | | | | | |
| Small (4' long) | H4 | \$ 139 | \$ 153 | \$ 195 | | | |
| Standard (6' long) | H6 | \$ 166 | \$ 182 | \$ 232 | | | |
| Long (8' long) | H8 | \$ 191 | \$ 210 | \$ 267 | | | |
| Draped Counters (42" high x 24" wide) | | | | | | | |
| Small (4' long) | I4 | \$ 166 | \$ 182 | \$ 232 | | | |
| Standard (6' long) | I6 | \$ 191 | \$ 210 | \$ 267 | | | |
| Long (8' long) | I8 | \$ 217 | \$ 239 | \$ 304 | | | |
| Undraped Tables (30" high x 24" wide) | | | | | | | |
| Small (4' long) | HU4 | \$ 82 | \$ 90 | \$ 114 | | N/A | |
| Standard (6' long) | HU6 | \$ 106 | \$ 116 | \$ 148 | | N/A | |
| Long (8' long) | HU8 | \$ 131 | \$ 144 | \$ 183 | | N/A | |
| Undraped Counters (42" high x 24" wide) | | | | | | | |
| Small (4' long) | IU4 | \$ 106 | \$ 116 | \$ 148 | | N/A | |
| Standard (6' long) | IU6 | \$ 131 | \$ 144 | \$ 183 | | N/A | |
| Long (8' long) | IU8 | \$ 155 | \$ 170 | \$ 217 | | N/A | |
| DRAPE | | | | | | | |
| 4th-side Table Drape (30" high) | HALL | \$ 53 | \$ 58 | \$ 74 | | | |
| 4th-side Counter Drape (42" high) | IALL | \$ 53 | \$ 58 | \$ 74 | | | |

| | |
|-------------------|--|
| Subtotal: | |
| Tax 9.25%: | |
| TOTAL: | |

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CHAIRS, ACCESSORIES & DISPLAY CABINETS

Advance Order Deadline: **Monday, July 30, 2018**

Company Name: _____ Booth: _____

- **SAVE UP TO 10%** by [ordering online](#) by the deadline date.
- Advance order prices apply to orders received with payment by the deadline date.
- Items canceled after delivery will be refunded 50% of the original price.
- Graphics/your logo may be added to counters and cabinets. Please email your graphics file to exhibitorservices@hargroveinc.com.
- Need an item not listed? See our Specialty Furnishings Catalog and Order Form in this service manual for additional items.

| Description | Product # | Online Order Price Pricing only good through 7/30/18 | Advance Price | Standard Price | Quantity | Total |
|--|-----------|---|---------------|----------------|----------|-------|
| STANDARD CHAIRS | | | | | | |
| Barstool | Q | \$ 113 | \$ 124 | \$ 158 | | |
| Chair – Side (armless) | O | \$ 89 | \$ 98 | \$ 124 | | |
| ACCESSORIES | | | | | | |
| Bag Rack – Slanted | M | \$ 106 | \$ 116 | \$ 148 | | |
| Bag Rack – Straight | L | \$ 106 | \$ 116 | \$ 148 | | |
| Easel | A | \$ 59 | \$ 65 | \$ 82 | | |
| Fish Bowl | T | \$ 17 | \$ 18 | \$ 24 | | |
| Literature Rack | C | \$ 164 | \$ 181 | \$ 230 | | |
| Posterboard – Horizontal (4' high x 8' wide) | R | \$ 217 | \$ 239 | \$ 304 | | |
| Posterboard – Vertical (8' high x 4' wide) | S | \$ 217 | \$ 239 | \$ 304 | | |
| Sign Holder (for 28" high x 22" wide sign) | B | \$ 126 | \$ 139 | \$ 176 | | |
| Stanchion – Chrome (per stanchion) | N | \$ 106 | \$ 116 | \$ 148 | | |
| Stanchion – Velour Rope (8' length) | N1 | \$ 59 | \$ 65 | \$ 82 | | |
| Stanchion – Retractable, with Black Belt | N3 | \$ 125 | \$ 137 | \$ 175 | | |
| Wastebasket | J | \$ 26 | \$ 29 | \$ 37 | | |
| DISPLAY CABINETS | | | | | | |
| Cabinet – Small (approx. 42" high x 43" wide) | HMS-A | N/A | \$ 499 | \$ 699 | | |
| Cabinet – Large (approx. 42" high x 82" wide) | HMS-F | N/A | \$ 659 | \$ 922 | | |
| Cabinet – Curved (approx. 42" high x 60" wide) | HMS-D | N/A | \$ 604 | \$ 845 | | |
| Custom Counter Graphics | HMS-CCG | N/A | \$ 131 | \$ 262 | | |
| Showcase (requires electricity for illumination) | HMS-G | N/A | \$ 695 | \$ 973 | | |

Subtotal:

Tax 9.25%:

TOTAL:

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Want to save 10%? [Order Online](#)

CARPET

Advance Order Deadline: **Monday, July 30, 2018**

Company Name: _____ Booth: _____

- **New this Year!** Save up to 15%! Hargrove is pleased to offer a Carpet Package that includes:
 - Standard Carpet (any color listed below)
 - Single Padding
 - Vacuuming/Cleaning – Pre-Show (one time) only
- **NOTE:** Per Show Management, exhibitors must carpet their booth space(s) at their own expense; carpeting may be ordered from Hargrove. If you are providing your own floor covering, please indicate such below.
- **SAVE UP TO 10%** by [ordering online](#) by the deadline date.
- Advance order prices apply to orders received with payment by the deadline date.
- **Standard Carpet** color choices: **Black, Blue, Burgundy, Grey, Red, Teal, and Blue Jay** (Blue & Black speckled).
- For island or peninsula booths, or in-line booths larger than 10' x 40', Special-Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.
- **Plush Carpet** color choices: **Black, Charcoal, White, Navy, Nu-Blue, Platinum, and Red.** Carpet poly is included with each Plush Carpet order.
- Standard Carpet canceled after delivery will be refunded 50% of the original price.
- Special-Cut and Plush Carpet orders are placed immediately upon receipt; we cannot issue a refund once your order has been processed.
- If a carpet color is not indicated, Hargrove will provide show colors.

Need a custom color? Call 301.306.4627

| Description | Product # | Online Order Price <small>Pricing only good through 7/30/18</small> | Advance Price | Standard Price | Quantity | Color | Total |
|--|-----------|--|---------------|----------------|----------|-------|-------|
| CARPET PACKAGE – includes <i>standard</i> carpet (only), single padding and pre-show cleaning | | | | | | | |
| For booths 10' in depth and up to 40' in length: | | | | | | | |
| 10' x 10' | CBP1 | \$ 372 | \$ 409 | \$ 521 | | | |
| 10' x 20' | CBP2 | \$ 744 | \$ 818 | \$ 1,042 | | | |
| 10' x 30' | CBP3 | \$ 1,116 | \$ 1,228 | \$ 1,562 | | | |
| 10' x 40' | CBP4 | \$ 1,488 | \$ 1,637 | \$ 2,083 | | | |
| STANDARD CARPET | | | | | | | |
| For booths 10' in depth and up to 40' in length: | | | | | | | |
| 10' x 10' | C1 | \$ 217 | \$ 239 | \$ 304 | | | |
| 10' x 20' | C2 | \$ 434 | \$ 477 | \$ 608 | | | |
| 10' x 30' | C3 | \$ 651 | \$ 716 | \$ 911 | | | |
| 10' x 40' | C4 | \$ 868 | \$ 955 | \$ 1,215 | | | |
| For booths greater than 10' in depth and/or 40' in length: | | | | | | | |
| Special Cut – per sq ft | C5 | \$ 3.73 | \$ 4.11 | \$ 5.22 | sq ft | | |
| PLUSH CARPET | | | | | | | |
| Plush – per sq ft | C6 | \$ 5.30 | \$ 5.83 | \$ 7.43 | sq ft | | |
| CARPET PADDING & POLY | | | | | | | |
| Single Padding – per sq ft | C7 | \$ 1.66 | \$ 1.82 | \$ 2.32 | sq ft | N/A | |
| Double Padding – per sq ft | CD7 | \$ 3.32 | \$ 3.62 | \$ 4.64 | sq ft | N/A | |
| Poly (protective plastic) – per sq ft | C8 | \$ 0.59 | \$ 0.65 | \$ 0.82 | sq ft | N/A | |

Subtotal: _____
 Tax 9.25%: _____
TOTAL: _____

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For exhibitors providing their own floor covering:

We are bringing in our own carpeting / floor covering. We understand that we are responsible for both the material handling and the installation and removal of such floor covering.

 Authorized Signature

 Print Name

 Date

CLEANING

Advance Order Deadline: **Monday, July 30, 2018**

Company Name: _____ Booth: _____

- **SAVE UP TO 10%** by [ordering online](#) by the deadline date.
- Advance order prices apply to orders received with payment by the deadline date.
- Cleaning orders are based on the square footage of your booth (length x width).
- Daily vacuuming service includes nightly emptying of wastebaskets rented from Hargrove.
- Porter service is trash removal periodically throughout the show days. This service is recommended for exhibitors with lots of giveaways or food service.
- Hargrove is the exclusive cleaning contractor for this show.

HELPFUL HINTS: To calculate your vacuuming/cleaning rate, multiply the length of your booth by the width to get the total square footage (i.e., quantity). Then, multiply the square footage (quantity) by the vacuuming/cleaning price. Please note that porter service is a daily rate.

| Description | Product # | Online Order Price Pricing only good through 7/30/18 | Advance Price | Standard Price | Quantity | Total |
|--|-----------|---|---------------|----------------|----------|-------|
| Vacuuming/Cleaning – Pre-Show (one time) only, per sq ft | CL1 | \$ 0.50 | \$ 0.55 | \$ 0.71 | sq ft | |
| Vacuuming/Cleaning – Daily (each show day), per sq ft | CL2 | \$ 0.91 | \$ 1.00 | \$ 1.28 | sq ft | |
| Porter Service – up to 600 sq ft, per day | CL4 | \$ 139 | \$ 153 | \$ 195 | day(s) | |
| Porter Service – 600-1600 sq ft, per day | CL5 | \$ 172 | \$ 189 | \$ 240 | day(s) | |
| Porter Service – over 1600 sq ft, per day | CL6 | Request a quote | | | day(s) | |
| Shampooing or Wet Mop Service | CL7 | Request a quote | | | | |
| TOTAL: | | | | | | |

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Want to save 10%? [Order Online](#)

SIGNS & GRAPHICS

Advance Order Deadline: **Monday, July 30, 2018**

Company Name: _____ Booth: _____

- Advance order prices apply to orders received with payment by the deadline date. Show site orders and orders received after the advance order deadline are subject to availability.
- Standard **copy color** choices: **Black, Blue and Red.**
- Graphics/your logo may be added to signs/banners. Please email your graphics file to exhibitorservices@hargroveinc.com.
- Sign/graphics orders are filled immediately upon receipt; we cannot issue a refund once your order has been processed.

Need a custom sign or banner? Call 301.306.4627

| Description | Product # | Online Order Price <small>Pricing only good through 7/30/18</small> | Advance Price | Standard Price | Vertical or Horizontal | Quantity | Copy Color | Total |
|---|-----------|--|---------------|----------------|------------------------|----------|------------|-------|
| 7" x 11" sign | SB1 | N/A | \$ 49 | \$ 98 | | | | |
| 11" x 14" sign | SB2 | N/A | \$ 65 | \$ 130 | | | | |
| 7" x 44" sign | SB3 | N/A | \$ 65 | \$ 130 | Horizontal | | | |
| 14" x 22" sign | SB4 | N/A | \$ 82 | \$ 164 | | | | |
| 14" x 44" sign | SB5 | N/A | \$ 98 | \$ 196 | | | | |
| 22" x 28" sign | SB6 | N/A | \$ 106 | \$ 212 | | | | |
| 28" x 44" sign | SB7 | N/A | \$ 155 | \$ 310 | | | | |
| Vinyl Banner (per sq ft) | SB8 | Request a quote | | | | | | |
| Insite® BioBoard™ Panel (up to 4' x 8') | SB9 | Request a quote | | | | | | |
| Logo Reproduction | SB10 | N/A | \$ 131 | \$ 262 | | | N/A | |
| Easel Back | SB20 | N/A | \$ 8 | \$ 16 | N/A | | N/A | |

Hargrove's preferred graphics file formats (in order of preference):

Adobe Illustrator (.ai) QuarkXpress (.qxd)
 Illustrator EPS (.eps) Image Files (.tif)
 Photoshop (.psd) JPEG Images (.jpg)
 Adobe InDesign (.indd)

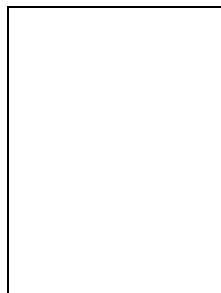
Subtotal:

Tax 9.25%:

TOTAL:

Sign Copy (exactly as you wish it to appear):

Illustrate Sign / Graphics Layout:



VERTICAL



HORIZONTAL

MODULAR RENTAL EXHIBITS

Advance Order Deadline: **Monday, July 30, 2018**

Company Name: _____ Booth: _____

All Modular Rental Exhibits Include: Material Handling of exhibit elements, installation and dismantling of exhibit, standard carpeting with daily vacuuming and (1) wastebasket.

- Advance order prices apply to orders received with payment by the advanced order deadline.
- Due to material and labor costs, orders canceled before move-in begins will be charged 50% of the original price; orders canceled after move-in begins are non-refundable.

To place your exhibit order, please indicate the quantity below and complete the remaining selections.

MODULAR RENTAL EXHIBITS

| Description / Product # | Advance Price | Standard Price | Available Upgrades | Quantity | Total |
|---|---------------|----------------|--------------------|----------|------------------|
| For 10' wide booth spaces: | | | | | |
| HMS 10A – with (3) shelves | \$2,376 | \$3,326 | Call for quote | | |
| HMS 10B – with (3) shelves and small cabinet | \$2,881 | \$4,034 | Call for quote | | |
| HMS10C – with a curved cabinet | \$3,578 | \$5,010 | Call for quote | | |
| For 20' wide booth spaces: | | | | | |
| HMS 20A – with (6) shelves and large cabinet | \$4,678 | \$6,549 | Call for quote | | |
| HMS 20B – with (6) shelves and small cabinet | \$5,054 | \$7,076 | Call for quote | | |
| HMS 20C – with small cabinet and locking closet | \$4,880 | \$6,833 | Call for quote | | |
| HMS 40A – for booth space at least 20' deep | \$7,556 | \$10,579 | Call for quote | | |
| 20-effective01/18 | | | | | Subtotal: |

CHOOSE YOUR PANEL

Hardwall panels are included in the price of your Modular Rental Exhibit. **Please select one of the following available colors or upgraded velcro-compatible fabrics:**

- White Hardwall Black Hardwall

| Description / Product # | Advance Price | Standard Price | Available Upgrades | Selection | Total |
|---|---------------|----------------|--------------------|--------------------------|------------------|
| For HMS 10A / 10B / 10C: | | | | | |
| Velcro-Compatible – Black Fabric (HMS-VP) | \$440 | \$617 | Call for quote | <input type="checkbox"/> | |
| Velcro-Compatible – Grey Fabric (HMS-VP) | \$440 | \$617 | Call for quote | <input type="checkbox"/> | |
| For HMS 20A / 20B / 20C / 40A: | | | | | |
| Velcro-Compatible – Black Fabric (HMS-VP) | \$748 | \$1,047 | Call for quote | <input type="checkbox"/> | |
| Velcro-Compatible – Grey Fabric (HMS-VP) | \$748 | \$1,047 | Call for quote | <input type="checkbox"/> | |
| 20-effective01/18 | | | | | Subtotal: |

****Custom graphics are an available upgrade option listed on Page 2.**

Continue to Page 2 to complete the remaining selections.

MODULAR RENTAL EXHIBITS – PAGE 2 OF 2

Advance Order Deadline: **Monday, July 30, 2018**

Company Name: _____ Booth: _____

HEADER COPY & COLOR

HEADER COPY – Please indicate which color lettering you would like for the header:

- Black Blue Red Grey White PMS Color: _____ Font Type: _____
***If font is not indicated, Helvetica will be used.*
 Custom Graphic / Logo – *Graphic must be submitted along with payment at time of order to receive advanced pricing.*

HEADER COPY – Print exactly how you want it to appear.

CARPET

Our standard carpet and daily vacuuming are included in the price of your Modular Rental Exhibit. **Please select one of the following available colors:**

-  BLACK
  BLUE
  GREY
  RED
  TEAL
  BLUE JAY

AVAILABLE UPGRADES – ENHANCE YOUR EXHIBIT

Choose from the following available upgrades to enhance your Modular Rental Exhibit and have a Rental Exhibit Sales Representative contact you for pricing by checking any of the following boxes:

- | | | |
|--|---|--|
| <input type="checkbox"/> Create a Custom Exhibit | <input type="checkbox"/> Custom Cabinet / Counter | <input type="checkbox"/> Graphics / Custom Logo |
| <input type="checkbox"/> Slatwall | <input type="checkbox"/> Hanging Signs | <input type="checkbox"/> Ancillary Orders– AV, Electric, Furniture, etc. |
| <input type="checkbox"/> Plush Carpet / Padding | <input type="checkbox"/> Printed Carpet / Padding | <input type="checkbox"/> Vinyl Flex Flooring Solutions |

| ITEM | DESCRIPTION | PRICE | | QTY | TOTAL |
|---------|--|--------------------|-------|-----|-------|
| | | Advance / Standard | | | |
| HMS-A | Cabinet - Small (approx. 43”w x 23”d x 42”h) | \$499 | \$699 | | |
| HMS-D | Cabinet - Curved (approx. 60”w x 22”d x 42”h) | \$604 | \$845 | | |
| HMS-F | Cabinet - Large (approx. 82”w x 23”d x 42”h) | \$659 | \$922 | | |
| HMS-CCG | Custom Counter Graphic | \$131 | \$262 | | |
| HMS-G | Illuminated Showcase (<i>electricity required</i> – approx. 79½”w x 20½”d x 41”h) | \$695 | \$973 | | |
| HMS-H | Stem Light (<i>electricity required</i>) | \$98 | \$138 | | |
| HMS-I | Slanted Shelf (39” wide) | \$106 | \$148 | | |
| HMS-J | Flat Shelf (39” wide) | \$68 | \$96 | | |

20-effective01/18

TOTAL COST

Rental Exhibit Price \$ _____ + Available Upgrades \$ _____ = Subtotal \$ _____ x 9.25% Tax = **TOTAL: \$ _____**

PLEASE INCLUDE THE HARGROVE PAYMENT AND ORDER RECAP FORM WITH YOUR ORDER

FABRIC RENTAL EXHIBITS

Advance Order Deadline: **Monday, July 30, 2018**

Company Name: _____ Booth: _____

All Fabric Rental Exhibits Include: Material Handling of exhibit elements, installation and dismantling of exhibit, standard carpeting with daily vacuuming and (1) wastebasket.

- Advance order prices apply to orders received with payment by the advanced order deadline.
- Due to material and labor costs, orders canceled before move-in begins will be charged 50% of the original price; orders canceled after move-in begins are non-refundable.

To place your exhibit order, please indicate the quantity below and complete the remaining selections.

FABRIC RENTAL EXHIBITS

| Description / Product # | Advance Price | Standard Price | Available Upgrades | Quantity | Total |
|-----------------------------------|---------------|----------------|--------------------|----------|-------|
| For 10' wide booth spaces: | | | | | |
| HMS FB10 – 8' H x 10' W | \$2,500 | \$3,500 | Call for quote | | |
| For 20' wide booth spaces: | | | | | |
| HMS FB20 – 8' H x 20' W | \$5,500 | \$7,700 | Call for quote | | |
| For 30' wide booth spaces: | | | | | |
| HMS FB30 - 8' H x 30' W | \$8,500 | \$11,900 | Call for quote | | |
| Subtotal: | | | | | |

CARPET

Our standard carpet and daily vacuuming are included in the price of your Fabric Rental Exhibit. **Please select one of the following available colors:**

- BLACK
 BLUE
 GREY
 RED
 TEAL
 BLUE JAY

AVAILABLE UPGRADES – ENHANCE YOUR EXHIBIT

Choose from the following available upgrades to enhance your Fabric Rental Exhibit and have a Rental Exhibit Sales Representative contact you for pricing by checking any of the following boxes:

- Plush Carpet / Padding
 Printed Carpet / Padding
 Vinyl Flex Flooring Solutions
 Ancillary Orders – AV, Electric, Furniture, etc.
 Custom Cabinet / Counter

| ITEM | DESCRIPTION | PRICE | | QTY | TOTAL |
|---------|---|---------|----------|-----|-------|
| | | Advance | Standard | | |
| HMS-A | Cabinet - Small (approx. 43" w x 23" d x 42" h) | \$499 | \$699 | | |
| HMS-D | Curved Cabinet (approx. 60" w x 22" d x 42" h) | \$604 | \$845 | | |
| HMS-F | Cabinet - Large (approx. 82" w x 23" d x 42" h) | \$659 | \$922 | | |
| HMS-CCG | Custom Counter Graphic | \$131 | \$262 | | |
| HMS-G | Illuminated Showcase (<i>electricity required</i> – approx. 79½" w x 20½" d x 41" h) | \$695 | \$973 | | |
| HMS-H | Stem Light (<i>electricity required</i>) | \$98 | \$138 | | |

20-effective01/18

TOTAL COST

Rental Exhibit Price \$ _____ + Available Upgrades \$ _____ = Subtotal \$ _____ x 9.25% Tax = **TOTAL: \$ _____**

PLEASE INCLUDE THE HARGROVE PAYMENT AND ORDER RECAP FORM WITH YOUR ORDER

COLUMN WRAPS

Advance Order Deadline: **Monday, July 30, 2018**
 Graphics Submission Deadline: **Friday, August 3, 2018**

Company Name: _____ Booth: _____

- Advance order prices apply to orders received with payment by the deadline date. Show site orders and orders received after the advance order deadline are subject to availability.
- Drape color choices are **Black, Blue, Burgundy, Gold, Grey, Purple, Red, Teal and White.**
- Graphics/your logo may be added to hard wall column wraps. **Graphics must be submitted by Friday, August 3.** Please email your graphics file to exhibitorservices@hargroveinc.com.
- Column Wrap orders are filled immediately upon receipt; we cannot issue a refund once your order has been processed.

Banjo Drape Column Wrap
8' High



Printed Hard Wall Column Wrap
24" Wide x 24" Diameter x 8' High



| Description | Product # | Online Order Price Pricing only good through 7/30/18 | Advance Price Pricing only good through 7/30/18 | Standard Price | Quantity | Drape Color | Total |
|--|-----------|---|--|----------------|----------|-------------|-------|
| Banjo Drape Column Wrap - 8' High | CC1 | N/A | \$ 250 | \$ 350 | | | |
| Printed Hard Wall Column Wrap - 24" W x 24" D x 8' H | HMS-PCW | N/A | \$ 1,250 | \$ 1,750 | | N/A | |

Hargrove's preferred graphics file formats (in order of preference):

Adobe Illustrator (.ai) QuarkXpress (.qxd)
 Illustrator EPS (.eps) Image Files (.tif)
 Photoshop (.psd) JPEG Images (.jpg)
 Adobe InDesign (.indd)

Subtotal:

Tax 9.25%:

TOTAL:

20-effective01/18

SPECIALTY FURNISHINGS

Advance Order Deadline: **Monday, July 30, 2018**

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price Pricing only good through 7/30/18 | Advance Price | Standard Price | Quantity | Total |
|---|-----------|---|---------------|----------------|----------|-------|
| POWERED | | | | | | |
| Charging Adapter - Black | ADAPT B | \$22 | \$24 | \$31 | | |
| Charging Adapter -White | ADAPT W | \$22 | \$24 | \$31 | | |
| G30 Café Table, Powered - White Top | G30DWP | \$512 | \$564 | \$717 | | |
| Naples Chair, Powered - Black Vinyl | NPLCHP | \$531 | \$584 | \$744 | | |
| Naples Loveseat, Powered - Black Vinyl | NPLLOP | \$737 | \$811 | \$1,032 | | |
| Naples Sofa, Powered - Black Vinyl | NPLSOP | \$855 | \$940 | \$1,197 | | |
| Powered Conference Table Module - Black | PWRUSB | \$65 | \$72 | \$91 | | |
| Roma Chair, Powered - White Vinyl | CHRPWR | \$531 | \$584 | \$744 | | |
| Roma Sofa, Powered – White Vinyl | SFAPWR | \$855 | \$940 | \$1,197 | | |
| Sydney Cocktail Table, Powered – Black, Brushed Steel | C1YP | \$301 | \$331 | \$422 | | |
| Sydney Cocktail Table, Powered – White Brushed Steel | C1WP | \$301 | \$331 | \$422 | | |
| Full Banquette w/Electrical Charging Outlet | BNQ417 | \$1,237 | \$1,361 | \$1,732 | | |
| Center Cone w/Electrical Charging Outlet | BNQTL7 | \$589 | \$648 | \$825 | | |
| Ventura Powered Communal - Black Top w/Silver Frame | VNTBLK | \$659 | \$725 | \$923 | | |
| Ventura Powered Communal - White Top w/Silver Frame | VNTWHT | \$659 | \$725 | \$923 | | |
| SOFAS & SECTIONALS | | | | | | |
| Allegro - Blue Fabric | SFA002 | \$564 | \$620 | \$789 | | |
| Fairfax - White Vinyl, Metal | FAIRSW | \$401 | \$441 | \$562 | | |
| Key Largo - Black Fabric | KEYSOF | \$397 | \$437 | \$556 | | |
| Naples - Black Vinyl | NPLSOF | \$820 | \$902 | \$1,148 | | |
| South Beach - Platinum Suede | SO1 | \$494 | \$543 | \$691 | | |
| Tangiers - Beige Textured | TANSOF | \$650 | \$715 | \$910 | | |
| South Beach - Platinum Suede | SO2 | \$1,074 | \$1,182 | \$1,504 | | |
| Munich - Gray Fabric | MNCHSC | \$1,513 | \$1,664 | \$2,118 | | |
| LOVESEATS | | | | | | |
| Key Largo - Black Fabric | KEYLOV | \$307 | \$337 | \$429 | | |
| Naples - Black Vinyl | NPLLOV | \$690 | \$759 | \$966 | | |
| Hopi – Grey Linen | HOPLV | \$303 | \$334 | \$425 | | |
| Baja - White Vinyl | BLVWHT | \$690 | \$759 | \$966 | | |
| Munich Armless - Gray Fabric | MNCHLV | \$674 | \$742 | \$944 | | |
| Tangiers - Beige Textured | TANLOV | \$564 | \$620 | \$789 | | |
| Subtotal: | | | | | | |

Want to save 10%? [Order Online](#)

SPECIALTY FURNISHINGS – 2 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price Pricing only good through 7/30/18 | Advance Price | Standard Price | Quantity | Total |
|---|-----------|---|---------------|----------------|----------|-------|
| CLUB CHAIRS | | | | | | |
| Baja - White Vinyl | BCHWHT | \$452 | \$497 | \$632 | | |
| Naples - Black Vinyl | NPLCHR | \$572 | \$629 | \$801 | | |
| Allegro - Blue Fabric | CHR002 | \$403 | \$444 | \$564 | | |
| Tangiers - Beige Textured | TANCHR | \$422 | \$464 | \$591 | | |
| Key Largo - Black Fabric | KEYCHR | \$264 | \$290 | \$369 | | |
| Munich - Gray Fabric | MNCHCC | \$459 | \$505 | \$642 | | |
| ACCENT CHAIRS | | | | | | |
| Key West - Black | OCB | \$316 | \$348 | \$442 | | |
| Swanson"Swivel Chair - White Vinyl | SWAN | \$351 | \$386 | \$491 | | |
| Madden Arm Chair - Light Gray Vinyl | MADGRY | \$416 | \$457 | \$582 | | |
| Madrid - White Leather | BCW | \$594 | \$654 | \$832 | | |
| Madrid - Black Leather | OCH | \$594 | \$654 | \$832 | | |
| Fairfax - White Vinyl, Metal | FAIRCW | \$291 | \$320 | \$407 | | |
| La Brea Swivel Chair - Charcoal Gray, Fabric | LABREA | \$403 | \$444 | \$564 | | |
| Munich Armless - Gray Fabric | MNCHCH | \$379 | \$417 | \$531 | | |
| Hopi - Grey Linen | HOPCH | \$195 | \$215 | \$273 | | |
| MEETING CHAIRS | | | | | | |
| Espresso | OCMESP | \$211 | \$232 | \$295 | | |
| Taupe | OCMTAU | \$211 | \$232 | \$295 | | |
| White Vinyl | OCMWHT | \$211 | \$232 | \$295 | | |
| GROUP SEATING | | | | | | |
| Zenith - White, Chrome | ZENCHR | \$135 | \$149 | \$190 | | |
| Laguna - Maple, Chrome | LMCHR | \$121 | \$133 | \$169 | | |
| Malba - Grey | MALGRY | \$92 | \$102 | \$129 | | |
| Malba - Green | MALGRN | \$92 | \$102 | \$129 | | |
| Berlin - Black & White w/Chrome Frame | CS8 | \$87 | \$96 | \$122 | | |
| Berlin - Red & White w/Chrome Frame | CS9 | \$87 | \$96 | \$122 | | |
| Syntax - Black, Chrome | CS4 | \$168 | \$185 | \$235 | | |
| Christopher Chair - White Vinyl w/Chrome Legs | XCHR | \$253 | \$278 | \$354 | | |
| Wendy - Clear Acrylic | CH002 | \$118 | \$129 | \$165 | | |
| Razor - White | SC10 | \$100 | \$110 | \$140 | | |
| Brewer - Onyx w/Black Legs | SC3 | \$132 | \$146 | \$185 | | |
| Altura - Black Crepe | XC6 | \$133 | \$147 | \$187 | | |
| Rustique Chair w/Arms - Gunmetal | RSTDIN | \$143 | \$157 | \$200 | | |
| Duet Chair - Black w/Chrome | DUET | \$100 | \$110 | \$140 | | |

Subtotal:

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SPECIALTY FURNISHINGS – 3 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price Pricing only good through 7/30/18 | Advance Price | Standard Price | Quantity | Total |
|------------------------------------|-----------|---|------------------|-------------------|----------|-------|
| OTTOMANS | | | | | | |
| Vibe Cube - White Vinyl | VIB09 | \$116 | \$127 | \$162 | | |
| Vibe Cube - Black Vinyl Waterproof | VIB10 | \$116 | \$127 | \$162 | | |
| Vibe Cube - Steel Blue Vinyl | VIB11 | \$116 | \$127 | \$162 | | |
| Vibe Cube - Purple Vinyl | VIB13 | \$116 | \$127 | \$162 | | |
| Vibe Cube - Silver Vinyl | VIB12 | \$116 | \$127 | \$162 | | |
| Vibe Cube - Champagne Vinyl | VIB07 | \$116 | \$127 | \$162 | | |
| Vibe Cube - Red Vinyl | VIB04 | \$116 | \$127 | \$162 | | |
| Vibe Cube - Gold/Bronze Vinyl | VIB06 | \$116 | \$127 | \$162 | | |
| Vibe Cube - Green Vinyl | VIB01 | \$116 | \$127 | \$162 | | |
| Vibe Cube - Pink Vinyl | VIB03 | \$116 | \$127 | \$162 | | |
| Vibe Cube - Yellow Vinyl | VIB05 | \$116 | \$127 | \$162 | | |
| Vibe Cube - Blue Vinyl | VIB02 | \$116 | \$127 | \$162 | | |
| Vibe Cube - Orange Vinyl | VIB08 | \$116 | \$127 | \$162 | | |
| Beverly Bench - White Vinyl | BVLYWH | \$329 | \$362 | \$460 | | |
| Beverly Bench - Black Vinyl | BVLYBK | \$329 | \$362 | \$460 | | |
| Beverly Bench - Grey Fabric | BVLYGR | \$329 | \$362 | \$460 | | |
| Beverly Bench - Red Fabric | BVLYRD | \$329 | \$362 | \$460 | | |
| Beverly Bench - Ocean Blue Fabric | BVLYOB | \$329 | \$362 | \$460 | | |
| Beverly Bench - Linen Fabric | BVLYLN | \$329 | \$362 | \$460 | | |
| Beverly Bench - Brown Fabric | BVLYBN | \$329 | \$362 | \$460 | | |
| Half Bench Ottoman | WHT12 | \$176 | \$194 | \$247 | | |
| Endless Square - Black | END02B | \$351 | \$386 | \$491 | | |
| Endless Square - White | END02W | \$351 | \$386 | \$491 | | |
| Endless Curved - Black | END01B | \$352 | \$387 | \$492 | | |
| Endless Curved - White | END01W | \$352 | \$387 | \$492 | | |
| Quarter Curve - White Vinyl | BNQ7 | \$401 | \$441 | \$562 | | |
| Ottoman Ring | BNQR17 | \$1,435 | \$1,579 | \$2,009 | | |
| Sally Stool - White | SAL | \$100 | \$110 | \$140 | | |
| Edge Lighted Cube - White Plastic | CUBL20 | \$173 | \$191 | \$243 | | |
| Regis - Brushed Metal | REGBEN | \$240 | \$264 | \$337 | | |
| Marche Swivel - White Vinyl | MAR001 | \$151 | \$166 | \$212 | | |
| Marche Swivel - Red Fabric | MAR005 | \$151 | \$166 | \$212 | | |
| Marche Swivel - Pear Yellow Fabric | MAR009 | \$151 | \$166 | \$212 | | |
| Marche Swivel - Plum Fabric | MAR007 | \$151 | \$166 | \$212 | | |
| Marche Swivel - Blue Fabric | MAR010 | \$151 | \$166 | \$212 | | |
| Marche Swivel - Gray Fabric | MAR002 | \$151 | \$166 | \$212 | | |
| Marche Swivel - Rose Quartz Fabric | MAR006 | \$151 | \$166 | \$212 | | |

Subtotal:

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SPECIALTY FURNISHINGS – 4 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price Pricing only good through 7/30/18 | Advance Price | Standard Price | Quantity | Total |
|---|-----------|---|---------------|----------------|----------|-------|
| OTTOMANS (cont.) | | | | | | |
| Marche Swivel - Linen Fabric | MAR003 | \$151 | \$166 | \$212 | | |
| Marche Swivel - Raspberry Fabric | MAR004 | \$151 | \$166 | \$212 | | |
| Marche Swivel - Meadow Green | MAR008 | \$151 | \$166 | \$212 | | |
| South Beach - Platinum Suede, Wedge | OTS | \$191 | \$210 | \$268 | | |
| COCKTAIL TABLES | | | | | | |
| Alondra - Glass, Chrome | ALC100 | \$273 | \$300 | \$382 | | |
| Alondra - Wood, Chrome | ALC200 | \$273 | \$300 | \$382 | | |
| Geo - Glass w/Chrome Base | C1C | \$196 | \$216 | \$275 | | |
| Geo - Wood, Black | C1FWB | \$238 | \$262 | \$334 | | |
| Sydney - White | C1W | \$224 | \$246 | \$313 | | |
| Sydney - Black | C1Y | \$224 | \$246 | \$313 | | |
| Silverado - Glass w/Chrome Base | C1E | \$208 | \$229 | \$291 | | |
| Oliver | COLI | \$211 | \$232 | \$295 | | |
| SIDE AND END TABLES | | | | | | |
| Alondra - Glass, Chrome | ALE100 | \$196 | \$216 | \$275 | | |
| Alondra - Wood, Chrome | ALE200 | \$196 | \$216 | \$275 | | |
| Geo - Glass w/Chrome Base | E1C | \$184 | \$202 | \$257 | | |
| Geo - Wood, Black | E1FWB | \$208 | \$229 | \$291 | | |
| Sydney - White | E1W | \$202 | \$222 | \$282 | | |
| Sydney - Black | E1Y | \$202 | \$222 | \$282 | | |
| Regis - Brushed Metal | REGOTT | \$179 | \$196 | \$250 | | |
| Silverado - Glass w/Chrome Base | E1E | \$196 | \$216 | \$275 | | |
| Oliver | EOLI | \$188 | \$207 | \$263 | | |
| E Table - Wood | ETBL | \$175 | \$193 | \$245 | | |
| Timber Table - Wood | TMBTBL | \$168 | \$185 | \$235 | | |
| Aura Round Table - White Metal | AURA | \$143 | \$157 | \$200 | | |
| Edge LED Cube w/Plexi Top, White Plastic | CUBTBL | \$173 | \$191 | \$243 | | |
| CAFÉ TABLES W/ STANDARD BLACK BASE | | | | | | |
| Liquid Steel Blue Top w/Standard Base | ZTH | \$159 | \$174 | \$222 | | |
| Brushed Red Top w/Standard Black Base | ZTB | \$159 | \$174 | \$222 | | |
| Silver Textured Top w/Standard Black Base | ZTG | \$159 | \$174 | \$222 | | |
| Graphite Nebula Top w/Standard Black Base | ZTJ | \$159 | \$174 | \$222 | | |
| Maple Top w/Standard Black Base | ZTK | \$159 | \$174 | \$222 | | |
| White Laminate Top w/Standard Base | 30WH29 | \$159 | \$174 | \$222 | | |
| Gray Acajou Top w/Standard Base | ZTA | \$190 | \$209 | \$266 | | |
| White Laminate Top w/Standard Black Base | ZTQ | \$177 | \$195 | \$248 | | |

Subtotal:

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SPECIALTY FURNISHINGS – 5 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price Pricing only good through 7/30/18 | Advance Price | Standard Price | Quantity | Total |
|---|-----------|---|---------------|----------------|----------|-------|
| CAFÉ TABLES W/ STANDARD BLACK BASE (cont.) | | | | | | |
| Graphite Nebula Top w/Standard Black Base | ZTN | \$177 | \$195 | \$248 | | |
| Maple Top w/Standard Black Base | ZTP | \$177 | \$195 | \$248 | | |
| CAFÉ TABLES W/ HYDRAULIC BASE | | | | | | |
| Gray Acajou Top w/Hydraulic Base | 30MAHC | \$244 | \$268 | \$341 | | |
| White Laminate Top w/Hydraulic Base | 30WHHC | \$253 | \$278 | \$354 | | |
| Silver Textured Top w/Hydraulic Base | 30STHC | \$253 | \$278 | \$354 | | |
| Liquid Steel Blue Top w/Hydraulic Base | 30SBHC | \$253 | \$278 | \$354 | | |
| Graphite Nebula Top w/Hydraulic Base | 30GRHC | \$253 | \$278 | \$354 | | |
| Maple Top w/Hydraulic Base | 30MTHC | \$253 | \$278 | \$354 | | |
| Brushed Red Top w/Hydraulic Base | 30BRHC | \$253 | \$278 | \$354 | | |
| White Laminate Top w/Hydraulic Base | 36WTHC | \$274 | \$301 | \$384 | | |
| Graphite Nebula Top w/Hydraulic Base | 36GRHC | \$274 | \$301 | \$384 | | |
| Maple Top w/Hydraulic Base | 36MTHC | \$274 | \$301 | \$384 | | |
| BAR TABLES W/ STANDARD BLACK BASE | | | | | | |
| Rustique Square Metal - Gunmetal | RSTSQT | \$224 | \$246 | \$313 | | |
| Graphite Nebula Top w/Standard Black Base | VTJ | \$184 | \$202 | \$257 | | |
| Maple Top w/Standard Black Base | VTK | \$184 | \$202 | \$257 | | |
| Silver Textured Top w/Standard Black Base | VTG | \$184 | \$202 | \$257 | | |
| Brushed Red Top w/Standard Black Base | VTB | \$184 | \$202 | \$257 | | |
| White Laminate Top w/Standard Black Base | 30WH42 | \$184 | \$202 | \$257 | | |
| Liquid Steel Blue Top w/Standard Base | VTH | \$184 | \$202 | \$257 | | |
| Gray Acajou Top w/Standard Base | VTA | \$201 | \$221 | \$281 | | |
| White Laminate Top w/Standard Black Base | VTW | \$191 | \$210 | \$268 | | |
| Graphite Nebula Top w/Standard Black Base | VTN | \$191 | \$210 | \$268 | | |
| Maple Top w/Standard Black Base | VTP | \$191 | \$210 | \$268 | | |
| BAR TABLES W/ HYDRAULIC BASE | | | | | | |
| White Laminate Top w/Hydraulic Base | 30WHHB | \$253 | \$278 | \$354 | | |
| Liquid Steel Blue Top w/Hydraulic Base | 30SBHB | \$253 | \$278 | \$354 | | |
| Graphite Nebula Top w/Hydraulic Base | 30GRHB | \$253 | \$278 | \$354 | | |
| Maple Top w/Hydraulic Base | 30MTHB | \$253 | \$278 | \$354 | | |
| Silver Textured Top w/Hydraulic Base | 30STHB | \$253 | \$278 | \$354 | | |
| Brushed Red Top w/Hydraulic Base | 30BRHB | \$253 | \$278 | \$354 | | |
| White Laminate Top w/Hydraulic Base | 36WTHB | \$274 | \$301 | \$384 | | |
| Graphite Nebula Top w/Hydraulic Base | 36GRHB | \$274 | \$301 | \$384 | | |
| Maple Top w/Hydraulic Base | 36MTHB | \$274 | \$301 | \$384 | | |
| Gray Acajou Top w/Hydraulic Base | 30MAHB | \$244 | \$268 | \$341 | | |
| Subtotal: | | | | | | |

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SPECIALTY FURNISHINGS – 6 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price Pricing only good through 7/30/18 | Advance Price | Standard Price | Quantity | Total |
|--|-----------|---|---------------|----------------|----------|-------|
| BARSTOOLS | | | | | | |
| Lift Barstool - White Vinyl - 15" Round | ROLLWH | \$208 | \$229 | \$291 | | |
| Lift Barstool - Red Vinyl - 15" Round | ROLLRD | \$208 | \$229 | \$291 | | |
| Lift Barstool - Black Vinyl - 15" Round | ROLLBL | \$208 | \$229 | \$291 | | |
| Lift Barstool - Gray Vinyl - 15" Round | ROLLGY | \$208 | \$229 | \$291 | | |
| Apex - Black Vinyl | APS08 | \$188 | \$207 | \$263 | | |
| Apex - Red Vinyl | APS59 | \$188 | \$207 | \$263 | | |
| Apex - White Vinyl | APS75 | \$188 | \$207 | \$263 | | |
| Apex - Blue Ultra Suede | APS12 | \$188 | \$207 | \$263 | | |
| Zoey Swivel - White Vinyl, Chrome Base | BS002 | \$221 | \$243 | \$309 | | |
| Zoey Swivel - Black Vinyl, Chrome Base | BS003 | \$221 | \$243 | \$309 | | |
| Banana - Black Seat w/Chrome Base | BSS | \$188 | \$207 | \$263 | | |
| Banana - White Seat w/Chrome Base | BST | \$188 | \$207 | \$263 | | |
| Oslo - Blue Seat w/Chrome Frame | BSD | \$196 | \$216 | \$275 | | |
| Oslo - White Seat w/Chrome Frame | BSC | \$196 | \$216 | \$275 | | |
| Christopher - White Vinyl w/ Chrome Base | XBAR | \$151 | \$166 | \$212 | | |
| Shark Swivel - White Plastic w/Arms, Chrome Base | BS001 | \$231 | \$254 | \$323 | | |
| Syntax - Black, Chrome | BSR | \$184 | \$202 | \$257 | | |
| "Rustique" - Gunmetal | RSTSTL | \$130 | \$143 | \$182 | | |
| Zenith - White, Chrome | ZENBAR | \$135 | \$149 | \$190 | | |
| Laguna - Maple, Chrome | LMBAR | \$151 | \$166 | \$212 | | |
| TRAINING & CONFERENCE TABLES | | | | | | |
| Table - White Laminate | CONF42 | \$281 | \$310 | \$394 | | |
| Round - Graphite Nebula | CB1 | \$281 | \$310 | \$394 | | |
| Madison 42" Round - Grey Acajou | CB8 | \$281 | \$310 | \$394 | | |
| Madison 5' - Gray Acajou | MADC05 | \$392 | \$431 | \$548 | | |
| Madison 8' - Gray Acajou | MADC08 | \$782 | \$860 | \$1,095 | | |
| Madison 10' - Gray Acajou | MADC10 | \$782 | \$860 | \$1,095 | | |
| Atomic - Glass w/Chrome Base | 42ATO | \$258 | \$284 | \$362 | | |
| Atomic - Glass w/Chrome Base | 36ATO | \$258 | \$284 | \$362 | | |
| Geo - Glass w/Chrome Base | CE1 | \$221 | \$243 | \$309 | | |
| Geo - Glass w/Black Base | CF1 | \$208 | \$229 | \$291 | | |
| Geo - Glass w/Black Base | CF2 | \$307 | \$337 | \$429 | | |
| Geo - Glass w/Chrome Base | CE2 | \$319 | \$351 | \$447 | | |
| Merlin Multi Use Table, Gray Laminate, Black | MERLIN | \$338 | \$372 | \$473 | | |
| Work Table - White Laminate, White | WD3 | \$326 | \$358 | \$456 | | |
| 8' - Graphite Nebula | CB3 | \$416 | \$457 | \$582 | | |
| 6' - Graphite Nebula | CB2 | \$343 | \$378 | \$481 | | |

Subtotal:

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SPECIALTY FURNISHINGS – 7 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price Pricing only good through 7/30/18 | Advance Price | Standard Price | Quantity | Total |
|---|-----------|---|------------------|-------------------|----------|-------|
| TRAINING & CONFERENCE TABLES (cont.) | | | | | | |
| 8' - Granite | C508GR | \$414 | \$455 | \$579 | | |
| 10' - Granite | CT10GR | \$499 | \$549 | \$698 | | |
| 6' - Granite | CT06GR | \$336 | \$370 | \$470 | | |
| EXECUTIVE CHAIRS | | | | | | |
| Pro - High Back, White Classic Vinyl | PROEXE | \$364 | \$401 | \$510 | | |
| Pro - High Back, Black Vinyl | PROEXB | \$313 | \$344 | \$438 | | |
| Pro - Mid Back, Black Vinyl | PROMDB | \$198 | \$218 | \$278 | | |
| Pro - Mid Back, White Classic Vinyl | PROMID | \$198 | \$218 | \$278 | | |
| Pro - Black Vinyl | PROGB | \$218 | \$240 | \$306 | | |
| Altura - Black Crepe | SY1 | \$153 | \$169 | \$215 | | |
| G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES | | | | | | |
| Bar - Maple Top, Silver Frame | VNTMNP | \$587 | \$646 | \$822 | | |
| Bar - Maple Top, w/Grommet Holes | VNTBMW | \$587 | \$646 | \$822 | | |
| Bar - White Top, w/Grommet Holes | VNTBWW | \$587 | \$646 | \$822 | | |
| Bar - White Top, Silver Frame | VNTWNP | \$587 | \$646 | \$822 | | |
| Bar - Black Top, Silver Frame | VNTBNP | \$587 | \$646 | \$822 | | |
| Café - Maple Top | G30DMS | \$432 | \$475 | \$604 | | |
| Café - Maple Top, w/ Grommet Holes | G30DMW | \$432 | \$475 | \$604 | | |
| Café - White Top | G30DWS | \$432 | \$475 | \$604 | | |
| Café - White Top, w/ Grommet Holes | G30DWW | \$432 | \$475 | \$604 | | |
| TRAINING ROOM | | | | | | |
| Merlin Multi Use Table - Gray Laminate, Black | MERLIN | \$338 | \$372 | \$473 | | |
| Work Table - White Laminate, White | WD3 | \$326 | \$358 | \$456 | | |
| PRODUCT DISPLAYS | | | | | | |
| Posh Shelving - Chrome & Acrylic | PSHCCS | \$419 | \$461 | \$587 | | |
| Madison - Gray Acajou | BC8 | \$358 | \$394 | \$501 | | |
| Powered Locking Pedestal - Black | PDL36B | \$495 | \$544 | \$692 | | |
| Powered Locking Pedestal - White | PDL36W | \$495 | \$544 | \$692 | | |
| Powered Locking Pedestal - Black | PDL42B | \$585 | \$643 | \$819 | | |
| Powered Locking Pedestal - White | PDL42W | \$585 | \$643 | \$819 | | |
| DESKS & CREDENZAS | | | | | | |
| Madison - Executive - Gray Acajou | JD8 | \$494 | \$543 | \$691 | | |
| Madison - Gray Acajou | CR8 | \$417 | \$459 | \$584 | | |
| Tech Desk, Powered w/ 3 Drawer File Cabinet - Black Metal, Laminate | TECH3B | \$467 | \$514 | \$654 | | |
| Tech Desk, Powered - Black Metal, Laminate | TECH | \$379 | \$417 | \$531 | | |
| 3 Drawer File Cabinet on Castors - Black Metal, Laminate | TECH3 | \$126 | \$139 | \$176 | | |

Subtotal: _____

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SPECIALTY FURNISHINGS – 8 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price Pricing only good through 7/30/18 | Advance Price | Standard Price | Quantity | Total |
|---|-----------|---|---------------|----------------|----------|-------|
| REFRIGERATORS | | | | | | |
| 14.0 Cubic Feet - White | R1R | \$700 | \$770 | \$980 | | |
| 4.0 Cubic Feet - White | R1Q | \$233 | \$256 | \$326 | | |
| MOBILE TABLET STANDS | | | | | | |
| Black | TBSTND | \$228 | \$251 | \$319 | | |
| White | TBSTDW | \$228 | \$251 | \$319 | | |
| Mobile Tablet Stand - Brochure Holder | TBBCHR | \$29 | \$32 | \$41 | | |
| Mobile Tablet Stand - Charging Shelf | TBSHLF | \$29 | \$32 | \$41 | | |
| Mobile Tablet Stand - Wireless Printer Holder | TBPNTR | \$29 | \$32 | \$41 | | |
| LAMPS | | | | | | |
| Mason - Floor Lamp, Brushed Silver | LA15 | \$188 | \$207 | \$263 | | |
| Mason - Table Lamp, Brushed Silver | LA14 | \$130 | \$143 | \$182 | | |
| LIGHTED PRODUCTS | | | | | | |
| Edge Lighted Cube Ottoman, White Plastic | CUBL20 | \$173 | \$191 | \$243 | | |
| Edge LED Cube Table w/ Plexi Top, White Plastic | CUBTBL | \$173 | \$191 | \$243 | | |
| BARS | | | | | | |
| Martini Bar w/Frosted Glass Tops | BR1 | \$1,066 | \$1,172 | \$1,492 | | |
| Martini Bar Circle (3 x BR1) | BRC | \$3,068 | \$3,375 | \$4,295 | | |

- Specialty Furnishings canceled after the order has been processed will be refunded 50% of the original price; once move-in has begun, we cannot issue a refund for a canceled order.

| | |
|------------------------------|--|
| Subtotal – Page 8: | |
| Subtotal – Pages 1-8: | |
| Tax 9.25%: | |
| TOTAL: | |

5-effective01/18

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MARSHALING YARD INFORMATION

All drivers must check-in at the Marshaling Yard to be placed in queue for unloading and/or reloading shipments at the Gaylord Opryland Resort & Convention Center. The lot for the Marshaling Yard will be marked with signage.

Marshaling Yard Location

Opry Mills Drive
Nashville, TN 37214

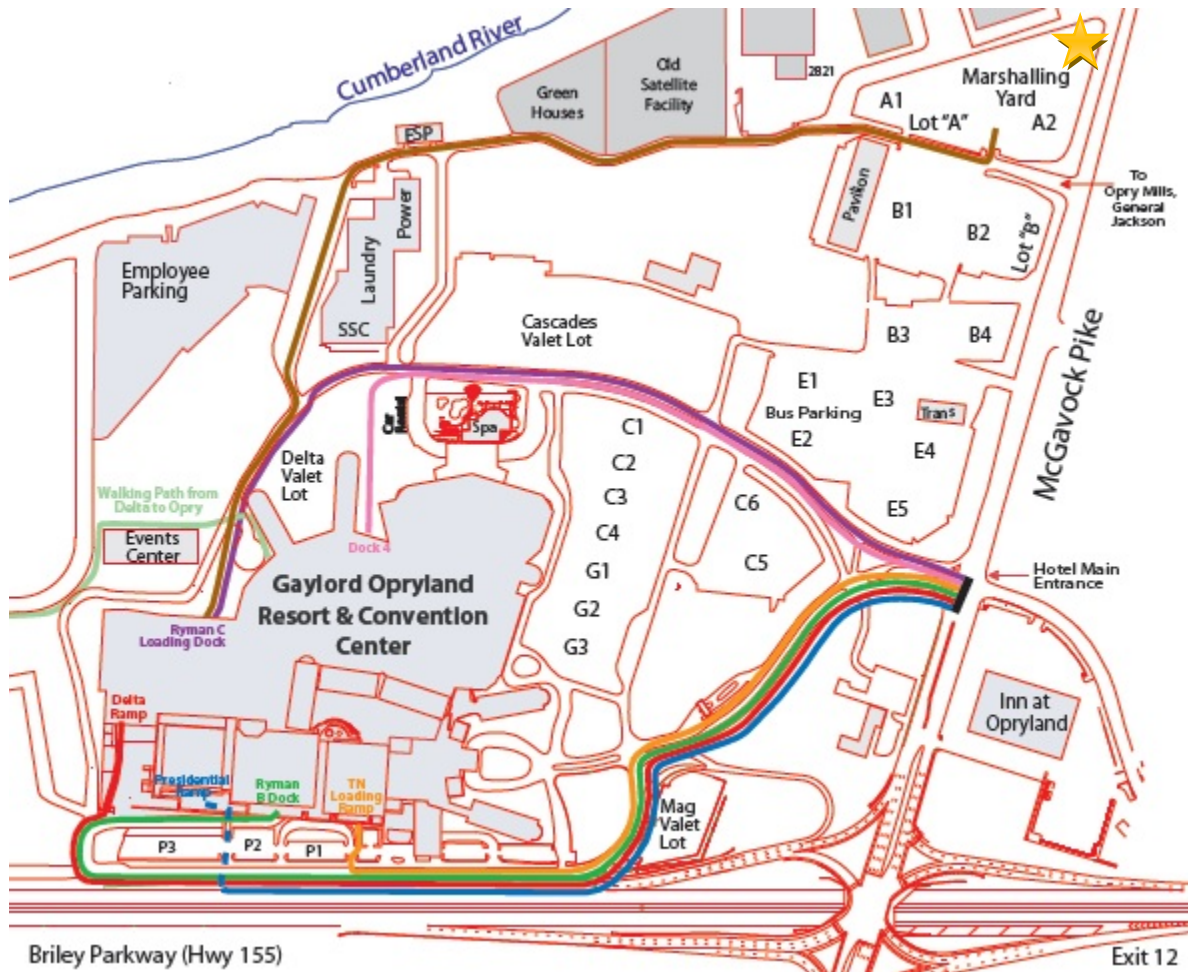
Hours of Operation

For **inbound** shipments:
 Sunday, August 19 12:00 PM to 5:00 PM
 Monday, August 20 8:00 AM to 12:00 Noon

For **outbound** shipments:
 Tuesday, August 21 11:00 AM to 7:00 PM

Marshaling Yard Fee

\$30 per shipment





TO: HARGROVE
YRC Nashville
7300 Centennial Drive
Nashville, TN 37209

NIGP Forum 2018

COMPANY NAME: _____

BOOTH NUMBER: _____

**MUST BE RECEIVED BY:
Tuesday, August 14 at 4:00 PM**

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
YRC Nashville
7300 Centennial Drive
Nashville, TN 37209

NIGP Forum 2018

COMPANY NAME: _____

BOOTH NUMBER: _____

**MUST BE RECEIVED BY:
Tuesday, August 14 at 4:00 PM**

ADVANCE SHIPPING LABEL



TO: HARGROVE
Gaylord Opryland Resort & Conv Ctr
Ryman Exhibit Halls B3-6
2816 Opryland Drive
Nashville, TN 37214

NIGP Forum 2018

COMPANY NAME: _____

BOOTH NUMBER: _____

**NO SHIPMENTS ACCEPTED BEFORE:
Sunday, August 19 at 12:00 Noon**

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: Gaylord Opryland Resort & Conv Ctr
Ryman Exhibit Halls B3-6
2816 Opryland Drive
Nashville, TN 37214

NIGP Forum 2018

COMPANY NAME: _____

BOOTH NUMBER: _____

**NO SHIPMENTS ACCEPTED BEFORE:
Sunday, August 19 at 12:00 Noon**

DIRECT SHIPPING LABEL



TO: HARGROVE
YRC Nashville
7300 Centennial Drive
Nashville, TN 37209

NIGP Forum 2018

COMPANY NAME: _____

BOOTH NUMBER: _____

**MUST BE RECEIVED BY:
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HANGING SIGNS LABEL

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TO: HARGROVE
YRC Nashville
7300 Centennial Drive
Nashville, TN 37209

NIGP Forum 2018

COMPANY NAME: _____

BOOTH NUMBER: _____

**MUST BE RECEIVED BY:
Tuesday, August 14 at 4:00 PM**

HANGING SIGNS LABEL

MATERIAL HANDLING INFORMATION

As the General Service Contractor / Official Drayage Contractor for this show, Hargrove, LLC (“Hargrove”) will schedule the moving in and out of all Exhibitor Material. All shipments, if it is possible, should be received at Hargrove’s warehouse prior to the published deadline date. Shipments received at Hargrove’s warehouse after the delivery deadline will incur an additional 50% (late-to-warehouse) charge. Refer to Hargrove’s “General Information” pages for the address and specific dates and times for warehouse freight receiving for this Event / Show.

You may ship directly to the exhibit hall provided delivery is scheduled for published move-in or show dates. Refer to Hargrove’s “General Information” for the address and specific dates and times for show-site freight receiving for this Event / Show.

When shipping your materials, please include the name of the Event / Show, your company name and your booth number on each piece. For your convenience, sample labels are provided in the Service Kit. You may copy these labels or use your own if you need more labels than provided.

To ship your materials with Hargrove, [request a quote](#) or contact Hargrove Shipping at 301.306.4620 or Shipping@hargroveinc.com.

Material Handling includes:

- Receiving and unloading your shipments at Hargrove’s warehouse (30 days free storage prior to Event / Show date).
- Reloading onto a Hargrove trailer.
- Delivery of shipment to exhibit hall.
- Placement of shipment in your booth space.
- Removal and storage of empty containers.
- Return of empties to booth at close of Event / Show. [Note: All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.]
- Removal of all packed and labeled materials from exhibit booth.
- Reloading onto outbound carrier for return shipment (based on shipping information provided in your Hargrove Material Handling Agreement).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the Material Handling Estimate form for detailed pricing information. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Hargrove may be charged special handling.

Overtime / Off-Target

An overtime and/or off-target surcharge, per cwt, for each occurrence will apply if:

- Your advance shipment is received at the warehouse on straight-time, but delivered to the Event / Show site on overtime due to scheduling.
- Your shipment is moved to or out of Event / Show site on overtime due to scheduling.
- Your shipment is received on overtime (Monday-Friday before 8:00 AM and after 4:30 PM, and ALL DAY Saturday, Sunday and holidays).
- Your direct shipment is received at Event / Show site outside of the exhibitor move-in schedule.

Outbound Instructions

At the close of the Event / Show, each Exhibitor must complete a Hargrove Material Handling Agreement and shipping labels for its Exhibitor Materials. Blank Material Handling Agreements and labels are available at the Hargrove Service Center. If any shipment is left in a booth for which no disposition is provided, or if a requested carrier fails to pick up or refuses to take shipment, Hargrove will re-route such shipment or return material to Hargrove’s warehouse at the Exhibitor’s expense.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors.

Tips that can save you money:

Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

What is “Material Handling/Drayage?”

The term “drayage” is the moving of exhibit materials from one location to another. Whether you ship to Hargrove’s advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth?

Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined?

Drayage charges are based on a number of factors including labor rates, facility dock access, and the show schedule, to name just a few. These rates vary from city to city.

How is the weight of my shipment determined?

Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Hargrove reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. When Hargrove weighs the shipment, the exhibitor will be charged for double handling.

Small shipments vs. large shipments:

Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the Service Contractor’s warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments vs. direct (to show site) shipments:

In general, it is best to ship your materials to the “advance shipment” address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit?

The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient’s name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.

MATERIAL HANDLING ESTIMATE

Company Name: _____ Booth: _____

- Material Handling is billed by the hundredweight (CWT) per shipment, with a **2 CWT minimum**. Small packages (30 pounds or less per shipment) are billed per piece.
- When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.
- Shipments received without weight tickets will be weighed and charged special handling rates.
- Special handling rates also apply to shipments requiring additional or double handling, including pad-wrapped, unskidded and double-stacked shipments; side-door, constricted-space and/or ground-level unloading, and oversized crates.
- Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed.

NOTE: Advance shipments moved to show site and direct shipments received on Sunday will be handled on overtime. Shipments handled before 8:00 AM or after 4:30 PM Monday thru Friday, or anytime Saturday, Sunday or holiday, will be accessed a 40% overtime surcharge.

| Description | Product # | Price – per CWT unless noted otherwise | Minimum |
|--|-----------|--|----------|
| WAREHOUSE (ADVANCE) SHIPMENT | | | |
| Crated or Skidded Shipment | MH1 | \$109.00 | \$218.00 |
| Small Package - first piece (applies to shipment weighing 30 pounds or less) | MH2 | \$45.00 | |
| Small Package - each additional | MH3 | \$40.00 | |
| Special Handling/Uncrated Shipment | MH4 | \$152.60 | \$305.20 |
| Overtime Surcharge - Crated or Skidded Shipment | MH5 | \$43.60 | \$87.20 |
| Overtime Surcharge - Special Handling/Uncrated Shipment | MH6 | \$61.04 | \$122.08 |
| Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline | MH7 | \$54.50 | \$109.00 |

* **NOTE:** Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.

| | | | |
|---|------|----------|----------|
| SHOW SITE (DIRECT) SHIPMENT | | | |
| Crated or Skidded Shipment | MH8 | \$114.00 | \$228.00 |
| Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.) | MH9 | \$142.50 | \$285.00 |
| Small Package - first piece (applies to shipment weighing 30 pounds or less) | MH2 | \$45.00 | |
| Small Package - each additional | MH3 | \$40.00 | |
| Special Handling/Uncrated Shipment | MH10 | \$159.60 | \$319.20 |
| Overtime Surcharge - Crated or Skidded Shipment | MH11 | \$45.60 | \$91.20 |
| Overtime Surcharge - Crated Shipment via Special Carrier | MH12 | \$57.00 | \$114.00 |
| Overtime Surcharge - Special Handling/Uncrated Shipment | MH13 | \$63.84 | \$127.68 |
| Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule | MH14 | \$57.00 | \$114.00 |

| | | | |
|---|------|----------------------------|----------|
| MISCELLANEOUS SERVICE | | | |
| Return to Warehouse (includes hold period** / first 5 days of storage) | MH15 | \$40.00 | \$200.00 |
| Warehouse Storage Fee - per day (outside advance warehouse acceptance period) | MH16 | \$5.00 | \$25.00 |
| Motorized Vehicle Spotting Fees (submit enclosed form) | MH17 | \$165 per axle, round-trip | |
| Marshaling Yard Fee | MH18 | \$30 per shipment | |

** **Hold Period:** Materials returned to the warehouse will be held for 5-business days; materials may not be picked up until after the hold period.

| Product # | Description | Carrier | # of Pieces | # of CWTs | Price per CWT/Piece | Total |
|-----------|-------------|---------|-------------|-----------|---------------------|-------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

TOTAL: _____

VEHICLE / MACHINERY SPOTTING SERVICE

Submission Deadline: **Monday, July 30, 2018**

Company Name: _____ Booth: _____

Spotting is the placement or “dropping” of a vehicle, trailer or machine on the show floor and its subsequent removal from the show floor. Exhibitors with vehicle(s) or machinery, self-propelled or pushed, scheduled for display must notify Hargrove in writing of such intent.

Exhibitors with vehicle or machinery displays must complete and return this form to Hargrove **by Monday, July 30**. A target move-in time for the vehicle(s) and/or machine(s) will be assigned based upon this information. Any off-target or unscheduled vehicle/machinery deliveries may be assessed additional charges.

Vehicle / Machinery Spotting Fee

\$165 per axle, round-trip

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

Rules Regarding Display Vehicles and Spotting Service

- At least one battery cable must be disconnected and taped.
- Fuel tank must contain no more than 1/8 of a tank.
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors.
- Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
- Vehicle cannot be turned on, operated or moved during show hours.
- Non-flammable drop cloth must be placed under vehicle.
- All spotting service orders are subject to Hargrove’s Payment Policy and Limits of Liability.
- Key(s) shall be available to Show Management and/or Hargrove at all times.

| Item # | Circle: Vehicle (V) or Machine (M) | Weight (in lbs) | Dimensions (in inches) | | | Machine(s) Will Arrive: | | Will assembly be required? | | # of Axles | Estimated Total Fees* |
|---------------|------------------------------------|-----------------|------------------------|---|---|-------------------------|---------------------|----------------------------|----|------------|-----------------------|
| | | | L | W | H | Crated/ Skidded | Uncrated/ Unskidded | Yes | No | | |
| 1 | V or M | | | | | | | | | | |
| 2 | V or M | | | | | | | | | | |
| 3 | V or M | | | | | | | | | | |
| 4 | V or M | | | | | | | | | | |
| 5 | V or M | | | | | | | | | | |
| 6 | V or M | | | | | | | | | | |
| 7 | V or M | | | | | | | | | | |
| TOTAL: | | | | | | | | | | | |

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

Additional Instructions:

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Please submit with payment by Monday, July 30, 2018.



HARGROVE-SUPERVISED LABOR INSTRUCTION FORM

NOTE: Complete and return this form **only** if your display is to be set up and/or dismantled by Hargrove and there will not be a supervisor (i.e., no exhibitor representative) present.

| | | | |
|--|--------|--|---|
| Exhibitor: | | Booth # : | |
| SET-UP / DISMANTLING / PACKING INFORMATION | | | |
| A rendering of and/or instructions for my exhibit is enclosed with this order. | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| A rendering of and/or instructions for my exhibit is packed in the display case(s). | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| My exhibit has a key: <input type="checkbox"/> No <input type="checkbox"/> Yes, that is located in: | | Case # | |
| Carpet: <input type="checkbox"/> with exhibit <input type="checkbox"/> rented from Hargrove <input type="checkbox"/> Other: | | Size: | Color: |
| Electrical Placement *: <input type="checkbox"/> drawing attached <input type="checkbox"/> drawing with exhibit | | To be installed under carpet?: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| * Please place your order for electrical service with the appropriate vendor and include a copy of your order with this form. | | | |
| In case of emergency, please call (name): | | at (cell phone #): | |
| Instructions: | | | |
| | | | |
| | | | |
| | | | |
| INBOUND SHIPPING INFORMATION | | | |
| Carrier: | | Carrier Phone: | |
| Shipped to: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site <input type="checkbox"/> Other: | | Date Shipped: | |
| Shipped from (company, city & state): | | | |
| Total Number of: <input type="checkbox"/> Crates: <input type="checkbox"/> Cartons: <input type="checkbox"/> Cases: <input type="checkbox"/> Other (qty & describe): | | | |
| OUTBOUND SHIPPING INFORMATION | | | |
| Ship to (company): | | Attn: | |
| Street: | | | |
| City: | State: | Zip: | Phone: |
| Carrier Name: | | Carrier Phone: | |
| Is this shipment going to another show? <input type="checkbox"/> No <input type="checkbox"/> Yes, Show Name: | | Booth #: | |
| This shipment must arrive no later than: Day: | | Date: | Time: <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Date & Time of Scheduled Pick-Up **: | | | |
| NOTE: If outbound shipping is to be a split shipment, check here <input type="checkbox"/> and attach specific instructions and addresses. | | | |
| If designated carrier fails to show up, Hargrove should: | | ** NOTE: Exhibitor is responsible for contacting the carrier and scheduling the pick-up. | |
| <input type="checkbox"/> Re-route via: | | | |
| <input type="checkbox"/> Ground <input type="checkbox"/> Next Business Day <input type="checkbox"/> 2 nd Business Day <input type="checkbox"/> Deferred (3-5 Business Days) | | | |
| <input type="checkbox"/> Return shipment to warehouse at exhibitor's expense. | | | |

I understand that Hargrove, LLC shall not be responsible for loss, theft or damage to any display installed or dismantled under Hargrove's supervision of labor as ordered above, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide Hargrove with complete and accurate written instructions for the installation, dismantling, packing and/or shipping of said display by Hargrove supervised labor. Payment of all labor services supervised by Hargrove will be my/our responsibility as the exhibitor.

Cancellation Policy: A 24-hour notice is required to cancel supervision labor. Supervisor labor ordered and not used will be charged as a one-hour "no show" charge.

Authorized Signature

Print Name

Date



LABOR

Advance Order Deadline: **Monday, July 30, 2018**

Company Name: _____ Booth: _____

| Description – per hour, unless noted otherwise | Product # | Advance Price (by 7/30/18) | Standard Price (7/31 – 8/18/18) | Floor Order Price (beginning 8/19/18) | | | |
|--|-------------|-----------------------------|---------------------------------|--|-------------------------|---|-----------------------------|
| DISPLAY LABOR | | | | | | | |
| Straight Time | L1 | \$88.00 | \$105.60 | \$123.20 | | | |
| Overtime | L2 | \$132.00 | \$158.40 | \$184.80 | | | |
| Double Time / Holiday | L3 | \$176.00 | \$211.20 | \$246.40 | | | |
| Supervision Fee | L4 | | 30%, with \$50 minimum | | | | |
| Shrink Wrap Skid (per skid) | LS | \$40.00 | \$48.00 | \$56.00 | | | |
| Band Skid or Crate (per piece) | LB | \$50.00 | \$60.00 | \$70.00 | | | |
| FORKLIFT & RIGGING LABOR | | | | | | | |
| Forklift w/ operator - up to 5,000 lbs. - Straight Time | L5 | \$283.00 | \$339.60 | \$396.20 | | | |
| Forklift w/ operator - up to 5,000 lbs. - Overtime | L6 | \$327.00 | \$392.40 | \$457.80 | | | |
| Forklift w/ operator - up to 5,000 lbs. - Double Time | L7 | \$371.00 | \$445.20 | \$519.40 | | | |
| Forklift w/ operator - over 5,000 lbs. | L8 | | Request a quote | | | | |
| 4-Stage Forklift w/ operator | L9 | | Request a quote | | | | |
| Forklift Cage w/ rigger | L12 | | Request a quote | | | | |
| Boomlift w/ 3-man crew | L15 | | N/A | | | | |
| Scissor Lift w/ 2-man crew | L18 | | N/A | | | | |
| ACCESSIBLE STORAGE | | | | | | | |
| Accessible Storage - per 1/4-trailer per day storage fee | L24 | | | | | | |
| Product # | Date | Estimated Start Time | # of Workers or Lifts | Est. # Hours per Workers or Lifts | Est. Total Hours | Hourly Rate | Estimated Total Cost |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Subtotal: | | | | | | | |
| Will Labor be Hargrove-supervised? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | Supervision Fee (if applicable): | |
| If yes, complete the Hargrove-Supervised Labor Instruction Form. | | | | | | TOTAL: | |

- **Straight Time:** Rates apply Monday-Friday 8:00 AM - 4:30 PM.
- **Overtime:** Rates apply Monday-Friday before 8:00 AM and after 4:30 PM, and all day Saturday-Sunday.
- **Double Time:** Rates apply on select holidays.
- **Billing:** There is a minimum of one-hour charged. Time is billed in increments of ½-hour thereafter.
- **Cancellation Policy:** 24-hour notice required to cancel labor. Labor ordered and not used will be charged a one-hour "No Show" charge. This policy applies to installation and dismantling labor orders.
- **Hanging Sign Labor:** Rigging is an exclusive service of the facility.
- **Accessible Storage Fee:** Consists of storage space plus access labor. Accessible storage labor charges are billed in ½-hour increments. When a forklift is necessary, time for use of equipment will also be charged.
- **Crew Sizes:** A crew consists of the equipment operator and the designated laborer(s). Additional crew, equipment or larger equipment may be added if the supervisor deems it necessary to safely complete a job. The exhibitor is responsible for any additional charges incurred.
- **Policies:** Only pre-ordered labor for the START of the work day is guaranteed. Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to the labor desk to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.

EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Booth: _____

Submission Deadline: **Monday, July 30, 2018**

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor (i.e., other than Hargrove) supervise their labor, unpack, erect, assemble, dismantle and/or pack display/equipment **MUST** abide by the following:

- A. Exhibitor must notify Show Management and Hargrove in writing no later than **Monday, July 30, 2018**.
- B. Exhibitor must ensure their contractor provide Hargrove with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage by **Monday, July 30, 2018**.
- C. Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.
- D. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- E. The EAC shall share with Hargrove all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- F. The EAC must provide Hargrove and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.
- G. The EAC may not, under any circumstances solicit business on the show floor.
- H. The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- I. The Official Contractor has total control of all areas of the exhibit hall (i.e., aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with Hargrove.
- J. The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
- K. All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

Name of EAC/Service Firm: _____
 EAC Address: _____
 EAC Phone: _____ EAC Fax: _____
 EAC Contact Name: _____ Email: _____

- The EAC/Service Firm must notify Hargrove of the names of all exhibiting companies for whom they have orders, and the names of all employees working for them on the show.
- All EACs/Service Firms must provide insurance certificates to Hargrove and the sponsor of the exhibition. Please list show name, location, and Exhibitor name on each Certificate of Insurance.
- EACs/Service Firms will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove.

COMPANY: _____ BOOTH #: _____
 ADDRESS: _____ CONTACT NAME: _____
 CITY: _____ SIGNATURE: _____
 STATE: _____ ZIP: _____ PHONE #: _____
 EMAIL: _____ FAX #: _____

ADDITIONAL SHOW SERVICES

Gaylord Opryland Resort and Convention Center

Gaylord Opryland Terms & Conditions for Exhibits

Catering Services

Electrical & Other Utilities

Internet & Telephone

Rigging – PSAV

Additional Vendors

[Audio Video & Computer Equipment](#) – **Crescent AV**

Plants/Floral – **Urban Jungle**



Terms and Conditions for Exhibits and Displays

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

Non-Flammable Materials: All materials used in the Exhibit Hall, Ballroom, or any other room of Gaylord Opryland MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation must conform to appropriate Nashville, Tennessee codes. Gaylord Opryland personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager at Gaylord Opryland.

Special Notices: All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by Gaylord Opryland after close of show.

Liability: Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's agents, employees, or property, and to any other person or property, to the extent arising out of, resulting from or in any way related to Exhibitor's exhibits and displays or any breach of this agreement by Exhibitor, provided that said injury, loss or damage is not caused by the gross negligence or willful misconduct of a Gaylord employee acting within the scope of his employment in connection with the exhibition as contemplated by this agreement. Each Exhibitor hereby expressly releases Gaylord Opryland, Marriott International, Inc., its subsidiaries and affiliates from such liabilities and agrees to indemnify Gaylord Opryland, Marriott International, Inc., its subsidiaries and affiliates against any and all claims for such injury, loss or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Fire Regulations: All doors and openings must be kept clear. Exit Signs, fire alarms and extinguishers must be visible at all times.

Display vehicles must meet the following requirements:

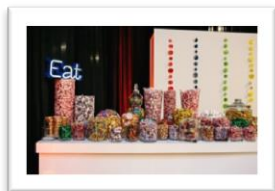
Battery cables must be disconnected

Fuel level must be no more than 1/8th of a tank

Gas cap must be locked and / or taped shut

Storage: Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.



Gaylord Opryland Exhibitor/Sponsor Catering & Services Menu

In today's economy and hyper-competitive market, the pressure is on to make every dollar produce results. As an exhibitor, you want to stand out head and shoulders above the crowd to draw in your target audience.

Gaylord Opryland's Catering Managers can help you attract qualified traffic and meet your goals by creating custom and unique experiences for your booth.

- Out Exhibit your competitors
- Create more networking opportunities
- Increase face time with prospective customers
- Generate more leads
- Gain the competitive edge

For additional information, please contact your Catering Manager

!

| Contact Information | | | |
|----------------------|----------------------|-------------------------|------------|
| Contact Name | Title | Phone Number | Fax Number |
| | | | |
| Company Name | | Company Mailing Address | |
| | | | |
| On-Site Contact Name | On-Site Phone Number | On-Site Email Address | |
| | | | |

| Order Information | | | |
|-----------------------|--------------|--------------|------------|
| Exhibit Hall Day/Date | Booth Number | Phone Number | Fax Number |
| | | | |



Specialty Machine Rentals

| Item | Max Avail. | Description | Price | Start Time | End Time |
|---|------------|--|--|------------|----------|
| Coffee Stop Express – Delta Junior | 1 | Pricing includes 2 Baristas & Electrical Power | \$1000++ per hour rental 2-Hour Minimum Estimated capability: 120-150 drinks / hour | | |
| VIP Latte/Esspresso Machine | 2 | Pricing includes 1 Attendant & Electrical Power | \$350++ per hour rental 2-Hour Minimum Estimated capability: 45 drinks / hour | | |
| Super Soft Pretzel Warmer & Mustards Table-Top Display | 2 | Pricing includes 1 Attendant & Electrical Power | \$150++ per hour *Pretzels: \$6.50++each 2-Hour Minimum | | |
| Bake-in-Booth Cookie Oven Table-Top Display | 2 | Pricing includes 1 Attendant & Electrical Power | \$350++ per hour 2-Hour Minimum Estimated capability: 5 dozen / hour | | |
| <u>Table Top</u> Ice Cream Freezer Assorted Ice Cream Novelties | 4 | Number of Ice Cream Bars must be guaranteed in advance. & Electrical Power | Minimum of 25 *Bars: \$6.00++ each | | |
| <u>Roll-In</u> Ice Cream Freezer Assorted Ice Cream Novelties | 2 | Number of Ice Cream Bars must be guaranteed in advance. & Electrical Power | Minimum of 75 *Bars: \$6.00++ each | | |
| Popcorn Machine with Seasonings Table-Top Display | 3 | Pricing includes 1 Attendant & Electrical Power | \$275++ per hour* 2-Hour Minimum Estimated capability: 100 bags / hour *\$3.25++ per bag | | |

* = Supplies are additional

++ = Service Charge (25%) and Tax (9.25%) are additional

Beer Bar Specialty Packages

| Package | Description | Price | Start Time | End Time |
|---|---|---|------------|----------|
| Local Brew Crew Hometown Bottled Brews | <u>Bottles of Yazoo Brews</u> Pale Ale , Dos Perros, Hefeweizen, Sly Rye Porter <u>Bottles of Blackstone Brew</u> Chaser Pale Ale (German Style Kolsch) A.P.A. (American Pale Ale) Nut Brown Ale (English Brown Ale) St. Charles Porter (Brown Porter) | Select (4) Brews: - Initial bar setup \$800++ (estimated 96 beverages) - Replenishments on consumption at \$8.00++ each | | |
| Classic Keg Options | Single Taps available in your booth! Budweiser and Bud Light | - Single Selection \$1,000++ (estimated 165 beverages) *\$75 Keg Box Rental | | |
| Local / Craft Keg Options!  | Nashville's own Tennessee Brew Works! Southern Wit (Belgian Ale), Extra Easy (English Pale), Basil Ryeman (Farmhouse Ale), Cutaway (Indian Pale Ale), Country Roots (Sweet Potato Stout) Single Taps available in your booth! | - Single Selection \$1,500++ (estimated 165 beverages) *\$75 Keg Box Rental | | |

Alcoholic beverages being served require the assistance of a Gaylord Opryland Bartender. Bartender fees are \$100.00 per event/4 hours. All Bars have a Minimum Revenue Requirement of \$500.00 per event/4 hours.

++ = Service Charge (25%) and Tax (9.25%) are additional. Liquor, Wine, and (HG) High Gravity Beer also incur a Tax of 15%.

Specialty Bar Packages

| Package | Description | Price | Start Time | End Time |
|--|--|---|------------|----------|
| Tennessee Wine Bar | Arrington Vineyards – Red Fox, Stag White, Chardonnay, and Cabernet Sauvignon Elvis Wines – Cabernet & Chardonnay | White Wines - \$43++/bottle Red Wines - \$45++/bottle *12 bottle minimum order | | |
| Whiskey Bar – Tasting Bar *Add an Expert Requested | ½ oz. Tasting Pours of George Dickel Barrel Select, Gentlemen Jack, Corsair Triple Smoke, Evan Williams Single Barrel, Bulleit Bourbon 10yr, Bernheim Wheat Whiskey | - Initial bar setup \$1,650+++ (estimated 316 cocktails) - Replenishments \$262++ for average 26 drinks per brand | | |
| Jack Daniel's Bar | Cocktail Menu designed with Jack Daniel's, Jack Honey, Gentlemen Jack, and Single Barrel | - Initial bar setup \$1,500+++ (estimated 132 cocktails) - Replenishments \$246+++ for average 33 drinks per brand | | |
| Moonshine Station *Add genuine Moonshiners! | Cocktail Menu designed with Popcorn Sutton's, Troy & Sons Platinum, Short Mountain Distillery and world famous Climax Moonshine.... (Discovery Channel's TV Show "Moonshiners") | - Initial bar setup \$1,800+++ (estimated 200 cocktails) - Replenishments \$262+++ for average 25 drinks per brand | | |
| Bloody Mary Bar | Bloody Mary Bar designed with Grey Goose, Absolut, Absolut Peppar and Smirnoff Vodkas Bar of accompaniments to build your bloody! | - Initial bar setup \$1,500+++ (estimated 120 cocktails) - Replenishments \$242++ for average 23 drinks per brand | | |

Alcoholic beverages being served require the assistance of a Gaylord Opryland Bartender. Bartender fees are \$100.00 per event/4 hours. All Bars have a Minimum Revenue Requirement of \$500.00 per event/4 hours.

++ = Service Charge (25%) and Tax (9.25%) are additional. Liquor, Wine, and High Gravity Beer also incur a Tax of 15%.

| Boxed Lunches | | | | | |
|---|---------------|----------|---------|---------|---------|
| Your Selections | Delivery Time | Quantity | Side #1 | Side #2 | Dessert |
| | | | | | |
| | | | | | |
| | | | | | |
| Assorted Soft Drinks | \$5.50++ each | | | | |
| Still Bottled Water | \$5.50++ each | | | | |
| Bottled Vitamin Water | \$6.00++ each | | | | |
| Bottled Fruit Juices | \$5.50++ each | | | | |
| Bottled Energy Drinks | \$6.00++ each | | | | |
| Starbucks Frappuccino® | \$6.00++ each | | | | |
| Please order a minimum of 7 days in advance, preferably 14 days prior is appreciated! | | | | | |
| Please select the same side items and dessert item for all boxed lunches, per day. | | | | | |
| ++ = Service Charge (25%) and Tax (9.25%) are additional | | | | | |

Boxed Lunches | \$40.00++ each

All boxed lunches include an entrée, two side options and a dessert.
Soft drinks and bottled beverages are available on consumption.

Sliced Beef on Ciabatta Buns

Sliced beef, aged cheddar, lettuce and tomato with horseradish cream

Sliced Beef Wrap

Sliced beef, roasted corn salsa, butter lettuce with chipotle mayonnaise

Turkey Club Wrap

Smoked turkey, Swiss cheese, bacon, lettuce, tomato and herb mayonnaise

New Age Caesar Salad

Italian chicken, romaine lettuce, grape tomato, black olives, shaved parmesan and garlic croutons

Sides

Marinated Pasta Salad
Southern Potato Salad
Bag of Chips or Pretzels
Fruit Salad

Desserts

Chocolate Fudge Brownie
Rice Crispy Treat
Christie Cookie
Candy Bar

| A La Carte | | | | |
|--|---------------------|------------|----------|----------|
| Item | Price | Start Time | End Time | Quantity |
| Breakfast Bakeries (Muffins & Breads) | \$60.00++ per dozen | | | Dozen |
| Toaster Station of Fresh Bagels with House Made Cream Cheese | \$60.00++ per dozen | | | Dozen |
| Jumbo Cinnamon Buns | \$60.00++ per dozen | | | Dozen |
| Mascarpone Marble Brownies | \$60.00++ per dozen | | | Dozen |
| Assorted Cookies | \$60.00++ per dozen | | | Dozen |
| Assorted Cupcakes | \$65.00++ per dozen | | | Dozen |
| Deluxe Mixed Nuts | \$45.00++ per lb | | | Lb(s) |
| Assorted Hershey's Candy by the Pound | \$18.00++ per lb | | | Lb(s) |
| Candy Bars (charged on consumption) | \$5.00++ each | | | |
| Nutri-Grain, Granola, Power Bars (charged on consumption) | \$4.25++ each | | | |
| Assorted Chips, Pretzels, Popcorn Bags (charged on consumption) | \$4.50++ each | | | |
| Whole Fruit (Bananas, Apple, Oranges and Pears) | \$3.50++ each | | | |
| ++ = Service Charge (25%) and Tax (9.25%) are additional | | | | |

| Cold Hors d'Oeuvres | | | | |
|---|---------------------|------------|----------|----------|
| Cold Item | Price | Start Time | End Time | Quantity |
| Jack Daniel's Whiskey-Soaked Cherries (V) Mascarpone cream on brioche | \$7.50 ++ per piece | | | |
| Mini Mozzarella with Tomato (V) Basil and aged balsamic | \$7.50 ++ per piece | | | |
| Mini Antipasto Skewers Salami, mozzarella and olives | \$7.50 ++ per piece | | | |
| Low Country Shrimp Salad Crumbled pepper bacon | \$7.50 ++ per piece | | | |
| Smoked Salmon on Rye Scallion Creme Fraiche | \$7.50 ++ per piece | | | |
| Seared Duck* Blackberry glaze and pomegranate cream on brioche | \$7.50 ++ per piece | | | |
| Smoked Salmon Lollipop Candied pecan crust | \$7.50 ++ per piece | | | |
| Crab Salad on a Cucumber Chives | \$7.50 ++ per piece | | | |
| Marinated Ahi Tuna Poke Crispy wonton with Asian slaw | \$7.50 ++ per piece | | | |
| Peppered New York Strip Spicy avocado salsa on naan bread | \$7.50 ++ per piece | | | |
| Lamb Tartare Crostini Mint, capers and shallots | \$7.50 ++ per piece | | | |
| ++ = Service Charge (25%) and Tax (9.25%) are additional | | | | |

| Hot Hors d'Oeuvres | | | | |
|---|---------------------|------------|----------|----------|
| Hot Item | Price | Start Time | End Time | Quantity |
| Chicken Cashew Spring Roll Sweet chili sauce | \$7.50 ++ per piece | | | |
| Chicken and Cheese Empanada | \$7.50 ++ per piece | | | |
| Leek Fondue Tartlette (V) | \$7.50 ++ per piece | | | |
| Barbecue Pulled Pork Biscuit | \$7.50 ++ per piece | | | |
| Vegetarian Spring Rolls (VV) Blue ginger sauce | \$7.50 ++ per piece | | | |
| Manchego Quince Tart (V) | \$7.50 ++ per piece | | | |
| Beef Satay Chimichurri dipping sauce | \$7.50 ++ per piece | | | |
| Thai Chicken Satay Peanut sauce | \$7.50 ++ per piece | | | |
| Shrimp Tempura Sweet chili sauce | \$7.50 ++ per piece | | | |
| Mini Beef Wellington Bearnaise sauce | \$7.50 ++ per piece | | | |
| Paella Bite (Contains Seafood) | \$7.50 ++ per piece | | | |
| Andouille Sausage Puff | \$7.50 ++ per piece | | | |
| Beef Short Rib on a Paddle Wrapped with bacon | \$7.50 ++ per piece | | | |
| Mini Crab Cake Spiked aioli and Tennessee chow chow | \$7.50 ++ per piece | | | |
| Chicken Lemon Grass Pot Sticker Scallion soy sauce | \$7.50 ++ per piece | | | |
| ++ = Service Charge (25%) and Tax (9.25%) are additional | | | | |

Reception Displays & Stations

| Package | Description | Price | Start Time | End Time |
|---|---|------------------|------------|----------|
| Artisanal Cheese Display | Selection of Domestic and Imported Cheese Garnished with Seasonal Fruit, Sliced Breads, Preserves and Gourmet Crackers | \$20.00++/person | | |
| Shrimp Cocktail Bar | Jumbo Shrimp, Spicy Remoulade and Spiked Cocktail Sauce (Based on 5 Pieces Per Person) | \$27.00++/person | | |
| Fresh Fruit Display | Fresh Fruit with Honey and Walnut Dipping Sauce | \$12.00++/person | | |
| Chef's Selection of House Rolled Sushi | California Rolls, Nigiri and Shrimp Dynamite Rolls with Pickled Ginger, Wasabi and Soy Sauce (Based on 4 Pieces Per Person) | \$24.00++/person | | |
| Lettuce Wrap Station | Boston Bibb, Thai Spiced Chicken and Beef & Napa Slaw (Required Attendant) | \$17.00++/person | | |
| Antipasti Display | Parma Ham, Imported Provolone Cheese, Salami, Mortadella, Marinated Peppers, Mushrooms, Grilled Artichokes, Eggplant, Olives and Bread Sticks | \$25.00++/person | | |
| Market Vegetable Crudite | Fresh Vegetables with Buttermilk Green Goddess and Hummus | \$12.00++/person | | |
| Chip and Dip Station | Corn Tortilla Chips, Guacamole, Queso Blanco, Fire Roasted Salsa and Salsa Verde | \$12.00++/person | | |
| TN Hot Chicken and Biscuits | Buttermilk-Brined TN Fried Hot Chicken with Bread and Butter Pickles, Hot Sauce and House Made Biscuits (Requires Attendant) | \$21.00++/person | | |
| Satay Station | Indonesian Beef, Chicken and Vegetable Satays Marinated in Ginger, Green Curry Paste, Grilled Scallions and Asian Dipping Sauces | \$19.00++/person | | |
| Sliders and Chips Station | Choose 2: 1. Molasses Barbecue Pulled Pork with Slaw 2. Beef Patty w/ Pimento Cheese, Mayo, Lettuce & Tomato Relish 3. Peach Barbecue Pulled Chicken with Chow Chow 4. Crab Cakes with Citrus Aioli and Shredded Lettuce 5. Vegan Veggie Burger with Lettuce and House Made Tomato Relish All Sliders Served with House Made Chips (Based on 2 Sliders per person) Required Attendant | \$22.00++/person | | |
| Mac N Cheese Station | Elbow Pasta Served with: <ul style="list-style-type: none"> • Lump Crab Boursin • Cheddar and Bacon • Mushroom and Smoked Gouda | \$19.00++/person | | |
| Southern Paella Station | Long Grain Rice, Andouille Sausage, Shrimp, Chicken, Charred Peppers and Onions | \$20.00++/person | | |

++ = Service Charge (25%) and Tax (9.25%) are additional

Reception Carving Stations

| Package | Description | Price | Start Time | End Time |
|---|---|------------------|------------|----------|
| Herb & Pepper Crusted Tenderloin of Beef | With Bearnaise Aioli and Artisan Rolls (Requires Carver) | \$23.00++/person | | |
| Smoked Beef Brisket | Slow Smoked Beef Brisket, Peach Mopping Sauce and Cornbread (Requires Carver) | \$17.00++/person | | |
| Sage Rubbed Breast of Turkey | With Cranberry Relish, Pan Gravy and Parsnip Puree (Requires Carver) | \$18.00++/person | | |

++ = Service Charge (25%) and Tax (9.25%) are additional

Dessert Reception Stations

| Package | Description | Price | Start Time | End Time |
|-------------------------------|---|------------------|------------|----------|
| Fresh Market Reception | <ul style="list-style-type: none"> Crème Brulee – White Chocolate-Raspberry, Coffee and Double Chocolate Macarons – Blueberry, Chocolate, Lemon-Poppy Seed & Raspberry Crepe Station – Berries, Nutella and Fresh Cream | \$25.00++/person | | |
| Southern Sweets | <ul style="list-style-type: none"> Mason Jar Parfaits – Moon Pie, Goo Goo Cluster and Salted Caramel Brownie Cobblers (served in cast iron skillets) – Apple, Blackberry and Peach Served with Vanilla Ice Cream Pecan Brittle – Hickory-Smoked Cocoa Nibs and Chocolate | \$23.00++/person | | |
| S'mores Station | <ul style="list-style-type: none"> Toast Your Own S'mores with House Made Marshmallows, Chocolate Bar, Nutella and Graham Crackers S'mores Cupcakes – Chocolate Cupcake with Marshmallow Filling and Chocolate Buttercream Chocolate Bark – Dried Fruit and Nuts | \$22.00++/person | | |

++ = Service Charge (25%) and Tax (9.25%) are additional

**Custom/Theme Reception Menus – Please let your Catering Manager know if you would like to customize a menu to more closely fit the vision of your event.*

Other Show Stoppers

*Ask Your Catering Manager About Meetings Imagined Inspired Items

| Item | Price | Start Time | End Time | Quantity |
|------------------------------------|--------------------|------------|----------|----------|
| Fern / Ivy Baskets (10" pot) | \$30.00++ each/day | | | |
| Foliage (10" pot) | \$30.00++ each/day | | | |
| Foliage (14" pot) | \$48.00++ each/day | | | |
| Seasonal Flowering Plants (6" pot) | \$18.00++ each/day | | | |

++ = Service Charge (25%) and Tax (9.25%) are additional

SERVICE CHARGE AND TAX (++)

All prices are subject to 25% service charge and applicable 9.25% Tennessee State Tax. An additional 15% Tennessee State Beverage Tax will be added to all liquor, wine, and high gravity beers. Prices are subject to change.

GUARANTEES

Guarantees are due by 10:00 AM three working days prior to the event.

FOOD AND BEVERAGE RESTRICTIONS

Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the Resort by the customers, guests, exhibitors or other suppliers. Any food and beverage ordered on site will be limited to resources we have available and staffing. There will be an \$85 pop-up fee for food and beverage ordered within 72 hours as per Gaylord Opryland's Catering Guidelines.

BOOTH DELIVERY FEE

All booths deliveries/set-ups are subject to a \$50+ fee.

Guidelines/Operational Policies

Attendance Estimates & Guarantees

1. A 10-day updated estimate attendance count is required on all meal functions. Your catering manager must be notified of the updated estimate of attendance by 10 a.m. on the specified days. In the event an updated estimate of attendance is not received by 10 a.m., the original or most recent estimated attendance count will be utilized. The 10-day estimated attendance numbers can be increased or decreased by a maximum of 10% when submitting the 72-hour final guarantee. Increases above 10% will be accommodated based upon product availability from suppliers and cannot be guaranteed. Your catering manager will provide you with a schedule of dates the updated estimates are due.

2. A 72-hour guarantee is required on all meal functions (3 working days). Your catering manager must be notified of the exact number of attendees from whom you wish to guarantee payment by 10 a.m. on the specified days. In the event a guarantee is not received by 10 a.m., the most recent estimated attendance count will be prepared and billed. For functions scheduled on Tuesday, the guarantee must be received by 10 a.m. on the preceding Friday. The Hotel will only plate food for the guaranteed number of meals and prepare to serve the set number as follows: 5% over the final guarantee for events 499 guests and below and 3% over the final guarantee for events with 500 guests and above.

Additional Fees, Taxes, Pricing & Payment

1. All food and beverage functions are subject to the current Hotel service charge and applicable taxes.

2. All bars are subject to a \$100.00 labor charge.

3. Pop-Up Fees. The hotel reserves the right to add an \$85 fee to all "pop-up" requests. A "pop-up" is classified as an event that is requested for the hotel within 72 business hours of the group arrival.

4. Seating arrangements are 72" round tables set up for 10 persons per table. Requests for seating arrangements with fewer than 10 persons per table will incur additional labor fees.

5. When entertainment is contracted, the client will be responsible for any costs incurred for additional audio/visual and electrical hook-ups. Client should be aware and inform Hotel of setup times for contracted entertainment.

6. Any meal functions requiring complete table setup by more than one half-hour prior to serving time or a delay of one half-hour over the planned starting time is subject to a labor charge.

7. Prices – Prices herein are subject to increase in the event costs of food, beverages or other costs of operations increase at the time of the function. Patron grants the right to the Hotel to increase such prices or to make reasonable substitutions on the menu with prior written notice to the patron, providing, however, patron shall have the right to terminate this agreement within 7 days after such written notice from Gaylord Opryland Resort and Convention Center Nashville.

8. Payment must be made in advance of the function. Events estimated at over \$10,000 may apply for credit to be established at least 30 days prior to the function. One credit has been established to the satisfaction of the Hotel, an event deposit shall be paid at the time of signing. The balance of the account is due and payable 30 days after the date of the function. A deposit of 25 percent of the total balance of social functions is required.

General Information & Policies

1. The Hotel does not allow any food or beverages to be brought in from the outside by guests, due to city, state, health and liquor laws. The Hotel will purchase any special items requested from a licensed purveyor.

2. Carved menu items can be set out a maximum of 2 hours per state health codes. After a 2-hour period has elapsed, the carved item must be removed and/or replaced if additional quantities were ordered and still available.

3. Outdoor Functions – The Hotel reserves the right to make the decision to move any outdoor function to the inside backup space due to inclement weather. You will be advised of all options for your function at a minimum of 8 hours in advance of the event. The Hotel's decision is final.

4. Gaylord Opryland Resort and Convention Center, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Tennessee Alcoholic Beverage Control Board's regulations. It is our policy, therefore, that all liquor must be supplied by the Hotel and sold by the drink. The Hotel will purchase specific items requested from licensed vendors.

5. The Hotel, according to the guaranteed minimum number of people anticipated, assigns function rooms. Room rental fees are applicable, and additional set-up fees could be applied for room sets changed on the day of the event. The Hotel reserves the right to change groups to a room more suitable at the Hotel's discretion, if attendance decreases or increases.

BILLING INFORMATION & OPTIONS:**1) COMPANY CHECK**

You may remit payment via company check made to the order of: Gaylord Opryland. The check must be made for 100% of the anticipated charges, estimating any consumption items as well. Your Catering Manager will provide this estimate to you. The check must be received no less than (5) five business days prior to your event date. Any balance left will be billed to the credit card on file (all affiliate accounts must additionally have credit cards on file). Any remaining funds will be promptly returned upon the final account being reconciled.

2) CREDIT CARD AUTHORIZATION FORM

Upon creation of your Account in our system we will automatically send you a secure connection to complete an online Credit Card Authorization. Do NOT send any physical credit card authorization forms directly to the property.

A Deposit of 100% of the estimated amount will be applied to the card 3-5 days prior to the event and the balance at the end of the event. All charges will be applied to card prior to bill being mailed.

*****No Terms Given*****

Please provide tax exempt forms if applicable. Tax Exempt must be federal form 501(C)(3) or Tennessee Tax exempt form, In order to comply with government policies the Hotel must receive a copy of one of the above mentioned forms and payment must be from the tax exempt organization. Taxes will be charged if no form is received and/or credit card does not have exact company name on it.

| | |
|----------------|--|
| From: | |
| | |
| | |
| Phone: | |
| E-Mail: | |



Exhibit Hall Services

Electrical/Plumbing Order Form

Please fax or mail to:
 Attn: Exhibit Hall Operations
 Gaylord Opryland Resort & Convention Center
 2800 Opryland Drive Nashville, TN 37214
 (P) 615-458-6390 (F) 615-458-6094

| | | | |
|------------------------|---------------------|--|--------------------|
| Convention Name | Company Name | Booth # | Set Up Date |
| Address | City | State | Zip Code |
| Contact Name | Phone # | Email Address <i>(for a receipt)</i> | |

*** PLEASE COMPLETE & INCLUDE THE ATTACHED CREDIT CARD AUTHORIZATION FORM ***

| 120 Volt Power | Quantity | 15 day Advance Price | Quantity | Regular Price | Amount | Electrical Connection |
|--|--------------------------------|----------------------|----------|---------------|--------|---|
| 1 Outlet to 500 watts or 5 amp | | \$177.00 | | \$203.00 | | Each outlet is considered one actual plug-in. Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. Prices printed include labor and 24-hour service. This represents a one-time charge, not a daily rate. Rates quoted for electrical connections cover only the bringing of services to the booth in the most convenient manner. <u>Gaylord Opryland does not supply labor for connecting or running electrical inside booth area.</u> For your convenience, Gaylord Opryland will staff an electrical service desk during exhibitor set-up. |
| 2 Outlets to 1000 watts or 10 amp | | \$203.00 | | \$257.00 | | |
| 3 Outlets to 1500 watts or 15 amp | | \$237.00 | | \$291.00 | | |
| 4 Outlets to 2000 watts or 20 amp | | \$278.00 | | \$331.00 | | |
| 6 Outlets to 3000 watts or 30 amp | | \$346.00 | | \$399.00 | | |
| 208 Volt Power | | | | | | |
| | 1 Ø | | 3 Ø | | | Inline & Island Booths All power in the Exhibit Hall comes from the ceiling. Inline Booths: Electrical will be installed on the floor at the back of the booth Island Booths: Electrical service will come from exhibit hall ceiling and will be provided in the most convenient manner. <u>Gaylord Opryland does not supply labor for connecting or running electrical inside booth area.</u> |
| 15 Amp | | \$337.00 | | \$391.00 | | |
| 20 Amp | | \$432.00 | | \$568.00 | | |
| 30 Amp | | \$596.00 | | \$811.00 | | |
| 50 Amp | | \$913.00 | | \$1,273.00 | | |
| Note: All equipment utilizing nominal 208 voltage must have appropriate male plug Please list (NEMA)#: | | | | | | |
| 480 Volt Power | Please Call for Pricing | | | | | |
| Special / Larger Requirements: | | | | | | *Compressed Air |
| Extension Cords (rental only) Exhibitor must pick up at service desk 25 ft. 1 outlet extension cord \$20.00 \$20.00 25 ft. 3 outlet extension cord \$25.00 \$25.00 6 outlet power strip \$30.00 \$30.00 | | | | | | Gaylord Opryland supplies 1/2" or 3/4" quick release female connection. Exhibitor is responsible for male connector. Fitting can be purchased on site. Gaylord Opryland supplies 100 PSI. Exhibitor is responsible for air regulator if needed. Please list CFM required. _____ **Water and Drainage Water - Gaylord Opryland supplies male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. Drainage - Depending on location of exhibit, a drain may not be available. Please call to verify availability. |
| *Compressed Air (minimum charge) \$350.00 \$350.00 **Water (minimum charge) \$350.00 \$350.00 Drainage (minimum charge) \$350.00 \$350.00 Fill & Drain up to 500 gallons \$350.00 \$350.00 Fill & Drain over 500 gallons Please Call for Pricing | | | | | | See Terms and Conditions (page 2) |
| Troubleshooting or Special Wiring ONLY ***Labor per hour 7 am - 5 pm \$70.00 \$70.00 ***Labor per hour 5 pm - 7 am \$100.00 \$100.00 | | | | | | <u>Gaylord Opryland Use Only</u> Full payment must accompany this order form in order to avoid paying regular price. Not refundable for non-use or no show. In order to receive a refund, cancellations must be made at least seven (7) days prior to set-up day. Prices are subject to change without notice. Advanced pricing is honored for orders submitted at least (15) days before first show date. |
| ***Note: Above Labor Fees are for troubleshooting and/or special wiring only. <u>Gaylord Opryland is not a source of electrical SET-UP labor.</u> | | | | | | |
| Sub Total | | | | | | |
| TN Sales Tax 9.25% | | | | | | |
| TOTAL | | | | | | PAYMENT METHOD: _____ |



Terms and Conditions for Exhibits and Displays

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

Non-Flammable Materials: All materials used in the Exhibit Hall, Ballroom, or any other room of Gaylord Opryland MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation must conform to appropriate Nashville, Tennessee codes. Gaylord Opryland personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager at Gaylord Opryland.

Special Notices: All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense. All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by Gaylord Opryland after close of show.

Liability: Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's agents, employees, or property, and to any other person or property, to the extent arising out of, resulting from or in any way related to Exhibitor's exhibits and displays or any breach of this agreement by Exhibitor, provided that said injury, loss or damage is not caused by the gross negligence or willful misconduct of a Gaylord employee acting within the scope of his employment in connection with the exhibition as contemplated by this agreement. Each Exhibitor hereby expressly releases Gaylord Opryland, Marriott International, Inc., its subsidiaries and affiliates from such liabilities and agrees to indemnify Gaylord Opryland, Marriott International, Inc., its subsidiaries and affiliates against any and all claims for such injury, loss or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Fire Regulations: All doors and openings must be kept clear. Exit Signs, fire alarms and extinguishers must be visible at all times.

By the order of the Fire Marshall: Display vehicles must meet the following requirements:

- Fuel level must be no more than 1/8th of a tank
- Battery cables must be disconnected
- Gas cap must be locked and / or taped shut

Storage: Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.



GAYLORD OPRYLAND®

RESORT & CONVENTION CENTER

Nashville

Please fax or mail to:
Attn: Exhibit Hall Operations
Gaylord Opryland Resort & Convention Center
2800 Opryland Drive Nashville, TN 37214
(P) 615-458-6390 (F) 615-458-6094

Marriott Confidential & Proprietary Information

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to EXHIBIT HALL OPERATIONS 615-458-6094

EVENT INFORMATION - Required

Event Name/Title:
Event Date(s):
Company Name:
Booth #:

FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.

PAYMENT INFORMATION - Required

Name as it appears on the credit/debit card:

Card Type: VISA MC AMEX DINERS/CB DISCOVER JCB

Account Type: PERSONAL CORPORATE CREDIT DEBIT

Issuing Bank: Phone:

Card Number: Exp. Date:

CARDHOLDER INFORMATION - REQUIRED

Address (billing):

City: State: Zip:

Phone Number: Fax or Alternate Number:

Email Address:

I certify that all information is complete and accurate. I hereby authorize Gaylord Opryland Resort & Convention Center to collect payment(s) for Event listed on this form by processing one or more charges to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder Name: (Printed)

Cardholder Signature: Date:

For security reasons, we cannot accept completed credit card authorization forms via email.



Information Technology

Credit Card Authorization Form
 Please Fax or Mail to:
 Attn: Opryland IT
 2800 Opryland Drive
 Nashville, TN 37214
 Phone: 615-458-0110
 Fax: 615-458-0120

Please do not email Credit Card information

Effective January 1, 2018 Supersedes ALL previous versions

Custom Dedicated Private Network - Choose the amount of bandwidth and a method of delivery (wired or wireless) - Event Rate

| | Rate*** | Quantity | Facility Charge | TN Tax | Extended Total |
|---|----------|----------|-----------------|--------|----------------|
| 1.5 Mbps | \$1,500 | | | | |
| 3.0 Mbps | \$3,000 | | | | |
| 5.0 Mbps | \$5,000 | | | | |
| 6.0 Mbps | \$6,000 | | | | |
| 10.0 Mbps | \$10,000 | | | | |
| Custom bandwidth selection | Mbps | | | | |
| # of wireless devices for custom bandwidth requests | | | | | |
| # of wired lines for custom bandwidth requests | \$250 | | | | |

*** If you send in your order prior to day of the event Opryland IT will extend a 50% discount only off of the custom bandwidth rates noted above.

** Wireless is included in bandwidth rate on the custom dedicated networks

Wi-Fi Simplified - Shared Network - No Bandwidth Guarantee - Per Device Per Day Rate

| | Rate*** | # of Days | Quantity | Facility Charge | TN Tax | Extended Total |
|-------------------------------------|---------|-----------|----------|-----------------|--------|----------------|
| Basic Wireless per device per day | \$25 | | | | | |
| Premium Wireless per device per day | \$55 | | | | | |
| Wired per device/port/cable | \$250 | | | | | |

Wi-Fi Simplified Basic = up to 3 Mbps of bandwidth and Wi-Fi Simplified Premium = up to 12 Mbps of bandwidth

Bandwidth guidance: <http://www.conventionindustry.org/APEX/bwidthestimator.aspx>
 streaming = 1.5 Mbps per device and High Definition video streaming = 3 Mbps per device

Standard definition video

***Please ensure that your computer is set to receive DHCP IP addresses

Gaylord Opryland IT Department utilizes redundant internet connectivity through means of diverse carriers. We actively monitor the health of our ISP(s) networks and provide an automatic failover in the event of a service interruption.

Telecommunication Services

| | Rate* | Quantity | Facility Charge | TN Tax | Extended Total |
|---|-------|----------|-----------------|--------|----------------|
| Direct Inward Dial Telephone Line (DID line) | \$150 | | | | |
| Private Voice Line (AT&T Line) *** primarily used for Credit card processing*** | \$150 | | | | |
| Conference Speaker Telephone | \$100 | | | | |

We provide a Standard Desk telephone with each phone line.

*There will be a separate bill for any potential long distance charges by AT&T.

| | |
|-----------------------------------|--|
| Facility Charge Total (25%) | |
| Tennessee State Tax Total (9.25%) | |
| Grand Total | |

Special Instructions:

IT Quick Reference

Expedite Fees may be incurred if Gaylord Opryland is required to move up the installation time or change physical drop; even if in the same room.

Please refer to the following recommendation if using a device that broadcasts in A,B,G or N; please turn radio power down to the lowest usable level, additionally please use channel 1 (A,B or G) and encrypt the wireless signal

Diagrams of booth or meeting room locations for the delivery of IT services is recommended.

The streaming of video or audio typically requires increased bandwidth to provide for desired quality of services. Recommend use of dedicated solution

Gaylord Opryland may provide the switch and cables necessary to support multiple devices upon request.

Telephone calls may be subject to, surcharges, long distance fees, and calling fees based on AT&T operator assisted rates

To dial local numbers, please dial 9 + number (except with a AT&T private line no need to dial 9)

To dial long distance numbers, please dial 9 + 1 + area code + number (except with an AT&T private line no need to dial 9)

To dial international numbers, please dial 9 + 011 + country code + number (except with an AT&T private line no need to dial 9)

Gaylord Opryland strongly recommends that all the latest updates and patches for your device, be installed prior to arrival.



Information Technology

Credit Card Authorization Form
Please Fax or Mail to:
Attn: Opryland IT
2800 Opryland Drive
Nashville, TN 37214
Phone: 615-458-0110
Fax: 615-458-0120

Please do not email Credit Card information

Marriott Confidential & Proprietary Information

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to **Technology Solutions 615-458-0120**

FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.

EVENT INFORMATION - Required

Event Name/Title: _____
Event Date(s): _____
Booth Number & Name: _____

Please do not send a photocopy of the front or back of your credit card.

For security reasons, we cannot accept completed forms via email.

If you do not have access to a fax then please email. Fill everything out except for the credit card number. We will contact you for the number via phone.

CARDHOLDER INFORMATION - Required

Name as it appears on the credit/debit card: _____

Card Type: Visa MC AMEX Diners/CB Discover JCB

Account Type: Individual Debit Credit Corporate - Company Name: _____

Issuing Bank: _____ Phone: _____

Account Number: _____ Exp. Date: _____

Company Address (statement): _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax or Alternate Number: _____

I certify that all information is complete and accurate. I hereby authorize the Gaylord Opryland Resort & Convention Center to collect payment(s) for Event listed on this form by processing one or more charges to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.













Cardholder Name: (Printed) _____

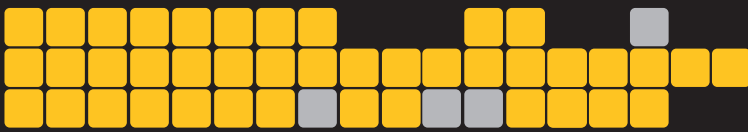
Cardholder Signature: _____ Date: _____

Email Address: _____

Effective January 1, 2018 Supersedes ALL previous versions

Gaylord Opryland Resort and Convention Center Information Technology Standard Terms and Conditions

-  Installation of Telephone, Telecommunications, Network and Cabling Services within the Gaylord Opryland Resort and Convention Center (GO) is an exclusive service of Gaylord Opryland IT (GOIT). IT services (voice and data) are to be ordered by each entity separately and are not to be shared with other entities. Routine audits are performed to ensure compliance.
-  All prices are for rental of services and equipment only. Equipment and collateral furnished by GOIT services shall remain the property of GOIT and shall be returned to the GOIT at the close of show. There will be a premium charge for lost or damaged equipment based on replacement cost and loss of use costs associated with the equipment. GOIT is not responsible for lost or damaged equipment while in possession of the entity
-  Under no circumstance shall anyone other than GOIT technicians install any special wiring within the property of GOIT. Only GOIT technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs and loss of use costs will be billed to the responsible entity.
-  Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed with special permission and coordination with GOIT. There will be fees associated with installation of circuits ordered from an outside vendor. Arrangements must be made at least 9 weeks out.
-  Rates quoted for all services include delivery of services to the desired location. All rooms and booth locations will require a diagram of the layout indicating the desired locations of services; otherwise default locations will be utilized. Once services are placed at requested locations or default locations any change in location may result in additional charges. GOIT will not be responsible for any cutting or altering of any floor coverings in order to bring Information Technology services to the location.
-  Notification of cancellation must be received in writing a minimum of 5 days prior to scheduled room rental. Credit will not be given for services cancelled less than 5 days prior to scheduled room rental or for connections installed and not used.
-  To receive credit concerning services rendered requires that GOIT be given an opportunity to troubleshoot any suspected issues at the moment the issue is first noticed or within a reasonable time period. GOIT will make every best effort to resolve issues in a timely manner.
-  The network connections provided by GOIT may be used only by the purchasing entities representing agents (employees) and cannot be resold or distributed to other entities; loss of revenue fees may apply if found in non-compliance.
-  Entities using GOIT services shall not disrupt any of the GOIT network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the GOIT or other associated networks. GOIT services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
-  Entities must provide the node equipment (personal computer, etc.) properly configured and updated, as well as a standard Ethernet adapter card (with all up to date drivers), rated for 10/100/1000 Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.
-  **Internet Performance Disclaimer:** GOIT does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. GOIT is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Metro Ethernet (1 Gbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.
-  **Internet Security Disclaimer:** GOIT does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the entities to provide all necessary security. With execution of this document the entity is agreeing to the Terms and Conditions of this document and will hold GOIT; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



EXHIBITOR SERVICES - RIGGING

PSAV WILL CONTACT YOU DIRECTLY TO PROVIDE A DETAILED PROPOSAL AND PAYMENT INFORMATION.

➤ Please Submit Your Banner/Sign Rigging Request at www.psav.com/riggingform/

ALL RENTAL PRICES ARE SUBJECT TO A 20% FEE IF ORDERED LESS THAN 21 BUSINESS DAYS PRIOR TO SHOW OPENING.

| SINGLE SIGNAGE PACKAGE | PRICE / BANNER |
|---|----------------|
| Small Banner/Sign Package: sign up to 20lbs and 2 points includes installation & removal | \$ 560 |
| Medium Banner/Sign Package: sign up to 60lbs and 4 points includes installation & removal | \$ 1,225 |
| Large Banner/Sign Package: sign up to 100lbs and 6 points includes installation & removal | \$ 1,680 |

Package price for single PSAV approved signage includes rigging labor and scissor lift. PSAV reserves the right to deem the signage as qualifying for the package guidelines.

Banner/Sign over 100lbs requires chain motors and rigging grid. Please contact for quotation.

| EQUIPMENT | PRICE / DAY |
|---------------------------------|-------------|
| Hang Point | \$ 70 |
| Motor & Point package | \$ 225 |
| Truss – 12” x 12” x 10’ Silver | \$ 75 |
| Truss – 12” x 12” x 5’ Silver | \$ 40 |
| Truss – Corner Block Silver | \$ 50 |
| Scissor Lift (<i>Per Day</i>) | \$ 355 |

| LABOR | PRICE / HOUR |
|-------------|--------------|
| Lead Rigger | \$ 110 |
| Rigger | \$ 105 |

| OVERTIME CONDITIONS | |
|------------------------------------|-----------------|
| Monday - Friday, 8 a.m. - 5 p.m. | Straight Time |
| Monday - Friday, 5 p.m. - Midnight | Time and a half |
| Monday - Friday, Midnight - 8 a.m. | Double Time |
| Saturday, 8 a.m. - Midnight | Time and a half |
| Sunday & Holidays, All Day | Double Time |

Multi-day setups may incur a blending labor rate.

- PSAV will review all rigging requests and will determine if your request requires motors/truss or additional items based on the location of your booth.
- PSAV must make all attachments to the rigging system, ceiling, and supporting structure of the building.
- Orders must be received 21 days prior to delivery to avoid penalty rate, and guarantee equipment and crew availability.
- All rigging must conform to Show Management regulations.
- Signs must include necessary hardware. PSAV can build custom harnesses with adequate notice and at an additional charge.
- Electrical signs must be in good working order and conform to the National Electrical Code.
- Electrical and Network Services must be ordered through Gaylord Opryland Exhibit Services Department: 615.458.6390 or Valerie.Steele@gaylordhotels.com.
- All overhead signs and banners must be assembled prior to the rigging call time. PSAV does not build exhibit signs.
- Riggers work in minimum teams of 3. Clients cannot be used as a substitute for riggers.
- PSAV will not “dead hang” items over 100 lbs or 10’ in length. Chain hoists may be used for these items.
- Show management and Gaylord Opryland Conference Services must approve banner placement in advance.
- **A service charge of 25% on equipment will be added to the subtotal before tax. Please include applicable sales tax on equipment rental.**
- TAX EXEMPT STATUS: If you are exempt from sales tax payment, we require a State of Tennessee exemption certificate.
- Please visit <http://www.psav.com/gaylordopryland> to review specific rigging rules and regulations as well as the updated CAD drawings for the Gaylord Opryland.

Step #1
To schedule Rigging Services, please submit your request at: <http://www.psav.com/riggingform>. By submitting your rigging request electronically, it will go directly into our nationwide rigging system, ensuring a prompt response and follow-up tracking.

Step #2
If you have additional questions, please contact the on-site rigging coordinator at:

| | |
|--|---|
| Mark Krysiuk On-Site Rigging Coordinator 615.458.8466 mkrysiuk@psav.com | Jacob Wilson On-Site Rigging Project Manager 615.458.8462 jwilson@psav.com |
|--|---|

Step #3
PSAV Rigging Management will review and forward your request to the PSAV on-site team. The on-site PSAV team will forward a rigging estimate for your review and signature along with verification of your proposed rigging plot.





Mail or fax this form to:
Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 866-516-3716 fax
 [Tax ID #: 54-1796144]

**PLANT & FLORAL
 ORDER FORM**
info@urbanjungleinc.com

| QTY | ITEM | Advance* | SHOW PRICE | TOTAL |
|--|--|----------------|-------------------------|-------|
| | Floral Arrangement (approx. 12" H) | \$ 60.00 | \$ 70.00 | |
| | Floral Arrangement (approx. 18" H) | \$ 75.00 | \$ 85.00 | |
| | Custom Floral Arrangement (call for assistance) | \$ 95.00 | \$ 110.00 | |
| | Bud Vases (list color preference) | \$ 25.00 | \$ 30.00 | |
| | Tropical Arrangements | \$ 80.00 | \$ 95.00 | |
| | Roses, arranged, one dozen (color _____) | \$ 75.00 | \$ 85.00 | |
| | Orchid Plants (Small _____ Large _____) | \$50 / \$75.00 | \$60 / \$85.00 | |
| | Mum Plants (white _____ yellow _____ lavender _____) | \$ 25.00 | \$ 30.00 | |
| | Azaleas (red _____ pink _____ white _____) | \$ 30.00 | \$ 35.00 | |
| | Bromeliads (Red, pink, yellow, other) | \$ 30.00 | \$ 35.00 | |
| | Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.) | \$ 30.00 | \$ 35.00 | |
| | Small (6"pot) Ivy _____ Pothos _____ | \$ 25.00 | \$ 30.00 | |
| | Large Fern _____ Ivy _____ Pothos _____ | \$ 30.00 | \$ 35.00 | |
| | Glass Bowl for Cards (yours to keep) | \$ 25.00 | \$ 30.00 | |
| | Pkg A: (1) 6' Ficus topped w/ fern & blooming plant | \$ 125.00 | \$ 135.00 | |
| | Pkg B: (2) 3' plants and (1) Blooming plant | \$ 100.00 | \$ 110.00 | |
| | Pkg C: large container w/ivy and blooming plants | \$ 100.00 | \$ 115.00 | |
| | 2' Green Plants | \$ 30.00 | \$ 40.00 | |
| | 3' Green Plants | \$ 40.00 | \$ 50.00 | |
| | 4' Green Plants | \$ 50.00 | \$ 60.00 | |
| | 5' Green Plants | \$ 60.00 | \$ 70.00 | |
| | 6' Green Plants | \$ 70.00 | \$ 80.00 | |
| | 7' Green Plants | \$ 95.00 | \$ 110.00 | |
| | 8' - 10' Green Plants | \$ 115.00 | \$ 130.00 | |
| Decorative Containers: White Black Wicker ◆ Call for prices on brass, chrome, terra cotta pots | | | SUB TOTAL | \$ |
| ◆ Tax is based on show location | | | Sales Tax: 9.25% | \$ |
| Call for items and flowers you may want but do not see on this list. | | | TOTAL AMOUNT DUE | \$ |

HRGV

Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH: Date _____ Time _____

Exhibitor: _____ Telephone #: _____
 Third Party: _____ Mobile #: _____
 Address: _____ PO #: _____
 City, State, ZIP: _____ **email**** _____

Show Name: **NIGP Forum 2018** Location: **Gaylord Opryland Resort & Convention Center**
 Show Dates: **August 20 - 21, 2018** Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
 Credit Card #: _____ Exp. Date: _____ Security # _____
 Name on Card: _____ Billing Zip: _____

{ Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101 }

**** Email is required for confirmation and final invoices.**

*** Orders must be received two weeks prior to show date for advance price!**