# Table of Contents

## SHOW MANAGEMENT INFORMATION

Quick Facts

## HARGROVE SERVICES

**General Information**
General Information
Payment & Order Recap Forms
Third-Party Billing Agreement
Union Rules & Regulations
Move-Out Information
Exhibitor Terms & Conditions
Security Guidelines

**Booth Furnishings & Rentals**
Hargrove Catalogs:
- Furniture, Accessories & Carpeting
- Rental Exhibits
- Specialty Furnishings

Forms:
- Booth Package Special
- Tables & Drapery
- Chairs, Accessories & Display Cabinets
- Carpet
- Cleaning
- Signs & Graphics
- Rental Booths
- Specialty Furnishings

**Shipping Information**
Shipping Quote
Shipping Labels:
- Advance Shipping
- Direct Shipping
- Hanging Signs

## HARGROVE (cont.)

**Material Handling**
Material Handling Information
Material Handling Hints
Forms:
- Material Handling Estimate
- Privately Owned Vehicle (POV) Unloading Service
- Vehicle/Machinery Spotting Service

**Labor**
Forms:
- Hargrove-Supervised Labor
- Labor
- Hanging Signs & Overhead Structures (under 200 lbs)
- Exhibitor-Appointed Contractor (EAC)

## ADDITIONAL SHOW SERVICES

**Walter E. Washington Convention Center**
Booth Catering Services – **Centerplate**
Electrical Service – **Hi-Tech Electric**
Internet, Phone & Cable TV Services – **SmartCity**
Plumbing – **Hi-Tech Electric**
Truss / Motorized Hoist (over 200 lbs) – **Hi-Tech Electric**

**Other Vendors / Services**
Audio Video & Computer Equipment – **PSAV**
Plants/Floral – **Urban Jungle**

## QUICK FACTS

**Booth Equipment:**
Each 10' x 10' booth will be set with 8'-high back drape, 3'-high side drape, and one 7" x 44" one-line booth identification sign.

**Show Colors:**
Back drapes will be blue-white-blue. Side drapes will be blue. Aisle carpet will be blue jay (blue & black speckled).

**Exhibit Hall Carpet:**
The exhibit area is not carpeted; however, aisles will be carpeted in blue. ***Floor covering of your booth is mandatory.*** Please refer to the Carpet form.

**Furnishing Rental Package:**
A special booth package is available to exhibitors if ordered by Friday, December 22, 2017. The package includes one six-foot draped table, two chairs, and one wastebasket for a discounted rate of $345. To order this package, use the Booth Package Special form on page 15. (Note the package does *not* include carpet).

**Discount Price Deadline:**
Place your order by Friday, December 22, 2017, to take advantage of advance discount rates.

**Show Schedule:**

**Exhibitor Move-In:**

| | |
|---|---|
| Friday, January 5 | Noon - 4:30 PM (By appointment only for booths of 400+ sq feet) |
| Saturday, January 6 | 8:30 AM - 5:00 PM |
| Sunday, January 7 | 8:30 AM - 1:00 PM* |

*Note: Overtime rates are in effect all day Saturday and Sunday.*

**Booth structures must be completely set by 1:00 PM on Sunday, however you still may adjust the layout of your display materials until 3:00 PM. Exhibits must be completely ready by 3:00 PM. on Sunday.*

**Exhibit Hours**

| | |
|---|---|
| Sunday, January 7 | 4:00 PM - 7:00 PM (Opening and Reception) |
| Monday, January 8 | 9:00 AM - 4:00 PM |
| Tuesday, January 9 | 9:00 AM - 4:00 PM |

**Exhibitor Move-Out**
Tuesday, January 9 4:00 PM - 10:00 PM
Wednesday, January 10 8:00 AM - Noon
*Note: Overtime rates are in effect after 4:30pm on Tuesday and Wednesday.*

**Move-Out Information**
All exhibitor materials must be removed from the exhibit facility by Wednesday, January 10, 2017 at noon. Carriers must check in at the Marshaling Yard by Tuesday, January 9 at 8:00 PM or by Wednesday, January 10 at 9:00 AM.

**Shipping Addresses:**
*Advance shipments* must be received *no later* than 4:00 PM on Tuesday, January 2, at:

[Company Name]
[Booth Number]
Transportation Research Board 97th Annual Meeting
c/o Hargrove
YRC Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

*Direct shipments* must be received *no earlier* than 8:00 AM on Saturday, January 6, at:

[Company Name]
[Booth Number]
Transportation Research Board 97th Annual Meeting
c/o Hargrove
Walter E. Washington Convention Center
Hall D & E
801 Mt. Vernon Place, NW
Washington, DC 20001

All shipments are subject to materials handling charges. See the Material Handling Estimate form for details.

An exhibitor may carry his/her own materials into the exhibit booth provided the materials can be hand carried by *one person* in *one trip*, without the use of dollies, hand trucks, or any other equipment.

**Service Contractor Contact:**
Hargrove, Inc.
Phone: 301-306-4627
exhibitorservices@hargroveinc.com

# HARGROVE SERVICES

**General Information**
General Information – show schedules, booth equipment and shipping information
Payment & Order Recap Forms – Advance Order Deadline: **Friday, December 22, 2017**
Third-Party Billing Agreement
Union Rules & Regulations
Move-Out Information
Exhibitor Terms and Conditions
Security Guidelines

**Booth Furnishings & Rentals**
Hargrove Catalogs:
- Furniture, Accessories & Carpeting
- Rental Exhibits
- Specialty Furnishings

Forms:
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- Cleaning
- Signs & Graphics
- Rental Booths
- Specialty Furnishings

**Shipping Information**
Shipping Quote
Shipping Labels:
- Advance Shipping
- Direct Shipping
- Hanging Signs

**Material Handling**
Material Handling Information
Material Handling Hints
Forms:
- Material Handling Estimate
- Privately Owned Vehicle (POV) Unloading Service
- Vehicle/Machinery Spotting Service

**Labor**
Forms:
- Hargrove-Supervised Labor
- Labor
- Hanging Signs & Overhead Structures (under 200 lbs)
- Exhibitor-Appointed Contractor (EAC) – Deadline for Submission: **Friday, December 22**

# General Information

## LOCATION & DATES

Walter E. Washington Convention Center
Halls D & E
801 Mt. Vernon Place, NW
Washington, DC 20001

Sunday, January 7 to Tuesday, January 9, 2018

## EXHIBITOR MOVE-IN

| | |
|---|---|
| Friday, January 5 | 12:00 Noon to 4:30 PM – By Appointment Only (Booths 400 sq ft or larger) |
| Saturday, January 6 | 8:30 AM to 5:00 PM |
| Sunday, January 7 | 8:30 AM to 1:00 PM |

NOTE: All day Saturday and Sunday, overtime rates are in effect for labor and material handling services.

## SHOW HOURS

| | |
|---|---|
| Sunday, January 7 | 4:00 PM to 7:00 PM |
| Monday, January 8 | 9:00 AM to 4:00 PM |
| Tuesday, January 9 | 9:00 AM to 4:00 PM |

## EXHIBITOR MOVE-OUT

| | |
|---|---|
| Tuesday, January 9 | 4:00 PM to 10:00 PM |
| Wednesday, January 10 | 8:00 AM to 12:00 Noon |

NOTE: After 4:30 PM, overtime rates are in effect for labor and material handling services.

Outside carriers must be checked in by **Tuesday, January 9** at **8:00 PM**, or by **Wednesday, January 10** at **9:00 AM** for all remaining outbound shipments. 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: **Blue & White**
3' High Draped **Siderails** – Color: **Blue**
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

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

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 so on the enclosed carpet order form.

# General Information (cont.)

## HARGROVE ADVANCE ORDER DEADLINE

Hargrove's advance prices apply to orders received with payment by:
**Friday, December 22, 2017**

**Questions?** 301.306.4627 or exhibitorservices@hargroveinc.com

## ADVANCE SHIPPING

Advance shipping begins **Thursday, November 30, 2017** at **10:00 AM** and ends **Tuesday, January 2, 2018** at **4:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
Transportation Research Board 97th Annual Meeting
c/o Hargrove
YRC Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

Advance Warehouse Receiving Hours: Monday – Friday, 10:00 AM to 4:00 PM

NOTE: Monday, December 25 and Monday, January 1 are holidays and the advance warehouse will be closed.

## DIRECT SHIPPING

Direct shipping will begin on **Saturday, January 6** at **8:00 AM**.

Direct shipping address:
(Your Company Name & Booth Number)
Transportation Research Board 97th Annual Meeting
c/o Hargrove
Walter E. Washington Convention Center
Halls D & E
801 Mt. Vernon Place, NW
Washington, DC 20001

**NOTE: Advance shipments moved to and direct shipments received at show site, as well as outbound shipments (at show's close) handled after 4:30 PM, will be handled on overtime and a 35% surcharge will apply. Shipments handled before 8:00 AM or after 4:30 PM Monday-Friday, or anytime Saturday, Sunday or holiday, will be assessed a 35% overtime surcharge. See the Material Handling Estimate and Labor forms for straight-time, overtime and double-time (Labor) days and hours.**

# PAYMENT FORM

Advance Order Deadline: **Friday, December 22, 2017**

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, INC., 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, Inc. 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:** ☐ VISA ☐ MasterCard ☐ DISCOVER ☐ AMERICAN EXPRESS

Credit Card Number**:

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | |

EXP: ☐☐ / ☐☐☐☐

Cardholder's Billing Address: _____

_____

Cardholder: _____ Signature: _____

**Order Payment Method:**

☐ Charge the above listed credit card. **OR** ☐ Check Enclosed # _____ Dated ____/____/____ (Ref: 5035549MC) **OR**

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

***** Send **wire transfers** to:
Hargrove, Inc.
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** | ..... | $ |
| **Booth Package Special** | ..... | $ |
| **Carpet** | ..... | $ |
| **Cleaning** | ..... | $ |
| **Signs & Graphics** | ..... | $ |
| **Rental Booths** | ..... | $ |
| **Specialty Furnishings** | ..... | $ |
| **Material Handling Estimate** | ..... | $ |
| **Labor** | ..... | $ |
| **Shipping** | ..... | $ |
| **Other Hargrove Services:** | | $ |
| | **TOTAL DUE TO HARGROVE, INC.** | $ |

**Order Payment Method:**

☐ Charge the Credit Card listed on the **Payment Form**.

☐ Check Enclosed # _____ Dated _____/_____/_____ (Ref: 5035549MC)

☐ 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, Inc. 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:** ☐ VISA ☐ MasterCard ☐ DISCOVER ☐ AMERICAN EXPRESS

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: 5035549MC)

# Union Rules & Regulations

## WASHINGTON, DC METROPOLITAN AREA

To assist you in planning for your participation in this Washington, DC metro-area 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 Washington metro-area unions.

**Carpenters**
Local 491 claims all work relating to uncrating, re-crating, installation, maintenance and dismantling of exhibits within its jurisdictional boundaries. Exceptions: ① Two (2) full-time employees of the exhibiting company may work without Carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out provided no power tools are used. ② Within a 10' x 10' or smaller booth, full-time employees of the exhibiting company (no limit on number) may work without Carpenter labor (no limit on time) provided no power tools are used. ③ Regardless of booth size, the unpacking and placing of the exhibitor's products on the display may be done by the exhibiting company's full-time employees.

**Teamsters Union**
Local 639 claims work relating to delivery of freight, loading and unloading of freight, movement to and from storage areas and the operation of all mobile equipment (forklifts, tow motors, electric jacks, cranes, etc.) at the site of the exhibition within its jurisdictional boundaries. Exception: An exhibitor may move material that can be hand carried by one (1) person in one (1) trip, without the use of dollies, hand trucks, or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s).

**Freight Handling**
Hargrove has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove will not be responsible for any material we do not handle.

**Work Breaks & 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 wage scale.

Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given each employee. Please attempt to work your people to conform to these mandatory break periods.

**In General**
Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

**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.

# MOVE-OUT INFORMATION

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

**Tuesday, January 9 at 4:00 PM – 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.

**Wednesday, January 10 at 8:00 AM – Exhibitor Move-Out resumes.**

**Driver Check-In & Material Handling Agreements Deadlines**

For **Tuesday, January 9** outbound shipments:
Drivers Check-In by 8:00 PM
Material Handling Agreements by 9:00 PM

For **Wednesday, January 10** outbound shipments:
Drivers Check-In by 9:00 AM
Material Handling Agreements by 12:00 Noon

Exhibitors who wish to ship materials by any carrier other than the official carrier should advise their carrier(s) to be checked in with the dock supervisor by **8:00 PM** for shipments departing show site on **Tuesday, January 9**, or by **9:00 AM** on **Wednesday, January 10** for all remaining outbound shipments. 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 with dock supervisor by **Wednesday, January 10** at **9:00 AM**, 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.

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.

**Wednesday, January 10 at 12:00 Noon – Final clean up, Exhibitor Move-Out ends.**

# 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, Inc., 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 ($30^{th}$) 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.*

# 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"

**Need something not included in our Catalog?**
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# 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

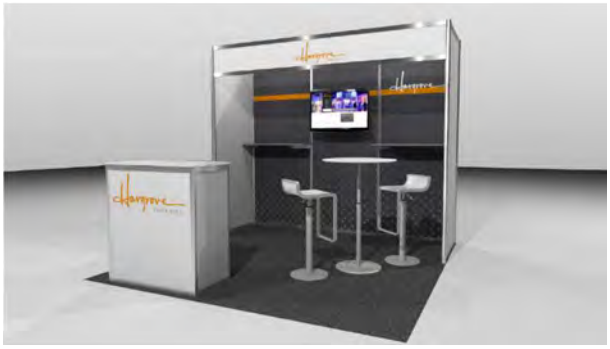
Hargrove's Rental Exhibit Solutions offer you the flexibility and creativity to design an attractive environment at a cost-effective price.

# 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

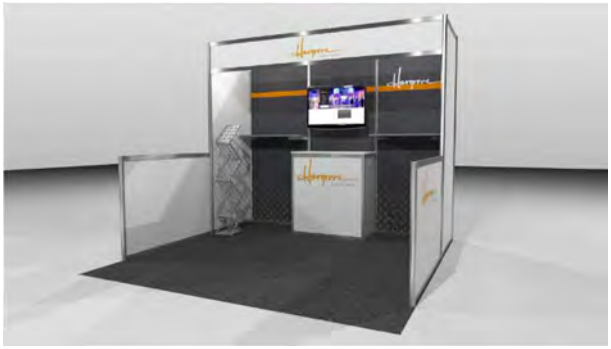


## Available Upgrades:

- 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

**Contact Us:**
rentalexhibits@hargroveinc.com
+1 301.306.4799

**Online Catalog:**
HargroveExhibits.info

# Rental Exhibit Solutions

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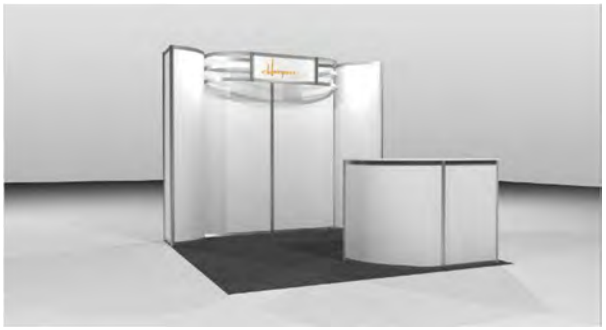
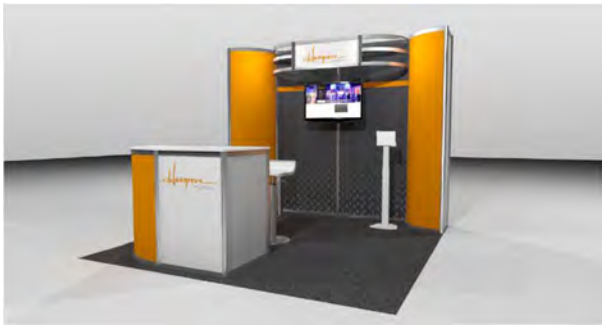


## Standard *HMS* 10C Includes:

- 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

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# 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
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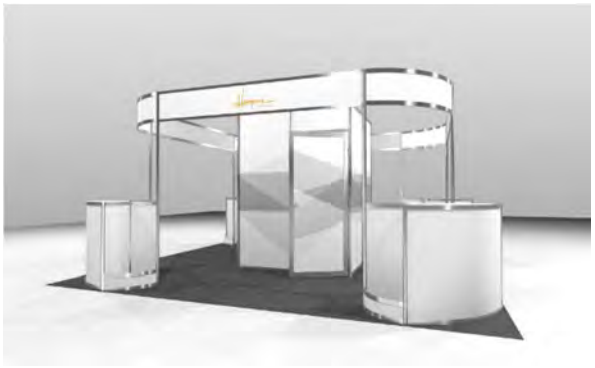
# Rental Exhibit Solutions

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!

**Contact Us:**
rentalexhibits@hargroveinc.com
+1 301.306.4799

**Online Catalog:**
HargroveExhibits.info

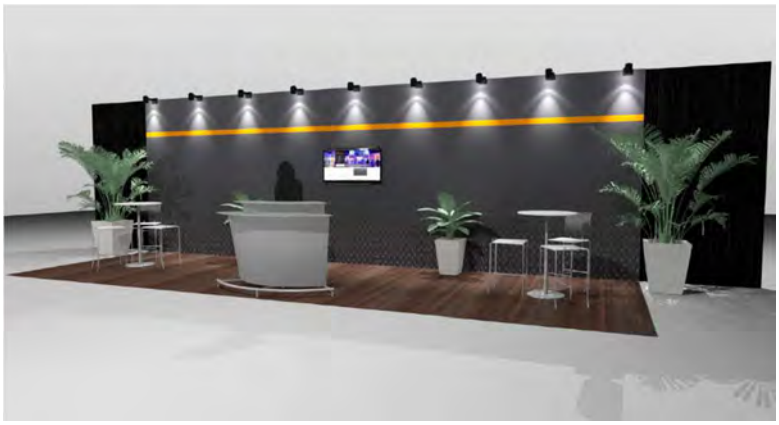
# Fabric Rental Exhibit Solutions

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

## HMS FB 20 - 8' High x 20' Wide

## HMS FB 30 - 8' High x 30' 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.*

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Hargrove 70th Anniversary EXPERIENCE

## TRADE SHOW FURNISHINGS

# Product Guide

**Featuring:**

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

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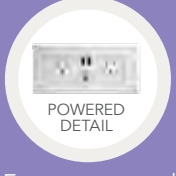
# Power Up In Style.

Denotes Powered Products POWERED

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

ROMA
**CHRPWR Chair, Powered**
(white vinyl) 37"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 28"H

**B) NPLSOP**
**Naples Sofa, Powered**
(black vinyl)
87"L 30"D 28"H

**C) NPLLOP**
**Naples Loveseat, Powered**
(black vinyl)
62"L 30"D 28"H

# Powered Tables

Charging adapters are available to rent for all powered products.

**A) G30BWP**
**G30 Bar Table, Powered**
(white top)
72"L 26"D 42"H

**B) G30DWP**
**G30 Café Table, Powered**
(white top)
72"L 26"D 30"H

**C) G30CWP**
**G30 Cocktail Table, Powered**
(white top)
72"L 26"D 18"H

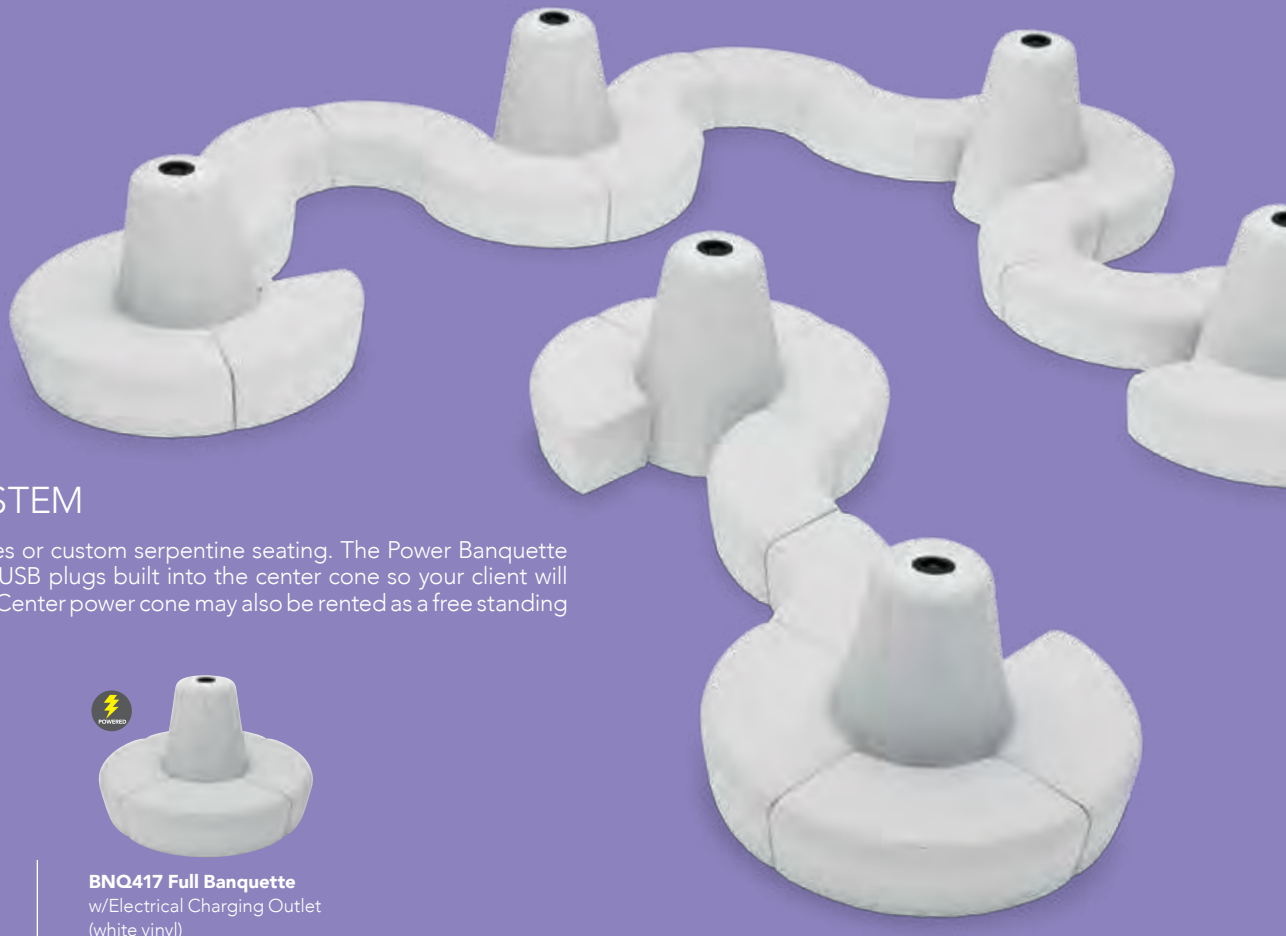
**D) C1WP**
**Sydney Cocktail Table, Powered**
(white, brushed steel)
48"L 26"D 18"H

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

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

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

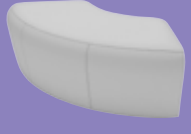
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.

**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 22.5"D 18"H

Detail of Electrical Charging Outlet

# Powered Pedestals

Denotes AC and USB charging outlets

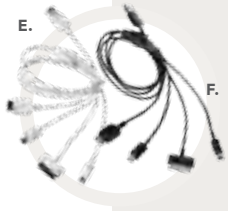
**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

(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) ADAPTB** (black)

Charging adapters are available to rent for all powered products.




# Powered Tech Desk

Denotes AC and USB charging outlets

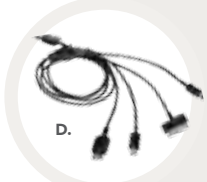
**A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet**
(black metal, laminate)
60"L 30"D 30"H

**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) ADAPTB** (black)

Charging adapters are available to rent for all powered products.



# Soft Seating Collections

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

HOPI
**HOPLV Loveseat**
(gray linen)
48"L 25"D 34"H

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

# Soft Seating Collections

A.

B.

## FAIRFAX

**A) FAIRSW Sofa**
(white vinyl, brushed metal)
62"L 27"D 30"H

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

Available in Power

A.

B.

## ROMA

**A) CHR003 Chair**
(white vinyl)
37"L 31"D 33"H
**CHRPWR** (Powered)

**B) SFA003 Sofa**
(white vinyl)
78"L 31"D 33"H
**SFAPWR** (Powered)

A.

B.

C.

## NAPLES

**A) NPLCHR Chair**
(black vinyl)
36"L 30"D 28"H
**NPLCHP** (Powered)

**B) NPLLOV Loveseat**
(black vinyl)
62"L 30"D 28"H
**NPLLOP** (Powered)

**C) NPLSOF Sofa**
(black vinyl)
87"L 30"D 28"H
**NPLSOP** (Powered)

# Soft Seating Collections

## HEATHROW

**HS008 Sectional 3pcs**
(black vinyl)
72"L 48"D 28"H

**HCH08 Heathrow Chair**
(black vinyl)
24"L 24"D 28"H

**HC008 Heathrow Corner Chair**
(black vinyl)
24"L 24"D 28"H

**HEA08 Heathrow Sofa**
(black vinyl)
48"L 24"D 28"H

# Soft Seating Collections

A.

B.

## 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

A.

B.

## TANGIERS

**A) TANSOF Sofa**
(beige textured)
78"L 37"D 36"H
**B) TANCHR Chair**
(beige textured)
34"L 37"D 36"H

A.

B.

C.

## KEY LARGO

**A) KEYCHR Chair**
(black fabric)
35"L 35"D 34"H
**B) KEYLOV Loveseast**
(black fabric)
57"L 35"D 34"H
**C) KEYSOF Sofa**
(black fabric)
79"L 35"D 34"H

A.

B.

C.

## 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

## SWANSON

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

## MADDEN

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

# Accent Chairs

A.

B.

C.

D.

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

**D) CCE**
**Ice Chair**
(transparent, chrome)
17.25"L 20"D 32"H

# 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
**ZENCHR Chair**
(white, chrome)
18.5"L 22"D 32"H

LAGUNA
**LMCHR Chair**
(maple, chrome)
18"L 19"D 34"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.

**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 31"H

D.

E.

F.

**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.

H.

I.

**G) SC3**
**Brewer Chair**
(onyx, black)
20"L 20"D 32"H
**H) XC3**
**Luxor Guest Chair**
(black vinyl)
27"L 28"D 40"H
**I) XC6**
**Altura Guest Chair**
(black crepe)
25"L 20"D 34"H

J.

K.

# Mix & Match

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

**J) RSTDIN Rustique Chair w/arms** (gunmetal) 20"L 18"D 31"H
**K) DUET Duet Chair** (black, chrome) 21"L 23"D 33"H

# Ottomans

## VIBE CUBE

18″L 18″D 18″H

**A) VIB09** (white vinyl)
**B) VIB10** (black vinyl)
**C) VIB07** (beige vinyl)
**D) VIB04** (red vinyl)
**E) VIB05** (yellow vinyl)
**F) VIB02** (blue vinyl)
**G) VIB08** (orange vinyl)
**H) VIB06** (gold/bronze vinyl)
**I) VIB01** (green vinyl)
**J) VIB03** (pink vinyl)

# Styles & Shapes

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

**ENDLESS Square**
34"L 34"D 15"H
**A) END02B** (black)
**B) END02W** (white)
**ENDLESS Curved**
60.5"L 37.5"D 15"H
**C) END01B** (black)
**D) END01W** (white)

**Bench Ottomans**
60"L 20"D 18"H
**E) BNO08** (black vinyl)
**F) BNO75** (white vinyl)

**G) SAL Sally Stool**
(white)
12" Round 17"H

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

**I) WHT12 Half Bench**
(white vinyl)
39"L 22.5"D 18"H

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

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

# Marche Swivel

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

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

# Accent Tables

## ALONDRA

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

## 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)

## 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) NEMSAC**
**Mosaic Tables, Set of 3**
(wood, metal)
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

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

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

# Café Tables

**A) 30SBHC 30" Round Café Table**
(liquid steel blue top, chrome hydraulic base)
30"RND 29"H

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

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

**Hydraulic Chrome Base**
30" Round 29"H
**C) LIQ009** (liquid white top)
**D) 30MAHC** (Madison gray acajou top)

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

# Customize And Create

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

A.

B. | G.

C. | H.

D.

E.

F.

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) LIQ004** (liquid white)
**E) ZTA** (Madison/ gray acajou)

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

**Café Tables**
Hydraulic Chrome Base
30" Round 29"H
**I) 30STHC** (silver textured)
**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)

See additional options on page 21.

# 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) 18.5"L 22"D 32"H
**B) DUET Duet Chair** (black, chrome) 21"L 23"D 33"H

# Bar Tables

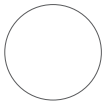
**A) LIQ010**
**30" Round Bar Table**
(liquid white, chrome hydraulic base)
30"RND 45"H
**B) APS12**
**Apex Barstools**
(blue ultra suede)
21"L 21"D 33"H

**C) 30SBHB**
**30" Round Bar Table**
(liquid steel blue top, chrome hydraulic base)
30"RND 45"H
**D) RSTSTL**
**Rustique Barstool**
(gunmetal)
13"L 13"D 30"H

# Customize And Create

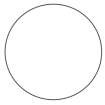
Choose your base, black or chrome, then pick a color that suits your design.

MAPLE


WHITE LAMINATE

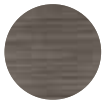
SILVER TEXTURED

GRAPHITE NEBULA


LIQUID WHITE

LIQUID STEEL BLUE

RED


MADISON/GRAY ACAJOU

A. | H.

B. | I.

C.

D.

E.

F.

G.

J. | O.

K. | P.

L.

M.

N.

Q.

R.

**Q) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base**
(Madison/gray acajou) 30" RND 45"H
**R) VTA 30" Round Bar Table w/ Standard Black Base**
(Madison/gray acajou) 30" RND 42"H

**Bar Tables**
Standard Black Base
30" Round 42"H
**A) VTJ** (graphite nebula)
**B) VTK** (maple)
**C) VTG** (silver textured)
**D) VTB** (red)
**E) LIQ003** (liquid white)
**F) VTH** (liquid steel blue)

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

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

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

See additional options on page 23.

# Barstools

## 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.

O.

**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 26-30.5"H
**E) BS002** (white, chrome)
**F) BS003** (black, chrome)

**Banana Barstools**
21"L 22"D 30"H
**G) BSS** (black, chrome)
**H) BST** (white, chrome)

**Oslo Barstools**
17"L 20"D 30"H
**I) BSD** (blue)
**J) BSC** (white)

**K) BSL Gin Barstool**
(maple, chrome)
16"L 16"D 29"H

**L) BCE Ice Barstool**
(transparent, chrome)
16"L 14"D 33"H

**M) XBAR Christopher Barstool**
(white vinyl, chrome)
19"L 15"D 41"H

**N) BS001 Shark Barstool**
(white, chrome)
22"L 19"D 34–44"H

**O) BSR Syntax Barstool**
(black, chrome)
23"L 19"D 32"H

# Mix & Match

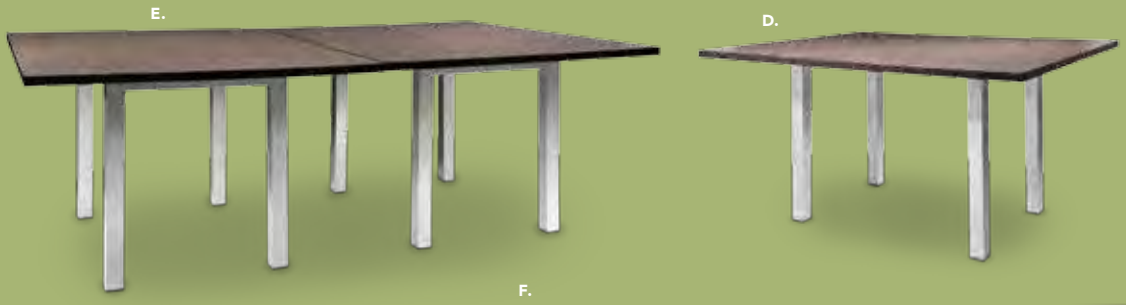
**Create the ultimate look.** Choose from a wide variety of select Bar Seating for the perfect style.

**P) ZENBAR Zenith Barstool** (white, chrome) 19"L 20"D 44"H
**Q) RSTSTL Rustique Barstool** (gunmetal) 13"L 13"D 30"H
**R) 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 and Work Tables.

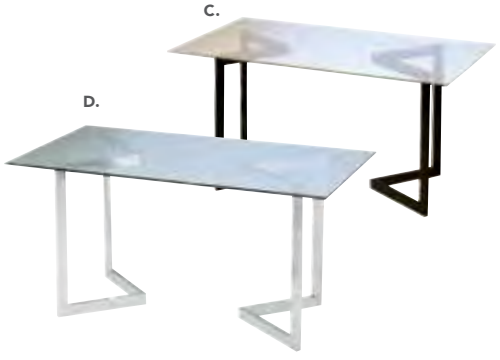
**42" Round Conference Table**
42"RND 29"H
**A) CONF42** (white laminate)
**B) CB1** (graphite nebula)
**C) CB8** (Madison/gray acajou)




## 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



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

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

**Conference Tables**
(graphite nebula)
**E) CB3 8'**
96"L 48"D 29"H
**F) CB2 6'**
72"L 42"D 29"H

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

**J) MERLIN**
**Merlin Multi Use Table**
(gray laminate, black)
46"L 29"D 30"H
**K) WD3 Work Table**
(white laminate, white)
48"L 24"D 30"H

# Mix & Match

**Create the right look.** Choose form a wide selection of Conference Chairs for the perfect style.

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

# Executive Seating

A.

B.

C.

D.

E.

F.

**Pro Executive Mid Back Chair**
24"L 22"D 40"H Adjustable
**A) PROMDB** (black vinyl)
**B) PROMID** (white vinyl)

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

**D) XC1 Luxor High Back Executive Chair**
(black vinyl)
27"L 28"D 47"H Adjustable

**E) XC2 Luxor Mid Back Executive Chair**
(black vinyl)
27"L 28"D 41"H Adjustable

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

## Style & Comfort

**Create the right look.** Choose form a wide selection of Executive Seating for the perfect style.

**G) PROEXB Pro Executive High Back Chair** (black vinyl) 25"L 24"D 48"H Adjustable.
**H) PROEXE Pro Executive High Back Chair** (white classic vinyl) 25"L 24"D 48"H Adjustable.

# Communal Tables

## G30
Powered Tables

POWERED DETAIL

**A) G30BWP G30 Bar Table, Powered** (white top) 72"L 26"D 42"H.
**B) G30DWP G30 Café Table, Powered** (white top) 72"L 26"D 30"H.
**C) G30CWP G30 Cocktail Table, Powered** (white top) 72"L 26"D 18"H.
**D) BSD Oslo Barstool** (blue) 17"L 20"D 30"H.

Denotes AC and USB charging outlets

**G30 Communal Tables**
(maple tops)
**E) Bar Table**
72"L 26"D 42"H
**G30BMS** (solid top)
**G30BMW** (grommet holes)
**F) Café Table**
72"L 26"D 30"
**G30DMS** (solid top)
**G30DMW** (grommet holes)
**G) Cocktail Table**
72"L 26"D 18"H
**G30CMS** (solid top)
**G30CMW** (grommet holes)

**G30 Communal Tables**
(white tops)
72"L 26"D 42"H
**H) Bar Table**
**G30BWS** (solid top)
**G30BWW** (grommets)
**I) Café Table**
72"L 26"D 30"H
**G30DWS** (solid top)
**G30DWW** (grommets)
**J) Cocktail Table**
72"L 26"D 18"H
**G30CWS** (solid top)
**G30CWW** (grommets)

**K) MERLIN**
**Merlin Multi Use Table**
(gray laminate, black)
46"L 29"D 30"H
**L) WD3 Work Table**
(white laminate, white)
48"L 24"D 30"H

### TABLE TOP OPTIONS
(G30 Powered Tables only available in white)

MAPLE

WHITE

(ADAPTW)

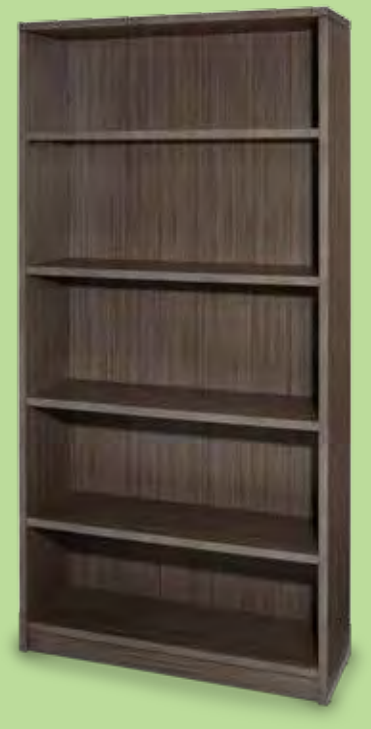
Charging adapters are available to rent for all G30 Powered Table Products.

(Choose from solid top tables or with grommet holes)

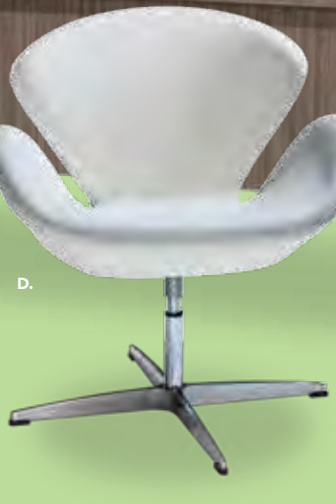
# Office Essentials

A.

C.



D.



## 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) BC8 Madison Bookcase**
(gray acajou) 36"L 12"D 72"H

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

B.

DESK BACK

CREDENZA BACK

# 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.

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

**A) Powered Locking Pedestal**
(white)
**PDL36W** 24"L 24"D 36"H
**PDL42W** 24"L 24"D 42"H

**B) Powered Locking Pedestal**
(black)
**PDL36B** 24"L 24"D 36"H
**PDL42B** 24"L 24"D 42"H

**Charging Adapters**
**C) ADAPTW** (white)
**D) ADAPTB** (black)

Charging adapters are available to rent for all powered products.

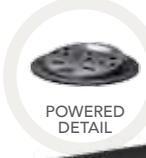
# ACCENT LAMPS

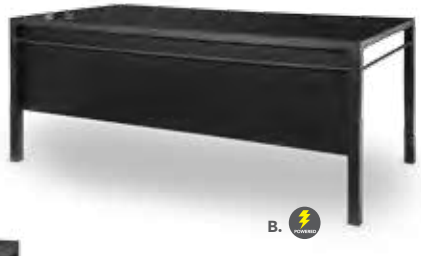
**A) LA15**
**Mason Floor Lamp**
(brushed silver)
18" Round 55"H

**B) LA14**
**Mason Table Lamp**
(brushed silver)
16" Round 26"H

# TECH COLLECTION

Denotes AC and USB charging outlets





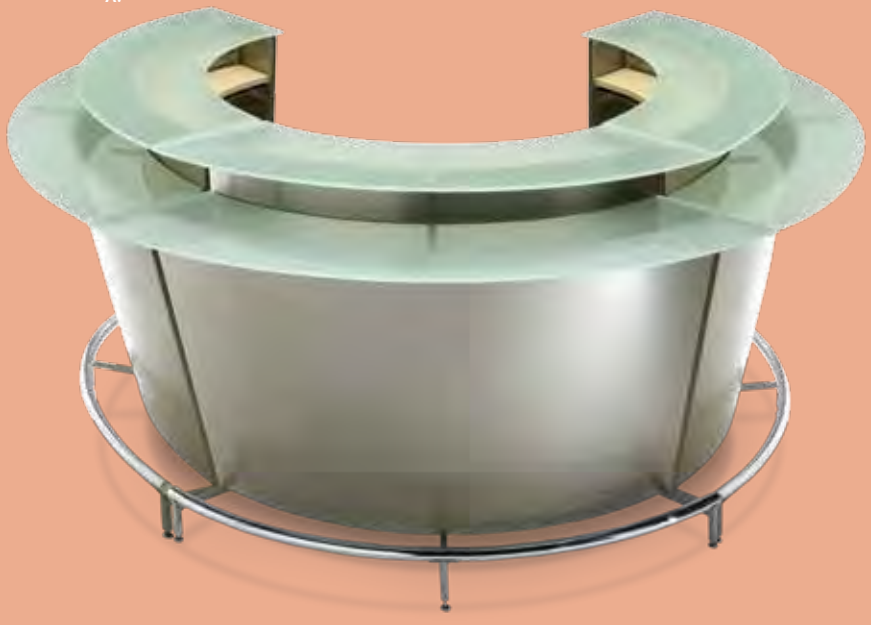
**A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet**
(black metal, laminate)
60"L 30"D 30"H
**B) TECH Tech Desk, Powered**
(black metal, laminate)
60"L 30"D 30"H
**C) TECH3 3 Drawer File Cabinet on Castors**
(black metal, laminate)
16"L 20"D 28"H

**Charging Adapters**
**D) ADAPTB** (black)

Charging adapters are available to rent for all powered products.

# Show Essentials

A.

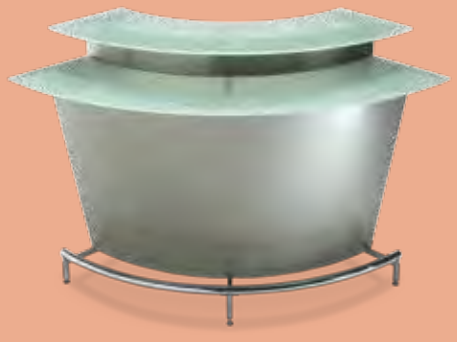


## MARTINI BAR

**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

B.



**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

(BACK VIEW)

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

# BOOTH PACKAGE SPECIAL

Order Deadline: **Friday, December 22, 2017**

Company Name: _____ Booth: _____

Show Management and Hargrove are pleased to offer a Booth Package designed to offer exhibitors additional savings. This offer is available for orders placed on or before **Friday, December 22**.

- Special package pricing does not allow for changes in drape color. No substitutions.
- Packages must be ordered in advance (by Friday, December 22) and accompanied by full payment.
- Packages will not be available at show site.

| **SPECIAL BOOTH PACKAGE**<br>**$345.00** (plus tax) | |
|---|---|
| | **Table**<br>One (1) standard 6’ x 30” draped table – Color: **Blue** |
| | **Chairs**<br>Two (2) upholstered side chairs |
| | **Wastebasket** |

| Description | Price | Drape Color | Quantity | Total |
|---|---|---|---|---|
| Booth Package | $345.00 | Blue | | |
| | | | **Subtotal:** | |
| | | | **Tax 5.75%:** | |
| | | | **TOTAL:** | |

# TABLES & DRAPERY

Advance Order Deadline: **Friday, December 22, 2017**

Company Name: _____ Booth: _____

- Order online by the deadline date to receive the lowest price.
- 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<br>Pricing only good through 12/22/17 | Advance Price | Standard Price | Quantity | Color | Total |
|---|---|---|---|---|---|---|---|
| **STANDARD TABLES** | | | | | | | |
| **Round Tables (30" diameter top)** | | | | | | | |
| Low – 18" high | E | $ 183 | $ 201 | $ 256 | | N/A | |
| Standard – 30" high | F | $ 183 | $ 201 | $ 256 | | N/A | |
| Tall – 42" high | G | $ 183 | $ 201 | $ 256 | | N/A | |
| **Draped Tables (30" high x 24" wide)** | | | | | | | |
| Small (4' long) | H4 | $ 139 | $ 153 | $ 195 | | | |
| Standard (6' long) | H6 | $ 167 | $ 184 | $ 234 | | | |
| Long (8' long) | H8 | $ 191 | $ 210 | $ 267 | | | |
| **Draped Counters (42" high x 24" wide)** | | | | | | | |
| Small (4' long) | I4 | $ 167 | $ 184 | $ 234 | | | |
| Standard (6' long) | I6 | $ 191 | $ 210 | $ 267 | | | |
| Long (8' long) | I8 | $ 218 | $ 240 | $ 305 | | | |
| **Undraped Tables (30" high x 24" wide)** | | | | | | | |
| Small (4' long) | HU4 | $ 82 | $ 90 | $ 115 | | N/A | |
| Standard (6' long) | HU6 | $ 105 | $ 116 | $ 147 | | N/A | |
| Long (8' long) | HU8 | $ 131 | $ 144 | $ 183 | | N/A | |
| **Undraped Counters (42" high x 24" wide)** | | | | | | | |
| Small (4' long) | IU4 | $ 105 | $ 116 | $ 147 | | N/A | |
| Standard (6' long) | IU6 | $ 131 | $ 144 | $ 183 | | N/A | |
| Long (8' long) | IU8 | $ 154 | $ 169 | $ 216 | | 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 5.75%:**

**TOTAL:**

SP-effective01/17

# CHAIRS, ACCESSORIES & DISPLAY CABINETS

Advance Order Deadline: **Friday, December 22, 2017**

Company Name: _____ Booth: _____

- Order online by the deadline date to receive the lowest price.
- 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<br>Pricing only good through 12/22/17 | Advance Price | Standard Price | Quantity | Total |
|---|---|---|---|---|---|---|
| **STANDARD CHAIRS** | | | | | | |
| Barstool | Q | $ 112 | $ 123 | $ 157 | | |
| Chair – Side (armless) | O | $ 89 | $ 98 | $ 125 | | |
| **ACCESSORIES** | | | | | | |
| Bag Rack – Slanted | M | $ 105 | $ 116 | $ 147 | | |
| Bag Rack – Straight | L | $ 105 | $ 116 | $ 147 | | |
| Easel | A | $ 59 | $ 65 | $ 83 | | |
| Fish Bowl | T | $ 16 | $ 18 | $ 22 | | |
| Literature Rack | C | $ 165 | $ 182 | $ 231 | | |
| Posterboard – Horizontal (4' high x 8' wide) | R | $ 218 | $ 240 | $ 305 | | |
| Posterboard – Vertical (8' high x 4' wide) | S | $ 218 | $ 240 | $ 305 | | |
| Sign Holder (for 28" high x 22" wide sign) | B | $ 127 | $ 140 | $ 178 | | |
| Stanchion – Chrome (per stanchion) | N | $ 105 | $ 116 | $ 147 | | |
| Stanchion – Velour Rope (8' length) | N1 | $ 59 | $ 65 | $ 83 | | |
| Stanchion – Retractable, with Black Belt | N3 | $ 126 | $ 139 | $ 176 | | |
| Wastebasket | J | $ 27 | $ 30 | $ 38 | | |
| **DISPLAY CABINETS** | | | | | | |
| Cabinet – Small (approx. 42" high x 43" wide) | HMS-A | N/A | $ 501 | $ 701 | | |
| Cabinet – Large (approx. 42" high x 82" wide) | HMS-F | N/A | $ 659 | $ 923 | | |
| Cabinet – Curved (approx. 42" high x 60" wide) | HMS-D | N/A | $ 605 | $ 847 | | |
| Logo Reproduction on Cabinet or Curved Counter | SB10 | N/A | $ 131 | $ 262 | | |
| Showcase (requires electricity for illumination) | HMS-G | N/A | $ 696 | $ 974 | | |
| | | | | | **Subtotal:** | |
| | | | | | **Tax 5.75%:** | |
| | | | | | **TOTAL:** | |

SP-effective01/17

# CARPET

Advance Order Deadline: **Friday, December 22, 2017**

Company Name: _____ Booth: _____

- Order online by the deadline date to receive the lowest price.
- 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

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 so on the enclosed carpet order form.

| Description | Product # | Online Order Price<br>Pricing only good through 12/22/17 | Advance Price | Standard Price | Quantity | Color | Total |
|---|---|---|---|---|---|---|---|
| **STANDARD CARPET** | | | | | | | |
| **For booths 10' in depth and up to 40' in length:** | | | | | | | |
| 10' x 10' | C1 | $ 218 | $ 240 | $ 305 | | | |
| 10' x 20' | C2 | $ 436 | $ 480 | $ 610 | | | |
| 10' x 30' | C3 | $ 654 | $ 719 | $ 916 | | | |
| 10' x 40' | C4 | $ 872 | $ 959 | $ 1,221 | | | |
| **For booths greater than 10' in depth and/or 40' in length:** | | | | | | | |
| Special Cut – per sq ft | C5 | $ 3.74 | $ 4.11 | $ 5.24 | sq ft | | |
| **PLUSH CARPET** | | | | | | | |
| Plush – per sq ft | C6 | $ 5.31 | $ 5.84 | $ 7.43 | sq ft | | |
| **CARPET PADDING & POLY** | | | | | | | |
| Padding – per sq ft | C7 | $ 1.67 | $ 1.84 | $ 2.34 | sq ft | N/A | |
| Double Padding – per sq ft | CD7 | $ 3.34 | $ 3.68 | $ 4.68 | sq ft | N/A | |
| Poly (protective plastic) – per sq ft | C8 | $ 0.59 | $ 0.65 | $ 0.83 | sq ft | N/A | |
| | | | | | | **Subtotal:** | |
| | | | | | | **Tax 5.75%:** | |
| | | | | | | **TOTAL:** | |

SP- effective01/17

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: **Friday, December 22, 2017**

Company Name: _____ Booth: _____

- Order online by the deadline date to receive the lowest price.
- 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<br>Pricing only good through 12/22/17 | Advance Price | Standard Price | Quantity | Total |
|---|---|---|---|---|---|---|
| Vacuuming/Cleaning – Pre-Show (one time) only, per sq ft | CL1 | $ 0.51 | $ 0.56 | $ 0.71 | sq ft | |
| Vacuuming/Cleaning – Daily (each show day), per sq ft | CL2 | $ 1.43 | $ 1.57 | $ 2.00 | 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 | $ 241 | 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 | | | |

SP- effective01/17

**TOTAL:**

# SIGNS & GRAPHICS

Advance Order Deadline: **Friday, December 22, 2017**

Company Name: _____ Booth: _____

- Online and 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<br>Pricing only good through 12/22/17 | 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 | $ 64 | $ 128 | | | | |
| 7" x 44" sign | SB3 | N/A | $ 64 | $ 128 | 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 | $ 105 | $ 210 | | | | |
| 28" x 44" sign | SB7 | N/A | $ 154 | $ 308 | | | | |
| 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)
Illustrator EPS (.eps)
Photoshop (.psd)
Adobe InDesign (.indd)
QuarkXpress (.qxd)
Image Files (.tif)
JPEG Images (.jpg)

**Subtotal:**
**Tax 5.75%:**
**TOTAL:**

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

_____

_____

_____

_____

Illustrate Sign / Graphics Layout:

VERTICAL

HORIZONTAL

SP- effective01/17

# RENTAL BOOTHS

Advance Order Deadline: **Thursday, December 22, 2016**

Company Name: _____ Booth: _____

Fulfill your exhibit needs with an economical, turnkey Hargrove Modular System (HMS) rental booth. All rental booths include the material handling, installation and dismantling of the HMS, as well as standard carpeting with daily vacuuming.

- Advance order prices apply to orders received with payment by the deadline date.
- Enhance your exhibit by upgrading to a Tier 2 rental booth. Contact us at 301.306.4799 or rentalexhibits@hargroveinc.com for a quote.
- See Page 2 of this Order Form for HMS Accessories and payment information.
- 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.

| Description / Product # | Tier 1 Advance Price | Tier 1 Standard Price | Tier 2 Price | Quantity | Total |
|---|---|---|---|---|---|
| **RENTAL BOOTH** | | | | | |
| **For 10' wide booth spaces:** | | | | | |
| HMS 10A – with shelves | $2,379 | $3,331 | Call for quote | | |
| HMS 10B – with shelves and small cabinet | $2,887 | $4,041 | Call for quote | | |
| HMS10C – with curved cabinet and header | $3,585 | $5,018 | Call for quote | | |
| **For 20' wide booth spaces:** | | | | | |
| HMS 20A – with shelves and small cabinet | $4,686 | $6,560 | Call for quote | | |
| HMS 20B – with shelves and large cabinet | $5,061 | $7,086 | Call for quote | | |
| HMS 20C – with small cabinet and curved side | $4,890 | $6,845 | Call for quote | | |
| HMS 40A – for booth space at least 20' deep | $7,569 | $10,597 | Call for quote | | |

SP–effective01/15 **Subtotal:**

| Description / Product # | Tier 1 Advance Price | Tier 1 Standard Price | Tier 2 Price | Selection | Total |
|---|---|---|---|---|---|
| **PANEL MATERIAL** | | | | | |
| **For HMS 10A / 10B / 10C:** | | | | | |
| Velcro-Compatible – Black Fabric (HMS-VP) | $442 | $619 | Call for quote | ☐ | |
| Velcro-Compatible – Grey Fabric (HMS-VP) | $442 | $619 | Call for quote | ☐ | |
| **For HMS 20A / 20B / 20C / 40A:** | | | | | |
| Velcro-Compatible – Black Fabric (HMS-VP) | $748 | $1,047 | Call for quote | ☐ | |
| Velcro-Compatible – Grey Fabric (HMS-VP) | $748 | $1,047 | Call for quote | ☐ | |

30–effective01/15 **Subtotal:**

**CARPET** – select color:

☐

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**HEADER COPY** – select color:

☐ Black ☐ Blue ☐ Red

**HEADER COPY** – print exactly how you want it to appear:

_____

# RENTAL BOOTHS – 2 of 2

Company Name: _____ Booth: _____

**ENHANCE YOUR EXHIBIT – Tier 2 Upgrades:**
Contact one of our experts at 301.306.4799 or rentalexhibits@hargroveinc.com for a quote.

☐ Upgraded Carpeting
☐ Graphics / Custom Logo
☐ Custom Cabinet / Counter
☐ Slatwall with Shelves
☐ Custom Panel Material
☐ Completely Customized Exhibit

**OPTIONAL HMS ACCESSORIES**

| ITEM | DESCRIPTION | PRICE Advance / Standard | | QTY | TOTAL |
|---|---|---|---|---|---|
| HMS-A | Cabinet - Small (41⅛"w x 21⅝"d x 41¼"h) | $501 | $701 | | |
| HMS-D | Curved Cabinet (62"w x 21⅝"d x 41¼"h) | $605 | $847 | | |
| HMS-F | Cabinet - Large (80½"w x 21⅝"d x 41¼"h) | $659 | $923 | | |
| SB10 | Logo Reproduction on Cabinet | $131 | $262 | | |
| HMS-G | Illuminated Showcase (*electricity required* – 79$^{7}/_{16}$"w x 20$^{7}/_{16}$"d x 41¼"h) | $696 | $974 | | |
| HMS-H | Stem Light (*electricity required*) | $99 | $138 | | |
| HMS-I | Slanted Shelf (39" wide) | $105 | $147 | | |
| HMS-J | Flat Shelf (39" wide) | $69 | $98 | | |

HMS Rental Price $_____ plus Options/Accessories $_____ = Subtotal $_____ x 5.75% Tax = TOTAL: $_____

# SPECIALTY FURNISHINGS

Advance Order Deadline: **Friday, December 22, 2017**

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price<br>Pricing only good through 12/22/17 | Advance Price | Standard Price | Quantity | Total |
|---|---|---|---|---|---|---|
| **POWERED** | | | | | | |
| Charging Adapter - Black | ADAPTB | $18 | $20 | $25 | | |
| Charging Adapter -White | ADAPTW | $18 | $20 | $25 | | |
| G30 Bar Table, Powered - White Top | G30BWP | $577 | $635 | $808 | | |
| G30 Café Table, Powered - White Top | G30DWP | $669 | $736 | $937 | | |
| G30 Cocktail Table, Powered - White Top | G30CWP | $323 | $355 | $452 | | |
| Naples Chair, Powered - Black Vinyl | NPLCHP | $466 | $513 | $652 | | |
| Naples Loveseat, Powered - Black Vinyl | NPLLOP | $645 | $710 | $903 | | |
| Naples Sofa, Powered - Black Vinyl | NPLSOP | $749 | $824 | $1,048 | | |
| Powered Conference Table Module - Black | PWRUSB | $56 | $61 | $78 | | |
| Roma Chair, Powered - White Vinyl | CHRPWR | $253 | $278 | $354 | | |
| Roma Sofa, Powered – White Vinyl | SFAPWR | $749 | $824 | $1,048 | | |
| Sydney Cocktail Table, Powered – Black, Brushed Steel | C1YP | $263 | $289 | $368 | | |
| Sydney Cocktail Table, Powered – White Brushed Steel | C1WO | $263 | $289 | $368 | | |
| Full Banquette w/Electrical Charging Outlet | BNQ417 | $1,961 | $2,157 | $2,745 | | |
| Center Cone w/Electrical Charging Outlet | BNQTL7 | $618 | $680 | $865 | | |
| **SOFAS & SECTIONALS** | | | | | | |
| Allegro - Blue Fabric | SFA002 | $609 | $670 | $852 | | |
| Fairfax - White Vinly, Metal | FAIRSW | $233 | $256 | $326 | | |
| Heathrow - Black Vinyl | HEA08 | $595 | $655 | $833 | | |
| Key Largo - Black Fabric | KEYSOF | $348 | $383 | $488 | | |
| Naples - Black Vinyl | NPLSOF | $750 | $825 | $1,050 | | |
| Roma - White Vinyl | SFA003 | $744 | $819 | $1,042 | | |
| South Beach - Platinum Suede | SO1 | $601 | $661 | $841 | | |
| Tangiers - Beige Textured | TANSOF | $595 | $655 | $833 | | |
| Heathrow - Black Vinyl | HS008 | $1,563 | $1,719 | $2,188 | | |
| South Beach - Platinum Suede | SO2 | $1,246 | $1,370 | $1,744 | | |
| **LOVESEATS** | | | | | | |
| Key Largo - Black Fabric | KEYLOV | $269 | $296 | $376 | | |
| Naples - Black Vinyl | NPLLOV | $631 | $694 | $883 | | |
| Hopi – Grey Linen | HOPLV | $319 | $350 | $446 | | |
| **CLUB CHAIRS** | | | | | | |
| Allegro - Blue Fabric | CHR002 | $434 | $478 | $608 | | |
| Fairfax - White Vinly, Metal | FAIRCW | $253 | $278 | $354 | | |
| Heathrow - Black Vinyl | HCH08 | $464 | $511 | $650 | | |
| | | | | | **Subtotal:** | |

# SPECIALTY FURNISHINGS – 2 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price<br>Pricing only good through 12/22/17 | Advance Price | Standard Price | Quantity | Total |
|---|---|---|---|---|---|---|
| **CLUB CHAIRS** (cont.) | | | | | | |
| Heathrow - Black Vinyl | HC008 | $500 | $550 | $700 | | |
| Key Largo - Black Fabric | KEYCHR | $231 | $254 | $323 | | |
| Key West - Black | OCB | $341 | $376 | $478 | | |
| Naples - Black Vinyl | NPLCHR | $523 | $576 | $733 | | |
| Roma - White Vinyl | CHR003 | $486 | $535 | $681 | | |
| Tangiers - Beige Textured | TANCHR | $387 | $425 | $541 | | |
| Hopi – Grey Linen | HOPCH | $205 | $225 | $287 | | |
| **ACCENT CHAIRS** | | | | | | |
| Ice - Transparent w/Chrome Frame | CCE | $201 | $222 | $282 | | |
| La Brea Swivel Chair - Charcoal Gray, Fabric | LABREA | $368 | $405 | $515 | | |
| Madden Arm Chair - Light Gray Vinyl | MADGRY | $381 | $419 | $533 | | |
| Madrid - Black Leather | OCH | $725 | $797 | $1,015 | | |
| Madrid - White Leather | BCW | $640 | $704 | $896 | | |
| Swanson"Swivel Chair - White Vinyl | SWAN | $321 | $353 | $449 | | |
| **MEETING CHAIRS** | | | | | | |
| White Vinyl | OCMWHT | $185 | $204 | $259 | | |
| Expresso | OCMESP | $201 | $222 | $282 | | |
| Taupe | OCMTAU | $225 | $247 | $314 | | |
| **OTTOMANS** | | | | | | |
| Bench - Black Vinyl | BNO08 | $368 | $405 | $515 | | |
| Bench - White Vinyl | BN075 | $368 | $405 | $515 | | |
| Ottoman Ring | BNQR17 | $1,508 | $1,658 | $2,111 | | |
| Quarter Curve - White Vinyl | BNQ7 | $421 | $463 | $589 | | |
| Half Bench Ottoman | WHT12 | $322 | $355 | $451 | | |
| Edge Lighted Cube - White Plastic | CUBL20 | $186 | $205 | $261 | | |
| Endless Curved - Black | END01B | $307 | $337 | $429 | | |
| Endless Curved - White | END01W | $307 | $337 | $429 | | |
| Endless Square - Black | END02B | $321 | $353 | $449 | | |
| Endless Square - White | END02W | $321 | $353 | $449 | | |
| Sally Stool - White | SAL | $101 | $111 | $141 | | |
| South Beach - Platinum Suede, Wedge | OTS | $263 | $289 | $368 | | |
| Marche Swivel - White Vinyl | MAR001 | $159 | $175 | $223 | | |
| Marche Swivel - Red Fabric | MAR005 | $159 | $175 | $223 | | |
| Marche Swivel - Pear Yellow Fabric | MAR009 | $159 | $175 | $223 | | |
| Marche Swivel - Plum Fabric | MAR007 | $159 | $175 | $223 | | |
| Marche Swivel - Blue Fabric | MAR010 | $159 | $175 | $223 | | |

**Subtotal:**

# SPECIALTY FURNISHINGS – 3 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price<br>Pricing only good through 12/22/17 | Advance Price | Standard Price | Quantity | Total |
|---|---|---|---|---|---|---|
| **OTTOMANS** (cont.) | | | | | | |
| Marche Swivel - Gray Fabric | MAR002 | $159 | $175 | $223 | | |
| Marche Swivel - Rose Quartz Fabric | MAR006 | $159 | $175 | $223 | | |
| Marche Swivel - Linen Fabric | MAR003 | $159 | $175 | $223 | | |
| Marche Swivel - Rasberry Fabric | MAR004 | $159 | $175 | $223 | | |
| Marche Swivel - Meadow Green | MAR008 | $159 | $175 | $223 | | |
| Vibe Cube - White Vinyl | VIB09 | $119 | $131 | $167 | | |
| Vibe Cube - Black Vinyl Waterproof | VIB10 | $119 | $131 | $167 | | |
| Vibe Cube - Champagne Vinyl | VIB07 | $124 | $136 | $173 | | |
| Vibe Cube - Blue Vinyl | VIB02 | $124 | $136 | $173 | | |
| Vibe Cube - Gold/Bronze Vinyl | VIB06 | $124 | $136 | $173 | | |
| Vibe Cube - Green Vinyl | VIB01 | $124 | $136 | $173 | | |
| Vibe Cube - Orange Vinyl | VIB08 | $124 | $136 | $173 | | |
| Vibe Cube - Pink Vinyl | VIB03 | $124 | $136 | $173 | | |
| Vibe Cube - Red Vinyl | VIB04 | $124 | $136 | $173 | | |
| Vibe Cube - Yellow Vinyl | VIB05 | $124 | $136 | $173 | | |
| **GROUP SEATING** | | | | | | |
| Zenith - White, Chrome | ZENCHR | $142 | $156 | $199 | | |
| Laguna - Maple, Chrome | LMCHR | $127 | $140 | $178 | | |
| Malba - Grey | MALGRY | $97 | $106 | $135 | | |
| Malba - Green | MALGRN | $97 | $106 | $135 | | |
| Altura - Black Crepe | XC6 | $303 | $334 | $425 | | |
| Berlin - Black & White w/Chrome Frame | CS8 | $115 | $126 | $160 | | |
| Berlin - Red & White w/Chrome Frame | CS9 | $115 | $126 | $160 | | |
| Syntax - Black, Chrome | CS4 | $176 | $194 | $247 | | |
| Brewer - Onyx w/Black Legs | SC3 | $190 | $209 | $266 | | |
| Christopher Chair - White Vinyl w/Chome Legs | XCHR | $94 | $103 | $131 | | |
| Duet Chair - Black w/Chrome | DUET | $104 | $115 | $146 | | |
| Luxor - Black Leather | XC3 | $330 | $363 | $462 | | |
| Razor - White | SC10 | $130 | $143 | $182 | | |
| Rustique Chair w/Arms - Gunmetal | RSTDIN | $130 | $143 | $182 | | |
| Wendy - Clear Acrylic | CH002 | $105 | $116 | $147 | | |
| **COCKTAIL TABLES** | | | | | | |
| Alondra - Glass, Chrome | ALC100 | $286 | $315 | $401 | | |
| Alondra - Wood, Chrome | ALC200 | $286 | $315 | $401 | | |
| Geo - Wood, Black | C1FWB | $250 | $275 | $350 | | |
| Geo - Glass w/Chrome Base | C1C | $263 | $289 | $368 | | |
| Oliver | COLI | $223 | $246 | $313 | | |

**Subtotal:**

# SPECIALTY FURNISHINGS – 4 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price<br>Pricing only good through 12/22/17 | Advance Price | Standard Price | Quantity | Total |
|---|---|---|---|---|---|---|
| **COCKTAIL TABLES** (cont.) | | | | | | |
| Silverado - Glass w/Chrome Base | C1E | $289 | $318 | $405 | | |
| Sydney - Black | C1Y | $281 | $309 | $394 | | |
| Sydney - White | C1W | $281 | $309 | $394 | | |
| Regis - Brushed Metal | REGBEN | $211 | $232 | $295 | | |
| **SIDE AND END TABLES** | | | | | | |
| Alondra - Glass, Chrome | ALE100 | $207 | $227 | $289 | | |
| Alondra - Wood, Chrome | ALE200 | $207 | $227 | $289 | | |
| Geo - Wood, Black | E1FWB | $218 | $240 | $305 | | |
| Aura Round Table - White Metal | AURA | $130 | $143 | $182 | | |
| E Table - Wood | ETBL | $160 | $176 | $224 | | |
| Edge LED Cube w/Plexi Top, White Plastic | CUBTBL | $186 | $205 | $261 | | |
| Geo - Glass w/Chrome Base | E1C | $250 | $275 | $350 | | |
| Mosaic Tables - Set of 3 | NEMSAC | $260 | $287 | $365 | | |
| Oliver | EOLI | $204 | $224 | $285 | | |
| Regis - Brushed Metal | REGOTT | $155 | $171 | $217 | | |
| Silverado - Glass w/Chrome Base | E1E | $263 | $289 | $368 | | |
| Sydney - Black | E1Y | $249 | $274 | $348 | | |
| Sydney - White | E1W | $249 | $274 | $348 | | |
| Timber Table - Wood | TMBTBL | $153 | $168 | $214 | | |
| **TRAINING & CONFERENCE TABLES** | | | | | | |
| Merlin Multi Use Table, Gray Laminate, Black | MERLIN | $321 | $353 | $449 | | |
| Work Table - White Laminate, White | WD3 | $296 | $326 | $415 | | |
| 10' - Granite | CT10GR | $538 | $592 | $754 | | |
| Round - Graphite Nebula | CB1 | $247 | $271 | $345 | | |
| Table - White Laminate | CONF42 | $345 | $379 | $483 | | |
| Madison 42" Round - Grey Acajou | CB8 | $148 | $163 | $207 | | |
| Madison 5' - Gray Acajou | MADC05 | $411 | $453 | $576 | | |
| Madison 8' - Gray Acajou | MADC08 | $821 | $903 | $1,150 | | |
| Madison 10' - Gray Acajou | MADC10 | $821 | $903 | $1,150 | | |
| 6' - Graphite Nebula | CB2 | $461 | $507 | $645 | | |
| 6' - Granite | CT06GR | $362 | $399 | $507 | | |
| 8' - Graphite Nebula | CB3 | $539 | $593 | $755 | | |
| 8' - Granite | C508GR | $446 | $490 | $624 | | |
| Geo - Glass w/Black Base | CF2 | $395 | $434 | $553 | | |
| Geo - Glass w/Chrome Base | CE2 | $395 | $434 | $553 | | |
| Geo - Glass w/Black Base | CF1 | $289 | $318 | $405 | | |
| Geo - Glass w/Chrome Base | CE1 | $289 | $318 | $405 | | |

**Subtotal:**

# SPECIALTY FURNISHINGS – 5 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price<br>Pricing only good through 12/22/17 | Advance Price | Standard Price | Quantity | Total |
|---|---|---|---|---|---|---|
| **EXECUTIVE CHAIRS** | | | | | | |
| Pro - Mid Back, Black Vinyl | PROMDB | $186 | $205 | $261 | | |
| Luxor - High Back, Black Leather | XC1 | $186 | $205 | $261 | | |
| Luxor - Mid Back, Black Leather | XC2 | $167 | $183 | $233 | | |
| Pro - Black Vinyl | PROGB | $191 | $210 | $268 | | |
| Pro - High Back, Black Vinyl | PROEXB | $273 | $300 | $382 | | |
| Pro - High Back, White Classic Vinyl | PROEXE | $332 | $365 | $465 | | |
| Pro - Mid Back, White Classic Vinyl | PROMID | $173 | $191 | $243 | | |
| **G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES** | | | | | | |
| Bar - Maple Top | G30BMS | $633 | $697 | $887 | | |
| Bar - Maple Top, w/ Grommet Holes | G30BMW | $633 | $697 | $887 | | |
| Bar - White Top | G30BWS | $633 | $697 | $887 | | |
| Bar - White Top, w/ Grommet Holes | G30BWW | $633 | $697 | $887 | | |
| Café - Maple Top | G30DMS | $465 | $512 | $652 | | |
| Café - Maple Top, w/ Grommet Holes | G30DMW | $465 | $512 | $652 | | |
| Café - White Top | G30DWS | $465 | $512 | $652 | | |
| Café - White Top, w/ Grommet Holes | G30DWW | $465 | $512 | $652 | | |
| Cocktail - Maple Top | G30CMS | $345 | $379 | $483 | | |
| Cocktail - Maple Top, w/ Grommet Holes | G30CMW | $345 | $379 | $483 | | |
| Cocktail - White Top | G30CWS | $345 | $379 | $483 | | |
| Cocktail - White Top, w/ Grommet Holes | G30CWW | $345 | $379 | $483 | | |
| **BARSTOOLS** | | | | | | |
| Lift Barstool - White Vinyl - 15" Round | ROLLWH | $189 | $208 | $264 | | |
| Lift Barstool - Red Vinyl - 15" Round | ROLLRD | $189 | $208 | $264 | | |
| Lift Barstool - Blue Vinyl - 15" Round | ROLLBL | $189 | $208 | $264 | | |
| Lift Barstool - Gray Vinyl - 15" Round | ROLLGY | $189 | $208 | $264 | | |
| "Apex" - White Vinyl | APS75 | $165 | $182 | $231 | | |
| "Apex" - Black Vinyl | APS08 | $165 | $182 | $231 | | |
| "Apex" - Red Vinyl | APS59 | $165 | $182 | $231 | | |
| "Apex" - Blue Ultra Suede | APS12 | $165 | $182 | $231 | | |
| "Zoey" Swivel - White Vinyl, Chrome Base | BS002 | $236 | $260 | $331 | | |
| "Zoey" Swivel - Black Vinyl, Chrome Base | BS003 | $236 | $260 | $331 | | |
| "Banana" - Black Seat w/Chrome Base | BSS | $230 | $253 | $323 | | |
| "Banana" - White Seat w/Chrome Base | BST | $230 | $253 | $323 | | |
| "Oslo" - Blue Seat w/Chrome Frame | BSD | $243 | $267 | $340 | | |
| "Oslo" - White Seat w/Chrome Frame | BSC | $243 | $267 | $340 | | |
| "Gin" - Maple Seat w/Chrome Base | BSL | $211 | $232 | $295 | | |
| "Ice" - Transparent w/Chrome Frame | BCE | $214 | $236 | $300 | | |
| | | | | | **Subtotal:** | |

# SPECIALTY FURNISHINGS – 6 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price<br>Pricing only good through 12/22/17 | Advance Price | Standard Price | Quantity | Total |
|---|---|---|---|---|---|---|
| **BARSTOOLS** (cont.) | | | | | | |
| "Christopher" - White Vinyl w/ Chrome Base | XBAR | $131 | $145 | $184 | | |
| "Shark" Swivel - White Plastic w/Arms, Chrome Base | BS001 | $250 | $275 | $350 | | |
| Syntax - Black, Chrome | BSR | $193 | $213 | $271 | | |
| Zenith - White, Chrome | ZENBAR | $142 | $156 | $199 | | |
| "Rustique" - Gunmetal | RSTSTL | $117 | $129 | $164 | | |
| Laguna - Maple, Chrome | LMBAR | $159 | $175 | $223 | | |
| **BAR TABLES W/ STANDARD BLACK BASE** | | | | | | |
| Brushed Red Top w/Standard Black Base | VTB | $264 | $290 | $370 | | |
| Liquid White Top w/Standard Black Base | LIQ003 | $296 | $325 | $414 | | |
| Liquid Steel Blue Top w/Standard Base | VTH | $218 | $240 | $305 | | |
| Graphite Nebula Top w/Standard Black Base | VTJ | $264 | $290 | $370 | | |
| Maple Top w/Standard Black Base | VTK | $264 | $290 | $370 | | |
| Silver Textured Top w/Standard Black Base | VTG | $221 | $243 | $310 | | |
| Graphite Nebula Top w/Standard Black Base | VTN | $274 | $302 | $384 | | |
| Maple Top w/Standard Black Base | VTP | $281 | $309 | $394 | | |
| White Laminate Top w/Standard Balck Base | VTW | $237 | $261 | $332 | | |
| Gray Acajou Top w/Standard Base | VTA | $210 | $232 | $295 | | |
| **BAR TABLES W/ HYDRAULIC BASE** | | | | | | |
| Liquid White Top w/ Hydraulic Base | LIQ010 | $398 | $438 | $558 | | |
| Brushed Red Top w/Hydraulic Base | 30BRHB | $221 | $243 | $309 | | |
| Graphite Nebula Top w/Hydraulic Base | 30GRHB | $221 | $243 | $309 | | |
| Liquid Steel Blue Top w/Hydraulic Base | 30SBHB | $221 | $243 | $309 | | |
| Silver Textured Top w/Hydraulic Base | 30STHB | $221 | $243 | $309 | | |
| Maple Top w/Hydraulic Base | 30MTHB | $221 | $243 | $309 | | |
| Graphite Nebula Top w/Hydraulic Base | 36GRHB | $241 | $265 | $337 | | |
| Maple Top w/Hydraulic Base | 36MTHB | $241 | $265 | $337 | | |
| White Laminate Top w/Hydraulic Base | 36WTHB | $241 | $265 | $337 | | |
| Gray Acajou Top w/Hydraulic Base | 30MAHB | $256 | $282 | $358 | | |
| **CAFÉ TABLES W/ STANDARD BLACK BASE** | | | | | | |
| Maple Top w/Standard Black Base | ZTK | $230 | $253 | $323 | | |
| Liquid White Top w/Standard Black Base | LIQ004 | $317 | $348 | $443 | | |
| Gray Acajou Top w/Standard Base | ZTA | $199 | $219 | $279 | | |
| Graphite Nebula Top w/Standard Black Base | ZTJ | $230 | $253 | $323 | | |
| Silver Textured Top w/Standard Black Base | ZTG | $201 | $222 | $282 | | |
| Brushed Red Top w/Standard Black Base | ZTB | $230 | $253 | $323 | | |
| Liquid Steel Blue Top w/Standard Base | ZTH | $199 | $219 | $279 | | |
| | | | | | **Subtotal:** | |

# SPECIALTY FURNISHINGS – 7 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price<br>Pricing only good through 12/22/17 | Advance Price | Standard Price | Quantity | Total |
|---|---|---|---|---|---|---|
| **CAFÉ TABLES W/ STANDARD BLACK BASE** (cont.) | | | | | | |
| Maple Top w/Standard Black Base | ZTP | $264 | $290 | $370 | | |
| Graphite Nebula Top w/Standard Black Base | ZTN | $256 | $281 | $358 | | |
| White Laminate Top w/Standard Black Base | ZTQ | $255 | $280 | $357 | | |
| **CAFÉ TABLES W/ HYDRAULIC BASE** | | | | | | |
| Liquid White Top w/Hydraulic Black Base | LIQ009 | $398 | $438 | $558 | | |
| Gray Acajou Top w/Hydraulic Base | 30MAHC | $256 | $282 | $358 | | |
| Liquid Steel Blue Top w/Hydraulic Base | 30SBHC | $221 | $243 | $309 | | |
| Silver Textured Top w/Hydraulic Base | 30STHC | $221 | $243 | $309 | | |
| Brushed Red Top w/Hydraulic Base | 30BRHC | $221 | $243 | $309 | | |
| Graphite Nebula Top w/Hydraulic Base | 30GRHC | $221 | $243 | $309 | | |
| Maple Top w/Hydraulic Base | 30MTHC | $221 | $243 | $309 | | |
| Graphite Nebula Top w/Hydraulic Base | 36GRHC | $241 | $265 | $337 | | |
| Maple Top w/Hydraulic Base | 36MTHC | $241 | $265 | $337 | | |
| White Laminate Top w/Hydraulic Base | 36WTHC | $241 | $265 | $337 | | |
| **TRAINING ROOM** | | | | | | |
| Merlin Multi Use Table - Gray Laminate, Black | MERLIN | $321 | $353 | $449 | | |
| Work Table - White Laminate, White | WD3 | $296 | $326 | $415 | | |
| **PRODUCT DISPLAYS** | | | | | | |
| Madison - Gray Acajou | BC8 | $375 | $413 | $526 | | |
| Powered Locking Pedestal - Black | PDL36B | $428 | $471 | $600 | | |
| Powered Locking Pedestal - White | PDL36W | $468 | $514 | $655 | | |
| Powered Locking Pedestal - Black | PDL42B | $468 | $514 | $655 | | |
| Powered Locking Pedestal - White | PDL42W | $567 | $624 | $794 | | |
| **UTILITY CHAIRS** | | | | | | |
| Altura - Black Crepe | SY1 | $167 | $183 | $233 | | |
| **DESKS & CREDENZAS** | | | | | | |
| Madison - Executive - Gray Acajou | JD8 | $518 | $569 | $725 | | |
| Madison - Gray Acajou | CR8 | $438 | $482 | $613 | | |
| Tech Desk, Powered - Black Metal, Laminate | TECH | $333 | $366 | $466 | | |
| Tech Desk, Powered w/ 3 Drawer File Cabinet - Black Metal, Laminate | TECH3B | $410 | $451 | $574 | | |
| 3 Drawer File Cabinet on Castors - Black Metal, Laminate | TECH3 | $110 | $120 | $153 | | |
| **REFRIGERATORS** | | | | | | |
| 14.0 Cubic Feet - White | R1R | $725 | $797 | $1,015 | | |
| 4.0 Cubic Feet - White | R1Q | $296 | $326 | $415 | | |
| | | | | **Subtotal:** | | |

# SPECIALTY FURNISHINGS – 8 of 8

Company Name: _____ Booth: _____

| Description | Product # | Online Order Price<br>Pricing only good through 12/22/17 | Advance Price | Standard Price | Quantity | Total |
|---|---|---|---|---|---|---|
| **MOBILE TABLET STANDS** | | | | | | |
| Black | TBSTND | $240 | $264 | $335 | | |
| White | TBSTDW | $240 | $264 | $335 | | |
| Mobile Tablet Stand - Brochure Holder | TBBCHR | $36 | $39 | $50 | | |
| Mobile Tablet Stand - Charging Shelf | TBSHLF | $36 | $39 | $50 | | |
| Mobile Tablet Stand - Wireless Printer Holder | TBPNTR | $36 | $39 | $50 | | |
| **LAMPS** | | | | | | |
| Mason - Floor Lamp, Brushed Silver | LA15 | $204 | $224 | $285 | | |
| Mason - Table Lamp, Brushed Silver | LA14 | $139 | $153 | $194 | | |
| **LIGHTED PRODUCTS** | | | | | | |
| Edge Lighted Cube Ottoman, White Plastic | CUBL20 | $186 | $205 | $261 | | |
| Edge LED Cube Table w/ Plexi Top, White Plastic | CUBTBL | $186 | $205 | $261 | | |
| **BARS** | | | | | | |
| Martini Bar w/Frosted Glass Tops | BR1 | $1,182 | $1,300 | $1,655 | | |
| Martini Bar Circle (3 x BR1) | BRC | $3,416 | $3,758 | $4,783 | | |

- 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 5.75%:** | |
| **TOTAL:** | |

SP-effective01/15

**TO:** HARGROVE
YRC Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

## Transportation Research Board 97th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
**Tuesday, January 2, 2018** 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 Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

## Transportation Research Board 97th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
**Tuesday, January 2, 2018** at **4:00 PM**

# ADVANCE SHIPPING LABEL

**TO:** HARGROVE
Walter E. Washington Conv Ctr
Halls D & E
801 Mt. Vernon Place, NW
Washington, DC 20001

## Transportation Research Board 97th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
**Saturday, January 6** at **8:00 AM**

# DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂

PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED

**TO:** HARGROVE
Walter E. Washington Conv Ctr
Halls D & E
801 Mt. Vernon Place, NW
Washington, DC 20001

## Transportation Research Board 97th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
**Saturday, January 6** at **8:00 AM**

# DIRECT SHIPPING LABEL

**TO:** HARGROVE
YRC Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

## Transportation Research Board 97th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
**Tuesday, January 2, 2018** at **4:00 PM**

# HANGING SIGNS LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂

PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED

**TO:** HARGROVE
YRC Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

## Transportation Research Board 97th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
**Tuesday, January 2, 2018** at **4:00 PM**

# HANGING SIGNS LABEL

# MATERIAL HANDLING INFORMATION

As the General Service Contractor / Official Drayage Contractor for this show, Hargrove, Inc. ("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 and direct shipments received at show site, as well as outbound shipments (at show's close) handled after 4:30 PM, will be handled on overtime and a 35% surcharge will apply. Shipments handled before 8:00 AM or after 4:30 PM Monday-Friday, or anytime Saturday, Sunday or holiday, will be assessed a 35% overtime surcharge.

| Description | Product # | Price – per CWT unless noted otherwise | Minimum |
|---|---|---|---|
| **WAREHOUSE (ADVANCE) SHIPMENT** | | | |
| Crated or Skidded Shipment | MH1 | $111.00 | $222.00 |
| Small Package - first piece (applies to shipment weighing 30 pounds or less) | MH2 | $45.00 | |
| Small Package - each additional | MH3 | $45.00 | |
| Special Handling/Uncrated Shipment | MH4 | $149.85 | $299.70 |
| Overtime Surcharge - Crated or Skidded Shipment | MH5 | $38.85 | $77.70 |
| Overtime Surcharge - Special Handling/Uncrated Shipment | MH6 | $52.45 | $104.90 |
| Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline | MH7 | $55.50 | $111.00 |
| * **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 | $105.00 | $210.00 |
| Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.) | MH9 | $131.25 | $262.50 |
| Small Package - first piece (applies to shipment weighing 30 pounds or less) | MH2 | $45.00 | |
| Small Package - each additional | MH3 | $45.00 | |
| Special Handling/Uncrated Shipment | MH10 | $141.75 | $283.50 |
| Overtime Surcharge - Crated or Skidded Shipment | MH11 | $36.75 | $73.50 |
| Overtime Surcharge - Crated Shipment via Special Carrier | MH12 | $45.94 | $91.88 |
| Overtime Surcharge - Special Handling/Uncrated Shipment | MH13 | $49.61 | $99.22 |
| Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule | MH14 | $36.75 | $73.50 |
| Privately Owned Vehicle (POV) Flat Cart Service (submit enclosed form) | POV | $220 per cart load, round trip | |
| **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 | $195 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:** | |

# PRIVATELY OWNED VEHICLE (POV) FLAT CART UNLOADING SERVICE

Submission Deadline: **Friday, December 22, 2017**

Company Name: _____ Booth: _____

If you require assistance to move your materials into or out of the Convention Center, Hargrove is offering a special service for delivering exhibit materials in privately owned vehicles (POVs) directly to show site on the days of exhibitor setup.

- This service does not apply to rental vehicles, step vans, box trucks, trailers or any commercial carrier.
- Applicable vehicles: car, pickup truck, minivan or sports utility vehicle
- Advance payment required; please submit this form along with the Payment Form

A flat cart load is defined as:

- Items that will safely fit on the 3' x 5' surface of a flat cart – stacked no higher than the top of the cart's push handle,
- A maximum load of 200 pounds per cart, and
- A shipment that can be unloaded within 15 minutes.

**POV Flat Cart Unloading Service Rate:**
$220 per cartload, round trip

**POV Flat Cart Unloading Service available:**
Saturday, January 6 – 9:30 AM to 4:00 PM
Sunday, January 7 – 9:30 AM to 12:00 Noon

Upon arrival at the Walter E. Washington Convention Center, check in with the Dock Master to receive a POV Dock Permit and directions to the proper loading dock. All POVs will be unloaded on a first-come, first-served basis. Vehicles must be removed from the dock area within 15 minutes after arrival. Unattended vehicles will be towed at the owner's expense.

NOTE: You must fill out a Material Handling Agreement at the close of the show before reloading. All items leaving the exhibit hall must have a completed Material Handling Agreement. Forms are available at the Hargrove Service Center and must be returned to the service desk for validation.

---

To order **POV Flat Cart Unloading Service**, complete this form and return it with applicable payment to Hargrove by Friday, December 22.

I will arrive on:

☐ Saturday, January 6 at _____ AM / PM

☐ Sunday, January 7 at _____ AM / PM

My vehicle is a: ☐ Car ☐ Van ☐ Pickup ☐ Sport/Utility Vehicle Color: _____

I will also require outbound service: ☐ Yes ☐ No

Contact Name: _____ Phone: _____

Email: _____

# VEHICLE / MACHINERY SPOTTING SERVICE

Submission Deadline: **Friday, December 22, 2017**

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 vehicular or machinery displays must complete and return the following form to Hargrove **by Friday, December 22**. 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 Spotting Rate:**
$195 per axle, round trip
(additional requirements, such as towing, will be charged on a time and materials basis)

**Rules Regarding Vehicle Spotting**

Liquid- or gas-fueled vehicles, fueled equipment, boats or other motor craft must be maintained in the following condition when displayed or stored inside of the Walter E Washington Convention Center:

- Batteries must be disconnected.
- Fuel in fuel tanks cannot exceed one-quarter tank or 5 gallons (19 L), whichever is least.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering (tape may be used).
- Vehicles, fueled equipment, boats or other motor craft equipment cannot be fueled or defueled within the building.

Additionally:

- Vehicles must be removed from the premises immediately upon conclusion of the event.
- All spotting service orders are subject to Hargrove's Payment Policy and Limits of Liability.
- Key(s) should be available to Show Management and/or Hargrove at all times.

| Description of vehicle(s) to be spotted: | Length | Width | Height | Weight | # of axles | Cost* per vehicle ($195 per axle) | Total |
|---|---|---|---|---|---|---|---|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| | | | | | | **TOTAL:** | |

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

Additional Instructions:

_____

_____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Please submit with payment by Friday, December 22.

# 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. | ☐Yes | ☐No | |
| A rendering of and/or instructions for my exhibit is packed in the display case(s). | ☐Yes | ☐No | Case # |
| My exhibit has a key: ☐No ☐Yes, that is located in: | | | |
| Carpet: ☐ with exhibit ☐ rented from Hargrove ☐ Other: | Size: | | Color: |
| Electrical Placement *: ☐ drawing attached ☐ drawing with exhibit | To be installed under carpet?: ☐ Yes ☐ 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: ☐ Warehouse ☐ Show Site ☐ Other: | Date Shipped: | | |
| Shipped from (company, city & state): | | | |
| Total Number of: ☐ Crates: ☐ Cartons: ☐ Cases: ☐ 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? ☐ No ☐ Yes, Show Name: | Booth #: | | |
| This shipment must arrive no later than: Day: | Date: | Time: | ☐ AM ☐ PM |
| Date & Time of Scheduled Pick-Up **: | | | |
| NOTE: If outbound shipping is to be a split shipment, check here ☐ and attach specific instructions and addresses. | | | |
| If designated carrier fails to show up, Hargrove should:<br>☐ Re-route via:<br>☐ Ground ☐ Next Business Day ☐ 2nd Business Day ☐ Deferred (3-5 Business Days)<br>☐ Return shipment to warehouse at exhibitor's expense. | ** NOTE: Exhibitor is responsible for contacting the carrier and scheduling the pick-up. | | |

*I understand that Hargrove, Inc. 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: **Friday, December 22, 2017**

Company Name: _____ Booth: _____

| Description – per hour, unless noted otherwise | Product # | Advance Price (by 12/22/17) | Standard Price (12/23/17 – 1/4/18) | Floor Order Price (beginning 1/5/18) |
|---|---|---|---|---|
| **DISPLAY LABOR** | | | | |
| Straight Time | L1 | $96.00 | $115.20 | $134.40 |
| Overtime | L2 | $141.00 | $169.20 | $197.40 |
| Double Time / Holiday | L3 | | N/A | |
| 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 | $281.00 | $337.20 | $393.40 |
| Forklift w/ operator - up to 5,000 lbs. - Overtime | L6 | $326.00 | $391.20 | $456.40 |
| Forklift w/ operator - up to 5,000 lbs. - Double Time | L7 | | N/A | |
| 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 - Straight Time | L15 | $558.00 | $669.60 | $781.20 |
| Boomlift w/ 3-man crew - Overtime | L16 | $693.00 | $831.60 | $970.20 |
| Boomlift w/ 3-man crew - Double Time | L17 | | N/A | |
| Scissor Lift w/ 2-man crew - Straight Time | L18 | $397.00 | $476.40 | $555.80 |
| Scissor Lift w/ 2-man crew - Overtime | L19 | $487.00 | $584.40 | $681.80 |
| Scissor Lift w/ 2-man crew - Double Time | L20 | | N/A | |
| **ACCESSIBLE STORAGE** | | | | |
| Accessible Storage - per 1/4-trailer per day storage fee | L24 | $260.00 | $312.00 | $364.00 |

| 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?** ☐ Yes ☐ 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:** When ordering Hanging Sign labor, be sure to complete the Hanging Signs form in this manual. Any sign or banner in excess of 200 lbs. must be hung by the facility's rigger; see the enclosed Hi-Tech Rigging form.
- **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.

# HANGING SIGNS & OVERHEAD STRUCTURES

Submission Deadline: **Friday, December 22, 2017**

**All hanging signs, banners and overhead structures must be assembled and installed by Hargrove, Inc. and must conform to Show Management and facility regulations. Hargrove reserves the right to install and dismantle all hanging signs/overhead structures with approved devices/cable to ensure safety. NOTE: Any sign or banner in excess of 200 lbs. must be hung by the facility's rigger; see the enclosed Hi-Tech Rigging form.**

- All hanging signs/overhead structures are subject to approval by Show Management. Hargrove reserves the right to refuse to hang any sign/install any structure which we deem to be unsafe.
- It is recommended that hanging signs/overhead structures be shipped in separate containers directly to the advance receiving warehouse using the enclosed "Hanging Signs" label.
- Set-up instructions must be provided for signs/structures requiring assembly. Hanging anchor points must be pre-fabricated and ready for use. You must provide Hargrove with detailed hanging/installation instructions indicating stress points.
- If your sign/structure requires electricity, it must be in accordance with the National Electrical Code. Be sure to order electrical service!
- Equipment and labor rates may be found on the Labor Price List enclosed in this manual. The minimum order for hanging signs/banners is one (1)-hour Boomlift w/crew for the installation and an additional one (1)-hour Boomlift w/crew for removal. Orders canceled without 24-hour notice will be charged a one-hour cancellation fee per crew and equipment.
- Additional materials required to safely/securely complete the work will be charged at cost.
- The sign/structure will be placed within the confines of the booth upon dismantle.

**To order this service, please complete the following and return to Hargrove along with the Labor Order Form and advance payment.**

---

**Description of Sign/Banner/Overhead Structure:**

☐ Cloth/Vinyl ☐ Wood ☐ Systems ☐ Metal ☐ Other: _____

☐ 1-sided ☐ 2-sided With: ☐ Pockets ☐ Grommets

☐ Rectangle ☐ Square ☐ Triangle ☐ Circular ☐ Other: _____

**Specifications:**

Height: _____ Length: _____ Width: _____ Approx Weight: _____

**Assembly required?** ☐ Yes ☐ No

**Electricity required?** ☐ Yes * ☐ No * Order electrical service!

**Truss structure?** ☐ Yes ** ☐ No ** Detailed assembly instructions must accompany order.

**Placement:**

# Feet from rear of booth: _____

# feet from left side of booth: _____

- REAR -

**Booth #** _____

- FRONT -

# feet from right side of booth: _____

# feet from front of booth: _____

# feet from floor to bottom of sign: _____

The contracted Exhibitor, or the display house or builder for the aforementioned Exhibitor, must by signature below certify and guarantee that ① the stress points for the hanging sign/structure are properly engineered and tested and ② the sign/structure is constructed to meet all applicable regulations and safety measures and can thus be hung safely.

By signing below, the Exhibitor releases Hargrove, Inc. and their contractors and agents from any liability in connection with this sign/structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

***I certify that I have read and understand the information above and agree to be bound thereby:***

Signature: _____ Exhibiting Company: _____ Booth #: _____

Hargrove

Transportation Research Board
97th Annual Meeting
January 7–11, 2018 • Washington, D.C.

# EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Booth: _____

Submission Deadline: **Friday, December 22, 2017**

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 **Friday, December 22**.

**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 **Friday, December 22**.

**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

**Walter E. Washington Convention Center - 2018 Forms Coming Soon**
Booth Catering Services – **Centerplate**
Electrical Service – **Hi-Tech Electric**
Internet, Phone & Cable TV Services – **SmartCity**
Plumbing – **Hi-Tech Electric**
Truss / Motorized Hoist (over 200 lbs) – **Hi-Tech Electric**

**Other Vendors / Services**
Audio Video & Computer Equipment – **PSAV**
Plants/Floral – **Urban Jungle**

# 2018
# Exhibitor Catering
# Menu

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders. All orders are subject to a $65 Delivery Fee, per delivery. Prices are subject to change without notice. Orders submitted less than three (3) weeks (21 days) in advance of the First Show Day are charged a 22% Late Ordering Fee.*

**Welcome to Washington DC, a world-renowned destination for business and family fun – where the entertainment options are matched only by the warmth and energy of an exciting community.**

Centerplate is a leading global event hospitality company, and we are thrilled to be your exclusive hospitality partner at the Walter E. Washington Convention Center.

Our style is collaborative, and our DC team is delighted to work with you to ensure your experience here in this special location is smooth, successful, and enjoyable.

We are committed to delivering the finest food, amenities, and service to impress your guests and complement your company's goals and reputation.

Much of our success comes from our attention to the important details that create truly welcoming experiences.

From fresh, locally-sourced, and quality ingredients to crisp, sincere, and attentive service, our goal is to provide world-class hospitality for every one of our guests.

Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff, or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results.

Please give us a call to start the planning process today!

Here's to your successful event in DC,

Sales Coordinator
Centerplate/NBSE
801 Mt Vernon Place NW
Washington DC, 20001
P. 202.249.3524
F: 202-249.3522

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## Exhibitor Catering & Hospitality Services

Centerplate/NBSE is dedicated to providing quality service for all exhibitor shows. With a unique blend of traditional and upscale food and beverage services, we can create an extraordinary catering experience during your event.

The excitement builds as the show draws near your booth or hospitality suite; Why not allow us to help bring the customers to your booth?

The aroma of any of our creative traffic builders is sure to entice everyone to find his or her way to your booth. We also provide luncheon buffets, boxed lunches or snacks for your staff.

If your booth's size allows, we can provide a reception with gourmet Hors D'oeuvres, fresh seasonal Fruits and Berries or a Chef Attended Action Station. Along with a wide selection of spirit and specialty beverages that will quench almost any kind of thirst.

Whatever your culinary needs are, we are here to fulfill them, as Centerplate/NBSE is an exclusive catering company, which provides world-class catering services at the Walter. E. Washington Convention Center here in Washington D.C. our Nation's Capital.

We offer a full line of exhibitor and meeting room catering services in the following menus because we know that booth enticements and hospitality services are proven tools for increasing sales at trade shows and conventions. We guarantee exceptional service, quality and presentation.

***All services may be provided, pending approval from Show Management Staff***

**ALL FOOD & BEVERAGE MUST BE PURCHASED THROUGH CENTERPLATE/NBSE**

**Outside Food & Beverage is *NOT* permitted in the Walter E. Washington Convention Center**

**Orders must be placed at least 3 weeks prior to First Show Date or a 22% Late Ordering Fee is applied.**

**Phone: (202) 249-3524 - Fax: (202) 249-3522**

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# Refreshments

*All beverage services include appropriate condiments and disposable service-ware.*
*Customer is responsible for providing Food/Beverage tables in the booth. Not based on consumption.*

**Freshly Brewed Coffee** $300
Five gallon units
(approximately 65 cups)

**Freshly Brewed Decaf Coffee** $180
Three gallon units
(approximately 40 cups)

**Assorted Hot Tea** $180
Three gallon units
(approximately 40 cups)

**Morning Coffee Package** $360
**with Our Freshly Brewed Coffee**
To include three gallons of regular coffee, two gallons of decaf coffee, and one gallon of herbal tea.

**Freshly Brewed Iced Tea** $120
**Sweetened or Unsweetened**
Three gallon units
(approximately 45 cups)

**Lemonade** $120
Three gallon units
(approximately 45 cups)

**Fruit Punch** $120
Three gallon units
(approximately 45 cups)

**Assorted Bottled Juice** $96
(Apple, Cranberry, Orange, Grapefruit)
By the Case (24)

**Assorted Sodas** $84
(Pepsi Products Only)
Includes Regular & Diet
By the Case (24)

**Bottled Spring Water** $84
By the Case (24)

**Bottled Sparkling Water** $96
By the Case (24)

**Milk by the Gallon** $20
Skim, Whole, 2%

**5-Gallon Water Jug** $25
For use with Water Cooler

**Water Cooler Daily Rental** $60
Customer responsible for electrical requirements – 120 volt

**40lbs of Ice** $30

**20lbs of Ice** $15

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# Snacks

*All snack services include appropriate disposable service-ware.*
*Customer is responsible for providing Food/Beverage tables in the booth. Not based on consumption.*

**Assorted Individual Containers of Yogurt** $48
By the dozen

**Layered Yogurt, Granola and Fresh Fruit Cup** $78
By the dozen

**Assorted Whole Fresh Fruit** $36
By the dozen

**Platter of Chilled Seasonal Fresh Fruits & Berries**
Served with Honey Yogurt dipping sauce
Serves 15 $135
Serves 25 $225

**Platter of Market Vegetables** $97.50
Serves 15
Served with Buttermilk Ranch dipping sauce

**Grilled Vegetable Platter** $187.50
Serves 25
Assorted Grilled Seasonal Market Vegetables
Served with Balsamic Vinaigrette

**Antipasto Platter** $12
Per Person
Black, Green and Greek Olives, Pepperoncini, Marinated Mushrooms, Artichokes,
Assorted Italian Meats & Cheeses
Tomato Bruschetta served with an array of whole and sliced Baguettes

**Assorted Candy Bars** $48
By the dozen

**Chewy Granola Bars** $36
By the dozen

**Assorted Dessert Squares – Raspberry Cheesecake Swirl, Pecan and Lemon** $48
By the dozen

**Individual Bags of Potato Chips and Pretzels** $33
By the dozen

**Trail Mix Bags** $42
By the dozen

**Trail Mix** $35
By the pound

**Tri-Colored Tortilla Chips with Salsa & Guacamole** $50
Serves 10

**Spinach Dip with Pita Chips** $80
Serves 15

**Premium Mixed Nuts** $32 lb.
Serves 10

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# Fresh from the Bakery

*All baked goods include appropriate condiments and disposable service-ware.*
*Customer is responsible for providing Food/Beverage tables in the booth. Not based on consumption.*

**Assorted Muffins** $48
By the dozen

**Assorted Bagels** $48
**Served with Plain Cream Cheese**
By the dozen

**Mini Fruit & Cheese Danishes** $48
By the dozen

**Fresh Baked Croissants** $48
By the dozen

**Assorted Breakfast Pastries** $48
(Muffins, Danishes, & Croissants)
By the dozen

**Assorted Gourmet Biscotti** $48
By the dozen

**Freshly Baked Assorted** $38
**Homestyle Cookies**
By the dozen

**Assorted Brownies** $38
By the dozen

**Rice Krispy Treats** $42
By the dozen

**Soft Pretzels Served Warm** $60
**with Spicy Dijon Mustard**
By the dozen

**Assorted Chocolate Dipped** $120
**Strawberries**
By two dozen

**Assorted Cupcakes**
By the dozen
**Without Custom Logo** $72
**With Custom Logo** $84

**Half Sheet Cake** $225
**with/without Custom Logo**
(Serves Approx. 40pp)

**Full Sheet Cake** $425
**with/without Custom Logo**
(Serves Approx. 80pp)

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# Lunch Options

*All lunch services are served with disposable plates, cutlery, napkins and appropriate condiments.*
*Customer is responsible for providing Food/Beverage tables in the booth.*
*Not based on consumption.*

**Assorted Sandwiches and Wraps**
-Tuna on Kaiser
-Grilled Chicken Wrap
-Grilled Veggies on Focaccia
(Serves 12) $144
(Services 25) $300

**Assorted Croissant Platter**
-Ham with Brie Cheese
-Shaved Turkey & Cranberry Butter
-Roast Beef with Swiss Cheese
-Alfalfa Sprouts with Boursin Cheese
(Serves 12) $168
(Serves 25) $320

**Assorted Sandwich Selection**
-Ham on White Bread
-Smoked Turkey on Whole Wheat
-Roast Beef on Rye
-Salami on White Bread
-Fresh Mozzarella, Basil & Tomato
Served with Chef's Selection of Cheeses
(Serves 12) $144
(Services 25) $300

**Walk Around Wraps**
-Smoked Turkey, Boursin Cheese, Arugula, Diced Red Onion, Avocado and Tomatoes
-Asian Shaved Beef, Cabbage Slaw and Miso Dressing
-Marinated Grilled Chicken, Garden Vegetables and Creamy Ranch
-Grilled Vegetables, Fresh Spinach and Balsamic Vinaigrette
(Serves 12) $144
(Services 25) $300

## Lunch Platter Accompaniments

*Platters serve approximately 25 guests*

**Harvest Garden Salad** $125
Bowl of Garden Fresh Market Greens with Red Onion, Carrots and Tomatoes, Choice of Dressings to Include Italian, Buttermilk Ranch and Bleu Cheese

**Classic Caesar Salad** $125
Bowl of Traditional Caesar Salad with Romaine Heat Lettuce, Garlic Croutons, and Parmesan Cheese served with Caesar Dressing

**Red Skin Potato Salad or Pasta Salad Primavera** $125
Bowl of Red Skin Potato Salad or Rotini Pasta Salad

**Warm Crab and Artichoke Dip** $195
Chesapeake Crab and Artichoke Hearts in Cream Cheese/Parmesan Crust & Pita Chips

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# Box Lunches

*All Boxed Lunches include an individual bag of chips, whole fruit, gourmet cookie, condiments and bottled water.*
*Customer is responsible for providing Food/Beverage tables in booth. Not based on consumption.*

## TRADITIONAL BOX LUNCH

$24.00 per person

Choose one Sandwich served on a soft potato bun from the list below:

- Roast Beef and Cheddar
- Turkey and Swiss
- Ham and Swiss
- Grilled Vegetables - With Sun Dried Tomato and Hummus spread

## GOURMET WRAP BOX LUNCH

$26.00 per person

Choose one Sandwich from the list below:

- ·Chicken Santa Fe - Pepper Jack Cheese, Sweet Corn Relish and fresh Cilantro
- BBQ Beef - Cheddar cheese, Tomato Marmalade and Iceberg Lettuce
- Smoked Turkey - Provolone, Cranberry Mayonnaise and Mesclun Greens
- Grilled Vegetables - Herb Cream Cheese, Portobello, Tomatoes and Asparagus

## GOURMET SALAD BOX LUNCH

$26.00 per person

Choose one Salad from the list below:

- Chicken Caesar Salad - Crisp Romaine Lettuce, Grilled Chicken breast, Parmesan Cheese and Garlic Croutons. Traditional Caesar dressing
- Greek Salad - Feta Cheese, Cucumbers and Tomatoes with Romaine Lettuce. Golden Italian dressing
- Black Pepper and Lemon Tuna Salad -Baby Spinach, Cucumbers, Tomatoes and Boiled Eggs. Balsamic dressing
- Southwestern Vegetables -Black Beans, Cheddar Cheese, Peppers and Onions. Ranch dressing

## DELICATESSEN BOX LUNCH

$27.00 per person

Choose one Sandwich served on a Ciabatta roll from the list below:

- Lemon Pesto Chicken - Provolone, red leaf lettuce and Sliced Tomatoes
- Tuscan Turkey - Provolone, Red Pepper Aioli and Sliced Olives
- Italian Deli - Mortadella, Salami and Capicola, Sweet Pepper Relish and Basil
- Roast Beef - Horseradish Sour Cream, Jardinière vegetables
- Tomato and Fresh Mozzarella, Artichoke Tapenade

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# Hors D'Oeuvres

*All chilled Hors D' Oeuvres are served with disposable plates, cutlery, napkins and appropriate condiments.*
*(Priced per 100 pieces ONLY)*
*Customer is responsible for providing Food/Beverage tables in booth.*

## COLD

| | |
|---|---|
| Iced Jumbo Shrimp with Cocktail Sauce and Lemons | $650.00 |
| Beef Tenderloin with Stone Ground Mustard | $700.00 |
| Bruschetta with Goat Cheese, Black Olive Tapenade, Roasted Peppers | $500.00 |
| Smoked Salmon on Crispy Potatoes with Caper Berries | $600.00 |
| Maryland Crab Salad in Mini Bouchee | $700.00 |
| Prosciutto-wrapped Melon | $500.00 |
| Parmesan Crostini with Baby Tomato, Mozzarella & Basil | $600.00 |
| Grilled Artichoke, Olive & Red Pepper Foccacini | $700.00 |
| Brie Canapé, Raspberry & Honey Glazed Pecans | $600.00 |
| Belgian Endive with Gorgonzola Cheese Mousse & Pecans | $500.00 |
| Curried Chicken Tart | $500.00 |
| Stuffed Grape Leaves | $500.00 |

## HOT

| | |
|---|---|
| Chicken Quesadilla with Jalapeno Bacon | $425.00 |
| Gruyere and Leek Quiche | $450.00 |
| Pear and Brie in Phyllo | $500.00 |
| Asian Chicken Satay | $600.00 |
| Macaroni and Cheese Popper | $475.00 |
| Chicken Macadamia Skewer | $600.00 |
| Lobster Cobbler | $700.00 |
| Chicken & Lemongrass Pot Sticker | $550.00 |
| Goat Cheese & Mushroom Egg Roll | $475.00 |
| Spanakopita | $425.00 |
| Orange Chicken Spring Roll | $450.00 |
| Rosemary Chicken Brochette | $600.00 |
| Mini Maryland Crab Cakes | $700.00 |
| Gorgonzola Cheese Wellington with Pancetta | $600.00 |
| Peking Duck Chop Sticks | $650.00 |
| Asian Shrimp Chop Sticks | $650.00 |

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# Beverage Hospitality Services

*The following beverage services can be ordered for your Exhibit Booth.*
*To reserve a Meeting Room for your Reception, please check with show management for available space.*

## Deluxe Spirits

New Amsterdam Vodka, Bombay Original Gin, Bacardi Superior Rum, Jose Cuervo, Cuervo Especial Tequila, Dewar's White Label Scotch, Jack Daniel's Whiskey, Seagram's 7 Whiskey, Crown Royal Whiskey, Hennessy V.S. Cognac, Martini & Rossi Vermouth, DeKuyper Triple Sec, DeKuyper Peachtree

## Host Bar

| | |
|---|---|
| Premium Brand Spirits | $9.50/drink |
| Super Premium Spirits | $10.50/drink |
| Cordials | $13.00/drink |
| Deluxe Champagne | $9.50/drink |
| Deluxe Wine | $7.00/drink |
| Domestic Beer | $6.00/drink |
| Imported Beer | $7.00/drink |
| Soft Drinks | $3.50/each |
| Fruit Juices | $4.00/each |
| Mineral Water | $4.00/each |

One Bartender for every 100 guests is recommended for this service.

A Bartender Fee of $225.00 will be applied with a 4 hour minimum for all bar services. ($56.25 per additional hour). To include one hour to set up, two hours of service, and one hour to break down.

## Cash Bar

| | |
|---|---|
| Premium Brand Spirits | $9.50/drink |
| Super Premium Spirits | $11.00/drink |
| Cordials | $13..50/drink |
| Deluxe Champagne | $10.00/drink |
| Deluxe Wine | $7.50/drink |
| Domestic Beer | $6.50/drink |
| Imported Beer | $7.50/drink |
| Soft Drinks | $4.00/each |
| Fruit Juices | $4.50/each |
| Mineral Water | $4.50/each |

One Bartender for every 100 guests is recommended for this service.

A Bartender Fee of $225.00 will be applied with a 4 hour minimum for all bar services. ($56.25 per additional hour). To include one hour to set up, two hours of service, and one hour to break down.

## INDIVIDUALLY PRICED ITEMS

*(Beverages are not charged on consumption)*
Pricing Subject to Change
Martinis $12.00
Mimosas $10.00
Domestic Case of Beer $156.00
Imported/Craft Case of Beer $168.00 minimum
House Wines by the Bottle (750ml) $40.00/bottle

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# Exhibitor Favorites

*Tables and Electrical power needed for any Equipment are the responsibility of the customer.*

## Table Top Popcorn Machine Rental

**$675.00 + + (Based on 2 Hours of Service)**

- Includes 2 cases of Popcorn (11 packets per case-Packet serves 6-10 guests)
- Salt, Butter, Napkins, and Bags
- Includes 1 Attendant
- Additional Attendant Hours are $56.25/hour
- Additional cases are $105.00/case
- Customer is responsible for Electrical Requirements: 20 amps & 120 Volts
- Dimensions: 3 ft long & 2 ft deep
- Customer is responsible for Table

## Cappuccino/Espresso Machine

**$1,800.00 + + (Based on 2 Hours of Service)**

- Includes 200 8oz. cups of Beverage
- Includes 1 Attendant
- Additional cups are $3.75/cup
- Additional Attendant Hours are $56.25/hour
- Customer Responsible for Electrical Requirements: Two 20 amp (40 amp total) 3-pin earthed plugs,
- 1 - 20 amp/208 volts/1 phase.
- 6" x 2" space needed
- Table Top version only
- Customer is responsible for Table

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# Sweet Freeze – Liquid Nitrogen Ice Cream

*Homemade Liquid Nitrogen Ice Cream made at your booth!*

**$1,800.00 + + (Based on 2 Hours of Service)**

- Includes 350 4oz. servings of Ice Cream and/or Sorbet
  - You can choose two of the following options:
    - Pure Vanilla Bean, Chocolate, Strawberry, Cookies & Cream, Coffee, Mocha, Frozen Hot Chocolate. Sorbets also available: Strawberry or Mango
- Includes 1 Attendant
- Cups, spoons & napkins
- Additional 4oz servings are $4.00 each
- Additional Attendant Hours are $56.25/hour
- Sweet Freeze can be set up in your booth on your counter space or a portable cart can be provided, catering cart is 58.5 X 26 inches
- Customer Responsible for Electrical Requirements: 1 – *110vt.*
- Customer is responsible for Table
- Customer may provide bowls and napkins with their customized logo. Additional charges may apply for servings over 4oz.

Add **Ice Cream Sundae Bar** toppings– Make your own Sundae with

- Level 1: Served with Homemade Hot Fudge, Caramel Sauce, Toffee, Roasted Almonds and Oreo Cookie Crumbs – (up-charge of $500.00)
- Level 2: Homemade Brownies, Triple Chocolate Chip Cookies, Hot Fudge, Caramel Sauce, Strawberry Sauce, Toffee, Roasted Almonds and Pecans, Oreo Cookie Crumbs, Whipped Cream, M&M's, Sprinkles, and Reese's™ Peanut Butter Cups Chocolate Chips – (up-charge of $750.00)

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## Sweet Freeze – Liquid Nitrogen Floats Station

*Homemade Liquid Nitrogen Root Beer and Orangesicle Floats made at your booth!*

**$1,600.00 + + (Based on 2 Hours of Service)**

- Includes 250 7oz. Float servings
    - All Floats come with Pure Vanilla Bean Ice Cream and your choice of either Root Beer or Orange Soda. You can also request Chocolate Ice Cream on special order.
- Includes 1 Attendant
- Cups, spoons & napkins
- Additional 7oz servings are $4.00 each
- Additional Attendant Hours are $56.25/hour
- Sweet Freeze can be set up in your booth on your counter space
- Customer is responsible for Table
- No Electrical Requirements are needed
- Customer may provide cups and napkins with their customized logo.
- Additional charges may apply for servings over 7oz.

## Sweet Freeze Smoothies

**$1,800.00 + + (Based on 2 Hours of Service)**

- Includes 250 7oz. Cups of Freshly Made Fruit Smoothies, Cups, and Napkins
- Flavors Include 2 of the Following:
  Strawberry-Banana, Mango, Blueberry, Coffee or Pina Colada
- Additional Hours: $56.25/Hour (Over 2 Hours)
- Additional Cups (over 250): $5.25 + + / 7oz. Cup
- Customer is Responsible for Electrical Requirements in Booth (120 V, 2 20-amps)
- Customer is responsible for Table
- Customer May Provide Cups with their Own Logo
- Additional Charges will be applied to cups over 7oz.

## Sweet Freeze Daiquiris & Margaritas

**$3,000 + + (Based on 2 Hours of Service)**

- Includes 300 5 oz. Made-to-Order Alcoholic and Non-Alcoholic Margaritas/Daiquiris, Cups, and Napkins
- Additional Hours: $56.25/Hour (Over 2 Hours)
- Additional Cups (over 300): $7.50 + + / 5oz. Cup
- Customer is Responsible for Electrical Requirements in Booth (120 V, 2 20-amps) and Table.
- Customer May Provide Cups with their Own Logo
- Additional Charges will be applied to cups over 5oz.

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders. All orders are subject to a $65 Delivery Fee, per delivery. Prices are subject to change without notice. Orders submitted less than three (3) weeks (21 days) in advance of the First Show Day are charged a 22% Late Ordering Fee.*

# EXHIBITOR CATERING ORDER FORM

| Meeting Information | |
|---|---|
| Name of Meeting/Event: | |
| Date of Meeting/Event: | |
| Time of Service (Serving Time - Removal): | |
| Location- Hall and Booth #: | |
| Estimated Attendance: | |
| Name of Function: | |

| Food Order (spell out all details or order) |
|---|
| |

| Beverage Order (spell out all details or order) |
|---|
| |

| Event Contact | |
|---|---|
| Name: | |
| Organization: | |
| Address: | |
| City, State & Zip: | |
| Phone: | |
| Email: | |

*Exhibitor Catering is not based on consumption. Orders placed less than 21 days from the First Show Day is subject to a 22% late ordering fee.. Customer is responsible for tables and electricity.* ***Orders submitted without all information requested will not be processed.***

***Signature:*** _____

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders. All orders are subject to a $65 Delivery Fee, per delivery. Prices are subject to change without notice. Orders submitted less than three (3) weeks (21 days) in advance of the First Show Day are charged a 22% Late Ordering Fee.*

## Important Information

*Please take a moment to read our policies*

1. Please type or print clearly.

2. Form must be received no later than three weeks prior to show dates to ensure confirmation. An additional 22% will be added to all prices for orders placed within three weeks of the show.

3. Applicable Service Charge and Sales Tax will be added to subtotal. SERVICE CHARGE MUST BE TAXED.

4. Food Service Contracts will be sent to you confirming order; signed contracts and full payment must be received in our office at least 5 days before the start of the show. Service will not commence without full payment prior to show, and credit card information on file.

5. Any replenishment orders during the show must be guaranteed by a major credit card; the balance of charges will be billed to the credit card unless payment is received at the end of the show.

## Additional Information

1. All food and beverages must be ordered through Centerplate/NBSE, the exclusive Caterer at the Walter E. Washington Convention Center.

2. Outside Food or Beverages will not be permitted into the Convention Center by any exhibitor, installation company, or any other entities hired by exhibiting companies without prior approval and written authorization by Centerplate/NBSE. Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture, produce or distribute, and must be germane to the show. Sample sizes must be limited to 2 ounces of non-alcoholic beverages, 2 ounces of beer/wine beverages, ½ ounce of spirits and 2 ounces of food. No products may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Walter E. Washington Convention Center.

**3. Orders submitted less than three (3) weeks (21 days) in advance of the first Show Day will be subject to a 22% increase in pricing.**

4. All food service ordered must be paid in full prior to any service commencing. We will accept company checks, Visa, Master Card or American Express only. A credit card is required to be on file for any additional services ordered during the show.

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders. All orders are subject to a $65 Delivery Fee, per delivery. Prices are subject to change without notice. Orders submitted less than three (3) weeks (21 days) in advance of the First Show Day are charged a 22% Late Ordering Fee.*

5. Please allow a minimum of one hour for all replenishment requests during the show and up to two hours for any on-site orders.

6. The exhibitor is responsible for supplying any electricity required for food and beverage service, equipment, trash removal from booth, as well as all tables needed for food and beverage service.

7. All services will be delivered on disposable ware, except plated meals.

8. Please note that all Food and Beverage prices are subject to applicable Service Charge and Sales Tax.

9. Cancellation on all perishable goods must be made in 72 hours in advance. Any cancellation made within 72 hours is subject to cancellation fee up to the full price of the event.

Sales Coordinator
Centerplate/NBSE
801 Mt Vernon Place NW
Washington DC, 20001
P. 202.249.3524
F: 202-249.3522

******Please call to confirm your order has been received if faxed in. A faxed order does not confirm service. ******

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**January 7–11, 2018 ▪ Washington, D.C.**

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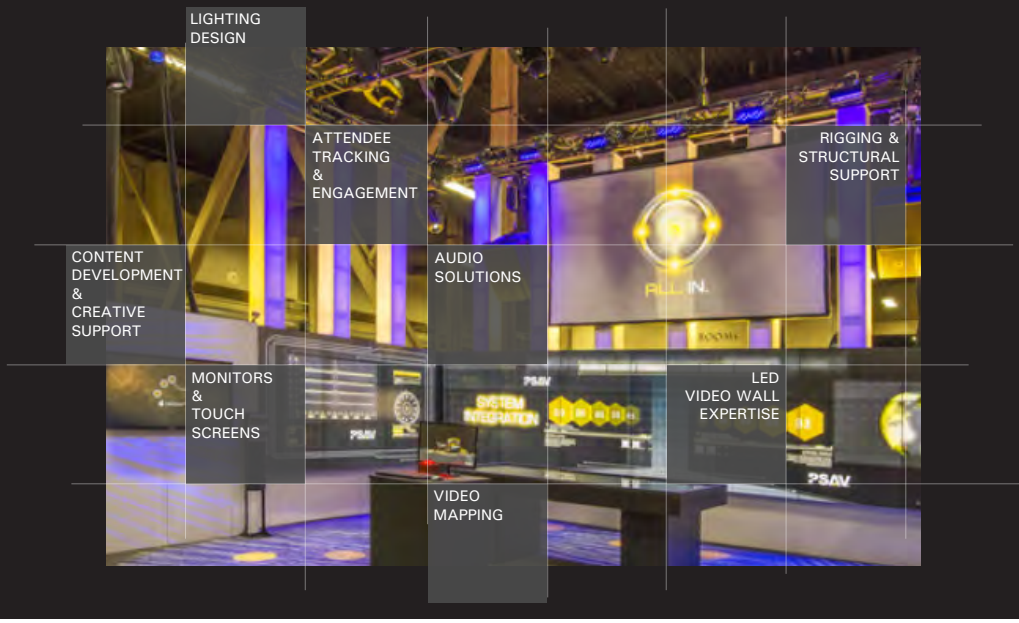


NOTE:

PSAV is proud to be the only official audiovisual provider for Transportation Research Board 2018

**AMAZING THINGS HAPPEN** ONCE ALL THE PIECES COME TOGETHER.

Your exhibit is a critical piece towards reaching your company's marketing goals. While the structure represents your brand, it's the audiovisual elements that deliver the dynamic separation between you and the competition. By integrating your exhibit with our technologies, we'll deliver a sensory-rich environment that engages and leaves a lasting impression.

URBAN | JUNGLE
plant and floral service

**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**<br>♦ **Call for prices on brass, chrome, terra cotta pots** | | | **SUB TOTAL** | $ |
| ♦ ***Tax is based on show location***<br>***WDC – 5.75% MD – 6% VA – 6% Philadelphia – 8%*** | | | ***Sales Tax***<br>***See list at left*** | $ |
| *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: **Transportation Research Board 97th Annual Meeting** Location: **Walter E. Washington Convention Center**
Show Dates: **January 7 - 9, 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!*