



Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **2024 ASBMB Annual Meeting**.

We have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exposition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by the date indicated on the particular form. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at 253 437 0031 or via email at [operations@levyexpo.com](mailto:operations@levyexpo.com). We will be happy to assist you in any way possible to ensure that you have a successful experience at the **2024 ASBMB Annual Meeting**.

Thank you and we look forward to servicing your needs at **2024 ASBMB Annual Meeting** in **San Antonio, TX**.

Sincerely,

Levy Exposition Services, Inc.

**SERVICE CONTRACTOR CONTACT:** LEVY EXPOSITION SERVICES INC.  
14900 Interurban Avenue S., Suite 271  
Seattle, WA 98168  
T: 253 437 0031 F: 253 437 0032 E: [operations@levyexpo.com](mailto:operations@levyexpo.com)

**LOCATION:** Henry B Gonzalez Convention Center – Exhibit Hall 4A  
900 E Market Street  
San Antonio, TX 78205

**EXHIBITOR MOVE-IN:** Friday, March 22, 2024 8:00 am – 4:30 pm  
Saturday, March 23, 2024 8:00 am – 2:00 pm  
**\*\*all exhibits must be completely show ready by 2pm\*\***

**EXHIBITION DATES:** Saturday, March 23, 2024 6:30 pm – 8:30 pm  
**\*\*Opening Reception\*\***  
Sunday, March 24, 2024 1:30 pm – 6:30 pm  
Monday, March 25, 2024 1:30 pm – 6:30 pm  
Tuesday, March 26, 2024 1:30 pm – 6:30 pm

**EXHIBITOR MOVE-OUT:** Tuesday, March 26, 2024 6:30 pm – 10:00 pm  
Wednesday, March 27, 2024 8:00 am – 12:00 pm  
**\*\*Please note that all exhibit materials must be removed from the exhibit Facility by 12:00 pm on Wednesday, March 27, 2024.**

**BOOTH EQUIPMENT:** Each 10' x 10' booth space includes the following:

- 8' high drapery backwall – blue
- 3' high drapery sidewall – blue
- 1 - 7" x 44" booth identification sign

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).

**AISLE CARPET:** The aisles will be carpeted in Bluejay.

**BOOTH CARPET:** To maintain a consistent and professional appearance on the show floor, 2024 ASBMB Annual Meeting show rules **require** that all exhibitor booths have carpeting or an alternative floor covering. If you are not bringing your own carpeting or floor covering, please see the Levy Carpet Order Forms for options and ordering

**CEILING HEIGHT:** The ceiling height in the exhibit hall is 35 feet.

**DISCOUNT PRICE DEADLINE:** In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **March 1, 2024**.

**LEVY ONLINE ORDERING:** The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.

**SHIPPING:**

Please refer to the Material Handling order form in this manual for further information and associated costs.

All ADVANCE WAREHOUSE shipments should arrive between February 16, 2024 – March 15, 2024. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows:  
(Labels are provided in the Material Handling Section of the manual)

2024 ASBMB  
Exhibiting Company Name  
Booth # \_\_\_\_  
Levy Exposition Services, Inc.  
c/o Liberty CFS NV, Inc.  
4354 Director Drive  
San Antonio, TX 78219

All **DIRECT** shipments should not arrive prior to 8:00 am on **Friday, March 22, 2024**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows:  
(Labels are provided in the Material Handling section of manual)

2024 ASBMB  
Exhibiting Company Name  
Booth # \_\_\_\_  
Henry B Gonzalez Convention Center  
c/o Levy Exposition Services, Inc.  
900 E Market Street  
San Antonio, TX 78205

**DISMANTLE AND  
MOVE-OUT  
INFORMATION:**

All exhibitor materials **MUST** be removed from the facility by 12:00 pm on Wednesday, March 27, 2024 To ensure that all exhibitor materials are removed by this time, please have your carrier check in at the show site no later than 10:00 am on March 27<sup>th</sup>. If your carrier does not check-in at the show site by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

**POST SHIPPING  
PAPERWORK:**

Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading's (BOLs) **MUST** be filled out and turned into the service center once your materials are packed for all outbound shipments.

It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you **MUST** include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.

## **SAFETY RULES**

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles **MUST** remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they **MUST** remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor's display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.

# Union Jurisdictions for San Antonio, Texas

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

## EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

## MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. LEVY will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by LEVY.

## TIPPING

LEVY requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Levy representative at the service desk or correspondence may be directed to the attention of the General Manager at the Seattle office address.

## SAFETY

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

## EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

The Exhibitor's responsibility can be summed up as simply: **"Be a good neighbor!"** All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

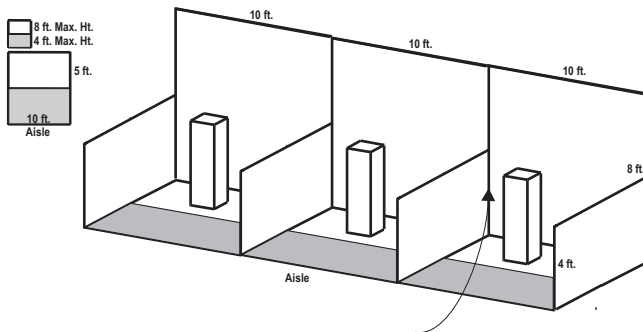
### STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

**Dimensions:** Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. A maximum back wall height limitation of eight feet (8') is generally specified.

**Use of Space:** Regardless of the number of Linear Booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



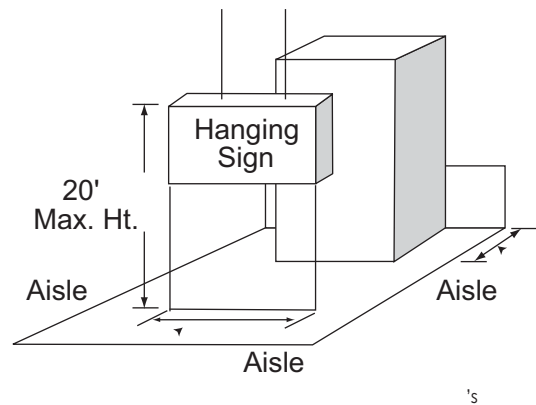
One or more standard 10'x10' units in a straight line.

**Note:** Booth drape is set at 8 ft max.

Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

### HANGING SIGN BOOTH

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.



### ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

**Dimensions:** An Island Booth is 20' x 20' or larger, although it may be configured differently.

**Use of Space:** Island booths must be constructed to allow access from all sides. Island booths should have open sight lines around and through the design (including hanging signs/structures), so that the surrounding area can be viewed through the booth and neighboring booths are not inappropriately obstructed. The top of the booth's sign must not extend more than 20 feet from the exhibit hall floor and cannot block visibility of ASBMB signs.



**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyexpo.com

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**Henry B. Gonzalez Convention Center**  
**San Antonio, TX**

## THIRD PARTY BILLING REQUEST

COMPANY	BOOTH NUMBER	<b>Deadline Date March 1, 2024</b>
ADDRESS <small>street city state/province zip/postal code country</small>		
PHONE <small>FAX</small>	PURCHASE ORDER NUMBER	<i>All orders are regulated by LES Payment Terms &amp; Conditions as well as Material Handling Terms &amp; Conditions.</i>
AUTHORIZED CONTACT SIGNATURE <b>X</b>	AUTHORIZED CONTACT - PLEASE PRINT DATE	

You may arrange for a third party to handle your display and be billed for services. LES will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the **THIRD PARTY must complete the credit card charge authorization on the *Payment & Credit Card Authorization form***. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

### EXHIBITING FIRM

EXHIBITING FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY STATE/PROVINCE ZIP/POSTAL CODE \_\_\_\_\_

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

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

### THIRD PARTY

THIRD PARTY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY STATE/PROVINCE ZIP/POSTAL CODE \_\_\_\_\_

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

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

**ALL LES SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:**

\_\_\_\_\_

\_\_\_\_\_

### EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION

CARDHOLDER'S BILLING ADDRESS \_\_\_\_\_

CITY PROV. / STATE \_\_\_\_\_

POSTAL/ZIP CODE COUNTRY \_\_\_\_\_

TODAY'S DATE MONTH / DAY / YEAR

CARD NUMBER

VISA  MASTERCARD  AMEX  CHECK

EXPIRY DATE     CVCC

CARDHOLDER NAME (PLEASE PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_



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## PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER		<b>All orders are regulated          by LES Payment Terms          &amp; Conditions as well as          Material Handling Terms          &amp; Conditions.</b>	
ADDRESS		street	city	state/province	zip/postal code		country
PHONE	FAX	PO #	E-MAIL				
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE			

### CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS		EXPIRY DATE			CCVC				
ACCOUNT NUMBER													<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL
CARDHOLDER'S BILLING ADDRESS				city	state/province	zip/postal code	country						
CARDHOLDER'S SIGNATURE				CARDHOLDER'S NAME - PLEASE PRINT									

**Please complete the REQUIRED order forms and submit with Payment & Credit Card Authorization Form and full payment.** You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with LES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

### CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Carpet, Drape & Complements Rental Order Form.....	\$	
Custom Carpet Order Form.....	\$	
Table and Chair Rental Order Form.....	\$	
Specialty Accessories Order Form.....	\$	
Rental Exhibits Order Form.....	\$	
Cabinets Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
Plant & Flower Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Exhibit Booth Cleaning Order Form.....	\$	
Sign & Banner Hanging Order Form.....	\$	
Labor Order Form.....	\$	
Material Handling Order Form.....	\$	
<b>FULL PAYMENT IN US FUNDS</b>	<b>\$</b>	

**To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.**

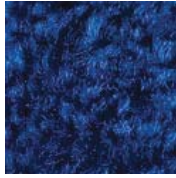
Charge my credit card in the amount of \$

Check no.  Dated  in the amount of \$

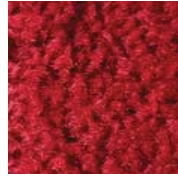


# CARPET and DRAPE

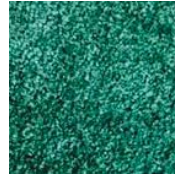
## Standard carpet color options



Blue



Red



Teal



Grey



Burgundy

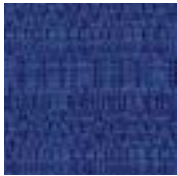


Purple



Black

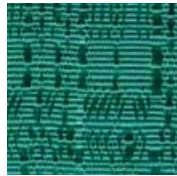
## Drape color options



Blue



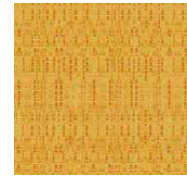
Red



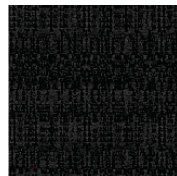
Teal



White



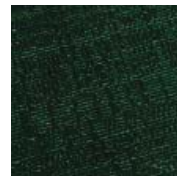
Gold



Black



Purple



Green



Grey



Burgundy

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

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## CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

### COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	252.00	360.40	
10 ft. X 20 ft.	504.00	720.70	
10 ft. X 30 ft.	756.00	1,081.10	
10 ft. X 40 ft.	1,008.00	1,441.40	
Custom cut size. Calculate sq. ft. x price per sq. ft.  Size _____ ft. x _____ ft. = _____ sq. ft.	4.65	6.65	

Blue  Red  Teal  Grey  Burgundy  Purple  Black

### DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$8.75/ft	\$11.35/ft	
_____ lin. ft. of 8' high drape	\$11.05/ft	\$14.73/ft	

Blue  Red  Teal  White  Gold  Black  
 Purple  Green  Grey  Burgundy

**PLEASE NOTE: THE DRAPE PROVIDED WITH YOUR BOOTH SPACE CANNOT BE CHANGED WITHOUT SHOW MANAGEMENT APPROVAL.**

### CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	2.25	2.93	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.00	1.30	

### COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	27.00	35.10	
	Chrome coat tree	120.00	156.00	
	Aluminum easel	60.00	78.00	
	Chrome sign holder 22" X 28"	140.00	182.60	
	Chrome stanchions	35.00	45.50	
	Velvet stanchion ropes - blue	35.00	45.50	

### SPECIAL INSTRUCTIONS

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### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

**BOOTH#** \_\_\_\_\_

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

**STANDARD RATE** will be applied to all orders not received and paid in full by **March 1, 2024**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

# CUSTOM CARPET

## Deluxe Decorator 28oz. Carpet color options



Black



Red



Nu Blue



Silver Cloud



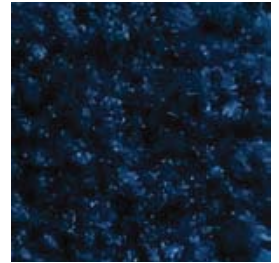
Beige



Charcoal



Key Lime



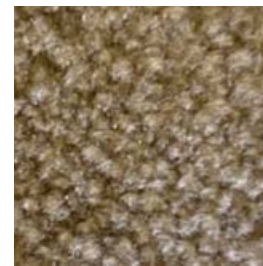
Navy



Cobalt



White



Silky Beige

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

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## CUSTOM CARPET ORDER FORM

### Deluxe 28 oz. Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

- |                                       |                                      |                                   |
|---------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Black        | <input type="checkbox"/> Red         | <input type="checkbox"/> Nu Blue  |
| <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> Beige       | <input type="checkbox"/> Charcoal |
| <input type="checkbox"/> Key Lime     | <input type="checkbox"/> Navy        | <input type="checkbox"/> Cobalt   |
| <input type="checkbox"/> White        | <input type="checkbox"/> Silky Beige |                                   |

(CHECK BOX OF COLOR DESIRED)  
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.  
 Orders must be received by **March 1, 2024** to guarantee availability.

	DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>
Booth Size    ____ ft. x ____ ft. = ____ sq. Ft. at	\$7.25 per sq. ft.	\$9.43 per sq. ft. =\$ ____
Carpet Pad    ____ ft. x ____ ft. = ____ sq. Ft. at	\$2.25 per sq. ft.	\$2.93 per sq. ft. =\$ ____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

### SPECIAL INSTRUCTIONS

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### EXHIBITOR INFORMATION

COMPANY	
CONTACT	<b>BOOTH#</b>

### COST SUMMARY

RATE ADJUSTMENT	<small>(OFFICE USE ONLY)</small>	
CANCELLATION FEE	<small>(OFFICE USE ONLY)</small>	
SUBTOTAL		
8.25% SALES TAX		
<b>TOTAL US DOLLARS</b>		

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

**STANDARD RATE** will be applied to all orders not received and paid in full by **March 1, 2024**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.

# TABLES & CHAIRS

## Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height
- 4', 6', or 8' lengths x 2' widths



4' x 2' skirted table



6' x 2' skirted table



8' x 2' skirted table

## Skirt color options



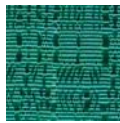
Blue



Red



Black



Teal



Burgundy



Gold



Green



Grey



Purple



White

## Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 30" or 40" high



40" high pedestal



30" high pedestal

## Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Fabric Highback Stool

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?


We would be pleased to help. Contact us at: 253 437 0031


operations@levyexpo.com


www.levyexpo.com

## TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

### TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 30" HEIGHT</b>				
8' x 2' Skirted		212.00	303.20	
6' x 2' Skirted		191.00	273.10	
4' x 2' Skirted		176.00	251.70	
Fourth side of table skirted		72.00	93.60	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		88.00	114.40	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> White				

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 40" COUNTER HEIGHT</b>				
8' x 2' Skirted		240.00	343.20	
6' x 2' Skirted		219.00	313.20	
4' x 2' Skirted		201.00	287.40	
Fourth side of table skirted		78.00	104.40	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		98.00	127.40	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> White				

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>GREY PEDESTAL TABLE - 30" DIAMETER</b>				
30" Table height		179.00	232.70	
40" Counter height		219.00	284.70	

### SPECIAL INSTRUCTIONS

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### EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
<b>TOTAL US DOLLARS</b>		

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM





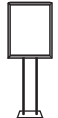
\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

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## SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

### DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>FABRIC POSTER BOARD</b> 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		144.00	187.00	
 <b>BLACK UPRIGHT LITERATURE RACK</b> 6 pockets for 8.5" x 11" material		160.00	208.00	
 <b>PLEXIGLASS BROCHURE HOLDER</b> 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		46.00	59.80	
 <b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		60.00	78.00	
 <b>CHROME SIGN HOLDER</b> 22" x 28"		140.00	182.60	

### ACCESSORIES

 <input type="checkbox"/> CHROME CLOTHING STAND <input type="checkbox"/> CHROME BAG HOLDER		120.00	156.00	
 <b>CHROME COAT TREE</b>		120.00	156.00	

### SPECIAL INSTRUCTIONS

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

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# RENTAL EXHIBITS

## 10' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 10' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

### Package A1 Base



### Package A2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

### Package B1 Base

- Curved header - block letters - black (logo extra)
- Curved front display counter



### Package B2 Deluxe

- Base Package plus the below:
- Enclosed corner counter
- 10" deep shelves (x2)

### Package C1 Base



### Package C2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

### Package D1 Base

- Oversized header - block letters - black (logo extra)
- 20" x 39" x 39" high built-in counters on backwall (x2)



### Package D2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

*\*DISCLAIMER\* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com



# RENTAL EXHIBITS

## 10' x 20' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 20' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

### Package E1 Base

- Straight headers (x2)



### Package E2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)



### Package F1 Base

- Straight header (x1)
- Angled header (x2)
- Storage area with drape door
- Front built-in corner counters (x2)



### Package F2 Deluxe

- Base Package plus the below:
- Lockable door for storage area
- 39" x 20" x 39" counter (x2)



### Package G1 Base

- Straight header (x1)
- 39" x 20" x 39" built-in counter (x1)



### Package G2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x4)



### Package H1 Base

- Oversized curved header (x1)
- 39" x 20" x 39" built-in counters (x3)



### Package H2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x3)
- 2m curved front counter (x1)



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## RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

### 10' x 10' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

Description	Qty	Discount Rate	Standard Rate	Total
<b>PACKAGE A1 Basic</b> - Base package with header		3,888.50	5,054.00	
<b>PACKAGE A2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,250.00	5,565.00	
<b>PACKAGE B1 Basic</b> - Corner base package booth with curved counter, 1 curved header sign		4,428.00	5,650.00	
<b>PACKAGE B2 Deluxe</b> - Base package + enclosed corner counter, (2) 10" deep shelves		4,650.00	5,750.00	
<b>PACKAGE C1 Basic</b> - Base package with header		4,069.00	5,675.00	
<b>PACKAGE C2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,560.00	5,960.00	
<b>PACKAGE D1 Basic</b> - Base package with oversized header, (2) built-in back counters		4,584.00	5,865.00	
<b>PACKAGE D2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,950.00	6,543.00	

### 10' x 20' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

Description	Qty	Discount Rate	Standard Rate	Total
<b>PACKAGE E1 Basic</b> - Base package with headers		5,832.00	7,580.00	
<b>PACKAGE E2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		6,345.00	7,995.00	
<b>PACKAGE F1 Basic</b> - Base package with headers, storage and drape door, (2) built-in counters		6,252.00	8,127.00	
<b>PACKAGE F2 Deluxe</b> - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		6,750.00	8,750.00	
<b>PACKAGE G1 Basic</b> - Base package with header, (1) built-in counter		6,624.00	8,615.00	
<b>PACKAGE G2 Deluxe</b> - Base package + (2) 10" deep shelves		6,995.00	8,995.00	
<b>PACKAGE H1 Basic</b> - Base package with oversized curved header, (3) built-in back counters		7,416.00	9,640.00	
<b>PACKAGE H2 Deluxe</b> - Base package + (2) 10" deep shelves, (1) curved front counter		7,995.00	9,995.00	

### OPTIONS & INFORMATION

#### HARDWALL PANEL (non fabric) SELECTION

White

#### CARPET COLOR SELECTIONS

Grey  Red  Teal  Blue  Black  Burgundy  Purple

#### HEADER TO READ (up to 20 characters, black lettering on white)

Header One

Header Two

### ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
1 meter Angled Shelves		58.00	75.40	
1 meter Shelves		49.00	63.70	
Spot Lights (For use with rental unit)		64.00	83.20	
Literature Pockets 8 1/2" x 11"		26.00	33.80	
Nylon Loop Fabric Panel per sq.ft. **contact for available color options		\$4.25 sq.ft.	5.53 sq.ft.	

### SPECIAL INSTRUCTIONS

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

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 xpo21\_rentalexhibits

# CUSTOM EXHIBITS

**A more sophisticated technique to exhibit marketing messages creatively and effectively!**

With decades of service, Levy continues to provide viable and reliable alternatives to maximize clients' overall booth space. Our sales team and design specialists work closely with each and every client to create a unique exhibit designed to meet a wide variety of today's marketing strategies. Whether the image and budget are conservative or extravagant Levy exceeds to offer the most suitable and perfect space solutions.



Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Functional
- Creative
- Inviting
- Efficient

**Let us help you create a one of a kind booth space.**

**Call our experienced professionals for an innovative, customized, and no obligation approach.**



# CABINETS

## Straight Cabinets

All straight cabinets come with sliding doors. Optional Upgrades noted below:

- Lock for doors
- Lighting  
\*Jewelry Case or Show Case
- Branding - graphic panels



**Cabinet "A"**

1 meter cabinet with doors  
39" long x 20" deep x 40" high



**Cabinet "B"**

1 meter Jewelry Case with doors  
39" long x 20" deep x 40" high



**Cabinet "C"**

1 meter Show Case with doors  
39" long x 20" deep x 40" high



**Cabinet "D"**

2 meter cabinet with doors  
80" long x 20" deep x 40" high

## Curved Cabinets

Optional Upgrades noted below:

- Lock for doors
- Branding - graphic panels



**Cabinet "E"**

1 meter curved cabinet  
61" long x 20" deep x 40" high

**Cabinet "F"**

1 meter curved cabinet with door  
61" long x 20" deep x 40" high

\*\*Same as cabinet "E" but with door

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# CABINETS ORDER FORM & INVOICE

STYLE	DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
CABINET "A"	1 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		650.00	850.00	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		825.00	1,080.00	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		750.00	975.00	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		875.00	1,125.00	
CABINET "C"	1 meter Show Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		880.00	1,150.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		930.00	1,250.00	
CABINET "D"	2 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		880.00	1,195.00	
	2 meter Cabinet + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		1,250.00	1,550.00	
CABINET "E"	1 meter Curved cabinet (open back)		770.00	970.00	
	Curved cabinet + custom graphic panel		1,095.00	1,350.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		850.00	995.00	
	Curved cabinet w/ doors + custom graphic panel		1,125.00	1,425.00	

NOTE: Should you wish to have a graphic panel upgrade for your cabinet, please contact our Operations department to confirm details on graphic file submission.

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	<b>BOOTH#</b>

COST SUMMARY		
RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
<b>TOTAL US DOLLARS</b>		

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# GRAPHICS AND SIGN ORDER FORM & INVOICE

## STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	41.00	53.00	
	7" x 44"	48.00	62.00	
	11" x 14"	58.00	75.00	
	14" x 22"	73.00	95.00	
	22" x 28"	92.00	120.00	
	28" x 44"	138.00	179.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

## OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

## DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.  
 Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.  
 Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text **MUST** be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminates)	\$19.50	\$29.00	

## EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

## INDICATE YOUR SIGN COPY HERE

## ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

**Orders required within 72 hours before show opening may be subject to a rush delivery charge.** Please allow a minimum of 24 hours for any on-site sign orders.

### CHOOSE YOUR LAYOUT

Vertical
  Horizontal

Levy Exposition Services Inc.  
to design layout

### LETTER COLOR SELECTIONS

Blue
  Red
  Green
  Teal
  Black
  Purple  
 Black lettering will be provided unless otherwise specified.

## SPECIAL INSTRUCTIONS

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## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.25% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

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# PLANT & FLOWER RENTAL ORDER FORM & INVOICE

## LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	68.00	88.40	
	Boston fern	78.00	101.40	
	Hanging green plant	78.00	101.40	

## LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	104.00	135.20	
	4' - 5' tall floor plant	128.00	166.40	
	6' tall floor plant	152.00	197.60	

## COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	205.00	266.50	
	Large floral arrangement	270.00	351.00	

Please indicate color preference here, if any: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The above items are priced on a rental basis only. Prices above include container, installation and removal at the end of show.  
**All orders will be subject to a \$25.00 delivery fee.**  
 Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

## SPECIAL INSTRUCTIONS

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

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
\$25.00 DELIVERY FEE		
8.25% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

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# EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

## SERVICES

**OUR SERVICES INCLUDE THE FOLLOWING:**

EXHIBIT VACUUMING

EMPTYING OF WASTEBASKETS

GENERAL HOUSEKEEPING

## DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day		
_____	X _____	X \$0.78 =	_____
100 Square Feet Minimum Order	Total Number of Days		

## STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day		
_____	X _____	X \$0.92 =	_____
100 Square Feet Minimum Order	Total Number of Days		

## ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

A surcharge may be applied for any damage and or staining of exhibit space.

## SPECIAL INSTRUCTIONS Please indicate on the lines below any special cleaning requests or instructions you may have.

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## EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

## COST SUMMARY

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25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
<b>TOTAL</b>	<b>US DOLLARS</b>	

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# IN-BOOTH FORKLIFT ORDER FORM & INVOICE

## TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Levy Exposition Services Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Levy Exposition Services Inc.

**THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT**

## RATES

DESCRIPTION	STANDARD RATE	
<b>STRAIGHT TIME</b> 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb. Forklift and operator)	\$260.00 per Hour	
<b>STRAIGHT TIME</b> 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$115.00 per Hour	
<b>OVERTIME</b> 4:30 PM - 8:00 AM Monday to Friday, (Includes 5000 lb Forklift and operator) All day Saturday, Sunday, and holidays	\$380.00 per Hour	
<b>OVERTIME</b> 4:30 PM - 8:00 AM Monday to Friday, (Foreman) All day Saturday, Sunday, and holidays	\$185.00 per Hour	

## ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	
<b>STRAIGHT TIME</b> _____ Forklift _____ Hours	\$260.00 per Hour	\$_____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.  Date Required _____ Start Time _____
<b>OVERTIME</b> _____ Forklift _____ Hours	\$380.00 per Hour	\$_____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	
<b>STRAIGHT TIME</b> _____ Forklift _____ Hours	\$260.00 per Hour	\$_____ Total	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.  Date Required _____ Start Time _____
<b>OVERTIME</b> _____ Forklift _____ Hours	\$380.00 per Hour	\$_____ Total	

## EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

**\*PLEASE ADD 25% FOR ORDERS PLACED AFTER  
 MARCH 1, 2024.**

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
<b>TOTAL</b>	<b>US DOLLARS</b>	

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## SIGN & BANNER HANGING ORDER FORM & INVOICE

### TERMS AND CONDITIONS

ALL OVERHEAD HANGING SIGNS UP TO 250 LBS MUST BE ASSEMBLED, INSTALLED AND DISMANTLED BY LEVY. SIGN ASSEMBLY REQUIRES A 2 PERSON CREW. THE REQUIRED AMOUNT OF MAN HOURS TO ASSEMBLE YOUR SIGN(S) WILL BE ADDED TO YOUR ACCOUNT UPON COMPLETION OF THE WORK. THERE IS A MINIMUM CHARGE OF 2 HOURS FOR INSTALL AND 2 HOURS FOR DISMANTLE FOR ALL SIGN HANGING SERVICES.

**ALL OVERHEAD SIGNS 251 LBS. AND OVER AS WELL AS ANY RIGGING ORDERS THAT REQUIRE TRUSS AND/OR MOTORS MUST BE PLACED WITH ENCORE.**

This order form is for labor and equipment that may be required for the hanging of signs, banners, decorations, etc. This order will be considered as a tentative reservation and **must be confirmed with a signed work order** at the Levy Exposition Services Inc. service desk.

A sign hanging crew consists of two men and a boom lift.

### LABOR RATES

<b>REGULAR TIME</b>	8:00 AM - 4:30 PM Monday to Friday	Boom lift and two man crew - \$620.00 per Hour / <b>minimum 2 hours</b> Additional Rigger(s) - \$115.00 per Person per Hour / <b>minimum 2 hours</b>
<b>OVER TIME</b>	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday and Holidays	Boom lift and two man crew - \$745.00 per Hour / <b>minimum 2 hours</b> Additional Rigger(s) - \$185.00 per Person per Hour / <b>minimum 2 hours</b>

### ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$620.00 per Hour Additional Rigger(s) - \$115.00 per Person per Hour	\$ _____ Total
<b>OVER TIME</b>	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$745.00 per Hour Additional Rigger(s) - \$185.00 per Person per Hour	\$ _____ Total

### ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$620.00 per Hour Additional Rigger(s) - \$115.00 per Person per Hour	\$ _____ Total
<b>OVER TIME</b>	Laborers	Date Required	Start Time	Approx. Hours	Boom lift and two man crew - \$745.00 per Hour Additional Rigger(s) - \$185.00 per Person per Hour	\$ _____ Total

All Rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

**NOTE:** Any miscellaneous rigging supplies such as cable, shackles etc. required to install your sign will be calculated and added to your invoice upon completion of the installation

\*PLEASE ADD 25% TO ORDERS PLACED AFTER MARCH 1, 2024.

### SPECIAL INSTRUCTIONS

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### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

**BOOTH#**

### SUPERVISION SERVICES

(PLEASE INDICATE DESIRED SERVICE)

- EXHIBITOR SUPERVISED
- LEVY SUPERVISED (PLEASE ADD 50% FOR THIS SERVICE)

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***



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 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyexpo.com

2024 ASBMB Annual Meeting  
 (#DiscoverBMB 2024)  
 March 23 - 27, 2024  
 Henry B. Gonzalez Convention Center  
 San Antonio, TX

# LABOR ORDER FORM & INVOICE

## SUPERVISION SERVICES (Please indicate desired service)

### LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN                       MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A 50% **Surcharge** will be added to the labor rates below for this professional supervision.

### EXHIBITOR SUPERVISED

MOVE IN                       MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

## LABOR RATES

<b>REGULAR TIME</b>	8:00 AM - 4:30 PM Monday to Friday	\$115.00 per Hour
<b>OVER TIME</b>	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$185.00 per Hour

## ESTIMATED INSTALLATION REQUIREMENTS

<b>REGULAR TIME</b>	____ Laborers	____ Hours	\$115.00 per Hour	\$ _____ Total	<b>A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
<b>OVER TIME</b>	____ Laborers	____ Hours	\$185.00 per Hour	\$ _____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b>	____ Laborers	____ Hours	\$115.00 per Hour	\$ _____ Total	<b>A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
<b>OVER TIME</b>	____ Laborers	____ Hours	\$185.00 per Hour	\$ _____ Total	

## INBOUND FREIGHT INFORMATION **\*\*BE SURE TO COMPLETE THE OUTBOUND FORM AS WELL\*\***

Carrier	Date Shipped	Pro Number
Number of Pieces	Weight	Arrival Date (Target)
<input type="checkbox"/> Loose Display <input type="checkbox"/> Crated Display		
Quantity of Ladders Required (Optional)		

## EXHIBITOR INFORMATION

COMPANY	
CONTACT	<b>BOOTH#</b>

**\*PLEASE ADD 25% FOR ORDERS PLACED AFTER MARCH 1, 2024.**

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**  
**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**TERMS & CONDITIONS** Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

**CANCELLATION FEE** A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.

# OUTBOUND SHIPPING - BOOTH I&D LABOR

<b>Exhibitor Name:</b>	<b>Tel. #:</b>	<b>Booth #</b>
<b>Billing Address:</b>	<b>Fax #:</b>	
<b>City / State / Zip:</b>	<b>Auth. by:</b>	

## 1 Outbound Shipping Instructions

*Please complete this section if Levy will be supervising booth labor.*

*Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:  
 If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

**Company / Show:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

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

**City / State / Zip:** \_\_\_\_\_

**Attention:** \_\_\_\_\_

Select Carrier

Ship via carrier of exhibitor's choice

**Name of Carrier:** \_\_\_\_\_

Ship via official show freight carrier

Select shipping method  Ground  Air **Select Service Provider:** \_\_\_\_\_

Please note:  
 ■ If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier,) the exhibitor is responsible for arranging for carrier to pick up at close of show.  
 ■ Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

### Please review the Quick Facts for the Carrier Check-in time

## 2 Billing Information

*Please indicate billing information for carrier charges if different than above.*

*Bill Shipping Charges to (if different from above):*

**Shipper (signature):** \_\_\_\_\_ **Shipper (print name):** \_\_\_\_\_

**Freight Charges Billed To (Company/Show):** \_\_\_\_\_

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

**City / State / Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Attention:** \_\_\_\_\_

# PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

## DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth, unless stated otherwise. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor, forklift and sign hanging orders that are not canceled in writing at least seven (7) days prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF TEXAS. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

## LABOR PROVIDED UNDER THE SUPERVISION OF LES

### RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

### INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

## LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

### RESPONSIBILITIES

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

### INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

### IMPORTANT

**PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.**

TERMS & CONDITIONS



# SOLO RATE

ONE RATE. ONE FEE.

**LEVY**  
EXPOSITION SERVICES INC.



THE SIMPLIFIED PRICING OF PAYING PER POUND INCLUDES:

- Receiving and unloading your materials at the advance warehouse.
- Secure storage of materials for up to 30 days before the show.
- Transfer to show-site, unload, and deliver materials to your booth.
- Removal and storage of empty containers during the show.
- Returning empties from storage at the close of the show.
- Outbound loading of your materials onto your carrier of choice or Levy's official carrier.



# MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

## HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be multiplied by the applicable per pound rate with no round-ups. All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.

**Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

## HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

## WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

## OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery



**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
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 USA 98168  
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**2024 ASBMB Annual Meeting**  
**(#DiscoverBMB 2024)**  
**March 23 - 27, 2024**  
**Henry B. Gonzalez Convention Center**  
**San Antonio, TX**

**SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE**

**SOLO RATE MATERIAL HANDLING SERVICES**

**DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE HENRY B. GONZALEZ CONVENTION CENTER, WE HIGHLY RECOMMEND THAT ALL MATERIALS BE SHIPPED TO OUR ADVANCE WAREHOUSE IN ORDER TO AVOID POTENTIAL DELAYS IN UNLOADING AT SHOW SITE.**

**Material Handling Service:**

Levy Exposition Services Inc. is the exclusive provider of Solo Rate Material Handling Services for 2024 ASBMB Annual Meeting. Solo Rate Material Handling Services include:

- receiving and unloading your exhibit materials at the advance warehouse
- storage of exhibit materials for up to 30 days prior to the show
- transportation to show site, unloading and delivery of exhibit materials to your booth space,
- removal and storage of your empty containers during the event
- return of your empty containers at the close of the event
- outbound loading of your materials onto your carrier vehicle of choice at show site

You have the choice to ship to the advance warehouse prior to the show or to ship directly to the show site where your materials must arrive within the exhibitor move-in dates and times.

**SOLO RATE MATERIAL HANDLING DESCRIPTIONS**

**Normal Warehouse Hours for Receiving Freight:** 8:00 A.M. to 3:00 P.M. Monday through Friday, Holidays excluded.

**Advance Receiving:** Shipment(s) received at the Advance Warehouse *between* **February 16, 2024** and **March 15, 2024**.

**Early/Late to Warehouse & Off Target:** Shipment(s) received at the Advance Warehouse *prior too* **February 16, 2024** or *after* **March 15, 2024**. Shipments received at show site prior to **8:00 am on Friday, March 22, 2024**.

**Show Site Receiving:** Shipment(s) shipped to and received at the **Henry B. Gonzalez Convention Center**. Shipments cannot be received at the **Henry B. Gonzalez Convention Center** prior to **8:00 am on Friday, March 22, 2024**.

**Dedicated Delivery from Advance Warehouse:** Any freight received at the Advance Warehouse after **March 15, 2024** could incur a \$650.00 delivery fee if a dedicated truck is required to deliver freight to show site.

<b>Advance and Direct Shipment Rates</b>	<b>Price Per lb.</b>
Advance Warehouse Receiving Rate.....	\$1.95
Show Site Receiving Rate.....	\$1.80
Early/Late to Warehouse & Off Target Rate.....	\$2.25
Dedicated Delivery from Advance Warehouse (in addition to material handling rates).....	\$650.00 (flat fee)

**PLEASE NOTE:**

Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

<b>Description</b>	<b>Weight in LBS</b>	<b>Price Per lb.</b>	<b>Estimated Total Charges</b>
<i>Advance Receiving - 1 crate, 2 boxes</i> <b>E X A M P L E</b>	298	\$1.95	\$581.10

**EXHIBITOR INFORMATION**

COMPANY

CONTACT

**BOOTH#**

RATE ADJUSTMENT (OFFICE USE ONLY)		
SUBTOTAL		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***



## SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

### ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

**2024 ASBMB**  
**COMPANY NAME & BOOTH #**  
**Levy Exposition Services Inc.**  
**c/o LibertyCFS**  
**4354 Director Drive**  
**San Antonio, TX 78219**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **February 16, 2024** and no later than **March 15, 2024**. **Shipments that arrive prior to February 16, 2024 or after March 15, 2024 will be subject to the rate of \$2.25 per pound.**

**ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER MARCH 15, 2024 WILL INCUR A CHARGE OF \$650.00 IF A DESIGNATED TRUCK IS REQUIRED TO DELIVER TO THE SHOW SITE.**

Shipments must include an official weight ticket or bill of lading.

## **SHIPPING INSTRUCTIONS (CONT'D.)**

### **SHOW-SITE RECEIVING**

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

**2024 ASBMB**  
**COMPANY NAME & BOOTH #**  
**Henry B. Gonzalez Convention Center**  
**c/o Levy Exposition Services Inc.**  
**900 E Market Street**  
**San Antonio, TX 78205**

**PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE HENRY B. GONZALEZ CONVENTION CENTER PRIOR TO 8:00 AM ON FRIDAY, MARCH 22, 2024.**

**ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT(S) DOES NOT INCLUDE A CERTIFIED WEIGHT TICKET, IT WILL BE WEIGHED ON-SITE AND A SURCHARGE OF \$0.25 PER POUND WILL BE APPLIED.**

### **LIMITS OF LIABILITY**

See Material Handling Terms & Conditions Sheet enclosed.

# MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
  - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
  - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN SAN ANTONIO, TEXAS.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
  - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
  - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
  - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
  - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.

TERMS & CONDITIONS





**ADVANCE WAREHOUSE**

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME)

**BOOTH #** \_\_\_\_\_

**Levy Exposition Services Inc.  
c/o LIBERTY CFS NV, INC.  
4354 Director Drive  
San Antonio, Texas 78219**

**EVENT NAME:  
2024 ASBMB**

**NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.**



**ADVANCE WAREHOUSE**

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME)

**BOOTH #** \_\_\_\_\_

**Levy Exposition Services Inc.  
c/o LIBERTY CFS NV, INC.  
4354 Director Drive  
San Antonio, Texas 78219**

**EVENT NAME:  
2024 ASBMB**

**NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.**

The above labels are provided for your convenience.  
Place one on each piece shipped to the ADVANCE WAREHOUSE.  
*If more labels are needed, copies are acceptable.*



**SHOW SITE**

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME)

**BOOTH #** \_\_\_\_\_

**Henry B. Gonzalez Convention  
Center  
c/o Levy Exposition Services Inc.  
900 E. Market Street  
San Antonio, Texas 78205**

**EVENT NAME:**

**2024 ASBMB**

**NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.**



**SHOW SITE**

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME)

**BOOTH #** \_\_\_\_\_

**Henry B. Gonzalez Convention  
Center  
c/o Levy Exposition Services Inc.  
900 E. Market Street  
San Antonio, Texas 78205**

**EVENT NAME:**

**2024 ASBMB**

**NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.**

The above labels are provided for your convenience.  
Place one on each piece shipped to the SHOW SITE.  
*If more labels are needed, copies are acceptable.*



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email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us) - [www.libertycfs.us](http://www.libertycfs.us)**

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A Veteran Owned Company  
Delivering Freedom


[exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

[www.libertycfs.us](http://www.libertycfs.us)

Tel. (905) 338-3993 Fax: (905) 338-1092

## FREIGHT & CUSTOMS ORDER FORM

**1** Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight & Customs    
  Freight Only    
  Customs Only    
  Return Only

**2a** PICK-UP LOCATION

Company Name \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 Email \_\_\_\_\_ IRS/Tax ID# \_\_\_\_\_

**3** DELIVERY TO ADDRESS

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Show Name \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**2b** SERVICES

P/U Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Hours \_\_\_\_\_  
 DlvY Date \_\_\_\_\_ Hours \_\_\_\_\_

Express    
  Economy LTL 7 - 10 Days    
  Int'l  
 Inside    
 Liftgate    
 Dock  
 Other \_\_\_\_\_

**4** RETURN TO

Check Box if the Return address is the same as 2a

Shipper \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 PU Date \_\_\_\_\_ Arrive by \_\_\_\_\_

**5** PACKAGE INFO

Carton(s)/Box  
 Vinyl Case(s)/Color  
 Wooden Crate(s)  
 Trunk(s) / On Wheels  
 Skid(s) - to contain # \_\_\_\_\_ of pieces

PCS	DIMENSIONS (L x H x W)	WGT
<b>TOTAL PIECES</b>		<b>TOTAL WEIGHT</b>

**6** VALUE




**Declared Value for Carriage:** The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40.

**Exclusion: Does not include TV(s)/Monitor(s)** \_\_\_\_\_

**DECLARED VALUE** \_\_\_\_\_

**7** PAYMENT

Credit Card Information / Billing Address \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_ MM / YYYY

I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address \_\_\_\_\_ Signature \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

Comments: Include any additional comments that will be helpful for the movement of freight and contents

**Print**



**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyexpo.com

**2024 ASBMB Annual Meeting**  
**(#DiscoverBMB 2024)**  
**March 23 - 27, 2024**  
**Henry B. Gonzalez Convention Center**  
**San Antonio, TX**

**REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than March 1, 2024.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with the **Henry B. Gonzalez Convention Center.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., American Society for Biochemistry and Molecular Biology, SPARGO, 2024 ASBMB Annual Meeting, and the Henry B. Gonzalez Convention Center as additional insured's by March 1, 2024.** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

***Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than March 1, 2024. If this form and the certificate of insurance from the non-official contractor is not received by March 1, 2024, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.***

**ORIGINAL CERTIFICATES ONLY  
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

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

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

Contracting Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Estimated Arrival at Show \_\_\_\_\_ Number of Workers: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Sign & Print Name)



**ACCESSIBLE STORAGE INFORMATION**

Accessible storage will be available to you at this show. You must sign up for the service at the Levy Exposition Services Inc. desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled will be placed in accessible storage.

This is not an order form. This service must be ordered on site.

Accessible Storage is **NOT** Secured Storage.

**NOTE:** Accessible Storage items are not necessarily the first items returned to your booth at the close of the show.

Rates are for SET UP, STORAGE SPACE PER DAY, AND EACH TIME ACCESSED, and are as follows:

**SET UP:**

One time set up charge of \$100.00

**STORAGE RATES:**

*(RATES ARE PER SQUARE FOOT INCREMENTS OR PORTION THEREOF PER DAY.)*

0 - 25	square feet	\$150.00
26 - 50	square feet	\$200.00
51 - 100	square feet	\$250.00
101 - 150	square feet	\$300.00
151 - 200	square feet	\$350.00

**ACCESS RATES:**

There is a 1/2 hour labor charge (minimum) each time items are placed into or removed from accessible storage. This charge will be applied at the corresponding rate for the time it is accessed.

**LABOR RATES:**

<b>STRAIGHT TIME</b>	8:00 AM - 4:30 PM Monday to Friday	\$115.00 per Hour
<b>OVER TIME</b>	4:30 PM - 8:00 AM Monday to Friday, All day Saturday and Sunday	\$185.00 per Hour



**2024**  
**TRADE SHOW**  
KIT CATALOG



# BLANC



## Blanc Sofa

Bright White Leather  
75"W x 35"D x 35"H



## Blanc Loveseat

Bright White Leather  
54"W x 35"D x 35"H



## Blanc Chair

Bright White Leather  
33"W x 35"D x 35"H



## Blanc Bench Ottoman

Bright White Leather  
48"W x 24"D x 18"H



## Blanc Cube Ottoman

Bright White Leather  
17"Square x 17"H

# FUNCTION

Modular Seating Collection



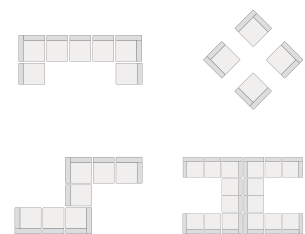
## Function Armless Chair

White Leather  
28"Square x 29"H



## Function Corner

White Leather  
28"Square x 29"H



# CONTINENTAL

Modular Seating Collection



## Continental Curved Loveseat

Bright White Leather  
82"W x 34"D x 31"H



## Continental Reverse Curved Loveseat

Bright White Leather  
72"W x 34"D x 31"H



## Continental Wedge Ottoman

Bright White Leather  
30"W x 34"D x 19"H



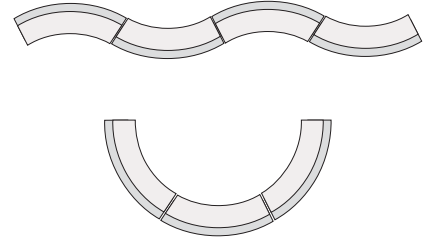
## Continental Curved Bench

Bright White Leather  
70"W x 26"D x 19"H



## Continental Half Moon Ottoman

Bright White Leather  
33"W x 19"D x 19"H



# SOPHISTICATION

Modular Seating Collection



## Sophistication Sofa

White Leather  
72"W x 31"D x 48"H



## Sophistication Loveseat

White Leather  
48"W x 31"D x 48"H



## Sophistication Chair

White Leather  
24"W x 31"D x 48"H

# SOPHISTICATION

Modular Seating Collection



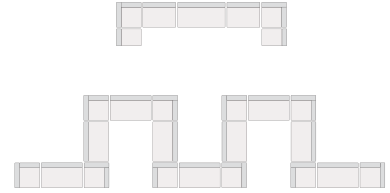
## Sophistication Corner

White Leather  
31"Square x 48"H



## Sophistication Ottoman

White Leather  
31"Square x 19"H



# BOCA

Modular Seating Collection



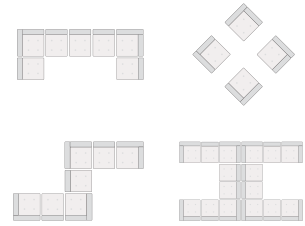
## Boca Corner

Black Leather  
22"W x 27"D x 30"H



## Boca Armless

Black Leather  
27"Square x 30"H



# METRO



## Metro Sofa

Black Leather  
85"W x 35"D x 35"H



## Metro Loveseat

Black Leather  
60"W x 35"D x 35"H



## Metro Chair

Black Leather  
35"Square x 35"H

# METRO



### Metro Square Ottoman

Black Leather  
40"Square x 17"H



### Metro Bench Ottoman

Black Leather  
60"W x 24"D x 17"H

# SUAVE MIDNIGHT



### Suave Midnight Sofa

Midnight Suede  
77"W x 36"D x 33"H



### Suave Midnight Loveseat

Midnight Suede  
54"W x 36"D x 33"H



### Suave Midnight Chair

Midnight Suede  
32"W x 36"D x 33"H

# GRAMMERCY

Modular Seating Collection



### Grammercy Sofa

Charcoal Leather  
82"W x 36"D x 36"H



### Grammercy Loveseat

Charcoal Leather  
57"W x 36"D x 36"H



### Grammercy Chair

Charcoal Leather  
28"W x 36"D x 36"H

## GRAMMERCY



**Grammercy Corner**

Charcoal Leather  
36"Square x 36"H



**Grammercy Round Ottoman**

Charcoal Leather  
46"Round x 17"H



**Grammercy Square Ottoman**

Charcoal Leather  
40"Square x 17"H

## MONTANA MOCHA



**Montana Mocha Sofa**

Mocha Tan Fabric  
79"W x 35"D x 34"H



**Montana Mocha Loveseat**

Mocha Tan Fabric  
57"W x 35"D x 34"H



**Montana Mocha Chair**

Mocha Tan Fabric  
35"Square x 34"H

## CHANDLER



**Chandler Sofa**

Red Leather  
76"W x 37"D x 35"H



**Chandler Loveseat**

Red Leather  
53"W x 37"D x 35"H



**Chandler Chair**

Red Leather  
31"W x 37"D x 35"H

# CHANDLER



## Chandler Bench Ottoman

Red Leather  
60"W x 24"D x 17"H

# EVOKE



## Evoke Sofa

Coffee Resin Frame With Tan Cushions  
81"W x 35"D x 27"H



## Evoke Chair

Coffee Resin Frame With Tan Cushions  
33"W x 35"D x 27"H



## Evoke Cocktail Table

Coffee Resin Frame  
48"W x 24"D x 18"H



## Evoke End Table

Coffee Resin Frame  
24"W x 28"D x 25"H



## Evoke Cube Table

Coffee Resin Frame  
18"Square x 18"H



# NIKO



**Niko Sofa**  
Grey Microfiber  
81"W x 30"D x 38"H



**Niko Loveseat**  
Grey Microfiber  
58"W x 30"D x 38"H



**Niko Chair**  
Grey Microfiber  
31"W x 30"D x 38"H

# STAGE CHAIRS



**Midnight Stage Chair**  
Midnight Microfiber  
25"W x 26"D x 37"H



**Chamois Stage Chair**  
Beige Microfiber  
25"W x 26"D x 37"H



**Buckskin Stage Chair**  
Tan Microfiber  
25"W x 26"D x 37"H



**Empire Chair**  
■ Black Leather  
□ White Leather  
28"W x 32"D x 32"H



**Monarch Chair**  
Bright White Leather  
28" Square x 30"H

## OTTOMANS & BENCHES



### Curved Bench

Continental Bright White Leather  
70"W x 26"D x 19"H



### Square Ottoman

■ Metro Black Leather  
■ Grammercy Charcoal Leather  
40"Square x 17"H



### Bench Ottoman

■ Metro Black Leather  
■ Chandler Red Leather  
■ Grammercy Charcoal Leather  
■ Parma Brown Leather  
60"W x 24"D x 17"H



### Essentials Storage Ottoman

White Leather With Locking Mechanism  
48"W x 24"D x 20"H  
Lock Not Included



### Grammercy Round Ottoman

Charcoal Leather  
46"Round x 17"H

## BANQUETTES & TURNING BEDS



### Essentials Banquette

White Leather  
60"Round x 48"H (2 Pieces)



### Grammercy Banquette

Charcoal Leather  
59"Round x 38"H (2 Pieces)



### Essentials Turning Bed

White Leather  
96"W x 48"D x 36"H

# CUBE OTTOMANS



## Rubix Cube Ottomans

- Cherry
  - Cromwell
  - Grape
  - Lemon
  - Lime
  - Mango
- 18"Square x 18"H



## Blanc Cube Ottoman

Bright White Leather  
17"Square x 17"H

## Metro Cube Ottoman

Black Leather  
18"Square x 18"H

**CHARGED!** 



**Essentials Turning Bed - Charged**

Bright White Leather  
 96"W x 48"D x 25"H  
 \*White slip cover available for black charging unit.  
 \*Maximum of 1 bed per power source.



**Boca Corner - Charged**

Bright White Leather  
 27"Square x 30"H  
 \*Maximum of 4 daisy linked together per power source.



**Boca Chair - Charged**

Bright White Leather  
 22"W x 27"D x 30"H  
 \*Maximum of 4 daisy linked together per power source.



**Aspen Bar Table - Charged**

White/Brushed Steel  
 72"W x 26"D x 42"H  
 \*Maximum of 1 table per power source.



**Aspen Cocktail Table - Charged**

White/Brushed Steel  
 48"W x 24"D x 18"H  
 \*Maximum of 1 table per power source.



**White Conference Table - Charged**

White  
 96"W x 43"D x 30"H  
 \*Maximum of 1 table per power source.



**Patrice Table Chair - Charged**

Bright White Leather  
 28"W x 31"D x 31"H  
 \*Maximum of 6 daisy linked together per power source.



**Lincoln Bench - Charged**

Bright White Leather  
 59"W x 39"D x 17"H  
 \*Maximum of 3 daisy linked together per power source.

# OCCASIONAL TABLES



## Aria Tables - Red

End Table Red/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Red/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables - Green

End Table Green/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Green/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables - Blue

End Table Blue/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Blue/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables - Purple

End Table Purple/Brushed Steel  
24"W x 20"D x 22"H  
Cocktail Table Purple/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables - White

End Table White/Brushed Steel  
24"W x 20"D x 22"H  
Console Table White/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table White/Brushed Steel  
44"W x 20"D x 18"H



## Aria Tables - Charcoal

End Table Storm Grey/Brushed Steel  
24"W x 20"D x 22"H  
Console Table Storm Grey/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table Storm Grey/Brushed Steel  
44"W x 20"D x 18"H



## Tribeca Tables

End Table Black/Wood  
24"W x 28"D x 22"H  
Console Table Black/Wood  
48"W x 18"D x 30"H  
Cocktail Table Black/Wood  
48"W x 28"D x 19"H



## Novel Tables

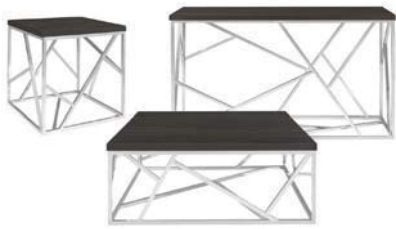
End Table Satin Steel  
15"Square x 16"H  
Cocktail Table Satin Steel  
46"W x 15"D x 16"H



## Hylton Tablet Table

White/Brushed Steel  
18"W x 12"D x 28"H

# OCCASIONAL TABLES



## Fuze Tables

- End Table Zebra wood Laminate/Chrome  
24"Square x 23"H
- Console Table Zebra wood Laminate/Chrome  
60"W x 16"D x 34"H
- Cocktail Table Zebra wood Laminate/Chrome  
40"Square x 16"H



## London Tables

- End Table Marble/Chrome  
24"Square x 23"H
- Console Table Marble/Chrome  
60"W x 16"D x 34"H
- Cocktail Table Marble/Chrome  
40"Square x 16"H



## Brooklyn Tables

- End Table Square Chrome  
22"Square x 20"H
- End Table Round Chrome  
20"Round x 20"H
- Cocktail Table Rectangle Chrome  
42"W x 24"D x 16"H
- Cocktail Table Round Chrome  
30"Round x 16"H



## Vivid Tables

- End Table Smoked Powder Coat Finish  
26"Square x 21"H
- Console Table Smoked Powder Coat Finish  
50"W x 24"D x 30"H
- Cocktail Table Smoked Powder Coat Finish  
50"W x 24"D x 16"H



## Cube End Tables

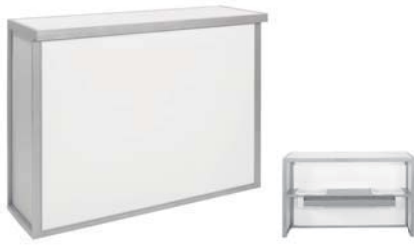
- Black
- White
- 24"Square x 21"H



## Cube Cocktail Tables

- Black
- White
- 24"Square x 16"H

# BARS & BAR BACKS



## VIP Glow Bar 6'

Frosted Plexi With Built-in Wireless LED Kit  
 72"W x 24"D x 42"H (Bar)  
 13"D x 18"H (Shelf)  
 Includes Remote Control



## VIP Glow Bar 4'

Frosted Plexi With Built-in Wireless LED Kit  
 48"W x 24"D x 42"H (Bar)  
 13"D x 18"H (Shelf)  
 Includes Remote Control



## Bar

■ Black  
 □ White  
 48"W x 16"D x 42"H  
 2 Shelves In Back



## Blox Bar Back

Walnut/Brushed Metal  
 30"W x 16"D x 86"H  
 Please Inquire About Shelf Dimensions



## Piazza Bar Back

■ Black  
 □ White  
 44"W x 12"D x 79"H  
 13"W x 14"H (Inside Shelf)

# STOOLS



## Vienna Stool

- Smoke Grey
  - Orange Acrylic
  - Teal Acrylic
- 17"Square x 39"H



## Criss Cross Bar Stool

- Espresso Leather
  - White Leather
- 15"W x 19"D x 41"H



## Colin Stool

- Natural Maple
- 20"W x 19"D x 46"H



## Milo Bar Stool

- Black
- Jade
- California Wine
- Victory Blue
- Chartreuse
- White
- Chocolate

20"W x 21"D x 41"H



## Euro Bar Stool

- Black
- 22"W x 24"D x 42"H



## Hourglass Bar Stool

- Black
  - White
- 18"W x 20"D x 43"H



## Equino Stool

- Black
  - White
- 15"W x 13"D x 35"H



# STOOLS



**Clara Stool**  
White  
17"W x 21"D x 41"H



**Marcus Bar Stool**  
Steel  
17"Square (at footbase) x 29"H



**Regal Stool**  
Brown Leather  
19"W x 24"D x 45"H



**Caprice Stool**  
Black Fabric  
25"W x 26"D x 44"H



**Sonic Stool**  
Black  
22"W x 23"D x 42"H



**Nexus Stool**  
White  
19"W x 20"D x 44"H

# CAFÉ CHAIRS



**Vienna Chair**  
 ■ Smoke Grey Acrylic  
 ■ Orange Acrylic  
 ■ Teal Acrylic  
 21"Square x 32"H



**Milo Chair**  
 ■ Black  
 ■ California Wine  
 ■ Chartreuse  
 ■ Chocolate  
 ■ Jade  
 ■ Victory Blue  
 ■ White  
 20"W x 21"D x 41"H

# CAFÉ CHAIRS



**Clara Chair**  
White  
18"W x 21"D x 35"H



**Leslie Chair**  
White  
17"W x 21"D x 31"H



**Criss Cross Chair**  
■ Espresso Leather  
□ White Leather  
17"W x 21"D x 35"H



**Elio Chair**  
Steel  
17"Square x 33"H



**Caprice Chair**  
Black  
25"W x 24"D x 32"H



**Comet Chair**  
Black  
23"W x 22"D x 32"H (With Arms)  
19"W x 22"D x 32"H (Without Arms)



**Regal Dining Chair**  
Brown Leather  
19"W x 23"D x 38"H



**Sonic Chair**  
Black  
20"W x 21"D x 32"H



**Nexus Chair**  
White  
19"W x 22"D x 32"H

## CAFÉ CHAIRS



**Colin Chair**  
Natural Maple  
22"W x 19"D x 33"H

## BAR TABLES



**Euro Bar Table**  
Black/Black 30"  
30"Round x 42"H  
Black/Black 36"  
36"Round x 42"H



**Silk Bar Table**  
Black/Chrome 30"  
30"Round x 42"H  
Black/Chrome 36"  
36"Round x 42"H



**City Bar Table**  
Maple/Black 30"  
30"Round x 42"H  
Maple/Black 36"  
36"Round x 42"H



**Park Ave Bar Table**  
Maple/Chrome 30"  
30"Round x 42"H  
Maple/Chrome 36"  
36"Round x 42"H



**Summit Bar Table**  
White/Black 30"  
30"Round x 42"H  
White/Black 36"  
36"Round x 42"H



**Blanco Bar Table**  
White/Chrome 30"  
30"Round x 42"H  
White/Chrome 36"  
36"Round x 42"H

# BAR TABLES



**Fuze Bar Table**  
Zebrawood Laminate/Chrome  
36"Square x 42"H



**Blanco Square Bar Table**  
White/Chrome  
24"Square x 42"H



**Blanco Rectangle Bar Table**  
White/Chrome  
72"W x 24"D x 42"H



**Spectrum Bar Table - Red**  
Red/Chrome  
24"Square x 42"H



**Spectrum Bar Table - Blue**  
Blue/Chrome  
24"Square x 42"H



**Spectrum Bar Table - Purple**  
Purple/Chrome  
24"Square x 42"H



**Spectrum Bar Table - Green**  
Green/Chrome  
24"Square x 42"H



**Zinc Bar Table**  
Chrome  
24"Round x 42"H



**Aspen Bar Table**  
White/Brushed Steel  
72"W x 26"D x 42"H

# CAFÉ TABLES



## Euro Café Table

Black/Black 30"  
30"Round x 30"H  
Black/Black 36"  
36"Round x 30"H



## Silk Café Table

Black/Chrome 30"  
30"Round x 30"H  
Black/Chrome 36"  
36"Round x 30"H



## Park Ave Café Table

Maple/Chrome 30"  
30"Round x 30"H  
Maple/Chrome 36"  
36"Round x 30"H



## City Café Table

Maple/Black 30"  
30"Round x 30"H  
Maple/Black 36"  
36"Round x 30"H



## Summit Café Table

White/Black 30"  
30"Round x 30"H  
White/Black 36"  
36"Round x 30"H



## Blanco Café Table

White/Chrome 30"  
30"Round x 30"H  
White/Chrome 36"  
36"Round x 30"H



## Fuze Café Table

Zebrawood Laminate/Chrome  
36"Square x 30"H



## Blanco Square Café Table

White/Chrome  
24"Square x 30"H



## Blanco Rectangle Café Table

White/Chrome  
72"W x 24"D x 30"H

# CAFÉ TABLES



**Spectrum Café Table - Red**

Red/Chrome  
24"Square x 30"H



**Spectrum Café Table - Blue**

Blue/Chrome  
24"Square x 30"H



**Spectrum Café Table - Purple**

Purple/Chrome  
24"Square x 30"H



**Spectrum Café Table - Green**

Green/Chrome  
24"Square x 30"H



**Aspen Dining Table**

White/Brushed Steel  
72"W x 30"D x 30"H



**Brio Dining Table**

Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H

# OFFICE SEATING



**Tamiri High Back Chair**

Black Leather  
25"W x 27"D x 45"H



**Tamiri Mid Back Chair**

Black Leather  
25"W x 27"D x 39"H



**Tamiri Guest Chair**

Black Leather  
25"W x 27"D x 37"H

## OFFICE SEATING



Accord Chair

Black  
 White  
 25 Square x 44 H



Goal Task Chair

Black  
 25 W x 24 D x 39 H



Goal Task Chair - Armless

Black  
 21 W x 24 D x 39 H



Goal Drafting Stool

Black  
 25 W x 24 D x 48 H



Goal Drafting Stool - Armless

Black  
 21 W x 24 D x 48 H

## CONFERENCE TABLES



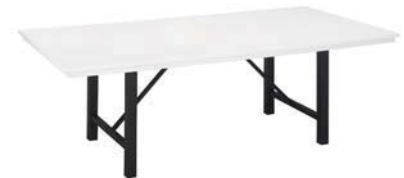
Conference Table Round

Black  
 Mahogany  
 42 Round x 29 H



Command 6' Conference Table

Black  
 Sirona  
 White  
 72 W x 36 D x 31 H



Command 8' Conference Table

Black  
 Sirona  
 White  
 96 W x 48 D x 31 H

## CONFERENCE TABLES



Command 10'  
Conference Table

- Black
- Sirona
- White

120 W x 48 D x 31 H

## OFFICE FURNITURE



Computer Kiosk

- Black
- White

24 Square x 42 H



Storage Credenza

- Black
- Mahogany

2 Filing Cabinets/2 Drawers/Inside Shelves  
66 W x 20 D x 29 H



Jr Executive Desk

- Black
- Mahogany

Double Pedestal/Locking Drawers  
60 W x 30 D x 29 H



Executive Desk

- Black
- Mahogany

Double Pedestal/Locking Drawers  
72 W x 36 D x 29 H



5-Shelf Bookcase

- Black
- Mahogany

36 W x 12 D x 72 H



# OFFICE FURNITURE



## Vivid Café Table - Square

Clear Glass/Smoked Powder Coat Finish  
42"Square x 30"H



## Vivid Café Table - Rectangle

Clear Glass/Smoked Powder Coat Finish  
60"W x 36"D x 30"H



## Brooklyn Rectangle Dining Table

Clear Glass/Chrome  
60"W x 36"D x 30"H



## Brooklyn Round Dining Table

Clear Glass/Chrome  
42"Round x 30"H



## Aspen Dining Table

White/Brushed Steel  
72"W x 30"D x 30"H



## Brio Dining Table

Reclaimed Grey Stone Finish/Brushed Bronze  
96"W x 48"D x 30"H

# METAL FILE & STORAGE CABINETS



## 2-Drawer File

Black Letter  
15"W x 25"D x 29"H

Black Legal  
18"W x 25"D x 29"H



## 4-Drawer File

Black Letter  
15"W x 25"D x 52"H

Black Legal  
18"W x 25"D x 52"H



## 2-Drawer Lateral File

Black  
36"W x 18"D x 27"H



## 4-Drawer Lateral File

Black  
36"W x 18"D x 54"H



## Storage Cabinet

Black  
36"W x 18"D x 72"H

# PEDESTALS



## 42" Display Pedestals

- Black  
14"Square x 42"H
- Black  
24"Square x 42"H
- Black  
18"Square x 42"H
- White  
14"Square x 42"H



## 36" Display Pedestals

- Black  
14"Square x 36"H
- Black  
24"Square x 36"H
- White  
14"Square x 36"H
- White  
24"Square x 36"H



## 30" Display Pedestals

- Black  
14"Square x 30"H
- Black  
24"Square x 30"H
- Black  
18"Square x 30"H
- White  
14"Square x 30"H



## Locking Pedestal

- Black  
24"Square x 42"H
- White



## Fuze Pedestal

- Zebrawood Laminate/Chrome  
16"Square x 44"H



## London Pedestal

- Marble/Chrome  
16"Square x 44"H

# MISCELLANEOUS ITEMS



**Stanchion**  
 Chrome  
 41"H  
**Stanchion Rope**  
 Red Velour  
 6'L



**Nero Literature Rack**  
 Black  
 14.75"W x 12"D x 53.5"H



**Argento Literature Rack**  
 Aluminum  
 14.75"W x 12"D x 53.5"H



**Alto Literature Rack**  
 Black/Metal  
 10.5"W x 9.5"D x 57"H



**Compact Refrigerator**  
 Black 4 Cubic Feet  
 21"W x 22"D x 32"H

# LIGHTING



**Silo Grey Lamps**  
 Table Lamp  
 25"H  
 Floor Lamp  
 70"H



**Silo White Lamps**  
 Table Lamp  
 25"H  
 Floor Lamp  
 70"H



**Neutrino Floor Lamp**  
 Steel  
 67"H

# DESIGN YOUR BOOTH SPACE *YOUR WAY*



## 20x20 Booth Footprint

Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman  
 Brooklyn Round End Table • Brooklyn Round Cocktail Table  
 Aspen Bar Table - Charged • Nexus Stool  
 VIP Glow Bar 6' • Argento Literature Rack



## 20x20 Booth Footprint

Aspen Dining Table • Colin Chair  
 Lincoln Bench - Charged • VIP Glow Bar 4'



## 10x10 Booth Footprint

Niko Chair • Novel End Table • Fuze Pedestal  
 Blanco 30" Round Bar Table with Tulip Base • Vienna Stool - Teal



## 20x10 Booth Footprint

Chandler Loveseat • Continental Curved Loveseat • Rose Table  
 Aria End Table - White • London Console Table



AFRTRADESHOW.COM



# 2024 Trade Show Order Form

AFR Sales Representative:

Email/Fax:

## TRADE SHOW INFORMATION

Show Name	2024 ASBMB Annual Meeting (#DiscoverBMB 2024)	Company Name			
Show Dates	March 23 - 27, 2024	Onsite Contact Name			
Venue Name	Henry B. Gonzalez Convention Center	Onsite Contact Cell #			
Venue Address	900 E. Market Street	Delivery Date		Time	
	San Antonio, TX 72805	Pickup Date		Time	
Booth # and Name		Show Contractor			

\*\*\*All Furniture Subject to Availability\*\*\*

**Terms & Conditions:** **Payments:** 100% payment due prior to delivery to secure the order unless credit approved with AFR. You may be subject to additional charges by the drayage company for moving the furniture from the loading dock to the exhibit space. Please check your Exhibitor Manual.  
**Cancellation Fee:** If cancelled within 3 days prior to delivery, a 100% charge will be applied.  
**Late Fee:** All orders received within 14 days of the show opening will receive a 25% late fee. Show site orders will be based on availability and charged a 30% late fee.  
**Confirmation:** Please email your sales team if you do not receive confirmation within 1-2 days of submitting this order form.

Item Number	Weight	Dimensions	Standard	Qty.	Total
<b>Blanc (Pg. 2)</b>					
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$835.00	\$ -
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$797.00	\$ -
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$666.00	\$ -
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$400.00	\$ -
18184-0274	15 lbs	Blanc Bright White Leather Cube Ottoman	17"Square	\$140.00	\$ -
<b>Function (Pg. 2)</b>					
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$426.00	\$ -
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$458.00	\$ -
<b>Continental (Pg. 3)</b>					
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$823.00	\$ -
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$797.00	\$ -
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$354.00	\$ -
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$418.00	\$ -
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$354.00	\$ -
<b>Sophistication (Pg. 3 &amp; 4)</b>					
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$823.00	\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$556.00	\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$418.00	\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$418.00	\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$314.00	\$ -
<b>Boca (Pg. 4)</b>					
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$458.00	\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$426.00	\$ -
<b>Metro (Pg. 4 &amp; 5)</b>					
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$686.00	\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$661.00	\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$516.00	\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$354.00	\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$354.00	\$ -
<b>Suave Midnight (Pg. 5)</b>					
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$601.00	\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$522.00	\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$392.00	\$ -
<b>Grammercy (Pg. 5 &amp; 6)</b>					
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$764.00	\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$666.00	\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$426.00	\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$490.00	\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$354.00	\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$354.00	\$ -
<b>Montana Mocha (Pg. 6)</b>					
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$646.00	\$ -
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$568.00	\$ -
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$438.00	\$ -
<b>Chandler (Pg. 6 &amp; 7)</b>					
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$686.00	\$ -
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$661.00	\$ -
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$516.00	\$ -
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$354.00	\$ -
<b>Evoke (Pg. 7)</b>					
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,037.00	\$ -
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$556.00	\$ -

13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$354.00	\$	-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$314.00	\$	-
13110-0008	10 lbs.	Evoke Cube Table	18"Square	\$223.00	\$	-
<b>Niko (Pg. 8)</b>						
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$849.00	\$	-
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$776.00	\$	-
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$646.00	\$	-
<b>Stage Chairs (Pg. 8)</b>						
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$256.00	\$	-
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$256.00	\$	-
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$256.00	\$	-
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$458.00	\$	-
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$458.00	\$	-
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$293.00	\$	-
<b>Ottomans &amp; Benches (Pg. 9)</b>						
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$418.00	\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$354.00	\$	-
18184-0192	70 lbs.	Essentials Storage Ottoman	48"W x 24"D x 20"H	\$490.00	\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$354.00	\$	-
<b>Banquettes &amp; Turning Beds (Pg. 9)</b>						
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,037.00	\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,037.00	\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,246.00	\$	-
<b>Cube Ottomans (Pg. 10)</b>						
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$143.00	\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$143.00	\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$143.00	\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$143.00	\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$143.00	\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$143.00	\$	-
18184-0274	15 lbs.	Blanc Bright White Leather Cube	17"Square x 17"H	\$140.00	\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$140.00	\$	-
<b>Charged (Pg. 11)</b>						
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,382.00	\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$522.00	\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$483.00	\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$809.00	\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$458.00	\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,089.00	\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$504.00	\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$764.00	\$	-
<b>Occasional Tables (Pg. 12 &amp; 13)</b>						
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$249.00	\$	-
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$276.00	\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$262.00	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$314.00	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$354.00	\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$249.00	\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$262.00	\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$249.00	\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$262.00	\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$249.00	\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$262.00	\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$249.00	\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$262.00	\$	-
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$249.00	\$	-
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$276.00	\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$262.00	\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$249.00	\$	-
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$276.00	\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$262.00	\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$269.00	\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$327.00	\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$302.00	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$269.00	\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$327.00	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$302.00	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$230.00	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$230.00	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$256.00	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$256.00	\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$249.00	\$	-
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$276.00	\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$262.00	\$	-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$256.00	\$	-

12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$256.00	\$	-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$249.00	\$	-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$249.00	\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$223.00	\$	-
<b>Bars &amp; Bar Backs (Pg. 14)</b>						
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$907.00	\$	-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$764.00	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$418.00	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$418.00	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$522.00	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$490.00	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$490.00	\$	-
<b>Bar Stools (Pg. 15 &amp; 16)</b>						
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$262.00	\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$262.00	\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$262.00	\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$235.00	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$235.00	\$	-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$197.00	\$	-
99-05237-01	27 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H	\$223.00	\$	-
99-05237-02	27 lbs.	Milo Bar Stool - California Wine	20"W x 21"D x 41"H	\$223.00	\$	-
99-05237-06	27 lbs.	Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	\$223.00	\$	-
99-05237-03	27 lbs.	Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	\$223.00	\$	-
99-05237-04	27 lbs.	Milo Bar Stool - Jade	20"W x 21"D x 41"H	\$223.00	\$	-
99-05237-05	27 lbs.	Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	\$223.00	\$	-
99-05237-06	27 lbs.	Milo Bar Stool - White	20"W x 21"D x 41"H	\$223.00	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$223.00	\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$243.00	\$	-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$243.00	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$243.00	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$243.00	\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$235.00	\$	-
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$178.00	\$	-
05237-0156	20 lbs.	Regal Stool	19"W x 24"D x 45"H	\$243.00	\$	-
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$243.00	\$	-
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$197.00	\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$203.00	\$	-
<b>Café Chairs (Pg. 16, 17, &amp; 18)</b>						
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$166.00	\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$166.00	\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$166.00	\$	-
99-05035-10	19 lbs.	Milo Chair - Black	20"W x 22"D x 33"H	\$138.00	\$	-
99-05035-11	19 lbs.	Milo Chair - California Wine	20"W x 22"D x 33"H	\$138.00	\$	-
99-05035-15	19 lbs.	Milo Chair - Chartreuse	20"W x 22"D x 33"H	\$138.00	\$	-
99-05035-12	19 lbs.	Milo Chair - Chocolate	20"W x 22"D x 33"H	\$138.00	\$	-
99-05035-13	19 lbs.	Milo Chair - Jade	20"W x 22"D x 33"H	\$138.00	\$	-
99-05035-14	19 lbs.	Milo Chair - Victory Blue	20"W x 22"D x 33"H	\$138.00	\$	-
99-05035-15	19 lbs.	Milo Chair - White	20"W x 22"D x 33"H	\$138.00	\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$157.00	\$	-
05035-0008	10 lbs.	Leslie Chair	17"W x 21"D x 31"H	\$125.00	\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$157.00	\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$157.00	\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$140.00	\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$140.00	\$	-
14233-0005	20 lbs.	Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$191.00	\$	-
14233-0006	15 lbs.	Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$178.00	\$	-
05221-0039	20 lbs.	Regal Dining Chair	19"W x 23"D x 38"H	\$197.00	\$	-
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$140.00	\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$166.00	\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$140.00	\$	-
<b>Bar Tables (Pg. 18 &amp; 19)</b>						
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$249.00	\$	-
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$256.00	\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$249.00	\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$256.00	\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$249.00	\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$256.00	\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$249.00	\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$256.00	\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$249.00	\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$256.00	\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$249.00	\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$256.00	\$	-
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$281.00	\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$249.00	\$	-



99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$386.00	\$	-
99-05245-20	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$269.00	\$	-
99-05245-21	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$269.00	\$	-
99-05245-18	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$269.00	\$	-
99-05245-19	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$269.00	\$	-
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$373.00	\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$692.00	\$	-
<b>Café Tables (Pg. 20 &amp; 21)</b>						
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$249.00	\$	-
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$256.00	\$	-
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$249.00	\$	-
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$256.00	\$	-
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$249.00	\$	-
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$256.00	\$	-
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$249.00	\$	-
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$256.00	\$	-
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$249.00	\$	-
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$256.00	\$	-
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$249.00	\$	-
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$256.00	\$	-
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30	\$281.00	\$	-
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$249.00	\$	-
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$386.00	\$	-
99-05036-20	25 lbs.	Spectrum Café Table - Red	24"Square x 29"H	\$269.00	\$	-
99-05036-21	25 lbs.	Spectrum Café Table - Blue	24"Square x 29"H	\$269.00	\$	-
99-05036-18	25 lbs.	Spectrum Café Table - Purple	24"Square x 29"H	\$269.00	\$	-
99-05036-19	25 lbs.	Spectrum Café Table - Green	24"Square x 29"H	\$269.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$594.00	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$797.00	\$	-
<b>Office Seating (Pg. 21 &amp; 22)</b>						
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$314.00	\$	-
14176-0007	37 lbs.	Tamiri Mid Back Chair	27"Square x 39"H	\$276.00	\$	-
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$256.00	\$	-
14136-0081	40 lbs.	Accord High Back Chair - Black	25"Square x 44"H	\$392.00	\$	-
14136-0010	40 lbs.	Accord High Back Chair - White	25"Square x 44"H	\$392.00	\$	-
14250-0013	36 lbs.	Goal Task Chair - Arms	25"Square x 39"H	\$210.00	\$	-
14250-0014	38 lbs.	Goal Task Chair Armless	21"W x 25"D x 39"H	\$191.00	\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$223.00	\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$210.00	\$	-
<b>Conference Tables (Pg. 22 &amp; 23)</b>						
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$347.00	\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$347.00	\$	-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$620.00	\$	-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$620.00	\$	-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$620.00	\$	-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$666.00	\$	-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$666.00	\$	-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$666.00	\$	-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$764.00	\$	-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$764.00	\$	-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$764.00	\$	-
<b>Office Furniture (Pg. 23 &amp; 24)</b>						
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$510.00	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$510.00	\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$458.00	\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$522.00	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$490.00	\$	-
14029-0091	56 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$490.00	\$	-
14072-0039	200 lbs.	Genoa Kneespace Credenza	66"W x 20"D x 29"H	\$458.00	\$	-
14083-0117	290 lbs.	Genoa Executive Desk	72"W x 36"D x 29"H	\$542.00	\$	-
14072-0038	225 lbs.	Genoa Storage Credenza	66"W x 20"D x 29"H	\$458.00	\$	-
05088-0365	70 lbs.	Vivid Café Table - Square	42"Square x 30"H	\$426.00	\$	-
05088-0364	90 lbs.	Vivid Café Table - Rectangle	60"W x 36"D x 30"H	\$490.00	\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$510.00	\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$400.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$594.00	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$797.00	\$	-
<b>Metal File &amp; Storage Cabinets (Pg. 25)</b>						
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$172.00	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$223.00	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$230.00	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$256.00	\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$230.00	\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$230.00	\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$281.00	\$	-

14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$281.00		\$ -
<b>Pedestals (Pg. 26)</b>						
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$341.00		\$ -
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$413.00		\$ -
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$380.00		\$ -
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$341.00		\$ -
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$289.00		\$ -
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$413.00		\$ -
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$289.00		\$ -
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$413.00		\$ -
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$269.00		\$ -
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$392.00		\$ -
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$276.00		\$ -
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$269.00		\$ -
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$510.00		\$ -
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$510.00		\$ -
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$281.00		\$ -
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$281.00		\$ -
<b>Miscellaneous Items (Pg. 27)</b>						
14189-0066	30 lbs.	Stanchion Chrome	41"H	\$79.00		\$ -
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$41.00		\$ -
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$191.00		\$ -
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$191.00		\$ -
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$197.00		\$ -
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$354.00		\$ -
<b>Lighting (Pg. 27)</b>						
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$174.00		\$ -
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$127.00		\$ -
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$174.00		\$ -
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$127.00		\$ -
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$178.00		\$ -



**DO NOT MAIL ORDER FORM - Email / Fax Form ONLY**

Please make payments payable to: American Furniture Rentals, Inc.  
PO BOX 778962  
Chicago, IL 60677-8962

<b>Total Product</b>	\$	-
<b>Late Fee %</b>	\$	-
<b>Sub Total</b>	\$	-
<b>Sales Tax %</b>	8.25%	\$ -
<b>Total Amount Due</b>	\$	-

<b>Company Name</b>	-	<b>Credit Card Type</b>	
<b>Street Address</b>		<b>Credit Card #</b>	
<b>City</b>		<b>Card Holder</b>	
<b>State</b>		<b>Expiration Date</b>	<b>Security Code</b>
<b>Zip Code</b>		<b>Signature</b>	
<b>Name / Date of Show</b>			
<b>Booth Number</b>	-	<b>Date</b>	
<b>Contact Name</b>		<b>Email Address</b>	
<b>Contact Cell</b>		<b>Fax #</b>	
<b>Special Instructions:</b>			

# DiscoverBMB 2024

March 23-26, 2024

HENRY B. GONZÁLEZ CONVENTION CENTER



## ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

03 / 02 / 2024

[ORDERING.EDLEN.COM](https://ordering.edlen.com)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

[ExhibitorServices-SanAntonio@edlen.com](mailto:ExhibitorServices-SanAntonio@edlen.com)

**EDLEN**  
The Power People

**Edlen Electrical Exhibition Services**

5811 La Colonia, San Antonio, TX 78218

210.662.9450 • [sanantonio@edlen.com](mailto:sanantonio@edlen.com) • [www.edlen.com](http://www.edlen.com)

# ORDER INSTRUCTIONS

Advance Payment Deadline Date: 03/02/24



The Power People

**ELECTRICAL EXHIBITION SERVICES**  
5811 La Colonia, San Antonio, Texas 78218  
Phone: (210)662-9450 Fax: (210)662-9640  
sanantonio@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>DiscoverBMB 2024</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>March 23-26, 2024</b>	<b>EVENT #034006SA</b>	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

## COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

### Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

### Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

#### B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

### Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

# METHOD OF PAYMENT

Advance Payment Deadline Date: 03/02/24



The Power People

## ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218  
Phone: (210)662-9450 Fax: (210)662-9640  
sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	DiscoverBMB 2024		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	March 23-26, 2024	EVENT #034006SA	

### FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

### METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

**ACH ELECTRONIC PAYMENT TRANSFER**

JPMorgan Chase

Routing #: 322271627 Acct #: 789835573

Account Name: Edlen Electrical Exhibition Services, Inc

The financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

**BANK WIRE TRANSFER INFORMATION \***

Domestic & International JPMorgan Chase

Routing #: 021000021 Acct #: 789835573

Reference Address: 383 Madison Ave  
New York, NY 10017

Swift Code: CHASUS33

Account Name: Edlen Electrical Exhibition Services, Inc

\* \$50 processing fee **MUST** be included with transfer.

\* Reference the Event # listed above and your Booth # on all electronic payments.

**MANUAL ORDER PROCESSING FEE \***

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ [www.edlen.com](http://www.edlen.com)

**CREDIT CARD**

We will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

**COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

VISA  MASTERCARD  AMEX  DISCOVER

### CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	THIRD PARTY PAYMENT? YES or NO

### CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

### SERVICE TOTALS

* MANUAL ORDER PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
<b>TOTAL DUE</b>	

### AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

# ELECTRICAL ORDER



The Power People

**ELECTRICAL EXHIBITION SERVICES**  
 5811 La Colonia, San Antonio, Texas 78218  
 Phone: (210)662-9450 Fax: (210)662-9640  
 sanantonio@edlen.com

E  M

Advance Payment Deadline Date: 03/02/24

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>DiscoverBMB 2024</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>March 23-26, 2024</b>	<b>EVENT #034006SA</b>	

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

### ORDER INSTRUCTIONS

**INLINE AND PENINSULA DELIVERY**  
 The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

**ISLAND BOOTH DELIVERY ONE LOCATION**  
 Island booths that need power delivered to one location incur (1) hour labor charge for installation & (1/2) hour labor charge for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

**ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS**  
 Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

**208/480V POWER DELIVERY AND CONNECTIONS**  
 Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

**24 HOUR SERVICES**  
 Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**CANCELLATIONS**  
 Credits will not be issued for services delivered and not used. See #16, 22 & 23 on our Terms & Conditions for additional details.

**TERMS & CONDITIONS**  
 I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

### ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	98.00	147.00	_____
1000 WATTS (10 AMPS)	_____	_____	175.00	263.00	_____
1500 WATTS (15 AMPS)	_____	_____	204.00	306.00	_____
2000 WATTS (20 AMPS)	_____	_____	236.00	387.00	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	443.00	665.00	_____
30 AMPS	_____	_____	527.00	791.00	_____
60 AMPS	_____	_____	695.00	1043.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	592.00	888.00	_____
30 AMPS	_____	_____	704.00	1054.00	_____
60 AMPS	_____	_____	929.00	1394.00	_____
100 AMPS	_____	_____	1220.00	1830.00	_____
200 AMPS	_____	_____	1282.00	1923.00	_____
400 AMPS	_____	_____	2238.00	3357.00	_____
<b>TRANSFORMER(S) Boost 208 Volt to 230 Volt</b>					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.00 = _____		

**Please call for information on any services you require that are not listed here.**

### 480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

<b>480 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	782.00	1173.00	_____
30 AMPS	_____	_____	868.00	1302.00	_____
60 AMPS	_____	_____	920.00	1380.00	_____
100 AMPS	_____	_____	1130.00	1695.00	_____

### 120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	_____	35.00	_____	_____
POWER STRIP	_____	_____	35.00	_____	_____

<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	_____
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PRINT NAME: \_\_\_\_\_

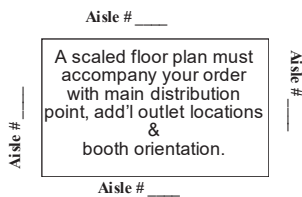
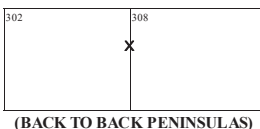
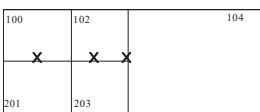
EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

# SAN ANTONIO ELECTRICAL TERMS & CONDITIONS

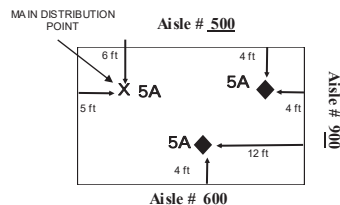
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

## COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

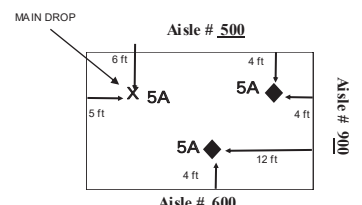
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**ISLAND BOOTHS**



**EXAMPLE-FLOOR POWER**



**EXAMPLE-CEILING POWER**

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**



# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 03/02/24



The Power People

**ELECTRICAL EXHIBITION SERVICES**  
5811 La Colonia, San Antonio, Texas 78218  
Phone: (210)662-9450 Fax: (210)662-9640  
sanantonio@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>DiscoverBMB 2024</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>March 23-26, 2024</b>	<b>EVENT #034006SA</b>	

## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

### Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

## POWER DELIVERY

**Power is typically delivered from the floor** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.



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**ELECTRICAL DISTRIBUTION UNDER CARPET**

**ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space.** This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
  - The electrical layout must indicate each power outlet and its location with exact measurements.
  - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
  - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
  - Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - Describe flooring: \_\_\_\_\_
  - Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$110.00	_____
		OT	\$220.00	_____
		LIFT RENTAL		
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	\$250.00	_____

<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM</b>	<b>ESTIMATED TOTAL</b>	_____
---	------------------------	-------

**AUTHORIZATION**

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**ELECTRICAL BOOTH WORK**

Advance Payment Deadline Date: 03/02/24



The Power People

**ELECTRICAL EXHIBITION SERVICES**

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

sanantonio@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
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**BOOTH LABOR REQUIREMENTS**

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

**Hardwiring of any Device or Apparatus** (Any electrical device that does not come with a plug attached)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

**Connection of High Voltage Services** (208V - 480V)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

**Installation of Booth Lighting**

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

**OVERHEAD LIGHTING / LIGHTING REQUIREMENTS****Assembly & Installation of Lighting Hung from Ceiling or in Booth** (Complete Lighting Order Form)**LIFT RENTAL**

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

<b>LABOR RATES AND HOURS</b>		<b>BOOTH LABOR ESTIMATE</b>		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$110.00	_____
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$220.00	_____
		<b>LIFT RENTAL</b>		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	\$250.00	_____

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM****ESTIMATED TOTAL****AUTHORIZATION**

PRINT NAME:

DATE:



The Power People

**ELECTRICAL EXHIBITION SERVICES**  
 5811 La Colonia, San Antonio, Texas 78218  
 Phone: (210)662-9450 Fax: (210)662-9640  
 sanantonio@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>DiscoverBMB 2024</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>March 23-26, 2024</b>	<b>EVENT #034006SA</b>	

Go to the exhibitors tab at [www.edlen.com](http://www.edlen.com) for an exact grid to match your booth space.

**POWER ORIGINATES FROM THE FLOOR IN THIS VENUE**

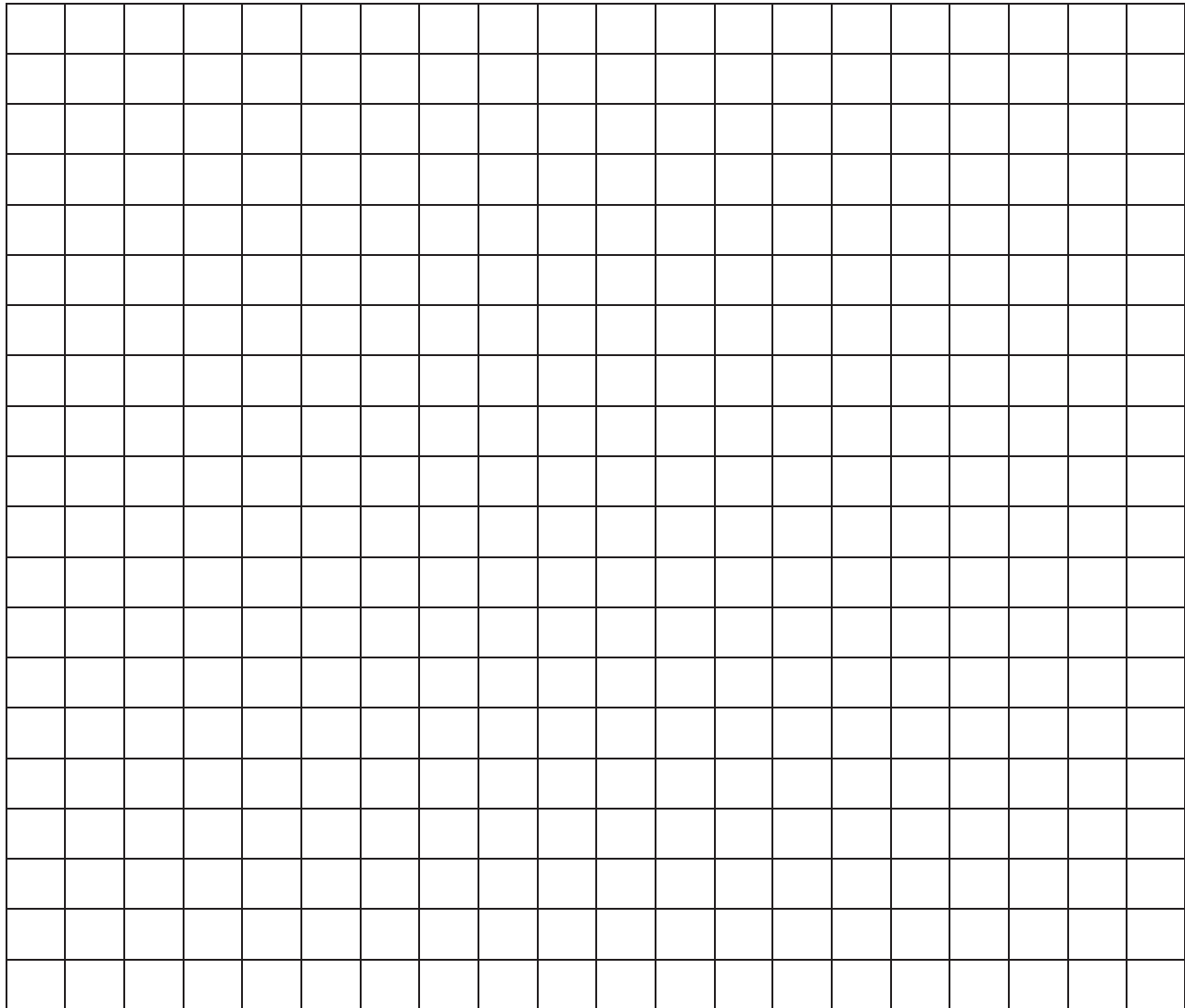
Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	Example: 1 Square = 1 Foot	<b>X</b> = Main Distribution Point <b>▲</b> = 5amp/500 watt
Inline _____	_____ Square = _____ Ft	<b>◆</b> = 10amp/1000 watt <b>★</b> = 15amp/1500 watt
Peninsula _____	Total Square Footage = _____	<b>●</b> = 20amp/2000 watt

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_



Adjacent Booth or Aisle # \_\_\_\_\_

# PLUMBING ORDER



The Power People

## ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218  
 Phone: (210)662-9450 Fax: (210)662-9640  
 sanantonio@edlen.com

E  M

Advance Payment Deadline Date: 03/02/24

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>DiscoverBMB 2024</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>March 23-26, 2024</b>	<b>EVENT #034006SA</b>	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

### IMPORTANT NOTES

#### ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

#### AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

#### WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

### LABOR NOTES

#### OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

#### OUTLET DISTRIBUTION

Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

#### OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

#### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

### UTILITY SERVICES ADVANCE REGULAR TOTAL

#### COMPRESSED AIR: 90-100 LBS. PSI

Air Outlet (call for a quote for 24-hour Air)	\$479.00	718.00	
Additional Connections within 20' of Outlet	361.00	541.00	

#### CFM REQUIREMENTS

Must order CFM with air services. Refer to # 8 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM =	
Total CFM _____ x ADVANCE Rate 10.00	=	
Total CFM _____ x REGULAR Rate 15.00	=	

#### WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet	479.00	718.00	
Additional Connections within 20' of Outlet	361.00	541.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

#### DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet	479.00	718.00	
Additional Connections within 20' of Outlet	361.00	541.00	
Number of connections required: _____ Size of connection required: _____			

#### FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	188.00	281.00	
51 – 200 Gallons	337.00	556.00	
201 – 500 Gallons	618.00	927.00	
Each additional 100 Gallons up to 1,000 Gallons	62.00	93.00	

### LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

### GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

<b>TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
---	--------------	--

PRINT NAME:

EMAIL:

PHONE:



The Power People

**ELECTRICAL EXHIBITION SERVICES**

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

sanantonio@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>DiscoverBMB 2024</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>March 23-26, 2024</b>	<b>EVENT #034006SA</b>	

**PLUMBING JURISDICTION**

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

**1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE**

**A. Outlet Delivery & Removal**

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

**B. Outlet Distribution Throughout Booth Space**

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

**C. Outlet Connections**

Connection to exhibitor equipment is included in the cost of the service.

**2. DISTRIBUTION OF SERVICES IN BOOTH SPACE**

**A. Island Booths need to provide the following information:**

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

**B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.**

**C. Date you will begin building your booth:** \_\_\_\_\_ **Estimated time:** \_\_\_\_\_

**D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?**

1. Describe flooring: \_\_\_\_\_

**E. What time do you estimate needing the physical connection to your equipment? Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**F. Show site supervisor:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.**

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
_____ ST	\$115.00	_____
_____ OT	\$230.00	_____

<b>ESTIMATED TOTAL</b>	_____
------------------------	-------

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**

WORK RATE SCHEDULE	
<b>ST</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
<b>OT</b>	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

**AUTHORIZATION**

**PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## SAN ANTONIO PLUMBING TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
24. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
25. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.  
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information visit our website @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
or call the number on the Plumbing Order form



**\*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# INTERNET SERVICE CONTRACT

## HENRY B. GONZALEZ CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: <b>Discover BMB 2024</b>	
Billing Company Name:		Show Start Date: <b>March 23, 2024</b>	Show End Date: <b>March 26, 2024</b>	
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE: February 29, 2024</b>		
City, State, Zip:		Country:	On-site Authorized Contact:	Onsite Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Effective June 30, 2023 - December 31, 2024 - V063023A

<b>BASIC INTERNET, <u>NOT FOR STREAMING</u></b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
<b>Includes: 1 Private IP Address, Routers PROHIBITED and will not work</b>					
1.5 Mbps Burstable To 3 Mbps (DHCP), <i>Intended for Light Internet Usage</i>		<b>\$895</b>	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		<b>\$185</b>	\$220	\$255	

<b>DEDICATED INTERNET, FOR STREAMING, GAMING &amp; WEBCAST</b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
<b>Includes: 5 Public IP Addresses, Routers SUPPORTED</b>					
Dedicated 3 Mbps		<b>\$3,495</b>	\$4,370	\$5,244	
Dedicated 6 Mbps		<b>\$5,900</b>	\$7,375	\$8,850	
Dedicated 10 Mbps		<b>\$7,850</b>	\$9,810	\$11,772	
Dedicated 15 Mbps		<b>\$11,700</b>	\$14,630	\$17,556	
Dedicated 20 Mbps		<b>\$15,500</b>	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		<b>\$995</b>	\$1,194	\$1,433	
<i>Higher Bandwidth Services Available for UHD Streaming</i>					

<b>INTERNET EQUIPMENT &amp; LABOR</b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports		<b>\$185</b>	\$225	\$270	
Patch Cable (up to 100') – Cat5e		<b>\$50</b>	\$62	\$74	
Labor / floor work – four lines per hour		<b>\$125</b>	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		<b>\$500</b>	\$500	\$500	

**WIRELESS INTERNET, Full products catalog available online**  
**SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)**

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the <a href="#">Terms and Conditions</a> .	<b>SUBTOTAL</b>	
	<b>ESTIMATED 10% TAX/FEEES</b>	
	<b>GRAND TOTAL</b>	

**ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER**

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

**PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
 Las Vegas, NV 89118



You may reach us with questions at:  
 Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
 Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
 Or fax order to (702) 943-6001

**ORDER NOW** ➔

Customer Number:  
**2024-017-920**

**\* INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# TELEPHONE SERVICE CONTRACT

## HENRY B. GONZALEZ CONVENTION CENTER



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Exhibitor Company Name:		Booth/Room#:	Show Name: <b>Discover BMB 2024</b>	
Billing Company Name:		Show Start Date: <b>March 23, 2024</b>	Show End Date: <b>March 26, 2024</b>	
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE: February 29, 2024</b>		
City, State, Zip:		Country:	On-site Authorized Contact:	Onsite Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

Effective June 30, 2023 - December 31, 2024 - V063023A

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		<b>\$275</b>	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		<b>\$415</b>	\$520	\$624	
Speaker Phone Line with Polycom Instrument		<b>\$465</b>	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		<b>\$100</b>	\$100	\$100	

**SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)**

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

<b>SUBTOTAL</b>	
<b>ESTIMATED 30% TAX/FEES</b>	
<b>GRAND TOTAL</b>	

**ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER**

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

**PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
Las Vegas, NV 89118



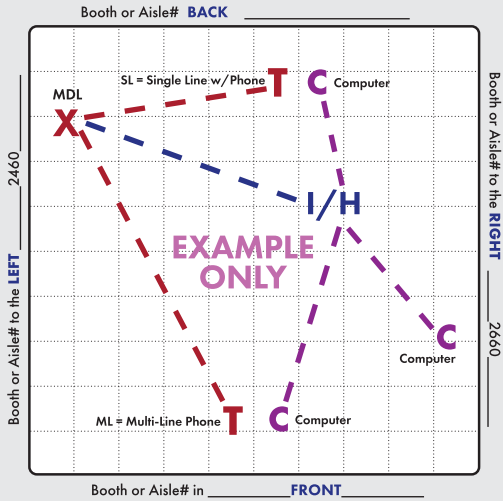
You may reach us with questions at:  
Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001



Customer Number:  
**2024-017-920**

# "COMMUNICATIONS" FLOOR PLAN WORKSHEET

Company Name:	Show: <b>Discover BMB 2024</b>	Booth/Room #:
Center: <b>Henry B. Gonzalez Convention Center</b>	Customer / Ref #:	<b>2024-017-920</b>



**Voice and Data communications cabling.** Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!! Prior to installation of service, a complete floor plan is required.** Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

## SPECIFY YOUR DESIRED LOCATION OF SERVICES

**X = MAIN DISTRIBUTION LOCATION (MDL)**

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City's deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

**T = TELEPHONE/FAX...**

**I = INTERNET SERVICE**

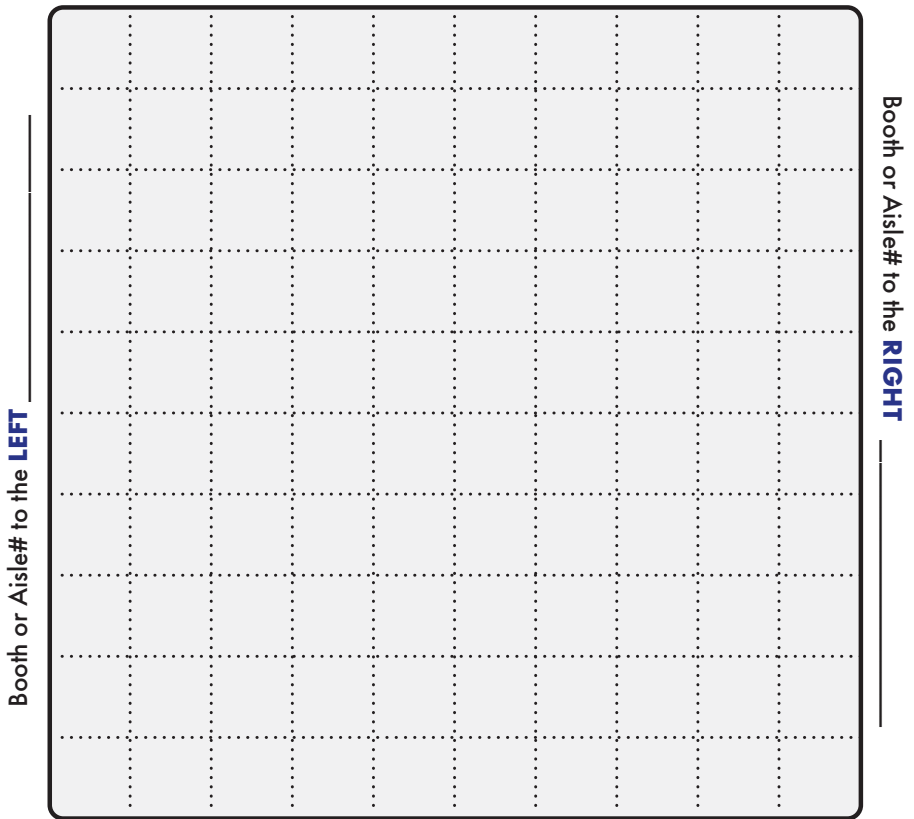
**H = HUBS**

**PC = PATCH CABLES**

**C = COMPUTERS**

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Booth or Aisle# **BACK** \_\_\_\_\_



Booth or Aisle# in **FRONT** \_\_\_\_\_

**Booth Orientation:** For Smart City to accurately install services "A minimum" of one surrounding Booth or Aisle # is required, two or more would be more helpful.

**BOOTH SIZE** \_\_\_\_\_ ft x \_\_\_\_\_ ft      **SCALE:** 1 BOX IS = TO \_\_\_\_\_ ft

**BOOTH TYPE**  Island  Inline



You may reach us with questions at:  
 Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
 Order online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com)  
 Or fax order to (702) 943-6001

# WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show: <a href="#">Discover BMB 2024</a>	Booth/Room #:
Center: <b>Henry B. Gonzalez Convention Center</b>	Customer / Ref #: <a href="#">2024-017-920</a>	

## OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

## CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

## INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

## CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

### **ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_



You may reach us with questions at:  
Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001



## WHAT IS SO AMAZING ABOUT EXPO TRACKER LEAD RETRIEVAL?

Instant scanning, fast and efficient every time! Capture every lead quickly and easily using a device that most of us are already familiar with!

**ORDER ONLINE AT [WWW.ETLEADS.COM](http://WWW.ETLEADS.COM)**

### QUESTIONS?

Call (800) 659-9352 email [info@expotracker.net](mailto:info@expotracker.net) online [www.etleads.com](http://www.etleads.com)

### Expo Tracker Lead Retrieval Options

The Expo Tracker mobile scanner creates a very easy to use, state-of-the-art lead retrieval system that captures every lead, guaranteed, every time. Leads are stored on the Expo Tracker and exhibitors can email their lead spreadsheet directly from the ET application to themselves, or anyone else.

### Expo Tracker Scanner and Expo Tracker App

- Customize follow up qualifiers directly on the device, at any point during the show.
- Type in custom notes using the onscreen keyboard.
- Email your leads spreadsheet to any email address at any time during and/or after the show.
- Download the app to use your own smart device.

### Developer's Kit

- Use your own equipment to scan badges.
- Includes sample barcode with field layout and delimiter.



Expo Tracker Lead Retrieval takes advantage of the latest mobile technology to provide a cost effective, efficient and easy to use system. Our professional staff is available onsite for support and assistance during all setup and show hours.

EXPO TRACKER, LLC

8580 Cinder Bed Road, Suite 1800 | Lorton, VA 22079

PHONE: 703-978-7080 or 800-659-9352 |

[www.expotracker.net](http://www.expotracker.net) | [info@expotracker.net](mailto:info@expotracker.net)



Contact Information

ORDER ONLINE AT [WWW.ETLEADS.COM](http://WWW.ETLEADS.COM)

COMPANY NAME

BOOTH #

CONTACT NAME

PHONE

EMAIL

PAYMENT TYPE  American Express  Master Card  Visa CHECK # \_\_\_\_\_

BILLING ADDRESS CITY STATE ZIP

CREDIT CARD NUMBER

EXPIRATION DATE (MM/YY)

NAME ON CARD

SIGNATURE \*By signing here you agree to the terms below

LEAD RETRIEVAL OPTIONS	ADVANCE RATE (on or before 03/01/2024)	LATE/ONSITE RATE (after 03/02/2024)	QUANTITY	PRICE
<b>Expo Tracker Scanner</b> High-Speed scanning that captures every lead, every-time, guaranteed	\$300	\$400		
<b>Expo Tracker App</b> Includes the ET App to install on your smartphone or tablet **8-megapixel camera required  (individual license required for each device)	\$200 (first license)	\$250 (first license)		
	\$100 (additional licenses)	\$150 (additional licenses)		
<b>Developer's Kit</b> Use your own equipment to scan	\$250	\$300		
OPTIONAL				
			TOTAL	

Send completed form and payment to: Expo Tracker, LLC 8580 Cinder Bed Road, Suite 1800, Lorton, VA 22079, or fax to 703-978-7025. For questions or more information, call Expo Tracker at 703-978-7080 or 800-659-9352 or email questions to [info@expotracker.net](mailto:info@expotracker.net) Any cancellations received prior to March 4, 2022 are subject to a \$50.00 cancellation fee. Any cancellations received March 5, 2022 or later will not be refunded. All equipment must be returned to the Lead Retrieval Service Desk within 1 hour of the show close to avoid any additional fees. Damaged or unreturned equipment is subject to an additional charge up to \$3,000.00 and will be charged to the credit card on file. Your order must be submitted on or prior to the discounted deadline date to receive the discounted rate. Expo Tracker reserves the right to charge the correct amount if different from the above total.

**PAYMENT INFORMATION:**

CEAVCO  
4860 Ward Road  
Wheat Ridge, CO 80033  
rentalbooths@ceavco.com  
Phone: 303.539.3500  
Fax: 303.539.3501  
www.ceavco.com

**ORDERED BY:**

COMPANY NAME:  
ADDRESS:  
STATE / ZIP:  
EMAIL:  
PHONE:  
CONTACT NAME:

**DELIVERED TO:**

FACILITY:  
COMPANY NAME:  
BOOTH #:  
ON-SITE CONTACT:  
ON-SITE CELL:  
DELIVERY DATE:  
DELIVERY TIME:  
NOTES:

**CEAVCO ON-SITE CONTACT:**

CONTACT NAME:  
CELL PHONE:

To fill out this form digitally, please use  
the free program:

**Adobe Acrobat Reader**

Any equipment added after the discount pricing deadline will be charged an additional 30% including Labor

**DISCOUNT PRICING DEADLINE**

*Call for custom solutions*

DISPLAYS:	QTY	SHOW RATE	AMOUNT
24" LED Display HD, No Speakers With Table Stand Only		\$300	
32" LED Display HD With Speakers		\$500	
43" LED Display HD With Speakers		\$750	
50" LED Display HD With Speakers		\$850	
58" LED Display HD With Speakers		\$1000	
75" LED Display HD With Speakers		\$1600	
85" LED Display HD With Speakers, Dual Post Floor Stand Only		\$2000	
88" LED Ultra Stretch Display HD, Dual Post Floor Stand Only		call for pricing	
Touch Screen HD Display		call for pricing	
Please Call for LCD & LED Video Wall Options		call for pricing	
Dual Post Tube Stand w/ Wall Mount (Available With 32" LED & Larger)		\$150	
Wall Mount for LED Display - (Used With CEAVCO Displays Only)		\$100	

\* All displays come with cables

COMPUTER EQUIPMENT:	QTY	SHOW RATE	AMOUNT
Laptop Computer (Windows 10)		\$300	
Laptop Computer (Macbook Pro)		\$350	
27" Apple iMac		\$500	
Apple iPad (wifi only)		\$150	
Wireless Keyboard and Mouse		\$30	

AUDIO EQUIPMENT:	QTY	SHOW RATE	AMOUNT
2 Speakers with stands, and wireless lav or handheld mic		\$400	
Bluetooth Speaker		\$30	
Custom Audio Packages		call for pricing	

OTHER:	QTY	SHOW RATE	AMOUNT
54" Cart with Black Skirt		\$25	
Blu-ray/DVD Player or CD Player		\$50	

\* Please call for equipment not listed

**1. EQUIPMENT TOTAL**

**2. LABOR (30% of LINE 1 or \$150 Whichever Is Greater):**

**TOTAL DUE:**

A confirmation order will be emailed to you, or you will be contacted by a Rental Representative.

Tax is not included on this order form, but will be added to the confirmed order.

A link will be included to our payment platform or send a check. Your order is confirmed when payment is received. Any orders canceled after the discount pricing deadline will be charged a 50% cancellation fee.

# EXHIBITORPACK

HENRY B. GONZÁLEZ CONVENTION CENTER  
SAN ANTONIO, TEXAS

Welcomes



THE RK CULINARY GROUP

**\*\*\*ORDERS MUST BE RECEIVED AND SECURED WITH A CREDIT CARD TWO WEEKS PRIOR TO THE START OF THE SHOW, OR A \$250.00 LATE FEE WILL BE APPLIED.**



## Welcome

On behalf of The RK Culinary Group, we welcome you to the dynamic Henry B. González Convention Center and the amazing city of San Antonio. Prepare to discover an incredible diversity of contemporary attractions, historic landmarks and virtually non-stop entertainment—all matched by our equally amazing options for award-winning cuisine!

The RK Culinary Group, the largest privately held culinary group in San Antonio, represents the talents of our city's finest catering professionals with over 70 years of renowned experience. Our dedication to the most inspired selections, locally sourced whenever possible for authentic preparation and freshest flavor, matched by the highest standards of service make every event a success from start to finish.

Whatever your taste, event theme, or dietary requests, we have the perfect menu and ideal solutions to fit the occasion for any number of

guests. Quality preparation, exacting attention to every detail and presentation, and sensational cuisine has raised the bar for event dining that surpasses all others.

The distinguished professionals who comprise The RK Culinary Group understand what it takes to make great food—so please explore our extensive menu opportunities and let us know if you have any special needs or event considerations that require customized meal selections.

Our entire team is here to help and ensure your visit to the Henry B. González Convention Center is bold, bright, and the most beautiful experience on every level. We look forward to serving you soon!

***The RK Group is the exclusive provider of food and beverage at the Henry B. Gonzalez Convention Center. Exhibit companies and guests are prohibited from bringing any food and beverage into the convention center from outside sources without the prior written permission from the exclusive food and beverage provider. Popcorn, nuts, and other loose items are not permitted in the Exhibit Hall. The dispensing, distribution, or use of alcoholic beverages in the Exhibit Hall is prohibited without the express prior approval of ASBMB Exposition Management.***

# POLICIES AND PROCEDURES

## THE RK CULINARY GROUP (RKIII), LLC EXHIBITOR FOOD SERVICE

Please advise if a table is needed for service as well as the show colors so we can dress the table properly.

All prices quoted are subject to a 22% service charge and applicable sales tax.

**\*\*\*Orders must be received and secured with a credit card two weeks prior to the start of the show, or a \$250.00 late fee will be applied.**

Your credit card will be charged 72 hours prior to the start of your service for the total estimated amount plus a \$200.00 deposit.

All additional charges will be charged to the credit card on file.

A final invoice and receipt will be sent at the conclusion of the show.

We accept: Visa, Master Card, American Express or check made payable to:  
The RK Culinary Group, LLC

A Copy of the credit card and driver's license must accompany the Credit Card Authorization Form.

Please note when requesting specialty items, The RK Culinary Group will order and bill exhibitor for the exact amount requested.

All electrical needs must be arranged through the show's electrician.

## HENRY B. GONZÁLEZ CONVENTION CENTER EXHIBITOR SAMPLE & FOOD PROMOTION GUIDELINES

Exhibitors are permitted to use their own serving vessels (buckets, cups, bags) displaying their logo.

In the event that The RK Culinary Group cannot provide a specific product, the exhibitor must first obtain verification from the Catering Sales Staff. Once confirmed the Event Services Manager of the Henry B. González Convention Center must grant permission to bring in the specific product.

Distribution of individual pieces of hard candy or chocolate mints from any source is permitted.

Exhibitors may provide 2 ounces, or less, food product samples of their individual brand name products.

Exhibitors may provide 4 ounces, or less, non-alcoholic beverage samples of their individual brand name products.

Exhibitors may provide full-size food or non-alcoholic beverage samples of their individual brand name products. Corking fees will apply.

Any exhibitor wanting to distribute alcoholic beverages must first receive permission from the show's management at least one week prior to the event. The Off Duty Police Office must be notified. It is up to their discretion whether or not an officer will need to be present. All product must be provided through the RK Culinary Group.

Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the Event Service Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), date, time, location, the product(s) to be served, and reason why.

# EXHIBITOR SERVICES

## FEES

### BOOTH DELIVERY

\$30 | DELIVERY

### RECEIVING & STORAGE FEE

\$250 | DAY

### CHINA FLATWARE

\$3.00 | PERSON

### ICE

\$15 | 10 LBS

### ATTENDANT FEE

\$150 | MINIMUM, FOR A 5-HOUR CONSECUTIVE PERIOD

\$30 | EACH ADDITIONAL HOUR

(SEE PAGE 8 FOR BARTENDER FEES)

## BEVERAGES

### COFFEE

Regular and Decaffeinated

\$74.00 | GALLON

### ASSORTED HOT HERBAL TEA

\$74.00 | GALLON

### ICED TEA

\$56.00 | GALLON

### HOT COCOA

\$74.00 | GALLON

### SODAS

\$4.50 | CAN

### LEMONADE

\$56.00 | GALLON

### AGUA FRESCAS

\$62.00 | GALLON

### FRUIT INFUSED WATER

Prickly Pear-Hibiscus

Watermelon-Mint

Pineapple-Strawberry

\$62.00 | GALLON

### BOTTLED WATER

\$4.50 | BOTTLE

### SELF SERVE WATER UNIT

\$89.00 | DAY

*Spring Water*

\$42.00 | 5 GALLON BOTTLE

ALL BEVERAGE SERVICES INCLUDE  
8 OZ. CUPS AND COCKTAIL NAPKINS.

ONE GALLON EQUALS APPROXIMATELY 18-20 SERVINGS

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

# EXHIBITOR SERVICES

## MACHINE RENTAL

NOTE: ELECTRICITY REQUIREMENTS WILL NEED TO BE MADE FOR ALL MACHINES THROUGH THE SHOW'S ELECTRICIAN.



### STARBUCKS COFFEE & HOT TEA SET-UP

Service includes Starbucks Coffee, Decaf Coffee, Tazo Tea Bags, sleeves, cups, sugar, creamers, stirs. (Flavored Syrups are an additional cost.)

BOOTH FLOOR SPACE REQUIREMENTS: 4'10" L x 2'5" W x 2'10" H  
POWER REQUIREMENTS: NO POWER IS NEEDED

\$300.00 | SET UP FEE

COFFEE, DECAF & HOT TEA, CUP SIZE: 12 OZ STARBUCKS CUPS WITH LID & SLEEVES

\$100.00 | GALLON

### MARGARITA MACHINE

Service includes 8 oz. disposable cups, cocktail napkins, margarita salt, stirrers, and fresh cut lime.

MACHINE HOLDS UP TO TWO (2) FLAVORS  
BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W  
POWER REQUIREMENTS: 120 VOLTS

\$550.00 | DAY

#### Margarita Mix Flavors

Classic Margarita, Strawberry, Mango, and Watermelon

MINIMUM OF 3 GALLONS PER ORDER

\$130.00 | GALLON

### SMOOTHIE MACHINE

Service includes 8 oz. disposable cups, cocktail napkins.

MACHINE HOLDS UP TO TWO (2) FLAVORS  
BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W  
POWER REQUIREMENTS: 120 VOLTS

\$450.00 | DAY

#### Smoothie Flavors

Peach, Strawberry, Mango, Strawberry-Banana

MINIMUM OF 3 GALLONS PER ORDER

\$110.00 | GALLON

### COOKIE BAKING OVEN

Service includes disposable napkins and plates.

BOOTH COUNTER SPACE REQUIREMENTS: 21" L x 20" W  
POWER REQUIREMENTS: 120 VOLTS; 15 AMPS

\$550.00 | DAY

#### Cookie Options

Chocolate Chip, Oatmeal Raisin, Sugar

\$47.00 | DOZEN



### STARBUCKS ICED TEA SET-UP

Service includes 3 Types of Tea, Passion, Zen, Black Tea, Clear Cups with Lids, Sugar, Classic Syrup, Napkins and Ice.

BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W  
POWER REQUIREMENTS: NO POWER IS NEEDED

\$300.00 | SET UP FEE

#### Syrups

Classic and raspberry are included

CUP SIZE: 16 OZ STARBUCKS CLEAR CUPS WITH LID

\$100.00 | GALLON

ALL MACHINES REQUIRE AN ATTENDANT  
SEE PAGE 4 FOR ATTENDANT FEES

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

# EXHIBITOR SERVICES

## MACHINE RENTAL (CONT.)

NOTE: ELECTRICITY REQUIREMENTS WILL NEED TO BE MADE FOR ALL MACHINES THROUGH THE SHOW'S ELECTRICIAN.

### FREEZER

BOOTH FLOOR SPACE REQUIREMENTS: 59" L x 26" W | 25" L x 50" W  
POWER REQUIREMENTS: 120 VOLTS; 2000 WATT OUTLET

\$300.00 | DAY

*Ice Cream Bars*

\$6.00 | EACH

### ITALIAN ICE CART RENTAL

BOOTH FLOOR SPACE REQUIREMENTS: 25" L x 33" W  
POWER REQUIREMENTS: 120 VOLTS; 2000 WATT OUTLET

\$550.00 | DAY

*Italian Ice Flavors*

Mango, Watermelon, Strawberry, Lime

MINIMUM ORDER OF 100 SERVINGS

\$5.00 | 4OZ SERVING



### YOGURT MACHINE

Service includes full hopper of two flavors, cups, spoons and various toppings.

BOOTH FLOOR SPACE REQUIREMENTS: MACHINE IS 15 SQUARE FEET

POWER REQUIREMENTS: 220 VOLT / 30 AMP

\$1600.00 | INITIAL SET UP FEE

\$500 | ADDITIONAL DAY FEE

*Additional Gallons of Yogurt*

\$1050.00 | GALLON (220 Servings)



### OJ MACHINE

Service includes cups, lids, straws, napkins.

BOOTH FLOOR SPACE REQUIREMENTS: 70"H X 27"L X 21" W

POWER REQUIREMENTS: 120 VOLTS

\$450.00 | DAY

*Case of Oranges - makes (20-25) 4 oz cups*

\$125.00 | CASE

*Prosecco (\*Requires Bartender)*

\$35.00 | BOTTLE

MINIMUM ORDER OF SIX (6) BOTTLES

### TABLE TOP ESPRESSO MACHINE

Service includes 12 oz. disposable coffee cups, lids, stir sticks, assorted sugars, creamer, milk.

BOOTH COUNTER SPACE REQUIREMENTS: 21" L x 17" W

POWER REQUIRED: TWO-WIRE GROUNDED SERVICE | 220 VOLTS; 30 AMPS | (L1, L2, G) | NEMA L6-30P RECEPTACLE REQUIRED

\$800.00 | DAY

*Espresso Beverage Options*

Americano, Cappuccino, Caramel Macchiato, Latte, Mocha

5 flavored syrups included

MINIMUM OF 250 BEVERAGES SERVED

\$6.00 | BEVERAGE

### PRETZEL WARMER

Service includes disposable napkins and plates.

BOOTH COUNTER SPACE REQUIREMENTS: 20" L X 19" W POWER REQUIREMENTS: 120 VOLTS

\$550.00 | DAY

*Soft Pretzel*

\$54.00 | DOZEN

**ALL MACHINES REQUIRE AN ATTENDANT**

**SEE PAGE 4 FOR ATTENDANT FEES**

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

# EXHIBITOR SERVICES

## BAKERY ITEMS

### BAKERY FRESH COOKIES

\$47.00 | DOZEN

### ASSORTED PASTRIES

Cinnamon Rolls, Danish, Donuts

\$53.00 | DOZEN

### PECAN BROWNIES AND BLONDIES

\$51.00 | DOZEN

### ASSORTED MINICUPCAKES

\$54.00 | DOZEN

### PIE TIME

Mini and Classic Pies

Includes: Seasonal Fruit, Chocolate Pies

\$11.00 | SERVING

## HORS D'OEUVRES

### INDIVIDUAL VEGGIE CRUDITÉ SHOOTERS

Ranch Dressing, Blue Cheese Dressing

\$6.50 | EACH

### CHIPS AND SALSA

Corn Tortilla Crisps, Roasted Salsa, Green Salsa, Pico de Gallo

\$9.00 | PERSON

### PICNIC CHEESES AND CRACKERS DISPLAY

Domestic Cheeses, Crackers, Breadsticks, Green Grapes

\$9.00 | PERSON

### RK'S JALAPEÑO CHICKEN BITES

\$6.50 | EACH

### PULLED BEEF SHORTRIB EMPANADAS

\$6.50 | EACH

Additional Options Available Upon Request

SERVICE INCLUDES 6" DISPOSABLE PLATES AND COCKTAIL NAPKINS

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

# EXHIBITOR SERVICES

**The dispensing, distribution, or use of alcoholic beverages in the Exhibit Hall is prohibited without the express prior approval of ASBMB Exposition Management.**

## BAR

### TEXAS WINE TASTING EXPERIENCE BECKER VINEYARDS

Becker Cabernet Sauvignon Reserve

Becker Chardonnay

Becker Viognier Reserve

Becker Tempranillo

**BARTENDER REQUIRED**

**MUST ORDER ALL (4) FOUR VARIETALS;**

**MINIMUM OF (2) TWO BOTTLES OF EACH VARIETAL**

\$35 | BOTTLE

### SAN ANTONIO BEER TASTING EXPERIENCE

**BARTENDER REQUIRED**

We recommend ordering (3) varietals of Local San Antonio Beer for a tasting. Please work with your AE to determine what is currently available. Most common brands are: Alamo Beer Company, Ranger Creek and Weathered Souls.

### WHISKEY TASTING

\$2000 | WHISKEY EXPERT AND SET UP

#### *Bourbon Whiskey*

Angel's Envy

\$160 | BOTTLE

Buffalo Trace

\$160 | BOTTLE

#### *Texas Bourbon*

Garrison Bros

\$200 | BOTTLE

#### *Scotch Whiskey*

Glenmorangie Quinta Ruban - 12 year

\$250 | BOTTLE

#### *Irish Whiskey*

Red Breast - 12 year

\$250 | BOTTLE

**NOTE:** Prices for alcohol subject to change based on availability

### LIQUID NITROGEN COCKTAIL & ICE CREAM BAR

*Frozen Cocktail and/or Ice Cream Bar Package Includes:*

Trained and licensed staff

LED bar and podium with ability to match company colors (LED only)

Disposable cups, spoons, and napkins

Up to two (2) flavors

**\*\*Ask About Our Special Package Pricing\*\***

**ALCOHOL MUST BE PURCHASED FROM THE RK CULINARY GROUP**

#### *Flavor Options*

Simply Lime Margarita, Chocolate Whiskey Ice Cream Cocktail, Peach Bellini, Sinfully Scotch Ice Cream Cocktail, Cranberry Cocktail, Strawberry Margarita, Amaretto Freeze, Piña Colada, or White Russian Ice Cream Cocktail

### HOSTED BAR IN YOUR BOOTH

Premium Cocktails | \$9.00 each

House Cocktails | \$8.50 each

Wine by the Glass | \$8.50 each

Imported Beer and Microbrew | \$7.50 each

Domestic Beer | \$7.00 each

Sodas and Bottled Water | \$4.00 each

**BARTENDER REQUIRED**

#### **BARTENDER FEES**

\$150++ per bartender for a 2-hr period

\$225++ per bartender for a 3-hr period

\$300++ per bartender for a 4-hour period

(\*) If your event falls into ½ hr. increments, the bartender fees will be rounded up to the next full hour charge.

**NOTE:** For Hosted Bars, we do recommend that you pre-determine either a budget for your bar or a maximum number of drinks to be served. Your bartender can check in with you as you get close to your maximum number. This will help ensure that your bar bill does not exceed your overall budget.



EXAMPLE OF WHISKEY TASTING BOOTH

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

# EXHIBITOR ORDER FORM &

## CREDIT CARD AUTHORIZATION



PLEASE RETURN THIS ORDER FORM & CREDIT CARD AUTHORIZATION FORM TO:

210.225.4535 | email: [SGonzales@TheRKGroup.com](mailto:SGonzales@TheRKGroup.com)

THE RK CULINARY GROUP

Trade Show Name:			Show Dates:				
Location of Exhibits:		Booth Number:			Booth Name:		
Company Name:			On-Site Contact: [AUTHORIZED SIGNEE]				
Phone #:		Phone #:					
Cell #:		Cell #:					
Fax #:		Fax #:					
Email #:							
Date	Time	Quantity	Item	Table Needed	Attendant Required	Price Per Unit	Total
Sign for Authorization: _____						Sub Total:	
						22% Service Charge:	
						8.25% Sales Tax:	
						Additional Deposit: \$200.00	
						Grand Total:	

**PLEASE REMEMBER:**

**\*\*\* ORDERS MUST BE RECEIVED AND SECURED WITH A CREDIT CARD TWO WEEKS PRIOR TO THE START OF THE SHOW, OR A \$250.00 LATE FEE WILL BE APPLIED.**

ANY ADDITIONAL ORDERS WILL BE BILLED TO CREDIT CARD BELOW





**CREDIT CARD AUTHORIZATION FORM**  
**THE RK CULINARY GROUP**  
**900 E. MARKET ST SAN ANTONIO, TX 78205**  
**Phone: 210-225-4535 | Fax: 210-270-8260**

Please fill out the following information and fax or e-mail back allowing us to process your credit card payment request. Please fill out all areas of the form. The charge will appear from The RK Culinary Group for any of the services you may receive. Please note there will be a 4% convenience fee applied to your credit card charge.

I, \_\_\_\_\_ (client) hereby authorize **The RK Culinary Group** to charge my credit card as indicated on this form **and use for any outstanding balances due to the company.**

**CARDHOLDER INFORMATION:**

Name as it appears on card: \_\_\_\_\_

Credit Card Stmt. Address: \_\_\_\_\_  
Street / City / State / Zip Code

Phone Number: \_\_\_\_\_ (including area code)

Cardholder Signature: \_\_\_\_\_

Email Address for receipt verification: \_\_\_\_\_

**CREDIT CARD INFORMATION:**

VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ AMX \_\_\_\_\_ DISCOVER \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV2 Security Code: \_\_\_\_\_

Amount to be charge: \_\_\_\_\_

**EVENT INFORMATION:**

Event Order # \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Name: \_\_\_\_\_ Location: \_\_\_\_\_

Name to be Billed (invoiced): \_\_\_\_\_

Billing Address: \_\_\_\_\_  
Street / City / State / Zip Code