



Transportation Research Board 99th Annual Meeting EXHIBITOR SERVICE KIT



General Services Contractor

Table of Contents

SHOW MANAGEMENT INFORMATION

Quick Facts

HARGROVE SERVICES

General Information

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

Booth Furnishings & Rentals

Hargrove Catalogs:

- Furniture, Accessories & Carpeting
- Modular & Fabric Rental Exhibits
- Specialty Furnishings

Forms:

- Booth Furnishings Packages
- Tables & Drapery
- Chairs, Accessories & Display Cabinets
- Literature Racks
- Carpet
- Cleaning
- Signs & Graphics
- Modular Rental Exhibits
- Fabric Rental Exhibits
- Specialty Furnishings

Shipping Information

[Request a Hargrove Shipping Quote](#)

Shipping Labels:

- Advance Shipping
- Direct Shipping
- Hanging Signs

HARGROVE (cont.)

Material Handling

Material Handling Information
Material Handling Hints
Forms:

- Material Handling Estimate
- Privately Owned Vehicle (POV) Unloading Service
- Vehicle/Machinery Spotting Service

Labor

Forms:

- Hargrove-Supervised Labor
- Labor
- Hanging Signs & Overhead Structures
- Exhibitor-Appointed Contractor (EAC)

ADDITIONAL SHOW SERVICES

Walter E. Washington Convention Center

Booth Catering Services - **Aramark**
Electrical Service - **Hi-Tech Electric**
Internet, Phone & Cable TV Services - **SmartCity**
Plumbing - **Hi-Tech Electric**
Truss / Motorized Hoist (over 200 lbs) - **Hi-Tech Electric**

Other Vendors / Services

[Audio Video & Computer Equipment](#) - **PSAV**
Plants/Floral - **Urban Jungle**
Security - **TBD**



QUICK FACTS

Booth Equipment:

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

Show Colors:

Back drapes will be blue-white-blue. Side drapes will be blue. Aisle carpet will be Blue Jay (blue & black speckled).

Exhibit Hall Carpet:

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

Furnishing Rental Package:

A special booth package is available to exhibitors if ordered by Friday, December 20, 2019. The package includes 10' x 10' of standard carpet, one six-foot draped table, two chairs, and one wastebasket for a discounted rate of \$558 (plus tax). To order this package, use the Booth Package Special form on page 33.

Discount Price Deadline:

Place your order by Friday, December 20, 2019, to take advantage of advance discount rates.

Show Schedule:

Exhibitor Move-In:

Friday, January 10	Noon - 4:30 PM By appointment only. (Booths of 400+ square feet)
Saturday, January 11	8:30 AM - 5:00 PM
Sunday, January 12	8:30 AM - 1:00 PM*

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

**Booth structures must be completely set by 1:00 PM on Sunday, January 12, 2019. However, you still may adjust the layout of your display materials until 3:00 PM. Exhibits must be completely ready by 3:00 PM on Sunday.*



Exhibit Hours

Sunday, January 12	4:00 PM - 7:00 PM
Monday, January 13	9:00 AM - 4:00 PM
Tuesday, January 14	9:00 AM - 4:00 PM

Exhibitor Move-Out

Tuesday, January 14	4:00 PM - 10:00 PM
Wednesday, January 15	8:00 AM - Noon

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

Move-Out Information

All exhibitor materials must be removed from the exhibit facility by Wednesday, January 15, 2020 at noon. Outside carriers must be checked in by Tuesday, January 14 at 8:00 PM, or by Wednesday, January 15 at 9:00 AM for all remaining outbound shipments. Please see the Move- Out Information sheet in this Manual for more details

Shipping Addresses:

Advance shipping begins **Thursday, December 5 at 8:00 AM** and ends **Tuesday, January 7 at 3:00 PM.**

[Company Name & Booth Number]
Transportation Research Board 99th Annual Meeting
c/o Hargrove
UPS Freight Elkridge
6571 Washington Boulevard
Elkridge, MD 21075

Direct shipping will begin on **Saturday, January 11 at 8:00 AM.**

[Company Name & Booth Number]
Transportation Research Board 99th Annual Meeting
c/o Hargrove
Walter E. Washington Convention Center
Hall D & E
801 Mt. Vernon Place, NW
Washington, DC 20001



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

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

Service Contractor Contact:

Hargrove, LLC

Phone: 301-306-4627

exhibitorservices@hargroveinc.com

General Information

LOCATION & DATES

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

Sunday, January 12 to Tuesday, January 14, 2020

EXHIBITOR MOVE-IN

Friday, January 10	12:00 Noon to 4:30 PM - By Appointment Only (Booths 400 sq ft or larger)
Saturday, January 11	8:00 AM to 5:00 PM
Sunday, January 12	8:00 AM to 1:00 PM

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

SHOW HOURS

Sunday, January 12	4:00 PM to 7:00 PM
Monday, January 13	9:00 AM to 4:00 PM
Tuesday, January 14	9:00 AM to 4:00 PM

EXHIBITOR MOVE-OUT

Tuesday, January 14	4:00 PM to 10:00 PM
Wednesday, January 15	8:00 AM to 12:00 Noon

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

Outside carriers must be checked in by **Tuesday, January 14 at 8:00 PM**, or by **Wednesday, January 15 at 9:00 AM** for all remaining outbound shipments. Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

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

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

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

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

General Information (cont.)

HARGROVE ADVANCE ORDER DEADLINE

Friday, December 20, 2019

Hargrove's advance prices apply to orders received with payment by the deadline date.

NEED HELP? WE'RE HERE FOR YOU!



HARGROVE EXHIBITOR SERVICES // 301.306.4627 or exhibitorservices@hargroveinc.com



HARGROVE SHIPPING // [Request a Quote](#) // 301.306.4620 or shipping@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Thursday, December 5** at **8:00 AM** and ends **Tuesday, January 7** at **3:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)
Transportation Research Board 99th Annual Meeting
c/o Hargrove
UPS Freight Elkridge
6571 Washington Boulevard
Elkridge, MD 21075

NOTE: December 24, 25, 31, and January 1 are holidays and the advance warehouse will be closed.

DIRECT SHIPPING

Direct shipping will begin on **Saturday, January 11** at **8:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)
Transportation Research Board 99th Annual Meeting
c/o Hargrove
Walter E. Washington Convention Center
Halls D & E
801 Mt. Vernon Place, NW
Washington, DC 20001

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



ORDER RECAP FORM

Company Name: _____ Booth: _____

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

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

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

Order Payment Method:

- Charge the Credit Card listed on the **Payment Form**.
- Check Enclosed # _____ Dated ____/____/____ (Ref: 5035550MC)
- Wire Transfer on _____ from _____ in _____
(Date) (Bank) (Country)

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



Union Rules & Regulations

WASHINGTON, DC METROPOLITAN AREA

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

Carpenters

Local 491 claims all work relating to uncrating, re-crating, installation, maintenance and dismantling of exhibits within its jurisdictional boundaries. Exceptions: ① Two (2) full-time employees of the exhibiting company may work without Carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out provided no power tools are used.

② Within a 10' x 10' or smaller booth, full-time employees of the exhibiting company (no limit on number) may work without Carpenter labor (no limit on time) provided no power tools are used. ③ Regardless of booth size, the unpacking and placing of the exhibitor's products on the display may be done by the exhibiting company's full-time employees.

Teamsters Union

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

Freight Handling

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

Work Breaks & Gratuities

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

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

In General

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

A Note about Safety

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

MOVE-OUT INFORMATION

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

Tuesday, January 14 at 4:00 PM – Exhibitor Move-Out officially begins.

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

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

Wednesday, January 15 at 8:00 AM – Exhibitor Move-Out resumes.

Driver Check-In & Material Handling Agreements Deadlines

For **Tuesday, January 14** outbound shipments:

Drivers Check-In by 8:00 PM

Material Handling Agreements by 9:00 PM

For **Wednesday, January 15** outbound shipments:

Drivers Check-In by 9:00 AM

Material Handling Agreements by 12:00 Noon

Exhibitors who wish to ship materials by any carrier other than the official carrier should advise their carrier(s) to be checked in with the dock supervisor by **8:00 PM** for shipments departing show site on **Tuesday, January 14**, or by **9:00 AM** on **Wednesday, January 15** for all remaining outbound shipments. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Hargrove Service Center. Drivers whose Material Handling Agreements have not been turned in will be placed in a holding queue until the booth is packed and a Material Handling Agreement is turned in. Should your carrier fail to check in with dock supervisor by **Wednesday, January 15 at 9:00 AM**, Hargrove reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor Show Management assumes any liability as a result of such re-routing.

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

Wednesday, January 15 at 12:00 Noon – Final clean up, Exhibitor Move-Out ends.

EXHIBITOR TERMS AND CONDITIONS

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

1. GENERAL PROVISIONS.

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

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

2. PAYMENT TERMS.

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

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

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

EXHIBITOR TERMS AND CONDITIONS (CONT.)

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

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

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

(g) Third-Party Billing. In the event that the Exhibitor has arranged for an exhibit house or such other third party to handle the Exhibitor's billing, a Third-Party Billing Agreement must be completed. The Exhibitor is responsible for all charges incurred at the Show, should the Exhibitor's appointed display house or such other third party fail to meet the required payment terms as more particularly set forth herein.

(h) Additional Fees and Other Charges. The Exhibitor shall have thirty (30) days from the date of the Final Invoice:

- i. to notify Hargrove in writing of any credit card changes necessary for billing purposes such as transferring payments from one credit card to another, and after this date a processing fee will apply to any payment transfers;
- ii. to request in writing any back-up documentation such as receiving reports, weight tickets, labor tickets, etc., and after this date a processing fee will apply; and
- iii. to present a valid tax exemption certificate for the state in which the event is held, and after this date Hargrove will not be able to honor the exemption.

3. MATERIAL HANDLING.

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

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

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

EXHIBITOR TERMS AND CONDITIONS (CONT.)

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

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

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

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

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

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

EXHIBITOR TERMS AND CONDITIONS (CONT.)

(j) Declarations of Declared Value. Declarations of the “declared value” of the Exhibitor Materials are between the Exhibitor and the selected carrier only, and are in no way an extension of Hargrove’s maximum liability stated herein or an increase to the Hargrove Material Handling Liability Cap. Hargrove will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier; however, Hargrove will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

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

(l) Lien. The Exhibitor hereby grants to Hargrove a security interest in and a lien on all of the Exhibitor Materials and all of the proceeds thereof, including but not limited to any insurance proceeds (collectively, “Collateral”), to secure the payment of all amounts owed by the Exhibitor to Hargrove, whether for services, goods, labor or supplies provided by Hargrove or its subcontractors or for costs advanced by Hargrove for the benefit of the Exhibitor (collectively, “Obligations”). Hargrove shall have all of the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time (“UCC”), and any notice that Hargrove is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Hargrove shall maintain the right to retain any Collateral for so long as there are any Obligations that remain unpaid or unsatisfied.

4. LIMITATIONS ON LIABILITY.

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

(b) Limitation on Consequential Damages. In no event shall Hargrove be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether in contract or in tort, even if Hargrove has been advised or has notice of the potentiality of such damages. Such excluded damages include, but are not limited to, lost profits, loss of use, and interruption of business or other consequential or indirect economic loss.

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

EXHIBITOR TERMS AND CONDITIONS (CONT.)

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

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

5. MISCELLANEOUS.

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

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

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

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

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

SECURITY GUIDELINES

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



Catalog

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

See you at the show!

Hargrove

Tables

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



- **ROUND TABLES**

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

Actual item may vary.



- **DRAPED**

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



- **UNDRAPED**

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

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

Table Drapery

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



Black



Blue



Teal



Purple



Burgundy



Red



Gold



Grey



White

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

Need something not included in our Catalog?

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

Chairs

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

- **PADDED SIDE CHAIR**

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

- **BARSTOOL**

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



Actual item may vary.

Carpet

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

Standard



Black



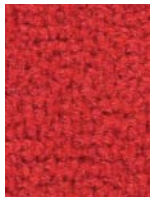
Blue



Burgundy



Grey



Red



Teal

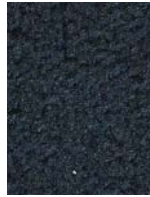
Plush



Black



Charcoal



Navy



Nu-Blue



Platinum



Red

CARPET DETAILS

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

Accessories

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



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



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



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



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



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



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



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



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



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



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



- **FISH BOWL**

Actual item may vary.

Need something not included in our Catalog?

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

Counters

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



- **LARGE CABINET**

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



- **SMALL CABINET**

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



- **ILLUMINATED DISPLAY CASE**

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

NOTE: electricity required



- **CURVED COUNTER**

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

Actual item may vary.

Need something not included in our Catalog?

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

Signage and Graphics

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

HARGROVE SIGNAGE AND GRAPHICS ADVANTAGES

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



• VINYL BANNERS

Unlimited sizes. Priced per square foot



• STANDARD CARD STOCK SIGNS

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

Cost-Effective Rental Booth Solutions

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

BENEFITS OF A HARGROVE MODULAR SYSTEM (HMS) RENTAL

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

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



CUSTOM RENTAL EXHIBITS

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



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

Rental Exhibit Solutions

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



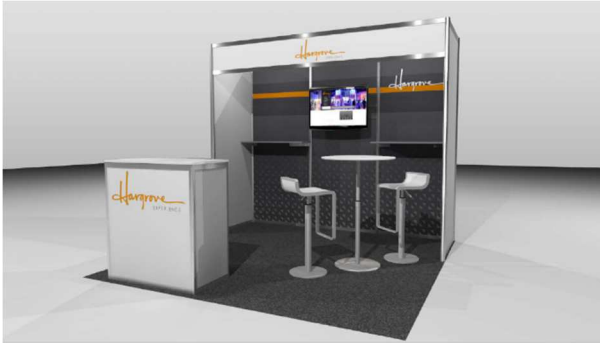
Rental Exhibit Solutions

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



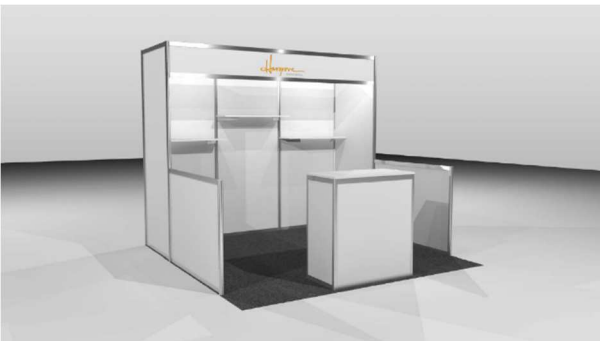
Standard *HMS 10A* Includes:

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



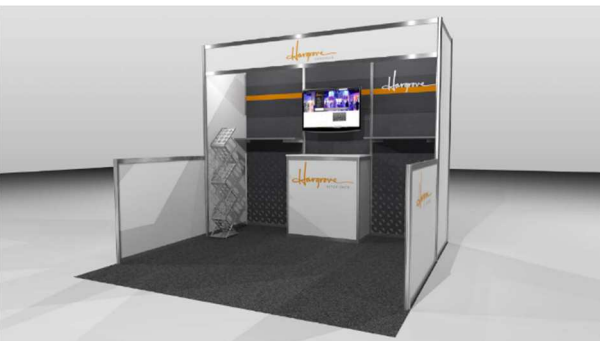
Available Upgrades:

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



Standard *HMS 10B* Includes:

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

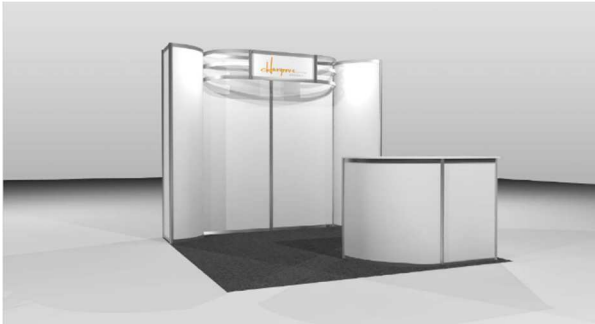


Available Upgrades:

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

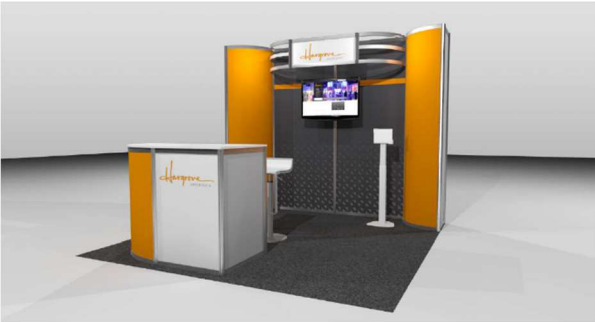
Rental Exhibit Solutions

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



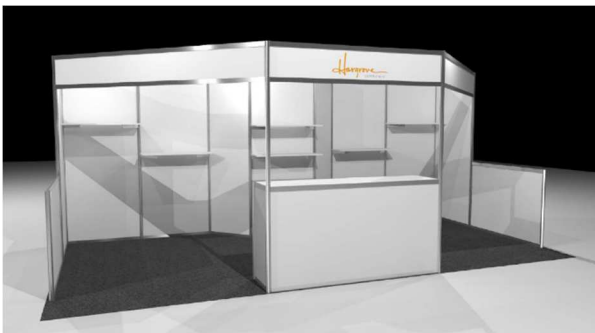
Standard *HMS 10C* Includes:

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



Available Upgrades:

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



Standard *HMS 20A* Includes:

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



Available Upgrades:

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

Rental Exhibit Solutions

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



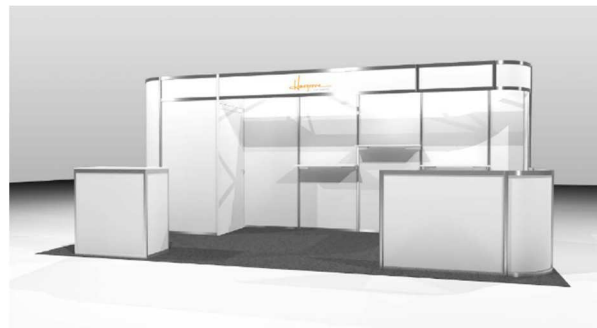
Standard HMS 20B Includes:

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



Available Upgrades:

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



Standard HMS 20C Includes:

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

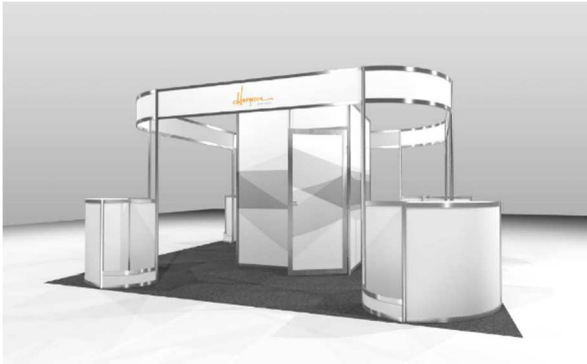


Available Upgrades:

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

Rental Exhibit Solutions

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



Standard HMS 40A Includes:

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



Available Upgrades:

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

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

Fabric Rental Exhibit Solutions

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

HMS FB10-8' High x 10' Wide



Standard Fabric Framed Banner Includes:

Includes the following rental materials & services:

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

Available Upgrades:

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

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

HMS FB 20-8' High x 20' Wide



HMS FB 30-8' High x 30' Wide







BOOTH PACKAGE SPECIALS

Order Deadline: **Friday, December 20, 2019**

Company Name: _____ Booth: _____

Show Management and Hargrove are pleased to offer a Booth Package designed to offer exhibitors additional savings. This offer is available for orders placed on or before **Friday, December 20**.

- Special package pricing does not allow for changes in drape color. No substitutions.
- Packages must be ordered in advance (by Friday, December 20) and accompanied by full payment.
- Packages will not be available at show site.

BOOTH PACKAGE \$558.00 (plus tax)	
	Booth Carpet 1 - 10' x 10' standard carpet Color: Tuxedo (Black & Grey speckled)
	Table 1 - standard 6' x 30" draped table Color: Blue
	Chairs 2 - upholstered side chairs
	Wastebasket

Description	Price	Colors	Quantity	Total
Booth Package: Carpet, Table, Chairs, Wastebasket	\$558.00	Table Drape: Blue Carpet: Tuxedo		
Subtotal:				
Tax 6.00%:				
TOTAL:				

ORDER ONLINE
Save up to 10%!

TABLES & DRAPERY

Advance Order Deadline: **Friday, December 20, 2019**

Company Name: _____ Booth: _____

Save up to 10% by [ordering online](#) by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

DRAPE COLOR OPTIONS

- Drape color choices are **Black, Blue, Burgundy, Gold, Grey, Purple, Red, Teal** and **White**.
- If a drape color is not indicated, Hargrove will provide show colors.

CANCELLATIONS: Items canceled after delivery will be refunded 50% of the original price.

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
STANDARD TABLES						
Round Tables (30" diameter top)						
Low - 18" high	RTRT18	\$ 207	\$ 263		N/A	
Standard - 30" high	RTRT30	\$ 207	\$ 263		N/A	
Tall - 42" high	RTRT42	\$ 207	\$ 263		N/A	
Draped Tables (30" high x 24" wide)						
Small (4' long)	TBDT04	\$ 157	\$ 200			
Standard (6' long)	TBDT06	\$ 189	\$ 241			
Long (8' long)	TBDT08	\$ 217	\$ 276			
Draped Counters (42" high x 24" wide)						
Small (4' long)	TBDC04	\$ 189	\$ 241			
Standard (6' long)	TBDC06	\$ 217	\$ 276			
Long (8' long)	TBDC08	\$ 248	\$ 315			
Undraped Tables (30" high x 24" wide)						
Small (4' long)	TBUT04	\$ 98	\$ 125		N/A	
Standard (6' long)	TBUT06	\$ 119	\$ 151		N/A	
Long (8' long)	TBUT08	\$ 149	\$ 189		N/A	
Undraped Counters (42" high x 24" wide)						
Small (4' long)	TBUC04	\$ 119	\$ 151		N/A	
Standard (6' long)	TBUC06	\$ 149	\$ 189		N/A	
Long (8' long)	TBUC08	\$ 175	\$ 223		N/A	
DRAPE						
4th-side Table Drape (30" high)	TB4T	\$ 61	\$ 77			
4th-side Counter Drape (42" high)	TB4C	\$ 61	\$ 77			

Subtotal:	
Tax 6.00%:	
TOTAL:	

SP-effective01/20

CHAIRS, ACCESSORIES & DISPLAY CABINETS

ORDER ONLINE
Save up to 10%!

Advance Order Deadline: **Friday, December 20, 2019**

Company Name: _____ Booth: _____

Save up to 10% by [ordering online](#) by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

- Graphics/logos may be added to counters and cabinets. Email graphics files to exhibitorservices@hargroveinc.com.
- Need an item not listed? Check out our Specialty Furnishings Catalog and Order Form

CANCELLATIONS: Items canceled after delivery will be refunded 50% of the original price.

Description	Product #	Advance Price	Standard Price	Quantity	Total
STANDARD CHAIRS					
Barstool	CHBS	\$ 127	\$ 161		
Chair - Side (armless)	CHPA	\$ 101	\$ 129		
ACCESSORIES					
Bag Rack - Slanted	ACBR	\$ 119	\$ 151		
Bag Rack - Straight	ACSR	\$ 119	\$ 151		
Easel	ACES	\$ 67	\$ 85		
Fish Bowl	ACFB	\$ 18	\$ 22		
Literature Rack	ACLR	\$ 187	\$ 238		
Posterboard - Horizontal (4' high x 8' wide)	ACPBVT	\$ 248	\$ 315		
Posterboard - Vertical (8' high x 4' wide)	ACPBHZ	\$ 248	\$ 315		
Sign Holder (for 28" high x 22" wide sign)	ACSH	\$ 144	\$ 183		
Stanchion - Chrome (per stanchion)	ACSTCH	\$ 119	\$ 151		
Stanchion - Velour Rope (8' length)	ACVR	\$ 67	\$ 85		
Stanchion - Retractable, with Black Belt	ACSTBK	\$ 143	\$ 182		
Wastebasket	ACWB	\$ 31	\$ 39		
DISPLAY CABINETS					
Cabinet - Small (approx. 42" high x 43" wide)	HMCBA	\$ 516	\$ 722		
Cabinet - Large (approx. 42" high x 82" wide)	HMCBF	\$ 679	\$ 951		
Cabinet - Curved (approx. 42" high x 60" wide)	HMCN	\$ 623	\$ 872		
Custom Counter Graphic for Front Panel	HMCBCUST	\$ 135	\$ 270		
Showcase (requires electricity for illumination)	HMDSG	\$ 717	\$ 1,004		
				Subtotal:	
				Tax 6.00%:	
				TOTAL:	

SP-effective01/20



LITERATURE RACKS

ORDER ONLINE
Save up to 10%!

Advance Order Deadline: **Friday, December 20, 2019**

Company Name: _____ Booth: _____

Save up to 10% by [ordering online](#) by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

CANCELLATIONS: Items canceled after delivery will be refunded 50% of the original price.

Standard Literature Rack



15 Pocket Literature Rack



20 Pocket Literature Rack



Description	Product #	Advance Price	Standard Price	Quantity	Total
Literature Rack	ACLR	\$ 187	\$ 238		
Literature Rack - 15 pocket	ACLR15	\$ 280	\$ 356		
Literature Rack - 20 pocket	ACLR20	\$ 304	\$ 386		
				Subtotal:	
				Tax 6.00%:	
				TOTAL:	

CARPET

ORDER ONLINE
Save up to 10%!

Advance Order Deadline: Friday, December 20, 2019

Company Name: _____ Booth: _____

NOTE: Per Show Management, exhibitors must carpet their booth space(s) at their own expense; carpeting may be ordered from Hargrove. If you are providing your own floor covering, please indicate such below.

Save up to 10% by [ordering online](#) by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

CARPET COLOR OPTIONS

- For island or peninsula booths, or in-line booths larger than 10' x 40', Special-Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.
- If a carpet color is not indicated, Hargrove will provide show colors.
- Need a custom color? Call 301.306.4627

CANCELLATIONS: Standard Carpet canceled after delivery will be refunded 50% of the original price. Special-Cut and Plush Carpet orders are placed immediately upon receipt; we cannot issue a refund once your order has been processed.

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
CARPET PACKAGE - SAVE UP TO 15% // Includes <i>standard</i> carpet (only), single padding and pre-show cleaning						
For booths 10' in depth and up to 40' in length:						
10' x 10'	CPPK10CL	\$ 409	\$ 521			
10' x 20'	CPPK20CL	\$ 818	\$ 1,042			
10' x 30'	CPPK30CL	\$ 1,228	\$ 1,562			
10' x 40'	CPPK40CL	\$ 1,637	\$ 2,083			
STANDARD CARPET - Color Choices: Black, Blue, Burgundy, Grey, Red, Teal, and Blue Jay (Blue & Black speckled).						
For booths 10' in depth and up to 40' in length:						
10' x 10'	CPSD10	\$ 248	\$ 315			
10' x 20'	CPSD20	\$ 495	\$ 630			
10' x 30'	CPSD30	\$ 743	\$ 945			
10' x 40'	CPSD40	\$ 990	\$ 1,260			
For booths greater than 10' in depth and/or 40' in length:						
Special Cut - per sq ft	CPSC600	\$ 4.24	\$ 5.39	sq ft		
PLUSH CARPET - Includes Carpet Poly // Color Choices: Black, Charcoal, White, Navy, Nu-Blue, Platinum, and Red						
Plush - per sq ft	CPPC	\$ 6.02	\$ 7.66	sq ft		
CARPET PADDING & POLY						
Padding - per sq ft	CPPD	\$ 1.89	\$ 2.41	sq ft	N/A	
Double Padding - per sq ft	CPDP	\$ 3.78	\$ 4.82	sq ft	N/A	
Poly (protective plastic) - per sq ft	CPPY	\$ 0.67	\$ 0.85	sq ft	N/A	

SP-effective01/20

Subtotal: _____

Tax 6.00%: _____

TOTAL: _____

For exhibitors providing their own floor covering:

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

Authorized Signature

Print Name

Date



TRANSPORTATION RESEARCH BOARD 99TH ANNUAL MEETING

ORDER ONLINE
Save up to 10%!

CLEANING

Advance Order Deadline: **Friday, December 20, 2019**

Company Name: _____ Booth: _____

Save up to 10% by [ordering online](#) by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

- Cleaning orders are based on the square footage of your booth (length x width).
- Daily vacuuming service includes nightly emptying of wastebaskets rented from Hargrove.
- Porter service is trash removal periodically throughout the show days. This service is recommended for exhibitors with lots of giveaways or food service.
- Hargrove is the exclusive cleaning contractor for this show.

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

Description	Product #	Advance Price	Standard Price	Quantity	Total
Vacuuming/Cleaning - Pre-Show (one time) only, per sq ft	CLVCPS	\$ 0.58	\$ 0.74	sq ft	
Vacuuming/Cleaning - Daily (each show day), per sq ft	CLVCCL	\$ 1.62	\$ 2.06	sq ft	
Porter Service - up to 600 sq ft, per day	CLPS0600	\$ 157	\$ 200	day(s)	
Porter Service - 600-1600 sq ft, per day	CLPS1600	\$ 195	\$ 248	day(s)	
Porter Service - over 1600 sq ft, per day	CLPS16	Request a quote		day(s)	
Shampooing or Wet Mop Service	CLSHAMP	Request a quote			
TOTAL:					

SP-effective01/20

SIGNS & GRAPHICS

Advance Order Deadline: **Friday, December 20, 2019**

Company Name: _____ Booth: _____

Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date. Show site orders and orders received after the advance order deadline are subject to availability.

- Standard **copy color** choices: **Black, Blue and Red.**
- Graphics/logos may be added to signs/banners. Email your graphics files to exhibitorservices@hargroveinc.com.
- Need a custom sign or banner? Call 301.306.4627

CANCELLATIONS: Sign/graphics orders are filled immediately upon receipt; we cannot issue a refund once your order has been processed.

Description	Product #	Advance Price	Standard Price	Vertical or Horizontal	Quantity	Copy Color	Total
7" x 11" sign	GRSN0711	\$ 50	\$ 100				
11" x 14" sign	GRSN1114	\$ 63	\$ 126				
7" x 44" sign	GRSN0744	\$ 66	\$ 132	Horizontal			
14" x 22" sign	GRSN1422	\$ 84	\$ 168				
14" x 44" sign	GRSN1444	\$ 101	\$ 202				
22" x 28" sign	GRSN2228	\$ 108	\$ 216				
28" x 44" sign	GRSN2844	\$ 159	\$ 318				
Vinyl Banner (per sq ft)	GRVB	Request a quote					
Insite® BioBoard™ Panel (up to 4' x 8')	GRFP	Request a quote					
Logo Reproduction	GRLG	\$ 135	\$ 270			N/A	
Easel Back	GRSE	\$ 8	\$ 16	N/A		N/A	

SP-effective01/20

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

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

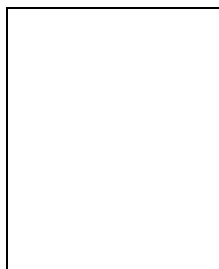
Subtotal:

Tax 6.00%:

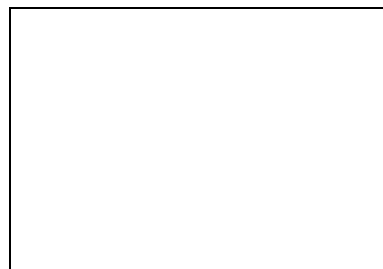
TOTAL:

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

Illustrate Sign / Graphics Layout:



VERTICAL



HORIZONTAL

MODULAR RENTAL EXHIBITS

Advance Order Deadline: **Friday, December 20, 2019**

Company Name: _____ Booth: _____

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

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

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

MODULAR RENTAL EXHIBITS

Description / Product #	Advance Price	Standard Price	Available Upgrades	Quantity	Total
For 10' wide booth spaces:					
HMHM10A - with (3) shelves	\$2,450	\$3,430	Call for quote		
HMHM10B - with (3) shelves and small cabinet	\$2,974	\$4,161	Call for quote		
HMHM10C - with a curved cabinet	\$3,693	\$5,189	Call for quote		
For 20' wide booth spaces:					
HMHM20A - with (6) shelves and large cabinet	\$4,827	\$6,757	Call for quote		
HMHM20B - with (6) shelves and small cabinet	\$5,213	\$7,299	Call for quote		
HMHM20C - with small cabinet and locking closet	\$5,037	\$7,050	Call for quote		
HMHM40A - for booth space at least 20' deep	\$7,796	\$10,915	Call for quote		
Subtotal:					

SP-effective01/20

CHOOSE YOUR PANEL

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

Description / Product #	Advance Price	Standard Price	Available Upgrades	Selection	Total
For HMS 10A / 10B / 10C:					
Velcro-Compatible - Black Fabric (HMVP10BK)	\$455	\$638	Call for quote	<input type="checkbox"/>	
Velcro-Compatible - Grey Fabric (HMVP10GY)	\$455	\$638	Call for quote	<input type="checkbox"/>	
For HMS 20A / 20B / 20C / 40A:					
Velcro-Compatible - Black Fabric (HMVPBK)	\$770	\$1,078	Call for quote	<input type="checkbox"/>	
Velcro-Compatible - Grey Fabric (HMVPGY)	\$770	\$1,078	Call for quote	<input type="checkbox"/>	
Subtotal:					

SP-effective01/20

- White Hardwall Black Hardwall

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

Continue to Page 2 to complete the remaining selections.

MODULAR RENTAL EXHIBITS - PAGE 2 OF 2

Advance Order Deadline: Friday, December 20, 2019

Company Name: _____ Booth: _____

HEADER COPY & COLOR

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

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

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

CARPET

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

-  BLACK
  BLUE
  GREY
  RED
  TEAL
  BLUE JAY

AVAILABLE UPGRADES - ENHANCE YOUR EXHIBIT

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

- Create a Custom Exhibit Custom Cabinet / Counter Graphics / Custom Logo
 Slatwall Hanging Signs Ancillary Orders- AV, Electric, Furniture, etc.
 Plush Carpet / Padding Printed Carpet / Padding Vinyl Flex Flooring Solutions

ITEM	DESCRIPTION	PRICE		QTY	TOTAL
		Advance / Standard			
HMCBA	Cabinet - Small (approx. 43"w x 23"d x 42"h)	\$516	\$722		
HMCN	Cabinet - Curved (approx. 60"w x 22"d x 42"h)	\$623	\$872		
HMCBF	Cabinet - Large (approx. 82"w x 23"d x 42"h)	\$679	\$951		
HMCBCUST	Custom Counter Graphic	\$135	\$270		
HMDSG	Illuminated Showcase (<i>electricity required</i> - approx. 79½"w x 20½"d x 41"h)	\$717	\$1,004		
HMLIH	Stem Light (<i>electricity required</i>)	\$102	\$142		
HMSF39I	Slanted Shelf (39" wide)	\$108	\$151		
HMSF39J	Flat Shelf (39" wide)	\$71	\$101		

15-effective01/18

TOTAL COST

Rental Exhibit Price \$_____ + Available Upgrades \$_____ = Subtotal \$_____ x 6% Tax = **TOTAL: \$_____**

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

FABRIC RENTAL EXHIBITS

Advance Order Deadline: **Friday, December 20, 2019**

Company Name: _____ Booth: _____

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

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

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

FABRIC RENTAL EXHIBITS

Description / Product #	Advance Price	Standard Price	Available Upgrades	Quantity	Total
For 10' wide booth spaces:					
HMSFB10 - 8' H x 10' W	\$2,500	\$3,500	Call for quote		
For 20' wide booth spaces:					
HMSFB20 - 8' H x 20' W	\$5,500	\$7,700	Call for quote		
For 30' wide booth spaces:					
HMSFB30 - 8' H x 30' W	\$8,500	\$11,900	Call for quote		
Subtotal:					

CARPET

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



AVAILABLE UPGRADES - ENHANCE YOUR EXHIBIT

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

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

ITEM	DESCRIPTION	PRICE		QTY	TOTAL
		Advance / Standard			
	Cabinet - Small (approx. 43" w x 23" d x 42" h)	\$516	\$722		
HMCN	Curved Cabinet (approx. 60" w x 22" d x 42" h)	\$623	\$872		
HMCBF	Cabinet - Large (approx. 82" w x 23" d x 42" h)	\$679	\$951		
HMCBCUST	Custom Counter Graphic	\$135	\$270		
HMDSG	Illuminated Showcase (<i>electricity required</i> - approx. 79½" w x 20½" d x 41" h)	\$717	\$1,004		
HMLIH	Stem Light (<i>electricity required</i>)	\$102	\$142		

SP-effective01/18

TOTAL COST

Rental Exhibit Price \$_____ + Available Upgrades \$_____ = Subtotal \$_____ x 6% Tax = **TOTAL: \$_____**

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





TO: HARGROVE
UPS Freight Elkridge
6571 Washington Boulevard
Elkridge, MD 21075

**Transportation Research Board
99th Annual Meeting**

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, January 7, 2020 at 3:00 PM

ADVANCE SHIPPING LABEL

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



TO: HARGROVE
UPS Freight Elkridge
6571 Washington Boulevard
Elkridge, MD 21075

**Transportation Research Board
99th Annual Meeting**

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, January 7, 2020 at 3:00 PM

ADVANCE SHIPPING LABEL



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

**Transportation Research Board
99th Annual Meeting**

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, January 11, 2020 at 8:00 AM

DIRECT SHIPPING LABEL

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



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

**Transportation Research Board
99th Annual Meeting**

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, January 11, 2020 at 8:00 AM

DIRECT SHIPPING LABEL



TO: HARGROVE
UPS Freight Elkridge
6571 Washington Boulevard
Elkridge, MD 21075

**Transportation Research Board
99th Annual Meeting**

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, January 7, 2020 at 3:00 PM

HANGING SIGNS LABEL

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



TO: HARGROVE
UPS Freight Elkridge
6571 Washington Boulevard
Elkridge, MD 21075

**Transportation Research Board
99th Annual Meeting**

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, January 7, 2020 at 3:00 PM

HANGING SIGNS LABEL

MATERIAL HANDLING INFORMATION

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

If permitted, you may ship directly to the exhibit hall provided delivery is scheduled for published move-in or show dates. Refer to Hargrove's "General Information" for the address and specific dates and times for show-site freight receiving for this Event / Show.

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

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

Material Handling includes:

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

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

Overtime / Off-Target

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

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

Outbound Instructions

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

MATERIAL HANDLING HINTS

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

Tips that can save you money:

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

What is "Material Handling/Drayage?"

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

Can I carry my own materials to my booth?

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

How are rates determined?

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

How is the weight of my shipment determined?

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

Small shipments vs. large shipments:

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

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

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

Should I insure my exhibit?

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

Finally:

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



TRANSPORTATION RESEARCH BOARD 99TH ANNUAL MEETING

MATERIAL HANDLING ESTIMATE

Company Name: _____ Booth: _____

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

NOTE: Advance shipments moved to and direct shipments received at show site, as well as outbound shipments (at show's close) handled after 4:30 PM, will be handled on overtime and a 35% surcharge will apply. Shipments handled before 8:00 AM or after 4:30 PM Monday-Friday, or anytime Saturday, Sunday or holiday, will be assessed a 35% overtime surcharge.

Description	Product #	Price - per CWT unless noted otherwise	Minimum			
WAREHOUSE (ADVANCE) SHIPMENT						
Crated or Skidded Shipment	MH1	\$117.00	\$234.00			
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$45.00				
Small Package - each additional	MH3	\$45.00				
Overtime Surcharge - Small Package (applies to shipment weighing 30 pounds or less)	MH3AOT	\$22.50				
Special Handling/Uncrated Shipment	MH4	\$163.80	\$327.60			
Overtime Surcharge - Crated or Skidded Shipment	MH5	\$40.95	\$81.90			
Overtime Surcharge - Special Handling/Uncrated Shipment	MH6	\$57.33	\$114.66			
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	\$58.50	\$117.00			
* NOTE: Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.						
SHOW SITE (DIRECT) SHIPMENT						
Crated or Skidded Shipment	MH8	\$111.00	\$222.00			
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$138.75	\$277.50			
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$45.00				
Small Package - each additional	MH3	\$45.00				
Overtime Surcharge - Small Package (applies to shipment weighing 30 pounds or less)	MH3DOT	\$22.50				
Special Handling/Uncrated Shipment	MH10	\$155.40	\$310.80			
Overtime Surcharge - Crated or Skidded Shipment	MH11	\$38.85	\$77.70			
Overtime Surcharge - Crated Shipment via Special Carrier	MH12	\$48.56	\$97.12			
Overtime Surcharge - Special Handling/Uncrated Shipment	MH13	\$54.39	\$108.78			
Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	MH14	\$55.50	\$111.00			
Privately Owned Vehicle (POV) Flat Cart Service (submit enclosed form)	POV	\$237 per cartload, round trip				
MISCELLANEOUS SERVICE						
Return to Warehouse (includes hold period** / first 5 days of storage)	MH15	\$40.00	\$200.00			
Warehouse Storage Fee - per day (outside advance warehouse acceptance period)	MH16	\$5.00	\$25.00			
Motorized Vehicle Spotting Fees (submit enclosed form)	MH17	\$199 per axle, round trip				
Marshaling Yard Fee	MH18	\$30 per shipment				
** Hold Period: Materials returned to the warehouse will be held for 5-business days; materials may not be picked up until after the hold period.						
Product #	Description	Carrier	# of Pieces	# of CWTs	Price per CWT/Piece	Total
TOTAL:						



PRIVATELY OWNED VEHICLE (POV)
FLAT CART UNLOADING SERVICE

Submission Deadline: Friday, December 20, 2019

Company Name: _____ Booth: _____

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

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

A flat cart load is defined as:

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

POV Flat Cart Unloading Service Rate:

\$237 per cartload, round trip

POV Flat Cart Unloading Service available:

Saturday, January 11 - 9:30 AM to 4:00 PM

Sunday, January 12 - 9:30 AM to 12:00 Noon

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

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

To order **POV Flat Cart Unloading Service**, complete this form and return it with applicable payment to Hargrove by Friday, December 20.

I will arrive on:

Saturday, January 11 at _____ AM / PM OR Sunday, January 12 at _____ AM / PM

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

I will also require outbound service: Yes No

Contact Name: _____ Phone: _____

Email: _____



VEHICLE / MACHINERY SPOTTING SERVICE

Submission Deadline: **Friday, December 20, 2019**

Company Name: _____ Booth: _____

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

Exhibitors with vehicular or machinery displays must complete and return the following form to Hargrove **by Friday, December 20**. A target move-in time for the vehicle(s) and/or machine(s) will be assigned based upon this information. Any off-target or unscheduled vehicle/machinery deliveries may be assessed additional charges.

Vehicle Spotting Rate:

\$199 per axle, round trip

(additional requirements, such as towing, will be charged on a time and materials basis)

Rules Regarding Vehicle Spotting

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

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

Additionally:

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

Description of vehicle(s) to be spotted:	Length	Width	Height	Weight	# of axles	Cost* per vehicle (\$199 per axle)	Total
1.							
2.							
3.							
TOTAL:							

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

Additional Instructions:

Contact Name: _____ Title: _____

Phone: _____ Email: _____





HARGROVE-SUPERVISED LABOR INSTRUCTION FORM

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

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

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

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

Authorized Signature Print Name Date



TRANSPORTATION RESEARCH BOARD 99TH ANNUAL MEETING

LABOR

Advance Order Deadline: **Friday, December 20, 2019**

Company Name: _____ Booth: _____

Description - per hour, unless noted otherwise	Product #	Advance Price (by 12/20/19)	Standard Price (12/21 - 1/9/20)	Floor Order Price (begins 1/10/19)			
DISPLAY LABOR							
Straight Time	L1	\$102.00	\$122.40	\$142.80			
Overtime	L2	\$148.00	\$177.60	\$207.20			
Supervision Fee	L4	30%, with \$50 minimum					
Shrink Wrap Skid (per skid)	LS	\$40.00	\$48.00	\$56.00			
Band Skid or Crate (per piece)	LB	\$50.00	\$60.00	\$70.00			
FORKLIFT & RIGGING LABOR							
Forklift w/ operator - up to 5,000 lbs. - Straight Time	L5	\$302.00	\$362.40	\$422.80			
Forklift w/ operator - up to 5,000 lbs. - Overtime	L6	\$348.00	\$417.60	\$487.20			
Forklift w/ operator - over 5,000 lbs.	L8	Request a quote					
4-Stage Forklift w/ operator - Straight Time	L9	\$452.00	\$542.40	\$632.80			
4-Stage Forklift w/ operator - Overtime	L10	\$498.00	\$597.60	\$697.20			
Forklift Cage w/ rigger - Straight Time	L12	\$185.00	\$222.00	\$259.00			
Forklift Cage w/ rigger - Overtime	L13	\$231.00	\$277.20	\$323.40			
Boomlift w/ 3-man crew - Straight Time	L15	\$611.00	\$733.20	\$855.40			
Boomlift w/ 3-man crew - Overtime	L16	\$749.00	\$898.80	\$1,048.60			
Scissor Lift w/ 2-man crew - Straight Time	L18	\$414.00	\$496.80	\$579.60			
Scissor Lift w/ 2-man crew - Overtime	L19	\$506.00	\$607.20	\$708.40			
Hanging Points and Additional Banner Hanging Materials	L22	\$100 per hanging point. Exact needs to be determined during install					
ACCESSIBLE STORAGE							
Accessible Storage - per 1/4-trailer per day storage fee	L24	\$295.00	\$354.00	\$413.00			
Product #	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost

Subtotal:

Will Labor be Hargrove-supervised? Yes No

Supervision Fee (if applicable):

If yes, complete the Hargrove-Supervised Labor Instruction Form.

TOTAL:

- **Straight Time:** Rates apply Monday-Friday 8:00 AM - 4:30 PM.
- **Overtime:** Rates apply Monday-Friday before 8:00 AM and after 4:30 PM, and all day Saturday-Sunday.
- **Double Time:** Rates apply on select holidays.
- **Billing:** There is a minimum of one-hour charged. Time is billed in increments of ½-hour thereafter.
- **CANCELLATIONS:** 24-hour notice required to cancel labor. Labor ordered and not used will be charged a one-hour "No Show" charge. This policy applies to installation and dismantling labor orders.
- **Hanging Sign Labor:** When ordering Hanging Sign labor, be sure to complete the Hanging Signs form in this manual. Any sign or banner in excess of 200 lbs. must be hung by the facility's rigger; see the enclosed Hi-Tech Rigging form. **Hanging signs** and banners will require additional banner hanging materials. The amount and kind of needed materials as well as the number of required hanging points cannot be determined until installation. All fees will be added to your invoice.
- **Accessible Storage Fee:** Consists of storage space plus access labor. Accessible storage labor charges are billed in ½-hour increments. When a forklift is necessary, time for use of equipment will also be charged.
- **Crew Sizes:** A crew consists of the equipment operator and the designated laborer(s). Additional crew, equipment or larger equipment may be added if the supervisor deems it necessary to safely complete a job. The exhibitor is responsible for any additional charges incurred.
- **Policies:** Only pre-ordered labor for the START of the work day is guaranteed. Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to the labor desk to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.

HANGING SIGNS & OVERHEAD STRUCTURES

Submission Deadline: **Friday, December 20, 2019**

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

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

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

Description of Sign/Banner/Overhead Structure:

<input type="checkbox"/> Cloth/Vinyl	<input type="checkbox"/> Wood	<input type="checkbox"/> Systems	<input type="checkbox"/> Metal	<input type="checkbox"/> Other: _____
<input type="checkbox"/> 1-sided	<input type="checkbox"/> 2-sided	With:	<input type="checkbox"/> Pockets	<input type="checkbox"/> Grommets
<input type="checkbox"/> Rectangle	<input type="checkbox"/> Square	<input type="checkbox"/> Triangle	<input type="checkbox"/> Circular	<input type="checkbox"/> Other: _____

Specifications:

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

Assembly required? Yes No

Electricity required? Yes * No * Order electrical service!

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

Placement:

Feet from rear of booth: _____

feet from left side of booth: _____

- REAR -

Booth # _____

- FRONT -

feet from right side of booth: _____

feet from front of booth: _____

feet from floor to bottom of sign: _____

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

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

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

Signature: _____ Exhibiting Company: _____ Booth #: _____



EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Booth: _____

Submission Deadline: **Friday, December 20, 2019**

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

- | | |
|---|---|
| <p>A. Exhibitor must notify Show Management and Hargrove in writing no later than Friday, December 20.</p> <p>B. Exhibitor must ensure their contractor provide Hargrove with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage by Friday, December 20.</p> <p>C. Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.</p> <p>D. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.</p> <p>E. The EAC shall share with Hargrove all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.</p> | <p>F. The EAC must provide Hargrove and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.</p> <p>G. The EAC may not, under any circumstances solicit business on the show floor.</p> <p>H. The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.</p> <p>I. The Official Contractor has total control of all areas of the exhibit hall (i.e., aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with Hargrove.</p> <p>J. The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.</p> <p>K. All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.</p> |
|---|---|

Name of EAC/Service Firm: _____

EAC Address: _____

EAC Phone: _____ EAC Fax: _____

EAC Contact Name: _____ Email: _____

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

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



ADDITIONAL SHOW SERVICES

Walter E. Washington Convention Center

Booth Catering Services - Aramark
Electrical Service - Hi-Tech Electric
Internet, Phone & Cable TV Services - SmartCity
Plumbing - Hi-Tech Electric
Truss / Motorized Hoist (over 200 lbs) - Hi-Tech Electric

Other Vendors / Services

[Audio Video & Computer Equipment](#) - PSAV
Plants/Floral - Urban Jungle
Security - TBD



Email this form to:
Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 info@urbanjungleinc.com
 [Tax ID #: 54-1796144]

<h2 style="margin: 0;">PLANT & FLORAL ORDER FORM</h2>

QTY	ITEM	Advance*	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 65.00	\$ 75.00	
	Floral Arrangement (approx. 18" H)	\$ 85.00	\$ 95.00	
	Custom Floral Arrangement (tell us what you want)	Call / email	Call / email	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 75.00	\$ 90.00	
	Roses, arranged, one dozen (color _____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small _____ Large _____)	\$50 / \$75.00	\$60 / \$85.00	
	Mum Plants (white _____ yellow _____ lavender _____)	\$ 25.00	\$ 30.00	
	Azaleas (red _____ pink _____ white _____)	\$ 40.00	\$ 45.00	
	Bromeliads (Red, pink, yellow, other)	\$ 35.00	\$ 40.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot) Ivy _____ Pothos _____	\$ 25.00	\$ 30.00	
	Large Fern _____ Ivy _____ Pothos _____	\$ 35.00	\$ 40.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ greens and color	\$ 135.00	\$ 150.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	\$110.00	\$ 125.00	
	Pkg C: large container w/ivy and blooming plants	\$ 110.00	\$ 125.00	
	2' Green Plants	\$ 30.00	\$ 40.00	
	3' Green Plants	\$ 40.00	\$ 50.00	
	4' Green Plants	\$ 50.00	\$ 60.00	
	5' Green Plants	\$ 60.00	\$ 70.00	
	6' Green Plants	\$ 70.00	\$ 80.00	
	7' Green Plants	\$ 95.00	\$ 110.00	
	8' - 10' Green Plants	\$115.00	\$130.00	
Decorative Containers: White Black Wicker			SUB TOTAL	\$
♦ Call for prices on brass, chrome, terra cotta pots				
			Delivery Fee	\$
			10%	
www.urbanjungleinc.com info@urbanjungleinc.com		Email or call for catalogue of flowerboxes, ivy walls, topiaries, etc.	TOTAL AMOUNT DUE	\$

Please remit payment to URBAN JUNGLE, Inc.

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

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

Exhibitor: _____
 Third Party: _____
 Address: _____
 City, State, ZIP: _____

Telephone #: _____
 Mobile # _____
 PO # _____
email:** _____

Show Name: **TRB 99th Annual Meeting**
 Show Dates: **January 12 - 14, 2020**

Location: **Walter E. Washington Convention Center**
 Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
 Credit Card #: _____
 Name on Card: _____

Exp. Date: _____ Security # _____
 Billing Zip: _____

****Email is required for confirmation and final invoices.**
***Orders must be received two weeks prior to show date for advance price!**