

GENERAL SERVICES CONTRACTOR



TRB 103rd

ANNUAL MEETING

January 7–11, 2024 • Washington, D.C.

TRB 103rd Annual Meeting

EXHIBITOR SERVICE MANUAL

WE BELIEVE IN THE POWER OF HUMAN CONNECTION.

Table of Contents

HARGROVE SERVICES

General Information

General Information
Hargrove Ordering & Payment Guide
Payment & Order Recap Forms
Union Rules & Regulations
Move-Out Information
Hargrove Terms and Conditions
Security Guidelines

Booth Furnishings & Rentals

Hargrove Catalogs:

- Furniture, Accessories & Carpeting
- Hargrove Rental Booths
- Specialty Furnishings

Forms:

- Booth Furnishings Packages
- Tables & Drapery
- Chairs, Accessories & Display Cabinets
- Carpet
- Vinyl Flooring
- Signs & Graphics
- Hargrove Rental Booths
- Retractable Banners
- Specialty Furnishings

Shipping Information

[Request a Hargrove Shipping Quote](#)

Shipping Labels:

- Advance Shipping
- Direct Shipping
- Hanging Signs

COVID-19 POLICIES:

By exhibiting at the TRB Annual Meeting, Exhibitor acknowledges that a risk of exposure to COVID-19 exists in any event or public space, including the TRB Annual Meeting. Exhibitor agrees to comply with all TRB policies regarding COVID-19, including any requirements for vaccination or protective masks that may be instituted in advance of the meeting. TRB reserves the right to deny entry, without refund, to any of Exhibitor's representatives who do not comply.

HARGROVE SERVICES (CON'T)

Material Handling

Material Handling Information
Material Handling Hints
Forms:

- Material Handling Estimate
- Early Move-in Request
- Privately Owned Vehicle (POV) Unloading Service
- Vehicle/Machinery Spotting Service

Labor

Forms:

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

ADDITIONAL SHOW SERVICES

Walter E. Washington Convention Center

[Booth Catering Services – Aramark](#)

[Booth Cleaning Services – Aramark](#)

[Electrical Service – Hi-Tech](#)

[Internet, Phone & Cable TV Services – SmartCity](#)

[Plumbing – Hi-Tech](#)

[Truss / Motorized Hoist \(over 200 lbs\) – Hi-Tech](#)

Other Vendors / Services

[Audio Video & Computer Equipment – Encore](#)

[Plants/Floral – TLC](#)

[Security – Simmons](#)

General Information

LOCATION & DATES

Walter E. Washington Convention Center
Halls D & E
801 Allen Y. Lew Place, NW
Washington, DC 20001

Saturday, January 6 to Tuesday, January 9, 2024

EXHIBITOR MOVE-IN

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

NOTE: Overtime rates in effect all day Saturday and Sunday.

* Booth structures must be completely set by 1:00 PM on Sunday, January 7. 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.

SHOW HOURS

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

EXHIBITOR MOVE-OUT

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

NOTE: Overtime rates in effect after 4:30 PM

Outside carriers must be checked in by **Tuesday, January 9** at **7:00 PM**, or by **Wednesday, January 10** at **9:00 AM** for all remaining outbound shipments. Please see the Move-Out Information sheet in this Manual for more details.

General Information (cont.)

STANDARD BOOTH EQUIPMENT

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

8' High Draped **Backwall** – Color(s): **Gray**
3' High Draped **Siderails** – Color: **Gray**
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

The aisles will be carpeted. Aisle Carpet Color: **Tuxedo**

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 submit Flooring Affidavit. Exhibitor-supplied flooring is subject to material handling and labor charges.

Furnishing Rental Package:

A special booth package is available to exhibitors if ordered by Tuesday, December 12, 2023. The package includes carpet, one six-foot draped table, two chairs, and one wastebasket for a discounted rate of \$593. To order this package, use the Booth Package Special form.

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Tuesday, December 12, 2023 RENTAL BOOTH & ADVANCE ORDER DEADLINE

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

Friday, December 15, 2023 RENTAL BOOTH ART SUBMISSION DEADLINE

Wednesday, December 20, 2023 CARPET & ONLINE ORDERING DEADLINE

Orders after this date must be placed via phone or email and are subject to availability.

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

General Information (cont.)

ADVANCE SHIPPING

Advance shipping begins **Monday, December 4** at **8:00 AM** and ends **Wednesday, January 3** at **3:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
TRB 103rd Annual Meeting
c/o Hargrove
TForce Freight
6571 Washington Blvd.
Elkridge, MD 21075

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **3:00 PM**

NOTE: The warehouse will be closed December 25 and January 1.

DIRECT SHIPPING

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

Direct shipping address:
(Your Company Name & Booth Number)
TRB 103rd Annual Meeting
c/o Hargrove
Walter E. Washington Convention Center
Halls D & E
801 Allen Y. Lew 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.

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.

Hargrove Ordering & Payment Guide

ONLINE ORDERING

<https://hargrove.boomerecommerce.com>

Hargrove's secure online ordering website is the preferred method for placing orders for your event. Here you can order booth furnishings, carpet, rental exhibits, graphics, labor, material handling services, request shipping quotes, and more. The exhibitor service Manual for your event is also available here for reference.

LOGIN INFORMATION

When online ordering is open for your event, you'll receive an email with details on how to access your account. First time users will receive a temporary password for their initial login. If you have not received the email containing your login information, please contact Hargrove Exhibitor Services at exhibitorservices@hargroveinc.com or 301.306.4627.

PAYMENT INFORMATION

Hargrove is committed to ensuring safe transactions for our exhibitors. Our online ordering website is the most secure method for placing orders and submitting payment. A credit card will need to be on file to process orders. For your protection and ours, we will not accept credit card information via email. We will also never email payment information.

If you're unable to submit payment online, please contact Hargrove Exhibitor Services at 301.306.4627 to provide payment information over the phone.

PAYMENT POLICIES

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

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

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

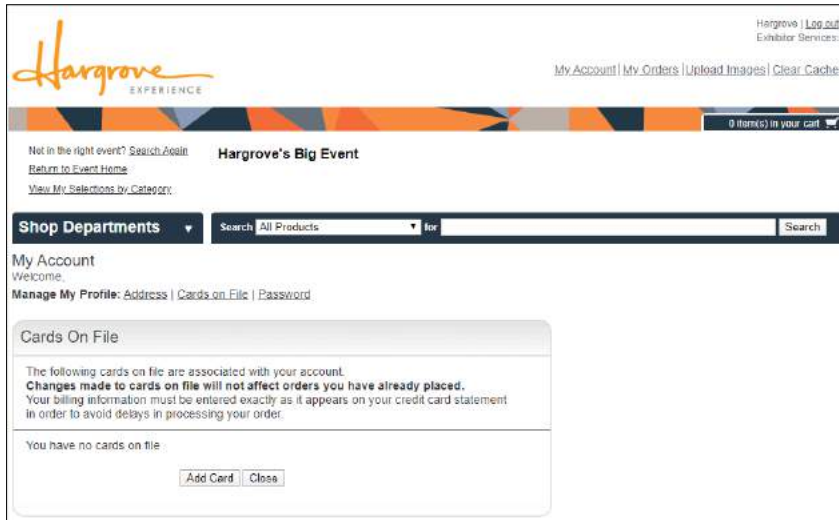
Please review Hargrove's Terms & Conditions for additional policies pertaining to orders.

Hargrove Ordering & Payment Guide (cont.)

You can upload credit card payment information to your Hargrove account two ways.

Login to your Hargrove account at: <https://hargrove.boomerecommerce.com>

ADD A CREDIT CARD TO YOUR ACCOUNT

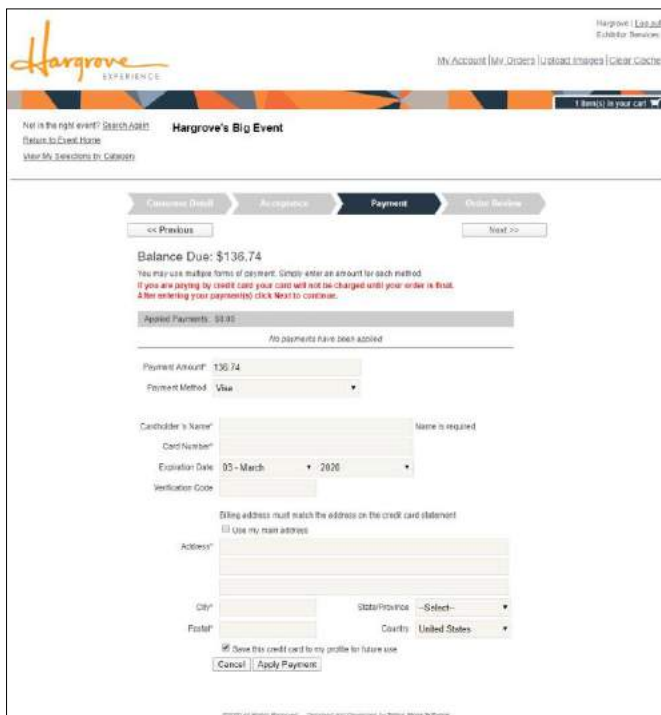


Select My Account.

Under Manage My Profile, select Cards On File.

Here you can add a credit card to your Hargrove account. A credit card will need to be on file in order to process your orders.

ADD A CREDIT CARD WHEN PLACING ORDERS



When you are done ordering, check out by clicking on your Cart.

Review your order & customer details.

After reviewing and accepting the Terms & Conditions, add your credit card under the Payment section.

Complete the credit card information fields.

Select **Save this credit card to my profile for future use.** – This saves the card to your account for future orders, material handling charges, and any potential refunds.

Apply payment & finalize your order.

PAYMENT FORM

Advance Order Deadline: **Tuesday, December 12, 2023**

BY SUBMITTING THIS FORM TO HARGROVE, LLC, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "SERVICE MANUAL," INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS."

Payment Policy:

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

Please note: We will use the payment submitted online as authorization to charge your credit card account for all orders, at any time, including those placed onsite by your representative. These charges may include all services provided by Hargrove, LLC including but not limited to material handling, labor, and shipping charges.

For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, ACH and wire transfer*. For tax-exempt status, please submit a current Federal Tax Exempt certificate or a current tax exempt certificate for the state in which the show is held.

Order Payment Method:

NOTE: Online ordering rates are not available if you pay by check, wire transfer or ACH payment. Advance rates may be available.

Credit Card – Credit card information must be submitted online at <https://hargrove.boomerecommerce.com/>
For your protection and ours, Hargrove will only accept credit card information online via Boomer.

In the event that you're unable to submit payment online, please contact Hargrove Exhibitor Services at 301.306.4627 for assistance. A service fee may apply.

Check Enclosed # _____ Dated ____/____/____ (Ref: 50-44778)

ACH payment* on _____
(Date)

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

* Send **wire transfers** or **ACH payments** to:

Hargrove, LLC
c/o JPM Chase
270 Park Avenue
New York, New York 10017-2014
USA

ABA #021000021, Account #389918399, SWIFT Code: CHASUS33

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

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	\$
Vinyl Flooring	\$
Signs & Graphics	\$
Hargrove Rental Booths	\$
Retractable Banners	\$
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: 50-44778)
- 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 9 at 4:00 PM to 8:00 PM – Exhibitor Move-Out officially begins.

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

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

Wednesday, January 10 at 8:00 AM to 12:00 PM – Exhibitor Move-Out resumes.

Driver Check-In & Material Handling Agreement Deadlines

For **Tuesday, January 9** outbound shipments:

Driver Check-In: 7:00 PM

Material Handling Agreement: 8:00 PM

For **Wednesday, January 10** outbound shipments:

Driver Check-In: 9:00 AM

Material Handling Agreement: 12:00 PM

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 at the loading dock by **Tuesday, January 9 at 7:00 PM** for shipments going out on Day One of Move Out, or by **9:00 AM** on **Wednesday, January 10** for all other 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 at the loading dock by **Wednesday, January 10 at 9:00 AM**, Hargrove reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor Show Management assumes any liability as a result of such re-routing.

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

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

Hargrove 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 limited liability company, 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 Manual to the Exhibitor; and (iv) "Service Manual" means, collectively, the service manual, Manual package, and/or rate card, and all corresponding checklists, schedules, forms, rules, regulations, procedures, policies, guidelines, tool Manuals, 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 Manual (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 Manual, 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.

Hargrove Terms and Conditions (con't)

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

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

(e) Cancellation or Postponement. If the Show is cancelled (or postponed) five or more business days prior to commencement of installation because of reasons beyond Hargrove's control, the Exhibitor will be refunded 100% of the charges for Standard Furnishings (Tables & Drapery, Chairs & Accessories), Standard Carpet and Padding ordered from Hargrove. If the Show is cancelled (or postponed) less than five business days prior to the commencement of installation, the Exhibitor remains responsible for all charges. If the Show is cancelled (or postponed) because of reasons beyond Hargrove's control, the Exhibitor remains responsible for all other charges for services and equipment not listed above ordered from Hargrove up to and including the date of cancellation/postponement. Cancellation fees, including fees to cover any costs incurred by Hargrove, will be due immediately upon any such cancellation or postponement by Exhibitor. EXHIBITOR EXPRESSLY AGREES THAT IT HAS READ, AND AGREES TO, THIS CANCELLATION POLICY, AND THAT THE CANCELLATION CHARGES DESCRIBED IN THIS PARAGRAPH ARE REASONABLE AND APPROPRIATE UNDER THE CIRCUMSTANCES STATED, AND THAT SUCH CANCELLATION CHARGES ARE NOT A PENALTY. EXHIBITOR FURTHER ACKNOWLEDGES AND AGREES THAT THIS POLICY SHALL APPLY IN THE EVENT OF ANY CANCELLATION/POSTPONEMENT BY EXHIBITOR IRRESPECTIVE OF THE REASON FOR SUCH ORDER CANCELLATION/POSTPONEMENT AND SHALL ALSO APPLY IN THE EVENT OF THE CANCELLATION OR POSTPONMENT OF THE SHOW FOR ANY REASON BEYOND HARGROVE'S CONTROL.

(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.

Hargrove Terms and Conditions (con't)

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, in addition to the initial material handling charges for shipments to the advance warehouse, 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. If the Exhibitor elects to ship deliveries direct to the Show venue, the Exhibitor agrees to deliver Exhibitor Materials beginning on the date as published in the Service Manual in respect of direct to Show venue deliveries. Hargrove also reserves the right to charge, and the Exhibitor agrees to pay, an additional charge in an amount equal to fifty percent (50%) of the DIRECT crated rate per cwt if the Exhibitor Materials are delivered to the Show venue before the published date for direct to Show venue deliveries.

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

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

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

Hargrove Terms and Conditions (con't)

(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.

(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.

Hargrove Terms and Conditions (con't)

(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.

(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.

Hargrove Terms and Conditions (con't)

(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.

FURNITURE & ACCESSORIES CATALOG

At Hargrove we know that displaying your company's products and materials effectively is an important part of planning your exhibit space. We offer a variety of standard and special-order items to ensure your exhibit program's success.

WE BELIEVE IN **THE POWER OF HUMAN CONNECTION.**

Hargrove
from **encore**

TABLES & DRAPERY

Hargrove offers a variety of table sizes and heights, in undraped and draped options to match the show colors or your branding.



Round Tables

Round tables are 30" in diameter and are available in 18", 30", and 42" heights.



Draped Tables & Counters

Tables and Counters are available draped or undraped, and in 4', 6', or 8' lengths.

Tables: 30" Tall x 24" Wide

Counters: 42" Tall x 24" Wide

Table Drapery

Draped 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.

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



Black



Blue



Teal



Purple



Burgundy



Red



Gold



Grey



White

Need more options?

Contact us today.

Contact Us:

exhibitorservices@hargroveinc.com

+1 301.306.4627

Order Online:

[Hargrove Exhibitor Services](#)

SEATING

When you need seating for a product demonstration or one-to-one sit down with a client, Hargrove offers a variety of options to suit your needs and style.

Chairs & Barstools

Standard seating is depicted. Contact us today for more seating options. Actual item may vary.

Padded Side Chair: 30" Tall x 17" Wide x 22" Deep

Barstool: 42" Tall x 19" Wide x 21" Deep



CARPET

The details matter. Materials in your booth should complement your brand, Hargrove has a wide variety of carpet colors and padding to match.

Carpet Details

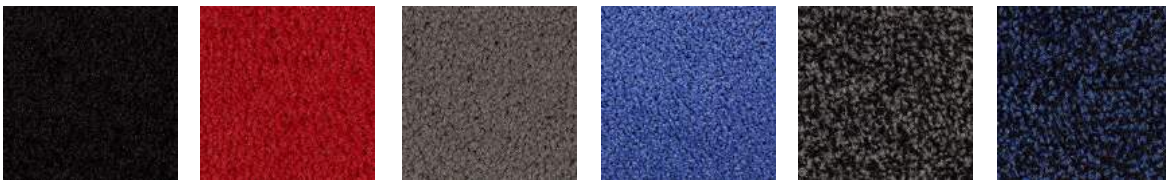
Custom colors available. Actual colors may vary. Some colors not available for certain shows.

Plush carpet orders include protective clear plastic covering at no additional charge.

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.

We recommend special cut or plush carpet for island, peninsula or inline booths larger than 10' x 40' for color matching.

Standard Carpet Colors



Black

Red

Grey

Blue

Pepper

Blue Jay

Plush Carpet Colors



Black

Charcoal

Platinum

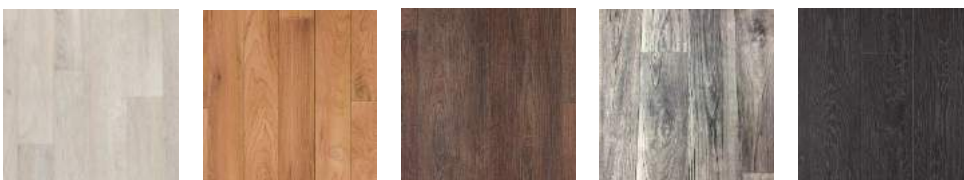
Beige

White

Reflex Blue

Navy

Expo Flex Vinyl Flooring Colors



Whitewood

Dark Maple II

Barnwood II

Silverwood II

Blackwood II

Contact Us:

exhibitorservices@hargroveinc.com
+1 301.306.4627

Order Online:

[Hargrove Exhibitor Services](#)

ACCESSORIES

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
56" T x 30" W x 27" D



Literature Rack
60" T x 11" W x 14" D



Straight Bag Rack
49" - 70" T x 30" W x 27" D



Slanted Bag Rack
49" - 70" T x 30" W x 27" D



Sign Holder
For signs 28" T x 22" W



Wastebasket
16" T x 11" W x 9" D



Retractable Stanchion
14" T with 14" base. 8' belt



Chrome Stanchion
42" T with 14" base, 8' rope



Coat Tree



Fish Bowl



Vertical Posterboard
8' T x 4' W



Horizontal Posterboard
4' T x 8' W

Actual items may vary. All measurements are approximate.

Contact Us:
exhibitorservices@hargroveinc.com
+1 301.306.4627

Order Online:
[Hargrove Exhibitor Services](#)

COUNTERS & DISPLAYS

Need a cabinet or display case that can incorporate your graphics or includes lighting? Hargrove offers a variety of displays to enhance your exhibit space.



Large Cabinet

42" Tall x 82" Wide x 23" Deep



Small Cabinet

42" Tall x 43" Wide x 23" Deep



Illuminated Display Case

41" Tall x 80" Wide x 21" Deep
Electrical service required.



Curved Counter

42" Tall x 60" Wide x 22" Deep

Actual items may vary. All measurements are approximate.

Contact Us:

exhibitorservices@hargroveinc.com
+1 301.306.4627

Order Online:

[Hargrove Exhibitor Services](#)

SIGNS & GRAPHICS

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

Hargrove Advantages

High-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



Cardstock Signs

Available in:

7" x 11"

11" x 14"

7" x 44"

14" x 22"

14" x 44"

22" x 28"

28" x 44"

Contact Us:

exhibitorservices@hargroveinc.com

+1 301.306.4627

Order Online:

[Hargrove Exhibitor Services](#)

RETRACTABLE BANNER STANDS

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

Retractable Banner Stand Details

All Retractable Banner Stand kits include hardware, graphic, and portable carry bag.

Complete artwork guidelines will be provided during the ordering process. Art time may be charged if artwork files need to be fixed or altered to meet artwork guidelines.



Barracuda 800

- Variable graphic height (60" - 83")
- Anodized silver base
- Toolless quick rail
- Graphic tensioner
- Adjustable leveling feet
- Hybrid bungee/telescopic pole
- Includes carry bag



Blade Lite 800

- Variable graphic height (60" - 83.25")
- Silver base w/ chrome-finish ends
- Toolless quick rail
- Weighted base for stability
- Adjustable leveling feet
- Hybrid bungee/telescopic pole
- Includes carry bag



Mosquito 850

- Standard graphic height (78.5")
- Swivel feet
- Snap top graphic rail
- 3-piece bungee pole
- Includes carry bag

Need something not included in our catalog?

Contact us today.

Contact Us:

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+1 301.306.4627

Order Online:

[Hargrove Exhibitor Services](#)

HARGROVE RENTAL BOOTHS

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



RENTAL BOOTH SOLUTIONS

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



Booth 100 (RNTB100) - Includes:

- Booth Structure
- Standard 10' x 10' Carpet
- 1 – Wastebasket
- 1 – 1 M Counter
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor



Booth 101 (RNTB101) - Includes:

- Booth Structure
- Standard 10' x 10' Carpet
- 1 – Wastebasket
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



Booth 102 (RNTB102) - Includes:

- Booth Structure
- Standard 10' x 10' Carpet
- 1 – Wastebasket
- 1 – 1 M Counter
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements

Available Upgrades:

- Rental Counters & Display Cases
- Shelves & Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Monitor Wall Mount & Cable Management
- Audio Visual, Electric, Internet, Florals *

* Note: Additional service charges apply.

Contact Us:

rentalexhibits@hargroveinc.com

+1 301.306.4799

Online Catalog:

HargroveExhibits.info

RENTAL BOOTH SOLUTIONS

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



Booth 200 (RNTB200) - Includes:

- Booth Structure
- Standard 10' x 20' Carpet
- 1 – Wastebasket
- 1 – 2 M Counter
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



Booth 201 (RNTB201) - Includes:

- Booth Structure
- Standard 10' x 20' Carpet
- 1 – Wastebasket
- 1 – 2 M Counter
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



Booth 202 (RNTB202) - Includes:

- Booth Structure
- Standard 10' x 20' Carpet
- 1 – Wastebasket
- 1 – 2 M Counter
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements

Available Upgrades:

- Rental Counters & Display Cases
- Shelves & Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Monitor Wall Mount & Cable Management
- Audio Visual, Electric, Internet, Florals *

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RENTAL BOOTH SOLUTIONS

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



Booth 401 (RNTB401) - Includes:

- Booth Structure
- Standard 20' x 20' Carpet
- 1 – Wastebasket
- 1 – L-Shaped Counter
- 3 – 1/2 M Counters
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



Booth 402 (RNTB402) - Includes:

- Booth Structure
- Standard 20' x 20' Carpet
- 1 – Wastebasket
- 4 – 1 M Counters
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



Booth 403 (RNTB403) - Includes:

- Booth Structure
- Standard 20' x 20' Carpet
- 1 – Wastebasket
- 1 – 2 M Counter
- 4 – 1 M Counters
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements

NOTE: Hanging Sign options are available upgrades based on ceiling heights and venue restrictions.

Available Upgrades:

- Rental Counters & Display Cases
- Shelves & Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Monitor Wall Mount & Cable Management
- Audio Visual, Electric, Internet, Florals *

* Note: Additional service charges apply.

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Online Catalog:

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FABRIC RENTAL BOOTH 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.



8' H x 10' W (RNBT001A) - Includes:

- Rental Frame with Jack Legs for Support
- Single-Sided Printed Fabric Graphic
- 1 - Wastebasket
- Standard 10' x 10' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



8' H x 20' W (RNBT001B) - Includes:

- Rental Frame with Jack Legs for Support
- Single-Sided Printed Fabric Graphic
- 1 - Wastebasket
- Standard 10' x 20' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



8' H x 30' W (RNBT001C) - Includes:

- Rental Frame with Jack Legs for Support
- Single-Sided Printed Fabric Graphic
- 1 - Wastebasket
- Standard 10' x 30' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements

Special order item, additional lead time required for order and artwork submissions.

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

Available Upgrades:

- Rental Counters & Display Cases
- Shelves & Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Monitor Wall Mount & Cable Management
- Audio Visual, Electric, Internet, Florals *

* Note: Additional service charges apply.

Contact Us:

rentalexhibits@hargroveinc.com

+1 301.306.4799

Online Catalog:

HargroveExhibits.info



TRADESHOW

FURNISHINGS | 2023

Hargrove
from **encore**[®]

TOP DESIGN TIPS

for
Tradeshow
Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

1 Work Together

Enjoy communal tables that make it easy to network and build connections.



2 Sit Back & Relax

Let clients relax in comfortable "living room" spaces that encourage real conversations.



3 Take It for a Spin

Great for smaller spaces, swivel chairs increase functionality so you can engage and interact.



4 One With Nature

Bring nature indoors with life like greenery that warms up booths and other environments.



5 Small, but Mighty

Got small spaces? Use ottomans in small theaters for quick demonstrations.



TOP DESIGN TIPS for Tradeshow Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

6 Highs from Lows

Use low and casual seating to create a comfortable learning environment that makes clients feel at ease.



7 Power up!

Include powered products throughout your space that empower clients to recharge, relax, and relate with others.



8 In the Loop

Create an informal, inclusive setting for small group discussions with ottomans styled around an accent table.



9 Make it Pop!

Add flashes of color throughout your furnishings to attract more attention while reinforcing brand themes.

10 Create space

Sometimes, clients need privacy. Use clear dividers between sofas or conference tables to give clients space for personal meetings.



11 Share the look.

Increase your brand exposure by sharing eye-catching spaces on your social networks.



SOFT SEATING



Allegro Sofa



Baja Sofa & Loveseat



Cordoba Loveseat



Fairfax Sofa



Key Largo Sofa & Loveseat



Montreal Loveseat



Naples Sofa & Loveseat



Naples Sofa & Loveseat - Powered



Palm Beach Sofa



Sterling Sofa



Valencia Sofa

CLUB CHAIRS



Allegro Chair



Baja Chair



Cordoba Chair



Fairfax Chair



Key Largo Chair



Montreal Chair



Naples Chair



Naples Chair - Powered



Sterling Chair







Valencia Chair






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	Length: 36" Depth: 34.5" Height: 30" Seat Length: 23" Seat Depth: 23" Seat Height: 17"
	Allegro Sofa	SFA002	Blue Fabric	Length: 73" Depth: 34.5" Height: 30" Seat Length: 61" Seat Depth: 23" Seat Height: 17"
	Baja Chair	BCHWHT	White Vinyl	Length: 36" Depth: 30.5" Height: 28" Seat Length: 25.75" Seat Depth: 22" Seat Height: 16"
	Baja Loveseat	BLVWHT	White Vinyl	Length: 61" Depth: 30.5" Height: 28" Seat Length: 51" Seat Depth: 23" Seat Height: 16"
	Baja Sofa	BSFWHT	White Vinyl	Length: 86" Depth: 30" Height: 28" Seat Length: 77" Seat Depth: 23" Seat Height: 16"
	Cordoba Chair	COCHTP	Taupe Fabric, Black	Length: 37" Depth: 32" Height: 33" Seat Length: 22.5" Seat Depth: 21" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	Length: 60.5" Depth: 32" Height: 33" Seat Length: 46" Seat Depth: 21" Seat Height: 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	Length: 27" Depth: 26" Height: 30" Seat Length: 24" Seat Depth: 20.5" Seat Height: 17"
	Fairfax Sofa	FAIRSW	White Vinyl, Brushed Metal	Length: 62" Depth: 26" Height: 30" Seat Length: 62" Seat Depth: 20.5" Seat Height: 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	Length: 35" Depth: 35" Height: 34" Seat Length: 22" Seat Depth: 22" Seat Height: 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	Length: 57" Depth: 35" Height: 34" Seat Length: 44" Seat Depth: 22" Seat Height: 19"
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	Length: 79" Depth: 35" Height: 34" Seat Length: 66" Seat Depth: 22" Seat Height: 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Montreal Chair	MONCHA	Blue, Black Metal	Length: 30" Depth: 23.25" Height: 30" Seat Length: 22.5" Seat Depth: 18.5" Seat Height: 16"
	Montreal Loveseat	MONLOV	Blue, Black Metal	Length: 62" Depth: 27.25" Height: 29.5" Seat Length: 57" Seat Depth: 18.5" Seat Height: 16"
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Palm Beach Sofa	PALSOF	White Vinyl	Length: 69" Depth: 29" Height: 33" Seat Length: 48-62" Seat Depth: 19" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Sterling Chair	STECHA	Gray Fabric	Length: 33" Depth: 33.5" Height: 32" Seat Length: 25.75" Seat Depth: 21" Seat Height: 17"
	Sterling Sofa	STESOF	Gray Fabric	Length: 82" Depth: 33.5" Height: 32" Seat Length: 72.5" Seat Depth: 21" Seat Height: 17"
	Valencia Chair	VALCHA	Spice Orange Velvet	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Sofa	VALSOF	Coffee Brown Velvet	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"



ACCENT CHAIRS



Atherton Chair



Bowery Chair



Century Chair



La Brea Swivel Chair



Brooklyn Meeting Chair Collection



Lena Chair



Madrid Chair



Munich Armless Chair



Pasadena Chair









Pro Executive Guest Chair

















Swanson Swivel Chair



Wentworth Swivel Chair

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	Length: 27" Depth: 31" Height: 30" Seat Length: 21.5" Seat Depth: 24" Seat Height: 17"
	Bowery Chair	BOWCHA	Ochre Fabric	Length: 29.75" Depth: 31" Height: 27.25" Seat Length: 30" Seat Depth: 21" Seat Height: 17"
	Brooklyn Meeting Chair	BNMCSW	White Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCSB	Black Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOW	White Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOB	Black Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	Length: 30" Depth: 30" Height: 31" Seat Length: 21.5" Seat Depth: 23" Seat Height: 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	Length: 35" Depth: 27" Height: 40" Seat Length: 17" Seat Depth: 16" Seat Height: 20"
	Lena Chair	LENCHA	Moss Green Leather, Bronze	Length: 27" Depth: 25" Height: 31" Seat Length: 18.5" Seat Depth: 21" Seat Height: 19"
	Madrid Chair	BCW	White Vinyl, Chrome	Length: 30" Depth: 30" Height: 31" Seat Length: 30.5" Seat Depth: 20.5" Seat Height: 18"
	Munich Armless Chair	MNCHCH	Gray Fabric, Black	Length: 22.5" Depth: 27" Height: 28.5" Seat Length: 22" Seat Depth: 21" Seat Height: 17"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	Length: 27" Depth: 25" Height: 26" Seat Length: 17" Seat Depth: 17" Seat Height: 17"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Pro Executive Guest Chair</p>	<p>PROGB</p>	<p>Black Vinyl, Chrome</p>	<p>Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"</p>
	<p>Swanson Swivel Chair</p>	<p>SWAN</p>	<p>Black Vinyl</p>	<p>Length: 28" Depth: 25" Height: 30" Seat Length: 22" Seat Depth: 17.5" Seat Height: 17"</p>
	<p>Tech Tablet Chair</p> <p> </p>	<p>TCHGRY</p>	<p>Gray Vinyl, White Metal Tablet, Chrome Base</p>	<p>Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"</p>
	<p>Tech Chair, No Tablet</p> <p></p>	<p>TCHP</p>	<p>Gray Vinyl, Chrome Base</p>	<p>Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"</p>
	<p>Wentworth Swivel Chair</p>	<p>WENCHA</p>	<p>Brown Vinyl</p>	<p>Length: 31" Depth: 24" Height: 31.5" Seat Length: 21.5" Seat Depth: 19" Seat Height: 18"</p>

GROUP SEATING



Blade Chair Collection

Brewer Chair



Chelsea Chair Collection



Christopher Chair



Duet Stack Chair



Laguna Chair



Lucent Chair



Malba Chair Collection



Marina Chair Collection



Razor Chair








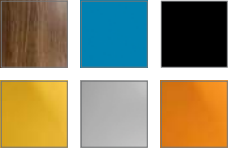

Rustique Chair


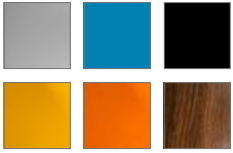









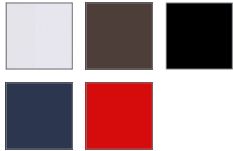


Syntax Chair











Zenith Chair






Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	<p>Blade Chair</p>	<p>BLDCBK BLDCRD BLDCSB</p>	<p>Black Red Sky Blue</p>	<p>Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"</p>
	<p>Brewer Chair</p>	<p>SC3</p>	<p>Onyx, Chrome</p>	<p>Length: 20" Depth: 20" Height: 32" Seat Length: 19.5" Seat Depth: 16.5"</p>
  	<p>Chelsea Chair</p>	<p>CCBTWL CCBTAZ CCBTBK CCBTYL CCBTGY CCBTOR</p>	<p>Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base</p>	<p>Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"</p>



Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Chelsea Chair	CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL	Gray, Black Swivel Base w/ Casters Azure Blue, Black Swivel Base w/ Casters Black, Black Swivel Base w/ Casters Goldenrod Yellow, Black Swivel Base w/ Casters Orange, Black Swivel Base w/ Casters Walnut-Look, Black Swivel Base w/ Casters	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"
	Christopher Chair	XCHR	White Vinyl, Chrome	Length: 17" Depth: 19" Height: 35" Seat Length: 16.75" Seat Depth: 14.75" Seat Height: 18"
	Duet Stack Chair	DUET	Black, Chrome	Length: 21" Depth: 23" Height: 33" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Laguna Chair	LMCHR	Maple, Chrome	Length: 18" Depth: 19" Height: 34" Seat Length: 17" Seat Depth: 16" Seat Height: 18"
	Lucent Chair	LUCHCL	Frosted Acrylic, Chrome	Length: 19.5" Depth: 19.75" Height: 32.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 18.75"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Malba Chair	MALGRY	Gray, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
	Malba Chair	MALGRN	Green, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
 	Marina Chair	MARCWH MARCBR MARCBK MARCBE MARCRD	White Vinyl, Brushed Metal Brown Fabric, Brushed Metal Black Vinyl, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 17.5" Depth: 19.5" Height: 35" Seat Length: 15" Seat Depth: 13" Seat Height: 19"
	Razor Armless Chair	SC10	White	Length: 19" Depth: 23.5" Height: 31.75" Seat Length: 16" Seat Depth: 17.25" Seat Height: 17.75"
	Rustique Chair w/ Arms	RSTDIN	Gunmetal	Length: 20" Depth: 18" Height: 31" Seat Length: 15" Seat Depth: 15" Seat Height: 18"






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Syntax Chair</p>	<p>CS4</p>	<p>Black, Chrome</p>	<p>Length: 23" Depth: 19" Height: 32.25" Seat Length: 18" Seat Depth: 17" Seat Height: 18.5"</p>
	<p>Zenith Chair</p>	<p>ZENCHR</p>	<p>White, Chrome</p>	<p>Length: 18.25" Depth: 22" Height: 32" Seat Length: 18.25" Seat Depth: 16" Seat Height: 19"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Beverly Bench Ottoman</p>	<p>BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH</p>	<p>Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl</p>	<p>Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"</p>
 	<p>Beverly Small Bench Ottoman</p>	<p>BVSMBK BVSMBN BVSMGY BVSMMLV BVSMMLN BVSMBL BVSMGN BVSMOR BVSMRD BVSMWH BVSMYL</p>	<p>Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl Yellow Fabric</p>	<p>Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"</p>
	<p>Endless Curved Ottoman</p>	<p>END01B</p>	<p>Black Vinyl, Chrome</p>	<p>Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"</p>
	<p>Endless Curved Ottoman</p>	<p>END01W</p>	<p>White Vinyl, Chrome</p>	<p>Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Endless Square Ottoman</p>	<p>END02B</p>	<p>Black Vinyl, Chrome</p>	<p>Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"</p>
	<p>Endless Square Ottoman</p>	<p>END02W</p>	<p>White Vinyl, Chrome</p>	<p>Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"</p>
 	<p>Marche Swivel Ottoman</p>	<p>MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013</p>	<p>White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet</p>	<p>Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"</p>
	<p>Regis Bench</p>	<p>REGBEN</p>	<p>Brushed Metal</p>	<p>Length: 47" Depth: 15.5" Height: 16"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Vibe Cube Ottoman</p>	<p>VIB10 VIB02 VIB05 VIB14 VIB17 VIB01 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09</p>	<p>Black Vinyl Blue Vinyl Bright Yellow Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl White Vinyl</p>	<p>Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"</p>



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Midtown Bar, Lighted w/ Plug In</p>  	<p>MTBLPI</p>	<p>Taupe Glass Top, Pewter</p>	<p>Length: 60" Depth: 18" Height: 42"</p>
	<p>Midtown Bar, Unlighted</p> 	<p>MTBUUL</p>	<p>Taupe Glass Top, Pewter</p>	<p>Length: 60" Depth: 18" Height: 42"</p>

BAR SEATING



Banana Barstool Collection



Blade Barstool Collection



Chelsea Barstool Collection



Christopher Barstool



Laguna Barstool



Lift Barstool Collection



Lucent Barstool



Marina Barstool Collection



Rustique Barstool



Shark Barstool












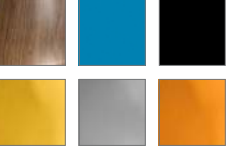

Syntax Barstool




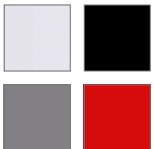

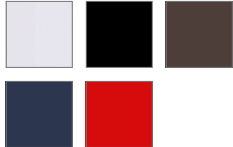








Zenith Barstool













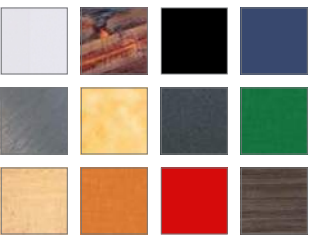
Zoey Barstool






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Banana Barstool</p> 	<p>BSS</p>	<p>Black, Chrome</p>	<p>Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"</p>
	<p>Banana Barstool</p> 	<p>BST</p>	<p>White, Chrome</p>	<p>Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"</p>
 	<p>Blade Barstool</p>  	<p>BLDBBK BLDBRD BLDBSB</p>	<p>Black Red Sky Blue</p>	<p>Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"</p>
 	<p>Chelsea Barstool</p> 	<p>CBSBWL CBSBAZ CBSBBK CBSBYL CBSBGY CBSBOR</p>	<p>Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base</p>	<p>Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"</p>



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Christopher Barstool	XBAR	White Vinyl, Chrome	Length: 19" Depth: 19" Height: 41" Seat Length: 14.5" Seat Depth: 15" Seat Height: 29"
	Laguna Barstool	LMBAR	Maple, Chrome	Length: 18" Depth: 20" Height: 47" Seat Length: 17" Seat Depth: 16" Seat Height: 31"
 	Lift Barstool	ROLLWH ROLLBL ROLLGY ROLLRD	White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Vinyl, Chrome	Round: 18" Height: 23-33.5" Seat Round: 15" Seat Height: 22.25-31.5"
 	Marina Barstool	MARBWH MARBBK MARBBR MARBBE MARBRD	White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 21" Depth: 17.5" Height: 41.5" Seat Length: 17" Seat Depth: 16" Seat Height: 30.5"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Lucent Barstool	LUBSCL	Frosted Acrylic, Chrome	Length: 22" Depth: 22.5" Height: 45.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 31"
	Rustique Barstool	RSTSTL	Gunmetal	Length: 13" Depth: 13" Height: 30" Seat Length: 12" Seat Depth: 12" Seat Height: 30"
	Shark Barstool	BS001	White, Chrome	Length: 22" Depth: 19" Height: 34-44" Seat Length: 17.5" Seat Depth: 14.5" Seat Height: 21.5-32"
	Syntax Barstool	BSR	Black, Chrome	Length: 23" Depth: 19" Height: 43.25" Seat Length: 18" Seat Depth: 17" Seat Height: 28.5"
	Zenith Barstool	ZENBAR	White, Chrome	Length: 19" Depth: 20" Height: 44" Seat Length: 18" Seat Depth: 16" Seat Height: 29"
	Zoey Barstool	BS002	White, Chrome	Length: 15" Depth: 16" Height: 30-34.75" Seat Length: 14" Seat Depth: 13" Seat Height: 26-30.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>30" Round Bar Table w/ Hydraulic Base</p>	<p>30WHHB 30WDHB 30BKHB 30BEHB 30AGHB 30YSHB 30GRHB 30GSHB 30MTHB 30OSHB 30BRHB 30MAHB</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p>Round: 30" Height: 45"</p>
 	<p>30" Round Bar Table w/ Standard Black Base</p>	<p>30WH42 30WDBB 30BKSB 30BEBB 30AGBB 30YBBB VTJ 30GSBB VTK 30OSBB VTB VTA</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p>Round: 30" Height: 42"</p>
	<p>30" Round Bar Table, Powered</p>	<p>P30BWH</p>	<p>White Top, Black</p>	<p>Round: 30" Height: 42"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>36" Round Bar Table w/ Hydraulic Base</p>	<p>36WTHB 36BKHB 36GRHB 36MTHB</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p>Round: 36" Height: 45"</p>
 	<p>36" Round Bar Table w/ Standard Black Base</p>	<p>VTW 36BKSB VTN VTP</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p>Round: 36" Height: 42"</p>
 	<p>30" Round Cafe Table w/ Hydraulic Base</p>	<p>30WHHC 30WDHC 30BKHC 30BEHC 30AGHC 30YSHC 30GRHC 30GSHC 30MTHC 30OSHC 30BRHC 30MAHC</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p>Round: 30" Height: 29"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>30" Round Cafe Table w/ Standard Black Base</p>	<p>30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA</p>	<p>White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top</p>	<p>Round: 30" Height: 29"</p>
	<p>30" Round Cafe Table, Powered</p>	<p>P30CWH</p>	<p>White Top, Black</p>	<p>Round: 30" Height: 29"</p>
 	<p>36" Round Cafe Table w/ Hydraulic Base</p>	<p>36WTHC 36BKHC 36MTHC 36GRHC</p>	<p>White Top Black Top Maple Top Graphite Nebula Top</p>	<p>Round: 36" Height: 29"</p>










Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>36" Round Cafe Table w/ Standard Black Base</p>	<p>ZTQ 36BKSC ZTN ZTP</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p>Round: 36" Height: 29"</p>
	<p>Rustique Square Metal Bar Table</p>	<p>RSTSQT</p>	<p>Gunmetal</p>	<p>Length: 23.75" Depth: 23.75" Height: 41.25"</p>










Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ventura Communal Bar Table	VNTBNP VNTWNP VNTMNP	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Bar Table w/ Grommet Holes	VNTBWW VNTBMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Cafe Table	VNTCBN VNTCWN VNTCMN	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Ventura Communal Cafe Table w/ Grommet Holes	VNTCWW VNTCMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"















Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Adelaide Powered Cocktail Table	ADCTWP Non-Powered: ADCTWH	White Top, Silver	Length: 48.87" Depth: 25.37" Height: 18"
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Village Charging Hub	VILHUB	Cream	Length: 12" Depth: 12" Height: 28.25"
	Wireless Charging Table	CUBPOW	White, AC Outlets	Length: 20" Depth: 20" Height: 18"
	30" Round Bar Table, Powered	P30BWH	White Top, Silver	Round: 30" Height: 42"






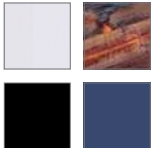












Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>10' Table</p>	<p>Powered: C10PWR Non-Powered: CONF10</p> <p>Powered: BKC10P Non-Powered: BKC10N</p> <p>Powered: M10PWR Non-Powered: MADC10</p> 	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 120" Depth: 48" Height: 29"</p>
 	<p>8' Table</p>	<p>Powered: C8PWR Non-Powered: CONF8</p> <p>Powered: BKCT8P Non-Powered: BKCT8N</p> <p>Powered: M8PWR Non-Powered: MADC08</p> 	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 96" Depth: 60" Height: 29"</p>
 	<p>5' Table</p>	<p>Powered: C5PWR Non-Powered: CONF5</p> <p>Powered: BKCT5P Non-Powered: BKCT5N</p> <p>Powered: M5PWR Non-Powered: MADC05</p> 	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 60" Depth: 48" Height: 29"</p>








Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Adelaide Cocktail Table</p>	<p>Non-Powered: ADCTWH Powered: ADCTWP</p> <p>Non-Powered: ADCTBK Powered: ADCTBP</p> <p>ADCTGL</p> 	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Glass Top, Silver</p>	<p>Length: 48.875" Depth: 25.375" Height: 18"</p>
 	<p>Adelaide End Table</p>	<p>ADETWH AETBK AETGL</p> 	<p>White Top, Silver Black Top, Silver Glass Top, Silver</p>	<p>Length: 21.5" Depth: 21.5" Height: 18"</p>
 	<p>Alondra Cocktail Table</p>	<p>ALC200</p> <p>ALC100</p> 	<p>Brandy Maple Top, Chrome</p> <p>Glass Top, Chrome</p>	<p>Length: 47" Depth: 24" Height: 17"</p> <p>Length: 47" Depth: 24" Height: 16"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Alondra End Table</p>	<p>ALE200 ALE100</p>	<p>Brandy Maple Top, Chrome Glass Top, Chrome</p>	<p>Length: 20" Depth: 20" Height: 21" Length: 20" Depth: 20" Height: 20"</p>
 	<p>Geo Cocktail Table</p>	<p>CIFWB CIC</p>	<p>Brandy Maple Top, Black Base Glass Top, Chrome Base</p>	<p>Length: 47" Depth: 24" Height: 17" Length: 50" Depth: 22" Height: 16"</p>
 	<p>Geo End Table</p>	<p>E1FWB E1C</p>	<p>Brandy Maple Top, Black Base Glass Top, Chrome Base</p>	<p>Length: 20" Depth: 20" Height: 21" Length: 24" Depth: 24" Height: 20"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Mesa Cocktail Table</p>	<p>MESCTW MESCTB</p> <p>MESCTG</p>	<p>Barnwood Top, Bronze Black Top, Bronze</p> <p>Glass Top, Bronze</p>	<p>Round: 32.25" Height: 17.25"</p> <p>Round: 36" Height: 17.25"</p>
 	<p>Mesa End Table</p>	<p>MESETW MESETB</p> <p>MESETG</p>	<p>Barnwood Top, Bronze Black Top, Bronze</p> <p>Glass Top, Bronze</p>	<p>Round: 20.5" Height: 21.25"</p> <p>Round: 24" Height: 21.25"</p>
	<p>Regis Bench/Table</p>	<p>REGBEN</p>	<p>Brushed Metal</p>	<p>Length: 47" Depth: 15.5" Height: 16"</p>
	<p>Regis End Table</p>	<p>REGOTT</p>	<p>Brushed Metal</p>	<p>Length: 16" Depth: 15.5" Height: 16.5"</p>






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Silverado Cocktail Table</p> 	<p>C1E</p>	<p>Glass Top, Chrome</p>	<p>Round: 36" Height: 17"</p>
	<p>Silverado End Table</p> 	<p>E1E</p>	<p>Glass Top, Chrome</p>	<p>Round: 24" Height: 22"</p>
 	<p>Sydney Cocktail Table</p> 	<p>Non-Powered: C1W Powered: C1WP</p> <p>SYDWDC</p> <p>Non-Powered: C1Y Powered: C1YP</p> <p>SYDBEC</p>	<p>White Top, Brushed Steel</p> <p>Barnwood Top, Brushed Steel</p> <p>Black Top, Brushed Steel</p> <p>Blue Top, Brushed Steel</p>	<p>Length: 48" Depth: 26" Height: 18"</p>
 	<p>Sydney End Table</p> 	<p>E1W SYDWDE E1Y SYDBEE</p>	<p>White Top, Brushed Steel Barnwood Top, Brushed Steel Black Top, Brushed Steel Blue Top, Brushed Steel</p>	<p>Length: 27" Depth: 23" Height: 22"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Aura Round Table</p>	<p>AURA</p>	<p>White Metal</p>	<p>Round: 15" Height: 22"</p>
 	<p>Sedona Side Table</p>	<p>SEDBWH SEDBWD SEDBBK</p>	<p>White Top, Bronze Barnwood Top, Bronze Black Top, Bronze</p>	<p>Length: 15.75" Depth: 15.75" Height: 24"</p>
 	<p>Taos Side Table</p>	<p>TAOBWH TAOBWD TAOBK</p>	<p>White Top, Bronze Barnwood Top, Bronze Black Top, Bronze</p>	<p>Length: 15.75" Depth: 15.75" Height: 24"</p>
	<p>Timber Table</p>	<p>TMBTBL</p>	<p>Wood</p>	<p>Round: 16" Height: 17"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	Length: 60" Depth: 30" Height: 29"
	Tech Desk, Powered	TECH	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	Tech Desk, Powered w/ 3 Drawer File Cabinet	TECH3B	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	3 Drawer File Cabinet on Castors	TECH3	Black Top, Black Metal	Length: 16" Depth: 20" Height: 28"
	Madison Bookcase	BC8	Gray Acajou	Length: 36" Depth: 12" Height: 72"
	Posh Shelving	PSHCCS	Chrome, Acrylic	Length: 36" Depth: 18" Height: 72"
	Divider, Freestanding Whiteboard	DIVFWB	Silver, White	Length: 39.5" Depth: 1.5" Height: 72"





Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atomic 42" Round Table	42ATO	Glass Top, Chrome	Round: 42" Height: 30"
	Atomic 36" Round Table	36ATO	Glass Top, Chrome	Round: 36" Height: 30"
	Geo Table, Rectangle	CF2 CE2	Glass Top, Black Glass Top, Chrome	Length: 60" Depth: 36" Height: 29"
	Geo Table, Rounded Square	CE1 CF1	Glass Top, Chrome Glass Top, Black	Length: 42" Depth: 42" Height: 29"
	Work Table	WD3	White Top, White	Length: 48" Depth: 24" Height: 30"
	42" Round Madison Table	CB8	Gray Acajou, Black	Round: 42" Height: 29"













Product Image	Product Name	Product Code	Color/Materials	Dimensions
	42" Round Table	CONF42	White Top, Black	Round: 42" Height: 29"
	42" Round Table	42BKCT	Black Top, Black	Round: 42" Height: 29"
	10' Table	Powered: BKC10P Non-Powered: BKC10N	Black Top, Silver	Length: 120" Depth: 48" Height: 29"
	8' Table	Powered: BKCT8P Non-Powered: BKCT8N	Black Top, Silver	Length: 96" Depth: 60" Height: 29"
	5' Table	Powered: BKCT5P Non-Powered: BKCT5N	Black Top, Silver	Length: 60" Depth: 48" Height: 29"
	10' Table	Powered: C10PWR Non-Powered: CONF10	White Top, Silver	Length: 120" Depth: 48" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	8' Table	Powered: C8PWR Non-Powered: CONF8	White Top, Silver	Length: 96" Depth: 60" Height: 29"
	5' Table	Powered: C5PWR Non-Powered: CONF5	White Top, Silver	Length: 60" Depth: 48" Height: 29"
	Madison 10' Table	Powered: M10PWR Non-Powered: MADC10	Gray Acajou, Silver	Length: 120" Depth: 48" Height: 29"
	Madison 8' Table	Powered: M8PWR Non-Powered: MADC08	Gray Acajou, Silver	Length: 96" Depth: 60" Height: 29"
	Madison 5' Table	Powered: M5PWR Non-Powered: MADC05	Gray Acajou, Silver	Length: 60" Depth: 48" Height: 29"









Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 42.25-44" Seat Length: 19.5" Seat Depth: 18" Seat Height: 17-19.75"
	Ace Mid Back Chair	ACEMBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 17-19.75"
	Cupertino Mid Back Chair	CUPCHA	Black Vinyl, Chrome	Length: 27" Depth: 30.5" Height: 40-43" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18.5-20.5"
	Genesis Chair	GENCHA	Black	Length: 27.5" Depth: 27.5" Height: 40-43.5" Seat Length: 20" Seat Depth: 17.5" Seat Height: 17.5-21"
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Pro Executive High Back Chair	PROEXB	Black Vinyl, Chrome	Length: 25" Depth: 24" Height: 45-48" Seat Length: 19.5" Seat Depth: 18.5" Seat Height: 18-21"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive High Back Chair	PROEXE	White Vinyl, Chrome	Length: 25" Depth: 24" Height: 45-48" Seat Length: 19.5" Seat Depth: 18.5" Seat Height: 18-21"
	Pro Executive Mid Back Chair	PROMDB	Black Vinyl, Chrome	Length: 24" Depth: 22" Height: 36.75-39.75" Seat Length: 20" Seat Depth: 19.5" Seat Height: 18-21"
	Pro Executive Mid Back Chair	PROMID	White Vinyl, Chrome	Length: 24" Depth: 22" Height: 36.75-39.75" Seat Length: 20" Seat Depth: 19.5" Seat Height: 18-21"
	Task Stool	TASKST	Black Fabric, Black	Length: 27.5" Depth: 27.5" Height: 32.75-40.25" Seat Length: 18.5" Seat Depth: 18.5" Seat Height: 18-25.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Powered Counter, Lighted w/ Plug In 	MTCLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Unlighted 	MTCPUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Powered Locking Pedestal, 36" 	PDL36B	Black	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 36" 	PDL36W	White	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 42" 	PDL42B	Black	Length: 24" Depth: 24" Height: 42"
	Powered Locking Pedestal, 42" 	PDL42W	White	Length: 24" Depth: 24" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Clear Divider, Bar/Counter	DIVBAR	Clear, Black	Length: 48-70" Depth: 12" Height: 31.5"
	Clear Divider, Freestanding	DIVFRE	Silver, Clear	Length: 39" Depth: 1.5" Height: 72"
	Clear Divider, Freestanding Corner	DIVFCR	Silver, Clear	Length: 39" Depth: 39" Height: 72"
	Clear Divider, Freestanding Wall	DIVFWL	Silver, Clear	Length: 40" Depth: 1.5" Height: 72"
	Clear Divider, Sofa/Table	DIVFST	Silver, Clear	Length: 34" Depth: 11" Height: 47-74"
	Miramar Divider, White	MIRWHT	Molded Plastic	Length: 63" Depth: 23" Height: 83"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Stanchion Sign Holder	STNSGN	Chrome	Length: 10" Height: 13"
	Stanchion w/ Retractable Belt	STNCH1	Black, Chrome	Length: 96" Height: 37"
	Mason Floor Lamp	LA15	Brushed Silver	Round: 18" Height: 55"
	Mason Table Lamp	LA14	Brushed Silver	Round: 16" Height: 26"
	Boxwood Hedge 7'	HDG7FT	Green, Black	Length: 36.5" Depth: 12" Height: 84"
	Boxwood Hedge 4'	HDG4FT	Green, Black	Length: 46" Depth: 9" Height: 47"





Booth Package Special

Advance Order Deadline: **Tuesday, December 12, 2023**

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 **Tuesday, December 12, 2023**.

- Special package pricing does not allow for changes in drape color. No substitutions.
- Packages must be ordered in advance (by **Tuesday, December 12, 2023**) and accompanied by full payment.
- Packages will not be available at show site.

BOOTH PACKAGE \$593.00 (plus tax)	
	Booth Carpet 1 - 10' x 10' standard carpet Color: Pepper
	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	\$593.00	Table Drape: Blue Carpet: Pepper		
Subtotal:				
Tax 6%:				
TOTAL:				

Tables & Drapery

Advance Order Deadline: **Tuesday, December 12, 2023**

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: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Rental items found and in use in your booth are subject to "Standard" pricing.

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
STANDARD TABLES						
Round Tables (30" diameter top)						
Low – 18" high	RTRT18	\$216	\$274		N/A	
Standard – 30" high	RTRT30	\$216	\$274		N/A	
Tall – 42" high	RTRT42	\$216	\$274		N/A	
Draped Tables (30" high x 24" wide)						
Small (4' long)	TBDT04	\$164	\$209			
Standard (6' long)	TBDT06	\$197	\$251			
Long (8' long)	TBDT08	\$226	\$287			
Draped Counters (42" high x 24" wide)						
Small (4' long)	TBDC04	\$197	\$251			
Standard (6' long)	TBDC06	\$226	\$287			
Long (8' long)	TBDC08	\$257	\$328			
Undraped Tables (30" high x 24" wide)						
Small (4' long)	TBUT04	\$97	\$123		N/A	
Standard (6' long)	TBUT06	\$124	\$158		N/A	
Long (8' long)	TBUT08	\$154	\$196		N/A	
Undraped Counters (42" high x 24" wide)						
Small (4' long)	TBUC04	\$124	\$158		N/A	
Standard (6' long)	TBUC06	\$154	\$196		N/A	
Long (8' long)	TBUC08	\$182	\$231		N/A	
DRAPE						
4th-side Table Drape (30" high)	TB4T	\$63	\$80			
4th-side Counter Drape (42" high)	TB4C	\$63	\$80			

Subtotal:	
Tax 6%:	
TOTAL:	

Chairs, Accessories & Display Cabinets

Advance Order Deadline: **Tuesday, December 12, 2023**

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: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Rental items found and in use in your booth are subject to "Standard" pricing.

Description	Product #	Advance Price	Standard Price	Quantity	Total
STANDARD CHAIRS					
Barstool	CHBS	\$132	\$168		
Chair – Side (armless)	CHPA	\$105	\$133		
ACCESSORIES					
Bag Rack – Slanted	ACBR	\$124	\$158		
Bag Rack – Straight	ACSR	\$124	\$158		
Easel	ACES	\$69	\$88		
Fish Bowl	ACFB	\$19	\$24		
Literature Rack	ACLR	\$195	\$248		
Posterboard – Horizontal (4’ high x 8’ wide)	ACPBT	\$257	\$328		
Posterboard – Vertical (8’ high x 4’ wide)	ACPBHZ	\$257	\$328		
Sign Holder (for 28” high x 22” wide sign)	ACSH	\$150	\$190		
Stanchion – Chrome (per stanchion)	ACSTCH	\$124	\$158		
Stanchion – Velour Rope (8’ length)	ACVR	\$69	\$88		
Stanchion – Retractable, with Black Belt	ACSTBK	\$149	\$189		
Wastebasket	ACWB	\$32	\$41		
DISPLAY CABINETS					
Small Counter (approx. 43”w x 23”d x 42”h)	HMCBA	\$537	\$752		
Large Counter (approx. 82”w x 23”d x 42”h)	HMCBF	\$706	\$988		
Curved Counter (approx. 60”w x 22”d x 42”h)	HMCN	\$648	\$907		
Custom Counter Graphic for Front Panel	HMCBCUST	\$213	\$426		
Showcase (requires electricity for illumination)	HMDSG	\$745	\$1,044		
				Subtotal:	
				Tax 6%:	
				TOTAL:	

Carpet

Advance Order Deadline: **Tuesday, December 12, 2023**
 Carpet/Vinyl Order Deadline: **Wednesday, December 20, 2023**

Company Name: _____ Booth: _____

NOTE: Per Show Management, exhibitors must have a professional floor covering in their booth space(s) at their own expense; flooring 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 10' x 40' or larger, Special-Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.
- Need a custom color? Call 301.306.4627. If a carpet color is not indicated, Hargrove will provide show colors.

CANCELLATIONS: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Notwithstanding the foregoing, due to the custom nature of Special Cut, Custom and Plush carpet or flooring, no refunds will be given once the order is placed. Rental items found and in use in your booth are subject to "Standard" pricing.

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
CARPET PACKAGE – SAVE UP TO 15% // Includes standard carpet (only), single padding						
For booths 10' in depth and up to 30' in length:						
10' x 10'	CPPK10NC-CLSSC	\$549	\$699			
10' x 20'	CPPK20NC-CLSSC	\$1,096	\$1,395			
10' x 30'	CPPK30NC-CLSSC	\$1,645	\$2,093			
STANDARD CARPET – Colors: Black, Red, Gray, Pepper, Blue Jay, and Blue.						
For booths 10' in depth and up to 30' in length:						
10' x 10'	CPSD10-CLSSC	\$257	\$328			
10' x 20'	CPSD20-CLSSC	\$515	\$655			
10' x 30'	CPSD30-CLSSC	\$772	\$983			
For island or peninsula booths, or in-line booths 400 sq ft or larger (Includes Poly):						
Special Cut – per sq ft	CPSC-MTRX	\$4.41	\$5.61	sq ft		
PLUSH CARPET and POLY - Colors: Black, Charcoal, White, Beige, Platinum, Reflex Blue, and Navy.						
Plush – per sq ft	CPPC-DP01	\$6.26	\$7.97	sq ft		
CARPET PADDING & POLY						
Padding – per sq ft	CPPD-EPAD	\$1.97	\$5.61	sq ft	N/A	
Double Padding – per sq ft	CPDP-2EPAD	\$3.94	\$5.02	sq ft	N/A	
Poly (protective plastic) – per sq ft	CPPY	\$0.69	\$0.88	sq ft	N/A	

Subtotal:	
Tax 6%:	
TOTAL:	

For exhibitors providing their own professional floor covering:

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

Authorized Signature
Print Name
Date

Vinyl Flooring

Advance Order Deadline: **Tuesday, December 12, 2023**
 Carpet/Vinyl Order Deadline: **Wednesday, December 20, 2023**

Company Name: _____ Booth: _____

NOTE: Per Show Management, exhibitors must have a professional floor covering in their booth space(s) at their own expense; flooring 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.

CANCELLATIONS: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Notwithstanding the foregoing, due to the custom nature of Special Cut, Custom and Plush carpet or flooring, no refunds will be given once the order is placed. Rental items found and in use in your booth are subject to "Standard" pricing.

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
VINYL FLOORING PACKAGES – SAVE UP TO 15% // Includes vinyl flooring, single padding, visqueen						
For booths 10' in depth and up to 30' in length:						
10' x 10'	VYNPK10-EVFLX	\$1,144	\$1,456			
10' x 20'	VYNPK20-EVFLX	\$2,288	\$2,912			
10' x 30'	VYNPK30-EVFLX	\$3,431	\$4,367			
EVENT FLEX VINYL FLOORING – Colors: Whitewood, Dark Maple II, Barnwood II, Silverwood II, and Blackwood II						
For booths 10' in depth and up to 30' in length:						
10' x 10'	VYN10-EVFLX	\$808	\$1,028			
10' x 20'	VYN20-EVFLX	\$1,604	\$2,042			
10' x 30'	VYN30-EVFLX	\$2,422	\$3,082			
For island or peninsula booths, or in-line booths 400 sq ft or larger::						
Special Cut Vinyl – per sq ft	VYNSC-EVFLX	\$12.42	\$15.81	sq ft		
PADDING & POLY						
Padding – per sq ft	SC-VYNPD	\$4.01	\$5.10	sq ft	N/A	
Poly (protective plastic) – per sq ft	CPPY	\$0.69	\$0.88	sq ft	N/A	

Subtotal: _____
Tax 6%: _____
TOTAL: _____

For exhibitors providing their own professional floor covering:

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

Authorized Signature Print Name Date

Signs & Graphics

Advance Order Deadline: **Tuesday, December 12, 2023**

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: Due to the custom nature of this product, no refunds or cancellations are available once ordered.

Description	Product #	Advance Price	Standard Price	Vertical or Horizontal	Quantity	Copy Color	Total
8.5" x 11" sign	SB1	\$53	\$106				
22" x 28" sign	SB6	\$113	\$226				
28" x 44" sign	SB7	\$165	\$330				
Single-sided Hooper w/ cardboard pyramid base	SB21	\$309	\$618				
Double-sided Hooper w/ cardboard pyramid base	SB22	\$423	\$846				
Vinyl Banner (per sq ft)	SB8	\$8	\$16				
Foamcore Panel (up to 4' x 8')	SB9	Request a quote					
Easel Back	SB20	\$9	\$18	N/A		N/A	

Subtotal:

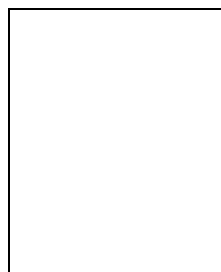
Tax 6%:

TOTAL:

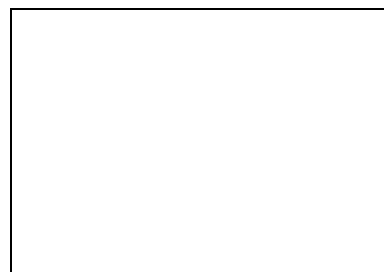
Adobe Illustrator (.ai) QuarkXPress (.qxd)
 Illustrator EPS (.eps) Image Files (.tif)
 Photoshop (.psd) JPEG Images (.jpg)
 Adobe InDesign (.indd)

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

Illustrate Sign / Graphics Layout:



VERTICAL



HORIZONTAL

Hargrove Rental Booths – Page 1 of 2

Rental Booth Order Deadline: **Tuesday, December 12, 2023**
 Rental Booth Art Submission Deadline: **Friday, December 15, 2023**

Company Name: _____ Booth: _____

Advance order prices apply to orders received with payment by the advanced order deadline. Rental Booths orders placed after deadline are subject to availability and Standard rates.

Cancellations must be in writing. Cancellations received by Hargrove at least 14 calendar days or 10 working days prior to first day of exhibitor move in, whichever is earlier, will be subject to a cancellation fee of 50% of the total order. Cancellations received by Hargrove after such time will be charged a cancellation fee of up to 100% of the total order, based on the status of move-in, work performed and/or Hargrove set-up costs or expenses. All tax rates subject to change.

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

All Premium Hargrove Rental Booths Include:

- Booth Structure
- Standard Carpet – Color Choices: Black, Red, Gray, Pepper, Blue Jay, and Blue.
- 1 – Wastebasket
- Graphics
- Furniture (as shown in the Hargrove Rental Booth Catalog)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

Please see the Hargrove Rental Booth Catalog for the complete list of items included with each booth.

RENTAL BOOTHS

Description / Product #	Product #	Advance Price	Standard Price	Carpet Color	Quantity	Total
For 10' x 10' booth spaces:						
Booth 100	RNBT100	\$9,907	\$13,869			
Booth 101	RNBT101	\$9,933	\$13,906			
Booth 102	RNBT102	\$9,420	\$13,188			
For 10' x 20' booth spaces:						
Booth 200	RNBT200	\$19,720	\$27,608			
Booth 201	RNBT201	\$17,530	\$24,542			
Booth 202	RNBT202	\$17,259	\$24,162			
For 20' x 20' booth spaces:						
Booth 401	RNBT401	\$26,949	\$37,728			
Booth 402	RNBT402	\$33,699	\$47,178			
Booth 403	RNBT 403	\$49,783	\$69,696			
Subtotal:						

All Fabric Hargrove Rental Booths Include:

- Rental Frame with Jack Legs for Support
- Standard Carpet – Color Choices: Black, Red, Gray, Pepper, Blue Jay, and Blue.
- 1 – Wastebasket
- Single-Sided Printed Fabric Graphics
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

Hargrove Rental Booths – Page 2 of 2

Rental Booth Order Deadline: **Tuesday, December 12, 2023**
 Rental Booth Art Submission Deadline: **Friday, December 15, 2023**

Please see the Hargrove Rental Booth Catalog for the complete list of items included with each booth.

FABRIC RENTAL BOOTHS

Description / Product #	Product #	Advance Price	Standard Price	Carpet Color	Quantity	Total
For 10' wide booth spaces:						
8' H x 10' W	RNBT001A	\$4,168	\$5,835	Call for quote		
For 20' wide booth spaces:						
8' H x 20' W	RNBT001B	\$9,256	\$12,958	Call for quote		
For 30' wide booth spaces:						
8' H x 30' W	RNBT001C	\$13,497	\$18,895	Call for quote		
Subtotal:						

AVAILABLE UPGRADES

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

- Create a Custom Exhibit
- Slatwall
- Custom Cabinet / Counter
- Hanging Signs
- Printed Carpet / Padding
- Additional Graphics / Custom Logo
- Ancillary Orders– AV, Electric, Furniture, etc.

ITEM	DESCRIPTION	PRICE		QTY	TOTAL
		Advance / Standard			
HMCBA	Small Counter (approx. 43" w x 23" d x 42" h)	\$537	\$752		
HMCBF	Large Counter (approx. 82" w x 23" d x 42" h)	\$706	\$988		
HMCN	Curved Counter (approx. 60" w x 22" d x 42" h)	\$648	\$907		
HMCBCUST	Custom Counter Graphic	\$213	\$426		
HMDSC	Illuminated Showcase (<i>electricity required</i> – approx. 79½" w x 20½" d x 41" h)	\$745	\$1,044		
HMLIH	Stem Light (<i>electricity required</i>)	\$153	\$214		
HMSF39I	Slanted Shelf (39" wide)	\$170	\$238		
HMSF39J	Flat Shelf (39" wide)	\$111	\$155		
HMMRH	Monitor Reinforcement Hardware	\$250	\$350		
	Plush Carpet 10' x 10' Flooring Upgrade	\$185.00	Call for Quote		
	Plush Carpet 10' x 20' Flooring Upgrade	\$370.00	Call for Quote		
	Plush Carpet 20' x 20' Flooring Upgrade	\$740.00	Call for Quote		
	Vinyl Expo Flex Flooring 10' x 10' Flooring Upgrade	\$801.00	Call for Quote		
	Vinyl Expo Flex Flooring 10' x 20' Flooring Upgrade	\$1,602.00	Call for Quote		
	Vinyl Expo Flex Flooring 20' x 20' Flooring Upgrade	\$3,204.00	Call for Quote		
	Vinyl Expo Flex Flooring with Padding 10' x 10' Flooring Upgrade	\$1,202.00	Call for Quote		
	Vinyl Expo Flex Flooring with Padding 10' x 20' Flooring Upgrade	\$2,404.00	Call for Quote		
	Vinyl Expo Flex Flooring with Padding 20' x 20' Flooring Upgrade	\$4,808.00	Call for Quote		

TOTAL COST

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

Retractable Banner Stands

Advance Order Deadline: **Tuesday, December 12, 2023**

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. Show site orders and orders received after the advance order deadline are subject to availability.

- All Retractable Banner Stand Manuals include hardware, graphic, and portable carry bag.
- Complete artwork guidelines will be provided during the ordering process. Art time may be charged if artwork files need to be fixed or altered to meet artwork guidelines.
- 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: Due to the custom nature of this product, no refunds or cancellations are available once ordered

Description	Product #	Advance Price	Standard Price	Quantity	Total
RETRACTABLE BANNER STANDS					
Barracuda 800 banner stand hardware	BCD-800-S-1	\$140	\$178		
Barracuda 800 banner stand vinyl graphic	BCD-800-G	\$112	\$142		
Barracuda 800 banner stand fabric graphic	BCD-800-G-RBF	\$173	\$220		
Blade Lite 800 banner stand hardware	BLD-LT-800-1	\$114	\$145		
Blade Lite 800 banner stand vinyl graphic	BLD-LT-800-G	\$112	\$142		
Blade Lite 800 banner stand fabric graphic	BLD-LT-800-G-RBF	\$173	\$220		
Mosquito 850 banner stand hardware	MSQT-850	\$68	\$86		
Mosquito 850 banner stand vinyl graphic	MSQT-850-G	\$107	\$136		

Subtotal:

Tax 6%:

TOTAL:

Acceptable artwork file formats:

Illustrator CC 2019 or below, Photoshop CC 2019 or below, High Quality PDF – Preferred VECTOR format, TIFF – Preferred RASTER format. High quality, editable PDF, Illustrator, and Photoshop files are preferred.



Specialty Furnishings 1 of 9

Advance Order Deadline: **Tuesday, December 12, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
SOFTSEATING					
Allegro Chair - Blue Fabric	CHR002	\$713	\$908		
Allegro Sofa - Blue Fabric	SFA002	\$996	\$1,267		
Baja Chair - White Vinyl	BCHWHT	\$798	\$1,015		
Baja Loveseat - White Vinyl	BLVWHT	\$1,219	\$1,552		
Baja Sofa - White Vinyl	BSFWHT	\$1,406	\$1,790		
Cordoba Chair - Taupe Fabric, Black	COCHTP	\$624	\$794		
Cordoba Loveseat - Taupe Fabric, Black	COLVTP	\$891	\$1,134		
Fairfax Chair - White Vinyl, Brushed Metal	FAIRCW	\$515	\$656		
Fairfax Sofa - White Vinyl, Brushed Metal	FAIRSW	\$711	\$905		
Key Largo Chair - Black Fabric, Wood	KEYCHR	\$468	\$595		
Key Largo Loveseat - Black Fabric, Wood	KEYLOVE	\$544	\$692		
Key Largo Sofa - Black Fabric, Wood	KEYSOF	\$703	\$895		
Montreal Chair - Blue, Black Metal	MONCHA	\$759	\$966		
Montreal Loveseat - Blue, Black Metal	MONLOV	\$1,138	\$1,448		
Naples Chair - Black Vinyl	NPLCHR	\$1,012	\$1,288		
Naples Chair, Powered - Black Vinyl	NPLCHP	\$940	\$1,196		
Naples Loveseat - Black Vinyl	NPLLOV	\$1,219	\$1,552		
Naples Loveseat, Powered - Black Vinyl	NPLLOP	\$1,303	\$1,658		
Naples Sofa - Black Vinyl	NPLSOF	\$1,448	\$1,843		
Naples Sofa, Powered - Black Vinyl	NPLSOP	\$1,510	\$1,921		
Palm Beach Sofa - White Vinyl	PALSOF	\$1,053	\$1,340		
Sterling Chair - Grey Fabric	STECHA	\$979	\$1,246		
Sterling Sofa - Grey Fabric	STESOF	\$1,424	\$1,812		
Valencia Chair - Spice Orange Velvet	VALCHA	\$478	\$608		
Valencia Sofa - Coffee Brown Velvet	VALSOF	\$706	\$898		
POWERED SEATING					
Naples Chair, Powered - Black Vinyl	NPLCHP	\$940	\$1,196		
Naples Chair - Black Vinyl	NPLCHR	\$1,012	\$1,288		
Naples Loveseat, Powered - Black Vinyl	NPLLOP	\$1,303	\$1,658		
Naples Loveseat - Black Vinyl	NPLLOV	\$1,219	\$1,552		
Naples Sofa, Powered - Black Vinyl	NPLSOP	\$1,510	\$1,921		
Naples Sofa - Black Vinyl	NPLSOF	\$1,448	\$1,843		
Tech Tablet Chair - Grey Vinyl, White Metal Tablet, Chrome Base	TCHGRY	\$528	\$672		
Tech Chair, No Tablet - Grey Vinyl, Chrome Base	TCHP	\$541	\$688		
ACCENT CHAIRS					
Atherton Chair - Brown Leather, Black Metal	ATHCHA	\$735	\$936		
Bowery Chair - Orchre Fabric, Chrome	BOWCHA	\$691	\$880		
Brooklyn Meeting Chair, Swivel - White Vinyl, Black Swivel Base	BNMCSW	\$416	\$530		
Brooklyn Meeting Chair, Swivel - Black Vinyl, Black Swivel Base	BNMCOB	\$416	\$530		
Brooklyn Meeting Chair - White Vinyl, Oak-look Base	BNMCOW	\$416	\$530		
Brooklyn Meeting Chair - Black Vinyl, Oak-look Base	BNMCSB	\$416	\$530		
Century Chair - Grey Velvet	CNTCHR	\$703	\$895		
La Brea Swivel Chair - Charcoal Grey Fabric, Chrome	LABREA	\$713	\$908		
Lena Chair - Moss Green Leather, Bronze	LENCHA	\$620	\$789		
Madrid Chair - White, Chrome	BCW	\$1,049	\$1,335		
Munich Armless Chair - Grey Fabric, Black	MNCHCH	\$671	\$854		
Pasadena Chair - White Molded Plastic, Chrome Tower Base	PASCHR	\$429	\$546		
Pro Executive Guest Chair - Black Vinyl, Chrome	PROGB	\$389	\$495		
Swanson Swivel Chair - White Vinyl, Chrome	SWAN	\$620	\$789		
Tech Tablet Chair - Grey Vinyl, White Metal Tablet, Chrome Base	TCHGRY	\$528	\$672		
Tech Chair, No Tablet - Grey Vinyl, Chrome Base	TCHP	\$541	\$688		
Wentworth Swivel Chair - Brown Vinyl, Black	WENCHA	\$542	\$689		
SUBTOTAL:					



Specialty Furnishings 2 of 9

Advance Order Deadline: **Tuesday, December 12, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
Group Seating					
Blade Chair - Black	BLDCBK	\$204	\$259		
Blade Chair - Red	BLDCRD	\$204	\$259		
Blade Chair - Sky Blue	BLDCSB	\$204	\$259		
Brewer Chair - Onyx, Chrome	SC3	\$236	\$300		
Chelsea Chair - Walnut-look, Black Tower Base	CCBTWL	\$203	\$258		
Chelsea Chair - Azure Blue, Black Tower Base	CCBTAZ	\$203	\$258		
Chelsea Chair - Black, Black Tower Base	CCBTBK	\$203	\$258		
Chelsea Chair - Goldenrod Yellow, Black Tower Base	CCBTYL	\$203	\$258		
Chelsea Chair - Gray, Black Tower Base	CCBTGY	\$203	\$258		
Chelsea Chair - Orange, Black Tower Base	CCBTOR	\$203	\$258		
Chelsea Chair - Gray, Black Swivel Base w/ Casters	CCSCGY	\$203	\$258		
Chelsea Chair - Azure Blue, Black Swivel Base w/ Casters	CCSCAZ	\$203	\$258		
Chelsea Chair - Black, Black Swivel Base w/ Casters	CCSCBK	\$203	\$258		
Chelsea Chair - Goldenrod Yellow, Black Swivel Base w/ Casters	CCSCYL	\$203	\$258		
Chelsea Chair - Orange, Black Swivel Base w/ Casters	CCSCOR	\$203	\$258		
Chelsea Chair - Walnut-look, Black Swivel Base w/ Casters	CCSCWL	\$203	\$258		
Christopher Chair - White Vinyl, Chrome	XCHR	\$448	\$570		
Duet Stack Chair - Black, Chrome	DUET	\$204	\$259		
Laguna Chair - Maple, Chrome	LMCHR	\$216	\$275		
Lucent Chair - Frosted Acrylic, Chrome	LUCHCL	\$295	\$376		
Malba Chair - Gray, Chrome	MALGRY	\$204	\$259		
Malba Chair - Green, Chrome	MALGRN	\$204	\$259		
Marina Chair - White Vinyl, Brushed Metal	MARCWH	\$249	\$317		
Marina Chair - Brown Fabric, Brushed Metal	MARCBR	\$250	\$318		
Marina Chair - Black Vinyl, Brushed Metal	MARCBK	\$250	\$318		
Marina Chair - Ocean Blue Fabric, Brushed Metal	MARCBE	\$250	\$318		
Marina Chair - Red Fabric, Brushed Metal	MARCRD	\$250	\$318		
Razor Armless Chair - White	SC10	\$204	\$259		
Rustique Chair w/ Arms - Gunmetal	RSTDIN	\$256	\$325		
Syntax Chair - Black, Chrome	CS4	\$297	\$378		
Zenith Chair - White, Chrome	ZENCHR	\$241	\$307		
OTTOMANS					
Beverly Bench Ottoman - Black Vinyl	BVLYBK	\$581	\$740		
Beverly Bench Ottoman - Brown Fabric	BVLYBN	\$581	\$740		
Beverly Bench Ottoman - Grey Fabric	BVLYGR	\$581	\$740		
Beverly Bench Ottoman - Linen Fabric	BVLYLN	\$581	\$740		
Beverly Bench Ottoman - Ocean Blue Fabric	BVLYOB	\$581	\$740		
Beverly Bench Ottoman - Red Fabric	BVLYRD	\$581	\$740		
Beverly Bench Ottoman - White Vinyl	BVLYWH	\$581	\$740		
SUBTOTAL:					



103rd Transportation Research Board (TRB) Annual Meeting

Specialty Furnishings 3 of 9

Advance Order Deadline: **Tuesday, December 12, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
OTTOMANS					
Beverly Small Bench Ottoman - Black Vinyl	BVSMBK	\$381	\$485		
Beverly Small Bench Ottoman - Brown Fabric	BVSMBN	\$381	\$485		
Beverly Small Bench Ottoman - Gray Fabric	BVSMGY	\$381	\$485		
Beverly Small Bench Ottoman - Lavender Fabric	BVSMLV	\$381	\$485		
Beverly Small Bench Ottoman - Linen Fabric	BVSMLN	\$381	\$485		
Beverly Small Bench Ottoman - Ocean Blue Fabric	BVSMBL	\$381	\$485		
Beverly Small Bench Ottoman - Olive Green Fabric	BVSMGN	\$381	\$485		
Beverly Small Bench Ottoman - Orange Fabric	BVSMOR	\$381	\$485		
Beverly Small Bench Ottoman - Red Fabric	BVSMRD	\$381	\$485		
Beverly Small Bench Ottoman - White Vinyl	BVSMWH	\$381	\$485		
Beverly Small Bench Ottoman - Yellow Fabric	BVSMYL	\$381	\$485		
Endless Curved Ottoman - Black Vinyl, Chrome	END01B	\$623	\$793		
Endless Curved Ottoman - White Vinyl, Chrome	END01W	\$623	\$793		
Endless Square Ottoman - Black Vinyl, Chrome	END02B	\$620	\$789		
Endless Square Ottoman - White Vinyl, Chrome	END02W	\$620	\$789		
Marche Swivel Ottoman - White Vinyl	MAR001	\$270	\$343		
Marche Swivel Ottoman - Black Vinyl	MAR015	\$255	\$324		
Marche Swivel Ottoman - Blue Fabric	MAR010	\$270	\$343		
Marche Swivel Ottoman - Distressed Brown Vinyl	MAR014	\$255	\$324		
Marche Swivel Ottoman - Forest Green Vinyl	MAR012	\$255	\$324		
Marche Swivel Ottoman - Gray Fabric	MAR002	\$270	\$343		
Marche Swivel Ottoman - Ivory Faux Sheep Fur	MAR016	\$271	\$345		
Marche Swivel Ottoman - Linen Fabric	MAR003	\$270	\$343		
Marche Swivel Ottoman - Meadow Green Fabric	MAR008	\$270	\$343		
Marche Swivel Ottoman - Orange Velvet Fabric	MAR011	\$270	\$343		
Marche Swivel Ottoman - Pear Yellow Fabric	MAR009	\$270	\$343		
Marche Swivel Ottoman - Plum Fabric	MAR007	\$270	\$343		
Marche Swivel Ottoman - Raspberry Fabric	MAR004	\$270	\$343		
Marche Swivel Ottoman - Red Fabric	MAR005	\$270	\$343		
Marche Swivel Ottoman - Rose Quartz Fabric	MAR006	\$270	\$343		
Marche Swivel Ottoman - Teal Velvet	MAR013	\$255	\$324		
Regis Bench/Table - Brushed Metal	REGBEN	\$428	\$545		
Vibe Cube Ottoman - Black Vinyl	VIB10	\$208	\$265		
Vibe Cube Ottoman - Blue Vinyl	VIB02	\$208	\$265		
Vibe Cube Ottoman - Bright Yellow Vinyl	VIB05	\$208	\$265		
Vibe Cube Ottoman - Citrus Green Vinyl	VIB14	\$194	\$247		
Vibe Cube Ottoman - Desert Rose Vinyl	VIB17	\$194	\$247		
Vibe Cube Ottoman - Green Vinyl	VIB01	\$208	\$265		
Vibe Cube Ottoman - Orange Vinyl	VIB08	\$208	\$265		
Vibe Cube Ottoman - Purple Vinyl	VIB13	\$208	\$265		
Vibe Cube Ottoman - Red Vinyl	VIB04	\$208	\$265		
Vibe Cube Ottoman - Silver Vinyl	VIB12	\$208	\$265		
Vibe Cube Ottoman - Spice Orange Vinyl	VIB16	\$194	\$247		
Vibe Cube Ottoman - Steel Blue Vinyl	VIB11	\$208	\$265		
Vibe Cube Ottoman - Taupe Vinyl	VIB15	\$194	\$247		
Vibe Cube Ottoman - White Vinyl	VIB09	\$208	\$265		
BARS					
Midtown Bar, Lighted w/ Plug In - Taupe Glass Top Pewter	MTBLPI	\$2,132	\$2,714		
Midtown Bar, Unlighted - Taupe Glass Top, Pewter	MTBUUL	\$2,286	\$2,910		
				SUBTOTAL:	



Specialty Furnishings 4 of 9

Advance Order Deadline: **Tuesday, December 12, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
BAR SEATING					
Banana Barstool - Black, Chrome	BSS	\$335	\$426		
Banana Barstool - White, Chrome	BST	\$335	\$426		
Blade Barstool - Black	BLDBBK	\$258	\$328		
Blade Barstool - Red	BLDBRD	\$258	\$328		
Blade Barstool - Sky Blue	BLDBSB	\$258	\$328		
Chelsea Barstool - Walnut-look, Black Tower Base	CBSBWL	\$203	\$258		
Chelsea Barstool - Azure Blue, Black Tower Base	CBSBAZ	\$203	\$258		
Chelsea Barstool - Black, Black Tower Base	CBSBBK	\$203	\$258		
Chelsea Barstool- Goldenrod Yellow, Black Tower Base	CBSBYL	\$203	\$258		
Chelsea Barstool - Gray, Black Tower Base	CBSBGY	\$203	\$258		
Chelsea Barstool - Orange, Black Tower Base	CBSBOR	\$203	\$258		
Christopher Barstool - White Vinyl, Chrome	XBAR	\$270	\$343		
Laguna Barstool - Maple, Chrome	LMBAR	\$270	\$343		
Lift Barstool - White Vinyl, Chrome	ROLLWH	\$369	\$469		
Lift Barstool - Black Vinyl, Chrome	ROLLBL	\$369	\$469		
Lift Barstool - Grey Vinyl, Chrome	ROLLGY	\$369	\$469		
Lift Barstool - Red Vinyl, Chrome	ROLLRD	\$369	\$469		
Marina Barstool - White Vinyl, Brushed Metal	MARBWH	\$381	\$485		
Marina Barstool - Black Vinyl, Brushed Metal	MARBBK	\$381	\$485		
Marina Barstool - Brown Fabric, Brushed Metal	MARBBR	\$381	\$485		
Marina Barstool - Ocean Blue Fabric, Brushed Metal	MARBBE	\$381	\$485		
Marina Barstool - Red Fabric, Brushed Metal	MARBRD	\$381	\$485		
Lucent Barstool - Frosted Acrylic, Chrome	LUBSCL	\$435	\$553		
Rustique Barstool - Gunmetal	RSTSTL	\$258	\$328		
Shark Barstool - White, Chrome	BS001	\$412	\$524		
Syntax Barstool - Black, Chrome	BSR	\$328	\$418		
Zenith Barstool - White, Chrome	ZENBAR	\$258	\$328		
Zoey Barstool - White, Chrome	BS002	\$392	\$499		
BAR & CAFE TABLES					
30" Round Bar Table w/ Hydraulic Base - White Top	30WHHB	\$448	\$570		
30" Round Bar Table w/ Hydraulic Base - Barnwood Top	30WDHB	\$513	\$653		
30" Round Bar Table w/ Hydraulic Base - Black Top	30BKHB	\$489	\$622		
30" Round Bar Table w/ Hydraulic Base - Blue Top	30BEHB	\$513	\$653		
30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top	30AGHB	\$489	\$622		
30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top	30YSHB	\$489	\$622		
30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top	30GRHB	\$448	\$570		
30" Round Bar Table w/ Hydraulic Base - Green Top	30GSHB	\$489	\$622		
30" Round Bar Table w/ Hydraulic Base - Maple Top	30MTHB	\$448	\$570		
30" Round Bar Table w/ Hydraulic Base - Orange Top	30OSHB	\$489	\$622		
30" Round Bar Table w/ Hydraulic Base - Red Top	30BRHB	\$448	\$570		
30" Round Bar Table w/ Hydraulic Base - Grey Acajou Top	30MAHB	\$433	\$551		
30" Round Bar Table w/ Standard Black Base - White Top	30WH42	\$414	\$527		
30" Round Bar Table w/ Standard Black Base - Barnwood Top	30WDBB	\$420	\$534		
30" Round Bar Table w/ Standard Black Base - Black Top	30BKSB	\$400	\$509		
30" Round Bar Table w/ Standard Black Base - Blue Top	30BEBB	\$420	\$534		
30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top	30AGBB	\$400	\$509		
30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top	30YBBB	\$400	\$509		
30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top	VTJ	\$414	\$527		
30" Round Bar Table w/ Standard Black Base - Green Top	30GSBB	\$400	\$509		
30" Round Bar Table w/ Standard Black Base - Maple Top	VTK	\$414	\$527		
30" Round Bar Table w/ Standard Black Base - Orange Top	30OSBB	\$392	\$499		
30" Round Bar Table w/ Standard Black Base - Red Top	VTB	\$414	\$527		
30" Round Bar Table w/ Standard Black Base - Gray Acajou Top	VTA	\$414	\$527		
30" Bar Table, Powered - White Top, Black Base	P30BWH	\$802	\$1,021		
SUBTOTAL:					



Specialty Furnishings 5 of 9

Advance Order Deadline: **Tuesday, December 12, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
BAR & CAFÉ TABLES (cont.)					
36" Round Bar Table w/ Hydraulic Base - White Top	36WTHB	\$487	\$619		
36" Round Bar Table w/ Hydraulic Base - Black Top	36BKHB	\$745	\$948		
36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top	36GRHB	\$487	\$619		
36" Round Bar Table w/ Hydraulic Base - Maple Top	36MTHB	\$487	\$619		
36" Round Bar Table w/ Standard Black Base - White Top	VTW	\$414	\$527		
36" Round Bar Table w/ Standard Black Base - Black Top	36BKSB	\$326	\$415		
36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top	VTN	\$414	\$527		
36" Round Bar Table w/ Standard Black Base - Maple Top	VTP	\$414	\$527		
30" Round Cafe Table w/ Hydraulic Base - White Top	30WHHC	\$448	\$570		
30" Round Cafe Table w/ Hydraulic Base - Barnwood Top	30WDHC	\$447	\$569		
30" Round Cafe Table w/ Hydraulic Base - Black Top	30BKHC	\$489	\$622		
30" Round Cafe Table w/ Hydraulic Base - Blue Top	30BEHC	\$513	\$653		
30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top	30AGHC	\$489	\$622		
30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top	30YSHC	\$489	\$622		
30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top	30GRHC	\$448	\$570		
30" Round Cafe Table w/ Hydraulic Base - Green Top	30GSHC	\$489	\$622		
30" Round Cafe Table w/ Hydraulic Base - Maple Top	30MTHC	\$448	\$570		
30" Round Cafe Table w/ Hydraulic Base - Orange Top	30OSHC	\$489	\$622		
30" Round Cafe Table w/ Hydraulic Base - Red Top	30BRHC	\$448	\$570		
30" Round Cafe Table w/ Hydraulic Base - Grey Acajou Top	30MAHC	\$433	\$551		
30" Round Cafe Table w/ Standard Black Base - White Top	30WH29	\$414	\$527		
30" Round Cafe Table w/ Standard Black Base - Barnwood Top	30WDBC	\$414	\$527		
30" Round Cafe Table w/ Standard Black Base - Black Top	30BKSC	\$357	\$454		
30" Round Cafe Table w/ Standard Black Base - Blue Top	30BEBC	\$414	\$527		
30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top	30AGBC	\$357	\$454		
30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top	30YSBC	\$357	\$454		
30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top	ZTJ	\$414	\$527		
30" Round Cafe Table w/ Standard Black Base - Green Top	30GSBC	\$357	\$454		
30" Round Cafe Table w/ Standard Black Base - Maple Top	ZTK	\$414	\$527		
30" Round Cafe Table w/ Standard Black Base - Orange Top	30OSBC	\$357	\$454		
30" Round Cafe Table w/ Standard Black Base - Red Top	ZTB	\$414	\$527		
30" Round Cafe Table w/ Standard Black Base - Grey Acajou Top	ZTA	\$414	\$527		
30" Cafe Table, Powered - White Top, Black Base	P30CWH	\$802	\$1,021		
36" Round Cafe Table w/ Hydraulic Base - White Top	36WTHC	\$487	\$619		
36" Round Cafe Table w/ Hydraulic Base - Black Top	36BKHC	\$460	\$586		
36" Round Cafe Table w/ Hydraulic Base - Maple Top	36MTHC	\$487	\$619		
36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top	36GRHC	\$487	\$619		
36" Round Cafe Table w/ Standard Black Base - White Top	ZTQ	\$414	\$527		
36" Round Cafe Table w/ Standard Black Base - Black Top	36BKSC	\$321	\$408		
36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top	ZTN	\$414	\$527		
36" Round Cafe Table w/ Standard Black Base - Maple Top	ZTP	\$414	\$527		
Rustique Square Metal Bar Table - Gunmetal	RSTSQT	\$396	\$504		

SUBTOTAL:



103rd Transportation Research Board (TRB) Annual Meeting

Specialty Furnishings 6 of 9

Advance Order Deadline: **Tuesday, December 12, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
COMMUNAL TABLES					
Ventura Communal Bar Table - Black Top, Silver	VNTBNP	\$1,039	\$1,322		
Ventura Communal Bar Table - White Top, Silver	VNTWNP	\$1,039	\$1,322		
Ventura Communal Bar Table - Maple Top, Silver	VNTMNP	\$1,039	\$1,322		
Ventura Communal Bar Table, Powered - Black Top, Silver	VNTBLK	\$1,165	\$1,483		
Ventura Communal Bar Table, Powered - White Top, Silver	VNTWHT	\$1,165	\$1,483		
Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver	VNTBWW	\$1,039	\$1,322		
Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver	VNTBMW	\$1,039	\$1,322		
Ventura Communal Cafe Table - Black Top, Silver	VNTCBN	\$852	\$1,084		
Ventura Communal Cafe Table - White Top, Silver	VNTCWN	\$852	\$1,084		
Ventura Communal Cafe Table - Maple Top, Silver	VNTCMN	\$852	\$1,084		
Ventura Communal Cafe Table, Powered - Black Top, Silver	VNTCBK	\$956	\$1,217		
Ventura Communal Cafe Table, Powered - White Top, Silver	VNTCWH	\$956	\$1,217		
Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver	VNTCWW	\$852	\$1,084		
Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver	VNTCMW	\$852	\$1,084		
POWERED PRODUCTS					
Adelaide Powered Cocktail Table - White Top, Silver	ADCTWP	\$513	\$653		
Adelaide Cocktail Table, Non-Powered - White Top, Silver	ADCTWH	\$370	\$471		
Adelaide Powered Cocktail Table - Black Top, Silver	ADCTBP	\$513	\$653		
Adelaide Cocktail Table, Non-Powered - Black Top, Silver	ADCTBK	\$370	\$471		
Ventura Communal Bar Table, Powered - Black Top, Silver	VNTBLK	\$1,165	\$1,483		
Ventura Communal Bar Table, Powered - White Top, Silver	VNTWHT	\$1,165	\$1,483		
Ventura Communal Cafe Table, Powered - Black Top, Silver	VNTCBK	\$956	\$1,217		
Ventura Communal Cafe Table, Powered - White Top, Silver	VNTCWH	\$956	\$1,217		
Village Charging Hub - Cream	VILHUB	\$346	\$440		
Wireless Charging Table, Powered - White, AC Outlets	CUBPOW	\$730	\$929		
30" Bar Table, Powered - White Top, Black Base	P30BWH	\$802	\$1,021		
10' Table, Powered - White Top, Silver	C10PWR	\$1,461	\$1,860		
10' Table - White Top, Silver	CONF10	\$1,219	\$1,552		
10' Table, Powered - Black Top, Silver	BKCT10P	\$1,462	\$1,861		
10' Table - Black Top, Silver	BKCT10N	\$1,174	\$1,494		
10' Table, Powered - Gray Acajou, Silver	M10PWR	\$1,462	\$1,861		
10' Table - Grey Acajou, Silver	MADCT10	\$1,383	\$1,760		
8' Table, Powered - White Top, Silver	C8PWR	\$1,461	\$1,860		
8' Table - White Top, Silver	CONF8	\$1,219	\$1,552		
8' Table, Powered - Black Top, Silver	BKCT8P	\$1,462	\$1,861		
8' Table - Black Top, Silver	BKCT8N	\$1,174	\$1,494		
8' Table, Powered - Gray Acajou, Silver	M8PWR	\$1,462	\$1,861		
8' Table - Grey Acajou, Silver	MADCT8	\$1,383	\$1,760		
5' Table, Powered - White Top, Silver	C5PWR	\$762	\$969		
5' Table - White Top, Silver	CONF5	\$643	\$818		
5' Table, Powered - Black Top, Silver	BKCT5P	\$763	\$971		
5' Table - Black Top, Silver	BKCT5N	\$598	\$761		
5' Table, Powered - Gray Acajou, Silver	M5PWR	\$763	\$971		
5' Table - Grey Acajou, Silver	MADCT5	\$693	\$882		
SUBTOTAL:					



Specialty Furnishings 7 of 9

Advance Order Deadline: **Tuesday, December 12, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
ACCENT TABLES					
Adelaide Cocktail Table - White Top, Silver	ADCTWH	\$370	\$471		
Adelaide Powered Cocktail Table - White Top, Silver	ADCTWP	\$513	\$653		
Adelaide Cocktail Table - Black Top, Silver	ADCTBK	\$370	\$471		
Adelaide Powered Cocktail Table - Black Top, Silver	ADCTBP	\$513	\$653		
Adelaide Cocktail Table - Glass Top, Silver	ADCTGL	\$370	\$471		
Adelaide End Table - White Top, Silver	ADETWH	\$357	\$454		
Adelaide End Table - Black Top, Silver	ADETBK	\$357	\$454		
Adelaide End Table - Glass Top, Silver	ADETGL	\$357	\$454		
Alondra Cocktail Table - Brandy Maple Top, Chrome	ALC200	\$484	\$616		
Alondra Cocktail Table - Glass Top, Chrome	ALC100	\$484	\$616		
Alondra End Table - Brandy Maple Top, Chrome	ALE200	\$207	\$264		
Alondra End Table - Glass Top, Chrome	ALE100	\$207	\$264		
Geo Cocktail Table - Brandy Maple Top, Black Base	C1FWB	\$422	\$537		
Geo Cocktail Table - Glass Top, Chrome Base	C1C	\$349	\$444		
Geo End Table - Brandy Maple Top, Black Base	E1FWB	\$369	\$469		
Geo End Table - Glass Top, Chrome Base	E1C	\$328	\$418		
Mesa Cocktail Table - Barnwood Top, Bronze	MESCTW	\$310	\$394		
Mesa Cocktail Table - Black Top, Bronze	MESCTB	\$310	\$394		
Mesa Cocktail Table - Glass Top, Bronze	MESCTG	\$310	\$394		
Mesa End Table - Barnwood Top, Bronze	MESETW	\$207	\$264		
Mesa End Table - Black Top, Bronze	MESETB	\$207	\$264		
Mesa End Table - Glass Top, Bronze	MESETG	\$207	\$264		
Regis Bench/Table - Brushed Metal	REGBEN	\$428	\$545		
Regis End Table - Brushed Metal	REGOTT	\$317	\$404		
Silverado Cocktail Table - Glass Top, Chrome	C1E	\$369	\$469		
Silverado End Table - Glass Top, Chrome	E1E	\$349	\$444		
Sydney Cocktail Table - White Top, Brushed Steel Base	CIW	\$396	\$504		
Sydney Powered Cocktail Table - White Top, Brushed Steel Base	CIWP	\$534	\$679		
Sydney Cocktail Table - Barnwood Top, Brushed Steel Base	SYDWDC	\$481	\$612		
Sydney Cocktail Table - Black Top, Brushed Steel Base	CIY	\$396	\$504		
Sydney Powered Cocktail Table - Black Top, Brushed Steel	CIYP	\$534	\$679		
Sydney Cocktail Table - Blue Top, Brushed Steel Base	SYDBEC	\$481	\$612		
Sydney End Table - White Top, Brushed Steel Base	E1W	\$359	\$457		
Sydney End Table - Barnwood Top, Brushed Steel Base	SYDWDE	\$420	\$534		
Sydney End Table - Black Top, Brushed Steel Base	E1Y	\$359	\$457		
Sydney End Table - Blue Top, Brushed Steel Base	SYDBEE	\$420	\$534		
Aura Round Table - White Metal	AURA	\$256	\$325		
Sedona Side Table - White Top, Bronze	SEDBWH	\$209	\$266		
Sedona Side Table - Barnwood Top, Bronze	SEDBWD	\$209	\$266		
Sedona Side Table - Black Top, Bronze	SEDBBK	\$209	\$266		
Taos Side Table - White Top, Bronze	TAOBWH	\$209	\$266		
Taos Side Table - Barnwood Top, Bronze	TAOBWD	\$209	\$266		
Taos Side Table - Black Top, Bronze	TAOBBK	\$209	\$266		
Timber Table - Wood	TMBTBL	\$297	\$378		
OFFICE & STORAGE ESSENTIALS					
Madison Executive Desk - Grey Acajou	JD8	\$874	\$1,112		
Tech Desk, Powered - Black Metal, Black Laminate w/electrical unit	TECH	\$671	\$854		
Tech Desk, Powered w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/electrical unit	TECH3B	\$828	\$1,053		
3 Drawer File Cabinet on Castors - Black Top, Black Metal	TECH3	\$225	\$286		
Madison Bookcase - Grey Acajou	BC8	\$634	\$807		
Posh Shelving - Chrome, Acrylic	PSHCCS	\$742	\$944		
Divider, Freestanding Whiteboard - Silver, White	DIVFWB	\$572	\$728		
				Subtotal:	



Specialty Furnishings 8 of 9

Advance Order Deadline: **Tuesday, December 12, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
EXECUTIVE CONFERENCE TABLES					
Atomic 42" Round Table - Glass Top, Chrome	42ATO	\$459	\$584		
Atomic 36" Round Table - Glass Top, Chrome	36ATO	\$459	\$584		
Geo Table, Rectangle - Glass Top, Black	CF2	\$544	\$692		
Geo Table, Rectangle - Glass Top, Chrome	CE2	\$565	\$719		
Geo Table, Rounded Square - Glass Top, Chrome	CE1	\$392	\$499		
Geo Table, Rounded Square - Glass Top, Black	CF1	\$369	\$469		
Work Table - White Top, White	WD3	\$578	\$735		
42" Round Madison Table - Grey Acajou Top, Black	CB8	\$499	\$635		
42" Round Table - White Top, Black	CONF42	\$499	\$635		
42" Round Table - Black Top, Black	42BKCT	\$473	\$602		
10' Table, Powered - Black Top, Silver	BKCT10P	\$1,462	\$1,861		
10' Table - Black Top, Silver	BKCT10N	\$1,174	\$1,494		
8' Table, Powered - Black Top, Silver	BKCT8P	\$1,462	\$1,861		
8' Table - Black Top, Silver	BKCT8N	\$1,174	\$1,494		
5' Table, Powered - Black Top, Silver	BKCT5P	\$763	\$971		
5' Table - Black Top, Silver	BKCT5N	\$598	\$761		
10' Table, Powered - White Top, Silver	C10PWR	\$1,461	\$1,860		
10' Table - White Top, Silver	CONF10	\$1,219	\$1,552		
8' Table, Powered - White Top, Silver	C8PWR	\$1,461	\$1,860		
8' Table - White Top, Silver	CONF8	\$1,219	\$1,552		
5' Table, Powered - White Top, Silver	C5PWR	\$762	\$969		
5' Table - White Top, Silver	CONF5	\$643	\$818		
Madison 10' Table, Powered - Gray Acajou, Silver	M10PWR	\$1,462	\$1,861		
Madison 10' Table - Grey Acajou, Silver	MADC10	\$1,383	\$1,760		
Madison 8' Table, Powered - Gray Acajou, Silver	M8PWR	\$1,462	\$1,861		
Madison 8' Table - Grey Acajou, Silver	MADC08	\$1,383	\$1,760		
Madison 5' Table, Powered - Gray Acajou, Silver	M5PWR	\$763	\$971		
Madison 5' Table - Grey Acajou, Silver	MADC05	\$693	\$882		
EXECUTIVE SEATING					
Ace High Back Chair - White Vinyl, Chrome	ACEHBC	\$554	\$705		
Ace Mid Back Chair - White Vinyl, Chrome	ACEMBC	\$296	\$377		
Cupertino Mid Back Chair - Black Vinyl, Chrome	CUPCHA	\$439	\$559		
Genesis Chair - Black Fabric, Black	GENCHA	\$382	\$486		
Pro Executive Guest Chair - Black Vinyl, Chrome	PROGB	\$389	\$495		
Pro Executive High Back Chair - Black, Vinyl, Chrome	PROEXB	\$555	\$706		
Pro Executive High Back Chair - White Vinyl, Chrome	PROEXE	\$645	\$821		
Pro Executive Mid Back Chair - Black Vinyl, Chrome	PROMDB	\$354	\$450		
Pro Executive Mid Back Chair - White Vinyl, Chrome	PROMID	\$354	\$450		
Task Stool - Black Fabric, Black	TASKST	\$260	\$331		
COUNTERS & PEDESTALS					
Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter	MTCLPI	\$2,439	\$3,104		
Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter	MTCPUL	\$2,303	\$2,931		
Powered Locking Pedestal, 36" - Black	PDL36B	\$875	\$1,113		
Powered Locking Pedestal, 36" - White	PDL36W	\$875	\$1,113		
Powered Locking Pedestal, 42" - Black	PDL42B	\$1,034	\$1,316		
Powered Locking Pedestal, 42" - White	PDL42W	\$1,034	\$1,316		

SUBTOTAL:



Specialty Furnishings 9 of 9

Advance Order Deadline: **Tuesday, December 12, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
ESSENTIAL ACCESSORIES, LIGHTING & GREENERY					
Clear Divider, Bar/Counter - Clear, Black	DIVBAR	\$229	\$292		
Clear Divider, Freestanding - Silver, Clear	DIVFRE	\$459	\$584		
Clear Divider, Freestanding Corner - Silver, Clear	DIVFCR	\$920	\$1,171		
Clear Divider, Freestanding Wall - Silver, Clear	DIVFWL	\$459	\$584		
Clear Divider, Sofa/Table - Silver, Clear	DIVFST	\$412	\$524		
Miramar Divider, White - Molded Plastic	MIRWHT	\$590	\$751		
Stanchion Sign Holder - Chrome	STNSGN	\$71	\$90		
Stanchion w/ Retractable Belt - Black, Chrome	STNCHI	\$80	\$101		
Mason Floor Lamp - Brushed Silver	LA15	\$335	\$426		
Mason Table Lamp - Brushed Silver	LA14	\$234	\$297		
Boxwood Hedge, 7' - Green, Black	HDG7FT	\$1,191	\$1,515		
Boxwood Hedge, 4' - Green, Black	HDG4FT	\$730	\$929		
Subtotal - Page 9:					
Subtotal - Pages 1-9:					
Tax 6.00%:					
TOTAL:					

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: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Rental items found and in use in your booth are subject to "Standard" pricing.



TO: HARGROVE
TForce Freight
6571 Washington Blvd.
Elkridge, MD 21075

TRB 103rd Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, January 3, 2024 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
TForce Freight
6571 Washington Blvd.
Elkridge, MD 21075

TRB 103rd Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, January 3, 2024 at 3:00 PM

ADVANCE SHIPPING LABEL



TO: HARGROVE
Walter E. Washington CC
Halls D & E
801 Allen Y. Lew Place, NW
Washington, DC 20001

TRB 103rd Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, January 6, 2024 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 CC
Halls D & E
801 Allen Y. Lew Place, NW
Washington, DC 20001

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Saturday, January 6, 2024 at 8:00 AM

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TForce Freight
6571 Washington Blvd.
Elkridge, MD 21075

TRB 103rd Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, January 3, 2024 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
TForce Freight
6571 Washington Blvd.
Elkridge, MD 21075

TRB 103rd Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, January 3, 2024 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 Manual. 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 of 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.

Special Handling:

Special handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling such as:

- No weight tickets
- Loose or uncrated shipments
- Ground or side door loading
- Mixed shipments
- Stacked shipments

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 Manual 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 special handling.

Small shipments vs. large shipments:

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

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

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

Should I insure my exhibit?

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

Finally:

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

Material Handling Estimate

Company Name: _____ Booth: _____

- Material Handling is billed by the hundredweight (CWT) per shipment, with a **2 CWT minimum**. Small packages (30 pounds or less per shipment) are billed per piece.
- When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.
- Shipments received without weight tickets will be weighed and charged special handling rates. Special handling rates also apply to shipments requiring additional or double handling, including pad-wrapped, un-skidded and double-stacked shipments; side-door, constricted-space and/or ground-level unloading, and oversized crates.
- Any freight received at the Advance Warehouse or Direct to Show Site will be subject to 100% of Material Handling Fees outlined in this manual.
- Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed.

NOTE: Shipments handled before 8:00 AM or after 4:30 PM Monday thru Friday, or anytime Saturday or Sunday., will be assessed a **35% overtime surcharge.**

Description	Product #	Price – per CWT unless noted otherwise	Minimum			
WAREHOUSE (ADVANCE) SHIPMENT						
Crated or Skidded Shipment	MH1	\$122.00	\$244.00			
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$65.00				
Small Package - each additional	MH3	\$65.00				
Overtime Surcharge – Small Package (applies to shipment weighing 30 pounds or less)	MH3AOT	\$32.50				
Special Handling/Uncrated Shipment (35% surcharge)	MH4	\$164.70	\$329.40			
Overtime Surcharge - Crated or Skidded Shipment (35% surcharge)	MH5	\$42.70	\$85.40			
Overtime Surcharge - Special Handling/Uncrated Shipment (35% surcharge)	MH6	\$57.65	\$115.30			
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	50% surcharge				
* 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	\$118.00	\$236.00			
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$147.50	\$295.00			
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$65.00				
Small Package - each additional	MH3	\$65.00				
Overtime Surcharge – Small Package (applies to shipment weighing 30 pounds or less)	MH3DOT	\$32.50				
Special Handling/Uncrated Shipment (35% surcharge)	MH10	\$159.30	\$318.60			
Overtime Surcharge - Crated or Skidded Shipment (35% surcharge)	MH11	\$41.30	\$82.60			
Overtime Surcharge - Crated Shipment via Special Carrier (35% surcharge)	MH12	\$51.63	\$103.26			
Overtime Surcharge - Special Handling/Uncrated Shipment (35% surcharge)	MH13	\$55.76	\$111.52			
Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	MH14	50% surcharge				
Privately Owned Vehicle (POV) Flat Cart Service (submit enclosed form)	POV	\$251.00				
MISCELLANEOUS SERVICE						
Return to Warehouse (includes hold period** / first 5 days of storage)	MH15	\$40.00	\$200.00			
Warehouse Storage Fee - per day (outside advance warehouse acceptance period)	MH16	\$5.00	\$25.00			
Motorized Vehicle Spotting Fees (round-trip, per vehicle)	MH17	\$275.00				
** 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:						

Early Move-in Request

Submission Deadline: **Tuesday, December 12, 2023**

EVENT INFORMATION			
Show Name:		Venue:	
Exhibiting Company:		Booth #:	
CONTACT INFORMATION			
Company:		Contact Name:	
Contact Phone #:		Contact Email:	
Third-Party Company (if applicable):			
EARLY MOVE-IN REQUEST			
Preferred Move-In Date:		Preferred Move-In Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Reason for Early Move-In Request:			
FREIGHT INFORMATION			
Carrier:		Shipped to: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site <input type="checkbox"/> Other:	
Total Estimated Weight:			
Total Number of: <input type="checkbox"/> Crates: <input type="checkbox"/> Cartons: <input type="checkbox"/> Cases: <input type="checkbox"/> Other (qty & describe):			
BOOTH INFORMATION			
Carpet: <input type="checkbox"/> with exhibit <input type="checkbox"/> rented from Hargrove		Size:	Color: Padding: <input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical Layout *: <input type="checkbox"/> drawing attached <input type="checkbox"/> drawing with exhibit		To be installed under carpet?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>* Please place your order for electrical service with the appropriate vendor and include a copy of your order with this form.</i>			
Will the booth have a Hanging Sign?: <input type="checkbox"/> Yes <input type="checkbox"/> No		Will the sign be shipped separately from the booth properties?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Carrier:		Shipped to: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site <input type="checkbox"/> Other:	
Will Labor Services be ordered through Hargrove? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you contracted with an Exhibitor-Appointed Contractor (EAC)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide EAC information below.			
EAC Company Name:		EAC Contact Name:	
EAC Contact Phone #:		EAC Contact Email:	

Privately Owned Vehicle (POV) Information

If you wish to deliver materials to the convention center via a privately owned vehicle (POV), please adhere to the following:

- Applicable vehicles: car, pickup truck, minivan or sports utility vehicle
- Vehicles that do not apply: rental vehicles, step vans, box trucks, trailers or any commercial carrier.

The following vehicles are NOT considered POVs.



Shipments arriving in any of the above (or similar) vehicles will be subject to drayage fees.

FOR INBOUND & OUTBOUND SHIPMENTS: Privately Owned Vehicles (POVs) must check in with the Dock Supervisor at the Convention Center and will be directed to the designated unloading/reloading area(s), based on availability. Vehicles must be removed from the dock area within 30 minutes after arrival. Unattended vehicles are subject to be towed at the owner's expense.

NOTE: Exhibitor equipment can be moved with rolling dollies and personal hand carts. Pallet jacks, forklifts, and motorized equipment is exclusive to Hargrove.

Privately Owned Vehicle (POV) – Flat Cart Service

Company Name: _____ Booth: _____

Local union regulations allow exhibitors to perform their own material handling. See “Union Rules and Regulations” located in this manual for details.

If you require assistance to move your materials into or out of the venue, Hargrove is offering a service for delivering exhibit materials in privately owned vehicle (POV) directly to show site on the days of exhibitor setup. This service will be available during specified dates/times for move-in, show hours and move-out.

- 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.

Inbound Cart Service	Outbound Cart Service
Saturday, January 6: 9:00 AM - 3:30 PM	Tuesday, January 9: 5:00 PM - 7:00 PM
Sunday, January 7: 9:00 AM - 12:00 PM	Wednesday, January 10: 9:00 AM - 3:00 PM

Flat Cart Service Rate:

\$251.00 per Cart Load – Inbound Unloading and Outbound Reloading

POV Directions:

POVs will be unloaded/reloaded from the dock area of the hotel. To access this area, check in at the dock entrance via the service road behind the building and proceed to the designated POV area. Immediately after your vehicle is unloaded/reloaded, you will need to move it from the dock area.

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 Service**, complete this form and return it with applicable payment to Hargrove.

I will arrive on: Date: _____ at _____ AM / PM

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

Make/Model: _____ Color: _____

I will also require outbound service: Yes No

Contact Name: _____ Phone: _____

Email: _____

Vehicle / Machinery Spotting Service

Submission Deadline: **Tuesday, December 12, 2023**

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 Tuesday, December 12, 2023**. A target move-in time for the vehicle(s) and/or machine(s) will be assigned based upon this information. Any off-target or unscheduled vehicle/machinery deliveries may be assessed additional charges.

Vehicle / Machinery Spotting Fee

\$275 per 2-axle vehicle, round-trip

\$275 for each additional axle

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

Rules Regarding Display Vehicles and Spotting Service

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.

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

* Additional requirements, such as towing, will be charged on a time/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: Orders cancelled with more than 72 hours or 3 business days (whichever is earlier) written notice will be charged a one (1) hour cancellation fee per worker scheduled. Cancellations received after such time will be subject to a minimum cancellation fee of four (4) hours per worker. If Exhibitor fails to use the workers at the time confirmed, a minimum four (4) hour "No Show" charge per worker will apply. All orders may be subject to cancellation fees up to 100% of the total order.

Authorized Signature Print Name Date

Labor

Advance Order Deadline: **Tuesday, December 12, 2023**

Company Name: _____ Booth: _____

Description – per hour, unless noted otherwise	Product #	Advance Price (by 12/18/23)	Standard Price (by 12/19 - 01/05/24)	Floor Order Price (begins 1/6/24)			
DISPLAY & HANGING SIGN LABOR							
Straight Time	L1	\$106.00	\$127.20	\$148.40			
Overtime	L2	\$154.00	\$184.80	\$215.60			
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	\$356.00	\$427.20	\$498.40			
Forklift w/ operator - up to 5,000 lbs. - Overtime	L6	\$404.00	\$484.80	\$565.60			
Forklift w/ operator - over 5,000 lbs.	L8	Request a quote					
4-Stage Forklift w/ operator	L9	Request a quote					
Boomlift w/ crew - Straight Time	L15	\$693.00	\$831.60	\$970.20			
Boomlift w/ crew - Overtime	L16	\$837.00	\$1,004.40	\$1,171.80			
Scissor Lift w/ crew	L18	Request a quote					
Additional Banner Hanging Materials	L22	Exact needs to be determined during install					
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 anytime Saturday or Sunday..
- **Billing:** There is a minimum of one-hour charged. Time is billed in increments of ½-hour thereafter.
- **Cancellations:** Orders cancelled with more than 72 hours or 3 business days (whichever is earlier) written notice will be charged a one (1) hour cancellation fee per worker scheduled. Cancellations received after such time will be subject to a cancellation fee of up to 100% of the total order. If Exhibitor fails to use the workers at the time confirmed, a minimum of a four (4) hour "No Show" charge per worker will apply.
- **Hanging Sign Labor:** When ordering Hanging Sign labor, be sure to complete the Hanging Signs form in this manual.
- **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.
- **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 workday is guaranteed. Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.
- **Dismantle:** 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

Accessible Storage

Company Name: _____ Booth: _____

Hargrove's accessible storage solutions provide exhibitors with show site storage options to meet a variety of needs. Below are Basic and Premium accessible storage options with an explanation of what each solution includes.

Cancellations: Orders cancelled with more than 72 hours or 3 business days (whichever is earlier) written notice will be charged a one (1) hour cancellation fee per worker scheduled. Cancellations received after such time will be subject to a cancellation fee of up to 100% of the total order. If Exhibitor fails to use the workers at the time confirmed, a minimum of a four (4) hour "No Show" charge per worker will apply.

BASIC ACCESSIBLE STORAGE

Access to storage twice throughout the duration of the show

Rate includes the storage and labor costs for the set-up, access, and daily storage fees.

PREMIUM ACCESSIBLE STORAGE

Access to storage up to twice per day throughout the duration of the show

Rate includes the storage and labor costs for the set-up, access, and daily storage fees.

Description	Product #	Price	Total
Basic Accessible Storage	LBASBC	\$1,905.00	
Premium Accessible Storage	LBASPR	\$2,425.00	
TOTAL:			

Hanging Signs & Overhead Structures

Submission Deadline: **Tuesday, December 12, 2023**

All hanging signs, banners and overhead structures 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.

- 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.
- Cancellations must be in writing and received by Hargrove at least 14 calendar days or 10 working days, whichever is earlier, prior to the first day of Exhibitor move-in. Cancellations received by Hargrove after such time will be subject to a cancellation fee of 100% of the total order. If the Exhibitor fails to use the workers and equipment at the scheduled time, a minimum of a four (4) hour "Not Ready" fee per worker and per piece of equipment will be charged.
- 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.

Ship Hanging Sign to Advance Warehouse Direct to Show

Description of Sign/Banner/Overhead Structure:

Cloth/Vinyl Wood Systems Metal Other: _____
 1-sided 2-sided With: Pockets Grommets
 Rectangle Square Triangle Circular Other: _____

Specifications:

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

Assembly required? Yes No

Electricity required? Yes * No * Order electrical service!

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

Placement:

Feet from rear of booth: _____

feet from left side of booth: _____



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 Contractors (EAC) and Third Parties

What is an exhibitor appointed contractor (EAC)?

An Exhibitor Appointed Contractor (EAC) is an Install and Dismantle Company (I&D) used by exhibitors to set up and dismantle booth properties and submit Material Handling Agreements at the close of the show.

The Notice of Intent to Use an EAC form (NOI) contains information on what qualifies as an approved EAC and requirements for the Certificate of Insurance (COI). The NOI must include the exhibitor's signature and is due 30 days prior to Exhibitor Move-In. The exhibitor is responsible for initiating this document with the EAC and submitting the form. The NOI is not to be sent to the contractor.

In some cases, Show Management will include an EAC form of their own in the service manual. The two forms are not interchangeable. We can only accept the Hargrove EAC form.

What is a Third Party?

An exhibitor may arrange for an exhibit house or such other third party to handle their billing by choosing that option in the Notice of Intent to Hire form. As the exhibitor, you are responsible for all charges incurred at the show should your third party fail to meet the required payment terms.

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include: Hargrove's EAC process can be completed entirely online at: <https://hargrove.boomerecommerce.com/>

Below are the steps to Hargrove's EAC process, to be completed by the Exhibitor and EAC (as noted):

STEP 1: Submit NOI - Exhibitor

Exhibitor must complete this Notice of Intent ("NOI") to Use EAC form and submit 30 days prior to move-in to allow EACs time to submit the relevant documentation. The EAC cannot sign the NOI on your behalf, this must be signed by the Exhibitor leasing the exhibit booth space. Once your NOI is submitted, please inform your EAC to access the EAC Agreement and Rules and Regulations form.

STEP 2: Submit Agreement and Rules and Regulations - EAC

EAC completes the Agreement and Rules and Regulations between Hargrove, LLC. and EAC. The document has a link at the bottom which allows the EAC to follow to access Hargrove's vendor, CERTFOCUS BY VERTIKAL' website to register, pay a \$21 fee and upload a valid COI.

STEP 3: Submit COI - EAC

EAC will register, pay the \$21 fee and upload a valid, compliant COI, no later than 14 days prior to move-in. CertFocus by Vertikal will review the COI for all levels of compliance and will communicate directly with EAC regarding acceptance status.

EACs with multiple booths on shows: If EAC is working multiple booths at a show, please complete ONE Agreement and Rules and Regulations between Hargrove, LLC. and EAC and list all booth names and numbers on the one agreement. By doing this you will only be required to submit one (1) COI for all booths and one (1) Agreement for all booths contracted to your company for that show.

Master National Agreement: Hargrove offers a program for EACs to apply for a Master National Agreement. This Agreement, should the EAC be approved, would allow for EACs to only submit one COI annually for all booths on Hargrove shows. For more information, please email HRGV-MasterEAC_COIProgram@hargroveinc.com

****Please note that a COI must be submitted to CertFocus by Vertikal no later than 14 prior to move-in. If COIs are not submitted within 14 days of move-in, EACs will be required to submit late COIs directly to Hargrove and will be assessed an additional \$100 administrative fee.

All Certificates of Insurance must be uploaded through CertFocus by Vertikal here: <https://hargroveportal.vertikalrms.com/>

Certificate of Insurance (COI) Guidelines

All Exhibitor Appointed Contractors (EACs) are required to submit a Certificate of Insurance (COI). Access to the show floor can be denied without a valid certificate on file and must include but not limited to the following:

- The company name of the EAC listed as the insured. If the EAC is subcontracting the work to another EAC, the EAC form and COI must match the working contractor's name.
- General Liability coverage of \$1 Million dollars
- Evidence of Auto and Workers Compensation Liability Insurance
- Additional Insured must include: Hargrove, the show Venue, show management, and the event.
- The Certificate Holder is Hargrove, LLC, 1 Hargrove Dr, Lanham, MD 20706
- Included with the COI, a letter of intent from the EAC indicating that they will be working for the exhibitor. The letter is not a blanket for additional exhibitor, all exhibitors must be listed individually on the letter.

If the letter is not submitted, the exhibitor can also be listed on the COI. The exhibitor can be listed on the COI either as additional insured, under the description of operations/locations/vehicles section, or under the additional remarks section.

Exhibitor Appointed Contractors (EAC) Rules & Regulations

1. The EAC/Service Firm must submit a separate EAC form to Hargrove for all exhibiting companies they will be installing/dismantling.
2. EACs/Service Firms will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove.
3. All EACs/Service Firms must provide insurance certificates to Hargrove and the sponsor of the exhibition 14 days before Exhibitor Move-In begins. EAC has uploaded certificates of insurance through CertFocus by Vertikal, confirming the following required insurance: Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.
 - a. The company name of the EAC listed as the insured. If the EAC is subcontracting the work to another EAC, the EAC form and COI must match the working contractor's name.
 - b. General Liability coverage of \$1 Million dollars
 - c. Evidence of Auto and Workers Compensation Liability Insurance
 - d. Additional Insured must include: Hargrove, the show Venue, show management, and the event.
 - e. The Certificate Holder is Hargrove, LLC, 1 Hargrove Dr., Lanham, MD 20706
 - f. Included with the COI, a letter of intent from the EAC indicating that they will be working for the exhibitor. The letter is not a blanket for additional exhibitor, all exhibitors must be listed individually on the letter.
 - g. If the letter is not submitted, the exhibitor can also be listed on the COI. The exhibitor can be listed on the COI either as additional insured, under the description of operations/locations/vehicles section, or under the additional remarks section.
4. 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.
5. The EAC shall share with Hargrove all reasonable costs incurred as a result of/relating to the EAC's operation, including, but not limited to, overtime pay for stewards, restoration of exhibit space to its initial condition, freight receipt and delivery, equipment rentals, cleaning, booth property abandonment disposal and all labor costs.
6. The EAC must provide Hargrove and Show Management with the names of all personnel who will be working on the show floor. All EAC personnel are required to wear an ESCA badge and company identification at all times. Anyone without proper ID will be asked to leave the show floor.
7. The EAC may not, under any circumstances solicit business on the show floor.
8. 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.
9. The Official Contractor has total control of all areas of the exhibit hall (including, but not limited to aisles, loading docks, storage areas). The EAC must coordinate all of its activities with Hargrove.
10. The Official Contractor has total control over such services including, but not limited to, electrical, plumbing, cleaning, telecommunications, drayage. Exhibitors shall provide only the material they own and is to be used in their exhibit space.



.....
LOCAL GOOD FOOD
.....

EXHIBITOR MENU



WALTER E. WASHINGTON CONVENTION CENTER

[VIEW MENU »](#)



W E L C O M E



W E L C O M E

ARAMARK IS THE PREMIER EXHIBITOR PARTNER AT THE WALTER E. WASHINGTON CONVENTION CENTER IN THE HEART OF OUR NATION'S CAPITAL.

From intimate private meetings, to grand events, your event will benefit from our innovative approach, professional talent, exceptional agility and unparalleled results.

As the exclusive food and beverage provider for the Walter E. Washington Convention Center, Aramark has partnered with Events DC to develop an innovative new food and beverage brand, called "DC Eats." The DC Eats brand represents a commitment to creating a distinct and authentic experience that embodies Washington, DC's diversity, cultural heritage and flourishing culinary scene.

As an innovator in the marketplace, we continue to push the envelope on transforming the food and beverage experience with new and innovative catering menus and retail food concepts, with an emphasis on local, quality, convenience, healthy and personalization.

LAUREN NOWECK

Director of Sales

office 202-249-3561

email Noweck-lauren@aramark.com

START »



CONTENTS

BREAKFAST & BREAKS

BREAKFAST SANDWICHES 7
BREAKFAST BUFFETS 7

BISTRO SELECTIONS

SALADS 8
PLATTERS 8

BOXES

TRADITIONAL BOX LUNCHES 9
BREAKFAST, DINNER AND SNACK BOXES 9

A LA CARTE

BEVERAGES 10
BAKERY 11
FROM THE PANTRY 11

EXHIBITOR FAVORITES

CAPPUCCINOS & SMOOTHIES 13
DOUGHNUTS & ICE CREAM 14
COOKIES & CANNOLIS 15
GELATO & COBBLERS 17

RECEPTION

RECEPTION DISPLAYS 18
HORS D'OEUVRES 19

BAR

HOSTED EXHIBITOR BAR 21
CASH BAR 21

GENERAL INFORMATION

GENERAL 22



BREAKFAST

MINIMUM OF 25 GUESTS

SANDWICHES

- BREAKFAST BURRITO** **\$10.00**
Cage Free Scrambled Eggs,
Pepper Jack Cheese and Ham
Served with Salsa
- BISCUIT BREAKFAST SANDWICH** **\$10.00**
Buttermilk Biscuit topped with Cage-Free Eggs,
Cheese and Smoked Turkey
- ENGLISH MUFFIN BREAKFAST SANDWICH** **\$10.00**
Cage-Free Eggs, Canadian Bacon and Cheese

BREAKS

MINIMUM OF 25 GUESTS

BUFFETS

- RISE AND SHINE MORNING PACKAGE** **\$18.00**
Assorted Individual Yogurts,
Sliced Fruits and Seasonal Berries
Freshly Baked Danishes, Muffins and
Croissants with Preserves
- EYE OPENER ENERGY BREAK** **\$10.00**
Whole Seasonal Fruits
Assorted Individual Yogurts and
Healthy Trail Mix in Individual Bags
- POWER BREAK** **\$16.00**
A selection of Whole Grain and Oat Muffins
Sliced Breakfast Breads, Dried Fruits
and Granola Bars
Whole Seasonal Fruits
- NOSTALGIC CANDY BREAK** **\$14.00**
Jelly Beans, Twizzlers, and Hershey Mini's,
Starburst Fruit Chews and Assorted Hard Candies

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

BISTRO

SALADS

Serves 10-12 guests

SPINACH SALAD **\$90.00**

Caramelized Shallots, Toasted Pecans, Goat Cheese and Citrus Vinaigrette

HEARTS OF ROMAINE CAESAR SALAD **\$85.00**

Romaine, Garlic Croutons, Shaved Parmesan and Caesar Dressing

CRISP ICEBERG SALAD **\$85.00**

Bacon Lardons, Oven-Dried Tomatoes, Red Onions, Cracked Black Pepper, Chive Buttermilk Ranch

RED BLISS POTATO SALAD OR COLE SLAW **\$80.00**

PLATTERS

SANDWICH PLATTERS

12 sandwiches cut in half

Individually packaged Potato Chips
Deli Mustard and Mayonnaise packets accompany all sandwich platters

TRADITIONAL SANDWICH PLATTER **\$195.00**

Roasted Turkey and Cheddar Cheese
Black Forest Ham and Swiss Cheese
Grilled Vegetables and Herb Aioli
Potato Buns

GOURMET WRAP PLATTER **\$225.00**

Premium Roast Turkey with Provolone and Pesto Sauce
Southwest Roast Beef with Roasted Peppers and Chipotle Aioli
Grilled Vegetables with Baby Spinach and Balsamic Glaze

PREMIUM DELICATESSEN PLATTER **\$215.00**

Rosemary Grilled Chicken with Mesclun Greens, Sundried Tomatoes and Olive Tapenade on Multigrain Bread
Roast Beef with Sliced Cheddar, Arugula, Tomato and Horseradish Cream on Italian Sub Roll
Hummus with Roasted Eggplant, Zucchini and Peppers on Focaccia Bread

TRADITIONAL BOX

TO INCLUDE

Potato Chips, Whole Fruit, Freshly Baked Cookie and Bottled Water

ASIAGO TURKEY SANDWICH **\$34.00**

Roasted Turkey, Asiago Cheese, Onions, Spinach Artichoke Hearts, Focaccia Roll

ROAST BEEF AND CHEDDAR **\$34.00**

Roast Beef and Cheddar, Lettuce, Horseradish Sauce on Pretzel Hero

BLACK FOREST HAM AND MUENSTER CHEESE **\$34.00**

Green Leaf Lettuce, Tomato, Grain Mustard, Multigrain Roll

TUNA WRAP **\$34.00**

Green Leaf Lettuce, Tomato, Plain Wrap

GRILLED CHICKEN SALAD **\$34.00**

Lettuce, Brioche Bun

ITALIAN COMBO **\$34.00**

Prosciutto, Genoa Salami, Capicola, Provolone Cheese, Green Leaf Lettuce, Tomato, Sun-dried Tomato Spread, Seeded Semolina Bread

SPECIALTY BOX

TO INCLUDE

Fresh Fruit Cup, Potato Chips and Bottled Water

GRILLED CHICKEN CAESAR SALAD **\$38.00**

Romaine Lettuce, Grilled Chicken, Shredded Parmesan Cheese and Caesar Dressing

SOUTHWESTERN CHICKEN SALAD **\$38.00**

Grilled Chicken, Pepper Jack Cheese, Black Bean and Corn Salsa, Pico De Gallo Butternut Ranch Dressing

GRILLED VEGETABLES WITH LEMON HUMMUS WRAP **\$38.00**

Olive Tapenade, Roasted Peppers

TOMATO BASIL AND MOZZARELLA **\$38.00**

Extra Virgin Olive Oil and Balsamic Drizzle, Ciabatta Roll

CHICKPEA SALAD WITH ARUGULA **\$38.00**

Lemon and Sweet Bell Peppers with Champagne Vinaigrette

BREAKFAST, DINNER AND SNACK BOXES

GRAB AND GO BREAKFAST **\$26.00**

Whole Wheat Blueberry Muffin, Fresh Fruit Salad, Chobani Vanilla Low Fat Yogurt
Orange Juice

SNACK TRIO **\$22.00**

Hummus and Pretzels, Carrot and Celery Sticks with Low-fat Ranch Dressing and Fresh Fruit Salad

PICNIC DINNER **\$40.00**

Chilled Apple Brined Chicken with Baby Arugula and Honey Champagne Vinaigrette
Fingerling Potato Salad with Grain Mustard and Roasted Brussel Sprouts with Dried Cranberries
French Dinner Roll with Whipped Butter
Three Berry Tart with Vanilla Cream
Pure Leaf Peach Iced Tea



Gluten Free



Vegan

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A LA CARTE

BEVERAGES

GALLON UNITS

Fresh Brewed Coffee	5-gallon unit /approx. 65 cups	\$370.00
Fresh Brewed Decaf Coffee	3-gallon unit /approx. 40 cups	\$222.00
Assorted Hot Tea	3-gallon unit /approx. 40 cups	\$222.00
Iced Tea	3-gallon unit /approx. 38 cups	\$144.00
Lemonade	3-gallon unit /approx. 38 cups	\$144.00
Tropical Fruit Punch	3-gallon unit /approx. 38 cups	\$144.00
Aqua Fresca <i>Watermelon, Pineapple or Cantaloupe</i>	3-gallon unit /approx. 38 cups	\$195.00

WATER & RENTAL

Water Jug <i>Use with water cooler</i>	5-gallon / Use with water cooler	\$25.00
Water Cooler Daily Rental <i>Customer responsible for electrical requirements, 120volt</i>		\$75.00
Ice		
20lbs of Ice		\$30.00
40lbs of Ice		\$50.00

BY THE CASE (24)

Assorted Individual Juices <i>Apple, Cranberry, Orange, Grapefruit</i>	\$144.00
Assorted Soft Drinks <i>Pepsi Only</i>	\$132.00
Bottled Water	\$108.00
Sparkling Mineral Water	\$120.00
Energy Drink	\$168.00
Starbucks® Frappuccino	\$168.00

KEURIG® K-CUPS

KEURIG® K-CUPS

\$185.00 (per day)

Coffee Service, Includes machine rental
Assortment of 24 Green Mountain K-Cups
Includes 5 gallon water jug
Sweeteners, Creamers, Bio-Degradable Cups, Lids, Sleeves, Stirrers and Napkins
Power Requirements: 1 each, 120volt/20amps

ADDITIONAL K-CUPS (24ct) \$48.00

Minimum order of 24 per selection

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

A LA CARTE

BAKERY

(Priced by the dozen)

Assorted Bagels	\$60.00	Assorted Dessert Squares <i>Raspberry Cheesecake Swirl, Pecan, Apple, and Lemon</i>	\$48.00
Assorted Freshly Baked Scones	\$54.00	Cupcakes	\$72.00
Whole Wheat Croissants	\$60.00	Logo Cupcakes*	\$84.00
Assorted Fruit and Cheese Danishes <i>Freshly Baked Miniature Danishes</i>	\$54.00	<i>*Custom Artwork Available upon Request</i>	
House-Made Muffins	\$60.00	ICE CREAM	
Assorted Donuts	\$54.00	Assorted Ice Cream Novelties	dozen \$56.00
Assorted Homestyle Cookies	\$56.00	Premium Ice Cream Bars	dozen \$72.00
Chocolate Chip Brownies	\$56.00	Freezer Rental Required	per unit \$100.00
Butterscotch Blondies	\$56.00	CAKE	
Assorted Gourmet Biscotti	\$56.00	Chocolate or Vanilla	
 Gluten Free Blueberry Muffins	\$60.00	Half Sheet *	40 slices \$250.00
 Gluten Free Chocolate Chip Cookies	\$60.00	Full Sheet*	100 slices \$450.00
 Gluten Free Chocolate Brownies	\$60.00	<i>*Custom Artwork Available upon Request</i>	
 Vegan Cornetto Pastries	\$60.00		
 Vegan Oatmeal Cookies	\$60.00		



FROM THE PANTRY

(Priced by the dozen)

Assorted Fruit Yogurt	\$60.00	Bags of Potato Chips	\$42.00
Layered Yogurt Parfait <i>Granola and Berries</i>	\$90.00	Bags of Pretzels	\$42.00
Whole Fresh Fruits	\$48.00	Bags of Trail Mix	\$46.00
Quaker Chewy Granola	\$48.00	Traditional Chex® Snack Mix	\$42.00
Assorted Kind Bars	\$72.00	PER POUND	
Smartfood® Popcorn White Cheddar	\$42.00	Miniature Chocolate Candy Bars	\$42.00
Rice Krispy Treats	\$46.00	Assorted Individually Wrapped Hard Candy	\$45.00
Assorted Candy Bars	\$54.00	Roasted Cocktail Nuts	\$42.00
Potato Chips and French Onion Dip (serves 10)	\$45.00		
Tortilla Chips with Fresh Pico de Gallo (serves 10)	\$55.00		



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Cappuccinos or Smoothies Doughnuts & Ice cream Cookies & Cannolis Gelato & Cobblers

CAPPUCCINOS OR SMOOTHIES



CAPPUCCINOS / LATTES

8oz drinks

CONDIMENT TRAY TO OFFER

Stirrers, napkins, white sugar and Splenda

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'1 x 2' w x 42"h)
Power: (2) 120v/20 amp lines

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Each Single Group Machine:
22.24" x 18.7" x 23.03"

Work Space: 40" x 24" x H (N/A)

(space for small refrigerator or cooler)

FRAPPES

8oz drinks

Client to select two flavors for duration of the show

FLAVORS

Vanilla, Mocha, Caramel, Seasonal

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'1 x 2' w x 42"h)
Power: (2) 120v/20 amp lines

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

51" x 24" x H (N/A)

SMOOTHIES

7oz drinks

Client to select two flavors for duration of the show

FLAVORS

Strawberry, Mango, Pineapple/Coconut, Mixed Berry

SERVICE

(Includes 3 hours of service or 250 drinks)

\$1,820

EACH ADDITIONAL HOUR(S)

Continued service beyond the 3 hour service package

\$150

ADDITIONAL CUPS (ordered in advance/100 increments)

\$400

ADDITIONAL CUPS (ordered on-site/100 increments)

\$600

PREMIUM CAPPUCCINO SERVICE

Includes Flavored syrups, mochas, hot chocolates & lattes

\$300

TRADESHOW DELIVERY/SET UP FEE

One-time charge for station set up one day prior to service

\$275

CAPPUCCINO /LATTE : DELAY IN SET UP (per 15 min interval)

(excessive wait time due to not being able to set up on time)

\$150

DRIP COFFEE SERVICE ON REQUEST

Ask sales manager for details and costs

CUPS & NAPKINS FOR CUSTOM LOGO

Minimum order / 4 week lead time. File types are AI, EPS, or PDF.

ALL QTY 2,500

CUSTOM BRANDED

8OZ HOT CUPS TBD

Full-Color Wrap Printed Cups
Imprint Area: 7" x 2.88"

CUSTOM STICKERS FOR

7 oz COLD CUPS TBD

Full-Color Printed Stickers
Imprint Area: 2.5" x 1.5"

5" X 5" CUSTOM BRANDED

NAPKINS TBD

1-Color Printed Napkins
Imprint Area: 3.5" x 3.5"

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

DOUGHNUTS & ICE CREAM

FRESH MADE DOUGHNUTS

ASSORTED FLAVORS INCLUDE

Strawberry Glazed,
Funfetti, Milk Chocolate
Peanut, Brown Butter,
Vanilla Bean Glazed,
Vanilla Bean Crème Brûlée

SERVICE **\$1,350**

(Includes 2 hours of service or 12 dozen assorted doughnuts)

EACH ADDITIONAL HOUR(S) **\$150**

Continued service beyond the 2 hour service package

ADDITIONAL DOUGHNUTS **\$300**

(must be ordered in advance/
3 dozen increments)

TRADESHOW DELIVERY/ SET UP FEE **\$275**

One-time charge for station set up one day prior to service

Doughnut menu changes by season

EXHIBITOR TO PROVIDE

Standard (8') table for the donut display case and storage space to keep store some backup doughnuts. (24" wide x 16" Deep)

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Display Unit: 9" x 19" x 15.7"
Work Space: 16" x 24" x H (N/A)

NICECREAM

Nicecream is a DC-Metro-based retail and catering ice cream company changing the way we enjoy dessert. Nicecream's ice cream is made with locally sourced milk and cream delivered from a family farm each week. Fresh cream, combined with fresh fruit, homemade ingredients, and frozen with liquid nitrogen creates an experience your guests will never forget. Nicecream's entire dessert is made in front of guest's eyes, creating an elegant, distinctive, fun-filled environment, and an incredible award-winning product.

INCLUDES 2 FLAVORS

Additions available to include Toppings Bar or Additional Flavors.

FLAVORS INCLUDES

Vanilla Bean, Milk Chocolate, Salted Caramel, Banana Cream, Peanut Butter Cup, Honey Lavender, Nutella

(2) ATTENDANT SERVICE

200 GUEST

(Includes 2 hours of service for 200 guests/4oz serving)

\$1,900

400 GUEST

(Includes 2 hours of service for 400 guests/4oz serving)

\$3,150

EACH ADDITIONAL HOUR(S)

Continued service beyond the 4 hour service package

\$265

ADDITIONAL SERVINGS

(ordered in advance/50 increments)

\$400

ADDITIONAL FLAVOR

\$475

TOPPINGS BAR

\$625

TRADESHOW DELIVERY/SET UP FEE

One-time charge for station set up one day prior to service

\$275

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (8') L x W x H
Power: (3) 120V/20 amp line

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Display Unit: 9" x 19" x 15.7"
Work Space: 16" x 24" x H (N/A)

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

COOKIES & CANNOLIS

FRESH BAKED COOKIES

FLAVORS

Chocolate Chip, Oatmeal Raisin,
Macadamia White Chocolate Chip,
Peanut Butter

SERVICE **\$2,080**

(Includes 4 hours of service or 400 cookies)

EACH ADDITIONAL HOUR(S) **\$200**

Continued service beyond the 4 hour service package

ADDITIONAL COOKIES **\$400**

(ordered in advance/100 increments)

ADDITIONAL COOKIES **\$550**

(ordered on-site/100 increments)

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp line for oven & (1) 10 amp line of dedicated 24 hr power for freezer

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Oven Shroud: 21" x 25.5" x 26"

Freezer: 37" x 23" x 34"

(Stored next to station or in booth closet)

Work Space: 51" x 24" x H (N/A)

FRESH PIPED MINI CANNOLIS

Client to select a dipping option for duration of the show

DIPPING OPTIONS

Chocolate Morsels & Red/White/Blue Sprinkles (included)

Pantone Matched Sprinkles (additional charge)

SERVICE **\$1,750**

(Includes 2 hours of service or 200 servings)

EACH ADDITIONAL HOUR(S) **\$200**

Continued service beyond the 2 hour service package

ADDITIONAL SERVINGS **\$400**

(must be ordered 48 hours in advance/100 increments)

PANTONE MATCHED SPRINKLES **\$200**

(per day)

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp line

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Refrigerated Display Case: 71.5" x 14.5" x 11.5"

Work Space: 24" x 24" x H (N/A)

ARAMARK TO PROVIDE

Access to on-site ice machine

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.



GELATO & COBBLERS

GELATO / DOLCI GELATI

Client to select two flavors for duration of the show

FLAVORS

Lemon Custard, Stracietella (Chocolate Chip), Strawberry, Brown Butter, Vanilla Bean, Toasted Coconut

SERVICE **\$1,750**

(Includes 1-4 hours of service or 200 / 4oz cups)

EACH ADDITIONAL HOUR(S) PER HOUR **\$300**

Continued service beyond the 4 hour service package

ADDITIONAL CUPS **\$550**

(must be ordered 48 hours in advance/100 increments)

ADDITIONAL FLAVOR **\$200**

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp lines with dedicated power for 24 hours for Freezer

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Counter Freezer: 19.3" x 19" x 26"

Work Space: 51" x 24" x H (N/A)

ARAMARK TO PROVIDE

Access to on-site ice machine

FRESH BAKED FRUIT COBBLERS

INCLUDES 2 FLAVORS

Additions available to include Toppings Bar or Additional Flavors.

FLAVORS INCLUDES

Apple, Cherry, Peach

(2) ATTENDANT SERVICE **\$2,800**

(Includes 4 hours of service for 200/4oz serving)

EACH ADDITIONAL HOUR(S) PER HOUR **\$200**

Continued service beyond the 4 hour service package

ADDITIONAL COBBLERS **\$650**

(must be ordered 96 hours in advance/100 servings)

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp line for oven (1) 10 amp line for refrigeration

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Oven Shroud: 21" x 25.5" x 26"

Serving Block: 24" x 18" x 3"

Work Space: 27" x 24" x H (N/A)

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.



RECEPTION DISPLAYS

— SERVES 25 GUESTS —

CRUDITES \$190.00

Seasonal Vegetables and Buttermilk Ranch

HERITAGE CHEESE \$250.00

Selection of Imported and Domestic Cheese with Grapes, Dried Fruits, Fig Compote

Water Crackers and Sliced French Bread

SLICED SEASONAL FRUITS AND BERRIES DISPLAY \$250.00

Orange Honey Yogurt Dipping Sauce

ROASTED GARLIC HUMMUS \$160.00

Served with Crisp Pita Chips and Marinated Olives

ROASTED & GRILLED VEGETABLES \$200.00

Garlic Roasted Peppers, Grilled Zucchini, Yellow Squash Roasted, Eggplant, and Marinated Artichokes



RECEPTION HORS D'OEUVRES

— ALL ITEMS HAVE A 50 PIECE MINIMUM —

COLD

BRUSCHETTA \$6.00

Roma Tomatoes and Basil

PEPPERCORN ENCRUSTED BEEF TENDERLOIN \$6.00

Garlic Crostini and Grain Mustard

SPICY TUNA TARTAR WITH GINGER \$6.50

Wonton Crisp

SMOKED SALMON \$6.50

Potato Pancake with Chive Crème Fraîche.

TRUFFLE DEVILED EGG \$6.50

PEPPERED BASIL GOAT CHEESE \$6.00

Flatbread

CURRIED CHICKEN SALAD IN FILO CUP \$6.50

Grapes and Raisins

SCALLOP CEVICHE \$6.50

Chili Pepper and Lime

SHRIMP COCKTAIL SHOOTERS \$7.00

Garden Gazpacho

TOMATO AND MOZZARELLA SKEWERS \$6.50

Fresh Basil and EVOO

HOT

SPINACH AND FETA PHYLLO TRIANGLES \$6.00

BEEF EMPANADA \$7.00

Braised Beef, Salsa Rojo

COCONUT SHRIMP \$8.00

Thai Chili Sauce

QUATTRO FORMAGGIO MAC N' CHEESE BITES \$6.50

CHICKEN SATAY \$7.00

Teriyaki Glaze

POTATO AND CHEESE PIEROGIS \$6.00

Jalapeño Sour Cream

CHICKEN POT STICKERS WITH LEMON GRASS \$6.00

Hoisin Glaze

LAMB CHOP LOLLIPOPS \$8.00

Rosemary and Mustard

MARYLAND STYLE CRAB CAKES \$8.00

Creole Remoulade

VEGETABLE SPRING ROLLS \$6.00

Sweet and Sour Sauce

EDAMAME AND SWEET CORN QUESADILLA \$6.00

Lime Crema

BRIE AND PEARS \$6.00

Baked in Filo

PORTOBELLO MUSHROOM PASTRY FLOWER \$6.00

Sun Dried Tomato and Ricotta Cheese

POTATO AND PEA SAMOSA \$6.00

Mango Coulis

MINIATURE BLACK ANGUS CHEESEBURGERS \$7.00

*Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.

All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.



BAR PACKAGES

HOSTED EXHIBITOR BAR

Our onsite personnel must dispense all beverages.

Bartenders are staffed one (1) per 100 guests for hosted bars and bars using drink tickets. Bartenders are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

All local taxes and fees apply. Pricing is subject to change.

PRICING

SPIRIT

Standard	\$12.00
Premium	\$13.00
Super Premium	\$14.00

BEER

By the case (24)

Domestic	\$192.00
Imported	\$216.00
Craft	\$240.00
Non Alcoholic	\$168.00

WINE

By the Bottle

Standard	\$50.00
Premium	\$60.00
Super Premium	\$70.00

NON-ALCOHOLIC

By the case (24)

Assorted Soft Drinks	\$132.00
Bottled Water	\$108.00
Sparkling Water	\$120.00
Assorted Fruit Juices	\$144.00

CASH BAR

Our onsite personnel must dispense all beverages. Bartenders are staffed one (1) per 125 guests for cash bars. Bartenders are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

Cashiers are required for every 2 bartenders. Cashiers are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

All local taxes and fees apply. Pricing is subject to change.

PRICING

SPIRIT

Standard	\$12.50
Premium	\$13.50
Super Premium	\$14.50

BEER-

Domestic	\$8.50
Imported	\$9.50
Craft	\$10.50
NA Beer	\$7.50

WINE by the Glass

Standard	\$10.50
Premium	\$12.50
Super Premium	\$14.50

NON-ALCOHOLIC

Assorted Soft Drinks	\$6.00
Bottled Water	\$5.00
Assorted Fruit Juices	\$6.50

OPEN BAR PACKAGES

Our onsite personnel must dispense all beverages.

Bartender are staffed one (1) per 100 guests for hosted bars and bars using drink tickets. Bartenders are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

HOURS

One	\$25.00 per person
Two	\$50.00 per person
Three	\$55.00 per person
Four	\$60.00 per person
Five	\$65.00 per person

ADD

Premium Open Bar	\$2.00 per person
Super Premium Open Bar	\$5.00 per person

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders. All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

GENERAL INFORMATION

SERVICE FEES

Delivery Fee

\$70.00 per Service

China Service Fee

For Events in the Exhibit Halls
\$3.50 per person

Storage Fee

Ask your Sales Manager for details
\$75.00 per day/flat, minimum

FOOD & BEVERAGE CONTRACT

The Catering Services Agreement (contract) outlines the specific agreement between the client and the Convention Center Catering Department. The signed Catering Services Agreement and a deposit based on estimated food and beverage charges are due 60 days in advance of the first scheduled service.

FOOD & BEVERAGE SPECIFICATIONS

To ensure the proper planning of your event, we request that all food and beverage specifications be received in writing by our office no less than 21 business days prior to the date of your first scheduled service.

Your Catering Sales Manager will review your food and beverage specifications and, in turn, provide you with written confirmation of the services via separate event orders for each function.

These event orders will form part of your contract and are to be confirmed, signed and returned 14 days in advance of the first scheduled service along with 100% of the payment due.

ALLERGY, ALTERNATE DIETARY MEALS

The Walter E. Washington Convention Centre is committed to offering a wide range of food options for our guests. Part of this commitment includes meeting the needs of guests who have special dietary restrictions. Additional costs may apply based on meal requirement (Kosher, Halal). Our kitchen will make every effort to accommodate cultural and medical dietary requests received no later than the final guarantee deadline.

If at the time of service, the number of alternate meals (including vegetarian) exceeds the number on your dietary list, an additional fee of \$40 per entrée (exclusive of tax and gratuity charge) will be applied. We cannot guarantee we will be able to meet all requests, but we will attempt to satisfy your guests' needs to the best of our ability.

With an increase in demand for gluten-free and wheat-free requests, we strongly recommend you provide a small percentage by building these items into your order.

ADMINISTRATIVE CHARGE

The Licensee shall pay to the Licensor an administrative charge in an amount of 24% on all food and beverage charges. Administrative fee is subject to applicable taxes currently at 10%.

The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees.

TAXES

Washington DC currently taxes both Food and Beverage including Alcoholic Beverages at 10%. Labor fees are subject to applicable taxes currently at 6%. If the Licensee is an entity claiming exemption from taxation, the Licensee must deliver to the Caterer satisfactory evidence of such exemption prior to the event(s) in order to be relieved of its obligation to pay state and local retail sales tax. Please note: Washington DC sales tax exemption only can be applied.

PAYMENT POLICY

Aramark's policy requires full payment along with the signed food and beverage event plan in advance.

Aramark accepts certified or cashier's checks, money orders, American Express, MasterCard and Visa as payment for products and services. If payment is received within less than five (5) business days prior to the event, certified funds, credit card payment or a wire transfer will be required. If the customer prefers to pay by company check or wire transfer, a credit card authorization form is required to facilitate on-site orders. A 3% processing fee applies to all credit card charges.

All remaining charges, including additional charges incurred on site are due within 30 days of the date of your invoice. If payment is not received within the time specified, a late charge of 1.5% per month will be added to the balance.

CANCELLATION POLICY

Cancellation of any convention or individual event must be sent in writing to your designated Aramark Sales Professional. Any cancellation received less than 3 days of the first scheduled event will result in a fee payable to Aramark equal to 100% of the estimated food and beverage charges

SERVICE WARE

All booth services include the appropriate variety of high-grade disposable service ware.

China Service may be requested from your catering sales manager for the exhibit halls for an additional fee of \$3.50 per person

SERVICE TIMES

Meal services are based on the following time guidelines

SERVICE	HOURS
Buffet Breakfast or Lunch	2 hours
Continental Breakfast	2 hours
Coffee Service	2 hours
Meeting Breaks	1 hour
Receptions	2 hours

Seated or buffet meals require 2 hours setup time in advance of the function. Extended or reduced service times, early set-up times, or delays in service time start may result in additional labor charges. Functions requiring continuous (all-day) service will incur a labor charge for the service hours

HOLIDAY SERVICE

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following federal holidays: New Year's Eve and Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

TABLES AND ELECTRIC

Aramark does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms used for exhibit space. Please contact the appropriate contractor for these items.

EXHIBITOR F&B POLICY

Aramark is the exclusive provider of all food and beverage at the Walter E. Washington Convention Center. As such, any requests to bring in food and beverage will be at Aramark's discretion and will be considered on a case-by-case basis. Appropriate corkage fees will apply.

Please consult with your designated catering sales manager concerning this.





Exhibitor Order Form (1 form per service please)

Event Name _____	Booth Number _____
Location of Booth _____	Booth Name _____
Contact Name _____	Phone Number _____
On-Site Contact _____	Email _____

ORDER : Labor fee of \$65 per delivery will apply

Date of Delivery: _____ Time of Delivery _____ am/pm Ending Time _____ am/pm

1. Quantity _____ Item: _____
2. Quantity _____ Item: _____
3. Quantity _____ Item: _____
4. Quantity _____ Item: _____
5. Quantity _____ Item: _____

METHOD OF PAYMENT:

- Credit Card
- Check
- Wire

Booth Exhibitor Catering is not based on consumption.

Orders submitted without all information requested will not be processed. Signature:

A 23% Service Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.

All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice. Orders submitted later than 21 business days prior to event are charged a 22% Late Ordering Fee.

Orders cancelled within 72 hours of event will not be refunded.

The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees.

Please email order form to WEWCCExhibitororders@aramark.com

WALTER E. WASHINGTON CONVENTION CENTER

BOOTH CLEANING

Aramark Facility Services is the exclusive cleaning services provider at the Walter E. Washington Convention Center. Our team removes trash, vacuums aisles and booths, and provides porter services and mopping. We have an office on site, so we are able to respond quickly to any requests.

BOOTH CLEANING ORDERS

Exhibitors must reserve cleaning orders at least 21 days prior to the contracted event start date to receive regular rates. You can reserve same day booth cleaning, but all rates increase by 30%.

There are two ways to order services:

1 Visit our website at wewcc.aramarkcafe.com. Here, you can select the cleaning services you need, input the number of event days, and add your company name and booth number. You can also create an account, review your information, and finalize the order using a credit card or check. Cash is not accepted. If your desired booth cleaning order falls within 21 days of the event, please email aramarkevs@aramark.com.

2 You can reserve same-day booth cleaning on the start date by visiting our service desk (locations vary by show), going to our website wewcc.aramarkcafe.com and selecting the same-day option, or emailing us at aramarkevs@aramark.com.



All rates are quoted in USD and taxed at 6%.
We accept payment via credit card and/or check.

Rates

End of Show Day Booth Cleaning: Includes trash removal and vacuuming or mopping, based on the floor type. Cost is **\$0.65 per sq. ft. per day**.

Porter Service: Includes emptying wastebaskets and sweeping floor debris on two-hour intervals during show hours only. Porter service is calculated by total booth size per day.



Costs

BOOTH SIZE	RATE (per day)
Under 500 sq. ft.	\$150.00
501-1,500 sq. ft.	\$190.00
1,501-2,500 sq. ft.	\$230.00
2,501-3,500 sq. ft.	\$270.00

Booths bigger than 3,500 square feet require custom porter service.

Custom Porter Service: Includes trash removal and sweeping the floor. This service is charged at a rate of \$56 per hour, with a minimum charge of two hours per worker per day. If you require any additional customization, please email aramarkevs@aramark.com or call us at 202.249.3980. We're happy to help!

Order Add-Ons

Access order add-ons through our website [wewcc.aramarkcafe.com](http://www.wewcc.aramarkcafe.com). You can also visit our service desk (varies based on show), or contact us at aramarkevs@aramark.com.

Booth and Carpet Disposal

We do not provide booth and/or carpet disposal services. Please reach out to your service contractor for help dismantling your booth and removing carpet.

Exhibitor-appointed contracts, general service contractors, and decorators are prohibited from providing cleaning services on WEWCC property. Exhibitors are subject to penalties if other contractors are present.

Questions? Contact us at aramarkevs@aramark.com or call 202.249.3980.





Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX



ELECTRICAL SERVICE CONTRACT



Washington, DC 20001
 202-249-3600
 202-249-3601 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com – online
 ordering available

**Deadline Date for Incentive Rates:
 December 17th, 2023**

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.5% service fee.

Fed ID # 88-0437088 **2023-2024**** 10/1/2023**

Event Name: Transportation Research Board Annual Meeting 2024		Event Dates: January 7 th – 9 th , 2024	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No	Exp Date	CVV Security Code	Check Number
VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/>		Cardholder Name as it appears on card (Please Print)	
Authorized Contact Name (Please Print)		Authorized Contact Email	

*******IN ORDER TO SECURE THE INCENTIVE RATE, PAYMENT MUST BE RECEIVED 21 DAYS AND ISLAND BOOTH FLOOR PLANS MUST BE SUBMITTED 14 DAYS BEFORE THE EVENT START DATE*******

ELECTRICAL OUTLETS

Power strips and extension cords available to rent onsite

Please read page 2 regarding additional labor and material charges “Description of Outlet Location & Distribution Charges”
24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Description of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		\$116.00	\$143.00				
10 Amp /1000 watts		\$145.00	\$176.00				
20 Amp / 2000 watts		\$220.00	\$273.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp- <i>Minimum for European Power</i>		\$390.00	\$475.00				
30 Amp		\$528.00	\$648.00				
40 Amp		\$665.00	\$821.00				
50 Amp		\$734.00	\$914.00				
60 Amp		\$959.00	\$1,175.00				
100 Amp		\$1,188.00	\$1,452.00				
208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp		\$523.00	\$646.00				
30 Amp		\$782.00	\$917.00				
60 Amp		\$1,157.00	\$1,430.00				
100 Amp		\$2,098.00	\$2,527.00				
200 Amp		\$4118.00	\$5,149.00				

Transformer(s): Check off European Power column in this section. European Power is all 60HZ 208v transformers to 240 1ph European, 60HZ 480v-3ph transformer to 380v/3ph European. Hi-Tech Electric does not offer 50 HZ. Please check your equipment to see if it can operate at 60 HZ. Pricing for transformer includes the transformer and power. Labor, materials, and lift are additional to installation.

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V 20amps		\$973.00	\$1,185.00		
European Transformer 480V -380V 480v-380v-30amps-100amps		\$2,382.00	\$3,087.00		
480V 3Ø Motor & Equipment Outlets					
25KW/Kilowatts 30A-480v		\$780.00	\$974.00		
50KW/Kilowatts 60A-480v		\$1,390.00	\$1,667.00		
100KW/Kilowatts 100A-480v		\$3,010.00	\$3,889.00		
200KW/Kilowatts 200A-480v		\$6,019.00	\$7,822.00		
Overhead Quartz Lights: <i>Please Use Exhibitor Rigging Order Form</i>					
See Terms and Conditions Section for Labor Rates					
Subtotal of Charges					\$
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name: _____ Signature: _____ Booth No: _____ Date: _____

Labor Request Section:

Send mandatory PDF or DWG for all Island booths to: dcexhibitorservices@hi-techelectric.com	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation. *****Indicate all 24 hr and dedicated outlets on floor plan	Requested Installation Labor date: Requested Installation Time: Size of Booth: Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/> <i>Please note this is a request. Labor may start earlier or later depending on move-in factors.</i>

TERMS AND CONDITIONS

Page (3) must be signed in order for electrical installation to be scheduled
Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$110.00 per hour during Straight Time: 8am-4:30pm M-F
- \$210.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$204.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one (1) hour installation and ½ the total time for dismantle.
- The minimum charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor. Installation that differs from back of the booth setup will incur labor and material charges.
- All inline booths will incur a price upcharge if the entirety of expo aisles are not installed directly above floor ports with 10' foot spacing. HTE is authorized to charge the price difference should the floor layout change and or if the standard price is selected.
- All electrical outlets for Island booths will be dropped from one main panel location per the exhibitor's floor plan. Delays in installation can occur if no main panel location or floor plan is provided.
- All Island booths will be charged labor to install, energize, and dismantle, as well as materials. *For a pre-show estimate based on the submitted diagram, see estimates section below.*
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208v outlets will require labor to install, energize/connect, and dismantle, as well as materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

HI-TECH ELECTRIC (HTE) JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.
- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify HTE for any and all work-related accidents.

SPECIAL EQUIPMENT

- Special Equipment orders require 30 days' notice prior to move-in.
- If the exhibitor has special equipment (due to size, weight, access to booth, etc.) HTE needs to be notified to assess if installation for surrounding booths needs to be delayed in order to provide a safe path for special handling or additional delivery space. If the special equipment damages any HTE equipment, and/or requires dismantle and installation of materials at any booth, the exhibitor of the special equipment is fully responsible for repair and associated labor costs.

HI-TECH ELECTRIC MATERIALS

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.
- All materials are inspected and tested upon energizing. Any materials that get damaged after installation and HTE testing occurs, the cost of repair (including labor time and materials) is billable to the credit card on file.

FLOOR COVERINGS

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. Hi-Tech Electric is not liable for any costs incurred by the exhibitor for such cuts.

RAMPING UTILITY LINES

All ramping of utility lines in booth are done on straight time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move-in begins, in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. **PO is not an accepted form of payment.**
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.5% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.

- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.
- Credit card refunds are subject to a 3.3% credit card processing fee.

CLAIMS AND INVOICE DISPUTES

Any claims or disputes with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the exhibitor *and* acknowledged by Hi-Tech Electric.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.
- For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Once carpet is installed, exhibitor will need to notify HTE for the energizing of electricity.

DELAYS

- In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.
- If your booth is located in front of a freight door/aisle, for safety reasons, it is at our discretion to delay installation until freight traffic decreases. This may result in overtime labor charges at no fault of HTE. If the responsible party still insist on installation earlier than scheduled, the exhibitor will be responsible for all repair costs of any damaged HTE materials (see page 4 "Hi-Tech Electric Materials" section).

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work-related claims, accidents, losses, and damage.

INTERNET | TELEPHONE | CABLE TV

WALTER E. WASHINGTON

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

INTERNET



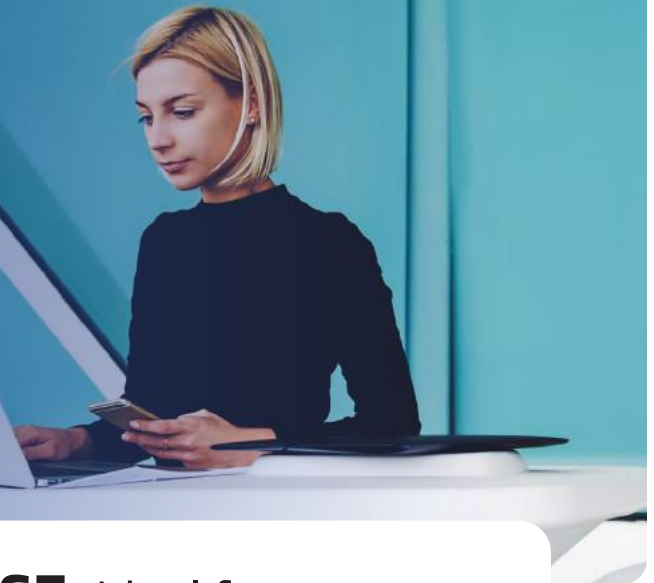
TELEPHONE



CABLE TV



Need just a **BASIC** CONNECTION?



Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

***ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
 or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED CABLE TV SERVICES?



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**. Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

***ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

**Cable services may require a deposit in some locations.

ORDER NOW



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps



Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”



Exhibitor Kit

Easy Ordering

As the official Technology Provider for the TRB 103rd Annual Meeting, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select your show

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

EventNowSM

offers a range of solutions for any exhibitor:

As the official Technology Provider of TRB 103rd Annual Meeting 2024, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors
- Touchscreen monitors
- Laptops
- iPads & iPad Stands
- Various Audio Packages
- HDMI Cables, Distribution Amplifiers, and Adapters
- LED Up-Lighting

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Call or Email our Encore Customer Support Center:

eventnowsupport@encoreglobalmail.com

1-800-966-4498

<https://eventnow.encoreglobal.com/>

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

What else can we do?

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

Video Solutions

And More!



103rd Transportation Research Board (TRB) Annual Meeting
 January 7–9, 2024
 Walter E. Washington Convention Center
 Washington, DC



(770) 507-6777
 FAX (770) 474-4676
 order@tfc-florist.com
 www.tfc-florist.com

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 convention • plant • services

Exhibitor Name: _____ Booth Representative: _____
 Firm, Billing Name: _____ Purchase Order or Reference Number: _____
 Booth Number: _____ Credit Card #: _____ Ex Date _____
 Billing Address: _____ CVV# _____ *Pay via ACH to avoid cc proc fee, email req to order@tfc-florist.com*
 City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card _____
 Show Decorator: Hargrove _____
 Phone: _____ Fax: _____ Authorized Signature: _____
 Cell: _____ Email Address: _____

HOW TO ORDER: Email order to order@tfc-florist.com/ Mail hard copy to: P.O. Box 538, Rex, GA 30273 or 121 Pine Dr., Stockbridge, Ga 30281 / or Fax to (770) 474-4676 Questions? Please email plant@tfc-florist.com or call (770) 507-6777
 * **PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO EXHIBITOR MOVE-IN**

**FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!
 LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!**

If you would like to specify color, size, type flowers, please do so below—**prices start at \$80.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
 Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$70.00 ea

Visit www.tfc-florist.com for additional sample pictures.
 For free design assistance, please call 770-507-6777 or email plant@tfc-florist.com with any questions.



TLC Designers can provide the following:

- **Water Features**
 - **Fountains**
 - **Ponds**
 - **Water falls**
 - **Swamps**
 - **Garden Areas**
 - Tropical :**
(beach scenes;
rain forests)
 - Seasonal:**
(Spring, Fall, Holiday)
 - Formal :**
(serenity garden,
English garden)
 - **Border Areas:**
 - Hedges**
(control flow)
 - Lawn or Golf**
(promotional)
 - Trees**
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

COLORFUL POTS OF VIBRANT FLOWERS!

Seasonal

12"-18"H

\$50.00 each

Qty _____

White _____

Yellow _____

Lavender _____

Orange _____

Pink _____



Bromeliads—12"-18"H

\$50.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

*See next
 page for
 green plants.*

Ferns



Ferns
 \$50.00 each
 Qty ____

Ivy



Ivy—10”H x 10”W
 \$50.00 each
 Qty ____

Pothos



Pothos—12”H x 12”W
 \$50.00 each
 Qty ____

3' Green Plants



\$60.00 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$70 each Qty ____
 5' @ \$80 each Qty ____
 6' @ \$96 each Qty ____

7' H & Taller plants & Planters are available
 Call 770-507-6777 for price/availability



Planters are 2 1/2' long.

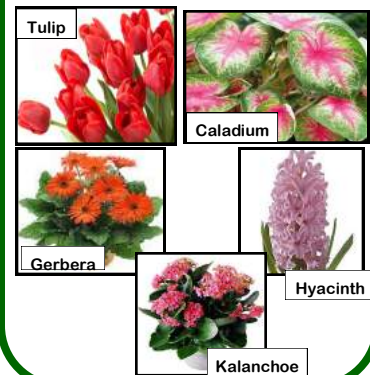
Top-dressed with seasonal color and greenery

___ white, ___ pink, ___ red
 ___ yellow, ___ lavender



4' @ \$175 each, Qty ____
 5' @ \$185 each, Qty ____
 6' @ \$200 each, Qty ____

Seasonal Flowering Plants
 Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. **There is a restocking fee for orders cancelled less than 2 weeks prior to show opening. Orders placed after the open of an event may be subject to a delivery fee.**
Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container (Included in rental cost)	Subtotal _____
___ Black ___ White	10% Delivery _____
Chrome, Brass, Terra Cotta, & Other Containers are available.	3% CC Proc Fee _____
Please call 770-507-6777 for pricing.	Request ACH pmt invoice when emailing this order to avoid 3% fee
	Total _____

BOOTH SECURITY GUARD SERVICE – ORDER FORM

EXHIBITOR: _____

BOOTH #: _____

ON-SITE CONTACT NAME: _____

EMAIL: _____

CELL PHONE: () _____ FAX: () _____

DATE	START TIME	END TIME	TOTAL HOURS

GRAND TOTAL HOUR _____

Simmons Security requires payment in full at the time of your order in placed.

Advance Rate as follows:
 Straight Time - \$35.00 per hr + 6% Tax

On-site Rate as follows:
 Straight Time - \$37.00 per hr + 6% Tax

PAYMENT INFORMATION:

- Pay by Major Credit Card (Visa or Master Card)

Cardholder Name: _____

Credit Card #: _____ Exp Date: _____

Address under this Credit Card: _____

City: _____ State: _____ Credit Card Zip: _____

CVV Security Code _____

Signature: _____

Simmons Security

Tel: 703-346-6304

Fax or email your order to Fax: 866-610-9606; Email: diane@simmonssecurity.com